



MURRAY
CITY COUNCIL

MURRAY CITY MUNICIPAL COUNCIL COMMITTEE OF THE WHOLE

The Murray City Municipal Council met as a Committee of the Whole on Tuesday, February 7, 2012, in the Murray City Center, Conference Room #107, 5025 South State Street, Murray Utah.

Members in Attendance:

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| Jim Brass | Council Chair |
| Dave Nicponski | Council Member |
| Darren V. Stam | Council Member |
| Jared A. Shaver | Council Vice Chair |
| Brett A. Hales | Council Member |

Others in Attendance:

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| Michael D. Wagstaff | Council Executive Director |
| Dan Snarr | Mayor |
| Jan Wells | Mayor's Chief of Staff |
| Frank Nakamura | City Attorney |
| Janet M. Lopez | Council Office |
| Justin Zollinger | Finance Director Candidate |
| Janie Richardson | GIS |
| Blaine Haacke | Power General Manager |
| Tim Tingey | ADS Director |
| Doug Hill | Public Service Director |
| Colleen Ogrin | Citizen |
| Pat O'Hara | Murray City Schools |
| Steve Hirase | Murray Schools Superintendent |
| Jon Hendix | Citizen |
| Cris Longhurst | Murray School Board |
| Mitzie Huff | Murray School Board |
| Marjorie Tuckett | Murray School Board |
| Dave Carpenter | IT |
| Rob White | IT |

Chairman Shaver called the Municipal Building Authority meeting to order at 4:35 p.m. He mentioned that the only item on the agenda was approval of minutes from the January 3, 2012 meeting. He asked for a motion. Mr. Stam moved approval, Mr. Hales seconded and the minutes were approved as written. Meeting adjourned.

Chairman Brass called the Committee of the Whole meeting to order at 4:36 p.m. and welcomed those in attendance.

Minutes

Mr. Brass asked for corrections or action on the minutes from the Committee of the Whole meeting held on January 3, 2012. Mr. Shaver moved approval as written. Mr. Stam seconded and the motion was approved 5-0.

Mr. Brass asked for action on the minutes from the Council Initiative Workshop held on January 11, 2012. Mr. Hales moved approval, Mr. Shaver seconded and the minutes were approved 5-0.

Business Item #1:

Finance Director Discussion

Mr. Brass explained that the Council wanted to meet Mr. Zollinger and asked him a few questions. He felt the questions that were submitted were great and could be asked in an open meeting.

Ms. Wells introduced Justin Zollinger, who lives in Garland and works in Logan. He was raised on a farm and with the memo she sent out everyone knows the basics of his background. The administration and senior staff has had an opportunity to meet him and ask him questions and they feel he would be a great fit for Murray.

Mr. Shaver asked Mr. Zollinger what is prompting him to move from Logan. Mr. Zollinger responded it is opportunity, growth professionally and the challenge to make things better in another city. He is passionate about improving processes and budgeting.

Mr. Hales asked how long he has been with the City of Logan and if he went to school there. Mr. Zollinger replied it was just under seven years and he went to Utah State University then Weber State for his Masters Degree. He was asked about his wife and noted that she was from the Salt Lake area.

From the list of prepared questions Mr. Brass asked: How do you plan to advise on or provide confidential budgetary and financial information to both the Executive and the Council, the Legislative body?

Mr. Zollinger said that there are a few challenges in getting information out of the current software. He used the HTE system prior to converting in Logan. He has some tools he will bring along to get the current system to perform better. One way to get information in a timely basis is to get updated software. It is difficult. Another way to get good information is to have a good closing schedule. All the adjustments need to be in between the first and fifteenth of the month to close the down and then he will be able to get financial statements and budget reports. This is vital in getting good financial data and will make decision making justified by having the numbers.

Mr. Shaver asked if he would anticipate having regular sessions with the Council. Mr. Zollinger answered that as Budget Officer; he feels that is part of his job. Others agreed.

Mr. Brass asked: Upon discovering a discrepancy in the budget how do you plan to correct the issue and advise the Council and Administration? He added that in a challenging economy, surprises are not fun.

Mr. Zollinger asked if this was in reference to his own mistakes. Now, he talks to his supervisor and this would be the Mayor with reporting to the Council. He would be upfront in dealing with any problems he created. In Logan City he had an issue with a department who did not budget for one of the employees. He would have a talk with him to decide how to pay that individual.

Mr. Shaver stated that there has been a struggle with utilizing the same forms for reporting. Someone may look at numbers differently and have different thinking about it versus the way others do. Mr. Zollinger said that there needs to be some communication to help clarify whatever report is being looked at. Making changes to those reports will take place. He stated that his general philosophy for information is open and honest and one goal is to get the Council and management team the information it needs.

Mr. Shaver said that another struggle has been reconciling amounts in the budget, how to spend it and how to account for it. How to process that? Mr. Zollinger asked if that is follow-up. He said a good way to start is to have objectives. As the Mayor's budget is brought to the Council the objective projects to have done will be detailed for the Council. The following year, they will look to see if those projects were accomplished.

Mr. Brass asked: Recognizing that the Finance Director is the only individual having the ability to legally move encumbered funds from one line item to another:

- a. How do you define encumbered funds?
- b. What are the standards you plan to implement to deal with a request to move dollars from one line item to another?

Mr. Zollinger said that to clarify, encumbrance is an accounting term, which means a future commitment for a contract, service or product. He thinks the question refers to a budget appropriation, which can be moved within the same department, although, it is not allowed across funds. In Logan a form is used, filled out by the department as to why it needs to be done, with department head and Mayor's signatures for a budget transfer only within the department.

A change from one department to another must come before the Council, he expressed. He also suggests controls on capital and payroll so that those funds are not used for operations. These three categories should be protected to make sure there is no crossing back & forth.

Mr. Shaver noted that Mr. Zollinger would develop the process for moving budgeted funds within the department. Mr. Zollinger confirmed that and added that new money that had not been appropriated by Council would be handled as a budget resolution.

Mr. Brass asked: How do you plan on providing a Murray City focused quarterly financial and economic update? What are the top five economic indicators that he plans to use?

Mr. Zollinger said that financial reporting shows where the City is. Economic indicators show what's coming on the horizon. He likes to check sales tax, in 2008 that was decreasing substantially and budget retractions needed to be made to avoid overspending during the budget year. Building permits show how construction is going in the community and also plan

application fees give an idea of the local economy. He likes to follow the State of Utah unemployment numbers to give an indication within the state and the other indicator he likes is the consumer confidence index on a nationwide level. He also likes to track short and long term interest rates to see trends in case the City is considering bonding.

Mr. Shaver mentioned that we have strong indicators in Murray, car sales are one of those, Costco is another. He asked if he had considered looking at these specific sectors. Mr. Zollinger said that it is not available now; however, he has a picture in his mind how that could be developed for auto sales tax.

Mr. Nicponski asked what Mr. Zollinger's most challenging event was during his tenure in Logan. Mr. Zollinger responded that converting the payroll software over a nine month period was challenging while in the middle of year-end. At the same time he was studying for the CPA exam. The payroll software broke down during that time and it took about 70 hours per week to get everything corrected. Most difficult was converting the payroll software. He noted that he doesn't mind that extra time when it is called for.

Mr. Brass was intrigued by that, as Murray needs to do this very thing. His insight on what to avoid will be a benefit to Murray.

Mr. Zollinger stated that he has a great relationship with Logan City and has some team members he can bounce ideas off of. Additionally, Logan City is very similar to Murray. Both are just under 50,000 citizens with similar departments. He feels his unique ability to build will benefit Murray City. The university creates some challenges for Logan City; every August and December there is an influx of students coming and going to be signed up for utilities.

Mr. Hales asked if he could give an example of personnel conflicts that were necessary to overcome. Mr. Zollinger had a disagreement quite a few years ago with his boss and he handled it by going back and having closed door conversations until they worked it out. Allowing things to go unresolved does not make for good relationships. He strives to keep relationships strong. As long as the conversations are professional, without personal barbs, a difference of opinion can be had with a determination to get to the truth and agree on the best option.

Mr. Stam asked what makes him feel that he is qualified to take this position with Murray City. Mr. Zollinger said that there is only one other person in the state of Utah with the payroll conversion experience with HTE that he has and that is his boss in Logan. Mr. Zollinger feels he is the best Financial Director in the state and he wants to be up there alongside him. Therefore, he has been tutored by one of the best during his last seven year experience; he has his Master's Degree and expects to have his CPA certification very soon. He can be a team member and contributes either in a lead position or supporting function. He feels these are his qualifications and stated his excitement to be with Murray City.

Mr. Brass said the Council is excited too; communication is huge; accurate numbers are important quickly. He would like to know of trends, even if it is only an inkling, sooner rather than later. Metals, commodities anything that might affect car sales is good to know. He thanked Mr. Zollinger for being with them.

Mayor Snarr mentioned that confirmation of Mr. Zollinger was scheduled for February 21 and he would plan to start the next day.

Mr. Brass announced that he may not feel up to staying for the entire meeting due to his heart attach just a week prior. Please excuse him if he leaves early.

Business Item #2 Murray School District Presentation on Hillcrest Junior High

Mr. Brass introduced Dr. Steven Hirase and Pat O'Hara and welcomed them to the Committee of the Whole meeting. Two School Board Members were also in attendance.

Dr. Hirase referred to the documents on the poster boards and hand-outs to discuss the Hillcrest budget and some information the City Council asked the School District to come up with. He showed an aerial view of the site pointing out the twenty one homes acquired in the neighborhood with one left to purchase. No problems were anticipated with that property. Plans are to have Hillcrest remain open with the new building going on the east side of the property. As long as the bond goes well, the district anticipates opening the new school in the 2015 school year. The bond election is to be held in June and the campaign would begin soon.

For background, Mr. Hirase explained that several months before Doug Hill and some staff members met with Richard Trantor and discussed if certain enhancements were included in the new building to accommodate City programs, what those costs would be. Some specifics have been given in preliminary sketches by the architect with options and costs to the City. This will probably be a once in the lifetime shot at trying to do that, should the City desire.

There is no site plan at this point. They do have the basic program and size of administrative offices however no design work has been done. This would begin after the bond passes. Demolition would start before the end of the calendar year.

Mr. O'Hara said that the two things being decided now are the footprint of the school, which is anticipated to be 200 to 300 feet back from 5300 South, and the traffic flow at that site. The desire is to minimize congestion on 5300 South. They want to help solve the current traffic problem with the design, to the extent that they can. The bigger issue is to determine if any of the optional space will be of interest to the City.

Gymnasium: The base program will be to replace the current full size gym and not replace the smaller gym but put in a dance and weight room instead. The gym will be 11,000 square feet with one full sized basketball court with the option of two side courts. There will be minimal seating as there are not a lot of spectators with the junior high program. Mr. Hales asked how the spectator seating compares to Riverview. The Hillcrest space may be a little less, Dr. Hirase said and the proposed new gym is about the same as the current one. Mr. Hales stated that with the new gym, there will be lots of participants wanting to watch events. Mr. Stam commented that the freshman basketball team plays at Riverview, an older space, and he wondered why the new gym would not be a little nicer and move those games to Hillcrest rather than Riverview. Dr. Hirase said that he has a proposed budget to live within and that as long as the basics for a school day are met then this adequately fits their needs. This scheme would give the option for a volleyball court, as well.

Scheme B provides for two full size courts, four side courts and four volleyball courts with a bit more seating. These are initial drawings and some things could possibly be changed. Mr. Shaver asked if the number in red, \$1,700,000 is the cost to the City. Dr. Hirase confirmed that it is made up of the full cost less the base junior high program, Scheme A, which the school is anticipating for student needs.

Scheme C is 24,000 square feet for four full courts or one court with 500 seats. This would accommodate six full volleyball courts. The total cost is over \$4 million.

Scheme D has more square feet, more generous seating and spacing for about \$200,000 more.

Mr. Hill commented that this has been discussed with the staff and Park Board and the staff likes Scheme C, giving them the ability to have six volleyball courts in use at once, as well as, four basketball courts. The Park Board favored B because it would be ample for Junior Jazz and the cost savings was substantial.

Dr. Hirase stated that any of the options would help to enhance the day program by providing additional space, as well as, supports the City programs.

Auditorium: The facility is basically going to be built as an 800 seat auditorium. Dr. Hirase referred to the opportunity the School Board and administration took to visit some districts with newer facilities prior to planning for Hillcrest. It was interesting that many of those districts were not building auditoriums at the junior high level. They are using cafeteria space for those activities. Murray felt strongly that the auditorium was necessary. The base plan would include scenery and storage area with some dressing rooms and stage area. The total cost as designed is estimated at \$2,482,000. The current auditorium seats 780 as counted by Mary Ann Kirk. And the high school seats 1150. Some of the additional enhancements requested by Ms. Kirk included larger scenery storage, stage area and dressing rooms taking the square footage up by 4,100 for a cost of just under \$700,000. A full fly loft would cost \$500,000; an orchestra pit would add \$250,000. Mr. Shaver asked if the design of the space would include the height necessary for a fly loft. Dr. Hirase would not include a full fly loft for a junior high school. Those kinds of productions are not done to warrant a fly loft. Mr. Shaver inquired if the auditorium would be included in the total structure of the junior high. Dr. Hirase stated that the original plan is to keep that as part of the entire structure. Auditoriums are always near an entrance. Mr. Hill said that staff felt that with the additional amenities, this facility could function in place of a downtown performing arts center. People may not want it at this location, but it would work. The Park Board prefers a performing arts center in the downtown area as an economic development enhancement.

Mr. Shaver related information about an auditorium facility in Idaho Falls that was built with separate walls and used by both the city and the school. The costs go up immensely by creating the walls for that structure. The auditorium is set on an end, so that gates can be drawn with no entrance from the school in the evening, but with outside external entrances into the auditorium. In Auburn, Washington the theater is a separate building with access back and forth to the building but completely separate. Park City is built similarly too, Dr. Hirase commented.

Mr. Stam asked if the auditorium at Hillcrest would be located closer to the edge and could be totally blocked off from the school. Dr. Hirase stated that a general footprint has been drawn just to see where the building will be; however, they have not created the specifics of design. There is still flexibility; although, it will be one building.

Continuing, Dr. Hirase said that the basic drama classroom will just be a larger classroom space. If the City wanted a black box it would be totally separate from what the District is putting in. That is not something that would be used at the junior high level. This one pictured would hold 160 seats for just over \$500,000. Tennis courts could be added at any time. The site will be designed so there is some flexibility in adding tennis courts and sharing costs.

The other thing discussed, Dr. Hirase commented, was to try to save some green space. The District is planning to have playing fields on the west side of the school. They will have one area large enough for a full soccer field with the contour of the hill around. Two soccer fields would require the building of a retaining wall, which would be 30 feet tall because of how far back it would have to go. It would run about 90 feet long. That costs about \$750,000 for that.

Mr. Brass thanked Dr. Hirase for the presentation.

Business Item #3 Land Use Code Review

Mr. Tingey explained some land use issues that the department is currently dealing with. Council Members probably have constituents that often contact them about these matters and it is a regulatory environment. Policies are set for land use with the Zoning Ordinance and the General Plan to provide broad policy direction. When developers or individuals come into the Community and Economic Development offices to make requests is when the rubber hits the road. It is challenging at times and the department really strives to find alternatives to work with people and opportunities to look at different things to recommend or have them come to the Council to modify the ordinance. They want to find ways to make things work; although, sometimes they just can't. This is the philosophy of the staff, with Chad Wilkinson as Division leader, to be consistent in decisions and interpretation of the code in working on issues. Both Mr. Wilkinson and the staff are excellent at that. There are some issues that the department wants to bring before the Council; however, they would like to get the Council's thoughts on these matters before doing so.

Mr. Wilkinson said that in the last six months he became involved with the business license side of things at the City. When asked to take over that function, he wanted to take a few months to decipher if there were things to be improved upon, things that weren't working well, things that could be handled better, or things that work great and don't need changing. A few recurring themes continue to come up month after month. In talking with citizens and business owners in Murray there are some things that could be improved upon. He would like the opinion of the Council on these thoughts.

His focus is related to business license of home occupations, which is also a land use issue.

The current late fee structure is a concern; in the case of a renewal application from the first day late to 30 days late a 50% penalty fee is incurred. Thirty one to 60 days late requires

100% of the license fee as penalty. After 60 days the 100% penalty fee is incurred plus the business owner must go back through the application process involving reviews and sign off of all inspectors and consideration of code compliance issues. It is an incentive to help people renew their licenses in a timely manner.

The base business license fee is \$100. So if someone is one day late to 30 days late the penalty is \$50.

Mr. Shaver asked what percentage of owners is late. Mr. Wilkinson does not have statistics on that, however, he does receive numerous phone calls every month from people who do not want to pay the late fees. Others pay the late fees without question.

Mr. Wilkinson related an example of a storage unit, where the business license costs a base fee plus an amount per unit. If these folks were late the fee would be \$460. Another storage unit example would incur a late fee of \$726. These may be extreme examples.

Mr. Nicponski asked how these owners find themselves in this situation; are they just not paying attention, or is it standard in the industry. Mr. Wilkinson said it depends on how each individual ordinance was set up; some cities have similar fee structures. The idea of late penalties is to provide an incentive for people to renew on time. This is not policy; it is in the Murray City Code.

Mr. Wilkinson said the thoughts are directed to ways to help incentivize people to be on time; but try to work with the business. Postmarks are not accepted, the fee must be in on time. The staff feels that if someone is late, whether the fee is \$760 or \$100, there is not much difference in how it is processed and no real good reason for charging the extra amount.

Multiple notices are sent out. One is 30 days prior to the due date, a second notice occurs at the point of tardiness, and a third notice later.

A couple of options to be considered would be:

- Flat late fee of \$50 or whatever is decided upon, for the first month;
- Grace period for 10 days, before late fees are applied;
- Or a combination of both with higher fees after 30 days.

It is important to be consistent and he has noticed that people feel one day or five days late is not much.

Mr. Brass asked if the renewal notice mentions the late fees. Mr. Wilkinson said the notice does outline the late penalty fees. Mr. Brass mentioned that because things happen, he likes the grace period idea.

Mr. Nicponski likes that idea as well, stating that it is friendly. Mr. Stam agreed since there is no provision for postmarks. Mr. Hales said that a grace period is standard and people are used to that.

Mr. Brass said that his concern with a flat fee is that the business with a \$100 license fee is penalized more than the \$1200 license fee. Mr. Wilkinson said the \$50 late fee would

probably remain, however the higher license fee may be lowered rather than being 50% of the regular fee. That would be his preference on the penalty fees.

Another issue relates to refunds. Our ordinance states that all fees are non-refundable, Mr. Wilkinson said. The Base Fee is \$100 and \$50 for a Home Occupation. Various uses require regulatory fees, for uses that have higher call for City services. Some of those are alcohol, body shops, sexually oriented businesses, tattoo parlors, and tobacco shops.

The situation that arises is, for example, a restaurant that wants to serve alcohol as part of its operation. That regulatory fee is included in the business license fee and the City signs off on it. Then it may turn out that the state is unable to give the restaurant an alcohol license, for whatever reason. As it stands now the regulatory fees are non-refundable. In this case, where the City has no control over the approval, he is very sensitive to the matter. This is a real life example. Resolution to that needs to be considered. We do have the \$100 base fee, reviews and inspections by multiple divisions are done and fees do need to be charged. His proposal to be brought to the Council would be to refund the regulatory fees; but keep the base fee for the processing.

Mr. Shaver asked if that regulatory fee for alcohol could be prorated when it is obtained. Mr. Wilkinson said the base fee covers the processing fee and the \$500 regulatory fee covers City services throughout the year. Mr. Tingey said that the state review time is not lengthy. This typically refers to new business; although this example does involve a renewal for a business that wants to add alcohol.

Mr. Brass said he likes the idea proposed. A \$500 hit is big, especially for a new business.

Mr. Nicponski asked if the pawn shops and check cashing businesses are part of the regulatory businesses. Mr. Wilkinson responded that pawn shops are although; check cashing is not specifically listed.

Mr. Stam asked when the \$50 for home occupation had gone into effect. There is an exemption if the business only produces certain revenue. If the gross was less than \$10,000 the previous year then the renewal is only \$50, Ms. Kennedy added. Mr. Stam said that the fees are based on inspections that are not done for a home based business. Mr. Wilkinson said it also covers services provided by the City.

Addressing home occupations, Mr. Wilkinson stated that Murray prohibits a number of occupations and they do come through in applications from time to time. Two that come up frequently are construction related businesses and carpentry. By way of historical information, Mr. Wilkinson related that a few years prior there had been some issues with construction businesses and the City Council determined to prohibit them.

These classifications in construction include the individual who works out of his home and needs a home office. He may park his truck there overnight with tools, but does not mobilize from this site but needs an address. Second, some people who work for flooring companies need to have their own business license. They work only for that one company but contract with them. Flooring companies work that way in order to avoid paying workers

compensation and other fees. They are required to have a business license to work. These contractors have very limited tools, no supplies and work for installers. They work at another site and then go back home.

Some of the concerns from before were mobilizing from the site with workers showing up with all their vehicles to get their job assignments and maybe leaving some vehicles there in the neighborhood. Second was a complaint of outdoor storage of materials and storage of large vehicles on site. These are still valid issues and concerns and we already have restrictions for that in the code along with the number of nonresident employees at the site, restrictions for large vehicles, outdoor storage and the code does not allow for the use of accessory buildings. The department thought that maybe the Council would like to revisit this matter regarding construction work and we recognize that it will be an enforcement issue.

Mr. Brass mentioned that the handyman occupation came up as one. Mr. Wilkinson said that is an interesting issue in that a handyman was ruled okay, but the licensed contract worker not. This seems a little backward for those who have a contractor's license to be denied. He feels they should be treated the same.

Mr. Shaver asked what is being requested of the Council. What does he mean by revisit? Mr. Wilkinson said that he would like to allow these two classifications with the standards in place to restrict what they can and can't do as part of a home business. The department could look at additional standards if that's needed to resolve concerns.

Mr. Tingey stated that depending on the direction received tonight, modifications to the ordinance would be brought forward through the Planning Commission process and then to the Council. Mr. Shaver mentioned that stipulations could be made based on whether or not it was a licensed profession versus a handyman. Mr. Brass added that workers not working out of their home, where no vehicular traffic is attracted to the home should be revisited. Mr. Stam asked if there is a way of doing it attached to a dollar amount like the home based business. A builder may only build three homes a year. He will not have the number of employees or amount of tools as another contractor. He will be limited by the amount of income in a year.

Mr. Wilkinson said that he would like to have a set of standards that everyone needs to work by, including no outside storage, limited employees, no large vehicles, etc. Otherwise you must verify how much the person has made each year and that complicates the issue. The other rules are easy for the City to check on and enforce. This creates a level playing field.

Mr. Brass asked if there were other issues or concerns from the Council Members. None were mentioned and there was no objection to moving forward on this matter.

Mr. Wilkinson addressed the landscaping ordinance. There have been some problems with consistency in the past. His staff is working with the Shade Tree Commission getting their recommendations on the ordinance. The code has some standards, but there is a lot of flexibility given. This makes it hard to tell a citizen or developer what the minimum requirements are. Now the code requires 40% to 60% lawn, but the remainder being a mix of shrubs and trees. That is what causes the problem: how many shrubs and trees, what size, what type? This allows a lot of inconsistency. The direction will be to require a certain number of trees and shrubs per linear foot or 1000 square feet of landscape area. This will be taken to the Planning

Commission for refining and taken to the Shade Tree Commission and then brought to the City Council. Xeriscaping will be part of the ordinance. This is great during a drought, which requires less water consumption, Mr. Brass stated.

Mr. Wilkinson pointed out a new business at 300 West and 4800 South called Triple A Restoration that was the first business in the mixed use zone to allow xeriscaping and they have done a good job. They have living plant material with low water needs and some rock. It is a good example. The hospital is another good example of xeriscaping.

Mr. Nicponski asked why there is a green sticker for the vehicle from business license in a home occupation. Mr. Wilkinson said the vehicle is licensed with the business.

Business Item #4 IT Strategic Plan

Mr. Tingey reminded the Council that the City went through the process to develop an Information Technology Strategic Plan with an outside consultant and all Members should have a copy of that document. He said they are working through the Plan and they want to make sure the Council understands what it entails because a formal Council endorsement will be requested. Following are the highlights of the elements of the IT Plan:

- Assessment;
- Strategic Opportunities;
- Recommendations.

The goals included:

- Evaluate the usage of technology;
- Develop a road map;
- Align technology resources with business requirements.

The assessment was summarized as:

- Technical support spread thin in supporting a moderately complex technology infrastructure;
- Improved model of overall governance of the technology portfolio;
- Need to enhance systems to eliminate processes;
- Lack of standard software and technology;
- No long term capital spending plan;
- Missing system functionality.

Strategic opportunities for management were identified as:

- Establishment of a formalized governance (ITGC);
- Policies and procedures the standards and process to look at new investments has been established);
- Review technology standards
 - Standardizing software

- Electronic Email policy
- Internet use
- Operating systems
- Office productivity software standards
- Formalize the collaborative technology selection process;
- Develop support standards and service level agreements;
- Provide additional cross training for staff.

Strategic opportunities for developing software with package solutions:

- Replace multiple customized AS 400 databases and spreadsheets;
- Implement an integrated payroll time and attendance solution;
- Enhancing the usability of current systems;
- Implement and fully deploy the Naviline budget module(this is being closely looked at now);
- Implement business analytics and reporting capabilities (investment needed);
- Revise the chart of accounts and improve reporting analysis;
- Upgrade or replace the City's financial system.

Mr. Carpenter said that when the City originally went onto this system they ported over information that was on the previous system, however, the problem was that the accounting was not consistent from department to department and in order to obtain good reporting it is necessary to have the account number structure on the chart of accounts such that analysis is easier. For example if all cars have a line item number ending in 010, then you can compare that across all departments. These numbers are not consistent across the departments and funds at this point. If the chart of accounts is restructured then it will make pulling information out and reporting far easier. This applies under the *implementation of business analytics and reporting capabilities* listed above, so it would require the purchase of software. Crystal Reports is an example of that.

Mr. Tingey continued to explain the implementation of new software:

- Service request management complaint tracking software (done – the Help Desk system as no cost);
- Implement a full featured Human Resource information system;
- Implement a Community Development asset management solution;
- Workflow and document management system;
- Legal case management application;
- Transition from Lotus Notes to a more flexible email (being done right now).

On infrastructure, the City needs to:

- Evaluate the long term future of the AS 400;
- Standardize City cell phone providers and technology standards;

- Create a suitable network and server reinvestment program;
- Implement a PC replacement program (working on through the next budget cycle).

Recommendations in summary include the following actions:

Quick Win categories are to establish the IT governance policy, technology governance committee, and deploy the Naviline Budget Module; the first two items have been implemented, Mr. Tingey related. Standardizing the City cell phone policy and implementing the City fire programs package are included in the Quick Win list and are being worked on currently.

Critical categories are to look at the long term future of the AS 400, which is a significant investment that will be discussed in the Capital Improvement Program. Developing, publishing and enforcing technology standards are almost completed. Collaborative technology selection process, the PC replacement and creating a suitable network and server investment program are other critical issues to be working towards.

High level categories include support standards, service level agreements, highlighting or upgrading the City's financial system and cross training staff.

Medium level category was to transition from Lotus Notes to more suitable email and calendaring tool; however, this became a high priority because of the maintenance issues involved.

Low categories are the community development and land management solution and legal case management system.

Mr. Tingey remarked that there are costs to many of these large items up to \$4 million.

The ITGC has authorized this plan and recommends that it be brought to the Council with a resolution so that they know the Council endorses and commits to the plan. It will be a number of years before everything is accomplished.

Mr. Nicponski asked how much it would cost to get all these items done. Mr. Tingey said the total would be \$4.5 million.

Mr. Tingey mentioned how much he appreciates the work of the ITGC and the staff who do great work, sometimes solving problems into the weekend when emergencies happen.

Mr. White commented that the email Exchange program cost less than \$50,000 instead of the \$200,000 estimated.

Business Item #5 North Jordan Canal Stabilization

Mayor Snarr explained that a few years earlier there was an incident after the development of a subdivision east of 1300 West and north of Winchester. It is in the Murray Bluffs I area. The bridge carries the water under Winchester and continues the path of the North Jordan Canal. The boundary between Taylorsville and Murray runs down the center of the canal. Property on the west side of the canal (Taylorsville) is at a higher elevation than the canal, while property on the east side of the canal (Murray) is at a lower elevation than the canal. The total difference in elevation is approximately 50 feet. With the canal sitting on this steep hillside, there has already been one slope failure from the Taylorsville side that caused the canal to flood property on the Murray side and there is a possibility that the slope above or below could fail again.

The suggestion for fixing this issue is containing the water in double-barrel pipe of continuous, high-density, polyethylene culvert, which would run the length of approximately 500 feet of the canal in this section. It will protect the sediments and clay surface below. The canal would be protected from slope failures on the uphill side and ensure that it is not contributing to groundwater, which could destabilize the downhill side.

The proposed costs would be split between Murray City (10%), Taylorsville City (10%), Salt Lake County (20%) and the Canal Company (60%). Mayor Snarr wondered if the \$74,050 allocated from Murray City could come from the storm drain fund or if it would have to come from the General Fund. Mr. Hill said that the request is for our participation.

Mayor Snarr commented that residents in Walden Hills have landscaping that go right up to within 20 feet of the canal. Canal Street is currently blocked at the intersection of 5400 South and 1300 West because it is becoming swift and water barriers are starting to slip.

The Mayor feels this is something that is better to address before problems occur rather than wait until an incident happens. It is less expensive to fix the problem before a catastrophe ensues.

Mr. Nakamura mentioned that Taylorsville had not yet agreed to their portion of the expense.

Mr. Hill stated that ultimately it would require a budget opening or allocation in the next budget.

There being no further business, the meeting adjourned at 6:18 p.m.

Janet M. Lopez
Council Office Administrator