

CITY OF NORTH SALT LAKE
CITY COUNCIL MEETING-WORK SESSION
MARCH 21, 2017

FINAL

Mayor Arave called the meeting to order at 6:02 p.m.

PRESENT: Mayor Len Arave
Council Member Brian Horrocks
Council Member Stan Porter
Council Member Matt Jensen
Council Member Ryan Mumford
Council Member James Hood

STAFF PRESENT: Ken Leetham, City Manager; Paul Ottoson, City Engineer; David Frandsen, Public Works Director; Jon Rueckert, Assistant Public Works Director; Janice Larsen, Finance Director; Chief Craig Black, Police Chief; David Church, City Attorney; Sherrie Llewelyn, Community Director; Development Linda Horrocks, City Recorder; Marty Peterson, Emergency Preparedness Manager; Andrea Bradford, Minutes Secretary.

1. BUDGET PRESENTATION FOR FY18: WATER, SOLID WASTE ENTERPRISE FUNDS AND ROADS CAPITAL PROJECTS

Janice Larsen reported that in 2015 there was a decrease in rates for solid waste and pressurized irrigation and an increase in water and storm water rates. In 2016 there were no utility rate increases. In 2017 there will be a 2% increase in solid waste and water to mirror inflation rates.

Mayor Arave asked how much is spent on the spring and fall bulk pickup services to see if more pickups would be feasible. Janice Larsen replied that she would present the amount to the Council at a later date.

Council Member Horrocks commented that the Saturday pickups would be better because the service is just used by NSL residents versus the spring and fall pickups which attract neighboring cities' residents. Council Member Jensen commented that garbage pickup for his area is Friday so they don't utilize the Saturday service as much.

Council Member Mumford asked about salaries for this department. Janice Larsen responded that there are no employees assigned exclusively to solid waste and that utility billing and employee hours are tracked and allocated to solid waste. The lease for the cans will be paid off

this year, and cans will be purchased with cash going forward. Ms. Larsen proposed rate increases of 1.9%, or \$.20, in 2017-2019 and a \$.25 increase in both 2020 and 2021. There will be no change in recycling rates as residents can opt out of recycling and the City would like to encourage use of this service.

Pressurized irrigation only pertains to the Foxboro area and there has been a decreased rate in the Pressurized Irrigation Fund as there are no capital projects currently planned. Funds are being set aside for future repair and replacement projects. In regards to the Culinary Water Fund, staff recommends a 2% rate increase for fiscal year (FY18) 2017-2018. There is also a 1% growth rate built into the Water Fund revenue and in 2021 debt will be paid off in this year and the debt payment will be \$400,000.00 less. There is one potential increase for a new employee to be shared between the Water, Storm Water and Streets departments.

Council Member Mumford asked if it would be a 2% increase each year for the Solid Waste Fund. Ken Leetham replied that the increase would be each year to help match inflation.

Paul Ottoson reported on the water projects for FY2018 including the pump control vault at Morton Reservoir at the cost of \$11,000.00 with 40% to come from the Water Enterprise Fund and 60% from City Impact fees. The second project, is tied to the first project, and includes the equalization of 350 East and Morton Reservoirs at the cost of \$350,000.00 with 60% to come from City Impact fees and 40% from the Water Enterprise Fund. The third project is the secondary water trunk line (Tanglewood South to 5480 Reservoir) at the cost of \$110,000.00 from City Impact fees. The fourth project will be the 5480 reservoir conversion from culinary to secondary water at the cost of \$50,000.00 which will come from City Impact fees. The fifth project is miscellaneous interior piping at the reservoirs at the cost of \$85,000.00 from the Water Enterprise Fund. The sixth project is the reuse water line on Center Street at Redwood Road for \$185,000.00 from City Impact fees. UDOT will be completing work on Redwood Road so the City will perform this project at the same time. The estimated total cost for these six projects is \$845,000.00.

Ken Leetham reported on the FY18 road project which includes the Eagleridge Drive reconstruction (from Valley View to Edgewood) in conjunction with a storm drain project at the cost of \$575,000.00 using the Roads Funds balance. The next project is 1100 North railroad crossing at the cost of \$500,000.00 with 90% of the funds to come from UDOT. The third project is a signal light at Center Street and 400 West at \$230,000.00 from City Impact fees. The fourth project will be the Redwood Road trail (from Hampton Place to the City limits) at \$133,000.00 with funding from a UDOT TAP Grant. The fifth project is street improvements at 130 East at the cost of \$150,000.00 from the Roads Fund balance and City Impact fees with the potential to use CDA funds. The sixth project is street repairs for 725 East at the cost of \$15,000.00 from the

Roads Fund balance. The seventh project is miscellaneous slurry seal at \$250,000.00 from the Roads Fund balance. The final project is a road condition survey and engineering project at \$70,000.00 from City Impact fees. This project would involve hiring an expert to survey and provide a report to help create a master plan to prepare for future expenditures and repairs. The total cost for these eight proposed roads projects is \$1,923,000.00.

Council Member Jensen asked when the Foxhollow Drive road repairs would be done. Paul Ottoson replied that the project would go out for bid at the end of this month and be completed this year.

Council Member Horrocks asked if the City was accepting roads from developers that do not meet City standards. Paul Ottoson responded that the minor roads seem to be holding up fairly well but that the major and collector roads are the worst due to high use. He said many roads are nearing the end of their life cycles.

Ken Leetham commented that the goals for FY18 include road preservation with the creation of an inventory of existing roads and policy measures to guide annual investment, the creation of an effective planning tool, and the completion of a road study. Some of the issues include ongoing revenue from Class C, sales tax, and Davis County Road funding especially as the City's roads are aging.

David Frandsen reported that staff is proposing to add a Public Works Inspector/Locator Position at \$19.40 an hour, or \$40,344.00 annually. This position would entail GPS work with responsibility for updating maps and new construction and any corrections and updates when conducting Blue Stakes calls. This position would also consist of inspection work including reports, waste water projects, accurate as-built mapping during construction, valve shut down, water sampling, design and update specification manual, and better response to contractors. He explained that all Blue Stakes marking must legally be marked within 24 hours and that there were 2,014 Blue Stake markings from March 1st to December 31st in 2016.

David Frandsen then reported on the proposed Streets Worker position at a pay rate of \$14.34/hour, or \$29,828.00 annually and said the purpose of this position would be to staff a four man crew for large asphalt repairs, crack sealing, concrete replacement/repairs or a two man crew for potholes, sign repair/replacement, garbage cans, and small asphalt repair. This position could also be used to drive a snow plow. He explained that there are currently three streets employees who spent the majority of their time from April to December 31st repairing asphalt, concrete work, garbage cans, snow removal, and equipment maintenance, etc. Mr. Frandsen said that staff has been using the work order system, Elements, to track all work orders which included 758 pothole repairs from April 2016 to December 2016, 982 work orders for garbage

cans, and 821 concrete repairs over the last few years with a lot of this damage caused by trees. He said that this does not include the grinding down of sidewalks which will be a separate project. There is also a sign replacement project to change the signs to high intensity signs as required by Federal Highway Administration (FHA) MUTCD requirements and that in Zone 1 alone there were 376 signs that needed to be replaced.

David Frandsen then reviewed the snow removal hours in 2016 by department with 163 hours spent by the Water Department, 39 in the Storm Water Department, 321.50 in the Streets Department, and 138 hours spent by the Parks Department for a total of 661.50 hours. So far in 2017 there have been 916.50 hours spent on snow removal.

David Frandsen reported on the Water Department and said there are currently five employees. These employees spend the majority of their time doing meter and well maintenance and installations, water line repairs, and utility locating, etc. He said that the valve and fire hydrant maintenance could be done more frequently and gets pushed to the bottom of the list. There are 10 pump stations, 11 reservoirs, 33 pressure reducing valves, 632 fire hydrants, and 1,693 gate valves. He explained that the power and effort required to push the water uphill in the City is a more complicated system than many bigger cities in the area. There were 30 water breaks in the City last year, 822 work orders, and 112 after hours trouble calls. The energy savings methods that were implemented in October 2014 have resulted in a savings of \$162, 790.00.

David Frandsen focused on some of the new programs in the Public Works Department including tracking and documentation, a safety committee, building upgrades with a focus on the environment, and employee enrichment including contests, seminars, and recognition.

2. APPROVE CITY COUNCIL MINUTES

The City Council minutes of March 7, 2017 were reviewed and approved. **Council Member Mumford moved to approve the minutes from March 7, 2017 as amended. Council Member Horrocks seconded the motion. The motion was approved by Council Members Horrocks, Porter, Jensen, Mumford, and Hood.**

3. ACTION ITEMS

Sherrie Lewelyn reviewed the status of some of the action items including the annexation of the 3800 South area and the parking requirements at the SandBar Volleyball facility. The roads in the annexation area were redone by Davis County several years ago but there are currently no sidewalks there as the residents did not want them. She explained that the City would receive approximately \$170 per year per house if the area is annexed.

4. ADJOURN

Mayor Arave adjourned the meeting at 7:03 p.m. to begin the regular session.

CITY OF NORTH SALT LAKE
CITY COUNCIL MEETING-REGULAR SESSION
MARCH 21, 2017

FINAL

Mayor Arave called the meeting to order at 7:11 p.m. Council Member Brian Horrocks offered the invocation and Spencer Marx, BSA Troop 1581, led those present in the Pledge of Allegiance.

PRESENT: Mayor Len Arave
Council Member Brian Horrocks
Council Member Stan Porter
Council Member Matt Jensen
Council Member Ryan Mumford
Council Member James Hood

STAFF PRESENT: Ken Leetham, City Manager; Paul Ottoson, City Engineer; David Frandsen, Public Works Director; Jon Rueckert, Assistant Public Works Director; Janice Larsen, Finance Director; Chief Craig Black, Police Chief; David Church, City Attorney; Sherrie Llewelyn, Community Director; Development Linda Horrocks, City Recorder; Marty Peterson, Emergency Preparedness Manager; Andrea Bradford, Minutes Secretary.

OTHERS PRESENT: Mindy Marx, James Thomson, Connor Duke, Gavin Shupe, Spencer Marx, Grant Stephan, BSA Troop 1581; Shawn Poor, Patrick Scott, Brighton Homes; Aaron Cox, BSA Troop 1379; Larry Cox, Lynda Cox, Jonathan Nilson, Jennifer Smith, residents; Denny Howard, Jim Camberlango, Camberlango Development.

1. CITIZEN COMMENT

There were no citizen comments.

2. PUBLIC HEARING AND CONSIDERATION OF ORDINANCE 2017-04-
SYCAMORE GROVE ANNEXATION

Sherrie Llewelyn reported that the City Council accepted the annexation petition for consideration last month and the protest period has now expired with no protests received during that time. The project consists of 2.49 acres with 18 dwelling units with each unit to be 2,055 square feet of finished living space, 1,100 square feet of unfinished basement and two car

garages with individual driveways. The development will be marketed to 55+ adults but is not an exclusive senior community. The roads will be privately owned, the storm drain system will be part of the South Davis County system, and the water and sewer will be privately provided. The police impact will be approximately 13 cases per year or less. As there are four City parks that the residents will be able to use the City will collect a park impact fee. She made a correction to the staff report and said that the potential taxes collected per home would be approximately \$250 per year for a total of \$4,500.00 total. The current county zoning is R-3 which allows a density of 16 units per acre. The Development Review Committee (DRC) recommends zoning the project RM-7, which is the closest compatible zone, which would allow a maximum of 24 units per this project.

Mayor Arave opened the public hearing at 7:18 p.m. There were no public comments and he closed the public hearing at 7:18 p.m.

Council Member Porter moved that the City Council adopt Ordinance 2017-04 approving the annexation petition from Brighton Development Utah for Sycamore Grove PUD located at approximately 3969 South 850 West and amending the City of North Salt Lake zoning map to designate the property as RM-7. Council Member Mumford seconded the motion. The motion was approved by Council Members Horrocks, Porter, Jensen, Mumford, and Hood.

3. RECONSIDERATION OF CONCEPT PLAN FOR ROMAINE COURT PLANNED UNIT DEVELOPMENT LOCATED AT 391 NORTH MAIN STREET, JIM CAMBERLANGO, APPLICANT

Sherrie Llewelyn reported this application came before the City Council in November and was denied, per the R1-7 zoning requirements, with the request to reduce the density to eight townhomes per one acre. Each unit will have two car garages and driveways for a total of 16 garage spaces, 16 driveway spaces, and 7 additional guest parking spaces. The property will be 50% landscaped with a tot lot. The DRC recommends approval of the revised concept plan with the conditions that additional trees in the park strip are spaced at 30-30 feet and that Units 1-4 have front doors fronting Main Street. There will be a 6' vinyl fence surrounding the property.

Council Member Horrocks moved that the City Council approve the Concept Plan for Romaine Court PUD with the following conditions:

- 1) Additional trees in the park strip spaced at 20-30 feet, depending on species;**
- 2) Units 1-4 have front doors fronting Main Street.**

Council Member Porter seconded the motion. The motion was approved by Council Members Horrocks, Porter, Jensen, Mumford, and Hood.

4. CONSIDERATION OF A REDUCTION IN FEES FOR THE WASATCH RESOURCE RECOVERY PROJECT, SOUTH DAVIS SEWER DISTRICT, APPLICANT

Ken Leetham reported that Dal Wayment with South Davis Sewer District has asked if the City would consider reducing or waiving fees for Phase 1 of the Water Resource Recovery project. Mr. Leetham commented that he has reviewed the fees and determined that the only fees which could be reduced or waived is the building permit and plan check fees at \$75,502.00. He recommended that instead of waiving the entire amount, the City could still charge time spent by staff for inspections, etc. Mr. Leetham also recommended reducing some of the fees as the City hopes to continue the good partnership with South Davis Sewer in the future.

Council Member Jensen commented that some of the residents are already upset about the proposed project but he is not opposed to waiving some of the fees. Ken Leetham responded that he would not advise waiving any impact fees (such as roads, etc) but only permit and plan check fees. Council Member Jensen asked City staff if the project would require third party review and was told that everything could be done in house.

Ken Leetham commented that the City has a good partnership with South Davis Sewer District and would like the City Council's approval to waive certain fees with some conditions. He said staff would track their time, materials, etc. required for the project.

The City Council expressed their concerns but gave their assent to waive some of the fees as explained by Ken Leetham.

5. CONSIDERATION OF RESOLUTION 2017-08R APPROVING AN APPLICATION FOR A UTAH TRANSIT AUTHORITY GRANT TO PROVIDE FOR BUS SHELTERS (FTA 5310)

Sherrie Llewelyn reported that this would be an application with Utah Transit Authority (UTA) for a Federal Transit Authority grant (FTA 5310) to provide 24 bus stop improvements including 15 bus shelters, 4 benches, and 5 ADA-compliant concrete park strips for ADA access. This grant requires that the City match 20% of the flatwork costs for a total cost to the City at \$16,105.020.

Council Member Hood asked if the proposed improvements on Redwood Road meant that the Foxboro route will remain the same. Council Member Mumford said no routes in North Salt Lake would be affected at this time.

Council Member Jensen moved that the City Council approve Resolution 2017-08R authorizing the approving an application for the UTA grant to provide for bus shelters and city matching funds. Council Member Mumford seconded the motion. The motion was approved by Council Members Horrocks, Porter, Jensen, Mumford, and Hood.

6. CONSIDERATION OF RESOLUTION 2017-07R AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO SUBMIT CDBG APPLICATION TO DAVIS COUNTY FOR THE HOME REPAIR GRANT PROGRAM FOR LOW INCOME HOMEOWNERS

Sherrie Llewelyn reported that the City is requesting \$40,000.00 from the South Davis Community Development Block Grant (CDBG) program. Last year the City requested \$50,000.00 and Davis County awarded an additional \$20,000.00. This program would be a grant with no City match and benefits low income residents such as veterans, the disabled, and seniors, etc. Some of the eligible improvements include roof improvements, HVAC repairs, sprinklers, accessibility ramps, and energy efficiency measures such as windows, insulation, etc.

Council Member Horrocks moved that the City Council approve Resolution 2017-07R authorizing the City Manager to submit an application for the 2017 Community Development Block Grant program. Council Member Mumford seconded the motion. The motion was approved by Council Members Horrocks, Porter, Jensen, Mumford, and Hood.

7. BUDGET PRESENTATION FOR FY18: PERSONNEL BENEFIT CHANGES AND PROPOSED PTO PLAN

Ken Leetham reported on the budget presentations so far and said that City staff is committed to finding cost savings and efficiencies by proposing the best way to accomplish what the City Council has asked staff to implement. He then reported on FY18 employee benefits with a proposed 2% cost of living adjustment (COLA) based on the Bureau of Labor Statistics and the Zions Bank CPI for 2016. He also reported that there is an 8% increase to health insurance premiums and proposed a 25% premium increase for the employee share and reduced health savings account (HSA) contributions.

Ken Leetham then proposed a paid time off (PTO) program which would combine sick and vacation leave into a PTO plan. Current accrued vacation balances would be transferred to the

PTO plan and sick leave would be grandfathered in or employees could be paid a percentage of the sick leave upon retirement. This change would reduce the City's long term liability, reduce leave buyout to 40 hours versus 96 hours for a savings of \$45,000.00, and place caps on accrued time. The City would also provide a short term disability policy at the cost of \$7,000.00 and all PTO would be cashed out upon separation. He explained that the current annual vacation accrual ranges from 80 hours to 176 hours based on time of service and caps at 240 hours. The current annual sick accrual is 96 hours with a 1,440 hour cap. The proposed plan would have an annual accrual of PTO hours ranging from 145 to 240 based on time of service with caps ranging from 160-240 based on time of service.

Council Member Mumford commented that the tiered cap would encourage employees to use their PTO. Council Member Horrocks said that there is an upside and a downside but that it is potentially easier to have the sick/vacation time combined.

Mayor Arave asked about the proposed short term disability plan and if the short and longer term disability plans are taxable. Ken Leetham replied that the coverage would start after 30 days. He said the City currently has a long term disability plan that starts after 90 days. Staff will research whether the disability insurance is taxable or not.

8. REPORT AND DISCUSSION OF PROPOSED STORM WATER EMPLOYEE FOR FY18

Ken Leetham reported on the proposed Storm Water Department employee including the report prepared by David Frandsen which shows what the current three full-time employees spent their time doing from October to February. This includes work in the parks, snow plowing, tree maintenance and pruning, and aeration. He explained that all staff can be utilized for an event such as a water leak and that there is overlap in the Public Works Departments.

Council Member Jensen commented that the issue is not that staff does not work hard but if another employee is added this will free up time for current staff. He asked if there was a better method to accounting for employee's hours and what exactly the new hires would be doing.

Mayor Arave clarified that the Public Works Department has three Streets Department employees, five Water Department employees, one Storm Water employee, and three Fleet Maintenance employees for a total of twelve employees with requests for three additional employees and to outsource landscaping. Ken Leetham replied the outsourcing would just be for mowing and edging and that staff would still do landscaping. David Frandsen commented that hiring additional staff would allow the department to catch up on maintenance and that they would be cutting eight seasonal employees.

9. COUNCIL REPORTS

Council Member Hood reported on the Youth City Council (YCC) leadership conference with was held in Logan. He said the speakers were valuable and provided good information to the youth and thanked the Council for providing funds for the YCC to attend.

Council Member Mumford asked about the sidewalk repair and potential plan. Ken Leetham replied that staff has done some inventory and is putting a plan together.

David Frandsen commented that the \$25,000.00 which was budgeted for these repairs last year was spent. He said there is a list of what has been done and what needs to still be repaired. Council Member Mumford asked that staff provide an idea of the long term cost of these repairs so funds in the budget could be allocated.

Council Member Porter asked if the sidewalks that provide a trip hazard are being marked. David Church commented that it would be a good idea to mark these hazards even if they cannot be fixed right away.

David Frandsen replied that staff does try to mark the hazards especially if they receive a call or comment.

Council Member Porter reported on the proposed homeless shelters near the Jordan River. He also said that people use the parks and trails in the winter and that the bathrooms are not open until April. He asked if there was a solution for people that need to use the facilities such as portable toilets.

Council Member Porter then asked about the dirt pile in the Hatch Park parking lot. David Frandsen replied that the dirt was donated and that was the best place to place it temporarily. He said it will be moved by next week, or when it dries out slightly

Council Member Horrocks asked if the asphalt plants were now running as residents have been complaining about potholes in the Eaglewood Cove area. He also reported that this may be a bad year for mosquitoes with the amount of water and the recent warm weather.

10. MAYOR'S REPORT

Mayor Arave reported that the Fire Agency is looking at buying land for the new fire station in Centerville.

11. CITY MANAGER'S REPORT

Ken Leetham asked that the City Council consider canceling the April 4th meeting as staff will be at the City of League and Towns Meeting. He reminded the Council about the budget meeting to be held April 15th. The Council agreed to cancel the meeting.

12. ADJOURN INTO CLOSED SESSION TO DISCUSS IMMINENT OR PENDING LITIGATION

At 8:35 p.m. Council Member Mumford moved to go into closed session to discuss imminent or pending litigation. Council Member Porter seconded the motion. The motion was approved by Council Members Horrocks, Porter, Jensen, Mumford, and Hood.

13. RECONVENE INTO REGULAR SESSION

At 9:37 p.m. Council Member Mumford moved to go out of closed session and into regular session. Council Member Porter seconded the motion. The motion was approved by Council Members Horrocks, Porter, Jensen, Mumford, and Hood.

14. ADJOURN

Mayor Arave adjourned the meeting at 9:38 p.m.

Mayor

Secretary