

**MOAB CITY
SPECIAL CITY COUNCIL WORKSHOP
MARCH 6, 2020**

Call to Order and Attendance:

The Moab City Council held a Special City Council Workshop on the above date in the Moab Arts and Recreation Center (MARC) located at 111 East 100 North Street. An audio recording is archived at <http://www.utah.gov/pmn/index.html>. Mayor Emily Niehaus called the meeting to order at 8:27 AM. In attendance were Councilmembers Rani Derasary, Tawny Knuteson-Boyd, Karen Guzman-Newton, Kalen Jones and Mike Duncan. Also in attendance were City Manager Joel Linares, Assistant City Manager Carly Castle, City Attorney Laurie Simonson, City Finance Director Rachel Stenta, Assistant City Treasurer Marcy Mason, Human Resources Director Danielle Guerrero, Human Resources Specialist Stephanie Haycock, City Recorder Sommar Johnson, Deputy Recorder Kerri Kirk, Communications and Engagement Director Lisa Church, City Planner Nora Shepard, Code Compliance Specialist Mona Pompili, Senior Projects Manager Kaitlin Myers, Building Inspector Barry Ellison, City Engineer Chuck Williams, Police Chief Bret Edge, Recreation Assistant Rhett Grosskreuz, MRAC Director Terry Lewis, Arts and Special Events Manager Liz Holland, Arts and Special Events Assistant Makeda Barkley, Film Commission Director Bega Metzner, Sewer Superintendent Obe Tejada, Water Superintendent Levi Jones, Streets Superintendent Jeff Galley, Parks Superintendent Mike Huts, Facilities Superintendent Chace Gholson, and Executive Administrative Assistant Carmella Galley. One member of the press attended.

Workshop to Discuss Setting Goals and Priorities for Calendar Year 2020:

City Manager Linares introduced the general agenda for the day. He also stated that many departments were restructured last year, and the staff will need to focus on education and training. City Manager Linares said that other objectives for this year are quality of life, water resource protection, land use infrastructure and development (i.e. parking plan and 5-year capital improvements plan), infrastructure maintenance and operations, and Walnut Lane affordable housing progress.

Senior Projects Manager Myers stated that Architectural Squared was selected for the Site Planning, Architectural and Engineering Services Requested for Walnut Lane Apartments. She said that this is for the planning stage, and it will be a while before construction begins on the project.

Finance Director Stenta and Assistant City Treasurer Mason presented the Finance/Treasurer Department's goals: online business license renewal, one stop new business registration, professional development, utility customer assistance program, audit water accounts, operational and capital revenue development, capital project prioritization, continued fiscal analysis (debt capacity), rate and impact fee analysis and revision, and council, staff, public outreach and education of city finance. Finance Director Stenta also mentioned goals for 2021-2025: sustainable revenue development, develop a ten-year financial plan for operations and capital, annual rate and impact fee analysis and revisions, streamlined customer processes for utility billing and business licensing, and succession planning. She also stated that the City doesn't have any capacity for new debt at this time; in fact, the City will need to cut \$1.2 million from fiscal year 2021's budget to break even. Finance Director Stenta reviewed the fiscal year 2021 budget process.

Human Resources Director Guerrero and Human Resources Specialist Haycock presented their departmental goals: finalize and adopt the Personnel Policies and Procedure Manual, complete

transition from ADP to Caselle software, continue risk management and TARP (Team Appreciation Recognition Program), local pre-employment testing (drug and psychological), set days and times for closed-door meetings to accommodate all employees, continue the wellness program, and safety measures. Human Resources Director Guerrero stated that the 3-5 year goals are keeping health insurance rates low by both education and wellness incentives and expand education and resources for employees.

City Recorder Johnson and Deputy Recorder Kirk presented their department goals: increase department training and cross-training, transition from Pelorus to Caselle software for accounts payable, obtain Certified Records Officer Certificates for Deputy Recorders, expand records repository, and continue education. City Recorder Johnson stated that the 3-5 year goals are: complete records repository for all legal documents, complete the Certified Municipal Clerk designation, and begin Certified Municipal Clerk designation for Deputy Recorder Kirk for succession planning.

City Planner Shepard presented her department goals: complete master planning for Walnut Lane, review and amend PAD and Assured Workforce Housing Provisions of the City Code to make them more effective, develop standards to allow for new overnight accommodations in commercial zones, increase effective public engagement, training and education of staff, and funding for software (i.e. iWorq Development Module and Blue Beam).

Building Inspector Ellison presented his department goals: work with various City departments regarding building maintenance, construction-related issues, and business licenses, streamline the building permit process, provide more information to the public by adding pages to the City's website and creating a brochure, provide training for staff, and maintain a positive relationship with the residents of Walnut Lane.

Code Compliance Specialist Pompili presented her department goals: ensure alignment and continuity throughout the City Code, restructure process for improved response time, continue to focus on nuisance abatement properties, coordinate community outreach with Communications and Engagement Director Church, obtain iWorq Code Compliance online complaint modules, continue education and training, and recruit an intern for 4-8 hours a week.

Police Chief Edge presented his department goals: achieve and maintain maximum capacity staffing, stabilize vehicle fleet, develop reserve police officer program, update interlocal agreements, and enhance department capabilities through specialized training. For the 3-5 year goals, he wants to develop grant writing and management capabilities, implement the Southeastern Utah Major Crimes Task Force, mitigate the firearms range lead, and focus on a wellness program (mental, physical, and financial) for officers. He stated that the budgetary priorities are to minimize overtime, mitigate unplanned vehicle fleet and maintenance expenses, continue employee training, focus on firearms range clean-up, and update/acquire critical equipment (i.e. laptops, rifle plates, and spike strips).

City Engineer Williams presented his department goals: provide support to multiple City departments regarding construction-related issues and development/building applications, coordinate with UDOT on the Highway 191 widening project, provide plan reviews in compliance with the State requirements, expand internal technical expertise through training, support implementation of the 5-year capital improvement plan, and utilize public engagement with assistance from Communications and Engagement Director Church. He also stated that his department will manage the following projects: 400 East over Mill Creek Bridge widening, roundabout at 400 North and 100 West, and the Spanish Valley Water Tank.

Communications and Engagement Director Church presented her department goals: incorporate public engagement as part of every initiative and expanding outreach by listening and responding to the community.

Recreation Assistant Grosskreuz presented his department goals: implementing rate increases for all programs, renovating entryway to accommodate a front desk area during non-program hours to collect fees, continuing education by attending the URPA conference, expanding recreation opportunities/programs for lesser targeted groups (i.e. senior citizens and toddlers), formalizing a “scholarship system” to assist in registration costs for low-income households, and develop proper storage for large outdoor equipment. For the 3-5 year plan, he said that the department will partner with various local entities to fund construction of new outdoor pickleball courts, and to begin planning for a new gym facility.

Arts and Special Events Assistant Barkley presented the Moab Arts and Recreation Center’s goals, which are to increase the number of grant applications, expand educational programming, continue the annual fundraiser, increase rentals, renovate and rebrand, add more opportunities for arts education, partner with various City departments and Council to integrate the arts into infrastructure, and create a public art map.

MRAC Director Lewis presented her department goals: begin repairs of the natatorium interior walls and exterior building panel cladding, prepare for a rollover of cardio equipment in the fitness center, continue to develop a long-term maintenance plan, explore installation of outdoor showers on the pool deck to reduce locker room crowding, continue succession planning, implement fee increases, review outreach program, and contribute to the capital reserve fund. She stated that the department’s long-term goals are to refinish moisture-damaged laminated wood beams in natatorium, construct storage for outdoor equipment, develop a plan for construction of a snack bar on outdoor pool deck, and continue to assess user fees.

Film Commission Director Metzner presented her department goals: Moab Showdown 49 Hour Short Film Competition becomes an annual event, maintain local community outreach and events, continue to facilitate film, TV, commercial, and online content productions in the area, maintain relationships with film production companies and local land use agencies, become a Certified Film Commissioner (CFC), travel to necessary networking events, continue local youth outreach, and MMVFC (Moab to Monument Valley Film Commission) Reel Scout database updates and additions.

Sewer Superintendent Tejada presented the Sewer Collections department goals: maintain current cleaning and inspection rates, continue in-house capital sewer line replacement and point repairs as needed, increase grease testing and enforcement, increase sewer rates, construct a building for the combination truck, and obtain both a remote-controlled trench compactor and excavator. He also presented the Waste Reclamation Facility (WRF) goals: implement a preventative maintenance plan, increase testing of the WRF, cross-training for collections and reclamation employees, install a cover on the equalization basin, investigate sludge hauling in-house, and purchase additional laboratory equipment.

Water Superintendent Jones presented his department goals: continue abandonment of failing infrastructure between 200 North-400 North, construct new infrastructure, continue replacements of fire hydrants and water meters, verify that Well #7 discharge line is operational and connected to transmission line, replace pump and add a chlorine station at Skakel Spring well house, and install fence around #10 well house. The department wish list is to lease a mini

excavator, obtain a vacuum trailer with valve exerciser and a new service truck.

Streets Superintendent Galley presented his department goals: develop a pavement preservation plan, track each surface maintenance treatment, update sidewalk survey, develop ADA transition plan, develop a plan to repair/upgrade sidewalks, and identify trees that are damaging sidewalks/curb and gutter and replace with City-approved trees. He prioritized streets that may need repair sooner than others. He also discussed improvements for storm water and storm drains.

Parks Superintendent Huts presented his department goals: renovation of the Old City Park pond and restrooms, renovation of the Ball field club house, update the Ball field for LED lighting, additional concrete work around the Swanny Park restrooms, add shade structures at all city playgrounds and above the boulder wall at Lions Park, resurface around the Lions Park bathrooms to provide traction, replacing the fall material at the playgrounds to rubber material, and replacing aging playground equipment at both Rotary and Swanny Parks.

Facilities Superintendence Chace Gholson presented his department goals: installation of an ADA lift at Center Street Gym and improvements for the Center Street Gym, MARC, City Hall, and Scout House.

Assistant City Manager Castle reviewed the Sustainability department goals: continue City engagement in HB 411 negotiations, update Moab's water conservation plan, implement water conservation strategies to achieve a 20% reduction by 2030, explore and pursue solar opportunities, develop a Dark Sky compliance path for municipal facilities, complete a Green House Gas (GHG) Emissions inventory, identify energy efficiencies in municipal operations, and foster a culture of sustainable practices in departmental operations.

Executive Session:

Councilmember Knuteson-Boyd moved to take a five-minute break and then enter an executive closed session to discuss the Character, Professional Competence, or Physical or Mental Health of an Individual or Individuals. Councilmember Derasary seconded the motion. The motion passed 5-0 aye with Councilmembers Jones, Derasary, Knuteson-Boyd, Guzman-Newton and Duncan voting aye. Mayor Niehaus convened the executive closed session at 12:55 PM. Councilmember Jones moved to adjourn the closed session. Councilmember Duncan seconded the motion. The motion passed 5-0 aye with Councilmembers Jones, Derasary, Knuteson-Boyd, Guzman-Newton and Duncan voting aye. Mayor Niehaus ended the executive closed session at 2:00 PM.

City Council Discussion of Goals and Priorities for Calendar Year 2020:

Mayor Niehaus stated that each councilmember will share their individual goals and priorities, and then there will be discussion.

Councilmember Derasary stated that she wants to review the budget to decide which goals are feasible, focus on public works and safety, look at capital improvement items, focus on sustainability, implement a community vision, follow up on consultant expenditures, and support staff improvements (such as City Code updates). She also stated that she wants to follow up on citizen questions such as: time-limits for parking on Main Street, lower speed limits, and Dark Sky lighting limiting visibility at night for senior citizens. She wants to ensure that people feel welcome at all City buildings due to high levels of customer service.

Councilmember Guzman-Newton's goals are customer service, promote small businesses in

Moab, improve water conservation, define and implement a community vision, focus on grant writing to achieve additional funding, and increase focus on downtown safety through the Police Department.

Councilmember Jones thanked departments for their presentations today. His goals are to improve appropriate driver behavior in Moab and increase cross-departmental cooperation. Regarding sustainability, Councilmember Jones stated that he wants to follow up on the plastic bag ban by encouraging people to use reusable bags versus paper bags. He also stated that the Waste Hauling Franchise Agreement needs to move toward transparency regarding recycling when it's renewed in 5 years. He wants to review renewable energy goals and transportation networks with Rocky Mountain Power.

Councilmember Duncan stated that his goals are aimed towards the bigger picture. He said that Moab has entered a "mature" phase where exponential growth is not feasible. He wants to keep the town vibrant and healthy by having slower growth.

Councilmember Knuteson-Boyd thanked City Manager Linares for bringing Council the information today. She commended staff for their time, effort, and professionalism on achieving the goals set by Council. She stated that staff has earned Council's support and respect. Councilmember Knuteson-Boyd's goals are to ensure a safe community, provide information to the public that is accurate and factual, update planning procedures, and verify that staff is doing their best.

Mayor Niehaus said that she used the SWAT (Strengths, Weaknesses, Opportunities, Threats) analysis for her priorities. She said that the City's strengths include staff capacity to address issues, the beauty of Moab, having a diversified Council, and City Manager Linares' dedication to the City. The City's weaknesses include not having a diversified revenue and communication. The opportunities are improving professional development, building upon assets like Old City Park and the MARC, and improving relationships with the legislature and private sector. The threats for the City are a drop in sales tax revenue due to the Coronavirus which could result in a decrease in operations funding, failing infrastructure (like water and sewer), and a loss of institutional knowledge due to many new staff and Council members. Mayor Niehaus also stated that she is grateful for City Manager Linares and all City staff. Councilmember Duncan thanked staff for being on the frontlines of the Council's decisions.

Mayor Niehaus stated that the discussion would proceed to priorities and details. She stated that the Blue Beam application is a great way to move forward in the planning department. She wants to incentivize people to build ADU's (accessory dwelling units) to aid in the housing shortage. Councilmember Knuteson-Boyd wants clarification about community vision. Councilmember Derasary states that she agrees with Councilmember Guzman-Newton regarding water resources. Councilmember Duncan wants to focus on the overnight accommodations process and maintaining the downtown area's character.

Councilmember Jones stated that community vision statements need to go through a process with the public to be created. Councilmember Derasary wants to hire a local consultant to assist in the creation of the City's community vision. Councilmember Jones said that the value is in the process itself. City Manager Linares stated that the process leads to ownership. Mayor Niehaus asked Councilmember Derasary for the contact information of the consultant that assisted UMTRA with their vision statement. Councilmember Derasary stated that a consultant doesn't provide services for free. Mayor Niehaus and Councilmember Knuteson-Boyd both stated that people in the community may want to volunteer for this project. Councilmember Guzman-

Newton suggested a non-profit group from Colorado called Community Builders that could be beneficial. City Manager Linares asked if this task should be city- or county-based. Councilmembers Guzman-Newton and Derasary stated that the project should have a broader view and be county-based.

City Manager Linares reiterated Council's focal points to confirm understanding: finalize the downtown plan, improve community outreach, create a community vision, improve water conservation, review and update the City Code, finalize the budget for fiscal year 2021, discuss taxes, review rates and impact fees, create a plan for electric transportation by 2030, and emergency preparedness. Mayor Niehaus also stated that she wants a strategy for councilmembers when they receive concerns from the community. Communications and Engagement Director Church led a discussion about the differences between a town hall meeting, public hearing, press conference, and focus group. She said that town hall meetings are to receive input from the community on an issue prior to being presented before Council. These meetings must be recorded, but they don't require a structured format. She said that press conferences are for things that are extremely important, such as when urgent information needs to reach the public. For a small town, it may only be necessary to have three press conferences a year. Communications and Engagement Director Church said that focus groups do not require minute-taking, since they are not sanctioned by Council. It is an informal group of people bouncing ideas off each other. City Manager Linares said that focus groups can be recorded and broadcasted. Communications and Engagement Director Church stated that she likes utilizing neighborhood meetings, because the people involved are invested in the topic. Mayor Niehaus requested clarification between public hearings and town hall meetings. Communications and Engagement Director Church stated that a public hearing is required for Council meetings regarding a specific topic. Councilmember Jones would like a plan to know which tool is best for each topic. Communications and Engagement Director Church stated that Council needs to create an engagement plan. Councilmember Jones wants to utilize an online survey program to get the pulse of the town regarding some topics. Communications and Engagement Director Church stated that online surveys are a great tool and have high levels of participation.

Mayor Niehaus expressed concerns about the possible decrease in international tourism this year due to the Coronavirus. She asked Council if they should meet to discuss a City property tax to increase revenue. Councilmember Jones said yes. City Manager Linares said that a property tax in a small amount can still raise a lot of revenue. He knows that many people with second homes located in Moab are not paying taxes to the City for their properties. This means that these homeowners are not contributing to the costs of the City while reaping the benefits. He also mentioned the RAP tax that is in progress as another revenue source. He stated that Zions Public Finance will present to Council ways to improve the financial standing of the City. Finance Director Stenta said that the City does not currently have a revenue stream for roads. She stated that the property tax could create revenue for the road improvements. However, once the property tax is set for a specific purpose, the funds can't be redirected anywhere else (i.e. operations). Councilmember Jones said that forward-looking communication will be essential because taxes are never popular. Councilmember Duncan proposed a delay in discussing the property tax with the public. He stated that, if the City shows that it has cut \$1.2 million in funding first, it may make the property tax more saleable. City Manager Linares said that we are the only City in the state that doesn't have a property tax. Mayor Niehaus asked Council if the direction to staff is to come up with a communication plan for the property tax. Councilmember Duncan said that he is not in agreement yet. City Manager Linares said that staff will put together a plan for implementing a property tax. He said that, in a few months, the information will be provided to Council. Mayor Niehaus requested that the property tax plan remain off Council agendas for at least a year. Finance Director Stenta stated that the topic won't get the

same level of buy-in if it's only being discussed by staff. City Manager Linares said that staff will create a plan and review it with Council in April. Mayor Niehaus said that she wants the plan discussed informally and not as an agenda item.

Adjournment: Councilmember Duncan moved to adjourn the meeting. Councilmember Guzman-Newton seconded the motion. The motion passed unanimously. Mayor Niehaus adjourned the meeting at 4:01 PM.