



HIGHLAND CITY COUNCIL BRIEF

Tuesday, September 4, 2018

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

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

Call to Order – Mayor Rod Mann

Invocation – Council Member Tim Irwin

Pledge of Allegiance – Council Member Ed Dennis

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.)

Roger Dixon provided an update on the progress of the Library Board bylaws. He asked Council not to restructure the board until they determine how many board members to have on the board.

Camren Asay reported of an issue with the open space property behind his home and neighbors that were telling his children they can't play there because it's their property. He was asking for help from the City to resolve the concern. Council suggested that the City remind residents that it is City property and encourage enforcement should they not respond.

Tim Chervick oriented the Council with products meant to keep deer from eating shrubs and plants and keep them out of yards without trapping or shooting them. The products glow in the dark for 10-12 hours and are displayed on a card that is hooked to a chain and spinning component.

2. PRESENTATIONS

a. YOUTH CITY COUNCIL UPDATE – Youth City Council Deputy Mayor Belle Sutton
Deputy Mayor Belle Sutton reminded Council about the upcoming Town Hall event scheduled for September 20, 2018 with John Curtis; She announced plans for a Senior Appreciation Dinner to be held on October 25, 2018; and noted that the Youth City Council would be taking a trip to the prison to hear stories and life lessons. She thanked the Council for their support.

b. RANKED CHOICE VOTING – Kory Holdaway - KMH Consulting & Government Affairs
Kory Holdaway with KMH Consulting & Government Affairs oriented the Council with a pilot program for Ranked Choice Voting. Ranked Choice Voting would allow a voter to rate candidates in the order of their choice; first, second, third and so on. The Council would need to opt in by January 1, 2019 if they want to be part of the program.

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 August 7, 2018

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

b. ACTION: Approval of the Urban Deer Control Plan - Maintenance Program - PASSED

City Council will consider approving the continuation of the Urban Deer Control Plan – Maintenance Program for 2018 through 2021. The Council will take appropriate action.

Next step: Urban Deer Control Plan Maintenance will continue to be administered from August 1st through December 31st for the next three years.

c. ACTION Ratifying Library Board Appointments - CONTINUED

City Council will consider ratifying the appointment of Roger Dixon (seat 6) to serve a one-year term and Jessica Anderson (seat 7) to serve a two-year term on the Library Board. The Council will take appropriate action.

Next step: Ratification of Library Board Appointments will be brought back for Council consideration at the September 18, 2018 City Council meeting.

4. PUBLIC HEARING/RESOLUTION: AMENDING THE LIBRARY TEST PROCTORING FEE - PASSED

The Council will consider an increase to the Library Test Proctoring Fee from \$5 to \$10 beginning immediately. The Council will take appropriate action.

Next step: Library staff will begin charging \$10 for test proctoring services.

5. PUBLIC HEARING/RESOLUTION: AMENDING THE BUDGET FOR THE PRESSURIZED IRRIGATION FUND - PASSED

The Council will consider amending the budget for a full-time Pressure Irrigation Laborer position. The Council will take appropriate action.

Next step: City staff will post a job notice on the City website and look to hire a new full-time Pressure Irrigation Laborer.

6. ACTION: APPROVAL OF A CONTRACT WITH LEWIS, YOUNG, ROBERTSON & BURNINGHAM, INC. FOR THE HIGHLAND CITY MARKET ANALYSIS - CONTINUED

The Council will consider approving a contract with Lewis, Young, Robertson & Birmingham, Inc. for a not to exceed amount of \$15,150 for the Highland City Comprehensive Financial Sustainability Plan. The Council will take appropriate action.

Next step: City Council will provide further direction for scope of work and staff will work with Lewis Young Robertson & Birmingham to obtain a new bid. The item will be brought back to Council at the September 18, 2018 City Council meeting.

7. PRESENTATION: REPUBLIC SERVICES - Reece Demille

The presentation was continued to the October 2, 2018 City Council meeting.

8. MAYOR/COUNCIL AND STAFF DISCUSSION AND COMMUNICATION ITEMS

a. Outsourcing Landscaping/Maintenance - City Engineer Todd Trane

City Engineer Todd Trane oriented the Council regarding information obtained after much research determining costs to outsource lawn maintenance or keep it in-house. Outsourcing is by far a more expensive option. For this and other reasons, the consensus of the Council was to keep the maintenance in-house at this time.

b. Corner Lot Research Results – Planner Tara Tannahill
This presentation was continued to a future City Council meeting.

9. FUTURE MEETINGS

a. Future Meetings

- September 18, City Council Meeting, 7:00 pm, City Hall
- September 25, Planning Commission Meeting, 7:00 pm, City Hall

10. 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, Mayor and staff held a closed session to discuss the purchase, exchange, or lease of real property. 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.

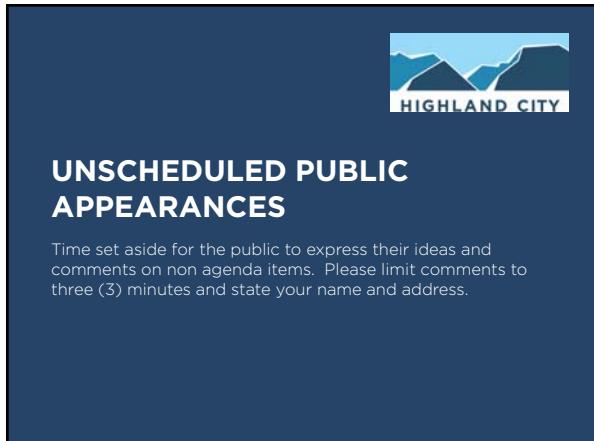
ADJOURNMENT

COUNCIL VOTING REPORT - SEPTEMBER 4, 2018

		APPROVAL OF CONSENT AGENDA 3A & B	CONTINUE CONSENT AGENDA 3C	APPROVAL OF \$10 LIBRARY TEST PROCTORING FEE	APPROVAL OF BUDGET AMENDMENT FOR PRESSURIZED IRRIGATION FULL-TIME EMPLOYEE	CONTINUE CONTRACT APPROVAL WITH LEWIS YOUNG ROBERTSON & BURNINGHAM FOR HIGHLAND CITY MARKET ANALYSIS
First Name	Last Name	3a & 3b	3c	4	5	6
Brian	Braithwaite	Yes	Yes	Yes	Yes	Yes
Ed	Dennis	Yes	Yes	Yes	Yes	Yes
Tim	Irwin	Yes	Yes	Yes	Yes	Yes
Kurt	Ostler	Yes	Yes	Yes	Yes	Yes
Scott	Smith	Yes	Yes	Yes	Yes	Yes
Total Voters		5	5	5	5	5
Pass/Fail		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



Seat	Current Board Member	Appointed	Term Expiration	Notes
1 (City Council)	Ed Dennis	2/2016	6/2020	Ed was appointed to fill the seat vacated by Tim Irwin which expired in 6/2017. In 2/2018, Ed Dennis was asked to continue to serve on the Board.
2	Nancy Passaretti	9/2016	6/2019	Filled an expired seat which was occupied by Marlene Brooks.
3	Lisa Bullington	12/2017	6/2020	Filling the expired term of Janeen Ashcraft.
4	Claude Jones	7/2018	6/2021	Filled the expired term of Tiffany Whiting.
5	Michael Burns	7/2018	6/2021	Filled the expired term of Cindy Jonsson.
6	Roger Dixon	10/2015	6/2018	Filled the expired term of Andrea Fuller.
7	Claudia Stillman	3/2018	6/2018	Filled the expired term of Scott Smith who was elected to the City Council. Only one member of the City Council can serve on the Board at one time (State Code).

RECOMMENDATION

- Seat 6
 - Roger Dixon
 - Expiration 6/30/2019
- Seat 7
 - Jessica Anderson
 - Expiration 6/30/2020



AMENDING THE LIBRARY TEST PROCTORING FEE

Item 4 – Public Hearing/Resolution
Presented by – Erin Wells, Assistant City Administrator

COMPARABLE COSTS

Entity	Fee
American Fork Library	\$20
Eagle Mountain Library	\$10
Saratoga Spring Library	\$5 Non-residents \$5 for any person if less than 48 hour notice given
Brigham Young University	\$15
University of Utah	\$23.50 + \$10 per hour after first hour
Utah Valley University	\$20

SUMMARY

- Test proctoring allows students to take tests in a secure environment
- Currently done at no cost
- Proposed fee meant to cover staff's time and material costs
- June 5, 2018 – City Council approved a \$5 Test Proctoring Fee
- August 9, 2018 – Library Board voted to increase fee to \$10

SUMMARY CONTINUED

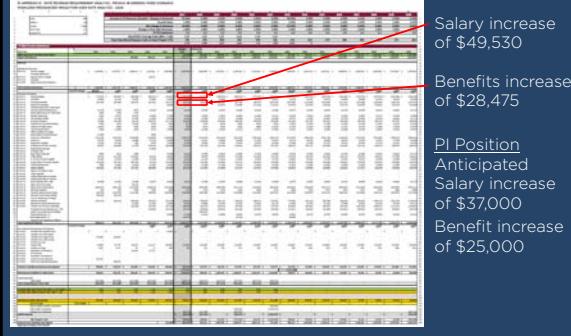
- Change would take place immediately
- Currently proctor 1 time per week
- Finals time proctor 4 per week
- Potential revenue around \$500 per year
- Have communicated potential change to test takers and they have been amenable
- Will advertise the change



AMENDING THE BUDGET FOR THE PRESSURIZED IRRIGATION FUND

Item 5 – Public Hearing/Resolution
Presented by – Todd Trane, City Engineer

Pressurized Irrigation Rate Study



Salary increase of \$49,530
Benefits increase of \$28,475
PI Position
Anticipated Salary increase of \$37,000
Benefit increase of \$25,000

Pressurized Irrigation Fund/Laborer Position

- Current Approved Pressurized Irrigation Budget
 - Revenue Exceeds Expenses by \$92,156
- Primary Duties of Position
 - PI Meter Installs
 - Pump checks/ System Monitoring
 - Development Inspections
 - System Start up and Winterizing
 - Service Calls
 - Irrigation Enforcement



APPROVAL OF A CONTRACT WITH LEWIS, YOUNG, ROBERTSON & BURNINGHAM, INC. FOR THE HIGHLAND CITY MARKET ANALYSIS

Item 6 – Action
Presented by – Nathan Crane, AICP
City Administrator, Community Development Director

Background

- In May of 2017 the Council approved a RFP for a Market Study
 - Comprehensive understanding of how Highland City fits into the current and future market place
 - Identification of current opportunities and constraints
 - Identify potential growth and development sites

Background – con't

- Phase 1
 - City wide review and analysis of the community and trade market areas
- Phase 2
 - Development Plan
 - Identify potential growth and development sites
 - Current and future constraints
- Consultant prepare unique scope of work

Background – con't

- As a result of the interviews and recommendations from the consultants
 - Comprehensive Fiscal Sustainability Plan (aka General Fund Study)
 - "Market Analysis: aka first proposal
- Preliminary Conclusions excluding new expenditures
 - The General Fund balance is projected to be reduced to 5% in FY 2020
 - The balance would go negative -9% in FY 2021.
 - This will increase to -37% in FY 2023.
- Final results
- August 21 Council Meeting
 - Approval of the 2nd Phase "Market Analysis"
 - General Plan

Work Plan

- Phase 1: Review and Analysis of the Community and Trade area (pg 54)
- Phase 2: Economic Development Plan (pg 54-57)
 - Market Study Highest and Best Use
 - Area Amenity Analysis
 - Funding Analysis
 - Benchmark Analysis
 - SWOT Analysis

Work Plan – con't

- Scenario Analysis
 - Proposed Development Scenario
 - Retail Sales Analysis
 - Supportable Commercial Zoning
 - Forecast Municipal Expenses*
 - Revenue Analysis*
 - Cost Benefit Analysis
 - Current Land Uses
 - Proposed Land Uses
 - Economic Development Workshop

Cost and Schedule

TAB 5. FEE QUOTE & PROJECT SCHEDULE

	\$200 Principal	\$150 Project Lead	\$100 Analyst	Total Cost
Kick Off meeting (1 Meeting)	3.00	2.00	3.00	\$1,200
Phase 1: Review and Analysis of the Community and Trade Market Area				
Compile key statistics	-	2.00	12.00	\$1,500
Evaluate potential impediments to economic development in Highland	1.00	2.00	4.00	\$900
Evaluate the City's economic vision	1.00	1.00	2.00	\$550
Analyze the City's use of economic incentives	1.00	3.00	1.00	\$750
Review existing economic development programs	1.00	2.00	3.00	\$800
Phase 2: Economic Development plan				
Market Study to Determine Highest and Best Use	2.00	6.00	10.00	\$2,300
Conduct Area Amenity Analysis	2.00	2.00	5.00	\$800
Conduct Cost Analysis	2.00	2.00	4.00	\$1,200
Benchmark Analysis	2.00	2.00	6.00	\$1,300
SWOT Analysis	1.00	1.00	6.00	\$950
Cost/Benefit Analysis	-	6.00	12.00	\$2,100
Implementation				
Economic Development Workshop (1 Meeting)	3.00	-	3.00	\$900
Draft Final Report	1.00	2.00	8.00	\$1,300
Presentation of Findings to Council (2 Meetings)	6.00	-	6.00	\$1,800
Total	18.00	33.00	71.00	\$15,150

It is anticipated that the proposed scope of work will take 3-4 months to complete. A detailed timeline will be developed during the initial kick-off meeting.

REPUBLIC SERVICES

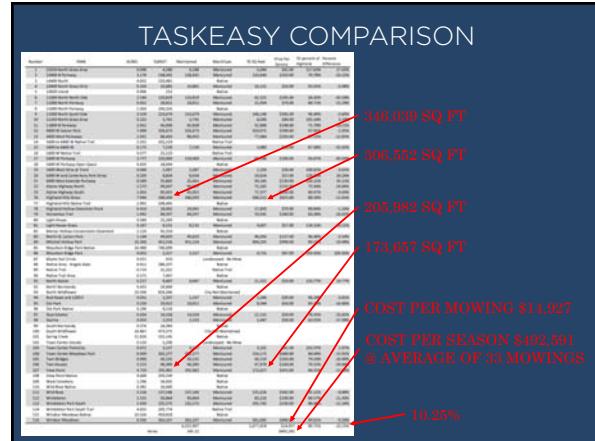
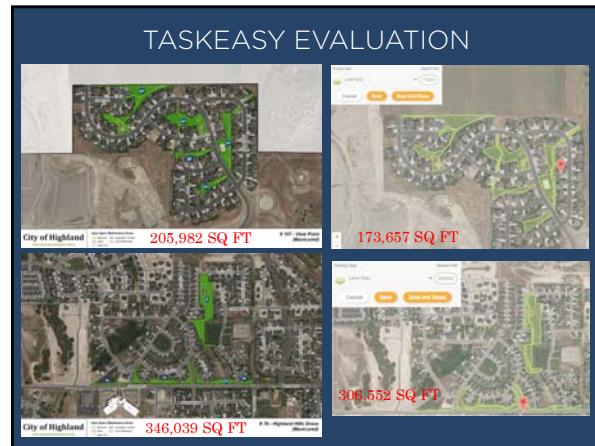
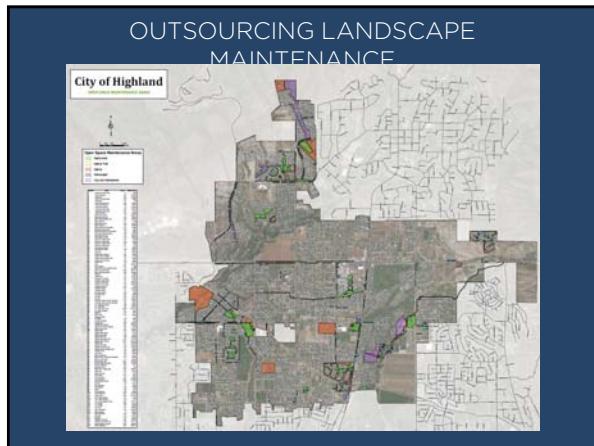
RESCHEDULED TO OCTOBER 2

Item 7 - Presentation
Presented by – Reece Demille



MAYOR/COUNCIL AND STAFF DISCUSSION COMMUNICATION ITEMS

- Item 8a. – Outsourcing Landscaping/Maintenance – *City Engineer Todd Trane*
- Item 8b. – Corner Lot Research Results – *Planner Tara Tannahill (RESCHEDULED TO OCTOBER 18)*





CLOSED SESSION

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