



HIGHLAND CITY COUNCIL BRIEF

Tuesday, May 15, 2018

Highland City Council Chambers, 5400 West Civic Center Drive, Highland Utah 84003

6:00 P.M. WORK SESSION (CITY COUNCIL CHAMBERS)

Call to Order – Mayor Rod Mann

Invocation – Council Member Brian Braithwaite

Pledge of Allegiance – Council Member Ed Dennis

1. HIGHLAND CITY COMPREHENSIVE FINANCIAL SUSTAINABILITY PLAN

Discussion and review of the fiscal sustainability model prepared by Lewis Young Robertson and Burningham including spending priorities.

City Administrator Nathan Crane oriented the Council with an update to the Financial Sustainability Plan. Assistant City Administrator Erin Wells, Public Works Operation and Maintenance Director Justin Parduhn and City Engineer Todd Trane reviewed future anticipated expenditures with the Council. A follow up work session on this topic will occur June 12, 2018.

ADJOURNMENT

7:00 P.M. REGULAR SESSION (CITY COUNCIL CHAMBERS)

1. UNSCHEDULED PUBLIC APPEARANCES

Time has been set aside for the public to express their ideas, concerns, and comments. (Please limit comments to three minutes per person. Please state your name and address.)

Yvonne Carter, Leslie Jarrett, Cody Yeck and Wade Miller asked City Council to not change the zoning on property at 6000 West and SR92. They encouraged Council to engage with residents to find out what they wanted in regards to development in Highland City.

2. PRESENTATIONS

a. TREE COMMISSION UPDATE – Tree Commission Chair John Thomas

Tree Commission Chair John Thomas provided an overview of the Tree Commission and their purpose as well as the many benefits of being a Tree City.

b. GOVERNMENTAL ACCOUNT PRACTICES – City Auditor Steve Rowley

City Auditor Steve Rowley provided an informative training regarding Government-Wide vs. Fund-Level Accounting Practices and fund balance.

c. PUBLIC MEETING TRAINING – City Attorney Tim Merrill

City Attorney Tim Merrill provided an open meetings training to the City Council.

3. CONSENT ITEMS

Items on the consent agenda are of a routine nature or have been previously studied by the City Council. They are intended to be acted upon in one motion. Council members may pull items from consent if they would like them considered separately.

a. Action: Approval of Meeting Minutes - PASSED

Regular City Council Meeting May 1, 2018

Next step: Approved minutes will become part of the permanent record.

4. PUBLIC HEARING/RESOLUTION: DESIGNATION OF OPEN SPACE PROPERTY FOR DISPOSAL IN THE HIGHLAND HILLS SUBDIVISION - PASSED

Brianne Ellison is requesting the disposal of open space property for the lots on the east side of Jupiter Circle. City Council will hold a public hearing to determine if the property should be disposed. The Council will take appropriate action.

Next step: Staff will work with the homeowners on their land purchases.

5. ACTION/ORDINANCE: RECONSIDERATION OF ORDINANCE NO. O-2018-06 REZONING 5.475 ACRES FROM R-1-40 TO R-1-20 AND CONSIDERATION OF A REQUEST FROM DARIN JUNCKER TO REZONE THE PROPERTY FROM R-1-40 TO R-1-30 - PASSED

Darin Juncker of New Element Construction is requesting a rezone. City Council will hold a public hearing and determine if the property located at 5959 W 10100 N should be rezoned from R-1-40 to R-1-30. The Council will take appropriate action.

Next step: The property will be rezoned to R-1-30 and staff will work with the application through the design and engineering process.

6. PUBLIC HEARING/RESOLUTION: RESOLUTION ADOPTING THE TENTATIVE HIGHLAND CITY BUDGET FOR FISCAL YEAR 2018-2019 - PASSED

City Council will consider adopting a resolution approving the Tentative Budget for Fiscal Year 2018-2019 and set a date of June 5, 2018 for approval of the Final Budget for that fiscal year. The Council will take appropriate action.

Next step: Tentative Budget is adopted and staff will notice a public hearing for the adoption of the Final Budget on June 5, 2018.

7. ACTION/RESOLUTION: NOTICE OF FIREWORK AND OPEN FIRE RESTRICTIONS - PASSED WITH AMENDMENTS

City Council will consider the approval of additions to the firework and open fire restrictions. The Council will take appropriate action.

Next step: Staff will post an updated firework restriction map and bring back a new resolution for open fire restrictions at a future council meeting.

8. ACTION/ORDINANCE/RESOLUTION: AMENDING HIGHLAND MUNICIPAL PARKS AND CEMETERY CODE. DESIGNATE CANYON OAKS AS A CAMPGROUND AND ADOPT A FEE SCHEDULE FOR CAMPGROUND RENTAL - PASSED

City Council will consider approving an amendment to the municipal parks and cemetery code and adopt a resolution designating Canyon Oaks Park as a campground and set a fee schedule for campground rentals. The Council will take appropriate action.

Next step: Staff will update City Code and rentals of Canyon Oaks Park Campground will be available beginning June 1, 2018.

9. ACTION: VERIZON FRANCHISE AGREEMENT - PASSED

City Council will consider the approval of a franchise agreement with Verizon. The Council will take appropriate action.

Next step: Staff will work with MCI Metro Access Transmission (Verizon's parent company) to complete the Franchise Agreement.

10. MAYOR/COUNCIL AND STAFF DISCUSSION AND COMMUNICATION ITEMS

a. Cemetery Infant Section – City Recorder Cindy Quick

City Recorder Cindy Quick presented information regarding local cemeteries that have an infant section and those that do not and how an infant burial is administered. Council directed staff to proceed with a proposal to create an infant section in the cemetery and present costs at a future council meeting.

11. FUTURE MEETINGS/UPCOMING EVENTS

a. Future Meetings

- May 22 – Planning Commission, 7:00 pm
- June 5 – City Council Meeting, 7:00 pm

b. Upcoming Events

- May 20 – Nominations for Grand Marshal(s) due to Julie@HighlandCity.org

12. CLOSED SESSION

The Highland City Council may temporarily recess the City Council meeting to convene in a closed session to discuss the character, professional competence, or physical or mental health of an individual, pending or reasonable imminent litigation, and the purchase, exchange, or lease of real property, as provided by Utah Code Annotated §52-4-205

City Council and Mayor held a closed session to discuss the character, professional competence, or physical or mental health of an individual; as provided by Utah Code Annotated § 52-4-205.

ADJOURNMENT

COUNCIL VOTING REPORT - MAY 15, 2018

First Name	Last Name	APPROVAL OF CONSENT AGENDA 3	AMENDED MOTION WITH STIPULATION FOR - FENCING TO BE 20 FEET OFF THE TRAIL 4A	DESIGNATION OF OPEN SPACE PROPERTY FOR DISPOSAL 4B	REZONE PROPERTY FROM R-1-40 TO R-1-30 5	ADOPT THE TENTATIVE BUDGET FOR FISCAL YEAR 2018-2019 6	APPROVAL OF ADDITIONS TO FIREWORK RESTRICTION MAP 7	APPROVAL OF AMENDED PARKS AND CEMETERY CODE 8A	APPROVAL OF RESOLUTION DESIGNATING CANYON OAKS PARK AS A CAMPGROUND AND ADOPTING RENTAL FEES 8B	APPROVAL OF (MCI METRO TRANSMISSION CORP) VERIZON FRANCHISE AGREEMENT 9
Brian	Braithwaite	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes
Ed	Dennis	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Tim	Irwin	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Kurt	Ostler	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes
Scott	Smith	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Total Voters		5	5	5	5	5	5	5	5	5
Pass/Fail		Pass	Fail	Pass	Pass	Pass	Pass	Pass	Pass	Pass

For a voting history of all council motions in 2018 please go here: <http://bit.ly/HC-CC-Voting-History>

STAFF PRESENTATIONS

Welcome to the Highland City Council Meeting

May 15, 2018



6:00 PM WORK SESSION

Call to Order - Mayor Rod Mann
 Invocation - Council Member Tim Irwin
 Pledge of Allegiance - Council Member Ed Dennis

- HIGHLAND CITY COMPREHENSIVE FINANCIAL SUSTAINABILITY PLAN

General Fund CSP

- Expenditure Evaluation by Department – 10 years
- Develop Revenue Projections
- Financing Plan
 - Revenue Sufficiency and Stability
 - Affordability Analysis
 - Business Retention
- Year end fund balances

February Model

- Operation and Maintenance Deficit
 - 1.6 million in the first year
 - 8 million by year five
- Council requested to have a specific discussion on the new expenditures
- What's Changed?
 - LPPSD Increases
 - City Cuts
 - FY 19/20 Budget

Next Steps

- Scenarios
 - Discussion
- Cost per ERU
 - Estimate Based of Current Land Use
 - Estimate Based on the Future Land Use
 - Determine Cost/Benefit
 - Apply this based on the type of development
- Presentation – June 12th Work Session

New Expenditures

- Conservative Approach
 - Priority needs
- Maintain Existing Level of Service
- What is needed?
 - Understand the expenditures
 - Discuss the timing of the expenditures
 - Any other expenditures the Council would like to include

Department Presentations

- Community Events and Recorder – Erin
- Parks and Open Space – Justin
- Storm and Sewer – Justin and Todd
- Fire and Police – Nathan
- Library and Varies - Nathan



7:00 PM REGULAR SESSION



UNSCHEDULED PUBLIC APPEARANCES

Time set aside for the public to express their ideas and comments on non agenda items. Please limit comments to three (3) minutes and state your name and address.



PRESENTATIONS

- Item 2a. - Tree Commission Update - *John Thomas*
- Item 2b. - Governmental Account Practices - *Steve Rowley*
- Item 2c. - Public Meeting Training - *Tim Merrill*



CONSENT ITEMS

- Item 3a. – Approval of Meeting Minutes from May 1, 2018

DESIGNATION OF OPEN SPACE PROPERTY FOR DISPOSAL

Item 4 - Public Hearing and Resolution
Presented by - Nathan Crane, AICP
City Administrator, Community Development Director

Request



Aerials



Existing Conditions Map

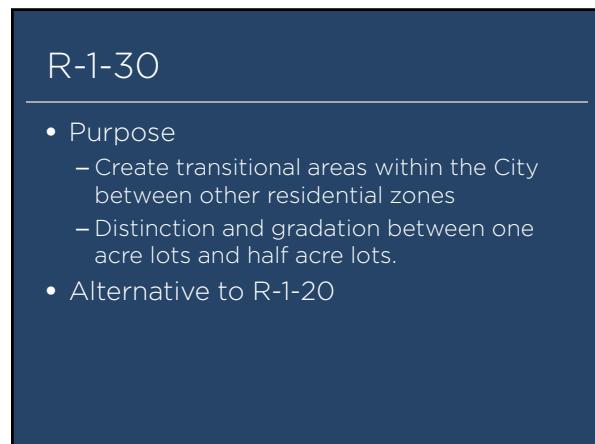
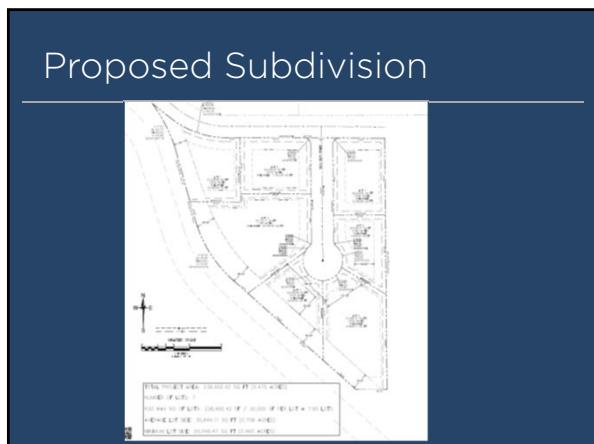
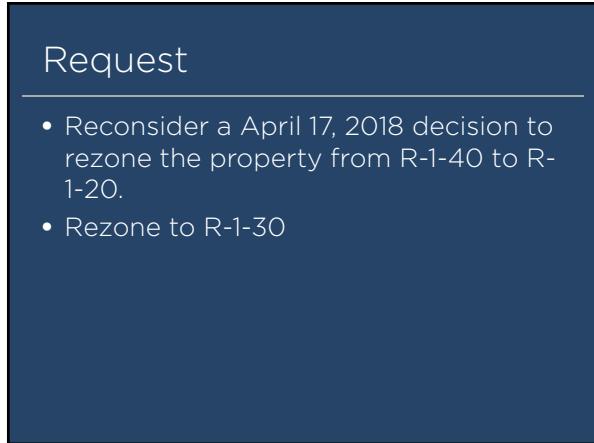
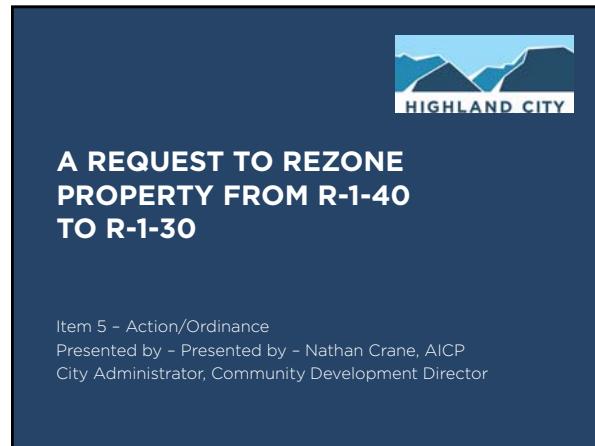


Process

- Subdivision Petition
 - 142 Total Lots
 - 60% or 85 Signatures
 - 87-88 provided
- Staff Review
 - Compliance with Disposal Requirements
 - Identify Existing Conditions
- Council Decision

Recommendation

- If Council chooses to dispose of the property staff is recommending the following:
 - Relocation of the pressurized irrigation line
 - Bond for the public improvements
 - Council determine financing options
 - Designed to contain runoff on the property



Discussion

- 1) Is the R-1-30 District consistent with the goals and objectives of the General Plan?
- 2) Is the proposed zoning in the best short and long term interest of the City?
- 3) Is there an alternative district that should be considered?
- 4) Is the R-1-30 District the appropriate district or should the site have a different district?
- 5) What impact will there be on future development if R-1-30 is approved at this location?

Recommendation

- Public Meeting
- Council Decision
- If R-1-30 include the following stipulations:

- 1. The preliminary and final plat shall conform to the concept plan date stamped May 10, 2018 except as modified by these stipulations.
- 2. The preliminary and final plat shall meet all City Standards.
- 3. Road design shall meet all City Standards.

ADOPT THE TENTATIVE BUDGET FOR FISCAL YEAR 2018-2019

Item 6 – Public Hearing and Resolution
Presented by – Gary LeCheminant, Finance Director

Budget Assumptions

- Salaries-- possible 3% merit increase
- Medical premiums-- capped at 8%
- Dental premiums-- at 1%
- Property Tax collections-- up 1.6%
- Sales Tax collections-- up 4%
- Estimate 85 building permits

General Fund Summary

- Revenue---\$8,957,669
- Expense---\$8,924,354
- Net Income---\$33,315

General Fund Changes

- Lone Peak Fire Exp. Down \$10K
- Lone Peak Cap. Exp. Down \$20K
- Library new FTE not in budget
- Library non-resident charge not in
- 6800 West \$50K contribution not in
- Certified Tax Rate Revenue—May 22
- Impact Fee estimates

Enterprise Funds

- Sewer
 - Revenue---\$2,279,033
 - Expense---\$2,502,380
 - Net---(\$223,647)
- Pressurized Irrigation
 - Revenue---\$2,499,477
 - Expense---\$2,440,155
 - Net---\$59,322

Enterprise Funds

- Storm Sewer
 - Revenue---\$542,194
 - Expense---\$591,810
 - Net---(\$49,610)
- Culinary
 - Revenue---\$934,139
 - Expense---\$1,354,846
 - Net---\$(420,737)

NOTICE OF FIREWORK AND OPEN FIRE RESTRICTIONS

Item 7 – Action and Resolution
Presented by – Erin Wells, Assistant City Administrator



Dates of Firework Discharge

- July 2-July 5 (Independence Day)
- July 22-July 25 (Pioneer Day)
- December 31 from 11:00AM – January 1 at 1:00AM (New Year's Eve)
- February 5 from 11:00AM – February 6 at 1:00AM (Chinese New Year)

State Law – Allowable Reason for Banning (HB 38)

- Existing or Historical Hazardous Environmental Conditions
 - Mountainous, Brush, Forest, Dry Grass
 - Within 200 feet of a Waterways, Trails, Canyons, etc.
 - Wildland Urban Interface

Proposed Banned Areas

- Beacon Hills Subdivision
- Bull River Subdivision, drainage areas, and surrounding property
- Chamberry Fields Subdivision
- Country French Subdivision
- Dry Creek Highland Subdivision and drainage areas
- Hidden Oaks Subdivision
- Highland Glen Park
- Highland Hills Subdivision
- Highland Hollow Subdivision and drainage areas
- Highland Oaks Subdivision
- Hunter Ridge Subdivision
- Lone Peak High School
- Mercer Hollow Subdivision
- Mitchell Hollow Park and drainage areas
- Mouth of American Fork Canyon
- Skye Estates Subdivision
- State owned property south of Lone Peak High School
- Sterling Pointe Subdivision
- Sunset Mountain Properties
- Town Center Splash Pad
- View Point Subdivision
- west side of 10150 North
- Westfield Cove Subdivision.

2018 New Banned Areas

- west side of 10150 North
- Mitchell Hollow Drainage
- Mitchel Hollow Park



Open Fire Ban Exceptions

- Landscaped private yards with a hose or fire extinguisher nearby or
- Camp fire pits in City Campgrounds

Next Steps

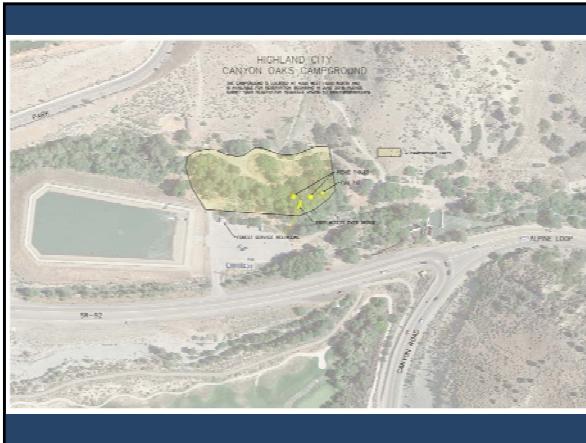
- Firework Map to Utah County
 - Sends County-wide map to firework retailers and State Fire Marshall
 - Publishes on the County website
 - Firework retailers display map at register with the allowed dates.
- Social Media
- Website
- Newsletter
- Licensed Firework Retailers


**AMEND HIGHLAND MUNICIPAL
PARKS AND CEMETERY CODE**
**DESIGNATE CANYON OAKS AS
CAMPGROUND AND ADOPT FEE
SCHEDULE**

Item 8 – Action, Ordinance and Resolution
 Presented by – Erin Wells, Assistant City Administrator

Background

- Canyon Oaks Park
- 4000 West 11000 North
- Eagle Scout and Public Work Projects have gotten it ready for rental
- 1 Fire Pit
- 2 Picnic Tables
- Large Area for Tents
- Permanent Restroom in Parking Lot
- Rentals could begin June 1



Finances

- \$25 per 24 hours for Residents
- \$50 per 24 hours for Non-residents
- AF Canyon tent spots rent for \$24 per night
- Rental money would help offset \$750 increase in restroom maintenance and then go to campground upkeep and improvements
- Would need 30 resident rate rentals to offset restroom increase

Council Actions

1. Motion to Amend Park Ordinance to Allow Overnight Camping in Designated Campgrounds
 - Ordinance also bans airsoft guns
2. Motion to Adopt Resolution Designating Canyon Oaks as a Campground and Setting Rental Fees



VERIZON FRANCHISE AGREEMENT

Item 9 - Action
Presented by - Tim Merrill, City Attorney

MAYOR/COUNCIL AND STAFF DISCUSSION COMMUNICATION ITEMS

- Item 10a. - Cemetery Infant Section - *City Recorder Cindy Quick*