

# Council and Staff Retreat Minutes

Midway, Utah

Saturday, November 6, 2004

8:30 am to 4:30 pm

## **TOPIC 1 - Philosophy of Government**

1. What role should the City play?  
Council discussed what role the City should play in the lives of its citizens.
2. Levels of Service  
Essential services: Utilities and public safety. Other service like golf course and SFCN were discussed. The “quality of life” concept was also discussed. No specific items were listed as items the council wanted to discontinue servicing the public with.
3. Management style  
Council discussed the chain of command and the importance of following a line of authority. Assignments should come from the line of authority. Council can come to staff to gather information but assignments should be made through the city manager (Dave.) Council sits on committees and these committees have needs to be fulfilled. Committees as a whole can request information or data from the staff member. An individual member of a committee should not request assignments from the staff without going through the city manager. Staff should use discretion on what items need to be reviewed with the City Manager. Council wants to have a copy of all the main policies of the city. Example are: Personnel, Purchasing, Zoning, Construction Standards.

## **TOPIC 2 - Communications**

1. How do we best communicate . . . ?  
Council discussed the communication channels between Council and Staff and the Public. It was agreed the overall goal was to have good open communication between all three players. Good communication would help each party better reach the goal of good information for proper discussion making.

Building trust - Council discussed the importance of having trust. Team building is a key. Staff requests Council to bring items to them to discuss them. Staff ask Council to explain the purpose the information is requested so staff can understand the full picture of the issue being discussed. If there are outside sources the Council has requested for input, the council will request a meeting with staff and the outside source. This sharing of information will be done prior to discussion in a public meeting. Council asks for staff to be more giving of information. Some council members felt that they had to verify the information the staff had given them. Some council members followed the concept of “trust but verify”. Staff felt that with so many items being verified, they felt the level of

trust was not very high. Both council and staff discussed the importance of teamwork and working together. Mayor Barney pointed out it is the council who decides the direction and adopts ordinances and approves policies the staff is to follow. The direction needs to come from the council as a body or unit. Not as an individual. Staff is the support arm for the council. Staff should work to carry out the direction of the mayor and council.

2. Communication tools

Staff reviewed with Council the tools that can be used to enhance communication with the public. The **City Newsletter and Dear Mayor Letters** were discussed. Both items were recommended to continue to use them.

The Council reviewed the options the public have to use to communicate on the City Webpage. The public could use the **City Forum or e-mail** a city department or Mayor.

Council discussed the different ways **SFCN Channel 17** could be used to communicate to the public. Maybe using the channel “for and against” debates on hot topics.

Staff showed a demo of a reporting system to track service requests from the public. Council encouraged staff to pursue a software product for use at the first of year. Office Partner was the demo showed. The concept was approved.

Council talked about how council meetings are conducted. Items discussed were as follows: agenda request, open agenda time, public hearings, Robert’s Rules of Order, detail of minutes, audio and video of meetings, length of meetings, what type of items need to be held in a public hearing.

Council suggested to have a link on the city web page. The link will be on all public hearings and would go to a page information about “public hearing guidelines.

3. Neighborhood meetings.

Council discussed **neighborhood meetings**. It was suggested that if neighborhood meetings were to be used, they would only be for information purposes only. The council is still working on gathering information about organizing neighborhood groups from other cities. Council discussed the pros and cons of such organizations. It was pointed out that it is hard to keep these groups going. Most have a period of success while there are issues near them. However, most neighborhood groups remain dormant.

The council discussed the concept of promoting the current (existing) citizen committees to encourage the public to give input on issues related to that

committee. The suggestion included having special quarterly committee meetings and advertize to the public they could come and discuss any current issue. Some felt there were already citizen committees that are not fully utilized. By having a specific committee hear the concerns on an issue, would be more efficient in making recommendations to the City Council. More discussion on this issue will be in the future.

### **TOPIC 3 - Finance**

Council reviewed the **city's revenue structure**. They reviewed the following items and discussion points:

- a. Enterprise Fund Revenues vs. General Fund Revenues.
- b. Level of service impacted by revenues.  
Should the city increase user base fees so there is less subsidy?
- c. PCA - Purpose of city PCA. Purpose of UMPA's PCA.  
Should the electric bill be lower?  
Where will the needed revenue come from to replace the lost electric revenue?

Council discussed **Impact Fees - Utility restrictions**. Specifically sewer impact fees. Capital improvements at the sewer plant. Regional sewer plant. Salem servicing Leland. Capacity issues. Mapleton purchase of sewer plant. Will there be enough impact fee funds in sewer when the project needs to be funded? At the current rate of \$998 the answer is no. The city will need to find funding for the project. Should the utility restriction be lifted at this time? Council suggested, "no".

Economic development - not specifically discussed.

Council discussed the use of **change orders** - are they necessary? When should a change order be brought to council? Council made the following suggestions:

1. Yes, if: over \$2500.
2. No, if: change order is a savings from original bid. If change order is still under the budgeted amount.

Council discussed the method of giving "**Pioneer Recognitions**". Council recommended the Mayor send a letter of recognition and not do a "day" proclamation.

Council reviewed the upcoming **donation policy** public hearing. This item will be discussed more at the next city council meeting.