

A meeting of the Meridian City Council was called to order at 3:02 p.m., Tuesday, July 12, 2016, by Mayor Tammy de Weerd.

Members Present: Mayor Tammy de Weerd, Keith Bird, Ty Palmer, Luke Cavener, Joe Borton and Anne Little Roberts

Members Absent: Genesis Milam.

Others Present: Bill Nary, Jacy Jones, Bruce Chatterton, Jaycee Holman, Tom Barry, Warren Stewart, Mike De St. Germain, Dave Jones, Crystal Ritchie, Todd Lavoie, Keith Watts and Dean Willis.

Item 1: Roll-call Attendance:

Roll call.

<u> X </u> Anne Little Roberts	<u> X </u> Joe Borton
<u> X </u> Ty Palmer	<u> X </u> Keith Bird
<u> </u> Genesis Milam	<u> X </u> Lucas Cavener
<u> X </u> Mayor Tammy de Weerd	

De Weerd: I'd like to welcome everyone to our City Council meeting. For the record it is Tuesday, July 12th. It's a two minutes after 3:00. We will start with roll call attendance, Madam Clerk.

Item 2: Pledge of Allegiance

De Weerd: Item 2 is our Pledge of Allegiance. If you will all rise.

(Pledge of Allegiance recited.)

Item 3: Adoption of the Agenda

Item 3 is adoption of the agenda.

Bird: Madam Mayor?

De Weerd: Mr. Bird.

Bird: On 7-G, the proposed resolution number is 16-1146 and with that I move we approve the agenda has published.

Borton: Second.

De Weerd: I have a motion and a second to approve the agenda. All those in favor say aye. All ayes. Motion carried.

MOTION CARRIED: FIVE AYES. ONE ABSENT.

Item 4: Consent Agenda

- A. Findings of Fact, Conclusions of Law for TM Creek (H-2016-0067) by SCS Brighton, LLC Located Southeast Corner Franklin Road and S. Ten Mile Road**
 - B. Termination of Well Sharing Agreement and Release of Easement Between L & G Murgoitio, LLC and the City of Meridian Regarding the South Meridian 77-Acre Future Park Property**
 - C. Amended Development Agreement for (Instrument#114002254), TM Crossing (H-2016-0054) with SCS Brighton, LLC located at the northeast corner of Interstate 84 and S. Ten Mile Road, in the southwest 1/4 of Section 14, Township 3N., Range 1W.**
 - D. Approval of Purchase of Allen Bradley PLC Equipment from Columbia Electric Supply for the Not-to-Exceed \$55,506.06 and Authorize the Purchasing**
- Amount of Manager to Sign the Purchase Order**

De Weerd: Item 4 is our Consent Agenda.

Bird: Madam Mayor?

De Weerd: Mr. Bird.

Bird: I move we approve the Consent Agenda as published and for the Mayor to sign and the Clerk to attest.

Borton: Second.

De Weerd: I have a motion and a second to approve the Consent Agenda. Madam Clerk, will you call roll.

Roll Call: Bird, yea; Borton, yea; Milam, absent; Cavener, yea; Palmer, yea; Little Robert, yea.

De Weerd: Motion passes with four ayes and one here.

MOTION CARRIED: FIVE AYES. ONE ABSENT.

Item 5: Community Items/Presentations

A. Gift Presentation by Colleen Braga and Jodi Gempler on behalf of the Boys and Girls Club

De Weerd: Item 5 is under Community Presentations. Tonight we -- or this afternoon we have Colleen Braga and Jodi Gempler with the Boys & Girls Club. Welcome.

Braga: Thank you, Madam Mayor and thank you Members of the Council for allowing us to come today and express our most sincere gratitude for your support in helping us get our new gym and teen center there on Meridian Road opened up in -- was it May 19th I think was our grand opening date and I know a lot of you were there, but we just wanted today -- we brought a little -- a little cool framed gift for you all to kind of celebrate the great facility that we now have serving kids in Meridian. I don't know if you guys have been there since the grand opening, but it is just teeming with kids. The other day I was in the teen center and every possible seat was filled. The gym, they had it -- they put the bleachers down the center and have the teams on one side doing activities and the younger kids on the other. We are getting about 350 kids there every day during the summer --

De Weerd: Wow.

Braga: -- and as you can imagine without that space those kids would be having a hard time. We have been able to -- you know, this year we are serving about a hundred kids a day more than we were serving last year. So, it's pretty amazing and it all started with the city getting behind it and supporting us. It was the impetus for a lot of other people to get involved and I wanted to thank Mayor Tammy especially, because she helped us. We wouldn't be where we are without her support and helping us raise the funds. We just wanted to thank you all and present you with this. Hopefully you will find a space here in City Hall to show it off, but it -- you know, it has depictions of our teen center, our new facility. The kids enjoying the grand opening and, of course, the gymnasium. So, we are looking forward to our continued partnership and many years of partnering between the Boys & Girls Club in the City of Meridian. So, thank you.

De Weerd: Thank you, Colleen. I would say that, you know, chairing the campaign was easy, because we have a community that cares and what you and your staff has done to establish a reputation as a safe place -- as a place that has adults that care and delivers all the five promises that we need to commit to our kids to have available to them and it's because of the reputation that you have set that people invested, because they believed in the program. That makes it easy.

Braga: Thank you, Mayor. We appreciate your comments. Is there a possibility of getting a quick picture that we can Facebook?

(Picture taken.)

De Weerd: Well, thank you. And thank certainly who is missing from this opportunity to see the results of decisions made are Councilman Zaremba and Councilman Rountree as well. So, it definitely showed what kind of community we live in with the generosity of getting behind this project. So, thank you, Council. I think that this Council really did show a great deal of leadership in making sure that this happened for a community.

B. Mayor's Office: Mayor's Youth Advisory Council Update on Participatory Budgeting Project

De Weerd: So, our next item also is our investment in youth and we have our Mayor's Youth Advisory Council here to talk about participatory budgeting led by Councilman Borton and they are here to tell you how the process went and have an ask. So, Cheyenne.

Quilter: Madam Mayor and Council -- Members of the Council, my name is Cheyenne Quilter and this last year MYAC I was the Government Affairs chairwoman and this coming year I will be the chair of MYAC and I'm really excited to share with you what MYAC has been working on their participatory budgeting project. So, this happened all throughout this year, so -- all right. So, a little bit about what is a participatory budgeting project. What it was was a different way to manage money and engage youth into government and this money that we had for the participatory budget came from the public budget and, then, it was led by City Councilman Borton, who got the idea at NLC last fall and what it -- what he really wanted and what MYAC wanted was for this project to be led by youth only. So, there could be a little bit of guidance from advisors, but it was youth only coming up with the ideas, the actual rules, everything that you see in this project was done by the youth and, then, the youth were the ones who set up the guidelines, the meetings and ideas for something we as the youth of Meridian wanted and, then, one thing to add is that this project is really historic for Idaho, because we have never had anything like this where the youth are the ones in charge of this participatory budget -- budgeting project, so this is really historic for Idaho and Meridian. So, a little bit about the timeline of this project. Councilman Borton began to champion this idea when he got back from NLC with the help of Todd Lavoie, the CFO, Ken Corder, the MYAC advisor, and support of Mayor Tammy and, then, this idea was presented in last April of 2015 to MYAC just to give us a little bit of a chance to figure out what it was and really brainstorm ideas and, then, leadership for this project took form, which the leadership for this project was the Government Affairs chair and vice-chair and our vice-chair was Tyler Ricks. So, we were the ones in charge of being the leadership for this project and, then, from September of this year through January MYAC were -- were making the participatory budget a subcommittee in Government Affairs and, then, guidelines were made and how these guidelines came about were how the youth really wanted to step forward with this project and how we decided what ideas would and would not work and some of those things that we

came up with were ones that -- we couldn't have any new employees, so the money that we had we couldn't hire an employee and it had to be a one-time expense only and it had to be within the city limits and it had to be beneficial to all residents in Meridian and the last one was no adult input, which definitely was a little bit hard for our advisors, but it was definitely really -- it was amazing to see just students working on this project and coming up with ideas without any of the adult experience trying to help us guide to the best idea. So, definitely no adult input during this time. And, then, the goals for this project were discussed in MYAC. So, all the students came up with what they wanted to see with this project and afterwards what they wanted the community to feel from this project and, then, the first ideas were compiled. So, in January of 2016 approximately 52 ideas were compiled. We got a lot of different ideas. Some were really, really cool out-of-the-box thinking. We had some that wanted a meet and greet ball pit kind of, where the balls have like ideas to talk to people and you can meet different people and, then, we had one person who wanted robot recycle bins, which was really cool, but maybe a little bit of a safety hazard and, then, in February of 2016 the youth leadership was able to consolidate the project ideas down to just 17 and how we did this was looking at which ideas really fit within the guidelines and which ones would be the most beneficial to the community as a whole. So, then, our project ideas -- in March MYAC'ers looked at the top 17 choices, discussed them, and, then, voted on their top five and before they even voted we had all the people who came up with those ideas talk a little bit about what they thought this idea could be and how it could benefit the City of Meridian as a whole and we also had other MYAC'ers stand up and give pros and cons to this idea. That way we could really see this idea as a whole and laid out. So, what we came up with for our top five choices that MYAC'ers voted on were increasing recycling bins. However, these weren't the ones that were ones that could be automotive and, then, a BMX track in a park and an adult slash teen obstacle course slash tree gym, bike checkout through the library and the last one was the Meridian Green Belt slash pathway improvement. And, then, in April MYAC'ers again discussed the top five ideas and came down to the adult slash teen obstacle course slash tree gym for their final pick of what they wanted to use this money for. So, how MYAC moved forward from there is we have been working with the city staff and have picked out not only high quality equipment, but an amazing location and the location that we found was Tully Park and why we wanted to put this in Tully Park was because, first of all, it's next to a playground location that we have, it is next to a playground, there is lots of privacy, and it's along one of the most used walkways in Meridian, which is the Bud Porter and it's very accessible -- and I will show you a picture right here where the circle is, it says outdoor gym. That's where we want to put it and it has a lot of privacy, actually, for a park, because on the back side there is a fence and, then, it's closed off by bathrooms on the other side, so it's great for parents or older siblings to take their younger siblings or daughters and sons to the playground and, then, be able to work yet still keep an eye on them. It's also great because of the route it's on. If families want to get out and go for a run or a walk and, then, go ahead and work out together. It's right along that path, so it's a great location. And, then, the equipment that you're seeing is the equipment that we are hoping to get for this area. So, the plans for the gym was that originally our budget was 20,000 dollars, but because of how amazing our community -- community members and

businesses in the community are and the relationships that the City of Meridian has been able to have, CBH Homes and CMD have offered to pour the concrete for this pad needed for this project for free, allowing more money to be used for the gym equipment and, then, as well MYAC voted that the proceeds that we got during Ball at the Hall would be used for the participatory budget, which was 1,000 dollars. So, now we had 21,000 dollars to bring to the project. However, the equipment in total to get all the nine pieces would be 32,000 dollars. So, right now we are moving forward as is and buying a couple of the pieces that we can and we like to call the pieces that we are buying the mirror pieces, the ones that are going to be used the most. So, the biceps, triceps, and back and some legs and core and, then, we are looking to also have partnerships with Axiom Gym or Bodybuilders to see if they would be able to help fund a little bit more for the rest of the equipment. So, what MYAC is asking is that the City Council further fund the participatory budgeting, so each year MYAC will be able to create a new project and have the youth voices heard each year and some of the benefits that would be included would be budgeting skills for youth and anybody involved in it. A positive engagement between city government and the youth of Meridian. It was amazing to see all the MYAC'ers discuss why they wanted certain ideas and they also took the stance of the city as well and to see that engagement between the two, City and the youth, was amazing and, then, also the participants owning their community -- and this goes back to a little bit between the relationship between the city and the youth. When our youth are going to be able to put ideas out into their community they are going to want to come back when they get older and show their kids or the next generations what they were able to do with the help of their city and, then, also community pride. This is a big one as well. The youth are going to be able to see what they did and show other cities that their city really listened to what they had to say and what they wanted in their city and now because of that there is a new tree gym in their park. So, that's what MYAC was asking and, then, some discussion or questions that we are -- that we are having is the funding gap and ideas for funding. And that is all.

De Weerd: Thank you, Cheyenne. Council, any questions, discussion? Questions about the process? Yes, Mr. Cavener.

Cavener: Great presentation. Question for you about the decision-making process. Do you think had -- had MYAC been aware of the cost to fund the total gym would that have remained their decision knowing that you wouldn't have been able to afford the entire piece or was that discussed prior to making a decision?

Quilter: Madam Mayor, Councilman Cavener, so one of the big things -- and I believe this is a big thing that had contributed to the success of this project was that we didn't totally know all the costs of what we could or could not do and that's why we got so many ideas that were out-of-the-box thinking and I believe even if the students knew that they wouldn't be able to get the whole set right away, I think they would look at the past of MYAC and what we have been able to accomplish and realize that we would be able to get partnerships within the city and down the road we would be able to finish this tree gym. So, I think they would have gone forward with this as well.

Cavener: Madam Mayor, additional question? Cheyenne, taking everything that you have learned this past year, if MYAC were to do this again, what are the things you would do differently?

Quilter: I think I would definitely have more discussion and debate within MYAC and maybe put up the goals in like a big bulletin board maybe when they are trying to come up with ideas, because at the start we had about 52 ideas and some of the ideas didn't totally follow the guidelines that we had, which was really hard, and it would have been great to make sure that they knew the guidelines and the goals for this project all the way to be able to maybe take their ideas and tweak them a little bit to fit the guidelines and the goals. But overall I think this process went great and it was an amazing experience and the youth -- and it was so exciting, because this is the first ever participatory budgeting project in Idaho, so they were really excited to be a part of it and our advisors were amazing with their passion, too. So, I think all together it was a great experience.

Cavener: Great. Thank you.

De Weerd: Any other questions? Mr. Borton.

Borton: Madam Mayor. Cheyenne, it was a fantastic process you went through and Todd and Ken and the rest of the leadership team within MYAC. A couple of the things to Councilman Cavener's question, the process started somewhat relatively late -- later in the year and one of the things we talked about were it to go forward is to utilize the fall and the winter months a little bit better to start the process earlier to allow MYAC to vet to your point some of the questions whether an item is within the budgeted allocation or not. That would certainly help. Another thing that I would want to highlight, which I thought was really impressive -- of all of the elements of this that MYAC, as the democratic decider and the voice of these items, was election day, in particular it was kind of fascinating to watch the leadership team, you know, made the ballots, ran an actual election here, I mean they were lined up to vote for the first time. It was really neat to see the -- the youth participation and you can't highlight enough the amount of debate that occurred between the kids on items that I think a lot of adults might not have ever thought of and it was a great demonstration of just being silent and watching a part of our community express a voice and tell us what was most important to them that we might not have suggested. So, it was really an impressive kind of reverse look at making sure our city provides its citizens what it wants, so -- and it was very vigorously debated. So, it was fascinating to watch and it was -- both Ken and Todd and Finance did a lot of the back end question answering for MYAC, helping vet from 52 down to 17 and with the Mayor's involvement as well to ensure that those guidelines were complied with. But beyond that the youth expressed their voice, which was exactly what it was intended to do. So, the hope is that it's included in this next year's budget cycle and that MYAC will continue to refine and improve the process, continue to report back to Council and the Mayor those improvements and continue to provide that voice for youth going forward.

De Weerd: Thank you. Any other questions, Council? You know, observing this process was -- was, yeah, it was hard sometimes to be the adult on the sideline not saying anything. I admit that. But it was really cool seeing how our team leaders took the bull by the horn and figured it out and I came up with their own process to do this and I think across the country we see a disengagement of our younger demographic in the political process and this is one way to really engage them to show the power of the voice, to show that their voice does matter and it is taken serious. So, this also shows I think the value of going to the National League of Cities or something outside the state even and discovering things that are going on around the country that we can pick and choose from and see what -- how that applies to our community and having Councilman Borton bring this back and having MYAC be the pilot case in seeing how we can better engage our community in budgeting type of activities to make sure our community feels engaged and owns the decisions that are being made up here is pretty powerful. So, this is exciting. I hope we see it continue. And I hope to see it expand into other areas of our budgeting process and I've kind of mentioned this to the director of fun over there is as, you know, the Parks Commission looks at filling in many of our neighborhood and -- and community parks with community identity is engaging the neighborhoods and the citizens that are around that park that associate with those parks being part of the decision-making process of what should they be, what should they look like. So, there is many opportunities that our youth showed us that we can do with this kind of approach to budgeting and that's exciting. So, Cheyenne, thank you. I look forward to having you lead the group as a whole and see who takes this on as a government affairs committee, if the Council decides to -- to move it forward and see how we do it. I stand committed to help you make sure that the project that was envisioned by the youth council is -- is built as they had envisioned it and -- and we are thrilled to get community partners that have stepped up and said what a cool approach, what a cool idea, and we want to make sure our youth also realize what they have envisioned. So, thank you for your presentation and I think Council will have a discussion next week, Mr. Borton?

Borton: Certainly.

De Weerd: -- on your proposal?

Borton: Certainly.

Quilter: Thank you, Madam Mayor. Thank you, Council Members.

Item 6: Items Moved From the Consent Agenda

De Weerd: Thank you. Okay. There were no items moved from the Consent Agenda.

Item 7: Department Reports

**A. Continued from June 21, 2016: Community Development -
Transportation Projects Update - Discuss
Transportation Related Studies, Plans and Projects Including:
Ustick Road, Franklin Road and Idaho Avenue**

De Weerd: So, we will move into Department Reports. We have a continued discussion from Community Development that never started, because we got so late in the evening. But it's all things transportation and I'll turn this over to Caleb.

Hood: Thank you, Madam Mayor, Members of the Council. As the Mayor just pointed out, this has been pushed back about three weeks, but as you're also aware things in the transportation world, projects and studies and plans, don't move that quickly anyway, so most of the information in the memo I provided a few weeks ago is still relevant and up to date. I am going to highlight some things, though, that are in the memo and there are a couple of new items that I'd like to bring to light, since I was on the agenda here a few weeks ago. But, again, I'm going to be working off of the memo that's in your pocket and I don't plan on touching on all of those projects that are listed, but if you have any questions on those, please, feel free to interrupt and we can discuss. The first thing I want to just touch on is a couple of a good news issues. So, Franklin, Black Cat to Ten Mile, is on the 90 day bid list at ACHD. This has somewhat turned out to be a little bit of a problem project in that they have had some utility issues and relocation issues, they have had some condemnation issues that have gone into litigation and so the -- the project costs have gone up, but it's good for our community in that the roadway will be widened, including the intersection of Franklin and Black Cat and that's on the 90 day bid list. So, I just wanted to highlight that for you. And, then, real similarly the Ustick corridor, due to some of the reallocation of funds and no short -- thanks to House Bill 312 that was passed last year, ACHD was able to move some things around in their maintenance world that freed up some things to get the Ustick corridor constructed a little bit sooner than what they had originally anticipated. So, that is also on the 90 day bid list and that includes the widening of the Ustick-Meridian intersection and, then, the two miles going back east and west of that intersection. So, that's all in the 90 day bid list. So, both those projects should be in construction here later in the fall, through the winter. Both are about a year long time frame for construction. So, some good news there that -- I mean it's good and bad; right? It's going to be a construction zone for about a year, but it's widening of the infrastructure that's much needed there. Moving onto the page two of my memo. Eagle Road. I want to just highlight a couple of things there. Particularly that Center Cal is looking to move forward with the Records extension and they have gone on record saying that that will be -- that will happen this year. The northern section of that -- so, behind Lowe's going up to Bald Cypress in Boise, which is just on our boundary, ACHD is actually constructing that and a notice to proceed was last week, so the contractor is working on that. So, this would be connecting from River Valley where the apartments are at Regency, making that connection north besides the -- the back side of Norco and Rosauers, Les Schwab, up to Ustick. So, that makes that -- that critical -- that critical connection and that will be done this -- this year as well. So, I just wanted to highlight that.

De Weerd: Awesome.

Hood: In moving on to page three -- and I thought I would just spend a minute or two here just kind of walking you through this, but this has happened in the interim since June 21st. ITD on July 1st did publish their draft ITIP, which is their five-year Transportation Improvement Plan and are looking for public comment. So, I know the Mayor's office, Ken Corder in particular, is working to get the word out to some stakeholders about commenting on this. I want to highlight a few of the projects. The one, really, I think that Ken is focused on is -- kind of hard to see at this level, but ITD is looking at widening Chinden Boulevard, the first mile of the corridor. So, between Eagle and Locust Grove. And I can zoom in, but I have got this just in our area, so you can see all the projects -- in 2021. So, the way that breaks down. So, this would be two lanes -- adding two lanes, so it will be a four lane facility. Again, construction in 2021 at a cost of about 7.5 million dollars. That includes preliminary engineering design, right-of-way, construction. So, they would start design this next year in 2017. Acquire right of way in 2019. And, then, again, construct in 2021. I know we're looking to have them advance that calendar, that schedule a little bit more to get it constructed as soon as possible, but there are some -- some things that have to happen, you know, before we can just go into construction. You got to design the project and have the land to build it on. But just wanted to call that to your attention. And, then, also in 2020 they do have 500,000 dollars to redo the Linder Road railroad crossing. So, that one would be this project right here. So, again, that's a -- that's a reconstruction project of the existing -- and that -- that crossing, you know has been in pretty -- pretty dire straits and so that will be a -- that's a good thing. But it's more of a maintenance project. 2017 in the draft ITIP is 400,000 dollars to replace their maintenance yard facility that's located over at the Meridian Road interchange. So, that's something we have been working on for years is to try to get them to find another location for their maintenance facility and they are moving it to Canyon County. So, that's -- that's good news as well. So, in the ITIP that 400,000 dollars would be to purchase additional land in Canyon county for their maintenance facility.

De Weerd: And, Caleb, that was moved up because there is an opportunity to purchase the land. It will be on the next COMPASS agenda. So, that gives authorization of ITD to move forward.

Hood: And, then, there is also another project where my cursor is to realign Pollard. So, beginning to do some additional improvements on the State Highway 16/20-26. And if you click on it and get the details of what the project is, how much it costs, and what year, that type of thing. So, again, you're looking at about a 350,000 dollar construction cost to realign Pollard for local access in there. So, those are just a few of the projects. I would encourage you, if you're -- if you're so inclined, to go to ITD's website. It's not the most intuitive thing. Here is their home page. There is an icon hyperlink to the draft ITIP. You can read the whole thing. I was just on this interactive web-based tool, so if you click on that you can look at a map of the projects. But they also have projects sorted by district, so you could just look at District 3. If you want to

see everything in District 3 you can go there. I will just point out if you use the map it's not the most user-friendly thing in the world. Imagine that. But it isn't. So, you have got to make sure you got like the slider bar, you're choosing all the years or if you're just curious about what's going on in the latter part you can do that. But just the baseline when you open it up only shows 2017. So, you got to kind of manipulate a little bit and you can zoom in and out, but -- anyway. So, I'm going to move right along, unless there is any other questions on the draft ITIP itself. And again -- so, that public comment period is open now through the end of the month. July 30. So, I would encourage you to at least support US 20-26. If not, ask for additional miles and intersections to be included and to accelerate the schedule. That's kind of the message we are looking for there. I had Idaho Avenue Placemaking highlighted in the -- in the memo, but we will talk about that here at 5:30 when the MDC board can join you all and I will highlight that a little bit more in some more detail. Transit. I just wanted to give you a heads-up that the work group that was formed here four, five, six months ago, does have a recommendation and is looking to present. So, there will be a final meeting of that group this Friday. And, then, on Monday they are going to present their recommendations to the Meridian Transportation Commission and, then, eight days after that they will be before you presenting that same information with, hopefully, a recommendation from the Transportation Commission on what to do with what was the monies for the Saturday fun bus, that's been what they are calling a life style center -- or life style service these days. So, a little bit more information on that. But just a little teaser for you that on the 26th VRT will be here to present their proposal for some of the dollars in FY-16 that remain unspent, to spend some of that before the end of the year and, then, into '17 and possibly '18, what they would do with a -- again, a life style type of service, which is, basically, seniors and those with disabilities geared towards providing rights to those folks. I will just highlight -- although I won't go into details unless you all want to -- the ACHD 2016 CIP update task force has done its job. Every four years ACHD updates its 20 year capital improvement plan and they establish this work group that helps to guide -- guide that work. It's made up of Commissioners, members of the CICAC, commercial and real estate developers, city staff and, again, we have been meeting monthly since January of 2015 and just recently completed all our work. The public comment period for that -- for the CIP is anticipated July 15 through August 17th. Just real quick the CIP is -- part of the goal there -- it's looking at the 20 year roadway improvement plan, but it also sets your impact fees. So -- and, basically, there is no change. There was a slight decrease in the residential impact fees. Commercial basically stayed the same. There are a couple of different categories that went down slightly, but none of the impact fee categories increased in the draft anyway. So, again, that public comment period is going to be open up here later this week through the middle of August and there is more information again in the memo if you want to look at that or have any questions about it, feel free to contact me on that one. And, then, I did want to spend a couple of minutes as well just going through Eagle Road -- and this -- this is all in your -- your -- in the packet, in the memo. I'm going to zoom to a map on the Eagle Road project development that we have been working on with COMPASS. So, city staff applied about a year ago to ask COMPASS for -- and, I'm sorry, the orientation of this map -- I will kind of use it here in just a second -- asked COMPASS for some -- some help on

Eagle Road in particular in that we saw some promise in the corridor being a potential - potential corridor for bikes and pedestrians and yet that lacked those improvements. It was kind of hit and miss with some pathways and sidewalks and other areas that didn't have any. So, we said can you help of kind of scope this and figure out how we can -- you know, kind of chunk this away and eventually have a corridor that has continuous pedestrian facilities. So, what you see on the far right -- so, north is up on this. So, Chinden Boulevard is the northernmost boundary and the City of Boise also was a part of this. Not originally, but to make the terminus work we invited Boise to the table and they participated in this. But the northern terminus of Chinden Boulevard and the southern terminus of Overland Road. So, there -- we broke that up into segments. Roughly a half mile each, although if there were -- there was a roadway that did that we also made that a segment. So, some of them aren't exactly half mile. But I think they were 19 or 20. There was just 18 different segments. And, basically, looked at each segment and evaluated. So, if you look in your -- in your packet there were a bunch of criteria and elements that were looked at by Keller & Associates, you know, feasibility of construction, cost of construction, how much of the corridor already has facilities, whether it be a five foot sidewalk, a ten foot detached pathway, what's the condition of the existing facilities and there is this big matrix that kind of goes through all that and scores and ranks the different criteria. Well, come to the punch line, there were four different segments that this first phase recommended COMPASS move forward with in preparing phase two and those -- all four of those segments were in Meridian. They were segments five, eight, ten and 12 and let me see if we can see that. Five is the segment -- I think that was actually scored as the fourth highest. But this is RC Willey. So, Franklin to Pine was in the top four. Segment 8 is the Blue Cross segment. So, in front of Blue Cross up to Krispy Kreme, Fairview and Eagle, that one I believe was the number one highest priority scoring ranking on the criteria. Segment ten is the segment just north of that. So, this is the vacant field in front of Kleiner, but it provides the connectivity between some of the other -- you know, make the connections work. This would be a big gap. And, then, finally segment 12, is by River Valley. So, the River Valley Drive up to Ustick. So, those four segments scored the highest when going through all those criteria and I'm not going to go through all of my list with you. And so what they will do is they will take the -- the next step is to take those four segments and develop pre-concept designs and I was just going to read to you some of that work, so consultant will prepare a schematic -- sketches and other documentation needed for construction cost estimating and programming purposes. So, planning level opinions of probable construction cost for each segment. Cost estimates will have the detail for programming purposes, including individual bid items, quantities, unit cost for inclusion -- for inclusion in each segment and ITD Form 1150. So, essentially, what this does is they are getting to go out to bid and look for grants. So, this is great in that. They are going to put that all in a report, basically have it ready for application looking for funding sources. So, this is -- this is good news. It doesn't -- you know, there is 18 different segments. It's just a quarter of those, basically, in this first chunk, but that's based on how much money COMPASS has budgeted to do this type of work. We fully expect to go after the next two, three, four, five segments after these four are prepared for -- for grants. We will keep our eyes peeled for other funding sources. May come back to you with some local match in the

future, I imagine, if we find that great an opportunity that seems like it's a good fit. So, I should have started with this. I'm sorry, but I'm going to insert it now. The idea here - - and this is part of our -- our master pathway plan -- is that this is a ten foot wide detached attached that is part of the city's, again, master pathways plans. So, that's what we are trying to do here is a continuous ten foot wide detached pathway for bikes, rollerblades, walkers, everyone can use there, since there aren't going to be any bike lanes on the state highway. So, just want to provide you that update on that project. That's kind of exciting that that's moving forward as well. So, I believe with that, Madam Mayor, that is -- those are the projects I wanted to highlight for you and if there is any questions on any of the projects listed or not listed in -- in my memo, I would stand for those questions now.

De Weerd: Thank you, Caleb. Council, any questions?

Bird: I have none.

De Weerd: Thank you.

Hood: Thank.

B. Fire Department: Budget Amendment for Fire Public Education in the Notto-Exceed Amount of \$21,837.00

De Weerd: Item 7-B is under Fire Department. I will turn this over to our Deputy Chief Jones.

Jones: Madam Mayor, Members of the Council, good afternoon. I hope everybody is well. The Fire Department Prevention and Public Education Division is requesting an amendment to the FY-16 budget in the amount of 21,837 dollars. These funds will be used for the purchase of car seats, fire prevention educational materials, and training for car seat installation technicians. The cost of this budget -- excuse me -- the cost of this amendment will be partially offset by donations that we have already received from Light My Fire, Incorporated; Family Advocacy Program, and Meridian residents. The remainder of this amendment will be funded by a grant the department has received from the ITD Office of Highway Safety in the amount of 13,000 dollars and the way that works is once we purchase the equipment, we submit receipts to ITD and, then, they will refund or reimburse us for that. So, with that it's pretty simple, we have done this before, and I will be glad to answer any questions you have.

De Weerd: Okay. And note that it is 21,837 --

Jones: Yes, ma'am.

De Weerd: Not the 27,837. Any questions from Council?

Bird: I have none.

Borton: Madam Mayor?

De Weerd: Mr. Borton.

Borton: I would move that we approve the budget amendment requested on Item 7-B for fire public education in an amount not to exceed 21,837 dollars.

Cavener: Second.

De Weerd: I have a motion and a second. Any discussion? Madam Clerk, will you call roll.

Roll Call: Bird, yea; Borton, yea; Milam, absent; Cavener, yea; Palmer, yea; Little Robert, yea.

De Weerd: All ayes. Motion carried. Thank you.

MOTION CARRIED: FIVE AYES. ONE ABSENT.

Jones: Thank you.

De Weerd: And thank you, Pam. You do such a good job with this program.

C. Public Works: Budget Amendment for Public Works Salary Adjustments in the Not-To-Exceed Amount of \$29,924.00

De Weerd: Item 7-C is under our Public Works Department and our HR.

Barry: Good afternoon, Madam Mayor, Members of the Council. Crystal and I are here representing this issue. I wanted to bring forward some background information before we presented the amendment to you. In late 2015 the Public Works Department had noticed that -- or had become concerned that some of our technical and professional positions didn't appear to be competitive in the market. This was realized from a number of different observations. First vacant-to-fill times. Jobs that we have made -- or position offers that we had given to folks that have been turned down. And, then, looking at generally spot checking some of the different market data that we had evaluated on -- in and around the local market. We tested that market, as I mentioned, and brought forward these concerns to the Mayor and the Council -- our Council liaison, who encouraged us to talk with the HR Department to have a closer look at this. So, I communicated these observations to our Human Resources professionals and they helped us develop a market analysis. We worked together to develop an approach, identify the market analysis tool that was going to be utilized and a total of 16 positions were identified for market review under this work. Job descriptions were updated in our department. They were revised and sent to the

Human Resources staff, who reviewed those job descriptions and, then, also sent them off to BVPA, which is a private human resources consulting firm that evaluated them against the market equity and classification -- mostly classification and equity. We worked with a market tool called Pay Scale, which is actually quite a phenomenal tool. The Human Resources Department had actually already begun vetting out and selected Pay Scale as a tool of choice for reviewing market position -- or the market of positions throughout the city and we happened to be the first department I think to utilize Pay Scale and I have to tell you that I was quite impressed with the data -- excuse me -- data, the integrity and the results of the -- of the product. Just so you know, Pay Scale -- and I'm sure Crystal and HR can expand on its validity, but Pay Scale has job matches for over 54 million different profiles throughout the United States. Pay Scale recommends a 75 percent job match in order to make valid the results. I'm very pleased to say that our job match results were 95 percent for the city, which shows a very strong correlation in regards to the results that were produced. So, we are utilizing the updated job descriptions. The BVPA reclassification and equity reviews and the pay scale market analysis reports, Human Resources staff applied the city Salary Administration Guidelines and identified eight positions of the 16 that were requested for review that require salary adjustments due to job reclassifications, the market analysis data, or internal equity alignments. The impact of the budget amendment that's been presented to you is not -- is 29,924 dollars for the remainder of this fiscal year. That gets us through the next three pay periods in fiscal year '16. But I wanted to point out that the ongoing costs are 119,694 dollars. Both those numbers include insurance, benefits, as well as taxes. So, they are what we call fully loaded. So, the joint recommendation for Human Resources and Public Works is to, essentially, request approval of the budget amendment for 29,924 dollars and the ongoing expensive 119,694 thereafter to bring these positions in alignment with the market, as well as our compensation guidelines and policies. If the Council does approve this budget amendment, the Public Works Department will remove the 225,000 dollar enhancement placeholder for market analysis, which is included in the budget for fiscal year '17. You might recall when we spoke with you last month about that, that that was merely a placeholder. We had no idea what the data was going to show. Fortunately it's much less and more positions are actually in alignment than we had initially thought. So, that's the good news. The better news is, again, it's going to cost us less than we had anticipated. Also your favorable consideration of this amendment will allow us -- or the Human Resources Department to make a slight modification in its reclassification requests and financial impacts associated with them for the Public Works Department, since two of the positions that were recommended for reclassification that they have identified are already included in this budget amendment. So, no additional monies would need to be moved in -- or utilized for that purpose. So, you will see two slight budget adjustments and we will present that to you next -- well, actually, a couple weeks. Maybe one.

Ritchie: One.

Barry: Great. So, with that we would stand for any questions and ask for your favorable consideration of the amendment as proposed.

De Weerd: So, Crystal, I think you like these kind of presentations where you don't have to say anything; right?

Ritchie: I love them. But I'm here to answer any questions that you may have.

De Weerd: Council, any questions for either Tom or Crystal?

Borton: Madam Mayor?

De Weerd: Mr. Borton.

Borton: Just real quick to either who can describe -- when you make reference to a 95 percent match, what matrix from a particular job is matching to what Pay Scale has?

Ritchie: It's actually based on the actual job description and job summary with the essential job duties and tasks. That's what we look for and match in when you come up with a 95 -- or a 75 percent higher -- in this case 95 percent job match.

Borton: In the -- Madam Mayor, in the description of what their primary duties are, it matches that closely?

Barry: Yeah. I think it's that, as well as education, experience, licenses, credentials -- all of that. So, that was what's so impressive about this particular tool. It -- I mean we were pretty well blown away and I'm -- we were fortunate, I mean we happen to be the first department, so we were a little bit nervous about using the tool, but after reviewing its methodology and all of the -- you know, integrity and method -- or process used behind the scenes, we became very comfortable very quickly and, quite frankly, just to let you know, we -- we validated against three -- or two other data sources. So, we used the Northwest Data Exchange numbers, as well as the American Water Works Association salary surveys that were just released for the Pacific Northwest and Rocky Mountain sections and I mean it's -- it's almost a perfect match. So, it was actually -- it was actually really well supported and we found it to be -- I mean quite accurate.

De Weerd: And have -- did I remember this in terms of other cities have been looking at these same categories as well?

Barry: Yes, Madam Mayor. This has been a struggle regionally for us and I think Human Resources said -- I mean we kind of have been talking with colleagues who found that to be the case, so that was corroborated by Crystal and her staff work in talking directly with HR personnel at the other cities locally and -- and they have been making -- as a matter of fact, they have been making adjustments a bit ahead of us and that put even more pressure on us to have a much closer look at what was going on and -- and I'm pleased that we were able to -- to find what we did and to get in alignment those positions that were out of alignment in this job -- in this project.

De Weerd: Any other questions from Council?

Cavener: Madam Mayor?

De Weerd: Mr. Cavener.

Cavener: Tom and maybe even Crystal, I recognize that this is only one piece of an overall puzzle. So, how confident are we that by making sure that our salaries are more in alignment where they need to be, that that's going to close that gap, Tom, that I know that your department experiences on a -- on a fairly regular basis -- a challenge.

Barry: Well, I will speak as a director of the department and, then, if there is a Human Resources angle I'm sure Crystal will follow up. I would say I'm very confident with the positions that have been evaluated is that they are to market now with this -- with this project. The reality is, however, we have a lot more jobs in Public Works than the 16 that have been evaluated. So, our challenge is to try to identify are there any other positions that may have a similar -- we might have similar concerns with. These are the ones where the biggest pressure in the department are currently. There is some pressure in other areas of the organization, particularly down in operations, that I have concerns about. It wasn't part of this project. We -- we bit off what we could -- we could reasonably chew in this. I think to the larger question, you know, kind of going forward, we have to be diligent as a department and even as a city with regard to our pay administration policies, because what happens is when we -- when we -- when we are not, we might fall behind the market in certain positions or in certain job families and when that happens that -- or happens that exacerbates the difference between those -- those later numbers that you find in the numbers that you're paying now. Different markets pay different and fluctuate differently. If you look at, for example, Public Works engineering and you liken that to IT, those two industries tend to -- tend to rebound from market situations much more quickly and in some cases actually regress much more quickly as well. Whereas in other positions you might have police officers and parks and -- and I'm not going -- I'm kind of speaking out of element here - - but may not fluctuate quite so much and the reason that is is because there is a large private sector influence on the IT and the engineering worlds than there is say in parks and police. So, without misstepping, you know, on that, maybe I will turn it over to Crystal.

Ritchie: Actually, Tom did a real nice job explaining that as well, so thank you very much for that. Obviously, from an HR perspective, to answer your question, Luke, about moving forward and looking at citywide, we would want to make sure that we have a planned approach to look at that and that we are using a consistent method approach and application that is in alignment with our salary administration guidelines and I know that we have efforts for that next year.

Cavener: Thank you.

De Weerd: Okay. Any further discussion?

Bird: Madam Mayor?

De Weerd: Mr. Bird.

Bird: I move we approve the budget amendment for Public Works salary adjustments not to exceed 29,924 dollars.

Cavener: Second.

De Weerd: I have a motion and a second. Any discussion? Madam Clerk, will you call roll.

Roll Call: Bird, yea; Borton, yea; Milam, absent; Cavener, yea; Palmer, yea; Little Robert, yea.

De Weerd: All ayes.

MOTION CARRIED: FIVE AYES. ONE ABSENT.

De Weerd: Thank you.

Barry: Thank you, Madam Mayor and Members of the Council. I know my staff are very grateful and our very appreciative as well. So, thank you.

D. Public Works: Recommendation for Water Service Connection for Mary McPherson Elementary

De Weerd: Thank you. Item 7-D is also under Public Works and I imagine that Warren is taking this one.

Stewart: Yes. Excuse me. Madam Mayor, Members of the Council. I will be addressing this one. So, you may remember that we had some discussion here in the past year or so about the water and sewer main extensions in south Meridian and we have a project that is a capital project for this year that's going to extend a water main down Amity Road from Locust Grove out to Meridian and, then, from Meridian down to, essentially, the Meridian Heights and Kentucky Ridge development down there. We are going to go right by Mary McPherson Elementary School and they would very much like to have city services -- at least water at this point, because that's all that will be going by there. So, we are actually before you tonight seeking your permission to go ahead and develop, essentially, an agreement with Mary McPherson to extend water service to them outside of city limits. They are not currently contiguous with the city limits, they are not far from it, but they are not contiguous, but they would like service. We do think it's the right thing to do and so we're here to get your concurrence to move forward with the agreement and make that happen.

De Weerd: Thank you, Warren. Any questions, discussion?

Bird: Madam Mayor?

De Weerd: Mr. Bird.

Bird: Seeing no question or discussion, I move that we allow the Public Works Department to reach an agreement with Mary McPherson Elementary or West Ada School District for service of water to their building.

Cavener: Second.

De Weerd: I have a motion and a second to approve the request from Public Works on Item 7-D. Any discussion by Council? Madam Clerk.

Roll Call: Bird, yea; Borton, yea; Milam, absent; Cavener, yea; Palmer, yea; Little Robert, yea.

De Weerd: All ayes. Motion carried.

MOTION CARRIED: FIVE AYES. ONE ABSENT.

E. Purchasing and Parks Departments Joint Report: Discussion and Approval of a Construction Management at Risk Agreement in the Amount of 5¼% of the Project Construction Costs and Preconstruction Services fee of a Not-To-Exceed Amount of \$17,350.00 for the Hillsdale Park Project

De Weerd: Thank you, Warren. Item 7-E is under our Purchasing and Parks Department and I see I'm turning this over to Keith Watts.

Watts: Thank you, Madam Mayor and Council Members. We are here tonight to ask for approval of a AIA construction management at risk agreement for the Hillsdale Park project, which we brought before you in the past and had discussions on. I just wanted to do a report on this, because this is the city's first construction management at risk agreement. In the past we have done just the standard construction manager as an advisor and the benefits of the CMR agreement is that once we bid our trades and subs, the construction manager locks in his price and guarantees us a maximum -- a guaranteed maximum price and the ownership or the risk then transfers from the city to the construction manager as he manages the project. There is four documents that are included in the CMR agreement. It's the A-133 base agreement. That sets the percentage for the CM fee and we have agreed to five and a quarter percent on this project. That will be five and a quarter percent of the general conditions and, then, the bids that are received once we open it. The A-142, Exhibit B agreement, which is - - which sets the construction -- or preconstruction services at a fixed fee of 17,350 dollars, that will take us all the way from assistance during design and all the way

through the bid opening. They actually prepare the bids and open the bids and the only city involvement at that point it's just we -- we attended the bid opening and witness the bid opening. With that, then, they do a -- we will set the -- the fee at that point, the guaranteed maximum price, which is the Exhibit A to the A-133 document and A-201 is also another AIA document, which has the general conditions and the D's and C's. With that I will stand for any questions.

De Weerd: Thank you, Keith. Council, any questions?

Bird: Madam Mayor?

De Weerd: Mr. Bird.

Bird: Excuse me. Not a question, just a statement. I think this is about time that we get in line with the construction management at risk deal. This is -- I mean I have -- I have been surprised that it's the public that has been doing it the other way. The private has been at this forever and now I see the public is starting and I think it's a very good -- very good movement on our part. Thank you, Keith.

Watts: Thank you, Mr. Bird.

De Weerd: Okay. Any other questions?

Little Roberts: Madam Mayor?

De Weerd: Mr. Little Roberts.

Little Roberts: I move we approve the construction management at risk agreement, excuse me, for Hillsdale Park project not to exceed 17,350 dollars as stated in 7-E.

Bird: Second.

De Weerd: I have a motion and a second to approve this request on Item 7-E. Any discussion from Council?

Watts: Madam Mayor, if I may. The five and a quarter percent is also stated in the A-133 document, so it sets that 133. We will -- I assume we are going to bring the -- the fee -- the fixed fee back when we -- after we have opened bids. Okay.

De Weerd: Thank you, Keith. If there is no discussion, Madam Clerk.

Roll Call: Bird, yea; Borton, yea; Milam, absent; Cavener, yea; Palmer, yea; Little Robert, yea.

De Weerd: All ayes. Motion carries. Thank you.

MOTION CARRIED: FIVE AYES. ONE ABSENT.

**F. Clerk's Office: Presentation on the Updated City of Meridian
Records Retention Schedule**

De Weerd: Item 7-F is under our Clerks Department. So, I'm going to turn this over to Jacy Jones.

Jones: Thank you, Madam Mayor, Members of Council. I'm here today to talk to you about our updated records retention schedule that you have on for approval today for Resolution 16-1149. So, history of record retention for Meridian. The Idaho state legislature mandated that cities adopt a record retention schedule in 2007. At this point AIC provided a generic schedule to all of the cities, which we, in turn, adopted to be compliant with that requirement. We updated and customized the schedule in 2012, '14 and '15. The benefits of this is, obviously, it improves our internal efficiencies, compliance, and, then, transparency for our Public Records Request Act. There were some changes with the legislature this year. Most notably for records requests -- or, excuse me, for records retention. It's House Bill 443. Some main changes for House Bill 443 is that it provides a definition for what historic records are. It's a phrase that was used a lot with previous legislations that the definition was really broad and left a lot of kind of gray area for each -- each city to interpret differently. So, House Bill 443 narrows that scope for us. The other main change is that it allows cities to maintain and retain permanent records electronically, instead of hard copy. So, all of the records that we have in the clerk's office is a really good example of that. Minute books, land use, those files that we do retain permanently, once we verify that they are scanned in and we have them electronically, we have the ability to destroy the paper copy, which is pretty huge, I think, for transparency and for ease of access with those records. Another -- another change is that it no longer requires that cities provide a list of records to destroy for semi-permanent records. You guys all have seen those -- we approved those resolutions at City Council and anytime that you're approving a resolution to destroy records, we, then, in turn, are going to the State Historical Society, we are providing the list to them and offering them the opportunity to maintain the records themselves, which they don't want to. They want to keep historic records, but they don't want the small things that we are hoping to destroy. They don't our five years worth of e-mails, that type of thing. So, it allows us to cut the Historical Society out of that process and allows them the ability to streamline their internal operations as well. And, then, obviously, they did some language cleanup just to match current laws, so that the terms that are used in all sections of the law regarding record retention is consistent and the bill takes -- takes effect July 1st, which is why we have this update on today. So, as far as specific to what we have got going on here with the city, I like to call it the ripple effect. When we make organizational changes at City Council those happen instantly here. It's one motion and -- well, theoretically it shouldn't be a huge issue operationally, it really is. It's -- specifically this year we had Information Services, the division of that, and, then, the creation of Support Services a few years ago. We had Public Works, so we split off the building department as part of Public Works and created Community Development. Each time that that happens there is operational processes that take place on the department level, specifically with

where records live and who maintains those records and these are updates that are fairly large organizational changes that are not reflected under our current record retention policy. The other hold out we saw with our current record retention policy is when it came to committees and commissions and boards. There is a lot of -- you know, we have our main commissions, Historic Preservation, Art, Parks, those type of things, but, then, there is other committees like the Impact Fee Advisory Committee and other ad hoc boards where internal staff are maintaining records -- some internal staff are maintaining a lot of records in their support of these commissions or committees and there was real no clear definition in our current policy as to what to do with those records or even how to instruct commissioners or members on committees how to maintain their records and we noticed some inconsistencies across all the departments in their retention schedule was being applied, how it was drafted, language that was used, those types of changes. We also added administrative sections. The reality is that everything a city employee creates is a record. The Post-it note that you create, the scratch piece of paper that you had. You take a note pad to a meeting and you jot notes down -- if you keep it in the building it's a record and what we did by adding the administrative section is we have called out those records, those very simple, everyday part of business type records and we have provided a retention period that is actually operationally appropriate. So, it allows staff to bring that Post-It note back to their desk, cross it off, and, then, throw it away without having to go to Council and get the approval or needing anymore of a formal process for that. So, like any policy changes, management is the key to our success. Anytime that we are talking about creating a policy change at this level, getting upper management into that conversation is crucial and you have to do that early on. The other thing is that this type of project can be very time-consuming and difficult to quantify. It's one of those things that when you have an admin in the basement for a couple of hours sorting through boxes of records, until that project is done there is really no measurables. So, at a time where we are really focusing on trending and being able to -- to quantify products, you know, how many records requests we are processing or how many development applications we are processes or permits are being issued, that type of thing, this is one of those projects that until it's done and it's very difficult to even see the effort there. So, we decided to have the conversation at the director level and make sure that directors all the way -- you know, management from the very top to the bottom knew what was happening, so that the admins were able to get the support that they needed to perform this task and part of the benefit of that is like we talked about is compliance, it's transparency. Specifically we have talked about effective public record request responses. So, when we receive a record request in our office or police does or fire does, we have three business days to respond to that citizen. Well, if you're digging through a sea full of paper files in the basement, three days goes by really, really fast and not knowing who owns the record or what we are supposed to do with the record makes the whole process really clunky and just not effective. So, then, that's the big sell is that our goal is always that customer service. And, then, it's important that our management also be trained on record retention. It's not helpful for us to have a policy if -- if staff at all levels aren't trained on it the same way. So, that was one of the things as we are having those conversations with our management is that they also understand what your role as Council, what their role as managers are

as far as retaining records and, then, helping get staff all on board with that. So, what we went ahead and did with this large change is we pulled together what I like to call our record management expert team. We worked with the department heads to select a record expert from each department. The reality is is that I don't speak Public Works. I don't speak Police. I don't speak Fire. I talk clerky really well and I like to leverage the expertise of the team that we have. So, by pulling an expert from each department we were able to leverage all of our compiled knowledge. We started meeting monthly and what that not only did -- that built camaraderie and an ownership to this process, but it helped with consistent distribution of information. When you have a meeting where you come in and you have a very set agenda with a specific goal in mind and each member of that committee is charged with implementing the policy in their department, you can help to ensure that information makes its way all the way through an organization. One thing that we have learned with e-mails especially, is they seem to die on people's desks and not always getting implemented. So, having a member of each department on this team was really helpful in getting the information around and, then, also having that buy in and when you have a staff member who is attending a monthly meeting and having those dialogues, they feel like they own a piece of the pie and they feel responsible for the policy and how it's applied and their departments and, then, they also become the advocates for the policy on the ground. The reality is is that record management is kind of exhausting. It's a lot of work. It's time-consuming and it's on top of all of the other tasks that our staff are doing all of the time, but it's -- I like to think that record management is something that should happen easily. Just like breathing. We shouldn't be thinking about it, it should just be inherent to our culture, and so having these record experts in that committee and, then, hopefully, back on their teams they are advocating for that and -- and advocating that record management just be part of how we do business and I'm also leveraging the talents of people more skilled than I am. So, like we talked about, why does record retention matter? It's something that -- the fact that we've had a policy in place for over ten years and that question still comes up, it's -- it's a very abstract concept and because record retention is so large to wrap your brain around it, a lot of people -- our current staff have a really hard time understanding the why there. So, we remind them. It's the law. We don't have a choice. It's compliance where we are required to respond to records request within three days and we can ask for additional time, but we try to meet that three-day benchmark as customer service, so -- and with public record requests we all have an ownership of -- of knowing where the records are for our department and for our position. So, it's the law. That's a big one. It also helps for clarity and understanding throughout the organization. The reality is is that -- like I said, even though we have had this for ten years, when I've gone to different departments I still get kind of that confused glazed-over look in everybody's eyes. I don't know if it's because record retention is not exciting or whether people don't understand, but having a record expert team who can go back and speak the language of their teammates and help distribute information has been very successful and what we have also done is created what we like to call a ghost fifth column. So, in the version that you are seeing in your packets you will notice that it's four columns. We have developed what we like to call the ghost fifth column. Basically because we wanted to create a schedule that was based around our operations and not change our

operations based around our schedule. It's not -- so, anytime that you have -- I think it's 93 pages long -- a schedule that is that detailed, if you have to change how you do business to make it effective if it's -- it's not working. So, we tried to do it the other way and created what we have, but like to call this ghost fifth column. So, what you don't see is this really nice fifth column that we like to call operations and column specifically helps departments apply the schedule in their own department. So, if there is a form or a template -- for example, in this case this is right out of Community Development -- it explains where that record is kept and by doing this this also helps consistency if staff changes. So, as our admins maybe move onto other projects or we have management changes, this operations column lets the next city staff step in and continue the project and know kind of what the goal is. So, we have advocated that each department create this. The other benefit of this is because it's an operations only column, we can update that as we need to and as business changes, without having to come back to Council and get your approval every time. You don't need to know when we've moved a file from one department to another and we don't need to waste your time with that, but the reality is is that we have to know, those of us that manage the records. So, we have this ghost fifth column, which is also new and specific to this update and it's been very helpful. So, like I said, the big change with House Bill 443 was that we can start working towards moving documents -- nonhistoric paper records to digital medium. This means that our basements and filing cabinets that are full of records can be changed to something as small as a thumb drive, which will increase our efficiency and public transparency. I would recommend that the record management team work towards drafting an internal SOP or desk manual on how to name electronic records and how to apply the schedule. I think that we need a handbook that can be applied at all levels to help standardize information and I would recommend that the team continue to work on this over the next year. So, now we are talking electronic records. I always tell the team -- and I did a training at ICU recently and said the same thing. You have to consider your audience. Anytime that you're dealing in an electronic world -- whereas I might call a pound sign a hash tag, somebody in another department might call it -- might call it a pound sign. So, when I use phrases like TIFs or JPEGs or a GIF or OCR, a tag, meta data, those are all phrases that are language that can be challenging to all audiences so anytime that you're going electronic records you have to really slow down and make sure that you're talking for all of your audience and because we have different generations at work and so you have to be sensitive to that audience and it's important to apply consistent naming. The reason that I'm bringing this up is -- is part of that training, more than anything else, because while you all don't necessarily name our files very often, you do meet with directors and the dialogue needs to happen. Whenever we are talking about implementing a citywide policy we have to be consistent and things like consistent naming when you're naming your records, as far as how you go back and access them later, really does matter and so on the training side that's important for a larger conversation and making sure that that dialogue continues and the reality is we just have to start somewhere. It's something that I'm going to have Barb in our office start working on, looking and checking page by page of our hard copies to make sure they are scanned in and, then, hopefully, working towards the goal of getting rid of the paper copy and having it stored electronically. And, then, the goal would be,

obviously, at some point we destroy the paper records. The other thing that there has been talk about whenever you're changing a schedule like this is the thought that if we don't get the schedule right this time we will just change it next year. I don't want to do that. Part of what we have run into about updating the schedule annually is that you got somewhat lax in your updates because you think, hey, we will just fix it next year and I also don't think it would hold up very well in the instance that we were called to court over a public record request if we are amending our public or -- excuse me -- our record retention schedule every year as we see fit, it doesn't make it really a concrete document and it's really hard to say that we are abiding by our schedule when we're responding to those public record requests. So, our goal with this update is that it be the update. I would say we want to look at it -- look at it annually and prepare for an update probably every five years, as opposed to these annual updates. So, I don't think I ever have gotten in front of you without giving a shout out to the team, because we work with some really amazing people. So, today is no different. Now I'm going to go onto the Kudos section of this, because that's always my favorite part of these. So, on our record management team we have some just really phenomenal employees that are awesome all the time. So, we were led by Andrea Pogue in our legal department. She is a record guru. She knows everything about this record retention law. She has received a lot of help from Emily Kane, who actually wrote House Bill 443, which was a wonderful representation of the City of Meridian's skills at the state level. But Andrea spent countless hours coaching me, members of my team, members of our record retention team as a whole, so I definitely did want to one pause and just give a shout out. She's amazing. Other members of our team -- maybe. But Machel Hill and I worked on that. She's going to continue with Jaycee Holman in my absence. Beth Ericsson and Kelly Hurd from PD. They had a wonderful success during this process in that one of their light duty officers received the okay to work on records in his light duty, so they actually were able to destroy 20 years worth of records, which was a wonderful cleanup for them. So, they worked really hard on this project as well getting everything updated. Bruce Freckleton and Kim Tatarini -- I'm going to put a pin in that one for a second, because I have to rave about them. Laura Lee and Crystal in HR. Danyel Jansen Van Beek. She was with the Mayor's Office and I'm sad that we lost her, because she was very energetic about learning record retention and I think was a wonderful asset. Emily Stroud in our fire department. Rachel Myers in Parks and Rec. Hillary Bodnar in Finance. So, this member -- had one more. Maybe. There we go. And, then, Melanie Hoyt in Public Works. So, this is our record management team. This is the -- these are the employees that met with me every month as we started working through this process. This is the group that I would advocate continues to have the conversation and these were advocates on the ground really fighting this battle and took this project on in and above their current workload. It was -- it's time consuming, it's a lot of work, and they generously gifted their time to me and where my resources. So, I very much appreciate them. So, our big -- our big update that we did with this -- with this group was the Community Development Department and, like I mentioned on one of my very first slides, is that ripple effect. So, even though Community Development isn't new, when they -- when the building department separated from Public Works and created Community Development, when they joined with planning, there is still a lot of records that have yet to move or be

updated or be reviewed following that, then that splits and, then, the formation of that new department. So, we actually -- I attended 26 meetings with Community Development specifically to talk about this project from April to the end of June, led by Kim Tatarini. If you haven't met Kim, she works in the Community Development Department, pop over and meet Kim. She's wonderful and she's new to the city. Is she here? Oh, Kim is here. Kim, you should -- yeah. Kim is amazing. She's new to the city and she has an energy that that department desperately needed. Kim has no trouble telling you exactly the way that it needs to happen, which is perfect. Anytime that you are dealing with employees who speak more than one language over a different -- I mean a varied employment culture, Kim did a really wonderful job and she was able to bring her team into compliance and got the buy-in from even some of our most skeptical employees, which I appreciate. And, then, I know that beyond the 26 that I attended they had dozens more -- many meetings with other members of their team and she was absolutely committed to this project. So, their group was led by Kim Tatarini. Steve O'Brien attended those meetings. Bruce Freckleton, he absolutely backed Kim up on whatever it is that she needed. Brent Bjornson was a wonderful advocate. Bill Parsons was our planning representative. Mindy Smith, she knows everything about everything by the way. If you need help in Community Development she's amazing. And, then, Bruce Chatterton, I have to give a shout out to Bruce Chatterton, because of his leadership in that department. Like I have said with this, policy change starts at the top and having Bruce go to every single staff meeting to advocate for the record retention policy, advocate for his staffing, allow the time that they needed to make these changes and I think it really speaks volumes about his management style and, then, the fact that he was able to attend those larger meetings with -- with my team as well, let us know that we have support coming from the directors. So, it was very appreciative. And, then, the other all star that I would like to call out in this project is Melanie Hoyt and these photos are actually a couple of years old, but they are photos that I have used when we talk to our record management team about the goal of where we should all be going. So, a few years ago the left-hand photo is what the Public Works basement looked like. Mel and a contract employee spent about two and a half years and cataloged every single record that they have. Was able to get them organized. She developed a consistent naming program and is working towards electronic records and it's one of those things that when we have a public records request that goes to Public Works, Melanie responds within the hour and it's because her records are organized and she knows what's in it. So, this is always kind of like if -- in a perfect world if all of our basements could look like, that would be a really wonderful goal for us. So -- maybe. There we go. The bottom line is that this was a huge project. We started working on it in January. It's not done. I would hope that the record management team would continue to work on it. But the policy that you have in front of you is comprehensive, it's -- it's a compilation of months worth of work and multiple staff members committing hours to get that as detailed as it possibly can and it should -- it should function the way that we want the record retention schedule to. It will be a guide for how to move forward and how to move into more of an electronic era. So, hopefully, it's the last schedule that you see for a while. And I'm available for questions.

De Weerd: Thank you, Jacy. Council, any questions? Or is your head spinning?

Jones: Did you notice I picked a spinning slide for the end?

De Weerd: Because after she gave this and we had a discussion at the directors' meeting, eyes were glazed over, heads are spinning and I think we all had a little bit of seasickness or something. Any questions? Very comprehensive.

Chatterton: Madam Mayor?

De Weerd: Mr. Chatterton.

Chatterton: Really want to recognize Jacy's leadership and, frankly, grit on this project. A lot of hard work, but she works at all levels. If you can imagine cueing up records retention in front of say a room full of planners or folks in the building group, virtually think it's maybe some of the ones that run from the room, but she kept at it, made it relevant to what they did. She stuck with it. She showed a lot of leadership and we really appreciate it.

Jones: Thank you.

Chatterton: We are in a better place now.

Jones: Thank you.

De Weerd: Yeah. This was not for the weak at heart.

Jones: Definitely a team effort, but what I think that, really, we have gained from that is we do have a record expert in every department and I think that that is a valued position and knowing that we have the directors' support to continue to train and hone those skills, it's really important. There is a lot of classes you can take on record management and electronic document management and I would advocate that we keep up on that, because it's a beast. But we have -- we have employees that are trained and energetic and really committed to see it be successful. So, we should use the resources and -- good people, so --

Nary: Madam Mayor?

De Weerd: Thank you, Jacy. Yes, Mr. Nary.

Nary: And I was just going to emphasize I guess the legal piece that Jacy talked about is that records -- records litigation is very time consuming and can get very expensive and -- because most of that is driven by your policy and how you retain things and it's really easy, as she said, for a place to say, well, we will just keep it all. Well, that's fine, you will probably never have enough room to keep everything that you have to keep, but, then, you have to find it and that's the problem and so having a clear and

concise -- even if it's 92 pages, clarity on how our records are maintained gives us the ability to defend ourselves in those types of cases that, like you said, can get very time consuming and very expensive and so it really is a great effort by both Jacy and the team in getting this put to a place, like she said, where we are not constantly having to tweak it. That's where really errors occur or that's where problems occur and we don't really want to be of that habit where simply we will just fix it next time and we will just take it up again. So, it really is a great effort by all of the group to get this where it is for the city. I think it's a good thing, so --

De Weerd: Thanks.

Jones: Okay.

**G. Clerk's Office: Approval of Resolution No. 16-1149:
Adopting the Amended Record Retention Schedule of the
City of Meridian**

De Weerd: Okay. If there is nothing further, we will go to item 7-G and look at Resolution 16-1149 and ask for Council's action. Any discussion, questions on this? Ty, do you have a motion?

Palmer: I guess I should, shouldn't I? Madam Mayor, I move we approve Resolution 16-1149.

Bird: Second.

De Weerd: I have a motion and a second. Any discussion? Madam Clerk, will you call roll.

Roll Call: Bird, yea; Borton, yea; Milam, absent; Cavener, yea; Palmer, yea; Little Robert, yea.

MOTION CARRIED: FIVE AYES. ONE ABSENT.

H. Mayor's Office: Appointment of Interim City Clerk

De Weerd: Well, that was pretty monumentus and I guess a good action taken before this next one. Jacy Jones is certainly someone that's not a stranger to Council. She's given the strategic updates from the Clerk's Office and she's sat up here on occasion with us before she was officially appointed as City Clerk, but you also saw the heart that she has for the team that she worked with where she would come in and fill in. I remember one particular night where Jaycee Holman I think was -- was going to slide underneath the counter and Jacy Jones came from home and filled in for Jaycee, so she could go home. But certainly we will miss Jacy Jones. She has an opportunity to pay attention to her first priority, which is her daughter and her husband and family first and she's always practiced that, which we can always appreciate, but the little things

always mattered to Jacy. She showed us how -- how to really treat others, so -- I am horrible at this stuff. She had maintained a folder on each of her employees that when they did something nice she always recognized it at the time, but also filed it away, so during evaluations she could also recognize those things that do matter, because little things did matter to Jacy. As you could see during the presentation, her attention to detail is pretty amazing and her tenacity to carry a project through to completion is admirable. She was certainly an example of the Meridian Way. She has -- some of the comments from her staff is the Jacy was the reason they went the extra mile and wanted to give their best, because she exemplified that for them. Her customer service was pretty awesome and she always seems to have a smile on your face, even though her day might not be going the way that she wanted it to, both in how she felt and maybe who walks through the door at the time and as you can see from this presentation, she knows how to build teams and to stay focused until the -- the job was done. But I think probably most noteworthy outside of the records management program is how she works with our community. What she did with the Historical Preservation Commission and taking an idea of the history walking tour and bringing it to reality is -- is very noteworthy and has received the recognition from the Association of Idaho Cities and from many other communities around the state. She does make everyone feel appreciated for the role they play and, Jacy, you will be missed. But once she is no longer an employee, we hope to have her as a volunteer and continue to tap into her energy, her creativity and her passions. So, thank you for everything you've done. So, Council, as we search for our City Clerk, who will have big shoes to fill, as did Jacy Jones, we are giving it back to the master over there. Jaycee Holman has agreed to fill the gap as we search for our next City Clerk. This is an appointed position and so I would ask for your approval to appoint Jaycee Holman as the interim City Clerk.

Cavener: Madam Mayor?

De Weerd: Mr. Cavener.

Cavener: If we vote no does Jacy Jones stay?

De Weerd: I tried that one. It doesn't work that way.

Palmer: Madam Mayor?

De Weerd: Yes, Mr. Palmer.

Palmer: Does that require a motion?

De Weerd: Yes, it does.

Palmer: I move we approve the interim appointment of Jaycee Holman as City Clerk.

Borton: Second.

De Weerd: I have a motion and a second to approve the appointment of Jaycee Holman as interim City Clerk. Madam Clerk, will you call roll.

Roll Call: Bird, yea; Borton, yea; Milam, absent; Cavener, yea; Palmer, yea; Little Robert, yea.

MOTION CARRIED: FIVE AYES. ONE ABSENT.

De Weerd: And just for the record, this would take effect July -- after July 15th at 5:00 o'clock p.m. Because we are not letting her out of the door until 5:00 p.m. on Friday, the 15th.

Bird: Madam Mayor?

De Weerd: Mr. Bird.

Bird: Before we move on, Jacy, I can't add much more to what Mayor said, but your work ethics are second to none and any -- we have never asked you to do a job that you didn't do it very efficient and very fast. I mean employees like you are hard to come by. We are going to miss you big time. You can be very proud of your work ethic. You will always be a top dog.

De Weerd: Top dog.

Cavener: Madam Mayor?

De Weerd: Mr. Cavener.

Cavener: If I could add to that. I'm kind of unique in that I got to work with -- with Jacy in three different capacities. One as an employee, second as a volunteer on the historical walking tour project, and, lastly, as a City Council member and, Mayor, to your point, when I close my eyes and I think of the Meridian Way Jacy Jones has always been the person that comes to mind. You're such an ambassador for our community. You do such great work. You will be very, very missed and I am excited to hear that just because maybe you're off the payroll that doesn't mean that you're no longer working for the city. So, looking forward to having you back in some capacity.

Item 8: Future Meeting Topics

A. Discussion on Format of July 20, 2016 Budget Workshop

De Weerd: Thank you again. Okay. Item 8-A is -- is a discussion about next week's budget workshop. It's not a hearing, it's a workshop. But we would love to tap into any ideas or any -- identify any questions you might have that we can be prepared for for next week. I would invite Todd forward.

Bird: Jenny.

De Weerd: Maybe Todd can walk us through -- well, Jenny gets to inherit this, but Todd has -- has walked us through this process over the last number of years and maybe four or five new councils can -- can kind of give you the lowdown of how we have done it in the past and see if you have any suggestions that you would like to see incorporated in moving forward next week.

Lavoie: Thank you, Madam Mayor. Madam Mayor, Members of the Council, in the years past the way we have run the third workshop is we, as Finance, would facilitate the budget process for you. During that day we will start off with a presentation with an update of where the budget stands since our last meeting, which was June 8th. A few items have changed since then, so we will give you an update. Some of you may recall the supplemental document. We will provide you with supplemental documents to amend your current book that you have so we can bring you up to date. So, after we get your guys -- the Council updated with the latest and greatest budget summary, we will, then, discuss some of the revenues -- changes that have occurred and, then, we will also look at some of the items that have occurred. We will go through the supplementals with you and, then, at that point what we will do is most likely -- or not most likely -- we will look for your guidance on this -- is discuss the -- kind of the three topics that we discussed with you guys during our budget road show in April. We discussed merit. We discuss benefits. And we discussed property taxes. We would like to discuss those items and see if we can get a consensus or decision or direction on where we are going to move with those three items. Those three items have an impact on the overall budget discussions, so once we have those items determined, those will help us determine the final outcomes of the enhancements, the replacements, and so forth. So, I think with those three items agreed upon we can finalize the enhancements and, then, at the end of July 20th we should be able -- we will be able to present to the citizens the following week with a balanced budget for fiscal year 2017. Again, as the Mayor stated, as that topic is here, we are looking for items, thoughts, suggestions, concerns, questions that we can make sure that we have are for you for the next meeting on July 20th for the budget discussions for fiscal '17. So, what's that? That's the general overview of how we have run it. Again, I guess I will add in another piece real quick. After we discuss those three topics of the road show, the merit, the benefits, the three percent, we will go through each department's enhancements and ask you for questions at that time. So, for an example, if the Council had an enhancement, starting alphabetically, we would ask if you have any questions for the enhancements proposed by the Council -- Council department and if there are no questions at that moment, we will consider that a good approval for the budget for the Council division at that time and we will move onto the next division. Let's say the next division is Finance. Again, we will ask you, Council, at that time do you have any outstanding questions or concerns for the enhancements proposed by the Finance Department or any other portion of their budget. If no questions or concerns are given at that time, we will consider that an approval of the budget proposed to you by the executive branch. So, again, after we do that for every division

and department, at the end of the day we should have a balanced budget. We should be able to answer all the questions that you have -- or concerns that you have for the departments and all departments will be present to answer any of those questions for you. So, that's kind of a general overview of what we've done in the past. Again, we are always looking to improve the process, we are always looking to change the process for the betterment. So, again, we stand here or sit here to discuss this with you, so next week's presentation is where we want to go.

De Weerd: I appreciated your correction on standing or sitting, so -- any questions, comments for Todd?

Cavener: Madam Mayor?

De Weerd: Mr. Cavener.

Cavener: Todd, question for you. Appreciate your proposed agenda. I like that format personally. I don't know what the rest of the Council feels. Question, though, related to -- there were a significant amount of unfunded enhancements in the CIP and the Public Safety Fund that are at the end of our budget book. Would you anticipate there was unfunded enhancements also being discussed on each particular departments' time table when we are talking about the current fund enhancements or were those going to be discussed at a separate time?

Lavoie: Madam Mayor, Councilman Cavener, that's a great question. After we discuss those three topics that we presented to you during our road show, the merit, the three percent, and the benefits, at that moment in time, if we happen -- if we do go the direction of -- the Council wishes to allow us to maximize the three percent property tax with our calculation, then, we will go ahead and present that to you, because those will be up for discussion. If the direction is -- of the Council not to allow us to utilize the three percent, which that document refers to, then, there is not too much discussion to be had, but we could always discuss those items for other enhancements, but that is up to the Council's discussion. So, the discussion with the three percent beginning with the presentation will really guide where we end up with that unfunded list by the end of the meeting.

Cavener: Okay. Thank you.

Borton: Madam Mayor?

De Weerd: Mr. Borton.

Borton: And, then, the discussion isn't necessarily an all or nothing, a three or a zero; right? It can be in between, which would be part of that discussion.

Lavoie: Madam Mayor, Councilman Borton, you're a hundred percent. We can go from zero to a maximum of three percent, which is allowed by the county and state.

De Weerd: You can't go more than that.

Borton: No. I was just making a point that you can go less. Will you provide to all of us by Friday that information -- all of these updates you're referencing, so we can have time -- at least a day before the meeting to digest them and if there is any follow-up questions. Friday would be great. Good weekend reading.

Lavoie: Madam Mayor, Councilman Borton, we can definitely strive to make it by Friday before we leave for the weekend, that you have all the updates that we will present to you on July 20th.

Borton: I appreciate that guarantee.

Lavoie: I will definitely let Jenny know that there is a guarantee on the table.

Borton: Madam Mayor? One other question. As far as a format, if I recall in prior years we had -- it might have been this one where we were -- you had your spreadsheet up and as we talked about adding and subtracting, we could see you manipulate the -- with the idea that we are going to be sitting up here --

Lavoie: Madam Mayor, Councilman Borton, yes, we were looking to utilize this setup as we are right now and, then, we will have the Excel Spreadsheet, so we can make changes on the fly, so you can see the changes and what the effects are.

Borton: Great.

De Weerd: Okay. Anything future?

Bird: I have none.

De Weerd: Okay. Any other topics for future meetings? If not I would entertain a motion to adjourn.

Bird: So moved.

Borton: Second.

De Weerd: All those in favor say aye. All ayes.

MOTION CARRIED: FIVE AYES. ONE ABSENT.

MEETING ADJOURNED AT 4:47 P.M.

(AUDIO RECORDING ON FILE OF THESE PROCEEDINGS)

Keith Bird
COUNCIL PRESIDENT, KEITH BIRD

7/26/16
DATE APPROVED

ATTEST:

Jaycee Holman
JAYCEE HOLMAN - INTERIM CITY CLERK

