Kaysville City

MEETING NOTICE AND AGENDA

Notice is hereby given that the Kaysville City Council will hold a regular council meeting on Thursday, January 7, 2021, starting at 7:00 P.M. in the **Council Chambers in Kaysville City Hall at 23 East Center Street, Kaysville, UT**.

In consideration of the COVID-19 pandemic, attendance will be monitored by the Kaysville City Police Department and will be limited to less than 50 individuals, including Council, Staff and Applicants. Because of the room occupancy limitation, it is encouraged that those wishing to watch the meeting do so by viewing the meeting online. The meeting will be streamed on YouTube, and the link to the meeting will be posted on www.KaysvilleLive.com. Masks are required, and all of those in attendance will be required to participate in a socially distant manner.

For those wishing to direct comments to the City Council regarding public hearings or items on the agenda can do so in-person, or email comments to publiccomment@kaysvillecity.com. Emailed comments will NOT be read out-loud at the meeting. Members wishing to speak during an Action Items or during Call to the Public must sign-up in person before the meeting to speak.

CITY COUNCIL Q&A – 6:30 P.M.

The City Council will be available to answer questions or discuss any matters the public may have.

CITY COUNCIL MEETING – 7:00 P.M.

The agenda shall be as follows:

1. OPENING
   a. Provided by Council Member Michelle Barber.

2. DECLARATION OF ANY CONFLICTS OF INTEREST

3. CONSENT
   a. Approval of Minutes of December 3, 2020.
   b. Approval of purchase for restroom facilities upgrades through CARES Act funding.

4. WORK
   a. Fleet Policy discussion.
   b. Moderate income housing update.

5. CALL TO THE PUBLIC (3 MINUTE LIMIT, MUST SIGN UP IN PERSON)

6. COUNCIL MEMBER REPORTS

7. CITY MANAGER REPORT

8. ADJOURNMENT

Kaysville City is dedicated to a policy of non-discrimination in admission to, access to, or operations of its programs, services, or activities. If you need special assistance due to a disability, please contact the Kaysville City Offices at (801) 546-1235 at least 24 hours in advance of the meeting to be held.

I hereby certify that I posted a copy of the foregoing Notice and Agenda and emailed copies to media representatives on January 1, 2021.

Annemarie Plaizier

Annemarie Plaizier
City Recorder

KAYSVILLE CITY COUNCIL
December 3, 2020

Minutes of a regular Kaysville City Council meeting held on December 3, 2020 at 7:00 p.m. in the Council Chambers in Kaysville City Hall at 23 East Center Street, Kaysville, UT.

Council Members present: Mayor Katie Witt, Council Member John Swan Adams, Council Member Barber, Council Member Mike Blackham, Council Member Andre Lortz, and Council Member Tamara Tran

Others Present: City Manager Shayne Scott, City Attorney Nic Mills, Finance Director Dean Storey, City Recorder Annemarie Plaizier, Information Systems Manager Ryan Judd, Information Technology Assistant Jordan Hansen, Community Development Director Lyle Gibson, Assistant Police Chief Seth Ellington, Fire Chief Paul Erickson, City Accountant Cami Moss, Aaron Hixson, Eric Peng, Brian Peterson, David Rees, Eric Flint, Tanner Hixson, Brooklynn Hixson, Shawn Martin, Ali Martin, Annie Martin, Landon Martin, Nora Martin, Karen Erickson

OPENING

Council Member Adams opened the meeting with a prayer and led the Pledge of Allegiance.

RECOGNITIONS AND PRESENTATIONS

INDEPENDENT AUDITOR'S REPORT FOR FISCAL YEAR 2020 – HANSEN, BRADSHAW, MALMROSE AND ERICKSON AUDITORS

Aaron Hixson explained that it is required by the state that the city have a yearly audit done by an independent auditor. Their firm, HBME, P.C., was chosen to complete the FY2020 audit. They feel that they have given a clean financial opinion of the city through this report and have found nothing of significant concern. This audit was conducted in accordance with standards applicable. The standards require that they plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. Overall, the city's equity is relatively flat. The City's total net position increased by $107,871 or 0.07% over the prior year. Net position of governmental activities increased by $2,259,710 or 9.78%. Generally, an increase or decrease in net position offers a measuring tool of the overall financial condition. This indicates that the City's overall financial condition has slightly improved over the prior year. The unrestricted net position, which is available for ongoing obligations, decreased by $874,312. Overall, liabilities increased by $803,782. Net position of business-type activities decreased by $2,151,839 or 1.65%. The City's total net position is made up of primarily capital assets. The fund balances in governmental funds had an increase of $2,448,630 from $9,837,625 to $12,286,255. The proprietary funds had an overall net loss before transfers and contributions of $3,873,319. Overall, the City's long-term liabilities increased, excluding net pension liability, in the amount of $3,249,149 over the prior year. As of June 30, 2020, the long-term liabilities balance for governmental activities is $10,710,123 and $940,453 for business-type activities. The majority of the governmental increase is due to the $4,028,000 bond issued for the remodel of the City hall. During the year the City also refinanced the police station bond to a lower interest rate. Operating revenues for all proprietary funds totaled $28,906,357. This is an increase of 3.53% over the prior year of $27,921,697. During the year, the City continued to install electronically read meters throughout the City in the Water and Electric funds. The remaining increases are attributable to the increased cost to supply these services. Operating expenses totaled $34,218,244. This is an increase of approximately 10.58%. As the City continues to grow, more and more electrical resources are needed. Continued monitoring of each utility will be necessary to ensure operating revenues cover operating expenses as the costs to provide these services continue to increase. The outlook for Kaysville City remains positive. Though the unemployment rate increased during the year to 5.3%, unemployment remains well below the national average. The City's main sources of income have remained constant. Sales tax revenues have continued to experience a slight growth for the coming year. Property taxes have stayed constant. Existing revenues have been able to continue to meet the expenditures anticipated. The challenge, of course, will be to continue to provide the critical services to a growing, primarily residential population. However, the economic outlook of Kaysville City is very positive and stable. There are 2 reports that they issue in addition to the financial option, the first one being for government auditing standards. We are required to look at the city's internal control environment. In looking at the processes and procedures we found that they were well designed and implemented. There were some instances of non-compliance with certain provisions of laws, regulations, contracts, and grant agreements. They were immaterial instances. We also are presenting a report on compliance as required by the Utah State Audit Guide. In that they've asked us to look at certain things as independent auditors. There were 3 specific findings, but they all relate to the same thing which is budgeting. The City Council approved an original budget, but it was not amended during the fiscal year. Every expenditure that occurred during the fiscal year was approved by the Council, but the actual budget was not amended to reflect those expenditures. It is considered an instance of immaterial non-compliance. The City will need to monitor the status of expenditures as compared to the budget throughout the year and amend the budget as necessary to ensure compliance with the Utah State Code. The next instance of non-compliance was that the auditors noted a single instance where the City failed to post approved City Council meeting minutes to the Utah Public Notice Website within 3 business days after approval by the City Council. This appears to be an isolated instance. The final instance of non-compliance was in regard to the general fund balance. Utah Code requires that the unassigned fund balance may not exceed 25% of the total revenue for the city's General Fund for the fiscal period. This excess was a result of the city not amending the adopted budgets during the fiscal year. In October 2020, the City Council discussed this in a council meeting where the Council authorized additional expenditures for the use of Parks and Recreation improvements and equipment, in an effort to decrease the excess fund balance. With the Cares Act Funding and money received, any entity that expends at least $750,000 of federal funds in one fiscal year they are required to have a single audit. This is where we would come in and look at the compliance requirements of the federal government for the particular grant. Normally Kaysville City does not meet that threshold, but because of the Cares Act we do this year. So this year and likely next year a single audit will be conducted. Normally those are presented at the same time as the financial statements are presented, however they are still waiting for the COVID-related addendum to the compliance supplement for federal single audits for 2020. Once they receive that addendum they will be able to conduct the single audit and then present it to the Council at a later meeting.

Mayor Witt commented that the budget is one of the most important things that this Council body does and appreciates all the Council Members for taking the time and effort to review it carefully.

Aaron Hixon added that the Government Finance Officers Association (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to Kaysville City for its comprehensive annual financial report for the fiscal year ended June 30, 2019. This is the 24th consecutive year that Kaysville City has received this award. In order to receive a certificate of achievement the governor must publish an easily readable efficiently organized CAFR. Qualifying reports must satisfy both GAAP and applicable legal requirements. The Certificate of Achievement is valid for a period of one year only. City staff believe that this current CAFR continues to meet the requirements and will be submitting this report to the GFOA to determine its eligibility for another certificate.

DECLARATION OF ANY CONFLICTS OF INTEREST

No conflicts were disclosed.

CONSENT ITEMS

Council Member Tran made a motion to accept the following consent items:

a. Approval of Minutes of November 17, 2020.
b. Approval of Work Order & Asset Management Software through CARES Act funding – Public Works.

The motion was seconded by Council Member Lortz.

The vote on the motion was as follows:

Council Member Adams, yea
Council Member Barber, yea
Council Member Tran, yea
Council Member Lortz, yea
Council Member Blackham, yea

The motion passed unanimously.

ACTION ITEMS

PRELIMINARY PLAT FOR THE SANDERS SUBDIVISION LOCATED AT 315 EAST 200 NORTH – JOHN SANDERS

Lyle Gibson explained that Mr. Sanders is requesting preliminary plat approval for a 3 lot subdivision on 26,355 square feet of ground on the northeast corner of 200 North and 300 East. Currently this is one lot with 2 homes on the same property. The preliminary plat contains 2 lots facing 200 North Street, and a third lot facing 300 East Street. Lot 1 will contain 9,589 square feet and will be available for new construction of a single family home. Lots 2 and 3 will contain 8,000 square feet with an existing home on each of them. All of the lots meet standard frontage and square footage requirements for the R-1-8 zone.

Council Member Lortz made a motion to approve the preliminary plat for the Sanders Subdivision located at 315 East 200 North for John Sanders, seconded by Council Member Adams.

Council Member Barber commented that she got some clarification with this plat in regards to 200 North eventually being widened, which the developer has accommodated for that future road improvement.

Council Member Blackham added that those lots taking access off of 200 North should have drive-forward driveway access.

Lyle Gibson added that the developer has also included on the plat that they must have a pull-forward driveway on the lots fronting 200 North.

Council Member Lortz amended the motion to approve the preliminary plat for the Sanders Subdivision located at 315 East 200 North for John Sanders with the stipulation that any lot taking access off of 200 North must install a pull-forward driveway access. The motion was seconded by Council Member Adams.

The vote on the motion was as follows:

Council Member Barber, yea
Council Member Tran, yea
Council Member Lortz, yea
Council Member Blackham, yea
Council Member Adams, yea

The motion passed unanimously.

<u>WORK ITEMS</u>

<u>DISCUSSION ON FIRE ALARM FALSE ALARM CHARGES</u>

Fire Chief Paul Erickson explained that false commercial fire alarms have been a problem for several years, specifically at one property within the city. Chief Erickson explained that he had begun to address this problem with them back in 2018 and is bringing it back to address now. There have been 11 fire alarms to this subject property's facility from 10/30/2020 to 11/5/2020. There has been 56 fire alarms so far this year, 72 in 2019, 83 in 2018, and 106 in 2017. In an effort to try to encourage this property owner and other property owners to address these numerous false alarms, it is being recommended that the city adopt a fee for false alarms. Similar policies have been adopted in surrounding cities to help address similar problems.

Council Member Lortz asked what the amount would be for the fees.

Chief Erickson responded that they have not proposed a specific amount yet.

Council Member Lortz asked if this would apply to rental properties. There are a lot of unauthorized rentals within the city and most go uninspected for safety issues.

Chief Erickson responded that currently their department does not have a lot of say with the rentals.

Council Member Barber commented that although this would be directed at the property owner, we don't have a say on whether the property owner then would put the financial burden upon those occupying the space. We need to be careful how we would implement this so it does not become a burden to the renter. Council Member Barber asked if this fee is really necessary if only one property is causing the numerous false alarms.

Chief Erickson responded that he feels that it is necessary to address it now and implement it for the entire city. It is costing the city money each time the fire department responds to a false alarm.

Mayor Witt commented that with each of these false alarms we are sending a truck and crew out, which might be putting someone else at risk if that truck is not available.

Shayne Scott said that if this is something that the City Council is amenable to, this could be reviewed as part of the next fiscal year consolidated fee schedule. It could also be brought back to Council for further discussion during an action item.

Council Member Blackham commented that he would like this to be an action item as he is not in favor of creating a fee for false alarms.

Council Member Tran asked about what would be considered a false alarm from a home.

Council Member Lortz responded that the home would likely need to have an integrated alarm system that would automatically call the fire department and continues to malfunction rather than someone continually calling in false alarms to dispatch.

Council Member Blackham commented that he is not in favor because if you take into consideration the definition of a false alarm it is considered an intentional act. The definition for a nuisance alarm involves faulty equipment. What this subject property has is a nuisance and not a false alarm. Their equipment is outdated and faulty which causes steam to trigger the fire alarms. The fire code gives the chief the authority to require property owners to fix these types of problems and there is recourse to fix them. Council Member Blackham said that he is concerned about charging people for false alarms because then people might get concerned about false alarms for the wrong reasons and being charged for them. Property owners pay taxes and it's part of those taxes to provide safety services. We have had one property abuse this but they are working to try to fix the problem. The chief already has the authority to get these types of nuisance calls fixed and it's the right route to follow.

Council Member Adams asked if there is currently any kind of recourse for this type of situation if someone were not to fix the problem with these calls.

Nic Mills responded that the problem the city faces is while the code does allow for some recourse, it's unyielding and some of the remedies to fix the issue are unreasonable. It can be something difficult to enforce or even to take to court over.

Council Member Adams suggested calling it a nuisance alarm fee instead.

Chief Erickson responded that he agrees with Council Member Blackham's definition of a nuisance call and is just seeking to have a fee in place to help in enforcement measures. They don't anticipate that it would necessary to be used often.

Mayor Witt said that if this were to be enacted in the next fiscal year consolidated fee schedule it would also give people time to bring their properties up to code before the fee is put into place.

Council Member Barber made a motion to move this item to action item at their next meeting, seconded by Council Member Adams.

Council Member Blackham commented that these residents of this property should be able to cook and bathe without the fire alarms getting triggered. It is his understanding that the owner of this property lives out of state and he's not sure if implementing fees to an out-of-state property owner will help the code to be enforced. We should give the property owner a specified amount of time to fix the problem, and then cite them if they are not in compliance at that time rather than issuing a fee every time a nuisance call comes in. The owner needs to be held accountable for the safety issues.

Chief Erickson said that they have sent the property owner a letter and they are not responding quickly. A fee might help to get their attention.

Council Member Blackham said that there is also concern that the fine billed to the property owner would then just be passed down to the tenants.

Council Member Tran suggested making the fees only applicable to the commercial entity so that it couldn't be passed on to the tenants.

Nic Mills responded that the city could fine the property owner but cannot dictate what the property owner does.

Mayor Witt commented that this subject property is serving a valuable purpose for the community. We want to help them but we also want to send a message that they need to pay attention to this safety issue and get it fixed.

The vote on the original motion was as follows:

Council Member Tran, nay
Council Member Lortz, nay
Council Member Blackham, nay
Council Member Adams, yea
Council Member Barber, yea

The motion failed with a vote of two to three.

Council Member Lortz made a motion to include a nuisance alarm fee on the next fiscal year consolidated fee schedule making the fee effective July 1, 2021.

Council Member Barber asked about determining the fee amount.

Council Member Lortz responded that Staff would propose an amount as part of the fee schedule which the Council will review with the next budget.

Council Member Adams seconded the motion.

The vote on the motion was as follows:

Council Member Lortz, yea
Council Member Blackham, nay
Council Member Adams, yea
Council Member Barber, yea
Council Member Tran, nay

The motion passed with a vote of three to two.

CALL TO THE PUBLIC

Nothing was brought under this item.

COUNCIL MEMBER REPORTS

Council Member Adams that the Kaysville Gives "Fill the Firetruck" event will be held on December 5th at the Kaysville Fire Station from 10:00 a.m. to noon. They will have music and special guest appearances as well as many opportunities for people to give money and gifts for those in need within our community.

Council Member Barber added that the city website includes a link to be able to purchase gifts online as well or choose a gift you would like to donate.

Mayor Witt commented that the Kaysville Gives program has grown every year and has helped many within our community.

Council Member Barber said that the Parks and Recreation department has faced many challenges this year and will be meeting soon to try to figure out how to work around some of these in the upcoming year.

Council Member Tran said that the Planning Commission is still in the process of updating the General Plan and they have received many comments from the public. There will likely be more upcoming opportunities for people to participate.

Council Member Lortz said that after the Power Department received their recent reliability study conducted they are better able to look at what improvements need to be done over the next year and they've invited franchise agreement holders to come present to the Council in February.

Council Member Blackham commented that because of COVID, the Public Works Department has had to change and stagger schedules in order to make sure they have enough people working a full crew the whole time in case someone is exposed to COVID. Their department is also working to install a temporary roundabout on Burton Lane and the frontage road on a trial basis to see how that would work.

Mayor Witt said that the Council would be holding their annual retreat on January 23rd.

Nic Mills commented that the City Christmas Party would be held on December 9th from noon to 1:30 p.m. and invited the city council members to attend.

ADJOURNMENT

Council Member Adams made a motion to adjourn the City Council meeting at 8:10 p.m., seconded by Council Member Lortz and passed unanimously.

KAYSVILLE BUSINESS PARK ARCHITECTURAL REVIEW COMMITTEE MEETING

Lyle Gibson explained that Lot 82 in the Kaysville Business Park, 1265 West Sportsplex Drive, has been occupied by H&R Block for the past several years. They have been in the process of moving their operation from this site and the Davis County School District has purchased the property and the 3 acre parcel to the west. The District would like to remodel the building to create a Career and Technical Education (CTE) Center called the Catalyst Center. The CTE Center will be a magnate school providing classes that are difficult to staff or are equipment intensive, and therefore impractical to hold in the regular high schools. The programs offered in the new Center include: culinary arts, unmanned aircraft, video editing, audio editing, cyber security, pharmacy technician, medical assisting, and entrepreneurial. These classes will be offered mostly to juniors and seniors. These classes will be taught in the afternoon and early evening. The students will, for the most part, be responsible to get themselves to the Center. It is anticipated that bussing will also serve the Center. To accommodate the bus traffic, the District is requesting to cut a new entrance to the east from the existing parking lot onto Sportsplex Drive. Construction is anticipated to begin in April 2021 with completion in December 2021 and the first classes to be held in January 2022. The construction of the building will require a change in occupancy from a Business Group – B Occupancy to an Educational Group – E Occupancy as per the International Building Code. As part of this the fire sprinklers and fire alarm systems will be updated. The projected occupant load is expected to be less than 230 occupants. This committee needs to review the modified site plan and consider the proposed use of the property. In consideration of the use, the State of Utah limits a municipality's ability to regulate a school district with zoning. Staff is recommending approval of the site plan modification for the additional access. It is the opinion of staff that the use may be approved if the Committee finds the proposal consistent with the covenants of the business park.

Brian Peterson, with VCBO Architecture, said that this property runs along the northern edge of Barnes Park. They are requesting to be able to have a sewer line easement along the southern edge of their property, encroaching into Barnes Park. The reason for this is there are 3 mature trees on the southwestern corner of their property that they would like to keep intact. If they were to dig the sewer line on their property those trees would have to be removed. If approved for this easement they would commit to putting that easement back better than the way they found it.

Board Member Blackham because they are doing the culinary arts, they will be required to install a grease interceptor. That grease interceptor will require 2 manholes as well as a sampling manhole. When he spoke with the Parks and Recreation director about this proposed easement he was concerned about having those on the city's property. Those manholes will also require truck access to them.

Brian Peterson said the manholes would be located on their property and would be serviced regularly from their own property.

Board Member Adams said that many of these programs are being offered at the DTC and asked if they would be coordinating with them at all.

Brian Peterson said that they are collaborating with them and have a strong partnership with them to try to give the students in our district the best education they can. It's not a competition between the 2 schools but a way we can both work together for the betterment of the students. They will also be looking for corporate and community partners to help with this effort.

Nic Mills said that the consideration of the easement will need to come back on a City Council agenda so that is not only properly noticed but so the Council can review and potentially approve a resolution for the easement.

Board Member Barber made a motion to approve the change of use and modified site plan for Lot 82 of the Kaysville Business Park for a career and technical education center for the Davis School District, seconded by Board Member Tran.

Board Member Adams commented that the Board had received an email from a citizen concerned with ramifications of the city not being able to collect taxes on this commercial area once the school occupies the property. Potentially the city will only be losing about $8k in taxes and feels it's worth every penny to provide this education to our citizens and our community.

The vote on the motion was as follows:

Board Member Blackham, yea
Board Member Adams, yea
Board Member Barber, yea
Board Member Tran, yea
Board Member Lortz, yea

The motion passed unanimously.

Board Member Lortz made a motion to close the Kaysville Business Park Architectural Review Committee Meeting at 8:22 p.m., seconded by Board Member Barber and passed unanimously.

CITY COUNCIL STAFF REPORT

COUNCIL MEETING DATE: January 7, 2021

TYPE OF ITEM: CONSENT

PRESENTED BY: - Parks and Recreation

SUBJECT/AGENDA TITLE: - Restroom Facility Upgrades

EXECUTIVE SUMMARY:

This purchase and installation is using Cares Act Funding. Project includes upgrading all facilities, buildings and park restrooms, to touchless faucets, toilets (where feasible) and drinking fountain at Recreation Building. Municipal Building and Police Station already have touchless equipment; all other buildings and most park facilities are included in this project. Project bid amount is $29,826. Norm's Plumbing was the only responsive bidder in our solicitation of bids. This project has time constraints associated with the Cares Act funding.

Council Options: Approve, Deny, Table for more information

Recommended Options: - Approve

Fiscal impact & Fund Source for Recommended Action: - Cares Act Funds

Attachments: - Quotation Norm's Plumbing

NORM'S PLUMBING, L.L.C.

BID

2876 S. 1000 W.
Syracuse, UT 84075
801-825-4411
normsplumbing06@qwestoffice.net

DATE	ESTIMATE #
12/14/2020	5165B

NAME / ADDRESS
Kaysville City Parks & Recereation

Phone:	Job Location

DESCRIPTION

Revised bid
Bid to include:
Change out faucets to touchless, flush valves to touchless, urinal valves to touchless, drinking fountain add bottle filler.

Rec Center - Drinking Fountain - add bottle filler
Ponds Restroom - 1 - urinal, 2 sinks
Liston - 4 - toilets, 1 - urinal.
Fire Station - 2 sink **No option for the tank type toilets **
Barns Tower - 8 sinks
Cemetery office & shop - 2 sinks **No option for the tank type toilets**
Operations Center - 6 sinks, 5 toilets.

1 DF bottle filler Elkay EZSTL8WSLK
18 - Faucet Sloan EBF-615-4-Tur Tee-CP-1.5 GPM - MLM-IR_BT-FCT
9 - Retrofit toilet Sloan 111YB XL Flush Vlv Closet Regal, Sloan Optima Plus SFSM Retrofit Flusher EBV500A
2 - Urinal Sloan 186-1YB 1.0 GPF Urn Valve 3082625 & 3082675, Sloan Optima Plus SFSM REtrofit Flusher EBV500A
No option for the tank type toilets

Bid Total: $29,826.00

Drinking Fountain / add bottle filler	$1,890.00 Ea.
Sensor Fuacet	$550.00 Ea.
Toilets Retrofit Sloan Sensor Flush Valve	$921.00 Ea.
Urinal Sloan Sensor Flush Valve	$921.00 Ea.

Plumbing permits not included. Bid subject to change if job not completed with in six months. A SERVICE CHARGE will be added at the rate of 2% per month which is an ANNUAL RATE of 24% will be added to all past due amounts. Customer agrees to pay reasonable attorney's fees and all other costs of collecton. All plumbing warrantied for 1 year after completion of plumbing. We do not warranty materials not provided by Norm's Plumbing and a $20.00 fee per fixture will added.

TOTAL $29,826.00

NOTE: IF THIS BID IS LOW BY 10% PLEASE CALL.

CITY COUNCIL STAFF REPORT

COUNCIL MEETING DATE: January 7, 2021

TYPE OF ITEM: WORK

PRESENTED BY: - Shayne Scott

SUBJECT/AGENDA TITLE: - Fleet Policy Discussion

EXECUTIVE SUMMARY:

This agenda item and the included policy document are an effort by staff to recommend direction from City Council on the way we manage the city fleet. Historically we have utilized trucks and other fleet vehicles as long as we could. This usually meant that our mechanics were working on old vehicles with many miles on them that was both costly and time consuming. Because many vehicles have good resale values and the City can purchase them on Utah State Contract pricing, this agenda item suggests modifying the policy and ways we purchase and sell fleet vehicles in our City.

Council Options: Discuss the proposed policy change. Move this item to action or remand it back to staff with further direction.

Recommended Options: - Move this item to a future Action agenda

Fiscal impact & Fund Source for Recommended Action: - Fleet Budgets

Attachments: - Fleet Policy Document

RESOLUTION NO. 21-XXXX

A RESOLUTION ESTABLISHING A PROCEDURE FOR MANAGING FLEET AND FLEET RESOURCES IN THE VARIOUS KAYSVILLE CITY DEPARTMENTS

WHEREAS, Kaysville City desires to obtain and maintain safe and effective fleet vehicles in its various departments; and

WHEREAS, Kaysville City currently has many vehicles in its fleet that are past their recommended life and can be both costly to maintain and potentially unsafe; and

WHEREAS, Kaysville City desires to lighten the current work load on its mechanic department; and

WHEREAS, Kaysville City desires to take advantage of Utah State Contract negotiated pricing and the current vehicle pricing climate to minimize the cost and maximize the return on each vehicle asset purchased.

NOW THEREFORE, BE IT RESOLVED BY THE KAYSVILLE CITY COUNCIL THAT:

1. Kaysville City Department Heads should manage the fleet purchases and sales in each department individually while working collectively with City Administration and City Maintenance Department through a required annual fleet meeting as part of the budget process.
2. Kaysville City Staff should use all available resources to purchase those vehicles most advantageous to resell at a future date most economically advantageous to the City as determined by each Department Head in coordination with City Administration.
3. Kaysville City Staff should sell vehicles as soon as it is deemed most advantageous to do so using methods and means to acquire the highest return possible to the City.

APPROVED and ADOPTED this XXst day of January, 2021.

____

Katie Witt
Mayor

ATTEST:

____

Annemarie Plaizier
City Recorder

Kaysville City General Plan

KAYSVILLE CITY GENERAL PLAN

Adopted by the City Council November 21, 2019

CONTENTS

PLAN FOR ADDITIONAL MODERATE INCOME HOUSING

Background This is "an estimate of the need for development of additional moderate income housing within the City, and a plan to provide a realistic opportunity to meet estimated needs for additional moderate income housing if long-term projections for land use and development occur." (Utah Code 10-9a-403(2)(a)(iii)).

Goals and Policies

Approximately fifteen percent (15%) of the additional housing should be moderate income housing. Kaysville will continue to use the following means and techniques to provide a realistic opportunity for development of a variety of housing, including moderate income housing:

1. Zoning properties townsite (R-T), single family (R-1), diverse (R-D), two-family (R-2), one to four family (R-4), and multiple family (R-M) residential and central commercial (CC) which allows housing.

2. Clustering in residential areas.

3. Permitting multiple unit structures in single family residential zones.

4. Permitting less costly size, design, materials and construction of housing.

5. Facilitating the rehabilitation or expansion of infrastructure that will encourage the construction of moderate income housing.

6. Create or allow for, and reduce regulations related to, accessory dwelling units in residential zones.

7. Allow for higher density or moderate income residential development in commercial and mixed-use zones, commercial centers, or employment centers.

8. Preserve existing moderate income housing.

9. Rezone for densities necessary to assure the production of moderate income housing.

Section 1: Population by tenure in Kaysville city

Table B01003 Table B25008	2009 American Community Survey	2017 American Community Survey	Annual Growth Rate (Slope)	2025 Projection	Difference between 2017 and 2025
Total Population: (ACS Table B01003)	24,624	30,328	669	35,196	4,868
Total Population in occupied housing units (ACS Table B25008)	24,624	30,328	671	35,204	4,876
Total Population in owner-occupied housing (ACS Table B25008)	22,344	27,796	625	32,327	4,531
Total Population in renter-occupied housing (ACS Table B25008)	2,280	2,532	46	2,877	345

Source 1: U.S. Census Bureau. Table B01003: Total population. American Community Survey.

Source 2: U.S. Census Bureau. Table B25008: Total population in occupied housing units by tenure. American Community Survey.

Section 2: Supply of housing units by structure type in Kaysville city

Table B25001 Table B25032	2009 American Community Survey	2017 American Community Survey	Annual Growth Rate (Slope)	2025 Projection	Difference between 2017 and 2025
TOTAL HOUSING UNITS (ACS Table B25001)	6,896	8,397	178	9,741	1,344
Total occupied units (ACS Table B25032)	6,664	8,320	194	9,771	1,451
Owner-occupied structures (ACS Table B25032)	5,911	7,379	159	8,440	1,061
1 unit, detached	5,646	6,959	142	7,945	986
1 unit, attached	140	197	6	219	22
2 units	54	124	11	187	63
3 or 4 units	0	0	0	0	0
5 to 9 units	0	18	2	28	10
10 to 19 units	0	0	0	0	0
20 to 49 units	10	0	-2	-12	-12
50 or more units	0	0	0	0	0
Mobile homes	61	81	-1	71	-10
Boat, RV, van, etc.	0	0	0	0	0
Renter-occupied structures (ACS Table B25032)	753	941	35	1,331	390
1 unit, detached	258	396	21	573	177
1 unit, attached	66	86	3	104	18
2 units	65	113	12	243	130
3 or 4 units	140	123	1	183	60
5 to 9 units	60	101	4	135	34
10 to 19 units	51	18	-5	-30	-48
20 to 49 units	13	19	2	63	44
50 or more units	50	65	-1	50	-15
Mobile homes	50	20	-2	11	-9

Boat, RV, van, etc.	0	0	0	0	0

Source 1: U.S. Census Bureau. Table B25001: Total housing units. American Community Survey.

Source 2: U.S. Census Bureau. Table B25032: Tenure by units in structure. American Community Survey.

Section 3: Housing occupancy in Kaysville city

Table B25003 Table B25081	2009 American Community Survey	2017 American Community Survey	Annual Growth Rate (Slope)	2025 Projection	Difference between 2017 and 2025
Total households in occupied housing units (ACS Table B25003)	6,664	8,320	194	9,771	1,451
Total households in owner-occupied housing (ACS Table B25003)	5,911	7,379	159	8,440	1,061
With a Mortgage (ACS Table B25081)	4,714	5,292	46	5,649	357
Without a Mortgage (ACS Table B25081)	1,197	2,087	113	2,790	703
Total households in renter-occupied housing (ACS Table B25003)	753	941	35	1,331	390

Source 1: U.S. Census Bureau. Table B25003: Tenure. American Community Survey.

Source 2: U.S. Census Bureau. Table B25081: Mortgage status. American Community Survey.

Section 4: Housing vacancy in Kaysville city

Table B25004	2009 American Community Survey	2017 American Community Survey	Annual Growth Rate (Slope)	2025 Projection	Difference between 2017 and 2025
Total vacant units (ACS Table B25004)	232	77	-16	-30	-107
For rent (ACS Table B25004)	103	0	-15	-133	-133
Rented, not occupied (ACS Table B25004)	0	0	0	0	0
For sale only (ACS Table B25004)	34	35	-2	10	-25
Sold, not occupied (ACS Table B25004)	49	0	-6	-46	-46
For seasonal, recreational, or occasional use (ACS Table B25004)	0	31	5	71	40
For migrant workers (ACS Table B25004)	0	0	0	0	0
Other vacant (ACS Table B25004)	46	11	2	69	58

Source 1: U.S. Census Bureau. Table B25003: Tenure. American Community Survey.

Section 5: Average household size in Kaysville

Table B25010	2009 American Community Survey	2017 American Community Survey	2025 Projection
Average Household Size (ACS Table B25010)	3.7	3.65	3.6
Average Owner Household Size (ACS Table B25010)	3.78	3.77	3.83
Average Renter Household Size (ACS Table B25010)	3.03	2.69	2.16

Source 1: U.S. Census Bureau. Table B25010: Average household size of occupied housing units by tenure. American Community Survey.

Section 6: Monthly housing costs in Kaysville city

Table B25088 Table B25064	2009 American Community Survey	2017 American Community Survey	Annual Growth Rate (Slope)	2025 Projection	Difference between 2017 and 2025
Total owner-occupied housing unit costs (ACS Table B25088)	$1,417	$1,373	-$13	$1,302	$ (71)
Units with a mortgage (ACS Table B25088)	$1,591	$1,673	$1	$1,693	$ 20
Units without a mortgage (ACS Table B25088)	$335	$410	$10	$490	$ 80
Median gross rent (ACS Table B25064)	$692	$846	$17	$914	$ 68

Source 1: U.S. Census Bureau. Table B25088: Median selected monthly owner costs (Dollars) by mortgage status. American Community Survey.

Source 2: U.S. Census Bureau. Table B25064: Median gross rent (Dollars). American Community Survey.

Section 7: Median household income in Kaysville city

Table B25119	2009 American Community Survey	2017 American Community Survey	Annual Growth Rate (Slope)	2025 Projection	Difference between 2017 and 2025
Median household income (ACS Table B25119)	$78,395	$91,334	$1,283	$99,159	$ 7,825
Owner-occupied income (ACS Table B25119)	$84,498	$96,592	$1,033	$104,595	$ 8,003
Renter-occupied income (ACS Table B25119)	$37,477	$41,928	$473	$37,616	$ (4,312)

Source 1: U.S. Census Bureau. Table B25119: Median household income that past 12 months by tenure. American Community Survey.

Section 8: Davis County Area Median Income (AMI)*

Table B19019 Table B19119	2009 American Community Survey	2017 American Community Survey	Annual Growth Rate (Slope)	2025 Projection	Difference between 2017 and 2025

Median HOUSEHOLD income (ACS Table B19019)	$0	$75,961	$5,437	$122,602	$ 46,641
1-person household	$34,078	$36,438	$206	$36,934	$ 496
2-person household	$66,386	$73,397	$661	$75,729	$ 2,332
3-person household	$70,328	$82,974	$1,616	$94,657	$ 11,683
4-person household	$72,166	$85,642	$1,377	$92,002	$ 6,360
5-person household	$80,283	$92,481	$1,337	$99,838	$ 7,357
6-person household	$84,414	$95,779	$1,346	$104,404	$ 8,625
≥ 7-person household	$97,380	$97,103	-$245	$93,143	$ (3,960)
Median FAMILY income (ACS Table B19119)	$72,272	$83,850	$1,208	$90,475	$ 6,625
2-person family	$63,833	$74,157	$912	$78,382	$ 4,225
3-person family	$67,456	$81,473	$1,744	$94,585	$ 13,112
4-person family	$76,227	$85,332	$1,096	$88,859	$ 3,527
5-person family	$79,255	$91,280	$1,270	$98,872	$ 7,592
6-person family	$84,221	$96,175	$1,324	$104,125	$ 7,950
≥ 7-person family	$95,482	$96,614	-$300	$92,404	$ (4,210)

Source 1: U.S. Census Bureau. Table B19019: Median household income that past 12 months by household size. American Community Survey

Source 2: U.S. Census Bureau. Table B19119: Median family income in the past 12 months by family size. American Community Survey

*NOTE: AMI is calculated at the COUNTY level.

UCA 10-9a-408(2)(c)(i)

Calculate the municipality's housing gap for the current year by entering the number of moderate-income renter households, affordable and available rental units from TABLE 1 below:

2020 Shortage	Renter Households	Affordable Rental Units	Available Rental Units	Affordable Units - Renter Households	Available Units - Renter Households
≤ 80% HAMFI	810	940	755	130	-55
≤ 50% HAMFI	490	710	425	220	-65
≤ 30% HAMFI	230	270	135	40	-95

Calculate the municipality's housing gap for the previous annual by entering the number of moderate-income renter households, affordable and available rental units from TABLE 2 below:

2016 Shortage	Renter Households	Affordable Rental Units	Available Rental Units	Affordable Units - Renter Households	Available Units - Renter Households
≤ 80% HAMFI	840	930	755	90	-85
≤ 50% HAMFI	570	725	455	155	-115
≤ 30% HAMFI	335	245	165	-90	-170

Subtract Table 2 from Table 1 to estimate progress in providing moderate-income housing

PROGRESS	Renter Households	Affordable Rental Units	Available Rental Units	Affordable Units - Renter Households	Available Units - Renter Households
≤ 80% HAMFI	-30	10	0	40	30
≤ 50% HAMFI	-80	-15	-30	65	50
≤ 30% HAMFI	-105	25	-30	130	75

UCA 10-9a-408(2)(c)(ii)

Report the number of all housing units in the municipality that are currently subsidized by each level of government below:

Municipal Government:	0	Subsidized by municipal housing programs
State Government:	130	Subsidized by Utah's OWHLF multi-family program
Federal Government:	144	Subsidized by the federal Low-Income Housing Tax Credit (LIHTC) program

UCA 10-9a-408(2)(c)(iii)

Report the number of all housing units in the municipality that are currently deed-restricted for moderate-income households in the box below:

144

KAYSVILLE CITY
BIENNIAL MODERATE INCOME HOUSING PLAN REPORT
January 2020 through December 2020

The findings of the review of the moderate income housing plan element of the Kaysville City General Plan and its implementation are as follows:

(a) Kaysville City has significantly reduced, mitigated or eliminated local regulatory barriers to moderate income housing by:

(1) Rezoning of property to zones with smaller minimum lot sizes;
(2) Not regulating size, materials or methods of constructing housing; and
(3) Permitted the use of the Planned Residential Unit Development (PRUD) Overlay Zone which allows for further variation in development types.

(b) To encourage preservation of existing moderate income housing and development of new moderate income housing, Kaysville City has:

(1) Facilitated the rehabilitation and expansion of infrastructure adjacent to and connecting with moderate income housing;
(2) Facilitated the rehabilitation of moderate income housing;
(3) Permitted multifamily housing (two-family dwellings) dispersed throughout single family residential zones; and
(4) Permitted lower cost materials and methods of construction throughout residential zones.
(5) Updated the city's General Plan to consider additional means for facilitating moderate income housing.

(c) Progress has been made in providing moderate income housing; Kaysville City has:

(1) Rezoned property west of I-15 to the R-1-8 and R-2 zoning districts to allow for smaller lots; and
(2) Provided additional rental units which cannot be measured by permits issued.

(d) Kaysville City continues to remain available to coordination of reviews for moderate income housing for neighboring municipalities.

(e) The 5 year estimate for moderate income housing needs:

Based on Kaysville City's Moderate Income Housing element in the General Plan the city's goal is to provide 15% of its housing product in affordable housing. The plan states that this would be part of the new housing stock. While the city manages to hold close to a total amount of housing within the city that may be considered affordable, new construction has not been adding to that inventory.

In 5 years the department of workforce services projects 9,771 housing units in Kaysville, which is a growth of 715 units. To have a total of 15% affordable housing stock or 1,465 units an additional 189 affordable units should be built over the next 5 years based on the data included with this report. The shortage indicated by the Department of Workforce Services in the 5 year calculator is about 215 units this equates to 37 – 43 new affordable units constructed each year that may need to qualify.

KAYSVILLE CITY
BIENNIAL MODERATE INCOME HOUSING PLAN REPORT
January 2020 through November 2020

		# of Permits for new Dwellings Issued	**Dwelling <= $230,166**
January	2020	4	-
February	2020	3	-
March	2020	13	-
April	2020	4	-
May	2020	5	-
June	2020	2	-
July	2020	4	-
August	2020	10	-
September	2020	16	-
October	2020	20	-
November	2020	15	-
December	2020	N/A	N/A
TOTALS		**96**	**0**

HUD – Section 8 Income Limits

State: Utah

Ogden – Clearfield, UT MSA

FY 2020 Median Income $86,300

Ogden-Clearfield, UT HMFA FY 2019 MFI: 85000

	Number of Persons per Household							
Program	1	2	3	4	5	6	7	8
Very Low Income (extremely low)	18150	20750	23350	**26200**	30680	35160	39640	44120
Low Income (very Low)	30250	34550	38850	**43150**	46650	50100	53550	57000
Moderate Income (low)	48350	55250	62150	**69050**	74600	80100	85650	91150

Persons per household – 2010 Census – 3.60

MODERATE INCOME HOUSING

Report Year	**2009**	**2011**	**2013**	**2015**	**2017**	**2019**	**2020**
New Housing Units	196	233	234	383	309	262	96
Total Housing Units	7539	7772	8006	8389	8698	8960	9056
Household Size (Census)	3.69	3.6	3.6	3.6	3.6	3.6	3.6
Median Income (Davis County)	$68,500	$68,500	$68,500	$73,500	$73,500	$85,000	$86,300
Moderate household Income (4 person)	$54,800	$54,800	$54,800	$58,800	$58,800	$68,000	$69,050
Maximum moderate income house price	$182,449	$182,449	$182,449	$195,772	$195,772	$226,666	$230,166
Maximum monthly gross rent	$1,147	$1,147	$1,147	$1,231	$1,231	$1,700	$1.726
Moderate income housing units in Kaysville	1,126	1,183	1,215	1,256	1,268	1276	1276
Total housing units in Kaysville	7,539	7,772	8,006	8,389	8,698	8960	9056
Percent moderate income housing units	14.9%	15.2%	15.2%	15.0%	14.6%	14.1%	14.0%