



HIGHLAND CITY

HIGHLAND CITY COUNCIL BRIEF

Tuesday, November 12, 2019

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

6:30 WORK SESSION (CITY COUNCIL CHAMBERS)

Call to Order – Mayor Rod Mann

1. GARBAGE AND RECYCLING CONTRACT EXTENSION PROPOSAL

Administrative (30 minutes)

The City Council will review and discuss a proposal from Republic Services for a contract extension for garbage and recycling collection services. This item is being presented for information and discussion.

Assistant City Administrator Erin Wells oriented the council with a proposal from Republic Services for a contract extension for garbage and recycling collection services. The Council was split on whether to go to bid for the service or negotiate with Republic for an extension. Staff and Council will continue to discuss the issue.

7:00 PM REGULAR SESSION (CITY COUNCIL CHAMBERS)

Call to Order – Mayor Rod Mann

Invocation – Mayor Rod Mann

Pledge of Allegiance – Council Member Scott L. Smith

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.)

There were none.

2. PRESENTATIONS (35 minutes)

a. Youth Council Report – Youth Council Member

Youth Council Member Sara Ostler reported on recent events the Youth Council have been involved with such as the Senior Dinner, Pumpkin Walk, and an Officers Retreat.

b. Recognition of Fire Prevention Week/Poster from Highland Elementary – Fire Chief Reed Thompson

Fire Chief Reed Thompson reported to Council regarding Fire Prevention Week which took place during the first week of October. The theme this year was “Not Every Hero Wears a Cape. Plan and Practice Your Escape” They provided tours of the Highland and Alpine Fire Stations and held a coloring contest for all the elementary schools. Twelve kids won a ride to school in the fire truck.

c. Recognition for Trails Improvement Project – Mayor Rod Mann

Mayor Mann and Brent Wallace recognized Jonathan Daniels for his great example of volunteerism and community service. He repaired 1.2 miles of trail in his neighborhood by clearing out weeds from 78 cracks in the asphalt. He prepared the cracks and filled them with asphalt that was donated by the

City. He also spent many hours weeding along the edge of the trails. He was presented with a certificate from Mayor Mann recognizing him for his service.

d. New Community Event Coordinator Corrine Prestwich – Assistant City Administrator
Erin Wells

Mayor Mann introduced Corrine Prestwich noting that the week after she was hired she was quickly put to work with a city event. Corrine then introduced herself to the Council announcing her excitement for the opportunity to work with Highland and the Youth Council and enjoyed putting on the Senior Citizen Dinner. She feels passionate about civic involvement and bringing families and neighbors together.

3. CONSENT ITEMS (5 minutes) – PASSED 5:0

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 *Administrative* – **PASSED 5:0**

Regular City Council Meeting October 1 and 15, 2019

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

b. ACTION: Approval of the Library Long-Range Strategic Plan *Administrative* – **PASSED 5:0**

City Council will consider approving the updated 2019-2022 Highland City Library Long-Range Strategic Plan. The Council will take appropriate action.

Next step: The Library staff and Board will work to fulfill the goals outlined in the new plan.

c. ACTION: Amend the Moderate Income Housing (MIH) Section and Qualified Subsection of the General Plan (GP-19-01) *Legislative* – **PASSED 5:0**

City Council will consider a request to amend the General Plan relating to Moderate Income Housing requirements as outlined in recently adopted legislation. The Council will take appropriate action.

Next step: Approved amendments to the Moderate Income Housing section and qualified subsections of the General Plan will become part of the Highland City Development Code.

d. ACTION: Final Plat Approval for a 1-lot Subdivision Approximately .55 Acres located at 5833 W 9600 N *Administrative* – **PASSED 5:0**

The City Council will consider a request by Scott Dunn for final plat approval of a 1-lot subdivision located at 5833 W 9960 N. The Council will take appropriate action.

Next step: Staff will work with the applicant through the design and engineering process.

e. ACTION/ORDINANCE: 2020 City Council Annual Meeting Schedule *Administrative* – **PASSED 5:0**

City Council will consider the 2020 City Council Annual Meeting Schedule. Regular meetings are typically held on the first and third Tuesdays of each month excluding holidays. The Council will take appropriate action.

Next step: The Annual Meeting Schedule will be updated to include a City Council meeting on March 31st. No meeting will be held on April 7th. The calendar on the city website will reflect these changes as well.

f. ACTION: Approval of a General Services Agreement with Blaisdell, Church, & Johnson, LLC to Serve as a General Civil Counsel for the City *Administrative* – **PASSED 5:0**

The City Council will consider a request to approve a general services agreement with Blaisdell, Church, & Johnson, LLC to serve as general civil counsel for the city and authorize the Mayor or City Administrator and City Clerk to execute the necessary contract documents. The Council will take appropriate action.

Next step: Blaisdell, Church, & Johnson, LLC will begin serving as the general civil counsel for the City.

g. ACTION: Approval of a Bid with Dream Carports, Inc. to Proceed with the Design and Fabrication of the Metal Roof Structure for the Salt Storage Facility
Administrative - PASSED 5:0

The City Council will consider a request to approve a bid with Dream Carports, Inc. to proceed with the design and fabrication of the metal roof structure for the Salt Storage Facility, and authorize the Mayor or City Administrator and City Recorder to execute the necessary contract documents for the project. The Council will take appropriate action.

Next step: Staff will work with Dream Carports, Inc for the design and fabrication of the metal roof structure of the Salt Storage Facility.

4. PUBLIC HEARING/ACTION: AMEND ARTICLE 3 APPEAL AUTHORITY OF THE DEVELOPMENT CODE (TA-19-13) *Legislative (5 minutes)* - **PASSED 5:0**

The City Council will hold a public hearing to consider a request to amend Article 3 Appeal Authority of the Highland City Development Code. The Council will take appropriate action.

Next step: the approved amendments to Article 3 Appeal Authority will become part of the Highland City Development Code.

5. ACTION/RESOLUTION: ADOPT RESOLUTION FOR COMMON BOUNDARY ADJUSTMENT WITH LEHI CITY *Legislative (15 minutes)* - **PASSED 5:0**

The City Council will consider the adoption of a resolution indicating the intent of Highland City to adjust a common boundary with Lehi City. The Council will take appropriate action.

Next step: Staff will work with Lehi City to move forward on the boundary adjustment request.

6. DISCUSSION: HIGHLAND CITY MARKET ANALYSIS *(20 minutes)*

The results of the Highland City Market Analysis will be presented to the Council for information and discussion.

Fred Philpot with Lewis and Young presented the findings of the market analysis for Highland City.

7. MAYOR/COUNCIL AND STAFF COMMUNICATION ITEMS

a. Future Meetings

- November 13, Mountain Ridge Park Design Open House, 6:30 pm, City Hall
- November 19, Canvass General Election Returns, 6:00 pm (electronic meeting), City Hall
- November 19, Planning Commission Meeting, 7:00 pm, City Hall
- November 21, Westside Collector Road Traffic Study Report, 6:30 pm, City Hall
- December 3, City Council Meeting, 7:00 pm, City Hall

ADJOURNMENT

COUNCIL VOTING REPORT – NOVEMBER 12, 2019

		APPROVE CONSENT ITEMS 3A, B, C, D AND G	APPROVE ANNUAL MEETING SCHEDULE CHANGING THE APRIL 7TH MEETING TO MARCH 31ST	APPROVE THE GENEAL SERVICES AGREEMENT WITH BLAISDELL, CHURCH & JOHNSON, LLC TO SERVE AS GENERAL CIVIL COUNSEL FOR THE CITY	APPROVAL OF THE AMENDMENTS TO ARTICLE 3 APPEAL AUTHORITY OF THE HIGHLAND CITY DEVELOPMENT CODE	APPROVAL OF COMMON BOUNDARY ADJUSTMENT WITH LEHI CITY
First Name	Last Name	3A, B, C, D, & G	3E	3F	4	5
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 please go here: <http://bit.ly/HC-CC-Voting-History>



6:30 PM WORK SESSION

Garbage and Recycling Contract Extension Proposal

Presented by – Erin Wells, Assistant City Administrator

Background Information

- City's Total Garbage Budget
 - Hauling
 - Garbage Tipping Fees
 - Other Costs: staff time, bill printing and mailing
- Changes in the Recycling Market

Current Contract Summary

- Curbside hauler
 - Republic Service/Allied Waste
- First entered into in 2005
 - 5 year renewals in 2010 and 2015
 - Contract expires June 30, 2020
- 2% annual increase

Republic Service Extension Proposal

1. We pay Recycling Tipping Fees
 2. They pay Recycling Tipping Fees
 - “Safety net” where can cost will increase or decrease \$0.01 per year for every \$1 average tipping fees increase
- Both include a 3% annual increase

Question to Answer Tonight

- Should staff continue to negotiate with Republic Service regarding a contract extension or do a formal RFP process?

Resident Impact

- Model based off of all garbage costs

Service	Low Change	High Change
First Can	-\$0.46	+\$0.21
Second + Cans	-\$1.89	-\$0.96
Recycling Cans	+\$0.34	+\$2.23

Things to Consider

- Customer complaints
 - Have decreased in the past year, but were experiencing a higher number as Republic switched to a national call center
 - Still do have occasional complaints regarding missed cans
 - Some are real misses and some are customer error

Things to Consider continued

- Request For Proposal Pricing
 - Other carriers may come in higher due to startup costs
 - Republic's initial proposal will likely also increase
 - Prices may decrease with market force

Things to Consider continued

- Inconvenience in Changing Carrier
 - Potential change in pickup day
 - Potential can switch outs
 - Occasional service problems will likely continue

Question to Answer Tonight

- Should staff continue to negotiate with Republic Service regarding a contract extension or do a formal RFP process?

Can Numbers

- First Garbage
 - 4,542
- Second Garbage
 - 2,135
- Recycling Can
 - 2,786

Garbage Costs Breakdown

- Total ~ \$814,000
 - Hauling ~ \$521,000
 - Garbage Tipping ~ \$256,000
 - Other ~ \$37,000

Current Annual Net Revenue

- Total ~ \$59,000
 - First Can ~ -\$2,000
 - Second Can ~ \$59,000
 - Recycling ~ \$2,000

Proposal 1 (We Pay Recycling Tipping Fees)

- New Cost - ~\$57,000
 - Recycling Tipping Fees

Service	Republic Current	Republic Proposed	Difference
First Can	\$5.92	\$5.75	-\$0.17
Second + Cans	\$1.56	\$2.00	+\$0.44
Recycling Cans	\$4.73	\$4.73	--

Proposal 1 (We Pay Recycling Tipping Fees)

Service	Resident Current	Resident Proposed with Net Revenue	Difference
First Can	\$9.40	\$9.61	+\$0.21
Second + Cans	\$7.40	\$6.27	-\$1.13
Recycling Cans	\$5.10	\$7.33	+\$2.23

Service	Resident Current	Resident Proposed without Net Revenue	Difference
First Can	\$9.40	\$9.26	-\$0.14
Second + Cans	\$7.40	\$5.51	-\$1.89
Recycling Cans	\$5.10	\$6.75	+\$1.65

Proposal 2 (Republic Pays Recycling Tipping Fees with Safety Net)

Service	Republic Current	Republic Proposed	Difference
First Can	\$5.92	\$5.85	-\$0.07
Second + Cans	\$1.56	\$2.60	+\$1.04
Recycling Cans	\$4.73	\$5.55	+\$0.82

Proposal 2 (Republic Pays Recycling Tipping Fees with Safety Net)

Service	Resident Current	Resident Proposed with Net Revenue	Difference
First Can	\$9.40	\$9.29	-\$0.11
Second + Cans	\$7.40	\$6.44	-\$0.96
Recycling Cans	\$5.10	\$6.02	+\$0.92

Service	Resident Current	Resident Proposed without Net Revenue	Difference
First Can	\$9.40	\$8.94	-\$0.46
Second + Cans	\$7.40	\$5.69	-\$1.71
Recycling Cans	\$5.10	\$5.44	+\$0.34

Eliminate Net Revenue

Service	Resident Current	Resident Proposal 1	Difference	Resident Proposal 2	Difference
First Can	\$9.40	\$9.26	\$0.14	\$8.94	-\$0.46
Second + Cans	\$7.40	\$5.51	-\$1.89	\$5.69	-\$1.71
Recycling Cans	\$5.10	\$6.75	\$1.65	\$5.44	\$0.34
Net Revenue -	\$59,000	\$1,000	-\$58,000	\$1,000	-\$58,000

Keep Net Revenue

Service	Resident Current	Resident Proposal 1	Difference	Resident Proposal 2	Difference
First Can	\$9.40	\$9.61	\$0.21	\$9.29	-\$0.11
Second + Cans	\$7.40	\$6.27	-\$1.13	\$6.44	-\$0.96
Recycling Cans	\$5.10	\$7.33	\$2.23	\$6.02	\$0.92
Net Revenue -	\$59,000	\$59,000	--	\$59,000	--

Welcome to the Highland City Council Meeting

November 12, 2019



7:00 PM REGULAR SESSION

Call to Order – Mayor Rod Mann

Invocation – Mayor Rod Mann

Pledge of Allegiance – Council Member Scott L. Smith



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.



PRESENTATION ITEMS (35 MINUTES)

- Item 2a. – Youth Council Report
- Item 2b. – Recognition of Fire Prevention Week/Poster from Highland Elementary
- Item 2c. – Recognition for Trails Improvement Project
- Item 2d. – New Community Event Coordinator Corrine Prestwich

Before and After



Before and After



Before and After



CONSENT ITEMS (5 minutes)

- Item 3a. – Approval of October 1 and 15, 2019 Meeting Minutes
- Item 3b. – Approval of Library Long-Range Strategic Plan
- Item 3c. – Amend the Moderate Income Housing (MIH) Section and Qualified Subsection of the General Plan (GP-19-01)
- Item 3d. – Final Plat Approval for a 1-lot Subdivision Approximately 0.55 Acres located at 5833 W 9600 N
- Item 3e. – 2020 City Council Annual Meeting Schedule
- Item 3f. – Approval of a General Services Agreement with Blaisdell, Church, & Johnson, LLC to Serve as General Civil Counsel for the City
- Item 3g. – Approval of a Bid with Dream Carports, Inc. to Proceed with the Design and Fabrication of the Metal Roof Structure for the Salt Storage Facility



AMEND ARTICLE 3 APPEAL AUTHORITY OF THE DEVELOPMENT CODE (TA-19-13) LEGISLATIVE (5 MINUTES)

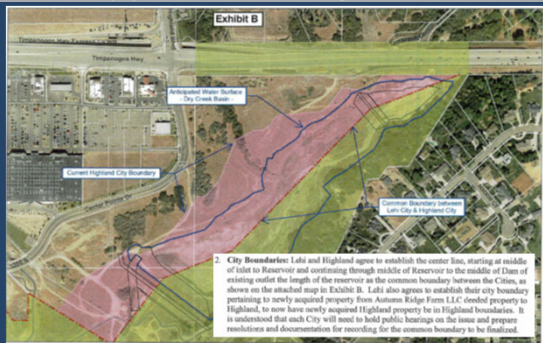
Item 4 – Public Hearing/Action
Presented by – Tara Tannahill, Planner and GIS Analyst



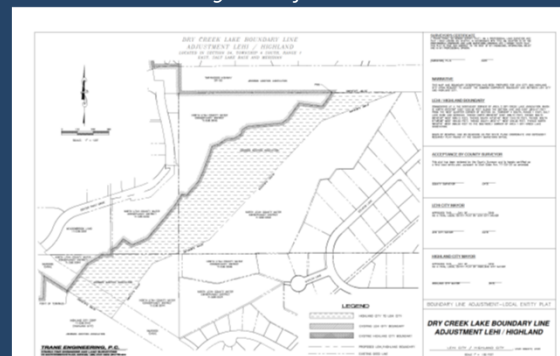
ADOPT RESOLUTION FOR COMMON BOUNDARY ADJUSTMENT WITH LEHI CITY LEGISLATIVE (15 MINUTES)

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

Cooperative Agreement with Lehi approved in July 2019



Boundary Adjustment Plat





HIGHLAND CITY MARKET ANALYSIS
(20 MINUTES)

Item 6 - Discussion
Presented by - Fred Philpot, Consultant with Lewis and Young



**MAYOR/COUNCIL AND STAFF
COMMUNICATION ITEMS**

ECONOMIC DEVELOPMENT AND MARKET ANALYSIS

NOVEMBER 2019

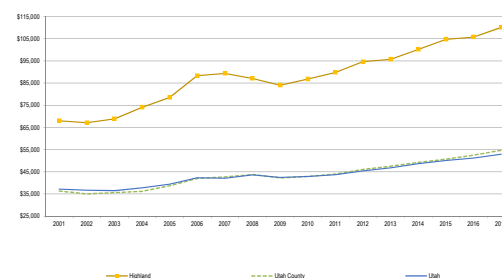
PROCESS

- Established Technical Advisory Committee
- Data Gathering
- TAC Discussion and Review
- Finalization

DEMOGRAPHICS

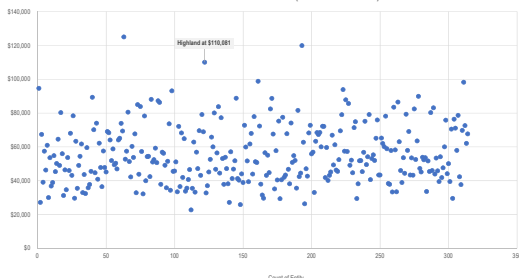
DEMOGRAPHICS

MEDIAN ADJUSTED GROSS INCOME



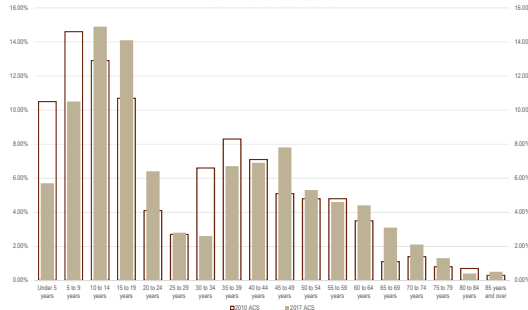
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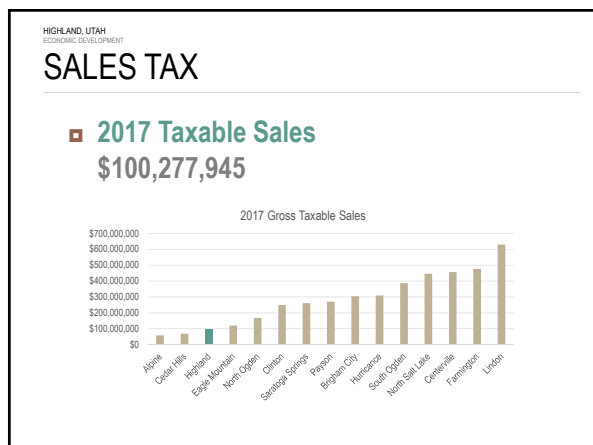
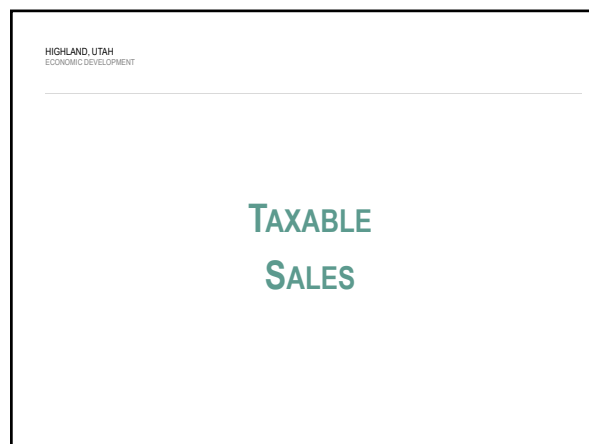
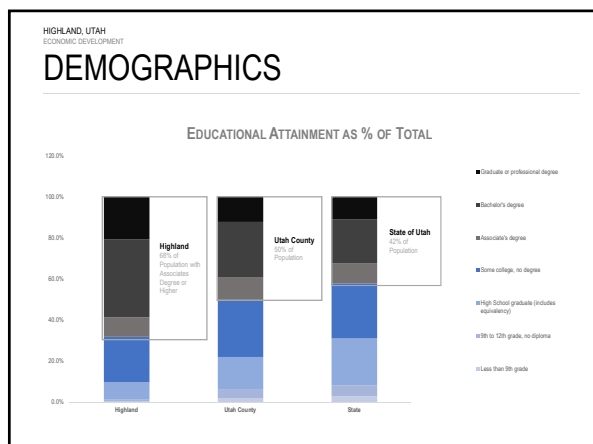
MEDIAN ADJUSTED GROSS INCOME (ACROSS THE STATE)



DEMOGRAPHICS

FIGURE 2.2: AGE DISTRIBUTION AS % OF TOTAL





HIGHLAND, UTAH
ECONOMIC DEVELOPMENT

SALES TAX

Taxable Sales Per Capita (\$)

	2010	2011	2012	2013	2014	2015	2016	2017	Rank
Cedar Hills	4,837	5,042	5,483	5,935	6,085	6,346	6,318	6,665	14
Alpine	2,589	2,754	2,730	2,931	3,094	3,410	4,297	5,700	15
London	33,777	38,129	39,948	44,145	45,956	50,436	50,010	57,401	1
South Ogden	14,517	15,266	16,582	18,221	19,525	20,733	21,584	22,636	3
Hurricane	11,595	11,694	12,908	14,526	14,507	15,420	16,562	18,052	7
Centerville	21,612	22,443	23,200	23,476	23,940	25,232	25,501	25,834	2
Highland	4,012	4,176	4,421	4,508	4,728	4,989	4,969	5,290	16
Brigham City	10,641	10,332	10,880	10,799	11,785	12,746	14,541	15,839	8
North Ogden	5,111	5,207	5,473	5,856	6,693	7,400	8,159	8,616	13
Payson	10,448	10,957	11,386	11,249	11,655	12,376	12,854	13,557	10
North Salt Lake	14,559	15,310	17,027	18,521	19,189	19,273	18,453	21,773	4
Clinton	9,274	9,343	9,887	10,314	10,751	10,995	11,195	11,336	11
Farmington	6,435	8,311	9,496	11,107	13,550	15,631	18,209	19,789	5
Saratoga Springs	6,762	7,457	7,299	7,481	7,272	7,844	8,187	8,811	12
Eagle Mountain	1,490	1,595	1,735	1,818	2,308	2,658	2,980	3,738	17
Utah County	11,125	11,800	12,757	13,028	13,469	14,224	14,698	15,759	9
State of Utah	14,913	15,663	16,653	17,036	17,596	18,069	18,560	19,676	6

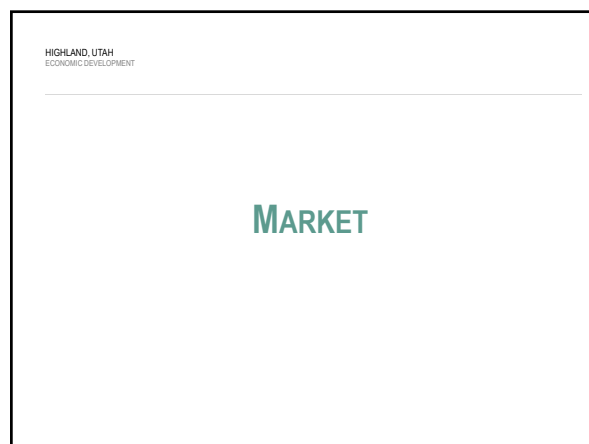
HIGHLAND, UTAH
ECONOMIC DEVELOPMENT

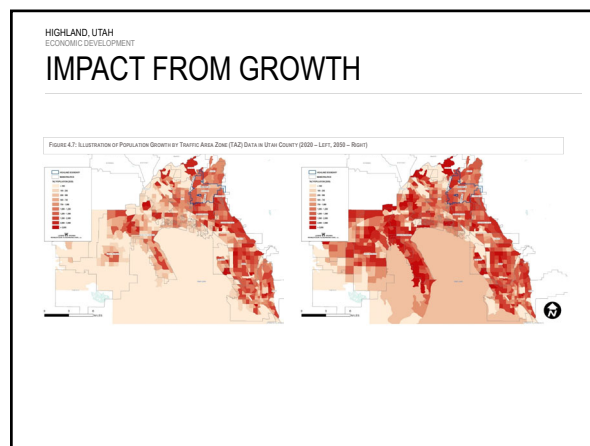
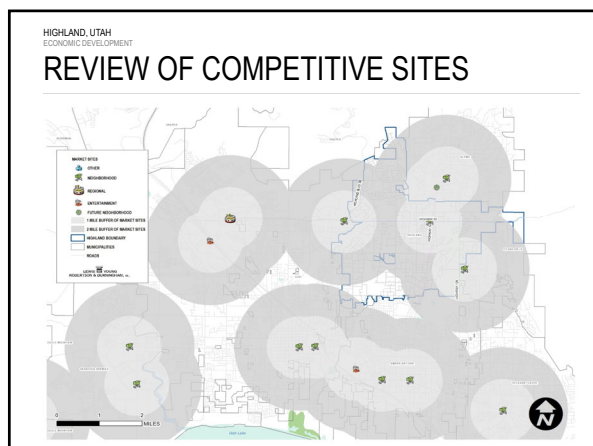
SALE LEAKAGE AND BUYING POWER (2040)

	Highland Direct Taxable Sales	Per Capita Spending	Utah Income Adjusted Per Capita Spending	Difference Per Capita	Total Difference	Capture Rate
Retail	\$57,189,777	\$3,017	\$21,446	(\$18,429)	(\$349,367,787)	14%
Industry	\$22,942,524	\$1,210	\$4,066	(\$2,855)	(\$54,129,689)	30%
Services	\$6,646,185	\$351	\$1,466	(\$1,115)	(\$21,139,606)	24%
Other	\$12,371,815	\$653	\$1,204	(\$551)	(\$10,454,452)	54%
Total	\$99,150,301	\$5,230	\$28,182	(\$22,951)	(\$435,091,534)	19%

Category	Buying Power 2017-2040
Retail	\$13,328,292
Industry	\$5,346,841
Services	\$1,548,918
Other	\$2,883,298
Total Buying Power	\$23,107,350

	2017	2040
Highland Population	18,957	23,375
Highland Population Change		4,418





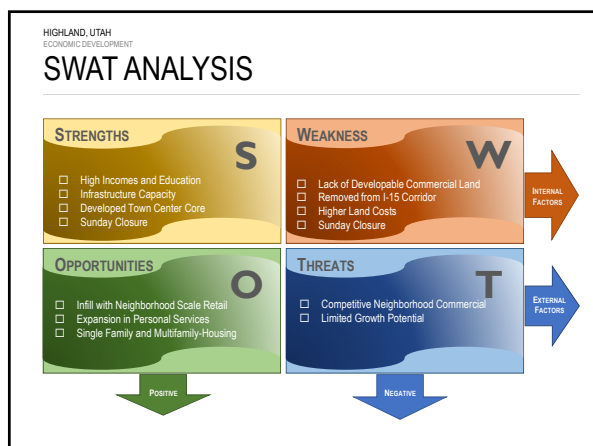
HIGHLAND, UTAH
ECONOMIC DEVELOPMENT

SUPPORTABLE FUTURE COMMERCIAL

Analysis Based on Buying Power (Retail)		Analysis Based on Per Capita Comm Acreage	
Existing Highland Population	18,957	Existing Highland Population	18,957
Projected Population 2040	23,375	Projected Population 2040	23,375
Population Increase	4,418	Population Increase	4,418

Highland Supportable SF	Commercial Retail	Supportable SF	Commercial Retail
Sales Volume Per Sq Ft.	\$200	Developed Commercial Acreage	41
Highland Buying Power	\$23,107,350	Commercial Per Capita	0.002
Supportable SF	115,537	Supportable SF	NA
General Commercial FAR	0.20	General Commercial FAR	NA
Acres Supportable (Based on Buying Power)	13	Acres Supportable (Based on Comm Acreage Per Capita)	9

- HIGHLAND, UTAH
ECONOMIC DEVELOPMENT
- ## BARRIERS TO ENTRY
- Sunday Closure
 - Land Cost
 - Development Cost: Impact Fees
 - Location
 - Limited Population



HIGHLAND, UTAH
ECONOMIC DEVELOPMENT

SUSTAINABILITY

HIGHLAND, UTAH
ECONOMIC DEVELOPMENT

FUTURE SUSTAINABILITY

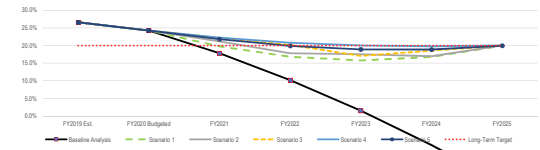
- Limited commercial development may result in static or marginal increases in long term sales tax revenue trends.
- As a result, the City may need to pursue alternative revenue sources to mitigate funding gaps.

HIGHLAND, UTAH
GENERAL FUND FINANCIAL PLAN

FUTURE SUSTAINABILITY

ANNUAL REVENUE GROWTH ASSUMPTIONS	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
Baseline Scenario – No New Taxes	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
New Property Tax Revenues (Scenario 1) – Funding Inflation, New O&M & Capital	0.00%	0.00%	12.89%	12.89%	12.89%	12.89%	12.89%
New Property Tax Revenues (Scenario 2) – Funding Inflation, New O&M & Capital	0.00%	0.00%	22.74%	0.00%	22.74%	0.00%	22.74%
New Property Tax Revenues (Scenario 3) – Funding Inflation, New O&M & Capital	0.00%	0.00%	30.17%	0.00%	0.00%	30.17%	0.00%
New Property Tax Revenues (Scenario 4) – Funding Inflation Only (No New O&M or New Capital)	0.00%	0.00%	3.77%	3.77%	3.77%	3.77%	3.77%
New Property Tax Revenues (Scenario 5) – Funding Inflation & New O&M (No New Capital)	0.00%	0.00%	9.48%	9.48%	9.48%	9.48%	9.48%
General Sales and Use Tax	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%
Utility Franchise Tax	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%

ILLUSTRATION OF FUND BALANCE

HIGHLAND, UTAH
ECONOMIC DEVELOPMENT

CONCLUSIONS

- Additional scenario analysis regarding sustainability is needed.
- It is likely that commercial growth will develop around existing neighborhood scale retail.
- It is expected that Highland will continue to see development in small-scale office development as well.
- With a population of less than 20,000 residents and competition from neighboring communities, expansion will be limited.
- Approximately 160 acres have been identified as potential commercial areas, which exceeds what is supportable.
- While these areas provide opportunities for the consideration of commercial expansion, the City should evaluate the cost/benefit of proposed commercial developments.