

MINUTES OF THE DRAPER CITY COUNCIL MEETING HELD ON TUESDAY, DECEMBER 15, 2015, IN THE DRAPER CITY COUNCIL CHAMBERS, 1020 EAST PIONEER ROAD, DRAPER, UTAH

PRESENT: Mayor Troy Walker, and Councilmembers Bill Colbert, Bill Rappleye, Jeff Stenquist, Alan Summerhays, and Marsha Vawdrey

STAFF PRESENT: David Dobbins, City Manager; Mike Barker, City Attorney; Rachelle Conner, City Recorder; Hazel Dunsmore, Human Resource Director; Russ Fox, Assistant City Manager; Keith Morey, Community Development Director; Rhett Ogden, Recreation Director; Glade Robbins, Public Works Director; and Bryan Roberts, Police Chief

4:30 p.m. Farewell Reception: Council Member Bill Colbert

Dinner

Study Meeting

[5:57:56 PM](#)

1.0 Presentation: Sale Tax Report

1.1 Jared Zacharias, Assistant Finance Director, presented the sales tax report for those present. The City of Draper is up for the year in terms of sales tax revenue.

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2.0 Discussion: Green Waste/Recycling Program

2.1 Glade Robbins, Public Works Director, reviewed the costs for weekly recycling and green waste options as follows:

- Solid Waste Weekly Recycle Option
 - Requires 1 more solid waste truck
 - \$265,000
 - Requires 1 more driver, yearly cost for driver and truck
 - \$115,000
 - Annual cost over 4 years
 - \$181,250
- Weekly Green Waste Option
 - Requires 1 more solid waste truck
 - \$265,000
 - Requires 1 more driver, yearly cost for driver and truck
 - \$115,000
 - 100% of Draper City customers @ \$60 per can
 - \$604,000
 - 10% of Draper City customers @ \$60 per can
 - \$60,500

- 100% of annual cost over 4 years
 - \$398,500
- 10% of annual cost over 4 years
 - \$196,375

Mr. Robbins explained the average cost to the residents is \$10.50 for the first can and \$4.50 for an additional can. Trans-Jordan is currently charging \$6.00 a ton tipping fee for green waste, which pays for 2 seasonal employees to sort out contamination. That cost could go up if the City brought in more green waste and they had to hire additional help. Trans-Jordan currently has a surplus of green waste, and it is difficult for them to sell the mulch. The current rates are as follows:

- Garbage and Recycling Collection Fee
 - Basic Service
 - \$15.00 per month per residence
 - 96-gallon Garbage Container and 96-gallon Recycling Container
 - Additional 96-Gallon Garbage Container
 - \$10.00 per month per container
 - Additional 96-Gallon Recycling Container
 - \$ 2.50 per month per container
 - 300-gallon Garbage Container
 - \$30.00 per month per container

David Dobbins, City Manager, advised the Solid Waste Fund is currently running in the black. The City Council could look at the services to see if they are interested in subsidizing the programs. Staff could come back with a fee structure for the associated costs.

Subsequent to Council discussion, Councilmember Colbert was not in favor of expanding the programs, but the rest of the Council was interested in looking at the Green Waste Opt-In Program.

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3.0 Council / Manager Reports Study Meeting

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3.1 Councilmember Stenquist asked how much latitude the Council has to change the Traverse Ridge Special Service District agreement. There are some modifications he is interested in making. Mr. Dobbins indicated staff will look into it and let him know.

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3.2 Councilmember Colbert advised some of the batteries are weak in the four-way flashing stop signs. He asked staff to check on them. He also addressed street parking in SunCrest in the winter. The roads are narrow in many places, which make it difficult for snow plows to get through. The feedback is that the Police are very slow in issuing citations. Chief Roberts indicated they try not to issue citations in the early part of the season

because they want to educate the residents of the law first. If it is a problem, the officers will issue a citation and, in some cases, have the vehicle towed.

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- 3.3 Councilmember Summerhays stated a shopping center in West Jordan has gone dark, and the Jordan School District has taken it over. He recommended the City do what they can to keep the existing businesses doing well in Draper.

Councilmember Summerhays stated he and Councilmember Colbert drove on 300 East, and there are not a lot of problems there. He questioned the need to widen the whole area. He asked staff to look at the area to determine which areas do not need a park strip. Mr. Dobbins indicated staff can bring back design options for the Council to review at the next meeting.

Councilmember Summerhays then complimented the snow plow crews for the great job they are doing. He said it was a heavy multi-day storm, and even the side roads were well maintained.

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- 3.4 Councilmember Rappleye also expressed appreciation for the great job done by the snow plow employees. It was a tough couple of days during the snow storms, and the employees had to deal with some angry residents.

Councilmember Rappleye then indicated there are some right-of-way issues on 300 East that need to be addressed.

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- 3.5 Mayor Walker stated he spoke with Ross Kiplinger about the speeding on Richins Road. Mr. Kiplinger has invited the police officers to park in his driveway and issue tickets on that road. He would also like a flashing speed sign placed on the street so people know how fast they are going.

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- 3.6 Russ Fox, Assistant City Manager, indicated there is a real estate agent interested in purchasing the Sorenson Home to use as an office. Mr. Fox asked the City Council if they were interested in entertaining an offer. There was no interest in selling the home.

Business Meeting

[7:00:18 PM](#)

- 1.0 Call to Order: Mayor Troy K. Walker**

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- 2.0 Thought/Prayer and Pledge of Allegiance**

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2.1 Rhett Ogden offered a thought.

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2.2 Dan Nixon led the pledge of allegiance.

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3.0 Public Comments

To be considerate of everyone attending the meeting, public comments will be restricted to items not listed on this or any future agenda and limited to three minutes per person. Comments which cannot be made within these limits should be submitted in writing to the City Recorder prior to noon the day before the meeting. Comments pertaining to an item on the agenda should not be given at this time but should be held until that item is called.

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3.1 Philip Goold, resident, thanked the City Council and staff for their support of the Utah Human Race. The City helps to make it easy for them to execute their event every year. Their first year they had just over 700 runners, and this year they had approximately 5,400 runners.

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4.0 Consent Items

- a. **Approval of December 1, 2015, City Council Minutes**
- b. **Approval of 2016 Annual Meeting Schedule**
- c. **Approval of Resolution #15-61, Reappointing Melvin Richins to the South Salt Lake Valley Mosquito Abatement District**
- d. **Approval of Resolution #15-65, Renaming the Andy Ballard Equestrian Center to the Andy Ballard Arena. Staff: Rhett Ogden**

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4.1 **Councilmember Vawdrey moved to approve the consent items. Councilmember Rappleve seconded the motion.**

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4.2 **A roll call vote was taken with Councilmembers Colbert, Rappleve, Stenquist, Summerhays, and Vawdrey voting in favor. The motion passed unanimously.**

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5.0 Action Item: Acceptance of the Audit for the Fiscal Year Ending June 30, 2015

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5.1 Bob Wylie, Finance Director, thanked the City staff for helping to produce this report. There has been a lot of work from all of the departments to get this compiled. He also thanked Rob Wood from Hansen, Bradshaw, Malmrose, & Erickson, PC.

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5.2 Mr. Wood presented a brief review of the FY 2015 Comprehensive Annual Financial Report (CAFR) for those present. He commended the City for the ethical way they handle their financial transactions. He indicated the City is too high on the fund balance they carry. The State would like that number to be between five and twenty-five percent. The City is currently at fifty-four percent. That number will go down this evening if the Council adopts the budget amendments that will be presented to them later in the meeting. He indicated that they did not find any weaknesses in the internal controls of the City.

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5.3 Mr. Dobbins thanked the auditors for all of their work. The transfer to a new finance program came with issues, and staff is trying to work through a lot of those.

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5.4 Councilmember Stenquist moved to accept the FY 2015 Comprehensive Annual Financial Report. Councilmember Colbert seconded the motion.

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5.5 A roll call vote was taken with Councilmembers Colbert, Rappleye, Stenquist, Summerhays, and Vawdrey voting in favor. The motion passed unanimously.

[7:23:03 PM](#)

6.0 Public Hearing: Ordinance #1180, Request for Approval of a Text Amendment for the Village Shoppes at Day Dairy CSD Zone Regarding Signage Standards for Property Generally Located at 523 East 12300 South

[7:23:25 PM](#)

6.1 Keith Morey, Community Development Director, stated the Council approved the electronic signage ordinance, and at that time staff advised that there were areas on 12300 South that would not be included in the ordinance because they had their own sign requirements. This area is one of those. The applicant is requesting an amendment to their zone to allow for an electronic sign. He displayed a current map of the Commercial Special District (CSD), which showed where the signs would be located. He also displayed existing signs to show the type of sign that could go in this zone.

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6.2 Mr. Dobbins clarified that this will be a stand-alone code change for this specific CSD.

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6.3 Councilmember Vawdrey asked about the change to the setback. Mr. Morey noted the normal standard for that area is thirty feet, however; they did a study that showed they did not need thirty feet based on the sign's position. They determined that eighteen feet would still provide the visual clearance that is needed.

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6.4 Jeff Krantz, YESCO, indicated the setback for clear view is at the same setback as the buildings and at a similar height. As long as it meets the traffic engineering requirements, they would ask for that change to be approved.

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6.5 Mayor Walker opened the public hearing. No one came forward to speak, so Mayor Walker closed the public hearing.

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6.6 Councilmember Rappleye moved to approve Ordinance #1180. Councilmember Summerhays seconded the motion.

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6.7 Councilmember Rappleye indicated they have done a good job trying to mirror the current Code. He likes the way they have used a theme in their building and sign design. They do need signage there, and he likes the way they have placed their signs. He said he thinks it will be an enhancement for this business area.

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6.8 A roll call vote was taken with Councilmembers Colbert, Rappleye, Stenquist, Summerhays, and Vawdrey voting in favor. The motion passed unanimously.

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7.0 Public Hearing: Cubes Self Storage Zoning Map Amendment, on the request of Dan Nixon, representing SLC Developers, LLC. for approval of a Zoning Map Amendment of approximately 1.47 acres at approximately 12336 South 700 East from CC & RA2 to CS

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7.1 Mr. Morey displayed an aerial map of the property. He indicated the property for this application is located behind the Kentucky Fried Chicken. Part of the property is already zoned CS, so this request is for the small portion that is not. The Planning Commission and staff recommend approval of this application. The applicant intends to build an enclosed storage facility. Staff felt this is a nice transition from the residential to commercial uses because these facilities are very quiet.

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7.2 Councilmember Stenquist asked how this business is classified. Mr. Morey noted it is warehouse self-service.

Councilmember Stenquist then noted there is a driveway that allows access to the back of the bank. He asked whether that is included in the request. Mr. Morey stated it is not.

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7.3 Councilmember Colbert expressed concern for the neighbor to the south. They might have had an expectation that this property would remain residential. Mr. Morey explained staff considered that as well; however, they already have commercial next to residential, and they felt this use was less intense than what could go in there.

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7.4 Councilmember Rappleye asked what the setback would be. Mr. Morey indicated it would be twenty feet, and they would have to have a masonry wall.

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7.5 Dan Nixon, applicant, advised ninety-five percent of their units are inside so this is a quiet business, and it makes it a nice residential buffer. All of the windows are designed to face commercial and not residential. They use quality equipment to secure the facility. He displayed pictures of their existing buildings, which showed the landscape buffers. He indicated this building would be thirty-five feet from the residential. Most of their customers are local residents because they like their property to be in close proximity. They are asking for a deviation in building height from twenty-five to thirty-five feet; however, it is no higher than the current zone allows. He asked the City Council to approve this application and stated they are anxious to get started on this project.

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7.6 Councilmember Rappleye asked the applicant whether they have policies in place that deal with the criminal element that would want to use the units for illegal actions. Mr. Nixon responded that the building is video monitored, and they have a lot of security checks in place to make sure the rules are being adhered to. They can see when they have a questionable person in their units, and they quickly take care of any problems. They have strict rules in place.

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7.7 Councilmember Summerhays questioned where the entrance would go. Mr. Nixon noted their plan is to have the entrance off 700 East to eliminate headlights going out onto the residential streets. They will use the existing access as an exit.

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7.8 Councilmember Vawdrey asked Mr. Nixon to explain the deviation on the height restriction. Mr. Nixon stated this zone fits best for their needs; however, the height is too low. They are only asking for thirty-five feet, which is the same height as the residential homes.

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7.9 Mayor Walker opened the public hearing.

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7.10 Steve Bryant, resident, said his family owns three pieces of property adjacent to the proposed property. They have met with Mr. Nixon a few times over the past few weeks.

They were concerned with losing their view to Lone Peak, but Mr. Nixon has shown that it would not affect them too much. This will give them a greater buffer from Kentucky Fried Chicken and the car wash. They are in favor of this request.

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7.11 Mayor Walker closed the public hearing.

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7.12 Councilmember Rappleye moved to approve the Cubes Storage Zoning Map amendment. Councilmember Vawdrey seconded the motion.

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7.13 Councilmember Rappleye said he was initially opposed to this when he first read the staff report. The presentation tonight helped him to see what would be allowed in the zone, and he understands the need to change the setback. He expressed his opinion that this is a tough piece of property, and he thinks this use will work on this lot.

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7.14 Councilmember Vawdrey thanked the Bryant's for expressing their opinion about this application.

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7.15 A roll call vote was taken with Councilmembers Colbert, Rappleye, Stenquist, Summerhays, and Vawdrey voting in favor. The motion passed unanimously.

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8.0 Action Item: Consideration of an Addendum to the Park School Purchase Agreement

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8.1 David Dobbins, City Manager, explained the City entered into an agreement to sell the Park School to the Godfreys. They have been making their monthly payments, and they have a final balloon payment due on January 1, 2016. The Godfreys thought they had negotiated water shares as part of the purchase agreement; however, WaterPro informed them they would need to provide or purchase four shares of water. The Godfreys would like to amend the agreement to allow for a \$2,800 reduction in purchase price to allow them to purchase the needed water shares. Staff looked at other options to make this work; however, this was the quickest option that could be handled prior to the final payment being due.

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8.2 Councilmember Rappleye moved to approve the addendum to the Park School purchase agreement. Councilmember Vawdrey seconded the motion.

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8.3 A roll call vote was taken with Councilmembers Colbert, Rappleye, Stenquist, Summerhays, and Vawdrey voting in favor. The motion passed unanimously.

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9.0 Action Item: Resolution 15-63, for Approval of a Volunteer Bicycle User Fee Program for Corner Canyon and Draper City Trails

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9.1 Rhett Ogden, Parks and Recreation Director, noted this approval would allow staff to go ahead and put this program in place. The permit would be voluntary and would not be required or enforced. He would like it to be seen as a “cool thing” to do. The fees collected will be used for trail maintenance. He displayed some options for stickers and head caps. He then reviewed the pros and cons of the different options.

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9.2 Councilmember Colbert asked whether the City could make this mandatory on certain trails in the future and give an incentive to do so. Mr. Ogden said they could look at that.

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9.3 Councilmember Colbert moved to approve Resolution #15-63. Councilmember Summerhays seconded the motion.

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9.4 Mayor Walker recommended the City look into providing two options. One option could have a different jersey every year for those participating in this program.

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9.5 Councilmember Stenquist suggested they call it something other than a permit if they want to make this attractive to people. Mr. Ogden noted staff will work on a more appealing name.

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9.6 A roll call vote was taken with Councilmembers Colbert, Rappleye, Stenquist, Summerhays, and Vawdrey voting in favor. The motion passed unanimously.

[8:12:02 PM](#)

10.0 Action Item: Approval of a Release Agreement with Zions Bank Relating to SunCrest Storm Water Drainage System Improvements

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10.1 Mr. Dobbins stated the City has an agreement with Zions Bank that they would fund the improvements on the east side of SunCrest drive. The agreement says that once those improvements are done, Zions will transfer the property of the detention basin to Draper City. If the Council agrees to this, he asked that they make it contingent upon the final

review of the legal descriptions and a final review of the agreement with the adjacent property owner.

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10.2 Councilmember Colbert moved to approve the release agreement with Zions Bank subject to final review of the legal description and agreement with the adjacent property owner. Councilmember Summerhays seconded the motion.

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10.3 A roll call vote was taken with Councilmembers Colbert, Rappleye, Stenquist, Summerhays, and Vawdrey voting in favor. The motion passed unanimously.

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11.0 Action Item: Consideration of an Agreement with the Utah Transit Authority (UTA) Pertaining to the Right-of-Way at the Cycle Park

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11.1 Mr. Dobbins said the City Council has previously approved this agreement, but UTA has made a couple of changes since that time. There are some significant changes to the agreement such as making the City liable for any environmental hazards that are discovered. The City would be responsible to mediate the hazard. The challenge is that the City does not know what is out there. It is an old rail line. It may be clean, but it may not be. The City would be responsible for any costs associated with the clean up.

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11.2 Councilmember Stenquist said there is a slim chance that anything would be found.

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11.3 Councilmember Stenquist moved to approve the agreement with UTA. Councilmember Summerhays seconded the motion.

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11.4 Councilmember Rappleye questioned what would happen in they discovered there was a spill on the property, but they found out that UTA knew about it and did not disclose it. Mike Barker, City Attorney, stated this agreement transfers the risk of disturbing the ground to the City.

Councilmember Rappleye then asked how much they will be excavating on the site. Councilmember Stenquist replied they are not excavating. They are just clearing some of the weeds from the trail area.

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11.5 Councilmember Summerhays said they did not find anything on 13200 South.

Councilmember Stenquist indicated they built the Bunny Bradley Trail a few hundred feet down the right-of-way, and they did not have any issues.

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11.6 Councilmember Vawdrey said she is concerned about how valuable this agreement is when all of these issues keep coming up.

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11.7 **A roll call vote was taken with Councilmembers Rapple, Stenquist, Summerhays, and voting in favor. Councilmember Vawdrey and Councilmember Colbert voted no. The motion carried with a majority vote of 3 to 2.**

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** *The Mayor called for a break at 8:24 p.m.*

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** *The meeting resumed at 8:34 p.m.*

[8:35:00 PM](#)

12.0 Public Hearing: Resolution #15-62, Reopening and Amending the Current Fiscal Year 2016 Budget

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12.1 Bob Wylie, Finance Director, presented the budget amendments as follows:

- **FY16-20 Historic Preservation Fund**
 - The Draper Historic Preservation applied for and received two grants. The first grant was for \$6,200.34. The second grant was for rehabilitation work on the Park School and was for \$10,000. Both of these grants were reimbursable grants, and the City has been reimbursed for the expenditures associated with these grants.
 - Amount of the requested budget amendment is \$16,200

State of Utah Grant	\$ 6,200
Historic Preservation Grant	<u>\$10,000</u>
Total budget amount	\$16,200
- **FY16-21 Sunset Point**
 - It has been identified that a portion of the Mehraban Wetlands known as Sunset Point is in need of some work to be done to control erosion problems. Engineering has looked at the design for repairs which include rock-filled wire baskets at several locations.
 - The amount the requested budget amendment is \$100,000.
 - The funding for this project will be a General Fund Balance Appropriation.
- **FY16-22 11950 South**
 - The City is ready to begin work on the road improvements on 11950 South. The project will consist of the following work:
 1. Relocate aquarium access to align with 11950 South and reconfigure parking lot, drainage, etc.
 2. Add traffic signal for movements out of the aquarium.

3. Widen Lone Peak Parkway to west approximately sixteen feet.
 4. Widen 11950 South Street to the north approximately 12 feet.
 - The amount requested for this project is \$878,872.
 - The funding for this project will come as a reimbursement to the City from GOED.
- **FY16-23 Equestrian Center**
 - City Council has requested staff to move forward with facility improvements at the Equestrian Center. This improvement is to extend the parking facility to accommodate more vehicles.
 - Amount of the requested budget amendment is \$200,000.
 - Funding source for the requested amendment will come from General Fund Balance Appropriation.
 - **FY16-24 Splash Pad**
 - City Council has discussed the desire to install a splash pad in a City Park. The final location has not yet been determined and will be approved at a later date.
 - Amount of the requested budget amendment is \$500,000.
 - Funding source for the requested amendment will come from the General Fund Balance.
 - **FY16-25 Risk Management**
 - The Risk Management Fund is an Internal Services Fund which operates the Claims, Insurance, and Risk Management operations for the City. The requested appropriation will be a transfer from the General Fund to the Risk Management Fund to support claim handling and additional risk management practices.
 - Amount of the requested budget amendment is \$500,000.
 - Funding source for the requested amendment will come from General Fund Balance Appropriation.
 - **FY16-26 Trail Capital Maintenance**
 - Staff has recognized the need to properly prepare to maintain the improved trails within the city. A function to do this is to set up a Trail Capital Maintenance budget that would be used to maintain the existing trails, which would extend the useful life of the trails. This would be similar to the maintenance that is performed on the city streets.
 - Amount of the requested budget amendment is \$100,000.
 - Funding source for the requested amendment will come from General Fund Balance Appropriation.
 - **FY16-27 Impact Fee Analysis**
 - Staff is requesting to appropriate both Police and Fire Impact Fees to conduct an Impact Fee Facilities Plan (IFFP) and an Impact Fee Analysis (IFA) for Public Safety. Lewis Young Robertson and Burningham, who acts as the City's financial advisor, has prepared a scope of work and fee for this project for \$17,920. Also requested is

\$5,000 that is needed to engage outside professional services in order to collect technical information to complete the study.

- The amount of the requested budget amendment is \$22,920.
 - Funding source for the requested amendment will be split between both Fire and Police Impact Fees.
- **FY16-28 Salary Leveling Various Depts.**
 - The Human Resources Department has reviewed positions in the Parks, Solid Waste, Storm Water, Streets, Fleet, and Water Divisions and has determined that the positions are below market value. It has also been reviewed that with current job openings, the number of applicants responding has been below average. Staff is requesting approval to implement a salary leveling for these Divisions. There would be 22 positions affected by this with a full fiscal year impact of \$68,935. Implementing this in December 2015, this would have a \$37,120 impact for the remaining FY2016.
 - Amount of the requested budget amendment is \$37,120.
 - Funding source for the requested amendment will come from additional revenue in each fund.

Sales Tax Revenue (GF)	\$23,760
Solid Waste (Charges for Services)	\$ 7,224
Storm Water (Charges for Services)	\$ 4,345
Water (Charges for Services)	<u>\$ 1,791</u>
	\$37,120

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12.2 Hazel Dunsmore, Human Resource Director, noted the City has had a high turnover in the Parks and Public Works Departments. She conducted a salary survey using cities in both Salt Lake and Utah Counties. Draper tries to be in the middle range of what other cities are offering, and it looks like they have dropped below the midpoint in some of these positions. She recommends the wage for those positions be increased.

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12.3 Mr. Dobbins noted when the employees left, the City had a hard time getting anyone to even apply for those jobs.

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12.4 Councilmember Summerhays stated he attended the Sewer District Board Meeting earlier that day, and the State and EPA are looking at throwing a tax on the water going into the Jordan River. He is not sure how it will play out, but there is going to be something happen with this in the near future.

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12.5 Mr. Wylie continued with the budget amendments as follows:

- **FY16-29 Capital Projects**
 - At the end of Fiscal Year 2015, City staff reconciled and closed out completed projects in the Capital Projects Fund. When the projects were closed any unused funding were transferred back to the General

Fund from the original funding source. It has been determined that projects that have been previously approved, need to have the funding re-appropriated.

- Amount of the requested budget amendment is \$1,794,700.

• 13200 South Widening	
• General Fund Balance	\$273,200
• B&C	<\$233,300>
• Storm Impact Fees	\$120,000
• Transportation IF	<u>\$688,000</u>
Total	\$847,900
• 300 E. Carlquist to Pioneer	
• Transportation IF	\$255,250
• Storm Impact Fees	<u>\$183,750</u>
Total	\$439,000
• Traverse Ridge Road Widening	
• General Fund	\$200,000
• B&C	<\$600,000>
• Transportation IF	\$150,000
• Storm Water IF	<u>\$650,000</u>
Total	\$400,000
• Enterprise Wide Software	
• Solid Waste Fund Balance	\$21,500
• Corner Canyon Creek Trail	
• Park Impact	\$86,300

- **FY16-30 New Positions Various**

- Staff is requesting authorization to amend the Staffing Chart for FY2016. Several new positions have been identified to better serve the City with support and for providing better services to the residents and public.

1. A need has been identified to establish a Risk Management Coordinator. This would be a part-time position up to 25 hours a week. This position would be responsible for establishing a Risk Management program for the City. The duties would include loss control and prevention, claims management (property, liability and auto physical claims), insurance procurement, and cost allocation.

- The position would be funded from the Risk Management Internal Service Fund. Annual cost for this position would be \$23,750.
 - It is estimated that for the remaining portion of FY2016 the costs would be \$10,250.

2. A need has been identified to establish an Emergency Services Coordinator. This would be a part-time position up to 25 hours a week. The duties of this position were previously managed by the Human Resources Director. In evaluating the duties for this

position, staff is recommending to separate the duties and functions into a new position in order to provide the adequate time and resources to these duties. The position would report in the Executive Department in the General Fund.

- Annual cost for this position would be \$23,000.
 - It is estimate that for the remaining portion of FY2016 the costs would be \$11,000.
3. A need has been identified to establish a part-time payroll clerk. Currently, the payroll function is part of the Accountant II job duties. With the additional work load within the City, it is proposed that the payroll functions be moved to this new position. This would free up other staff time for financial duties and projects.
 - Annual costs for this position would be \$21,600.
 - It is estimated that for the remaining FY2016 the costs would be \$10,000.
 4. A need has been identified to convert a part-time Solid Waste Operator I to a full-time position. This would give Solid Waste the ability to provide better service and coverage the residents of the City.
 - The additional cost from a part-time to full-time position is \$36,320 annually. The pro-rated amount for the remaining FY2016 would be \$21,800.
 - Funding would be from the revenues within the Solid Waste Fund.
 5. The City is in need of establishing a part-time position to handle the Storm Water Pollution Prevention Plan (SWPP). This would be budgeted for 20 hours a week. The responsibilities for this position include inspecting building sites to ensure proper procedures are in place to control worksite erosion. The position would report in the Engineering Division.
 - Annual cost for this position would be \$17,600.
 - It is estimated that for the remaining portion of FY2016 the costs would be \$10,560.
 6. Draper City Engineering Division is experiencing a large volume of projects. In order to maintain an efficient and effective process, staff is requesting authorization to create a new permanent part-time Administrative Assistant. This position would work up to 25 hours a week.
 - Annual costs for this position would be \$21,600.
 - It is estimated that for the remaining FY2016 the costs would be \$16,650.
 - The funding would come from Engineering's Professional & Technical Services budget.
 7. The Parks & Recreation Department has analyzed and reviewed the current operations within the department and is

recommending that a new Open Space Manager position be created. Currently these duties are performed by a Parks Specialist. The position would be to reclassify a Parks Specialist.

- The annual difference for this new position would be \$9,450.
 - It is estimated for the remaining portion of FY2016 the costs would be \$5,008.
8. It has been requested that the City established a new part-time position to patrol the canyons for dogs that are off leash. Staff is proposing that this position be classified as an Animal Control Officer. This position would be budgeted for 10 hours a week.
- The annual cost for this position is \$8,600. The prorated amount for the remaining FY2016 would be \$3,980.

Summary of the proposed new positions:	<u>Prorated FY16</u>	<u>Annual</u>
Risk Management Coordinator	\$10,250	\$23,750
Emergency Services Coordinator	\$11,000	\$23,000
Payroll Clerk	\$10,000	\$21,600
Solid Waste	\$21,800	\$36,320
SWPP	\$10,560	\$17,600
Administrative Assistant	\$16,650	\$21,600
Open Space Manager	\$ 5,008	\$ 9,450
Animal Control Officer	<u>\$ 3,980</u>	<u>\$ 8,600</u>
Subtotal of salary changes	\$89,248	\$161,920

- There are start up costs for these positions. These costs include phone, computer and other operational supplies. It is estimated that these costs are \$2,500 for each of the new positions. The two new positions that are converted from an existing position would not require startup cost. The total requested is \$12,500.
 - Requested budget amendment is \$101,748 for FY2016.
 - Funding source for the requested amendment:

○ Engineering’s Professional & Tech	\$16,695
○ Human Resources	\$13,750
○ Sales Tax Revenue	\$13,753
○ Transfer Solid Waste (Fees)	\$13,000
○ General Fund Balance (equipment)	\$12,500
○ Solid Waste – Charges for Services	\$21,800
○ Risk Management (Charges for Services)	<u>\$10,250</u>
	\$101,748
- **FY16-31 Staffing Chart**
 - Various positions were added and changed in the staffing chart

[9:09:29 PM](#)

12.6 Mayor Walker opened the public hearing. No one came forward to speak, so Mayor Walker closed the public hearing.

[9:09:48 PM](#)

12.7 Councilmember Vawdrey asked whether the new Animal Control Officer would be in the canyon in the winter as well as the summer. Mr. Dobbins stated they would be patrolling the canyon all year long. The City will be doing some outreach to the residents so they understand what is going on.

[9:11:10 PM](#)

12.8 Councilmember Colbert moved to approve Resolution #15-62. Councilmember Summerhays seconded the motion.

[9:11:48 PM](#)

12.9 A roll call vote was taken with Councilmembers Colbert, Rappleeye, Stenquist, Summerhays, and Vawdrey voting in favor. The motion passed unanimously.

[9:12:02 PM](#)

13.0 Recess to a Redevelopment Agency Meeting

[9:12:22 PM](#)

13.1 Councilmember Stenquist moved to recess to a Redevelopment Agency Meeting. Councilmember Vawdrey seconded the motion.

[9:12:35 PM](#)

13.2 A vote was taken with Councilmembers Colbert, Rappleeye, Stenquist, Summerhays, and Vawdrey voting in favor. The motion passed unanimously.

13.3 *The meeting recessed at 9:12 p.m.*

13.4 *The meeting resumed at 9:46 p.m.*

14.0 Adjournment

[9:46:52 PM](#)

14.1 Councilmember Colbert moved to adjourn the meeting. Councilmember Vawdrey seconded the motion.

[9:47:02 PM](#)

14.2 A roll call vote was taken with Councilmembers Colbert, Rappleeye, Stenquist, Summerhays, and Vawdrey voting in favor. The motion passed unanimously.

14.3 The meeting adjourned at 9:47 p.m.