



Sandy City Council Office

ZACH ROBINSON | AT-LARGE

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O | 801.568.7141

October 16, 2020

In accordance with, Utah Code 52-4-207(4) Open and Public Meeting Act, I have determined that to protect the health and welfare of Sandy citizens, an in-person City Council meeting, including attendance by the public and the City Council is not practical or prudent.

Considering the continued rise of COVID-19 case counts in Utah, meeting in an anchor location presents substantial risk to the health and safety of those in attendance because physical distancing measures may be difficult to maintain in the Sandy City Council Chambers.

The Center for Disease Control states that COVID-19 is easily spread from person to person between people who are in close contact with one another. The spread is through respiratory droplets when an infected person coughs, sneezes or talks and may be spread by people who are non-symptomatic.

It is my intent to safeguard the lives of Sandy residents, business owners, employees and elected officials by meeting remotely through electronic means without an anchor location.

Council Office staff are hereby authorized and directed to include a copy of the above notice with each City Council agenda.

Zach Robinson, Chair

Sandy City Council



Sandy City, Utah

10000 Centennial Parkway
Sandy, UT 84070
Phone: 801-568-7141

Meeting Agenda

City Council

Brooke Christensen, District 1
Alison Stroud, District 2
Kristin Coleman-Nicholl, District 3
Monica Zoltanski, District 4
Marci Houseman, At-large
Zach Robinson, At-large
Cyndi Sharkey, At-large

Tuesday, November 3, 2020

5:15 PM

Online Meeting

Web address to view complete packet: <http://sandyutah.legistar.com>

The November 3, 2020 Sandy City Council Meeting will be conducted via Zoom Webinar.

Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_8xymI-2WT-CaTnFhcA4g0A

After registering, you will receive a confirmation email containing information about joining the webinar.

Or listen by phone:

Dial(for higher quality, dial a number based on your current location):

US: +1 346 248 7799 or +1 669 900 6833 or +1 253 215 8782 or +1 312 626 6799 or +1 929 436 2866 or +1 301 715 8592

Webinar ID: 840 7048 9070

Passcode: 663873

Public comment will occur no sooner than 6:00 PM. Each speaker is allowed three minutes. Citizens wishing to comment must access the meeting via the Zoom Webinar link above. The call-in number is for listening only. If a citizen is unable to attend a meeting via Zoom, he or she may e-mail the Council Office Executive Director, at mapplegarth@sandy.utah.gov by 3:00 PM the day of the Council Meeting to have those comments distributed to the City Council and have them read into the record at the appropriate time.

Citizen's may also use eComment to send their comment directly to the City Council Members. EComment will close one hour prior to the beginning of the meeting.

Submit an eComment:

https://sandyutah.granicusideas.com/meetings/324-city-council-on-2020-11-03-5-15-pm/agenda_items

5:15 Council Meeting

Prayer / Pledge of Allegiance

Non-voting Items

Agenda Planning Calendar Review & Council Office Director's Report

Council Member Business

Mayor's Report

CAO Report

Information Items

1. [20-385](#) Parks and Recreation Department providing the Council with an update on Alta Canyon Sports Center

 Attachments: [Alta Canyon Monthly Revenues](#)

2. [20-387](#) Budget Discussion Week 4, Sales Tax Revenue and Quarterly Financial Summary

 Attachments: [Budget Discussion Outline](#)
 [Budget Discussion Week 4 Information](#)
 [October Budget Update](#)

3. [20-386](#) Council Office recommending that the Council receive a presentation about the Sandy City Council Social Media Strategy

 Attachments: [Presentation](#)

Voting Items

Consent Calendar

4. [20-384](#) Approval of the October 13, 2020 Minutes

 Attachments: [October 13, 2020 Minutes](#)

Council Items

5. [20-383](#) Council Member Christensen proposing the creation of a new zone

 Attachments: [Christensen Memorandum](#)

After 6:00 Time Certain Items and Public Hearings

Citizen Comments

Adjournment



Staff Report

File #: 20-385, **Version:** 1

Date: 11/3/2020

Agenda Item Title:

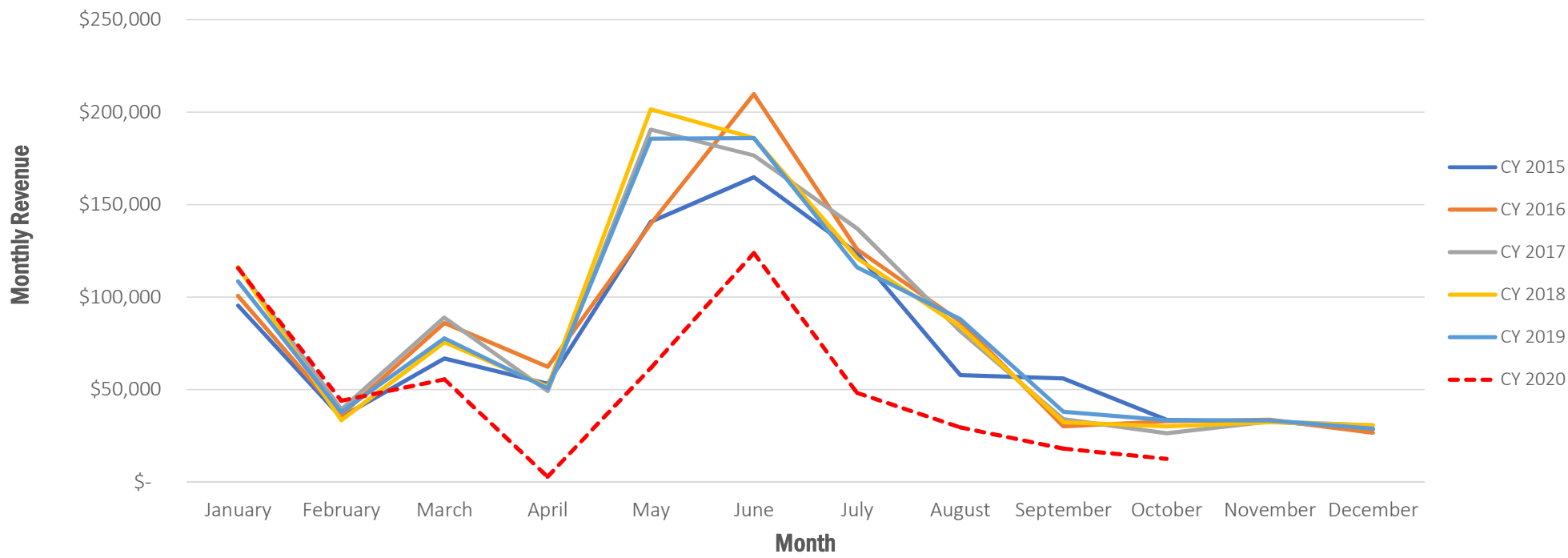
Parks and Recreation Department providing the Council with an update on Alta Canyon Sports Center

Presenter: Scott Earl, Parks and Recreation Director

Description/Background:

Please see the attached graph that displays the monthly revenues for Alta Canyon from CY15 - CY20

Alta Canyon Recreation Center
Month-Over-Month Revenue Comparison (Excludes Property Tax)





Staff Report

File #: 20-387, **Version:** 1

Date: 11/3/2020

Agenda Item Title:

Budget Discussion Week 4, Sales Tax Revenue and Quarterly Financial Summary

Presenter: Brian Kelley, Administrative Services Director

Description/Background:

Week 4

- Internal charges
 - Administrative charges (10-15 min)
 - IT charges (10-15 min)
 - Risk charges (10-15 min)
 - Fleet (10-15 min) • 📅📁🔍 📊📈📉📊📈
 - 📅📁🔍 📊📈📉📊📈

Further action to be taken:

This is an informational report, please review the attached materials.

Budget Discussion Outline

Week 1

- Revenue and expense monitoring (5-10 min)
 - Revenue monitoring
 - Spending within overall appropriation
- Budget reports and dashboards (30-35 minutes)
- Outline upcoming weeks (5 min)

Week 2

- Goals and guiding financial principles, balancing priorities (10-15 min)
- Calendar, roles, process (10-15 min)
- Carryover
 - Capital project carryover (5 min)
 - Operating carryover (10 min)
 - Principle behind the practice
 - Appropriate uses
 - Process
- Fund structure (20 min)
 - Fund types
 - Fund purposes
 - Fund balance
 - Inter-fund transfers
 - Consolidated vs. major funds summary

Week 3

- Basis of budgeting and accounting (5 min)
 - Modified Accrual vs. Accrual
- Revenues
 - Policies (10 min)
 - Revenue types
 - User fees (5-10 min)
 - General taxes and revenue (30-40 min)
 - Balance of major revenues (2-3 minutes)
 - Sales Tax (10 min, including transportation sales tax)
 - Property Tax (10 min, possibly deeper dive)
 - Franchise Tax (2-3 min)
 - Grants – State Road Funds (2-3 min)
 - Licenses & Permits (2-3 min)
 - Charges for Services (2-3 min)
 - Fines & Forfeitures (2-3 min)
 - Miscellaneous (2-3 min)

Week 4

- Internal charges
 - Administrative charges (10-15 min)
 - IT charges (10-15 min)
 - Risk charges (10-15 min)
 - Fleet (10-15 min)
 - O&M charges
 - Fleet purchases

Week 5

- Debt
 - Policies (5-10 min)
 - General purpose vs. non-general (5 min)
 - Sources
 - Review of current outstanding debt issues (15-20 min)
- Capital budget
 - Capital projects funds vs. enterprise/special revenue funds (5 min)
 - Planning for capital needs, long-term analysis (15-20 min)
 - Operating impact (5 min)

Week 6

- Department Budget Review
 - Administration and Non-Dept (45 min)
 - Court Services (30 min)

Week 7

- Department Budget Review
 - Attorney (30 min)
 - Admin Services (45 min)

Week 8

- Department Budget Review
 - Police (30 min)
 - Fire (30 min)
 - Economic Development (30 min)

Week 9

- Department Budget Review
 - Public Works (45 min)
 - Parks & Rec (45 min)

Week 10

- Department Budget Review
 - Community Development (30 min)
 - Public Utilities (45 min)

Internal Cost Allocation Studies

All functions in city government can be divided into two categories. Those that provide a service directly to the community, such as parks, streets, and police or fire protection, are classified as line functions. Those that support the line activities are classified as staff functions. Sandy City accounts for some of its staff functions by creating separate internal service funds. Information Technology, Risk Management, and Fleet Management are all internal service funds. Other staff functions are included in the General Fund. An annual study is conducted for each of these funds to identify and appropriately allocate the costs associated with providing staff functions of the City.

Administrative Cost Allocation Study

Many of the City's line functions are financed through the General Fund. The primary sources of revenue for the General Fund are property, sales, and franchise taxes, although there are other general revenues such as fines and fees. Other line functions are accounted for separately from the General Fund in either a proprietary or special revenue fund. These funds have their own financing sources, typically through user fees or charges for the services provided. Examples of these funds include Water, Storm Water, Alta Canyon Sports Center, and Recreation. It is important to establish proprietary and special revenue funds separate from our General Fund because, in some cases, they serve individuals that do not pay taxes.

Proprietary and special revenue funds generally rely on the support of the same staff functions as the General Fund. Because many of those services are funded by tax revenues, it is important that the proprietary and special revenue funds reimburse the General Fund for the costs incurred. It is also important that the General Fund be accountable for the cost of the staff services provided.

The purpose of this study is to identify the full cost of all staff functions within the General Fund and allocate those costs among the various line functions throughout Sandy City. The table to the right shows an example of this type of allocation, as the full administrative costs for the City Attorney department (staff function) are allocated to line functions in departments outside the General Fund. A similar allocation is completed for all

Example of Cost Allocation (City Attorney)		
	% Attorney	\$ Attorney
Economic Development	2.38%	52,445
RDA - All Areas	0.48%	10,539
CDBG	0.34%	7,527
Water	4.23%	93,088
Street Lighting	0.23%	5,018
Storm Water	0.68%	15,055
Weekly Waste Pickup	0.11%	2,509
City Cleanup	0.00%	-
Recreation	0.23%	5,018
Golf	0.00%	-
Alta Canyon	0.06%	1,255
Community Events	0.80%	17,564
Amphitheater	0.74%	16,309
Arts Guild	0.46%	10,036
Fleet	0.00%	-
Information Technology	1.40%	30,856
Risk Management	2.45%	53,949

staff functions within the General Fund, using various time studies and other allocation methodologies appropriate for each function.

While this study determines the full amount of General Fund costs that can justifiably be allocated to other funds, it is important to note that the Administration or City Council can choose not to allocate some (or possibly any) of the costs, in effect creating subsidies from the General Fund, should they deem it in the public's best interest. In some cases, the current charges are lower than the amounts justified by the study, and, because of how much the charges can change each year, increases/decreases are typically capped at $\pm 10\%$ to provide continuity and ease the impact on individual budgets. A breakdown of the FY 2021 charges is shown in the chart to the right. In the budget, these are shown as Administrative Charges—expenses in the funds listed to the right, and revenue in General Fund departments.

	FY 2021 Administrative Charges
RDA - All Areas	\$ 281,605
CDBG	-
Public Utilities	
Water	905,925
Street Lighting	120,102
Storm Water	265,150
Waste Collection	
Weekly & Recycling	249,565
City Cleanup	124,323
Recreation	65,187
Golf	75,922
Alta Canyon	120,810
Amphitheater	18,739
Arts Guild	7,139
Fleet	239,327
IT Services	400,656
Risk Management	233,062
TOTAL	\$ 3,107,512

Information Technology Cost Allocation Study

The Information Technology (IT) fund was set up to account for the finances associated with providing technology support and infrastructure to all City departments. Because it is an internal service fund, it is reliant on City departments to fund its operations. IT support has an operations and maintenance (O&M) component and a capital component.

IT O&M costs are identified annually and categorized based on the IT system or area to which the costs belong (e.g., GIS Systems, Telecommunications, PC/Network, etc.). Allocable IT staff time is tracked in each of these categories throughout the year, and the staff time percentages are used to allocate personnel costs to departments based on users of those IT services. Costs related to software and hardware maintenance, licenses, access fees, and other direct costs are also allocated to City departments on a per-user basis. These costs make up the IT operating charges.

A long-term IT capital plan is also conducted each year to identify the equipment and costs required to maintain appropriate IT infrastructure for City operations. This plan tracks the expected useful life and replacement costs of all IT capital equipment. As shown in the example on the following page, these costs are annualized based on the expected useful life to calculate a target amount that must be collected from departments to ensure sufficient funding of long-term capital IT needs. These costs make up the IT capital charges.

Information Technology Capital Plan									
For FY 2021	Units	Unit Replacement Cost	Total Replacement Cost	Useful Life (in years)	Target Annual Revenue	Target Revenue per User	Current No. of Connections	Scheduled Replacement (FY Ending)	Target Reserves (end of year)
PC/Network									
Storage Area Network (SAN)	1	\$ 80,000.00	\$ 80,000.00	5	\$16,000.00	\$ 65.31	245	2025	\$ 16,000.00
Storage Area Network (SAN)	1	\$ 80,000.00	\$ 80,000.00	5	\$16,000.00	\$ 65.31	245	2022	\$ 64,000.00
Ruckus Wireless Access Points	1	\$ 42,000.00	\$ 42,000.00	7	\$ 6,000.00	\$ 24.49	245	2026	\$ 12,000.00
City Hall Virtual Servers	8	\$ 8,500.00	\$ 68,000.00	3	\$22,666.67	\$ 1,511.11	15	2023	\$ 22,666.67
UPS (Computer Rm)	1	\$ 50,000.00	\$ 50,000.00	10	\$ 5,000.00	\$ 20.41	245	2029	\$ 10,000.00
UPS Batteries	1	\$ 8,000.00	\$ 8,000.00	10	\$ 800.00			2024	\$ 5,600.00
UPS (Remote Sites)	6	\$ 500.00	\$ 3,000.00	3	\$ 1,000.00			2022	\$ 2,000.00
Data Switches	1	\$ 75,000.00	\$ 75,000.00	4	\$18,750.00	\$ 163.04	115	2023	\$ 37,500.00
Wireless WAN Radios	2	\$ 3,500.00	\$ 7,000.00	5	\$ 1,400.00			2025	\$ 1,400.00
Total PC/Network			\$ 413,000.00		\$87,616.67	\$ 1,849.66			\$ 171,166.67

IT operating and capital charges are allocated to City departments under the IT Charges line item. Operating and capital costs associated with the City's phone system are budgeted in the IT fund and included in the IT cost allocation study. These charges to City departments are included under the Telephone line item and are recorded as revenue in the IT fund as Telephone Charges.

Risk Management Cost Allocation Study

The Risk Management fund was created as an internal service fund to account for the finances associated with managing insurance needs and liability claims, as well as administering a safety program for City departments. The Risk Management budget is partially funded by a property tax levy specifically designated for purchase of insurance and the payment and/or defense of liability claims against the City. However, this property tax revenue only covers about 27% of the Risk Management budget. Hale Center Theater reimburses the City for the cost of the property insurance on that building. The vast majority of the remaining budget is covered by internal charges to City departments.

Workers Compensation insurance and related administrative expenses are charged to departments under the Fixed Benefits line item based on the number and type of employees in each department. This is shown as revenue in the Risk Management fund as Workers Compensation Charges.

The City's property insurance premium is allocated to departments based on the City properties assigned to those departments and the updated replacement values for those properties.

To identify and allocate the remaining anticipated costs in the Risk Management budget, an actuarial study is conducted each year. As part of this study, insurance premiums are estimated for the upcoming fiscal year, and an 11-year history of general liability claims is updated to calculate an estimate of expected losses due to general liability claims for the upcoming fiscal year. This calculation factors in the number of historical claims, the amounts paid for claims, and the amounts reserved for claims anticipated to be paid.

Once insurance premiums, expected claim payments, and other Risk Management costs are estimated for the upcoming year, a five-year history of liability claims by department is used to allocate these Risk Management costs to City departments. Department size is also factored in, but significant weight is given to each department's history of general liability claims. This methodology helps promote accountability and incentivize departments to foster a culture of safety and caution in their everyday operations, with respect to employees and the general public. Charges to departments for Risk Management services in FY 2021 are outlined in the table to the right. These charges and the associated revenue in the Risk Management fund are shown in the budget as Risk Management Charges.

Fund	FY 2021 Risk Mgt Charge
General Fund	381,592
RDA	2,934
Community Arts	22,539
Alta Canyon Sports Center	5,078
Water	383,100
Storm Water	16,367
Street Lighting	866
River Oaks Golf Course	21,594
CDBG	174
Recreation	16,513
Waste	5,930
Information Technology	7,560
Fleet	10,118
Total	\$874,365

Fleet Cost Allocation Study

Costs associated with the O&M, purchase, and repair of fleet vehicles are managed within the Fleet fund. Fleet O&M costs and the allocation of those costs to City departments are reviewed annually. As shown below, using actual costs incurred through the first seven months of the fiscal year, a basic analysis is conducted to project O&M costs through the end of the fiscal year. The resulting percentages are used to allocate fleet O&M costs to City departments for the following fiscal year. Fleet O&M costs are charged to departments through the Fleet O&M line item and the revenue is shown in the Fleet Operations fund under Fleet O&M Charges.

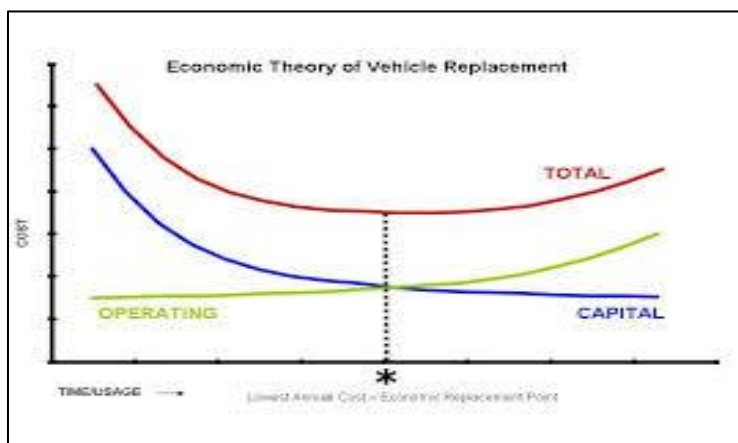
Fleet Operations and Maintenance Budget						
Department	FY 2020 Budget	FY 2020 YTD	FY 2020 Forecast	%	FY 2021 Budget	Variance
Street Lighting (6700)	18,886	6,868	11,774	0.58%	14,098	(4,788)
Engineering (3300)	24,022	8,814	15,110	0.64%	15,509	(8,513)
Fire (2200)	321,156	153,965	263,940	11.24%	270,923	(50,233)
Golf Course (5600)	3,439	1,990	3,411	0.15%	3,502	63
Parks & Cemetery (4200)	354,551	182,622	316,833	13.33%	321,349	(33,202)
Senior Citizens (4300)	10,021	4,847	8,309	0.35%	8,529	(1,492)
Planning (5100)	1,692	184	315	0.04%	1,057	(635)
Police (2110)	547,580	357,338	618,083	25.46%	613,862	66,282

Any revenue from the sale of City vehicles being replaced is also used to cover fleet O&M costs, thereby reducing charges to City departments. Furthermore, replacing City vehicles before they begin to require significant repairs helps maximize the City's return on those vehicles.

For these reasons, Fleet Management staff considers several factors when determining when to replace City vehicles. Using specialized software, they run a replacement scoring report, which tracks maintenance costs, down time, age, mileage, and visual condition. These factors assign points to each vehicle and help determine which vehicles need replacement. Illustrated in the chart below, the scoring report assigns points from 0-25 and color codes the score. Blue is excellent condition and is from 0-6 points. Green is a good condition and is from 7-11 points. Consider replacement is orange and runs between 12-18. Red shows needs replacement at 19-25 points. Additional assessment and visual inspection are also conducted by Fleet Management staff before recommending replacement.

UNIT #	POINTS	VEH YEAR	LIFE METER	PURCHASE PRICE	MAINT-COST	REPAIRS
✓ 0028	7	2017	7,126.40	\$ 125,000.00	\$ 12,532.80	5
✓ 0029	16	2000	82,619	\$ 335,481.75	\$ 248,902.03	2
✓ 0030	17	2008	976	\$ 6,805.00	\$ 5,706.88	0
✓ 0031	14	2001	24,554	\$ 25,703.00	\$ 34,384.81	2
✓ 0032	10	2016	32,035	\$ 235,857.59	\$ 12,691.60	8
✓ 0033	20	207	117,298	\$ 28,356.00	\$ 28,135.81	8
✓ 0034	6	2016	15,818	\$ 28,683.16	\$ 3,371.94	1
✓ 0035	14	2013	101,229	\$ 168,458.00	\$ 61,437.28	5
✓ 0036	16	2013	97,111	\$ 168,458.00	\$ 60,030.50	14
✓ 0037	17	2006	113,139	\$ 489,617.00	\$ 178,092.90	8
✓ 0038	18	2010	93,539	\$ 389,066.00	\$ 94,707.54	11

The following diagram illustrates the economic theory of vehicle replacement. The vertical dotted line is the “sweet spot” As the City’s capital investment loses value, and operating costs from maintenance increases, these values intersect. When operating costs become higher than the value of the vehicle, the vehicle should be replaced.



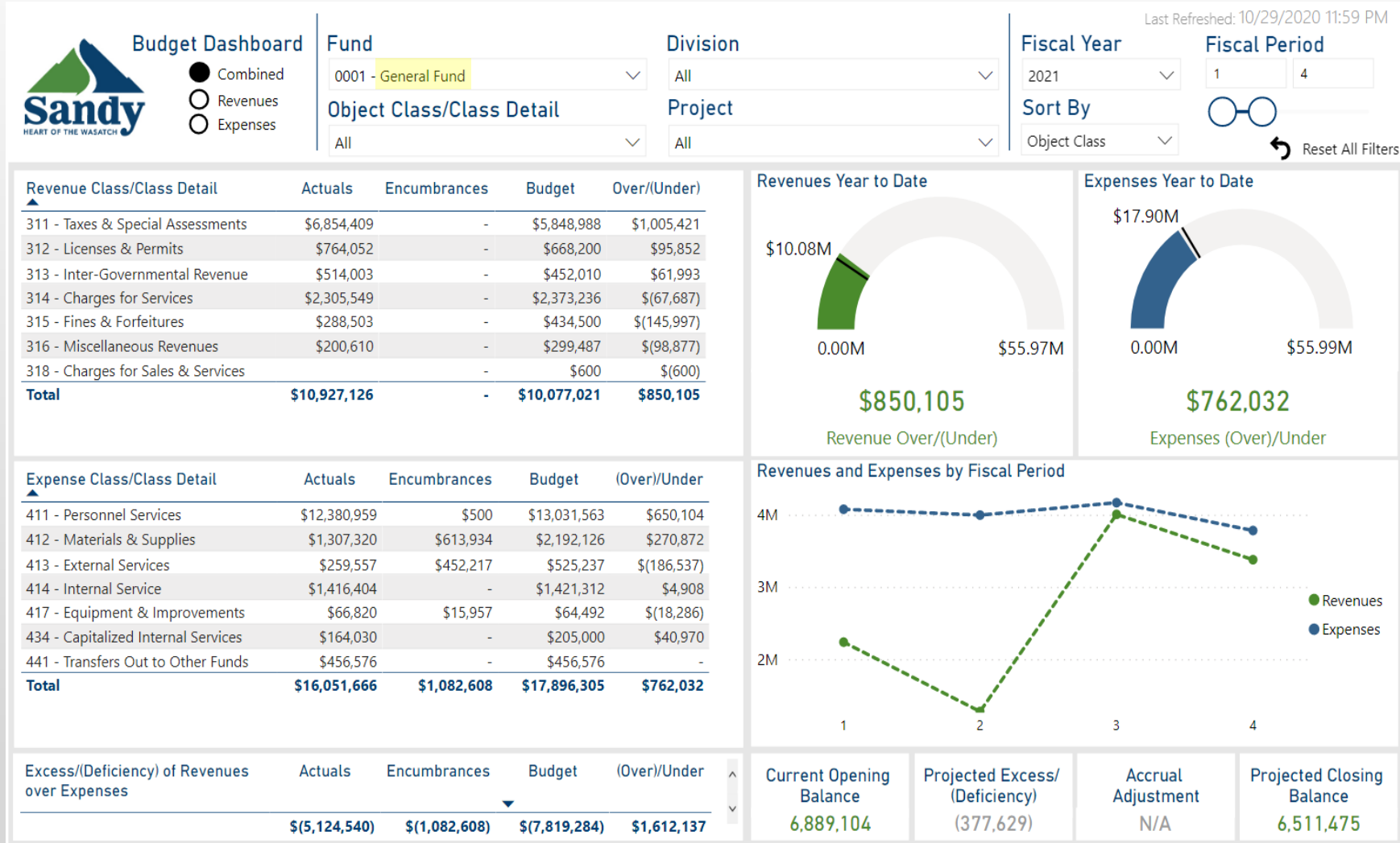
In an effort to balance fleet capital costs and operating costs, the City typically budgets for vehicles most in need of replacement each year, according to the criteria explained above. The City fleet is also occasionally expanded to accommodate increases in staffing and/or expansion of service. Departments are charged for their expansion or replacement vehicles through the Fleet Purchases line item, which comes in as revenue under Charges for Services in the Fleet Purchases fund where details of vehicle procurement are recorded.

Departments also pay for vehicles damaged while operated by their employees, if not covered by other drivers' insurance. These amounts are charged to departments through the Fleet Repair line item and shown as Charges for Services in the Fleet Repair fund where vehicle repair costs are recorded.



BUDGET UPDATE YEAR-TO-DATE (YTD) THROUGH OCTOBER 2020

General Fund



**YTD General Fund revenues are exceeding budget,
and expenses are below budget**







General Fund



**YTD General Fund revenues are exceeding budget by 8.4%,
largely due to sales tax**

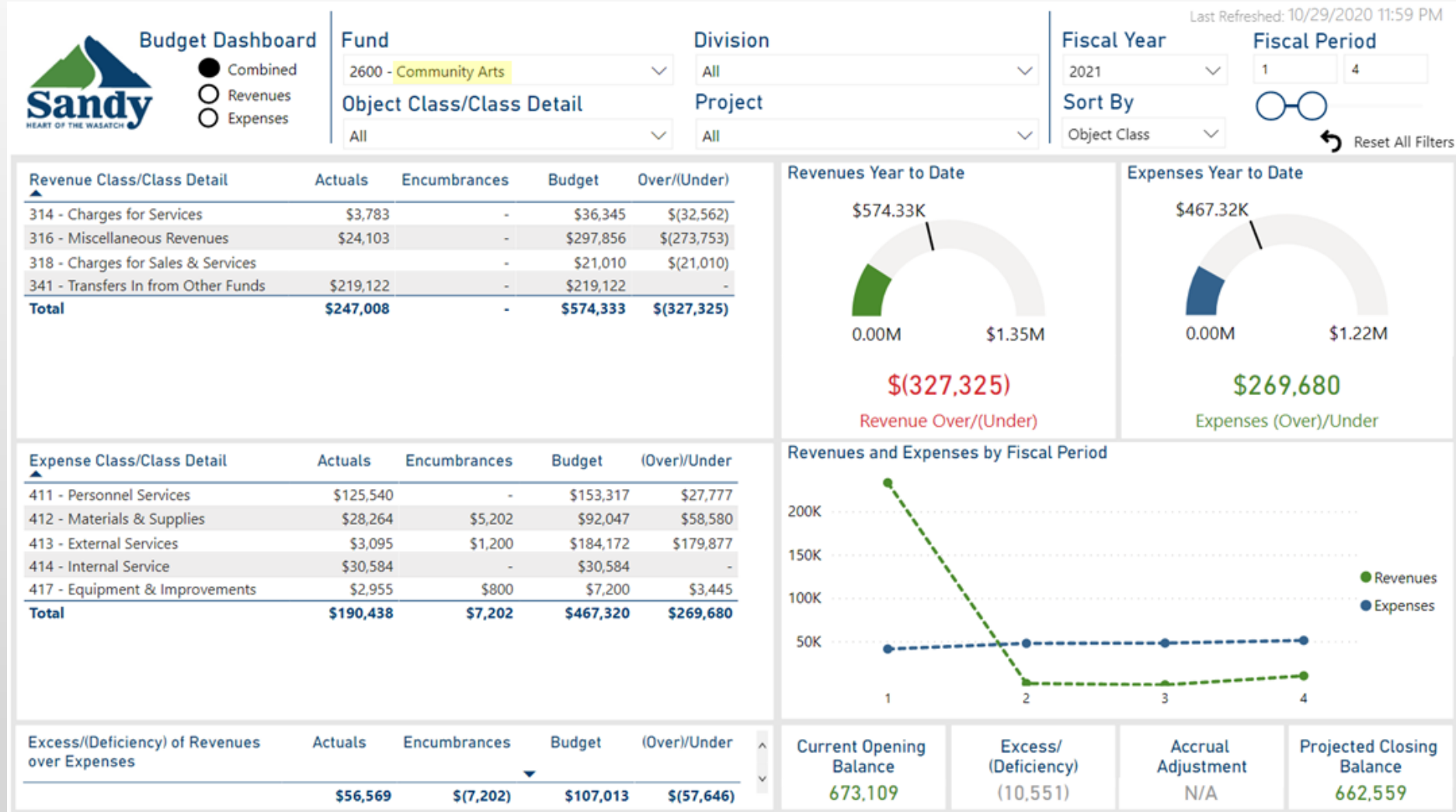
General Fund

Sales Tax FY 2021

Activity Period	Distribution Period	Adopted Budget	Original Estimate	Actual	Variance From Budget			Variance From Original Estimate		
July	September	1,599,000	1,698,000	2,049,583		450,583	28.2%		351,583	20.7%
August	October	1,590,000	1,688,000	2,051,341		461,341	29.0%		363,341	21.5%
September	November	1,656,000	1,759,000				0.0%			0.0%
October	December	1,533,000	1,627,000				0.0%			0.0%
November	January	1,600,000	1,699,000				0.0%			0.0%
December	February	1,990,000	2,113,000				0.0%			0.0%
January	March	1,530,000	1,625,000				0.0%			0.0%
February	April	1,501,000	1,594,000				0.0%			0.0%
March	May	1,823,000	1,935,000				0.0%			0.0%
April	June	1,519,000	1,613,000				0.0%			0.0%
May	July	1,691,000	1,795,000				0.0%			0.0%
June	August	1,991,000	2,114,000				0.0%			0.0%
Totals		20,023,000	21,260,000	4,100,924		911,924	4.6%		714,924	3.4%

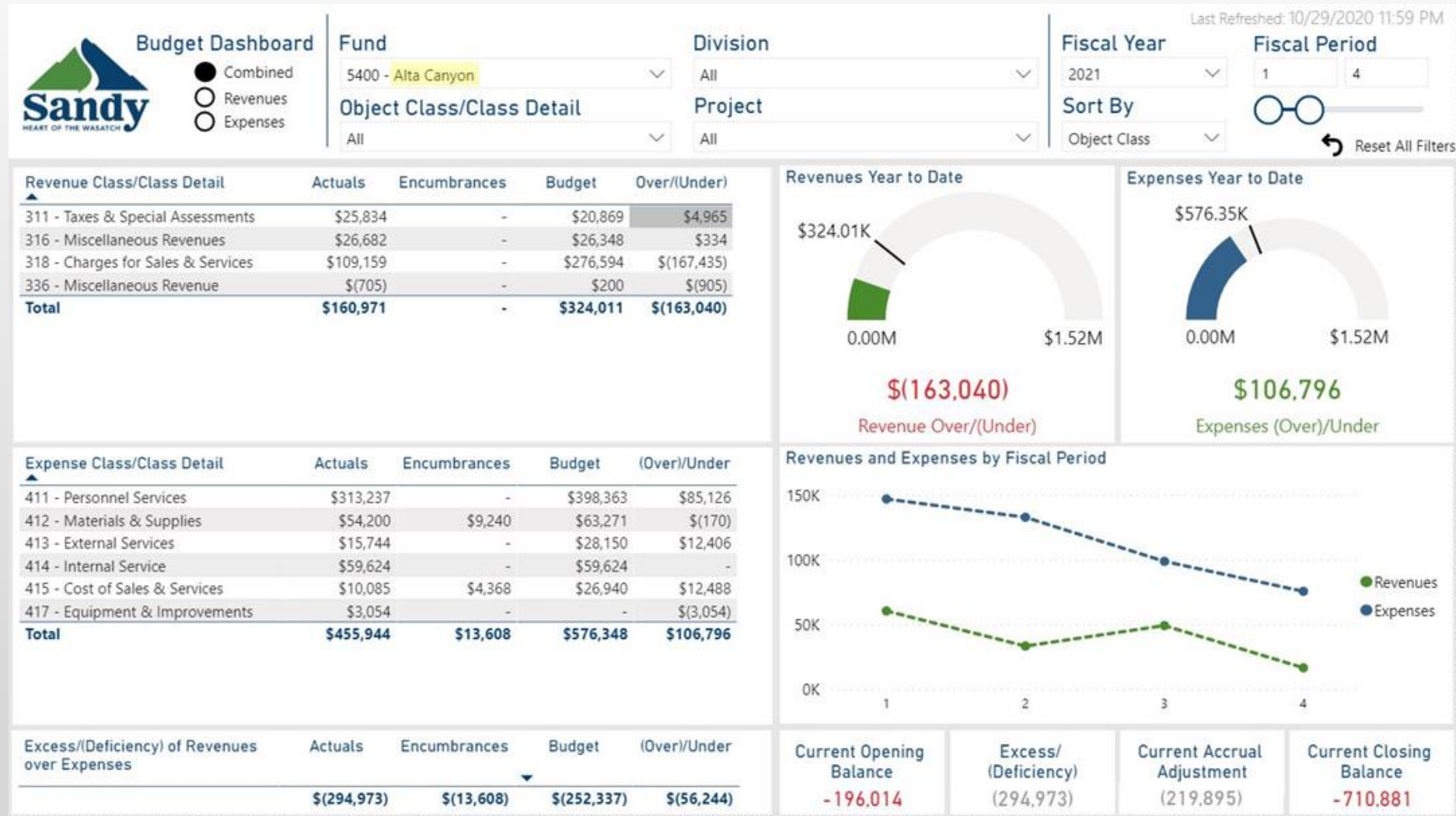
YTD sales tax has exceeded both the adopted budget and original estimates included in the Tentative Budget

Community Arts



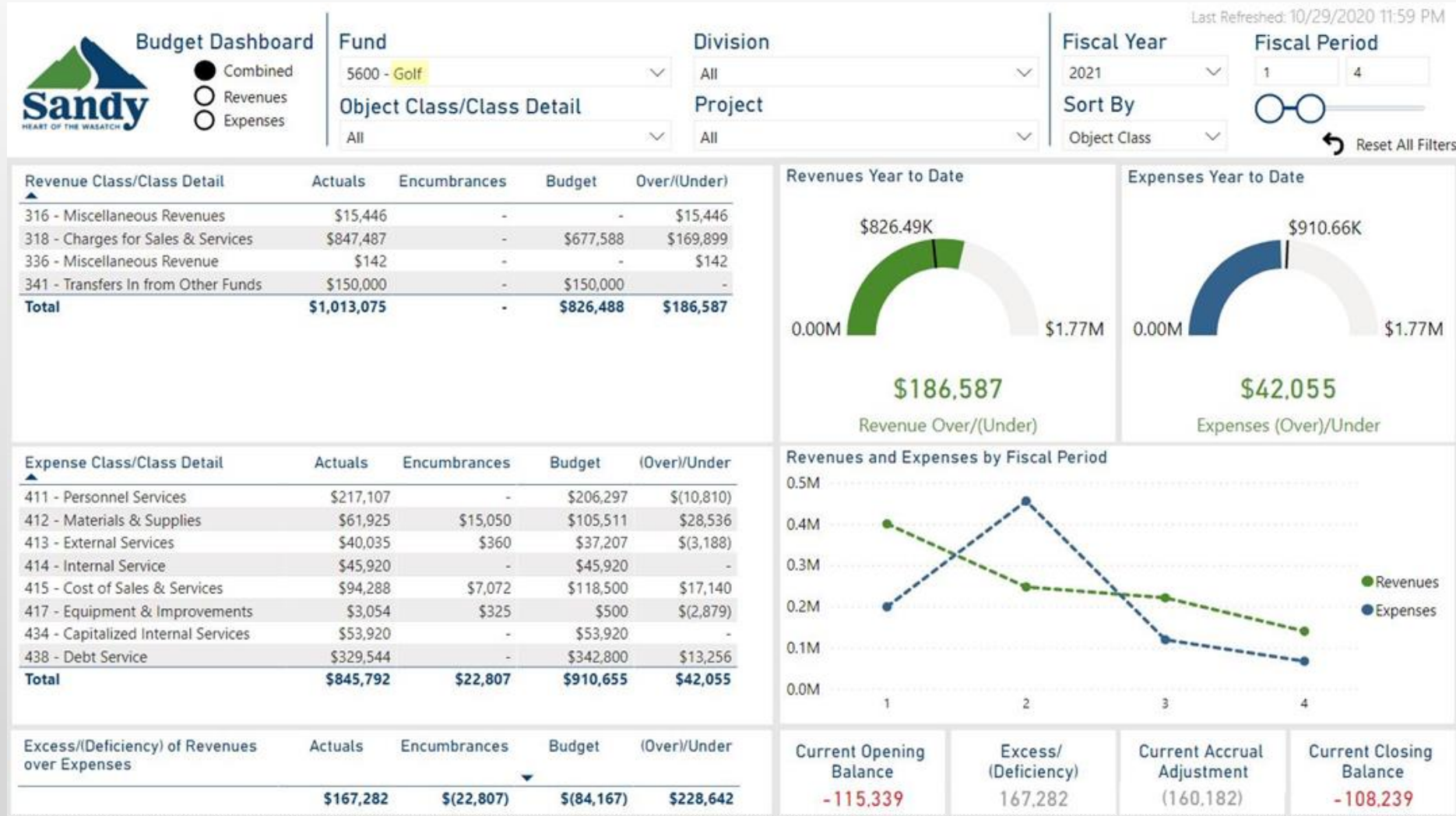
YTD Community Arts revenues are not keeping pace with budget due to the lack of performances. Expenses are well below budget but not offsetting reduced revenue. We will continue to monitor this.

Alta Canyon Sports Center



YTD Alta Canyon revenues are not keeping pace with budget due to the impact of COVID. Expenses are well below budget but not offsetting reduced revenue. We will continue to monitor this.

River Oaks Golf Course



COVID initially had a negative impact on the Golf Course, but in the current fiscal year, revenues have increased significantly, and expenses are below budget.



Staff Report

File #: 20-386, **Version:** 1

Date: 11/3/2020

Agenda Item Title:

Council Office recommending that the Council receive a presentation about the Sandy City Council Social Media Strategy

Presenter: Liz Theriault, Council Communications and Policy Analyst

Description/Background:

Before now, all messaging around Sandy City Council were conducted on the Sandy City official social media pages. To increase accessibility for our residents, the City Council office has created social media accounts of our own. This presentation will cover our goals, strategies, and methods as we develop our pages and implement various social media campaigns.

Further action to be taken:

This is an informational report.



- SANDY CITY COUNCIL -

Social Media Strategy

BACKGROUND



14%

of survey
respondents marked
social media as
their most used
information source.



33%

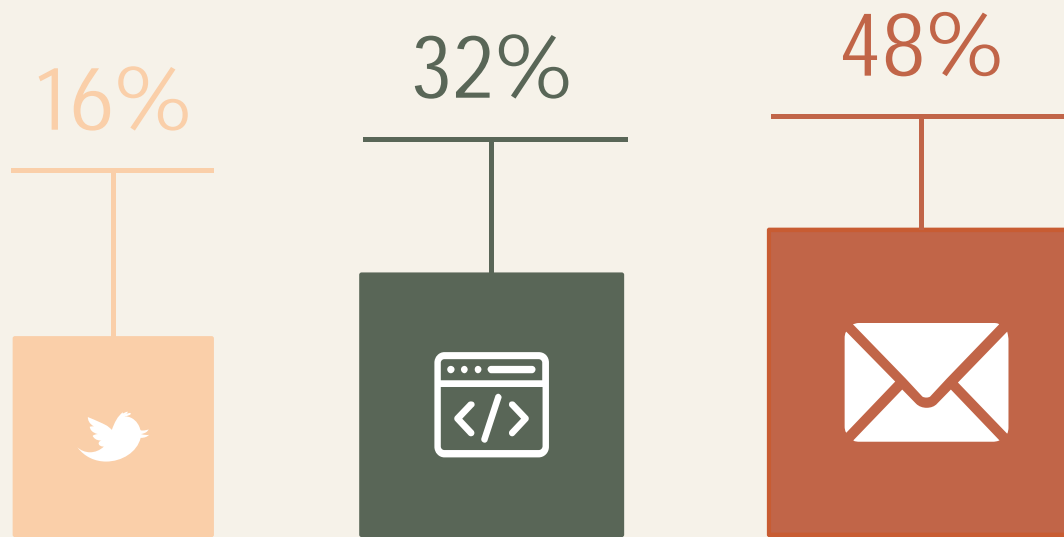
of survey
respondents noted
SM as "slightly or
moderately" useful.
Room for
improvement!



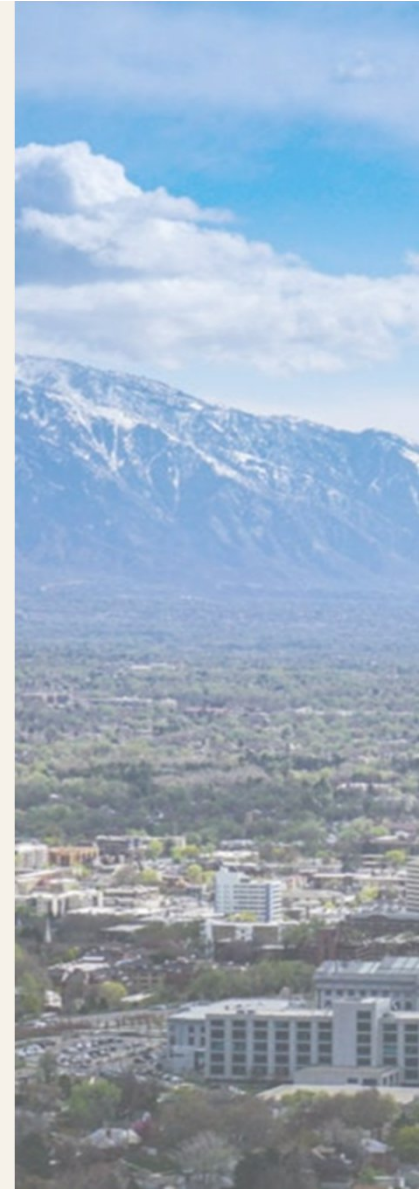
Message preference in order
(highest to lowest):

- Safety messages
- Municipal services
- City Events
- Recycling/ Air Quality
- Parks and Rec
- City Council Updates
- How Government works
- Mayor Messages
- Human interest stories
- City Employment

TOP COMMUNICATION METHODS



Info from Sandy City Survey Communications 2020 Report



What are OUR reasons for making social media pages?

WHY SOCIAL MEDIA?

Community
Engagement

Education

Policy/
Program
Awareness

OBJECTIVES

01

CREATE A SOCIAL MEDIA PRESENCE FOR SANDY CC

1. Twitter
2. Facebook
3. Instagram

02

GARNER FOLLOWERS ON ALL PLATFORMS

500 new followers in the first year.

03

CONNECT CC MEMBERS WITH THE PUBLIC

Provide a space for residents to connect and ask questions of the CC. See an increase in public outreach.

04

EDUCATE ON SANDY CC POLICY

Education campaigns for city codes, rules to follow, and new laws. Increase accessibility of education materials.

05

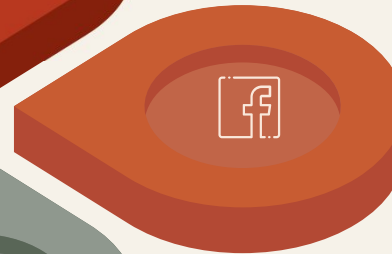
DEVELOP A POSITIVE, DISTINCTIVE VOICE FOR THE COUNCIL SOCIALS

Create content that's consistent in tone, voice, and message: helping Sandy connect to its City Council.

PLATFORMS

INSTAGRAM

Focus on unique
images and stories.
Post less than
Twitter and Facebook.

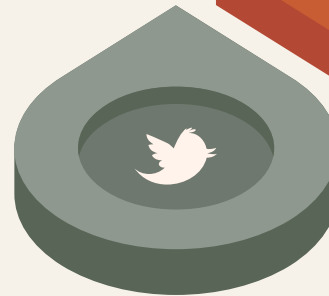


FACEBOOK

Put a face on agency,
sharing wins,
promoting initiatives
and changes, and
education.

TWITTER

Sharing important news
updates, promoting
initiatives and policy
changes, and education.



CONTENT PLAN



I N S T A G R A M



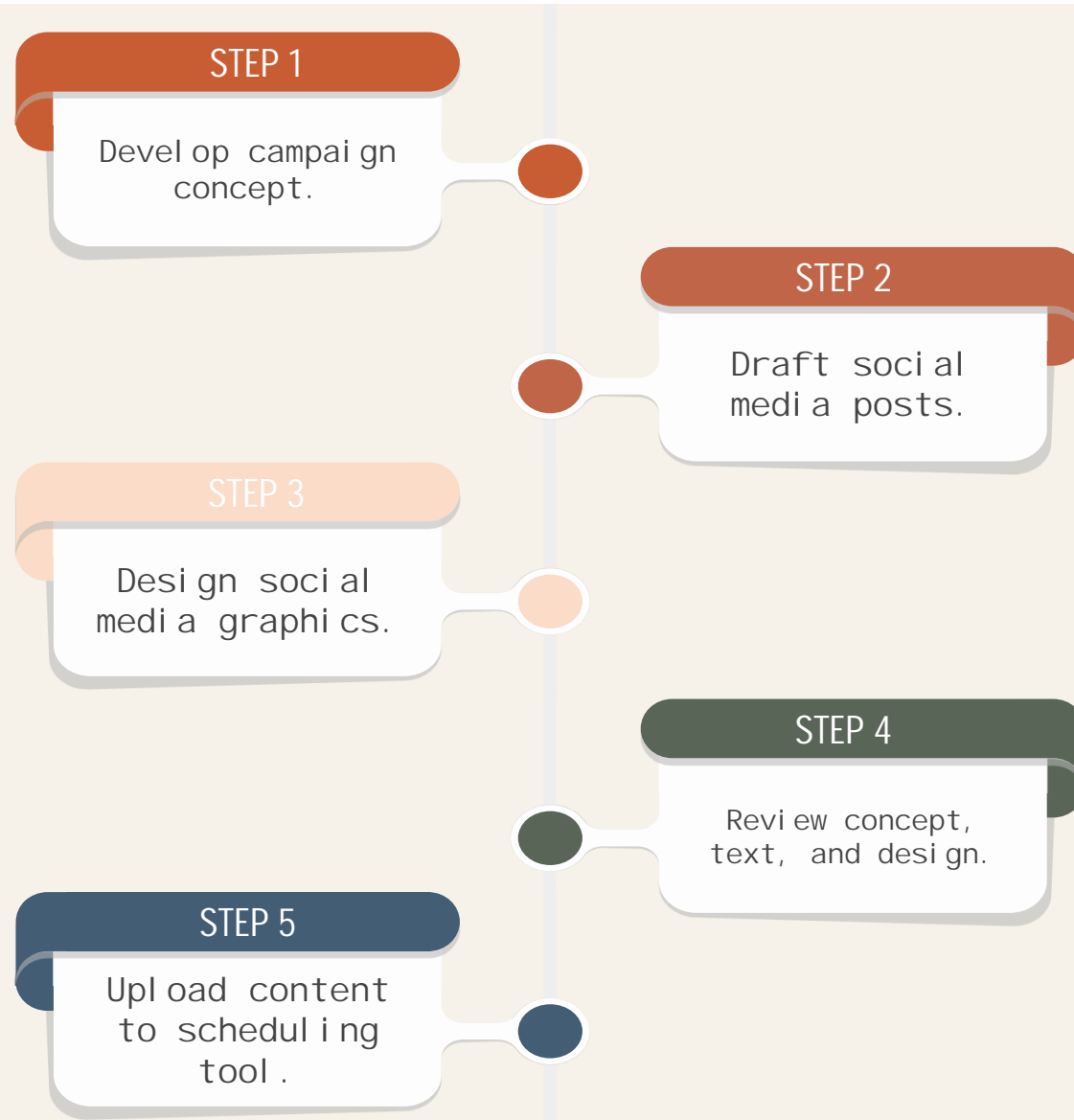
F A C E B O O K



T W I T T E R

Meeting schedules
Registration Links
Agenda Items
Reminders

EXAMPLE TIMELINE



City Government 101

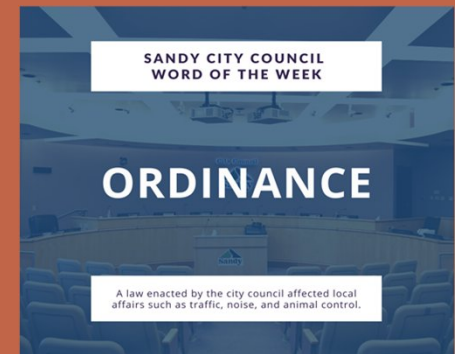
Mindful Monday:



Trivia Tuesday:



Word of the Week Wednesday:



Thought Thursday:



Feature Friday:



SUCCESS & METRICS

GOAL: 500 new followers on each platform by October of 2021.

GOAL: 15% growth in followers and engagements each year after.

GOAL: 6 month survey for residents asking for feedback on social platforms.

Statistics from the first month of our social media pages.

FACEBOOK

212
Page Likes

376
Avg. post
reach

TWITTER

25
Followers

160
Avg. Tweet
Impressions

INSTAGRAM

88
Followers

38
Avg. post
reach

An aerial photograph of a beach and ocean. The left side shows a sandy beach with a person walking, leaving a shadow. The right side shows the ocean with white, foamy waves crashing. A solid orange rectangle is overlaid on the right side of the image, containing the word "THANKS" in white capital letters.

THANKS



Sandy City, Utah

10000 Centennial Parkway
Sandy, UT 84070
Phone: 801-568-7141

Staff Report

File #: 20-384, **Version:** 1

Date: 11/3/2020

Approval of the October 13, 2020 Minutes

Motion to approve the minutes as presented.



Sandy City, Utah

10000 Centennial Parkway
Sandy, UT 84070
Phone: 801-568-7141

Meeting Minutes

City Council

Brooke Christensen, District 1
Alison Stroud, District 2
Kristin Coleman-Nicholl, District 3
Monica Zoltanski, District 4
Marci Houseman, At-large
Zach Robinson, At-large
Cyndi Sharkey, At-large

Tuesday, October 13, 2020

5:15 PM

Online Meeting

5:15 Council Meeting

5:15 pm

Council Chair Zach Robinson welcomed those in attendance.

Chair Robinson read a statement regarding the continuation of virtual City Council meetings without an anchor location.

Roll Call

Present: 7 - Council Member Alison Stroud
Council Member Kristin Coleman-Nicholl
Council Member Zach Robinson
Council Member Monica Zoltanski
Council Member Marci Houseman
Council Member Cyndi Sharkey
Council Member Brooke Christensen

Council Staff:

Mike Applegarth, Executive Director
Dustin Fratto, Assistant Director
Liz Theriault, Communications & Policy Analyst
Tracy Cowdell, Council Attorney
Christine Edwards, Council Clerk

Administration:

Mayor Kurt Bradburn
Matt Huish, CAO
Bob Thompson, City Attorney
James Sorenson, Community Development Director
Bruce Cline, Chief, Fire Department
Scott Earl, Parks and Recreation Director
Darien Alcorn, Senior Civil Attorney
Jake Warner, Long Range Planning Manager
Richard Benham, Public Utilities Engineering Manager
Ryan Kump, City Engineer

Prayer / Pledge of Allegiance

5:17 pm

Council Member Zoltanski offered the prayer.
Council Member Stroud led the pledge.

Non-voting Items

5:20 pm

Agenda Planning Calendar Review & Council Office Director's Report

5:20 pm

Mike Applegarth, Executive Director, informed the Council of recent upgrades to the system in the Council Chambers. He also updated members of upcoming agenda items.

Council Member Business

5:22 pm

Council Member Zoltanski thanked Chief Severson and the police department for organizing the virtual Night Out Against Crime. A link to the presentation is available on the website and she reminded the public to register to vote.

Council Member Houseman spoke about an artistic mural that will be painted at the Sandy Club. The mural will feature diversity. She also acknowledged the Canyons School District teachers, principals and employees for their efforts to educate our students during these extraordinary times.

Council Member Stroud gave an update from the Sandy Arts Guild. She also spoke about the upcoming election and the community response.

Mayor's Report

5:29 pm

Mayor Bradburn spoke about Governor Herbert's press conference and the impact of the new Covid restrictions on Sandy City.

He also mentioned that all benefitted city employees will be receiving a stipend to help offset work-related costs associated with working from home or hazard pay.

He acknowledged Scott Earl, Parks and Recreation Director, who is retiring from Sandy City. Mayor Bradburn offered a heartfelt thank you to Scott Earl for his friendship and his 35 years of service to Sandy City and our residents.

Scott Earl thanked the Council and staff for their support and trust and for believing in the Parks and Recreation Department. He spoke about togetherness and acknowledged and thanked his outstanding staff.

CAO Report

5:37 pm

Matt Huish acknowledged Scott Earl and thanked him for his service. He informed the Council of the upcoming employee survey and asked the Council if they wanted to be included in the survey questionnaire. Council Member Robinson asked that Administration work with Mike Applegarth regarding the survey.

He introduced Bruce Cline, Fire Chief, to update the Council on the new dispatch system. Chief Cline explained how the new emergency dispatch platform will work - emergency fire responders will be dispatched based on proximity to the location of the emergency, with the closest unit dispatched first.

Information Items

5:43 pm

1. 20-359 Utah Ranked Choice Voting (URCV) requesting that the Council receive a presentation on ranked choice voting

Attachments: URCV Information Sheet
Presentation
Sandy City Recorder Memorandum

5:43 pm

Taylor Morgan and David May presented on Utah Ranked Choice Voting (URCV). They informed the Council on the background and history of URCV and discussed the advantages of utilizing ranked choice voting. They also discussed the potential fiscal savings associated with using URCV.

Council comments and questions followed.

At 6:05 pm, Council heard Citizen Comments before proceeding with Item 2 on the Agenda.

2. 20-349 Community Development Department providing a review of the Stadium Village Master Plan.

Attachments: UT-Sandy - Stadium Village Master Plan - ADOPTED (06-28-19)

6:16 pm

Jake Warner, Long Range Planning Manager, presented on the Stadium Village Master Plan. He provided information on the background and history of the master plan. He also reviewed the Cairns Master Plan with the Council, which was adopted in 2017. He also discussed influencing factors that were considered in formulating the Stadium Village Master Plan: market realities, zoning, open spaces and parking.

Council comments followed.

At 7:08 pm, the Council unanimously agreed to recess for 5 minutes.

At 7:13 pm, the Council meeting reconvened.

Voting Items

7:13 pm

Council Items

7:13 pm

3. ZONE-03-20-5825(CC) Community Development Department presenting a rezone application (File #ZONE-03-20-5825, Orchards at Farnsworth Farms Rezone) on behalf of DAI, requesting that 10.07 acres located at 11228 S. 700 E. be rezoned from the R-1-40A Zone to the PUD(12) Zone.

Attachments: [PC Staff Report \(6.4.20\)](#)
[PC Minutes \(6.4.20\)](#)
[Neighborhood Meeting Summary 5.18.20](#)
[Ordinance #20-04-Farnsworth \(9.29.20\)](#)
[Council Office Memo on Council Options for Farnsworth Farms](#)
[Email to Council Office from City Attorney's Office](#)
[APA Utah Article](#)
[Public comment e-mails at time of agenda publication 10-9](#)
[Farnsworth Presentation 2](#)
[Resident Emails \(as of 10.12.20\)](#)
[Public Comment 10-9 through 10-13 \(3 PM\)](#)

7:13 pm

Jake Warner, Long Range Planner, presented a rezone application on behalf of DAI for the area located at the Orchard at Farnsworth Farms from a current zone of R-1-40A Zone to a PUD (12) Zone. He provided information about the parcel and the surrounding area. The Planning Commission did not forward a positive recommendation.

Nate Shipp and Joe Salzbury with DAI, discussed the proposed plans for their development. They discussed the concerns and feedback they received from residents and the Planning Commission. DAI redesigned the development concept plan based on the feedback received. In addressing the concern about density, the revised concept plan has twenty fewer units and more open space than the original submittal.

Council comments, questions and discussion followed. Council Member Zoltanski reviewed the results from a recent resident survey which provided citizen feedback related to the proposed development. Discussion also included an explanation of the zoning requested by the developers.

Public Comment: 8:09 pm

Dustin Fratto provided instruction on how to participate in public comment.

Mr. Shane Duffin expressed support for the project and appreciated Council Member Zoltanski's efforts.

Mr. Don Conn expressed concern about the proposed development and thinks there are too many townhomes in Sandy City. He also mentioned that he had not been notified of the potential development proposals.

Ms. Jan Herr, with a neighboring condo association, was pleased with the revised development plan. She had questions and concerns regarding the impact on water pressure, fencing and the possibility of medians on 700 East.

Mr. Braden Blair expressed concerns with the project and the need for the revised concept plan to go back through the review process.

Mr. Eric Johnson spoke about the traffic study and expressed concern with the impact of traffic on 114th South. He also expressed concern with the move away from single family homes.

Mike Applegarth, Council Executive Director, clarified the process of public comments to the Council.

Mr. John Annunziata supports the proposal and commended the developers for their efforts.

Mr. Dan Nelson expressed concerns about the water pressure in the area. He withdrew that concern after speaking to city staff. He did not support the project due to the high density.

Ms. Jodi Hadfield expressed concerns about the parking requirements. She was not in support of the project.

Mr. Nick and Ms. Diane Wright expressed support for the project.

Ms. Laura Lunceford expressed concern about the townhomes becoming investment rentals and the impact on traffic.

Mr. Andy Welch commended the developers for their efforts to maintain historical elements.

Ms. Lucy Du expressed concern about the density of the project and the impact on traffic and the character of Sandy. She was not in support of the rezone and asked the Council to vote No.

Ms. Cathy Spuck commended the developers for preserving and including historical elements into the plan. She wondered if single family patio homes were considered as an option. She expressed concern about the impact on traffic on 110th South.

Mr. David Diels thinks the developers have done a wonderful job. He expressed some concern about the zoning and thought the zoning should be a PUD 10. He expressed concern about the impact on traffic and the access off 700 East into a gated community. He would like to see the applicant go back through the review process.

Mr. Brent Barker was concerned about the high density and potential issues with parking and increased crime. He was not in support of the project and asked the Council to vote No.

Ms. Shana Davis expressed concerns about the high density. She would like the zoning to stay at single family homes.

Mr. Andrei Tarassov was concerned about the rezone and would like to see the applicant go back through the process and follow the rules of the city.

Mike Applegarth, Council Executive Director, informed the Council that forty-two written comments on this agenda item were sent to the council office via email. All of the email correspondence was forwarded to each of the City Council members prior to this

evening's meeting. The emails were also attached to the agenda item and all of the emails were part of the public record.

Council discussed their rules and procedures regarding the reading of the emails at the meeting. The Council members acknowledged that they had read the emails prior to this evening's meeting and after further discussion, the council decided to dispense with the reading of the emails and made a motion as such.

A motion was made by Kris Nicholl, seconded by Brooke Christensen to dispense with the reading of the emails at the Council meeting. The motion carried by a roll call vote of 5 - 2. Monica Zoltanski and Marci Houseman opposed.

Public Comment Closed.

Chair Robinson re-opened public comment at 8:55 pm and invited those in the public who had submitted a written comment via email and that email was included in the forty-two emails received by the Council Office and was therefore part of the public record, to speak at this time.

Mr. Dan Pennock feels the residents in the area needed more time to express their thoughts on the new development plan. He thinks the zoning should remain as is and the area should remain zoned for single family homes.

Public Comment Closed.

A lengthy Council discussion followed public comment. Council members expressed their appreciation to the developers for their efforts to redesign the concept plan and for addressing neighbors' concerns, as well as the feedback from the Planning Commission. They discussed various zoning options, conditional zoning agreements, development agreements and whether the new concept plan should go back to the planning commission for review. Tracy Cowdell, Council Attorney, suggested some options for the Council to consider.

A motion was made by Brooke Christensen, seconded by Kris Nicholl, to direct staff and council for the city, to pursue negotiation of a development agreement with the developer, present the development agreement to the planning commission for its consideration and recommendation, and bring back the development to the Council within eight weeks, for its approval. The development would be based on a PUD 10 and the concept plan presented tonight to the Council. The motion failed by a roll call vote of 5 - 2 with Brooke Christensen and Kris Nicholl dissenting.

Council Member Zoltanski suggested a motion of a PUD 8 to the developers. Mr. Shiff stated that he would need more time to consider and review this option.

Council discussion continued.

A motion was made by Cyndi Sharkey, seconded by Marci Houseman, to not adopt Ordinance #20-04, an ordinance amending and fixing the boundaries of a zone district of the Sandy City Zoning Ordinance; denying the proposed zone change of approximately 10.07 acres located at 11228 S. 700 E. rezone from R1-40A to PUD 12. The motion was withdrawn by Cyndi Sharkey with consent from Marci Houseman.

Council discussion followed. Discussion included the option and process to remand the application back to the Planning Commission. Staff and legal council commented on the process to remand the application back to the Planning Commission for review.

Tracy Cowdell suggested the following language could be included in a Council motion to remand the applicant back to the Planning Commission: *To remand back to the Planning Commission, to be heard as soon as possible, subject to any public noticing requirements, for a specific review of the updated concept plan and a PUD 10 condition and ask for a review of these specific items, and make a recommendation to the Council, in addition to holding a public hearing.* Following Mr. Cowdell's remarks, a motion was made.

A motion was made by Cyndi Sharkey, seconded by Marci Houseman, to remand back to the Planning Commission, for an amendment of the application of DAI for a PUD 10 and the concept plan submitted, as soon as possible. The motion carried by a roll call vote of 4 - 3. Brooke Christensen, Kris Nicholl, Monica Zoltanski opposed.

Council had a discussion, prior to voting on the motion.

Mr. Shipp thanked the Council. He asked for further clarifications and will reach out to Community Development staff and to James Sorenson, Community Development Director to discuss the details and requirements of the remand process.

6:00 Time Certain Items and Public Hearings

6:05 pm

Citizen Comments

6:05 pm

Dustin Fratto provided instruction on how to participate in the public comment.

Mr. Dan Nelson had a comment on Item 3 on the agenda. He was directed to share his comment during the time Item 3 was being discussed.

Ms. Lucy Dew offered a comment about the URCV presentation.

Ms. Linda Martinez Saville acknowledged Scott Earl and thanked him for his service to Sandy City and expressed what an honor it was to have worked with him. She sent her best wishes to both Scott Earl and Bob Thompson.

Mr. David Diel expressed his support for the use of URCV.

Public Comment closed.

Adjournment

10:42 pm

The Council unanimously agreed to adjourn the meeting at approximately 10:42 pm.



Staff Report

File #: 20-383, **Version:** 1

Date: 11/3/2020

Agenda Item Title:

Council Member Christensen proposing the creation of a new zone

Presenter: Council Member Brooke Christensen

Description/Background:

Please review the attached memorandum.

Further action to be taken:

This is an initial proposal, Council Member Christensen is requesting Council support to move forward in working with staff to draft a new zone for Council review. Following Council review the draft shall then move through the standard process, including Planning Commission review and recommendation, before coming back to the Council for final adoption.

Recommended Action and/or Suggested Motion:

Motion to direct Council Member Christensen and planning staff to bring to the Council for review a draft of a new zone that includes the characteristics in the attached memorandum, as well as any additional characteristics identified as necessary by staff.



Sandy City Council Office

10000 South Centennial
Parkway Suite 231
Sandy, UT 84070
O | 801-568-7141
Sandy.Utah.Gov

Memorandum

November 3, 2020

To: All City Council Members

Cc: Mike Applegarth, Council Office Executive Director

From: Council Member Brooke Christensen

Subject: Proposed Zone Creation for Kuwahara Farms in the Historic District

Background

Currently, Kuwahara Farms exists in the Neighborhood Commercial (Historic Sandy Neighborhood District) Zone, or CN(HSN). However, there are many unique aspects to this business that make it unable to fully conform with the exact specifications of that zone. To further promote small business, agriculture, and the Historic District area, it is my recommendation that the Council consider the creation of a new zone.

Process

Direct Staff to bring to the Council for review a proposal for a new zone that includes the characteristics below. Following Council review, the proposed zone will then go through the standard process, including Planning Commission review and recommendation, before coming back to Council for final adoption.

Recommended Characteristics

- 1) The new zone should only be allowed within the boundaries of Historic Sandy. This is not unusual, as most other zones within the Historic Sandy area follow a similar standard.
- 2) Uses
 - a) Caretaker Residents as a Permitted Use
 - b) Produce & Food Sales as a Permitted Use
 - c) Agricultural and Horticultural Production (to be defined by staff) as Permitted Uses
 - d) Plant Nursery & Sales as a Temporary Permit that will allow up to 180 days of use broken up over the calendar year
 - e) Include other uses as recommended by staff
- 3) Development Standards
 - a) Lot sizes, setbacks, heights, materials, etc. for the zone should be defined by staff
 - b) Consider alternative parking surfaces
 - c) Consider adjusting parking requirements
 - d) Consider options for existing buildings on site
 - e) Include other standards as recommended by staff

Other Instructions

In the case of Kuwahara Farms, staff should make the best attempt possible to make use of any site plans that have already been submitted to the City and should allow Kuwahara Farms to augment or make amendments to their submitted site plan as deemed necessary by staff whenever possible.