

SOUTH WEBER CITY COUNCIL AGENDA

PUBLIC NOTICE is hereby given that the **City Council of SOUTH WEBER CITY**, Utah, will meet in a regular public meeting on **Tuesday, 19th Feb 2019** at the **City Council Chambers, 1600 E. South Weber Dr.**, commencing at **6:00 p.m.**

COUNCIL MEETING

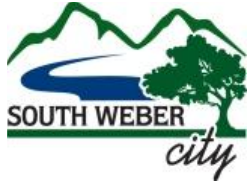
1. Pledge of Allegiance: Councilwoman Petty
2. Prayer: Councilman Winsor
3. Approval of Consent Agenda
 - a.
4. Public Comment:
 - a. Please state your name and address
 - b. Please keep public comments to 3 minutes or less per person
 - c. Please address the entire city council
 - d. City council will not respond during the public comment period
5. **RES 19-07:** Appointment of South Weber City Recorder
6. **ORD 19-05:** Vacation of Street Right-of-Way at Spaulding Drive
7. **ORD 19-06:** Amendment to City Code 1.04.030 Officials' Bonds & Insurance
8. Discussion on Future Public Works Facility
9. New Business
10. Reports:
 - a. Mayor – on designated committee responsibilities
 - b. City Council – on designated committee responsibilities
 - c. City Manager – on current events and future agenda items
 - d. Planning Commission Liaison – meeting and current development update
11. Adjourn

THE UNDERSIGNED DULY APPOINTED CITY RECORDER FOR THE MUNICIPALITY OF SOUTH WEBER CITY HEREBY CERTIFIES THAT A COPY OF THE FOREGOING NOTICE WAS MAILED, EMAILED, OR POSTED TO: 1. CITY OFFICE BUILDING 2. FAMILY ACTIVITY CENTER 3. CITY WEBSITE www.southwebercity.com 4. UTAH PUBLIC NOTICE WEBSITE www.pmn.utah.gov 5. EACH MEMBER OF THE GOVERNING BODY 6. THOSE LISTED ON THE AGENDA

DATE: Feb 14th, 2019


CITY RECORDER: Mark McRae

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, INDIVIDUALS NEEDING SPECIAL ACCOMMODATIONS DURING THIS MEETING SHOULD NOTIFY THE CITY RECORDER, 1600 EAST SOUTH WEBER DRIVE, SOUTH WEBER, UTAH 84405 (801-479-3177) AT LEAST TWO DAYS PRIOR TO THE MEETING.



Council Meeting Date: February 19, 2019

Name: David Larson

Agenda Item: #5

Objective: Resolution 19-07 Appointment of Lisa Smith as City Recorder

Background: Mark McRae has been serving as the City Recorder, in addition to his regular duties as Finance Director, which includes Administration Department supervisor and IT/technology manager responsibilities. He has been doing an excellent job, and City Manager David Larson feels that appointing another staff member as City Recorder could allow more time for Mark to accomplish these responsibilities and for the new City Recorder to grow the functions of the job and increase the service level to the Community.

David Larson and Mark McRae jointly recommend Lisa Smith to be appointed as City Recorder. Lisa has been with the City since June 2017 serving as Court Clerk and Planning Coordinator. She's proven herself as a reliable employee with a high level of knowledge and skills that will lend themselves well to the City Recorder position. She has even assisted with many of the Recorder functions at times in the past and has proven very capable. This appointment would necessitate a shift of the Planning Coordinator duties to another staff member, which has been planned and accounted for.

Summary: Appoint Lisa Smith as City Recorder

Committee Recommendation: na

Planning Commission Recommendation: na

Staff Recommendation: Appoint Lisa Smith as City Recorder

Attachments: RES. 19-07 Amendment to City Code 1.04.030 Officials' Bonds & Insurance

Budget Amendment: na

SOUTH WEBER CITY

RESOLUTION 19-07

**APPOINTMENT OF SOUTH WEBER CITY
RECORDER**

Whereas, the current City Recorder is our current Finance Director; and

Whereas, one of the Recorder’s duties is to attest the City Manager’s signature; and

Whereas, careful consideration was given by the Mayor, City Council, City Manager, and Finance Director to this appointment;

NOW THEREFORE, the following individual will be appointed to the position of City Recorder, it is hereby resolved by the Council of South Weber City, in the State of Utah, as follows:

**CITY RECORDER
Lisa Smith**

REPEALER CLAUSE: All ordinances or resolutions or parts thereof, which are in conflict herewith, are hereby repealed.

	AYE	NAY	ABSENT	ABSTAIN
Blair Halverson	_____	_____	_____	
Kent Hyer	_____	_____	_____	
Angie Petty	_____	_____	_____	
Merv Taylor	_____	_____	_____	
Wayne Winsor	_____	_____	_____	

Jo Sjoblom, Mayor, South Weber City

Attest

Mark McRae, Recorder, South Weber City

ORDINANCE 19-05

**AN ORDINANCE VACATING A RIGHT-OF-WAY INTENDED FOR A STREET
KNOWN AS SPAULDING DRIVE (600 EAST)**

WHEREAS, Spaulding Drive (600 East) is an existing public street that connects to Petersen Parkway in the Canyon Meadows PUD that was platted, constructed, and stubbed for access to future development; and

WHEREAS, the City has determined that due to the development surrounding Spaulding Drive, sufficient access has been constructed or planned for and agreed to in accordance with current City development standards; and

WHEREAS, the City has reviewed and determined that there is no current or future need for the Spaulding Drive (600 East) right-of-way; and

WHEREAS, the City, through the Development Agreement for the Riverside Place Subdivision (approved as Resolution 18-24 by the City Council on April 17, 2018), has agreed to the vacation of Spaulding Drive (600 East) due to the connection of other public streets; and

WHEREAS, the proposed street vacation set forth herein has been reviewed by the City Council, and all appropriate public hearings have been held in accordance with Utah law to obtain public input regarding the proposed public interest in the section of the street.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF SOUTH WEBER CITY, STATE OF UTAH:

Section 1. Findings: The City Council finds that neither the public interest nor any person will be materially injured by the vacation and there is good cause for the vacation.

Section 2. Street Vacation: The following description of the Spaulding Drive (600 East) right-of-way, no longer serves a public purpose and is hereby vacated as a public right of way:

See Exhibit "A" and "B"

The east one-half of the right-of-way shall be conveyed to the owner of the adjacent property, Christopher W. Perman & Amanda J. Perman as joint tenants, said property being Lot 26 in the Canyon Meadows PUD (Parcel ID 13-220-0026).

The west one-half of the right-of-way shall be conveyed to the owner of the adjacent property, Jason A. Koncher & Julie Koncher as joint tenants, said property being Lot 27 in the Canyon Meadows PUD (Parcel ID 13-220-0027).

Section 3. Reservation of Easements: South Weber, for and on behalf of itself and all public utilities providing service within South Weber City, hereby reserves a permanent and

perpetual ten foot (10') wide public utility easement along the outside perimeter of the right of way being vacated, in addition to the existing five foot (5') wide public utility easements currently in place which are to remain, as shown in Exhibit "B."

Section 4. Severability Clause: If any part or provision of this Ordinance is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Ordinance and all provisions, clauses and words of this Ordinance shall be severable.

Section 5. Effective Date: This Ordinance shall become effective immediately upon passage and will be recorded with the Davis County Recorder.

PASSED AND ADOPTED by the City Council of South Weber City, Utah, this 19th day of February, 2019.

MAYOR: Jo Sjoblom

ATTEST:

Mark McRae, City Recorder

<u>Roll call vote was as follows:</u>		
Mr. Hyer	yes	no
Mr. Winsor	yes	no
Mrs. Petty	yes	no
Mr. Halverson	yes	no
Mr. Taylor	yes	no

STATE OF UTAH)
 : SS.
COUNTY OF DAVIS)

I, Mark McRae, do hereby certify that I am the duly appointed, qualified and acting City Recorder of South Weber City, Davis County, State of Utah. I further certify that the above, foregoing, and attached Ordinance entitled **AN ORDINANCE VACATING A RIGHT-OF-WAY INTENDED FOR A STREET KNOWN AS SPAULDING DRIVE (600 EAST)** constitutes a true and correct copy of such Ordinance passed and adopted by the City Council of said City on Tuesday, the this 19th day of February, 2019, as said Ordinance officially

appears in my official Ordinance File of South Weber City, and on deposit in my office as such Recorder.

IN WITNESS THEREOF, I have hereunto subscribed my official signature and impressed hereon the official seal of said South Weber City this 19th day of February, 2019.

Mark McRae
City Recorder

CERTIFICATE OF POSTING

I, the duly appointed recorder for the City of South Weber, hereby certify that ***ORDINANCE 19-05: AN ORDINANCE VACATING A RIGHT-OF-WAY INTENDED FOR A STREET KNOWN AS SPAULDING DRIVE (600 EAST)*** was passed and adopted the _____ day of _____, 20____, and certify that copies of the foregoing Ordinance 19-05 were posted in the following locations within the municipality this _____ day of _____, 20____.

1. South Weber Elementary, 1285 E. Lester Drive
2. South Weber Family Activity Center, 1181 E. Lester Drive
3. South Weber City Building, 1600 E. South Weber Drive

Mark McRae
City Recorder

EXHIBIT "A"

VACATED SPAULDING DRIVE DESCRIPTION DEEDED TO THE OWNER OF LOT 26

A roadway vacation of Spaulding Drive, Canyon Meadows PUD, Entry No. 1630605, Book 2728, Page 689, located in the northwest corner of Section 28, T5N, R1W, SLB&M, with Public Utility Easements to remain as shown in Exhibit "B." The easterly half of the Spaulding Drive right-of-way more particularly described as follows:

Beginning at a point on the northerly boundary line of said PUD, and centerline of the existing Spaulding Drive, said point being N90°00'00"E 761.58 feet and S00°00'00"E 1390.70 feet from the northwest corner of said section 28 and running thence N85°34'52"E 30.00 feet to the NW corner of Lot 26 in said P.U.D.; thence S4°25'00"E 83.98 feet; thence along the arc of a 15.00 foot radius curve to the left 23.56 feet, chord bearing S49°25'00"E 21.21 feet, with a central angle of 90°00'00" to a point on the north line of Petersen Parkway; thence S85°35'00"W along said Parkway 45.00 feet; thence N4°25'00"W 98.98 feet to the point of beginning.

Contains: 3,017.70 s.f. or 0.069 acre

VACATED SPAULDING DRIVE DESCRIPTION DEEDED TO THE OWNER OF LOT 27

A roadway vacation of Spaulding Drive, Canyon Meadows PUD, Entry No. 1630605, Book 2728, Page 689, located in the northwest corner of Section 28, T5N, R1W, SLB&M, with Public Utility Easements to remain as shown in Exhibit "B." The westerly half of the Spaulding Drive right-of-way more particularly described as follows:

Beginning at a point on the northerly boundary line of said PUD, and centerline of the existing Spaulding Drive, said point being N90°00'00"E 761.58 feet and S00°00'00"E 1390.70 feet from the northwest corner of said section 28 and running thence S4°25'00"E 98.98 feet to a point on the north line of Petersen Parkway; thence S85°35'00"W along said Parkway 45.00 feet; thence along the arc of a 15.00 foot radius non-tangent curve to the left 23.56 feet, chord bearing N40°35'00"E 21.21 feet, with a central angle of 90°00'00"; thence N4°25'00"W 83.98 feet to the NE corner of Lot 27 in said P.U.D.; thence N85°34'52"E 30.00 feet to the point of beginning.

Contains: 3,017.70 s.f. or 0.069 acre

December 12

Commissioner Osborne asked if there is any room to move the February 14th meeting to February 21st. The Planning Commission agreed to change the February 14th meeting to February 21st.

Commissioner Grubb moved to approve the consent agenda as amended. Commissioner Walton seconded the motion. Commissioners Grubb, Johnson, Pitts, Osborne, and Walton voted yes. Commissioner Johnson abstained from approval of the minutes of 8 November 2018 as he was excused from the meeting. The motion carried.

DECLARATION OF CONFLICT OF INTEREST: (None)

Commissioner Johnson moved to open the public hearing for request by South Weber City to vacate Spaulding Drive at approximately 600 E Petersen Parkway as a public right of way to satisfy the conditions of the development agreement for Riverside Place Subdivision. Commissioner Pitts seconded the motion. Commissioners Grubb, Johnson, Pitts, Osborne, and Walton voted yes. The motion carried.

******* PUBLIC HEARING *********Public Hearing and Action on Street Vacation: Request by South Weber City to vacate Spaulding Drive at approximately 600 E Petersen Parkway as a public right of way to satisfy the conditions of the development agreement for Riverside Place Subdivision:**

Commissioner Osborne asked if there were any public comments.

Eric Meacock, 617 Petersen Parkway, asked what is going on with this.

Brandon Jones, City Engineer, explained the procedure of vacating a street, which in this case, is Spaulding Drive.

Brandon stated the developer is not proposing to connect the subdivision to the abutting Spaulding Drive stubbed street. This will allow for an additional lot in the development. In the development agreement, the City agreed to allow the developer will not connect to Spaulding Drive. The City also agreed to initiate proceedings to formally vacate the right-of-way. The developer agreed to cap the existing underground utilities, remove the existing curb, gutter, sidewalk, and asphalt, and install curb, gutter, sidewalk, and asphalt across the southern boundary of the vacated right-of-way to completely remove the former intersection. This construction will be required along with the other improvements with the Riverside Place Phase 3 development.

Commissioner Walton moved to close the public hearing for request by South Weber City to vacate Spaulding Drive at approximately 600 E Petersen Parkway as a public right of way to satisfy the conditions of the development agreement for Riverside Place Subdivision. Commissioner Johnson seconded the motion. Commissioners Grubb, Johnson, Pitts, Osborne, and Walton voted yes. The motion carried.

***** PUBLIC HEARING CLOSED *****

Brandon discussed maintaining side yard easements. Commissioner Osborne said we need to find out exactly where the utilities are located. Brandon said before the vacation is recorded, a decision needs to be made on the utilities as to utility easement preservation.

Commissioner Johnson moved to approve the request by South Weber City to vacate Spaulding Drive at approximately 600 E Petersen Parkway as a public right of way to satisfy the conditions of the development agreement for Riverside Place Subdivision subject to removal or capping the utilities or identify the easement before it is turned over to the landowners. Commissioner Grubb seconded the motion. Commissioners Grubb, Johnson, Pitts, Osborne, and Walton voted yes. The motion carried.

Action on Final Plat and Improvement plans: Application for Harvest Park Subdivision, phase 1 at approximately 725 E 6640 S (29 lots) by applicant Bruce Nilson: Commissioner Osborne asked if there is any discussion from the Planning Commission. He noted Barry's letter of the 6 December 2018. He also noted the letter of 5 December 2018 from Jones & Associates. Commissioner Walton clarified that this is for phase 1 (29 lots).

HARVEST PARK PHASE 1 DEVELOPMENT REVIEW by Barry Burton 12.6.18 is as follows:

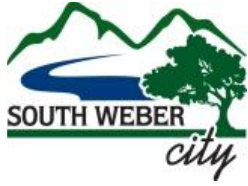
Plat/Layout: The layout of lots and roads is as approved with the revised preliminary plat. Lot widths and sizes also are as approved on the preliminary plat. The access road into the project through Riverside Place Subdivision is included on a separate road dedication plat. This plat will also need approval for this phase to have access from a dedicated public street. This section of roadway is included in the improvement drawings for Phase 1.

Development Agreement: There is an existing approved development agreement for Harvest Park that specifies, among other things, that the developer will dedicate the land for South Bench Drive and pay their proportionate share of the costs of construction of that road. The City will be constructing the road next year. It also specifies what the developer will do to improve the open space. Specifically, they will construct a detention basin that is also a public dog park with a 6' chain link fence and a 6' wide natural surface trail around the perimeter. (The Parks Committee met on Dec. 5th and recommended a design for the park that incorporates these items.)

The agreement also specifies that homes built on the lots on the west side of the property adjacent to Canyon Meadows will be restricted to a maximum height of 25'.

Recommendation: The Phase 1 Plat and the accompanying Road Dedication Plat along with the Development Agreement meet the requirements of Preliminary Approval and negotiations between the City and the developer. I recommend forwarding both plats to the City Council with a recommendation of approval.

Brandon Jones, City Engineer's, memo of 5 December 2018 is as follows:



Council Meeting Date: February 19, 2019

Name: Mark McRae

Agenda Item: 7

Objective: Amend City Code 1.04.030 Official's Bond and Insurance

Background: Utah state code sets the requirements for Fidelity Bonds for Elected Officials and Municipal Treasurers. These requirements have changed over the last few years. Current code only requires cities of the First and Second Class to be bonded. The requirement for municipal Treasurers is defined in the Utah Money Management Act. For cities of our size, elected officials and the municipal treasurer may be covered by the city's blanket bond and/or criminal insurance policy. South Weber has criminal insurance through the Utah Local Government Trust. The criminal insurance provides proper protection for the city, and eliminates the additional cost of double coverage through individual fidelity bonds. This change to our code matches the current Utah State Code.

Summary: We are changing our code to match the current Utah State code concerning the bonding requirements for municipal elected officials and our treasurer.

Committee Recommendation: NA

Planning Commission Recommendation: NA

Staff Recommendation: Approval

Attachments: Ordinance 19-02
Ordinance 19-06 Redline version

Budget Amendment: NA

ORDINANCE NO. 19-06

**AN ORDINANCE OF THE SOUTH WEBER CITY COUNCIL AMENDING CITY
CODE SECTION 1.04.030, OFFICIALS' BONDS AND INSURANCE**

WHEREAS, the City Council desires to update and amend the city code to comply with State provisions regarding public officials' bonds and insurance, which allows insurance to be posted in lieu of bonds in some cases; and

WHEREAS, Utah Code Ann. 10-3-819 does not required bonds for elected officials in cities of the third class, of which South Weber City is one;

NOW, THEREFORE, BE IT ORDAINED by the City Council of South Weber City, State of Utah:

Section 1. Section Amended. Section 1.04.030 of the South Weber City Code is hereby amended to read:

1.04.030 Officials' Bonds

- A. Inasmuch as South Weber City is a city of the third class, no bond shall be required of the City's elected officials. Other officers of the City identified in this section shall furnish a personal bond with good and sufficient sureties or corporate surety bond payable to the City in such penal sum as established in this section, conditioned for the faithful performance of the duties of their offices and the payment of all money received by such officers according to law and the ordinances of the City, or such officers may be included within public employee blanket bonds at such amounts as stated in this section.
- B. The premium charged by a corporate surety for any bond required by the City or for crime or theft insurance shall be paid by the City.
- C. If bonds are posted, they shall be filed with the City Recorder, except the bond of the City Recorder shall be filed with the City Treasurer.
- D. Officials' bonds or insurance shall be provided in the following amounts:
 - 1. City Treasurer: 5% of the City's budgeted gross revenue for the previous year but not less than \$300,000; and
 - 2. City Recorder: \$2500.
- E. The Treasurer's bond may be substituted with crime or theft insurance in the amount specified by Rule 4 of the Utah Money Management Council and Utah Code Ann. 51-7-15 of the State Money Management Act.
- F. Pursuant to Utah Code Ann. 10-3-821, the City Treasurer's bond shall be superseded by any rule, regulation, or directive of the State Money Management Council.

Section 2. Severability Clause: If any part or provision of this Ordinance is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Ordinance and all provisions, clauses and words of this Ordinance shall be severable.

Section 3. Conflict. Ordinances in conflict with this ordinance are hereby repealed.

Section 4. Effective Date. The City Council of South Weber City, State of Utah, has determined that the public health, safety and welfare requires that this ordinance take effect immediately. Therefore, this ordinance shall become effective immediately upon passage and publication as required by law.

PASSED AND ADOPTED by the City Council of South Weber, Davis County, on the _____ day of _____ 2019.

ATTEST:

MAYOR: Jo Sjoblom

Mark McRae, City Recorder

Roll call vote is as follows:

Mr. Halverson	Yes	No
Mr. Hyer	Yes	No
Ms. Petty	Yes	No
Mr. Taylor	Yes	No
Mr. Winsor	Yes	No

CERTIFICATE OF POSTING

I, the duly appointed recorder for the City of South Weber, hereby certify that Ordinance 19-06 was passed and adopted the ____ day of _____ 2019, and also certify that complete copies of the ordinance were posted in the following locations within the municipality this ____ day of _____, 2019:

1. South Weber Elementary, 1285 E. Lester Drive
2. South Weber Family Activity Center, 1181 E. Lester Drive
3. South Weber City Building, 1600 E. South Weber Drive

Mark McRae, City Recorder

ORDINANCE NO. ~~2019~~—~~19-06~~

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AN ORDINANCE OF THE SOUTH WEBER CITY COUNCIL AMENDING CITY CODE SECTION 1.04.030, OFFICIALS' BONDS AND INSURANCE

WHEREAS, the City Council desires to update and amend the city code to comply with State provisions regarding public officials' bonds and insurance, which allows insurance to be posted in lieu of bonds in some cases; and

WHEREAS, Utah Code Ann. 10-3-819 does not required bonds for elected officials in cities of the third class, of which South Weber City is one;

NOW, THEREFORE, BE IT ORDAINED by the City Council of South Weber City, State of Utah:

Section 1. Section Amended. Section 1.04.030 of the South Weber City Code is hereby amended to read:

1.04.030 Officials' Bonds

- A. ~~Inasmuch as South Weber City is a city of the third class, no bond shall be required of the City's elected officials. Required: The elected officers of the City before taking office shall execute a bond with good and sufficient sureties, payable to the City in such amounts as are provided in Utah Code Ann. Section 10-3-801 et seq. of the Utah Code Annotated, conditioned for the faithful performance of the duties of the respective officers and the payment of all money received by such officer according to law and the ordinances of the City. All other officers of the City identified in this section shall may, by resolution or ordinance, be required to furnish a personal bond with good and sufficient sureties or corporate surety bond payable to the City in such penal sum as the resolution or ordinance may establish established in this section, conditioned for the faithful performance of the duties of their offices and the payment of all money received by such officers according to law and the ordinances of the City, or such officers may be included within public employee blanket bonds at such amounts as may be determined by the City Council stated in this section.~~
- B. ~~Premium Paid by City:~~ The premium charged by a corporate surety for any bond required by the City ~~or for crime or theft insurance~~ shall be paid by the City.
- C. ~~Additional Bonds: The City Council may at any time require further and additional bonds of any or all officers elected or appointed. All~~ If bonds ~~are posted, they given by the officers, except as otherwise provided by law,~~ shall be filed with the City Recorder, except ~~that~~ the bond of the City Recorder shall be filed with the City Treasurer.
- D. ~~Bond Amounts:~~ Officials' bonds or insurance shall ~~each~~ be provided in the following amounts:
1. ~~Mayor and Council:~~ ~~\$2500~~ City Treasurer: 5% of the City's budgeted gross revenue for the previous year but not less than \$300,000; ~~and~~
 2. City Recorder: \$2500.
- ~~D.E.~~ ~~The Treasurer's bond may be substituted with crime or theft insurance in the amount specified by Rule 4 of the Utah Money Management Council and Utah Code Ann. 51-7-15 of~~

Ord. 2019 - _____, Officials' Bonds and Insurance.

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~~the State Money Management Act,
be approved by the Mayor and the bond of the Mayor shall be approved by the City Council at~~

F. Pursuant to Utah Code Ann. 10-3-821, the City Treasurer's bond shall be superseded by any rule, regulation, or directive of the State Money Management Council

Section 3. Conflict. Ordinances in conflict with this ordinance are hereby repealed.

Section 4. Effective Date. The City Council of South Weber City, State of Utah, has determined that the public health, safety and welfare requires that this ordinance take effect immediately. Therefore, this ordinance shall become effective immediately upon passage and publication as required by law.

PASSED AND ADOPTED by the City Council of South Weber, Davis County, on the ____ day of _____ 2019.

ATTEST:

MAYOR: Jo Sjoblom

Mark McRae, City Recorder

Roll call vote is as follows:

Mr. Halverson	Yes	No
Mr. Hyer	Yes	No
Ms. Petty	Yes	No
Mr. Taylor	Yes	No
Mr. Winsor	Yes	No

CERTIFICATE OF POSTING

I, the duly appointed recorder for the City of South Weber, hereby certify that Ordinance 19-06 was passed and adopted the ____ day of _____ 2019, and also certify that complete copies of the ordinance were posted in the following locations within the municipality this ____ day of _____, 2019:

1. South Weber Elementary, 1285 E. Lester Drive

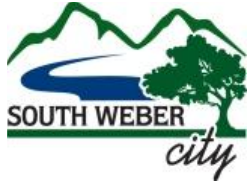
Ord. 2019 - _____, Officials' Bonds and Insurance.

2. South Weber Family Activity Center, 1181 E. Lester Drive
3. South Weber City Building, 1600 E. South Weber Drive

Mark McRae, City Recorder

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Council Meeting Date: February 19, 2019

Name: David Larson

Agenda Item: #8

Objective: Discussion on Future Public Works Facility

Background: On January 15, 2019 during the Annual City Council Budget & Planning Retreat, The City Council identified upgrading or replacing the current Public Works Facility as one of the high priorities of the City and tasked staff with developing a plan to address this need.

Staff, including the City Manager, Finance Director, Public Works Director, and City Engineer, have developed a draft plan and would like to bring that forward for City Council discussion and direction.

Summary: Discussion on Future Public Works Facility

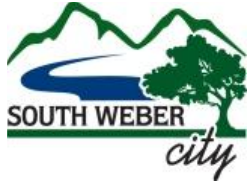
Committee Recommendation: na

Planning Commission Recommendation: na

Staff Recommendation: na

Attachments: Draft Plan

Budget Amendment: na



DRAFT Future Public Works Facility Process Plan

Plan Elements:

- Define the Problem
- Determine the Objective
- Identify Alternatives
- Analyze Tradeoffs
- Pre-Construction Steps & Timeline
- Community Involvement

Define the Problem:

The current Public Works Facility is deficient in many ways and has triggered a conversation about what is the best way to facilitate the Public Works/Parks service to the community moving forward.

Determine the Objective:

A City Public Works/Parks department provides many of the essential services that define a city: water, sewer, storm drain, snow plowing, streets, etc. A facility that provides adequate space for both staff and equipment, as well as for storage and training is critical to the quality delivery of these services.

The current facility housing the City employees that provide these services has been used for many years and city growth has made it where it is physically inadequate in office space, storage space, equipment space, and training space. Even more than city growth, the building itself is old and in disrepair.

Two main options appear, while alternatives within these larger alternatives should be explored. The main options are to:

- Upgrade/Renovate the existing facility
- Build a new facility

An initial look into these options by staff has all but eliminated the option of renovating the existing facility, in part because of the cost of renovation and the remaining issues of the site and location even if the building itself was structurally sound.

Identify Alternatives:

Having determined that building a new facility would better serve the communities needs long term, the next step in this decision-making process would involve identifying the potential property within the City that could provide the necessary space to build a suitable facility.

Analyze Tradeoffs:

Selection criteria will need to be determined and used to compare alternatives, including site analysis (e.g. size of lot, access to major roads, isolation from residential areas, efficient use of ground, topography, access to existing utilities, potential hazards, location, and cost to purchase) and design/construction process (e.g. design-build, construction manager/general contractor).

Pre-Construction Steps & Timeline:

We are in the initial stages of a potential multi-year process. Staff anticipates the following tasks (not necessarily in this exact order) based on where we are today in constructing a new facility:

- Determine financing options
- Determine potential sites
- Purchase property
- Hire an architect and general contractor
- Complete program planning, including researching other cities' facilities
- Perform environmental and other studies needed prior to construction

Work on the first steps could commence immediately (i.e. determine financing options and potential sites). The results of those efforts would be a major factor in determining how quickly the City could move to hiring an architect and designing a facility.

Community Involvement:

So far, the Council and staff have simply identified a need. We are trying to create a plan to address that need. Any potential solutions would have an impact on the residents in terms of service level and cost.

It is important for the community to be involved early and throughout the process. What that involvement looks like needs to be discussed. It is important to understand what information the City needs to present to the community and what information the City needs from the community before any decision is made on outreach methods.

Some cities have gone as far as designed a building and presented that to the community as the first outreach, while other cities have involved the community at earlier stages in determining preferred solutions prior to designing any facility. We need to determine what is right for this particular need and our community.

Potential community outreach methods for consideration include:

- Tours of the current facility
- Social media informational posts
- Newspapers, news agencies
- Public Open Houses
- City-wide surveys
- Vote of the people (depending on financing option)