6:00 PM WORK SESSION (CITY COUNCIL CHAMBERS)
Work Sessions are intended to provide Council Members with opportunity to study issues and analyze information in preparation for future Council meetings. Final decisions are only made during regular City Council meetings.

1. UTOPIA FIBER OPTIC INTERNET
Roger Timmerman will present the current UTOPIA model and how it is working in other cities and how it would their model could be applied to Highland. This item is being presented for discussion only. No action will be taken.

7:00 PM* REGULAR SESSION * or as soon as possible after the work session
Call to Order – Mayor Rod Mann
Invocation – Council Member Scott L. Smith
Pledge of Allegiance – Mayor Rod Mann

1. UNSCHEDULED PUBLIC APPEARANCES
Time has been set aside for the public to express their ideas, concerns, and comments. (Please limit comments to three minutes per person. Please state your name and address.)

2. PRESENTATIONS (5 minutes)
   a. CITY YOUTH COUNCIL REPORT – City Youth Council Member
   b. OPEN MEETING TRAINING – City Attorney Rob Patterson

3. CONSENT ITEMS (5 minutes)
   Items on the consent agenda are of a routine nature or have been previously studied by the City Council. They are intended to be acted upon in one motion. Council members may pull items from consent if they would like them considered separately.
   a. ACTION: Appointment of Stephannie Cottle as the City Recorder and Candice Linford as the City Treasurer
      The City Council will consider the ratification of the appointment of Stephannie Cottle as the City Recorder and Candice Linford as the City Treasurer. The Council will take appropriate action.
   b. ACTION: Ratifying the Mayor’s Appointments of John Sterzer and Cortney Teeplees to the Parks, Trails, and Tree Commission
      The Council will consider the Mayor’s request to ratify the appointment of John Sterzer, and Cortney Teeplees to the Parks, Trails, and Tree Commission. The Council will take appropriate action.
4. **ACTION: APPROVAL OF A REQUEST FOR A PRESSURIZED IRRIGATION CONNECTION OUTSIDE CITY LIMITS** Administrative (20 minutes)
   The City Council will consider a request by Ray Buhler for a pressurized irrigation connection to water agricultural crops located at 10393 N 6000 West, outside of current Highland City limits. The Council will take appropriate action.

5. **ACTION/RESOLUTION: PARAMETERS RESOLUTION FOR BOND REFUNDING** Legislative (15 minutes)
   The City Council will consider a Parameters Resolution for refunding the 2009 Pressurized Irrigation General Obligation Bond and the 2015 sales and Franchise Tax Revenue Bond (the Building Bond). The Council will take appropriate action.

6. **DISCUSSION: REGARDING PROPOSAL FROM MCKAY CHRISTENSEN FOR THE DEVELOPMENT OF THE APPLE CREEK PLANNED DEVELOPMENT DISTRICT** Legislative (15 minutes)
   The City Council will discuss the proposal from McKay Christensen for the Apple Creek Planned Development District generally located at 10786 N 5320 W. This item is being presented for discussion only. No action will be taken.

7. **DISCUSSION: 2020 Annual Resident Survey** Administrative (15 minutes)
   The City Council will discuss the content of the 2020 Annual Resident Survey. This item is being presented for discussion and direction only. No action will be taken.

8. **DISCUSSION: CULINARY WATER CHLORINATION** Administrative (20 minutes)
   The City Council will be presented with information from the City Engineer and the Utah State Division of Drinking Water regarding chlorinating the Highland City Drinking Water System. The presentation will include why chlorination is needed, how it is measured, the necessary equipment and the cost/benefits of implementing it now versus when it is mandated. This item is being presented for discussion only. No action will be taken.

9. **MAYOR/COUNCIL AND STAFF COMMUNICATION ITEMS**
   a. **North Utah County Animal Shelter Update** – Councilmember Scott Smith
   b. **North Pointe Solid Waste Special District** – Councilmember Scott Smith
   c. **Future Meetings**
      - February 18, 2020 Regular City Council Meeting, 7:00 pm, City Hall
      - February 25, 2020 Planning Commission Meeting, 7:00 pm, City Hall

10. **CLOSED SESSION**
   The Highland City Council may temporarily recess the City Council meeting to convene in a closed session to discuss the character, professional competence, or physical or mental health of an individual, pending or reasonable imminent litigation, and the purchase, exchange, or lease of real property, as provided by Utah Code Annotated §52-4-205.

**ADJOURNMENT**

In accordance with Americans with Disabilities Act, Highland City will make reasonable accommodations to participate in the meeting. Requests for assistance can be made by contacting the City Recorder at (801) 772-4505 at least three days in advance of the meeting.

**ELECTRONIC PARTICIPATION**
Members of the City Council may participate electronically via telephone, Skype, or other electronic means during this meeting.
CERTIFICATE OF POSTING
I Cindy Quick, the duly appointed City Recorder certify that the foregoing agenda was posted in three public places within Highland City limits. The agenda was also posted at the principal office of the public body, on the Utah State website (http://pmm.utah.gov) and on Highland City’s website (www.highlandcity.org).

Please note the order of agenda items are subject to change in order to accommodate the needs of the City Council, staff and the public.

Posted and dated this 30th day of January, 2020

Cindy Quick, MMC
City Recorder

THE PUBLIC IS INVITED TO PARTICIPATE IN ALL CITY COUNCIL MEETINGS.
DATE: February 4, 2020
TO: Honorable Mayor and Members of the City Council
FROM: Nathan Crane, AICP
       City Administrator/Community Development Director
SUBJECT: MOTION: Appointment of Stephannie Cottle as the City Recorder and Candice Linford as the City Treasurer. Administrative

PURPOSE:
The Council will consider the request to ratify the appointment of Stephannie Cottle as City Recorder and Candice Linford as City Treasurer. The Council will take appropriate action.

BACKGROUND:
With the recent resignation of Cindy Quick who was serving as the City Recorder, it became necessary to fill the position. In accordance with the Personnel Policies and Procedures Manual for Highland City, our first priority is to give consideration to current qualified employees to fill an open job position.

- Mrs. Cottle currently serves as the City Treasurer. She has been with the City for four years.
- Mrs. Linford currently serves as the Utility Billing Clerk. She has been with the City for over three years.

Both of these employees have exceeded expectations in their current positions. They are deserving of these promotions because of their aptitude, hard work, and dedication to the residents of Highland over their tenures.

FISCAL IMPACT:
Funding for these positions currently exist within the budget.

PROPOSED MOTION:
I move that the City Council ratify the appointment of Stephannie Cottle as City Recorder and Candice Linford as City Treasurer.

ATTACHMENTS:
None
DATE: February 4, 2020
TO: Honorable Mayor and Members of the City Council
FROM: Rodd Mann, Mayor
PREPARED BY: Cindy Quick, City Recorder
SUBJECT: MOTION: Ratifying the Mayor’s Appointment of John Sterzer and Cortney Teeples to the Parks, Trails, and Tree Commission. Administrative

PURPOSE:
The Council will consider the Mayor’s request to ratify the appointment of John Sterzer and Cortney Teeples to the Parks, Trails, and Tree Commission. The Council will take appropriate action.

BACKGROUND:
At the January 14, 2020 meeting the Council created the Parks, Trails, and Tree Commission (PTTC). The purpose of the PTTC is to serve as an advisory body to staff, the Planning Commission, and City Council with respect to park and trail improvements and any updates to the park and trail master plans. The Commission is made of seven members. All members of the Commission serve a three-year term, except for the initial appointments to the commission, so that the terms shall be staggered and no less than two (2), and no more than three (3) terms, shall expire in any given year.

On January 21, 2020 the Council ratified the appointments for seats 1-5. The Mayor is proposing that John Sterzer and Cortney Teeples be appointed to seats 6 and 7 respectively.

<table>
<thead>
<tr>
<th>Seat</th>
<th>Name</th>
<th>Initial Term</th>
<th>TermExpiration</th>
</tr>
</thead>
<tbody>
<tr>
<td>*1</td>
<td>Brian Braithwaite</td>
<td>3</td>
<td>January 31, 2023</td>
</tr>
<tr>
<td>*2</td>
<td>Devirl Barfuss</td>
<td>3</td>
<td>January 31, 2023</td>
</tr>
<tr>
<td>*3</td>
<td>Ken Knapton</td>
<td>2</td>
<td>January 31, 2022</td>
</tr>
<tr>
<td>*4</td>
<td>Wesley Warren</td>
<td>2</td>
<td>January 31, 2022</td>
</tr>
<tr>
<td>*5</td>
<td>Anita Wells</td>
<td>3</td>
<td>January 31, 2023</td>
</tr>
<tr>
<td><strong>6</strong></td>
<td>John Sterzer</td>
<td><strong>1</strong></td>
<td><strong>January 31, 2021</strong></td>
</tr>
<tr>
<td><strong>7</strong></td>
<td>Cortney Teeples</td>
<td><strong>1</strong></td>
<td><strong>January 31, 2021</strong></td>
</tr>
</tbody>
</table>

*Appointment Ratified January 21, 2020

FISCAL IMPACT:
None

PROPOSED MOTION:
I move that the City Council ratify the Mayor’s recommendation of John Sterzer and Cortney Teeples to serve on the Parks, Trails, and Tree Commission.

ATTACHMENTS:

1. John Sterzer Volunteer Statement
2. Cortney Teeples Volunteer Statement
Highland City Volunteer Statement of Interest

The residents of Highland have great pride in their City. The City utilizes many volunteers in numerous capacities to improve the overall quality of life in our town. In order to encourage this participation, the Mayor is requesting statement of interests from those who are willing to serve. As vacancies or needs arise within the City, the Mayor will review the statements, conduct interviews and make selections. If you are interested in serving as a volunteer within Highland City, please submit this statement of interest to the City Offices.

Name: <John Sterzer>  Date: 1/6/20
Residence address: 1882 N 5750 W Highland, UT 84003
Phone number: 385-325-1884  Email: johnnsterzer@hotmail.com

Please fill out the following or attach a resume listing expertise, experience, interests, etc.

How long have you resided in Highland City? About 10 yrs
Occupation: retired - landscape architect/land planner
Education: 4 yr degree, USU

Are you able to meet in the evenings? Yes  Semi-monthly: Yes  Monthly: Yes

List any background and experience you have that you think would be helpful to the Committee or Commission you would like to serve: As a land planner worked in Park City (Deer Valley), Utah (e. Provo), AZ. Adjunct faculty at Arizona St Univ. Arch Dept. Teaching graphics & land planning. Was LA for Boy & Girl Scout (Reno UT) over all new development associated w/reservoirs in UT & Wy.

Please state why you would like to serve:
Retired - love Highland - have an idea of associated initiative planning & development issues coming in UT to

If not selected for an immediate opening, do you wish to be considered for the next opening? Sure

Additional comments: Out of town ye thru 1/7/20.

Please select which committee(s) you are interested in serving on: (submittal of this form does not guarantee an appointment)

Standing Committees
☑ Planning Commission
☐ Arts Council
☐ Highland Fling
☐ Tree Commission
☐ Youth Council
☐ Library
☐ Library Board
☐ Historical Society
☐ Friends of the Library

Ad Hoc Committees
☐ Beautification Committee
☐ Open Space
☐ Web and Social Media
Highland City Volunteer Statement of Interest

The residents of Highland have great pride in their City. The City utilizes many volunteers in numerous capacities to improve the overall quality of life in our town.

In order to encourage this participation, the Mayor is requesting statement of interests from those who are willing to serve. As vacancies or needs arise within the City, the Mayor will review the statements, conduct interviews and make selections.

If you are interested in serving as a volunteer within Highland City, please submit this statement of interest to the City Offices.

Name: Courtney Teeples
Residence address: 1754 W 6200 N, Highland, UT 84003
Phone number: 801-442-7442
Email: courtney.teeples@gmail.com
Date: 1/29/2020

Please fill out the following or attach a resume listing expertise, experience, interests, etc.

How long have you resided in Highland City? 2 months
Occupation: Mom
Education: Some college
Are you able to meet in the evenings? Yes
Semi-monthly: Yes Monthly: Yes

List any background and experience you have that you think would be helpful to the Committee or Commission you would like to serve: I attended and then worked as a facilitator for the Leadership Institute Search. I have lived in Highland for 3 years, I am a homeschooling mom who utilizes the parks and trails regularly.

Please state why you would like to serve: I would like to become familiar with the Highland Leadership community as well as be a part of preserving the resources that we have in Highland.

If not selected for an immediate opening, do you wish to be considered for the next opening? Yes - subcommittees

Additional comments: I am actually interested in almost all of the committees listed below.

Please select which committee(s) you are interested in serving on:

Standing Committees
☐ Planning Commission
☐ Arts Council
☐ Highland Fling
☐ Tree Commission
☐ Youth Council
☐ Library

Ad Hoc Committees
☐ Beautification
☐ Open Space
☐ Web and Social Media

☐ Library Board
☐ Historical Society
☐ Friends of the Library

Submittal of a Statement of Interest does not guarantee an appointment to a committee.
DATE: February 4, 2020
TO: Honorable Mayor and Members of the City Council
FROM: Todd Trane, PE
City Engineer
SUBJECT: ACTION: Pressure Irrigation connection for agricultural use on the Buhler property located at 10400 North and 6000 West. Administrative.

PURPOSE:
The City Council will consider a request to approve a pressure irrigation connection for agricultural use outside of City limits. The Council will take appropriate action.

BACKGROUND:
The Buhler Property is located on the southwest corner of the intersection of 10400 North and 6000 West. The property is currently an island still remaining in the County with all of the surrounding properties being annexed into the City.

Mr. Buhler has approached the City to supply irrigation water to his property. The proposal provides for the use of 24 shares of water to be pressurized through the City system and delivered to the property. They would like to water through a drip system and have provided a peak demand of 78 gallons per minute (gpm) for 10 acres. This usage for 160 days is approximately 20 acre-feet.

The City has an existing 20-inch pressurized irrigation (PI) pipe within 10400 North and adjacent to Mr. Buhler’s property. The typical pressures in the line fluctuate between 85-65 psi. A preliminary analysis of the PI system provides that during daytime hours, 10 am to 8 pm, the peak day demand would not be a burden on the system.

Water source/shares: Mr. Buhler’s proposal provides that he has Lehi Irrigation and Provo Reservoir Shares for use in the system. The actual volume of water is unknown at this time as the Irrigation Companies provide different volumes per share. The Lehi shares can be taken at the mouth of the canyon into the City’s Upper Storage Pond. The Lehi shares enter the system at the appropriate elevation for the system to supply needed pressures at the Buhler Property (due to the elevation difference between the Upper Pond and the property). Power for pumping will not be required to provide Lehi Water Shares to the site.
The Provo Reservoir shares are provided through the Murdock Canal. The City’s only turnout for the canal is through the Lower Pond found in the Canterbury subdivision. For these shares to be used in the system pumping is required. The additional pumping costs are $50-$100/acre-foot and dependent on the amount of water pumped over a months’ time. Of note, just to turn a pump on at the location, requires a demand charge of $2,000 per month. The Murdock Shares are more difficult to use than the Lehi Shares and require the City’s pump station facilities.

There are three Sections of the Municipal Code that address agricultural use and use outside of the City limits as follows:

**13.30.082 Agriculture connections.**
Water delivery to properties without residential dwelling units will be considered as agricultural use and will be reviewed individually by the city council to determine conditions for connection and an applicable rate schedule. (Ord. 1998-18 § 1(part))

**13.30.230 Pressurized irrigation outside Highland City corporate limits.**
A. The city may sell pressurized irrigation water to users outside the city limits only if approved by a resolution of the city council and at such rates and under such terms and conditions as the city council may determine by resolution.
B. At the discretion of the city council, pressure irrigation service may be extended to property outside the Highland City corporate limits if the property owners agree at that time to annex into Highland City in the future and pay all the costs of extending service to the property including the payment of all fees applicable to service outside Highland City corporate limits. (Ord. 1998-18 § 1(part))

**BENEFITS TO THE CITY**

There is no benefit to the City in granting this request. No irrigation ditches will be vacated as the Buhler family will continue to flood irrigate the remainder of their ground through the traditional flood irrigation method.

**CONSIDERATIONS/SUMMARY:**

To accommodate the request, the following items should occur:

- Determine if it is in the City’s best interest to provide this connection.
- Adopt a resolution allowing for such a connection.
- Enter into an agreement with a time limit stipulation on the years that the pressurized irrigation could be utilized without said property being annexation into Highland City.
- Establish the rates, terms and conditions for the use of the water. Terms and conditions should include watering schedule, delivery costs, connection costs, penalties, etc. The Council should require the connection and meter to be installed by the property owner to monitor
actual usage.

- A 2-inch meter and 3-inch line would be sufficient for the 78 gpm.
- Enter into a long-term agreement for the water shares.
- Establish a limit of use during daytime hours. The City’s existing system could accommodate the anticipated demand provided the peak demand of 78 gpm occurs during daytime hours of 10 am to 8 pm.
- Lehi Shares are more readily used in the City’s system than the Provo Reservoir System. Utilizing the Provo Reservoir shares will require pumping costs and require more personnel time.

**FISCAL IMPACT:**
If the water rates are appropriate there should be minimal Fiscal Impact to current residents. However, there will be operation costs related to staff’s time operating the pressurized irrigation storage pond and the Canterbury pump station for shares provided through the Murdock Canal.

**RECOMMENDATION:**
Staff believes there are no benefits related to providing this connection to the PI system. There will be costs and impacts to the City and its residents if approved that hopefully will be mitigated through user fees. Staff is willing to support City Council’s decision, and if necessary, work out details of an agreement with the property owner.

**PROPOSED MOTION:**
I move that City Council **APPROVE** the request by Ray Buhler for a pressurized irrigation connection outside of City limits. Include any conditions if applicable.

**ALTERNATIVE MOTION:**
I move that City Council **DENY** the request by Ray Buhler for a pressurized irrigation connection outside of City limits. (The Council should draft appropriate findings).

**ATTACHMENTS:**
1. Buhler Family Property
10 Acre crop field to be irrigated.

LYMAN RAY BUHLER & CAROL W. BUHLER PROPERTIES LLC
12-030-0044

GARDNER, STERLING & SHELLI
12-036-0015

10 ACRE CROP FIELD TO BE IRRIGATED
DATE: February 4, 2020
TO: Honorable Mayor and Members of the City Council
FROM: Gary LeCheminant, Finance Director
SUBJECT: RESOLUTION: Authorizing The Issuance and Sale Of Not More Than $3,800,000 Aggregate Principal Amount Of Sales And Franchise Tax Revenue Refunding Bonds And Setting Parameters Therefore; Delegating To Certain Officers Of The Issuer The Authority To Approve The Final Terms And Provisions Of The Bonds; Authorizing And Approving The Execution Of A Supplemental Indenture, A Bond Purchase Agreement, And Other Documents Required In Connection Therewith; And Related Matters.

PURPOSE:
The City Council will consider a Resolution to refinance some of the City’s bonds within certain parameters. The Council will take appropriate action.

BACKGROUND:
Current Bond Status
The City currently has three outstanding bonds:
1. 2015 Sales and Franchise Tax Revenue Bond that originally funded the Justice Center and Fire Station
2. 2016 Sales and Franchise Tax Revenue Bonds which originally funded the purchase of park property
3. 2009 Pressurized Irrigation (PI) General Obligation Bond.

The proposed refund would combine the 2015 and 2009 bonds into one Sales and Franchise Tax Revenue Bond. It would not affect the 2016 bond as the terms of that bond do not allow for early payment through refinancing.

The 2009 General Obligation Bond has payments due for the next three years. The total outstanding principal at this time is $1,185,000. The remaining principal payments along with their associated interest rates are shown in the table below:

<table>
<thead>
<tr>
<th>Principal</th>
<th>Interest Rate</th>
<th>Payment Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>$380,000</td>
<td>4.00%</td>
<td>5/1/2019</td>
</tr>
<tr>
<td>$395,000</td>
<td>4.00%</td>
<td>5/1/2020</td>
</tr>
<tr>
<td>$410,000</td>
<td>4.125%</td>
<td>5/1/2021</td>
</tr>
</tbody>
</table>
The 2015 Sales and Franchise Tax Bond has payments due for the next seven years. The total outstanding principal at this time is $2,851,000. The remaining principal payments along with their associated interest rates are shown below:

<table>
<thead>
<tr>
<th>Principal</th>
<th>Interest Rate</th>
<th>Payment Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>$371,000</td>
<td>1.85%</td>
<td>9/1/2020</td>
</tr>
<tr>
<td>$384,000</td>
<td>2.15%</td>
<td>9/1/2021</td>
</tr>
<tr>
<td>$398,000</td>
<td>2.50%</td>
<td>9/1/2022</td>
</tr>
<tr>
<td>$397,000</td>
<td>2.75%</td>
<td>9/1/2023</td>
</tr>
<tr>
<td>$422,000</td>
<td>3.00%</td>
<td>9/1/2024</td>
</tr>
<tr>
<td>$442,000</td>
<td>3.15%</td>
<td>9/1/2025</td>
</tr>
<tr>
<td>$437,000</td>
<td>3.30%</td>
<td>9/1/2026</td>
</tr>
</tbody>
</table>

Potential Refinancing Options
The new bond would be called the Sales and Franchise Tax Revenue Refunding Bond, Series 2020. There are two different ways this bond might be purchased. First, the bonds could be purchased as one whole bond with the interest rate the same for all the principal payments. Second, the bonds can be purchased as a serial bond where each of the bond principal payments would in essence be treated as a separate bond with its own interest rate. This is the same way the current 2015 bond is treated as shown above.

The table below shows what the new bond principal payments might look like if it was purchased under the first scenario as one whole bond. Please note that this is just an example. The City won’t know the true payments and interest rate until the City formally seeks to refinance.

<table>
<thead>
<tr>
<th>Principal</th>
<th>Interest Rate</th>
<th>Payment Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>$795,000</td>
<td>1.86%</td>
<td>9/1/2020</td>
</tr>
<tr>
<td>$809,000</td>
<td>1.86%</td>
<td>9/1/2021</td>
</tr>
<tr>
<td>$407,000</td>
<td>1.86%</td>
<td>9/1/2022</td>
</tr>
<tr>
<td>$404,000</td>
<td>1.86%</td>
<td>9/1/2023</td>
</tr>
<tr>
<td>$425,000</td>
<td>1.86%</td>
<td>9/1/2024</td>
</tr>
<tr>
<td>$439,000</td>
<td>1.86%</td>
<td>9/1/2025</td>
</tr>
<tr>
<td>$428,000</td>
<td>1.86%</td>
<td>9/1/2026</td>
</tr>
</tbody>
</table>

In this scenario, the first two payments are higher than the last four. This is because the first two payments are the sum of the 2009 and 2015 bond payments. After September 1, 2021, the PI bond would get paid off and that portion of the new bond payment would go away. If the PI bond was not refunded, the final payment would have been May 1, 2022.
Under the scenario above, the total savings of refunding would be approximately $118,000, or $102,000 when discounted to its present value savings. The savings would be spread out from fiscal year 2020 to fiscal year 2027 as shown in the table below.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Savings</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>$13,087</td>
</tr>
<tr>
<td>2021</td>
<td>$22,031</td>
</tr>
<tr>
<td>2022</td>
<td>$22,300</td>
</tr>
<tr>
<td>2023</td>
<td>$12,584</td>
</tr>
<tr>
<td>2024</td>
<td>$11,692</td>
</tr>
<tr>
<td>2025</td>
<td>$12,604</td>
</tr>
<tr>
<td>2026</td>
<td>$12,339</td>
</tr>
<tr>
<td>2027</td>
<td>$12,230</td>
</tr>
</tbody>
</table>

It is also possible for the bond to be purchased under the second method where each of the bond principal payments would in essence be treated as a separate bond with its own interest rate. Due to the number of unknowns with interest rates and principal payments in a bond that fluctuates that much, staff is not able to generate an estimated payment or savings schedule.

**Next Steps**

In order for the City to pursue refinancing the bonds, the City Council needs to approve the attached Resolution which outlines the parameters of the potential refinancing. Below are the important highlights of the Resolution:

- The principal amount will not exceed $3,800,000.
- The bond will not mature in more than 10 years.
- The price shall not be less than 98% of the total amount we are seeking to refinance.
- The interest rate(s) shall not exceed 3% per annum.
- The Mayor and the Finance Director are appointed as “Designated Officers”.
- The Designated Officers are given the authority to approve the principal amounts, interest rates, terms, maturities, and purchase price at which the Series 2020 may be sold.
- The City reserves the right to not issue the Series 2020 Bonds for any reason and at any time up to the issuance of the Series 2020 Bonds. In other words, the City can stop the deal for any reason at no cost to the City so long as we have not signed a term sheet with the purchaser of the bond.

The Resolution is designed to be very broad and give the latitude needed for the Finance Director to seek the refinance the bonds. In reality, the City would not commit to refinancing the bonds if it is not a good deal for the City. For example, if the new bond extends the payments longer than is already planned, or sets an interest rate near 3%, or does not offer the full amount we are seeking to refinance, it is very unlikely that it would
be a good deal for the City and as such the Designated Officers would choose not to refinance.

**FISCAL IMPACT:**
The issuance of the new bond may save the City $118,000 ($102,000 in present value terms) from Fiscal Year 2020 through Fiscal Year 2027. The savings on the 2015 Bond would be $80,000 and the savings on the 2009 Bond would be $22,000 (present value terms). These savings include the fees associated with refinancing the bonds. Again, final numbers will not be known until the City formally seeks to refinance.

The payment on the part of the new bond that relates to refunding the PI bond will still be made out of the Pressurized Irrigation Fund so that there is not additional money flowing out of the General Fund to make the new 2020 Bond payment.

**RECOMMENDATION:**
Staff recommends that the City Council adopt the Resolution to allow the refunding of the 2015 Sales and Franchise Tax Revenue Bond (the building bond) and the 2009 Pressurized Irrigation General Obligation Bond, to be consolidated into one Sales and Franchise Revenue Bond.

**PROPOSED MOTION:**
I move that the City Council adopt Resolution 2020-XX as it relates to the issuance of the Sales and Franchise Tax Revenue Refunding Bond, Series 2020.

**ATTACHMENTS:**
1. Resolution R-2020-XX
2. Calendar of Events for the 2020 Bond Refunding
Highland, Utah
February 4, 2020

The City Council (the “Council”) of Highland City, Utah (the “Issuer”), met in regular public session at the regular meeting place of the Council in Highland City, Utah, on Tuesday, February 4, 2020, at the hour of 7:00 p.m., with the following members of the Council being present:

Rod Mann                      Mayor
Timothy Ball                  Councilmember
Brittney Bills                Councilmember
Kurt Ostler                   Councilmember
Kim Rodela                    Councilmember
Scott Smith                   Councilmember

Also present:

Cindy Quick                   City Recorder

Absent:

After the meeting had been duly called to order and after other matters not pertinent to this resolution had been discussed, there was presented to the Council a Certificate of Compliance with Open Meeting Law with respect to this February 4, 2020, meeting, a copy of which is attached hereto as Exhibit A.

The following resolution was then introduced in written form, was fully discussed, and pursuant to motion duly made by Councilmember ____________ and seconded by Councilmember ____________, was adopted by the following vote:

AYE:

NAY:

The resolution is as follows:
RESOLUTION NO. ______

A RESOLUTION OF THE CITY COUNCIL OF HIGHLAND CITY, UTAH (THE “ISSUER”), AUTHORIZING THE ISSUANCE AND SALE OF NOT MORE THAN $3,800,000 AGGREGATE PRINCIPAL AMOUNT OF SALES AND FRANCHISE TAX REVENUE REFUNDING BONDS AND SETTING PARAMETERS THEREFORE; DELEGATING TO CERTAIN OFFICERS OF THE ISSUER THE AUTHORITY TO APPROVE THE FINAL TERMS AND PROVISIONS OF THE BONDS; AUTHORIZING AND APPROVING THE EXECUTION OF A SUPPLEMENTAL INDENTURE, A BOND PURCHASE AGREEMENT, AND OTHER DOCUMENTS REQUIRED IN CONNECTION THEREWITH; AND RELATED MATTERS.

WHEREAS, the City Council (the “Council”) of the Issuer desires to (a) refund all or a portion of the Issuer’s currently outstanding Sales and Franchise Tax Revenue and Refunding bonds, Series 2015 (the “Series 2015 Bonds”) which were previously issued to finance construction of police and fire public safety buildings (the “Series 2015 Project”), (b) refund all or a portion of the Issuer’s currently outstanding General Obligation Bonds, Series 2009 (the “Series 2009 Bonds” and together with the Series 2015 Bonds, the “Refunded Bonds”) which were previously issued to finance a pressured irrigation system (the “Series 2009 Project” and together with the Series 2015 Project, the “Refunded Bonds Project”), and (c) pay costs of issuance with respect to the Series 2020 Bonds herein described; and

WHEREAS, to accomplish the purposes set forth in the preceding recital, and subject to the limitations set forth herein, the Issuer desires to issue its Sales and Franchise Tax Revenue Refunding Bonds, Series 2020 (the “Series 2020 Bonds”) (to be issued from time to time, as one or more series and with such other series or title designation(s) as may be determined by the Issuer), pursuant to (a) the Local Government Bonding Act, Title 11, Chapter 14, Utah Code Annotated 1953, as amended and the Utah Refunding Bond Act, Title 11, Chapter 27, Utah Code Annotated 1953, as amended (together, the “Act”), (b) this Resolution, and (c) a General Indenture of Trust (the “General Indenture”), and a Supplemental Indenture of Trust (the “Supplemental Indenture” and together with the General Indenture, the “Indenture”), each between the Issuer and Zions Bancorporation, National Association, as trustee (the “Trustee”), in substantially the forms presented to the meeting at which this Resolution was adopted and which are attached hereto as Exhibit B; and

WHEREAS, there has been presented to the Council at this meeting a form of a bond purchase agreement (the “Bond Purchase Agreement”) to be entered into between the Issuer and the purchaser selected by the Issuer for the Series 2020 Bonds (the “Purchaser”), in substantially the forms presented to the meeting at which this Resolution was adopted and which are attached hereto as Exhibit C; and

WHEREAS, in order to allow the Issuer (in consultation with the Issuer’s Municipal Advisor, Zions Bank Public Finance (the “Municipal Advisor”)) flexibility in setting the pricing date or dates of the Series 2020 Bonds to optimize debt service costs to the Issuer, the Council desires to grant to any one of the Mayor (including any Mayor Pro Tem, the “Mayor”) and the City Finance Director (together, the “Designated Officers”),
the authority to (a) approve the principal amounts, interest rates, terms, maturities, redemption features, and purchase price at which the Series 2020 Bonds shall be sold; (b) select the method of sale and the Purchaser of the Series 2020 Bonds; and (c) make any changes with respect to the terms which were before the Council at the time of adoption of this Resolution, provided such terms do not exceed the parameters set forth for such terms in this Resolution (the “Parameters”).

NOW, THEREFORE, it is hereby resolved by the City Council of the Highland City, Utah, as follows:

Section 1. For the purpose of (a) refunding the Refunded Bonds and (b) paying costs of issuance of the Series 2020 Bonds, the Issuer hereby authorizes the issuance of the Series 2020 Bonds which shall be designated “Highland City, Utah Sales and Franchise Tax Revenue Refunding Bonds, Series 2020” (to be issued from time to time, in one or more series and with such other series or title designation(s) as may be determined by the Issuer) in the aggregate principal amount of not to exceed $3,800,000. The Series 2020 Bonds shall mature in not more than ten (10) years from their date or dates, shall be sold at a price not less than ninety-eight percent (98%) of the total principal amount thereof, and shall bear interest at a rate or rates of not to exceed three percent (3.0%) per annum, all as shall be approved by any of the Designated Officers, within the Parameters set forth herein.

Section 2. The Designated Officers are hereby authorized to select the Purchaser, determine the final principal amounts, terms, discounts, maturities, interest rates, redemption features, and purchase price with respect to the Series 2020 Bonds for and on behalf of the Issuer, provided that such terms are within the Parameters set by this Resolution. The selection of the Purchaser and the determination of the final terms and provisions for the Series 2020 Bonds by the Designated Officers shall be evidenced by the execution by the Designated Officers of the Bond Purchase Agreement in substantially the form attached hereto as Exhibit C. The form of the Bond Purchase Agreement is hereby authorized, approved and confirmed.

Section 3. The General Indenture and Supplemental Indenture, in substantially the forms presented to this meeting and attached hereto as Exhibit B are hereby authorized, approved, and confirmed. The Mayor and the City Recorder are hereby authorized to execute and deliver the General Indenture and the Supplemental Indenture in substantially the forms and with substantially the content as the forms presented at this meeting for and on behalf of the Issuer, with final terms as may be established by the Designated Officers, within the Parameters set forth herein, and with such alterations, changes or additions as may be necessary or as may be authorized by Section 4 hereof.

Section 4. The Designated Officers and other appropriate officials of the Issuer are authorized to make any alterations, changes or additions to the Indenture, the Series 2020 Bonds and the Bond Purchase Agreement or any other document herein authorized and approved which may be necessary to conform the same to the final terms of the Series 2020 Bonds (within the Parameters set by this Resolution), to conform to any applicable bond insurance or reserve instrument or to remove the same, to correct errors or omissions therein, to complete the same, to remove ambiguities therefrom, or to conform the same to other provisions of said instruments, to the provisions of this Resolution or any resolution...
adopted by the Council or the provisions of the laws of the State of Utah or the United States.

**Section 5.** The form, terms, and provisions of the Series 2020 Bonds and the provisions for the signatures, authentication, payment, registration, transfer, exchange, redemption, and number shall be as set forth in the Indenture. The Mayor and the City Recorder are hereby authorized and directed to execute and seal the Series 2020 Bonds and to deliver said Series 2020 Bonds to the Trustee for authentication. The signatures of the Mayor and the City Recorder may be by facsimile or manual execution.

**Section 6.** The Designated Officers and other appropriate officials of the Issuer are hereby authorized and directed to execute and deliver to the Trustee the written order of the Issuer for authentication and delivery of the Series 2020 Bonds in accordance with the provisions of the Indenture.

**Section 7.** Upon their issuance, the Series 2020 Bonds will constitute special limited obligations of the Issuer payable solely from and to the extent of the sources set forth in the Series 2020 Bonds and the Indenture. No provision of this Resolution, the Indenture, the Series 2020 Bonds or any other instrument, shall be construed as creating a general obligation of the Issuer, or of creating a general obligation of the State of Utah or any political subdivision thereof, or as incurring or creating a charge upon the general credit of the Issuer or its taxing powers.

**Section 8.** The Designated Officers and other appropriate officials of the Issuer, and each of them, are hereby authorized and directed to execute and deliver for and on behalf of the Issuer any or all additional certificates, documents and other papers (including, without limitation, any tax compliance policies or reserve instrument guaranty agreements permitted by the Indenture) and to perform all other acts they may deem necessary or appropriate in order to implement and carry out the matters authorized in this Resolution and the documents authorized and approved herein.

**Section 9.** After the Series 2020 Bonds are delivered by the Trustee to the Purchaser, and upon receipt of payment therefor, this Resolution shall be and remain irrepealable until the principal of, premium, if any, and interest on the Series 2020 Bonds are deemed to have been duly discharged in accordance with the terms and provisions of the Indenture.

**Section 10.** The Issuer shall hold a public hearing on March 3, 2020, to receive input from the public with respect to (a) the issuance of the Series 2020 Bonds issued under the Act, and (b) the potential economic impact that the refunding of the refunded bonds with the proceeds of the Series 2020 Bonds issued under the Act will have on the private sector, which hearing date shall not be less than fourteen (14) days after notice of the public hearing is first published and such publication shall be made (i) once a week for two consecutive weeks in the Daily Herald, a newspaper of general circulation in the Issuer, (ii) on the Utah Public Notice Website created under Section 63F-1-701, Utah Code Annotated 1953, as amended, and (iii) on the Utah Legal Notices website (www.utahlegals.com) created under Section 45-1-101, Utah Code Annotated 1953, as amended. The City Recorder shall cause a copy of this Resolution (together with all
exhibits hereto) to be kept on file in the Highland City offices, for public examination during the regular business hours of the Issuer until at least thirty (30) days from and after the last date of the newspaper publication thereof. The Issuer directs its officers and staff to publish a “Notice of Public Hearing and Bonds to be Issued” in substantially the following form:
NOTICE OF PUBLIC HEARING AND BONDS TO BE ISSUED

NOTICE IS HEREBY GIVEN pursuant to the provisions of the Local Government Bonding Act, Title 11, Chapter 14, Utah Code Annotated 1953, as amended and the Utah Refunding Bond Act, Title 11, Chapter 27, Utah Code Annotated 1953, as amended (together, the “Act”), that on February 4, 2020, the City Council (the “Council”) of Highland City, Utah (the “Issuer”), adopted a resolution (the “Resolution”) in which it authorized the issuance of the Issuer’s Sales and Franchise Tax Revenue Refunding Bonds, Series 2020 (the “Series 2020 Bonds”) (to be issued in one or more series and with such other series or title designation(s) as may be determined by the Issuer), and called a public hearing to receive input from the public with respect to (a) the issuance of that portion of the Series 2020 Bonds issued under the Act and (b) any potential economic impact that the refunding of the refunded bonds refinancing of the refunded bonds project described herein to be refunded with the proceeds of the Series 2020 Bonds issued under the Act may have on the private sector.

TIME, PLACE AND LOCATION OF PUBLIC HEARING

The Issuer shall hold a public hearing on March 3, 2020, at the hour of 7:00 p.m. at 5400 North Civic Center Drive, Suite 1, Highland, Utah. The purpose of the hearing is to receive input from the public with respect to (a) the issuance of that portion of the Series 2020 Bonds issued under the Act and (b) any potential economic impact that the refunding of the refunded bonds with the proceeds of that portion of the Series 2020 Bonds issued under the Act may have on the private sector. All members of the public are invited to attend and participate.

PURPOSE FOR ISSUING THE SERIES 2020 BONDS

The Series 2020 Bonds will be issued for the purpose of (a) refunding all or a portion of the Issuer’s currently outstanding Sales and Franchise Tax Revenue and Refunding bonds, Series 2015 (the “Series 2015 Bonds”), which were previously issued to finance construction of police and fire public safety buildings (the “Series 2015 Project”), (b) refunding all or a portion of the Issuer’s currently outstanding General Obligation Bonds, Series 2009 (the “Series 2009 Bonds” and together with the Series 2015 Bonds, the “Refunded Bonds”) which were previously issued to finance a pressurized irrigation system (the “Series 2009 Project” and together with the Series 2015 Project, the “Refunded Bonds Project”) and (c) paying costs of issuance of the Series 2020 Bonds.

PARAMETERS OF THE SERIES 2020 BONDS

The Issuer intends to issue the Series 2020 Bonds in the aggregate principal amount of not more than Three Million Eight Hundred Thousand Dollars ($3,800,000), to mature in not more than ten (10) years from their date or dates, to be sold at a price not less than ninety-eight percent (98%) of the total principal amount thereof, and bearing interest at a rate or rates not to exceed three percent (3.0%) per annum. The Series 2020 Bonds are to be issued and sold by the Issuer pursuant to the Resolution, including as part of said Resolution, a General and a Supplemental Indenture (together, the “Indenture”) which were before the Council in substantially final form at the time of the adoption of the Resolution and said Indenture is to be executed by the Issuer in such form and with such changes
thereto as shall be approved by the Issuer; provided that the principal amount, interest rate or rates, maturity, and discount of the Series 2020 Bonds will not exceed the maximums set forth above. The Issuer reserves the right to not issue the Series 2020 Bonds for any reason and at any time up to the issuance of the Series 2020 Bonds.

SALES AND USE TAXES PROPOSED TO BE PLEDGED

The Issuer proposes to pledge all or any portion of the revenues produced by sales and excise taxes available to the Issuer to refinance the Refunded Bonds Project, including, but not limited to, the (i) Local Sales and Use Tax funds received by the Issuer pursuant to Title 59, Chapter 12, Part 2, Utah Code Annotated 1953, as amended and (ii) the Municipal Energy Sales and Use taxes received by the Issuer pursuant to Title 10, Chapter 1, Part 3, Utah Code Annotated 1953, as amended (the “Revenues”).

OUTSTANDING BONDS SECURED BY PLEDGED TAXES

The Issuer currently has $2,851,000 of bonds outstanding secured by all or a portion of the Revenues.

OTHER OUTSTANDING BONDS OF THE ISSUER

Additional information regarding the Issuer’s outstanding bonds may be found in the Issuer’s financial report (the “Financial Report”) at: http://secure.utah.gov/auditor-search/. For additional information, including any information more recent than as of the date of the Financial Report, please contact Gary LeCheminant, Finance Director at (801) 722-4520.

TOTAL ESTIMATED COST OF BONDS

Based on the Issuer’s current plan of finance and a current estimate of interest rates, the total principal and interest cost of the Series 2020 Bonds to be issued under the Act to finance the Series 2020 Project, if held until maturity, is $3,908,672.05.

A copy of the Resolution and the Indenture are on file in the office of Highland City Recorder, 5400 West Civic Center Drive, Suite 1, Highland, Utah, where they may be examined during regular business hours of the City Recorder from 7:30 a.m. to 6:00 p.m. Monday through Thursday, for a period of at least thirty (30) days from and after the date of publication of this notice.

NOTICE IS FURTHER GIVEN that a period of thirty (30) days from and after the date of the publication of this notice is provided by law during which (i) any person in interest shall have the right to contest the legality of the Resolution, the Indenture (as it pertains to the Series 2020 Bonds), or the Series 2020 Bonds, or any provision made for the security and payment of the Series 2020 Bonds, and that after such time, no one shall have any cause of action to contest the regularity, formality, or legality thereof for any cause whatsoever and (ii) registered voters within Highland City, Utah may sign a written petition requesting an election to authorize the issuance of the Series 2020 Bonds. If written petitions which have been signed by at least 20% of the registered voters of Highland City, Utah are filed with the Issuer during said 30-day period, the Issuer shall be required to hold an election to obtain voter authorization prior to the issuance of the Series 2020 Bonds. If fewer than 20% of the registered voters of Highland City, Utah file a
written petition during said 30-day period, the Issuer may proceed to issue the Series 2020 Bonds without an election.

DATED this February 4, 2020.

/s/ Cindy Quick
City Recorder
Section 11. All resolutions or parts thereof in conflict herewith are, to the extent of such conflict, hereby repealed and this Resolution shall be in full force and effect immediately upon its approval and adoption.
APPROVED AND ADOPTED this February 4, 2020.

(SEAL)

By: ________________________________
   Mayor

ATTEST:

By: ________________________________
   City Recorder
(Other business not pertinent to the foregoing appears in the minutes of the meeting.)

Upon the conclusion of all business on the Agenda, the meeting was adjourned.

(SEAL)

By:_________________________________

Mayor

ATTEST:

By:_________________________________

City Recorder
STATE OF UTAH
COUNTY OF UTAH

I, Cindy Quick, the duly appointed and qualified City Recorder of Highland City, Utah (the “City”), do hereby certify according to the records of the City Council of the City (the “Council”) in my official possession that the foregoing constitutes a true and correct excerpt of the minutes of the meeting of the Council held on February 4, 2020, including a resolution (the “Resolution”) adopted at said meeting as said minutes and Resolution are officially of record in my possession.

I further certify that the Resolution, with all exhibits attached, was deposited in my office on February 4, 2020, and pursuant to the Resolution, a Notice of Public Hearing and Bonds to be Issued was (a) published twice in the Daily Herald, a newspaper having general circulation within the City, the affidavit of which publication will be attached upon availability, (b) posted on the Utah Public Notice Website created under Section 63F-1-701 Utah Code Annotated 1953, as amended and (c) posted on the Utah Legal Notices website (www.utahlegals.com) created under Section 45-1-101, Utah Code Annotated 1953, as amended.

IN WITNESS WHEREOF, I have hereunto subscribed my signature and impressed hereon the official seal of said City, this February 4, 2020.

(SEAL)

By: ________________________________
    City Recorder
EXHIBIT A
CERTIFICATE OF COMPLIANCE WITH OPEN MEETING LAW

I, Cindy Quick, the undersigned City Recorder of Highland City, Utah (the “City”), do hereby certify, according to the records of the City in my official possession, and upon my own knowledge and belief, that in accordance with the requirements of Section 52-4-202, Utah Code Annotated, 1953, as amended, I gave not less than twenty-four (24) hours public notice of the agenda, date, time and place of the February 4, 2020, public meeting held by the City Council of the City (the “Council”) as follows:

(a) By causing a Notice, in the form attached hereto as Schedule 1, to be posted at the principal offices of the City at least twenty-four (24) hours prior to the convening of the meeting, said Notice having continuously remained so posted and available for public inspection until the completion of the meeting;

(b) By causing a copy of such Notice, in the form attached hereto as Schedule 1, to be posted on the Utah Public Notice Website (http://pmn.utah.gov) at least twenty-four (24) hours prior to the convening of the meeting; and

(c) By causing a copy of such Notice, in the form attached hereto as Schedule 1, to be delivered to the Daily Herald pursuant to its subscription to the Utah Public Notice Website (http://pmn.utah.gov) at least twenty-four (24) hours prior to the convening of the meeting.

In addition, the Notice of 2020 Annual Meeting Schedule for the Council (attached hereto as Schedule 2) was given specifying the date, time, and place of the regular meetings of the Council to be held during the year, by causing said Notice to be (a) posted on at the principal office of the City, (b) published on the Utah Public Notice Website (http://pmn.utah.gov) during the current calendar year and (c) provided to at least one newspaper of general circulation within the geographic jurisdiction of the City pursuant to its subscription to the Utah Public Notice Website (http://pmn.utah.gov).

IN WITNESS WHEREOF, I have hereunto subscribed my official signature this February 4, 2020.

(SEAL)

By: _______________________________
    City Recorder
SCHEDULE 1

NOTICE OF MEETING
SCHEDULE 2

ANNUAL MEETING SCHEDULE
(attach Proof of Publication of Notice of Bonds to be Issued)
EXHIBIT B

FORMS OF INDENTURE

(See Transcript Document Nos. __ and ___)
EXHIBIT C

FORM OF BOND PURCHASE AGREEMENT

(See Transcript Document No. ___)
## HIGHLAND CITY

$3,702,000* Sales and Franchise Tax Revenue Refunding Bonds, Series 2020

as of January 27, 2020

### CALENDAR OF EVENTS

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday</td>
<td>January 29</td>
<td>Bond Counsel Distributes Super Parameters Resolution</td>
<td>BC</td>
</tr>
<tr>
<td>Tuesday</td>
<td>February 4</td>
<td>Regular City Council meeting to consider adoption of the Super Parameters Resolution.</td>
<td>CC</td>
</tr>
<tr>
<td>Wednesday</td>
<td>February 5</td>
<td>Notice of &quot;Intent to Issue Bonds&quot; and &quot;Notice of Public Hearing&quot; is sent to The Daily Herald and Utah Public Meeting Website.</td>
<td>BC</td>
</tr>
<tr>
<td>Friday</td>
<td>February 7</td>
<td>First publication of the &quot;Notice of Bonds to be Issued&quot; and &quot;Notice of Public Hearing&quot; is published in The Daily Herald.</td>
<td>N</td>
</tr>
<tr>
<td>Friday</td>
<td>February 14</td>
<td>Second publication of the &quot;Notice of Bonds to be Issued&quot;, and &quot;Notice of Public Hearing&quot; published in The Daily Herald. (Begins 30-day contest period).</td>
<td>N</td>
</tr>
<tr>
<td>Tuesday</td>
<td>March 3</td>
<td>Public Hearing</td>
<td>All</td>
</tr>
<tr>
<td>Wednesday</td>
<td>March 4</td>
<td>Request for Bids are sent out to investment community.</td>
<td>MA</td>
</tr>
<tr>
<td>Sunday</td>
<td>March 15</td>
<td>30-day contest period ends.</td>
<td></td>
</tr>
<tr>
<td>Tuesday</td>
<td>March 17</td>
<td>Request for Bids are due</td>
<td>P</td>
</tr>
<tr>
<td>Tuesday</td>
<td>March 17</td>
<td>Selection of Direct Purchaser</td>
<td>CAD, FD, MA</td>
</tr>
<tr>
<td>Tuesday</td>
<td>March 24</td>
<td>Closing documents are distributed to the working group.</td>
<td>BC</td>
</tr>
<tr>
<td>Wednesday</td>
<td>April 1</td>
<td>Closing: Delivery of funds (Gilmore &amp; Bell, 10:30am MST)</td>
<td>ALL</td>
</tr>
</tbody>
</table>

### LEGEND

- **BC**: Bond Counsel
- **CA**: City Attorney
- **CC**: City Council
- **CAD**: City Administrator
- **CR**: City Recorder
- **FD**: Finance Director
- **MA**: Municipal Advisor
- **N**: Official Newspaper
- **P**: Purchaser

*Preliminary; subject to change

ZIONS PUBLIC FINANCE
DATE: February 4, 2020
TO: Honorable Mayor and Members of the City Council
FROM: Erin Wells, Assistant City Administrator
SUBJECT: Discussion–2020 Resident Survey

PURPOSE:
The City Council will discuss the content of the draft 2020 Resident Survey.

BACKGROUND:
For the past four years, in January or February the City has conducted a resident survey. The survey is conducted using two different mediums 1) paper copies which are sent with each utility bill and 2) online which is advertised via the website, social media, and emails to electronic bill subscribers. The questions in each medium are exactly the same and staff does our best to be sure each household only responds once.

The survey questions are broken into three types:

1) “How are we doing” type questions that we ask every year as it allows us to analyze trends in City performance over time.

2) Demographic questions that allow us to conduct comparisons to see if certain types of residents feel differently than others. The demographic questions also allow us to compare our survey sample to the Highland population at large to ensure our survey results can be used to describe Highland residents in general.

3) Topic specific questions based on current/upcoming big issues going on in the City. Staff has drafted a number of potential topic specific questions and are seeking Council feedback on these questions or ideas for any additional ones.

Due to spacing constraints and survey fatigue, we probably only has room for about 20 questions total. If needed, the City can conduct a more in depth survey on a specific topic at a different time. Previous year’s questions and results can be viewed at:
FISCAL IMPACT:
The City spends approximately $500 in hard costs on the resident survey including printing, mailing, the online tool, and promotional ads. A great deal of staff time also goes into the drafting, designing, implementing, coding, and analyzing of the survey.

RECOMMENDATION:
Council provide feedback on the draft of the 2020 resident survey.

PROPOSED MOTION:
N/A

ATTACHMENTS:
1. 2020 Survey Draft using Track Changes from the 2019 Survey
2. Draft “Topic Specific Questions”
*Surveys are due February 28, 2019 March 31, 2020. Please only submit one per household.*

*If you don’t have an opinion on any question, please skip.*

1. What is your address? (This information WILL NOT be used to track your responses. It is used to ensure respondents' responses are limited to one per Highland resident's home.)

   ______________________________________

2. What would you say is the quality of life in Highland City? (Mark one oval.)
   a. Poor to Excellent 4 point scale

3. Would you like to see less of, the same amount, or more of the following? (Mark one oval per row.)
   a. City Events & Programs
   b. City Recreation Opportunities
   c. Communication/Transparency
   d. Deviations from R-1-40 zoning to smaller lots
   e. Economic Development Efforts
   f. Fire Department/EMS Funding
   g. Focus on Long-term Financial Health of the City
   h. Library Programs & Materials
   i. Maintenance of Current Parks
   j. Maintenance of Current Trails
   k. Number of Parks
   l. Number of Trails
   m. Police Department Funding
   n. Repair and Reconstruction of Roads
   o. Senior Programs
   p. Zoning Changes to allow for apartments/condominiums/town homes, etc.

4. If you would like to, elaborate on your responses above.

5. Would you be in favor of sports tournaments with a large number of participants being held in Highland? (Mark one oval.)
   a. Yes
   b. No

6. What types of recreation elements would you like to see more of? (Check up to three boxes.)
   a. All abilities playground
   b. Baseball/softball fields

Commented [EW1]: Potentially cut
c. Bocce ball court
d. Dog park
e. Equestrian facilities
f. General playground equipment
g. Open Fields
h. Outdoor basketball courts
i. Pickleball courts
j. Sand volleyball courts
k. Skatepark
l. Swings
m. Tennis courts
n. Walking paths
o. Other___________________

7.5. Please rate the following City personnel groups on their professionalism.
   (Mark one oval per row.)
   a. Elected Officials
   b. General City Staff
   c. Library Staff
   d. Public Works Field Staff

8.6. If you would like to, elaborate on your responses above:

9.7. How likely would you be to support the City raising additional funds through fees or taxes for following categories? (Very Likely to Very Unlikely 4 point scale)
   (Mark one oval per row.)
   a. City Events & Programs
   b. City Library
c. Fire Department
d. General City Operations & Equipment
   e. Natural Vegetation Open Space Maintenance
   f. Park Construction and Maintenance
g. Police Department
   f. Trail Construction and Maintenance

10.8. Please rate the following City services. (Poor to Excellent 4 point scale)
    (Mark only one oval per row. If you don’t have an opinion, please skip.)
    a. Building Permitting
    b. Building, Field, or Pavilion Rental
    c. Business Licensing
d. Cemetery Arrangements
e. City Hall Hours

Commented [EW2]: Potentially cut
f. City Library

| h. Development/Engineering Services |
| i. EMS/Paramedic Services |
| j. Fire Services |
| k. Garbage/Recycling |
| l. Highland Arts Council |
| m. Highland Fling |

n. Open Space Natural Vegetation Maintenance

| n.o. Other City Events and Programs |
| o. Police Crime Prevention |
| p. Police Traffic Enforcement |
| q. Quality of Parks |
| r. Quality of Trails |
| s. Records Request Services |

u. Road Maintenance/Quality

| v. Snow Removal |
| w. Transparency/Communication with Residents |
| x. Utility Billing |

11.9. If you would like to, elaborate on your responses above.

12.10. How would you prefer to get information from Highland City? (Mark up to three.)

a. City Council Meetings
b. City Newsletter
c. Email Alerts
d. Signs around town
e. Social Media Updates
f. Text Alerts
g. Website

h. Other: ________________________________

13. What kind of Library program would someone in your home be most likely to attend? (Mark one oval.)

a. Weekly after school STEM program for school age children (coding club or Lego club)
b. Large events for families (Fairytale Ball or Family Book Festival)
c. One time educational class for adults
d. Large event geared to a specific age group (Teen Book or Comics and Costumes Festival)
14.11. What kind of items would you like to see more of at the Library? (Mark one oval.)
   a. E-books
   b. E-audiobooks
e. Other ______________________
   c. Adult Fiction
d. Adult Nonfiction
   e. Audiobooks
   f. Children’s Fiction including Picture Books
   g. Picture books/ early readers
   h. Children’s Nonfiction
   i. DVD’s
   j. Books on CD
   k. Teen Fiction
   h. Teen Nonfiction
   g. Other ______________________

12. What services for teens would you like to see at the Library? (Mark up to 2)
   a. Larger teen book collection
   b. Monthly teen night (games, crafts, treats)
c. Monthly teen volunteer/service activity (do a service project for the library and then have games/treats)
   d. Teen writing group
e. Teen writing contest
   f. Teen soft programing (crafts or games they can do any time they come to the Library)
g. Classes/workshops on teen issues (ex. managing stress, preparing for college applications, family issues)
h. Other ______________________

15.13. How long have you lived in Highland? (Mark one oval.)
   a. 0-5 years
   b. 5-10 years
c. 10-20 years
d. 20+ years

16.14. How long do you anticipate that you will continue to live in Highland? (Mark one oval.)
   a. 0-5 years
   b. 5-10 years
c. 10-20 years
d. 20+ years/Remainder of life

17-15. What area of Highland do you live in? (Mark one oval.)
   a. north of Timpanogos Highway (S.R. 92) and west of Alpine Highway (5300 W)
   b. north of Timpanogos Highway (S.R. 92) and east of Alpine Highway (5300 W)
   c. south of Timpanogos Highway (S.R. 92) and east of Alpine Highway (5300 W)
   d. south of Timpanogos Highway (S.R. 92) and west of Alpine Highway (5300 W)

18-16. Do you have any children living at home under the age of 19? (Mark one oval.)
   a. Yes
   b. No

19-17. What is your age? (Mark one oval.)
   a. Under 18
   b. 18-24
   c. 25-34
   d. 35-44
   e. 45-54
   f. 55-64
   g. 65 or Older

20-18. If there is any topic regarding Highland City that you would like to comment on, please do so here.
1. If someone from your household uses the parks in Highland City, how often do they use them and for what purpose? (please mark one circle per row).

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Playing/ practicing a sport with an organized team / for competition</th>
<th>Playing a sport for enjoyment/ exercise</th>
<th>Passive play: playground, playing catch with family, enjoying nature, etc.</th>
<th>Other: ________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Never</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Less than 1 time per month</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>1-3 times per month</td>
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<td></td>
<td></td>
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<tr>
<td>1 time per week</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multiple times per week</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

2. If someone from your household uses the trails in Highland City, how often do they use them and for what purpose? (please mark one circle per row).

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Exercise or Enjoyment</th>
<th>Traveling to/ from school</th>
<th>Traveling to/ from a park</th>
<th>Traveling to/ from another destination</th>
<th>Other: _________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Never</td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
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<tr>
<td>Multiple times per week</td>
<td></td>
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</tbody>
</table>

3. What is your overall impression of the how the 2019 Vote by Mail Election worked? (Poor to Excellent 4 point scale)
4. Are you supportive of the planned extension of Canal Boulevard road? The extension would connect Alpine Highway (SR 74) to North County Boulevard (SR 129), south of Lone Peak High School.

5. How much does your household try to conserve water in each of the following areas?

<table>
<thead>
<tr>
<th></th>
<th>Inside the home</th>
<th>Outside the home</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not at All</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A Little</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Some</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A Great Deal</td>
<td></td>
<td></td>
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</tbody>
</table>

6. Would you like to see the City communicate less, the same amount, or more on each of the following topics:

<table>
<thead>
<tr>
<th></th>
<th>Not at All</th>
<th>A Little</th>
<th>Some</th>
<th>A Great Deal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts Council Programs</td>
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<tr>
<td>Candidate &amp; Election Information</td>
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<tr>
<td>City Council Decisions</td>
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<tr>
<td>City Events &amp; Youth Council</td>
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<tr>
<td>Infrastructure Projects: Road Maintenance, New Buildings, Park Construction, etc.</td>
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<tr>
<td>Library Programs</td>
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<tr>
<td>New Development</td>
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<tr>
<td>Office Closures and Garbage Delays</td>
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<tr>
<td>Regional/ National Information: 1-15, Utah Lake, Census, etc.</td>
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<tr>
<td>Seasonal Items: Snowplowing, Splash Pad, Christmas tree drop-off, etc.</td>
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<tr>
<td>Upcoming Council &amp; Board Meetings</td>
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<td></td>
<td></td>
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<tr>
<td>Volunteer Opportunities</td>
<td></td>
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</tbody>
</table>