

# SOUTH WEBER CITY COUNCIL 2017 SUMMIT

**DATE OF MEETING:** 14 January 2017

**TIME COMMENCED:** 8:00 a.m.

**PRESENT: MAYOR:**

Tammy Long (arrived at 8:22 am)

**COUNCILMEMBERS:**

Scott Casas

Kent Hyer

Merv Taylor

Jo Sjoblom

**PLANNING COMMISSIONERS:**

Wayne Winsor

Rob Osborne

West Johnson

Debi Pitts

Taylor Walton

**CITY MANAGER:**

Tom Smith

**CITY RECORDER:**

Elyse Greiner

**CITY ATTORNEY:**

Doug Ahlstrom

**CITY TREASURER:**

Paul Laprevote

**CITY FINANCE DIRECTOR:**

Mark McRae

**CITY ATTORNEY:**

Doug Ahlstrom

**PUBLIC WORKS DIRECTOR:**

Mark Larsen

**FIRE CHIEF:**

Derek Tolman

**RECREATION DIRECTOR:**

Curtis Brown

**Transcriber:** Minutes transcribed by Michelle Clark

**VISITORS:** Keith Christensen and Aaron Snow.

Tom welcomed those in attendance and said this is an open public meeting.

**General Plan - How and why they are created? How are they implemented? Why they are important to follow? Facilitators: City Engineer, Brandon Jones & City Planner, Barry**

**Burton:** Barry Burton stated the General Plan is the document that guides land use and infrastructure development across the City. It sets forth goals and objectives and is developed in response to city leader and public concerns and desires.

Brandon said the Capital Facilities Plan (CFP) is a long-range plan of capital projects with estimated dates and costs, and proposed methods of financing. The Plan should be reviewed and updated on a regular basis. Capital facilities are the facilities needed to maintain the current Level of Service and support growth for a particular “utility”. They include: water, sewer, storm drain, irrigation, streets/transportation, and parks. Brandon said it is important to understand the Level of Service (LOS) which is a qualitative measure used to relate the quality of service provided based on specific parameters. For example: minimum pressure for all users in a water system, etc. He then discussed “Existing Deficiency” which is when the current system is not operating at the established Level of Service. He said “Growth-Related Capital Project” is a project needed only due to future growth. He explained that Capital Projects identified in a Capital Facilities (CFP) will either be “Existing Deficiency” projects, or “Growth-Related” projects or they may be needed for both.

Brandon identified what the Impact Fee Facilities Plan (IFFP) is. He stated this is a report containing a subset of capital projects identified as being needed for the anticipated growth in the next 6-10 year planning window for each capital facility. This report is required to be certified by a qualified professional. The Impact Fee Analysis (IFA) is a financial report which calculates the actual impact fee based on the capital projects identified in the IFFP for each capital facility. This report is required to be certified by a qualified professional.

Brandon said a Utility Rate Study (URS) is a study that calculates how much each user should be charged for the service from that particular utility. This calculation may take into account maintenance, personnel, equipment, and existing deficiency capital projects. He stated the Capital Improvement Plan (CIP) is a 3-5 year plan that combines the anticipated capital projects from each capital facility (e.g. water, sewer, storm drain, etc.) into the fiscal year in which those projects are anticipated to be constructed.

Barry said the general plan helps to anticipate the City needs for the future. He said it is something that is required by the State. It must address low and moderate income housing. It also has to address sexually oriented businesses. He said the general plan serves as a guide not a law. The plan considers impacts to the City from outside sources such as Hill Air Force Base, the gravel pits, and geologic hazards. He said the general plan identifies locations for parks, population, etc. He said it also identifies goals of how we get there. He said varying from the general plan does have consequences and should be weighed very carefully.

Barry said in creating a general plan you first need to assess the current situation and look at deficiencies. He said the Planning Commission will hold public open houses and public hearings to get public input on the plan. He said the City Council has the final approval of the general plan. He said generally a general plan is reviewed every five years. Brandon said a section can be revised at the City’s discretion.

Brandon said the majority of funding that is approved and spent is on infrastructure. He explained the difference between the zoning map and land use map. He said zoning identifies how the land can be used, and land use is the projection of what is anticipated that can happen.

Brandon discussed the Impact Facilities Plan which includes anticipated projects from CFP, 6-10 year planning window, and meet (but not increase) existing LOS. He said he is not

recommending the City spend money to help development, but sometimes the timing takes place because a developer is developing and the City may need to participate in cost sharing etc. Rob Osborne questioned if the City can charge impact fees in the development of a street in which a developer is trying to get access to his property. Brandon said the City policy is that the developer is responsible to pay for the street that fronts the development. He then discussed impacts fees and level of service. He said it can be difficult when there is no funding source. He said the City has a storm utility fund, sewer utility fund, but there is no other funding source to take into consideration when a development isn't required to improve a street. He discussed the City not having a traffic street utility fee. Barry discussed requiring developers to do a traffic study. Tom said the purpose of this presentation is that the general plan drives decisions for the City.

Barry discussed and reviewed Zoning Ordinance. He said there is a correlation with densities in the zones. He said the general plan identifies zoning for certain areas in the City. Barry feels the Zoning Ordinance should be reviewed and amended. He discussed conditional uses becoming more and more suspect. Brandon discussed the Subdivision Ordinance. He said this process includes review of the plat, improvement plans (infrastructure), review, approval, construction of improvements, building permits, conditional acceptance, guarantee period, and final acceptance. Brandon recommended extending the warranty period from one to two years.

**Break**

**2017 Council Policy Priorities Discussion - Three Year Strategic Capital Improvements Plan Goals:**

**1. Water, Sewer Capital Facilities Plans:** Brandon has completed the Capital Facilities Plan for Water but is still working on the Capital Facilities Plan for Sewer.

**2017-2018 Fiscal Year Capital Projects**

**Priority:**

- 1. Public Safety**
- 2. Basic Services**
- 3. Cost Efficient**
- 4. Growth Oriented**
- 5. Tim Sensitivity**

<b><u>Project:</u></b>	<b><u>Priority:</u></b>	<b><u>Estimated Cost:</u></b>	<b><u>Funding:</u></b>
Public Works Facility/Salt Shed	1	\$ 30,000.00	General Fund
Fire Engine Replacement	2	\$ 480,000.00	General Fund
Old Maple Farms Detention Basin (upsized)	3	\$ 450,000.00	Impact Fees/GF
1250 East Reconstruction	4	\$ 450,000.00	General Fund
CFP Water: Generator @ Church St Pump Station	4	\$ 98,112.00	General Fund
6650 South Solution	5	TBD	Impact Fees/GF
1900 East to Layton City	6	\$ 780,000.00	General Fund
Lester Drive	7	\$ 170,000.00	General Fund
Central Park Playground Equipment	8	\$ 150,000.00	General Fund
CFP Water: upsized (4) pipes to 8"	9	\$ 749,500.00	General Fund
Cottonwood Drive	10	\$ 225,000.00	General Fund
Overlay 475 East	10	\$ 200,000.00	General Fund

Council Member Casas discussed the need for street lights to be installed on 1250 East. Council Member Sjoblom discussed the Citizens Committee meeting in which they discussed the Central Park playground equipment. She said the committee was in favor of keeping the existing playground area and adding new equipment to it. Chief Tolman discussed the options for a new fire truck. He is working with the State Fire Marshal concerning the specific needs the fire truck would need for South Weber City. Tom said he has been working with Mayor Flinton from Uintah City concerning Cottonwood Drive and the possibility of a cost share agreement. Council Member Casas would like to look into the cost to add the trail. Brandon suggested keeping the trail separate from the Cottonwood Drive street project. The Council also discussed looking into a parking lot in the area. Council Member Osborne brought up the possibility of annexing Cottonwood Drive to Uintah. Discussion took place regarding Old Maple Farms Detention Basin being used as a possible football field. The field would need to be 130' x 350'. Council Member Casas discussed the possibility of locating a Public Works Facility on Cornia Drive. Brandon discussed looking at possible locations on the west end of the City. Commissioner Osborne is concerned about taking away possible commercial areas by going with the Cornia Drive location. Council Member Osborne feels the City needs to look into connecting 1900 East. He said there is a public safety issue, business development on top of the hill, fire protection access from Layton City, etc. Commissioner Winsor discussed ranking according to criticality, condition, consequence, and likelihood.

### *Council and Planning Commission*

*Facilitators: City Manager, Tom Smith & City Engineer, Brandon Jones*

### **Lunch**

Tom discussed the vacancy for the City Council. It was decided a special meeting will be held on 7 February 2017 to appoint a new council member and resolve the 6650 South project.

**Council Member Casas moved to amend the agenda for the purpose of scheduling a special meeting on February 7, 2017. Council Member Taylor seconded the motion. Elyse called for the vote. Council Member Taylor, Hyer, Casas, and Sjoblom voted yes. The motion carried.**

**Council Member Casa moved to cancel the City Council meeting on February 14, 2017. Council Member Hyer seconded the motion. Elyse called for the vote. Council Member Taylor, Hyer, voted yes. Council Member Casas and Sjoblom voted no. Mayor Long voted yes. The motion carried 3 to 2.**

### **Financial Status of the City –**

- **Future General Revenue Forecasts**
- **Growth Revenue Forecasts**
- **Service Level to be Provided Facilitators: Finance Director, Mark McRae & City Treasurer, Paul Laprevote**

Paul Laprevote said South Weber has grown and changed from a rural, agricultural community to a growing, upper class, bedroom community. 2013 median household income for South Weber City is \$81,982, for the State \$59,770. As a result, South Weber City faces some challenges. The burden for all services falls on the City's citizens. The citizens of our

neighboring communities do not contribute revenue to the City coffers in the form of tourism, etc. Because of the first limitation bedroom communities are faced with deciding which service they will offer and which they will not. Developers and impact fees pay for the initial increase in the City’s infrastructure. But once those additions are built and accepted by the City the additional costs of maintenance. Our upper-class status based on our high household income puts the City out of the running for most state and federal grants.

Mark McRae reviewed the City debt which is as follows:

Family Activity Center and Fire Station	\$1,204,595 will be paid off in 2027.
Water	<u>\$5,162,913</u> will be paid off in 2040.
	\$6,367,508

Anticipated impact fees to cover bond payments	
Public Safety (8,307/yr thru 2027)	\$ 91,377
Recreation (37,130/yr thru 2027)	\$ 408,430
Water (69,736/yr thru 2040)	<u>\$1, 673,664</u>
	\$2,173, 471
Debt to be covered by <u>other revenues</u>	(4,194,037)

**Capital Replacement – Infrastructure & Equipment**

One measure of the amount to be set aside for future replacement is Depreciation. Accumulated depreciation does not take into effect inflation. But it does show the minimum needed to be set aside for future replacements.

Gov Activities Accum. Deprec. (p26)	\$ 6,534,534
Cap Proj Fund Balance less 2017 projects	\$ 1,267,153
Shortfall	\$ (5,267,381)
Bus. Activities Accum. Deprec.	\$ 4,261,921
Cash Balances less 2017 projects	\$ 3,400,346
Shortfall	\$( 861,575)
Total Capital Replacement Shortfall	\$(6,128,956)

Mark discussed bonds, reducing service levels, eliminate non-essential services, economic development and raising taxes. Council Member Casas suggested increasing impact fees. Brandon said impact fees are not a discretionary number. He said impact fees are based on infrastructure needs. Mark said things are wearing out in the City and you have to plan for those types of things.

*Facilitators: Finance Director, Mark McRae & City Treasurer, Paul Laprevote:*

**Break**

**Economic Development – What Does the Future Look Like?**

- **Strengths: East End of the City and I-89**
- **Obstacles: Location, Infrastructure, Zoning**

- **Resources**
- **Public Education: Culture & Tradition**
- **Commitment**

Commissioner Osborne said he met with Mayor Long and Tom Smith concerning economic development. He said they came up with four areas: (1) areas (2) what do we want (3) code (4) influence and (5) annexation. He said they would like to focus on item #1 and item #2.

Discussion took place regarding East side verses West side commercial area advantages. It was stated the east side has lack of space, Highway 84 and Highway 89, infrastructure, attractive, shapes of land, money, and population. The west end has room/space, no infrastructure, and Highway 84. Brandon discussed commercial developers who look at rooftops and what that does for commercial. Mayor Long suggested getting statistical information from Maverik concerning their numbers. She feels that actual documentation will help to draw in other developers. Types of businesses included: RV, boat, ATV, REI, Bass Pro, Dave & Busters, Indoor gun range, recreation shop, bike shop, movie theater, food store, CVS or Walgreens, cleaners, car wash, fast food, medical office space, car dealership, etc. Brandon discussed the ease of access to South Weber City. Discussion took place regarding South Weber City having some type of branding. Council Member Casas discussed a sign advertising commercial development in the City. Tom suggested creating an EDA. Council Member Hyer suggested creating a campaign to promote the east gate entrance. Commissioner Osborne said part of the opportunity to serve on the Planning Commission and City Council is to sale the City. Mayor Long feels the codes need to be in order so that the City is ready. Commissioner Osborne will reach out to his contact concerning development ideas. Council Member Hyer suggested using the City newsletter to help motivate commercial development.

### *Council and Planning Commission Discussion*

*Facilitators: Mayor Tammy Long & Planning Commission Chair Rob Osborne*

### **Form of Government - Legislative and Administrative Roles & Responsibilities of a Six**

**Member Council:** Doug discussed new language that he is proposing be added to the City code. Mayor Long read about the City seal. Doug said the seal needs to be added to the City code. He said there are 26 pages of amendments to Title 1 Administration. He would like the code to be simple and able to be read by average citizens. He said there are some definitions that have been moved. He said there has been some confusion with the roles and responsibilities of the legislative and administrative. He has been in the process of combining the State and City code. He discussed the section that was added to Powers of Municipal Government in South Weber City. He then read Paragraph B concerning when the Mayor is allowed to vote. Doug then read from page 12 concerning the Council's duties. Council Member Hyer said he is confused about two different places stating the employees report to the Mayor or the employees report to the City Manager. Doug said that can be changed by ordinance. Doug discussed the elected officers executing a personal bond. He said the City Council and Finance Director need to research and determine the amount of the bond. Doug then referred to the City Manager duties on page 23. Discussion took place regarding the Council requesting something from the City employees and whether or not the City Manager or Mayor is the one who issues the go ahead. Council Member Casas requested this item be put on an agenda for action. Council Member Hyer said where does Tom stop and end and where does the Mayor stop and end. Doug said the ordinance amendment does allow for the Mayor to vote on it. Council Member Sjoblom feels there are some directives that are simpler than others. Tom said sometimes there are jurisdictional items requested that

take hours and hours of time. Elyse said she is confused with the chain of command. She would like to know who the City Recorder and City Treasurer’s boss is since they are appointed by the Council. It was stated the City Manager is the City Recorder and City Treasurer’s supervisor. Doug asked who signs all the contracts. It was decided for day to day services, the City Manager will sign. He said we want everyone to succeed. He doesn’t want to clear up some of these items. He said the City has a six-member council form of government.

*Facilitator: City Attorney, Doug Ahlstrom*

Tom thanked those who were in attendance. Council Member Casas thanked Tom for this meeting. Tom thanked the City staff.

**Adjourned at 4:54 p.m.**

**APPROVED:** \_\_\_\_\_ **Date**  
**Mayor: Tammy Long**

\_\_\_\_\_  
**Transcriber: Michelle Clark**

**Attest:** \_\_\_\_\_  
**City Recorder: Elyse Greiner**