

**Heber City**  
**Council Action Register**  
**Heber City Strategic Leadership Annual Retreat**  
**January 3 & 4 2020**

<b>Execution Strategy</b>				
<b>Action Item</b>	<b>Description</b>	<b>Target</b>	<b>Status</b>	<b>Responsible</b>
Air Quality	Air Quality Committee report to City Council	QTR 1 2020	Completed	Heidi
Noise Ordinance	Update Ordinance	February 18, 2020	Completed 6/16	Dave
Public Transportation Study	City Council update on status of study Research available grant monies for transit study	QTR 1 2020	Near completion	Matt/ Kathleen
Joint Meeting: City and County	Establish joint meeting. Include following items on agenda: 1) N. Village Connectivity 2) Density 3) Storm water 4) County GP update-use of Envision Heber 2050 5) Transportation	February 2020	COVID-19 Delay	Kelleen/Matt
Army Corps of Engineers	Coordinate presentation on Flood Zones Protection and natural resource mitigation/best practices	QTR 2 2020	Completed	Bart
Transient Room Tax (TRT)	Research all facets of TRT—County and City portions	QTR 2 2020	Near completion	Matt/Wes B.
Fats, Oils and Grease Ord	FOG Ordinance Adoption	QTR 2 2020	Near completion	Steve
Open Space Committee Ord	Present Ordinance for City Council consideration	QTR 2 2020		Heidi
Staff Wage Comp Ratio	Conduct wage comparison of comp ratios and benefits with similarly situated cities	QTR 2 2020- consider with budget workshops	Underway	Melanie
City Hall Landscaping Plan	Incorporate plan into Parks Master Plan	QTR 3 2020	Near completion	Matt/Tony/ Bart
Enforcement	Assessment of enforcement of zoning and traffic	QTR 2	Completed	Dave
Franchise Tax	Assess Franchise Tax for opportunities to expand rate(s), base and/or escalator	QTR 4 2020	Completed	Matt/Wes B.
5 YR GF Forecast	Verify forecast complies with City financial policies adopted last spring	QTR 1 2020	Completed	Wes B.
Sales Tax Leakage	Provide description of each category.	QTR 1 2020	Completed	Wes B.
Consent Agenda	Establish Consent Agenda on Council Agenda	January 7, 2020	Completed	Trina/Alicia
SWOT Analysis	Facilitate SWOT Analysis presentation at January 7 City Council meeting.	January 7, 2020	Completed	Matt
Council Priorities	Highlight Council priorities on City web page	QTR 1 2020	Completed	Anthon

<b>Execution Strategy</b>				
<b>Action Item</b>	<b>Description</b>	<b>Target</b>	<b>Status</b>	<b>Responsible</b>
Sorenson MDA	Negotiate inclusion of "new ordinances provision."	QTR 1 2020	Completed	Mark
Pressurized Irrigation System	Strategic placement of meters and filter system on pressurized irrigation system. Submittal of executive summary with strategic plan.	2020		Steve
Online Appointments	Summarize online appointment applications currently in use	QTR 1 2020	Completed	Wes G./Tony
Water Needs Briefing of CC	Provide City Council briefing on water City management	2020		Steve
Youth Volunteers	Identify opportunities for youth volunteers and strategies for utilization	2020		All
Road Maintenance Analysis	Complete analysis illustrating maintenance costs for one mile segment of road with differing maintenance applications	Submit as part of Budget Package	Completed	Bart
Administrative Law Judge (ALJ)	Forward proposal to CC and complete fee assessment to ensure fees are sufficient to cover costs of ALJ	Submit as part of Budget Package		Tony/Wes B.
Customer Service Counter	Track frequency and type of transactions taking place at counter. Explore opportunities for moving transactions online.	2020	Completed	Mindy/Wes B./Trina

**Heber City**  
**Council Parking Lot**  
**Heber City Strategic Leadership Annual Retreat**  
**January 3 and 4, 2020**

Parking Lot Items		
Parked Items	Description	Council Direction
ZAP Tax	Interest in exploring referendum for ZAP tax.	TBD
Funding Depreciation in Enterprise Zones	Policy discussion on whether utility rates should be sufficient to cover 100% of annual depreciation.	Issue to be addressed during Utility Fee Analysis
Heber Light & Power (HL&P) Street Light Plan	More info needed from HL&P.	TBD
Main Street Beautification Plan	Expansion of Holiday lighting from down town core to north and south areas of Hwy 40.	TBD
Public Safety Impact Fee	Undertake impact fee study for public safety.	TBD

All items included on the Parking Lot will be a topic at a future Council work meeting in 2020.

**Final  
Heber City  
FY 20/21 Council Policy & Budget Priorities  
January 13, 2020**

Policy/Budget Priorities					
Priorities	Description/Strategy	Target	Status	Responsible	Operationalizing Strategy
General Plan Update	Adopt new General Plan	QT2 2020	Completed	Matt/Tony	Project timeline for adopting new General Plan to be presented to City Council on January 21, 2020. Adoption expected in March 2020.
Code Rewrite	<p>Advance time line for completing code rewrite (Phase 3 of General Plan Update) in support of new General Plan. Priority of code updates is as follows:</p> <ol style="list-style-type: none"> <li>1) Mountain Community Zone</li> <li>2) N. Village Zone</li> <li>3) Dark Sky               <ol style="list-style-type: none"> <li>i) Residential</li> <li>ii) Retrofit existing ordinance</li> </ol> </li> <li>4) Natural Resources</li> <li>5) Sign Ordinance—possible examples include Day Break and Holliday Village</li> <li>6) Update of Downtown zoning codes to incorporate master plan concepts and reinvestment opportunities</li> <li>7) All remaining codes (this task likely to continue beyond quarter 4 of 2020)</li> </ol> <p>*Rewrites to include architecture/design standards.</p>	Early QTR 4 2020	<ol style="list-style-type: none"> <li>1)Near Completed</li> <li>2)Underway</li> <li>3)Underway</li> <li>4)Underway</li> </ol>	Matt/Tony	<p>Two contracts required for commencing phase 3 of General Plan Update (i.e. Code Updates):</p> <ol style="list-style-type: none"> <li>1) UDOT grant agreement; and</li> <li>2) People + Place amended contract (Amendment contingent upon UDOT Grant Agreement).</li> </ol> <p>Both contracts expected to be executed in late January or early February timeline.</p> <p>Phase three likely to commence prior to completion of phase 2 (code adoption) of General Plan Update.</p>
Community Reinvestment Area (CRA)	<p>Establishment of a downtown redevelopment plan that encompasses following:</p> <ol style="list-style-type: none"> <li>1) CRA establishment;</li> <li>2) Parking Authority investigation and possible establishment</li> </ol>	2020	Research underway	Matt/Mark	<p>-60 days to perfect understanding of CRA regulations and visit successful projects.</p> <p>-60 days to prepare and present framework to City Council for establishment of CRA and possible Parking Authority.</p>
Downtown Improvement Plan	<p>Improvement plan to encompass traditional historic downtown 12 blocks x 12 block area. Elements of plan to include:</p> <ol style="list-style-type: none"> <li>1) New housing &amp; affordable housing;</li> <li>2) Infrastructure renewal;</li> <li>3) Under-infrastructure.</li> </ol>	2020	Near completion	Steve/ Bart/Wes B.	-120 days for mapping, costing and developing 10 year replacement plan. This plan to be presented to City Council for approval prior to QTR 3 of 2020.
Budget Appropriations in FY 20-21 Budget	<p>Include funding in FY 20-21 Budget for following items:</p> <ol style="list-style-type: none"> <li>1) Bell tower sound system and camera safety system;</li> </ol>	FY 20-21 Budget Submittal	1)Completed	All	1) Mark Rounds budget submittal

Policy/Budget Priorities					
Priorities	Description/Strategy	Target	Status	Responsible	Operationalizing Strategy
	2) Flowers on Main Street; 3) Arborist assessment of down town street trees; 4) Planning Commission pay adjustment; 5) Proactive Communication Plan; 6) Parallel crosswalks on Highway 40; 7) Trail line-item: Widen sidewalks Main St to Fairgrounds 8) Software for legal department to go paperless; 9) "Searchable database for engineering" 10) One support staff for PD 11) Parks/Cemetery staff—explore needs 12) Existing well redundancy 13) Council Chambers & PD Community Room Video Capabilities		2)Completed 3)Completed 4)Completed 5)Completed 6)Completed 7)Completed 8)Completed 9)Completed 10)Completed 11)Completed 12)Completed 13)Completed		2) Mark Rounds budget submittal 3) Mark Rounds budget submittal 4) Melanie and Tony budget submittal 5) Matt submit proposal in Jan/Feb 2020 6) *Bart and Tony (see notes below) 7) Bart capital budget request 8) Mark Smedley budget submittal 9) Bart budget submittal 10) Dave budget submittal 11) Mark Rounds budget submittal 12) Steve budget submittal 13) Dave/Anthon/Trina budget submittal *Combine stripping plan with crosswalk plan. Seek FY 20-21 budget amendment to advance projects in spring 2020.
Staffing Needs Assessment	Complete staffing needs assessment	QTR 2 2020	Completed.	Melanie	Melanie to work cooperatively with departments to complete assessment. Report to be made to City Council. Departments to identify needs that could be met with Temp Staffing and submit list to Melanie.
Pressurized Irrigation (PI) Expansion Plan	Develop PI expansion plan for implementation. Including funding in FY 20-21 Budget	2020	Completed	Bart/ Steve	Expansion plan, phasing plan and funding plan due Fall of 2020.
Real Property Tax Increase Analysis	Conduct General Fund critical public needs assessment and present alternatives for funding, including property tax increase.	FY 20-21 Budget Submittal	Postponed	Matt/Wes B.	Conduct critical public needs assessment and identify funding strategies. Conclusions to be presented to Council during budget workshops.