

Minutes of the Work Session meeting of the Syracuse City Council held on December 8, 2015, at 6:00 p.m., in the Council Work Session Room, 1979 West 1900 South, Syracuse City, Davis County, Utah.

Present: Councilmembers: Corinne N. Bolduc  
Mike Gailey  
Craig A. Johnson  
Karianne Lisonbee  
Douglas Peterson

Mayor Terry Palmer  
City Manager Brody Bovero  
City Recorder Cassie Z. Brown

City Employees Present:

Finance Director Steve Marshall  
City Attorney Paul Roberts  
Community and Economic Development Director Brigham Mellor  
Public Works Director Robert Whiteley  
Fire Chief Eric Froerer  
Police Chief Garret Atkin  
Parks and Recreation Director Kresta Robinson  
City Planner Jenny Schow

The purpose of the Work Session was to review the agenda for the business meeting to begin at 7:00 p.m.; hear a request to be on the agenda: Scott Crawley regarding building permit issue; receive the Annual Audit Report by Finance Director Marshall and Keddington & Christensen LLC.; discuss potential contract for bailiff services; discuss the Public Works Accessory Building; review the following items forwarded by the Planning Commission: General Plan Text amendment, General Plan Map amendment, Proposed Title 10 Amendment re: Industrial Architecture Standards, Proposed Title 8 Amendment re: Minor Subdivisions, and Final Subdivision Plan Approval, Keller Crossing Phase 3, located at approximately 1475 W. 2000 W.; discuss possible changes to Title Six re: Code Enforcement; receive the 2015 Farmers Market report; discuss potential creation of Community Development Project Area (CDA) in Syracuse City; discuss possible RDA Reimbursement Contract with H&N Capital; and discuss Council business.

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**Agenda review**

Mayor Palmer briefly reviewed the agenda for the business meeting to begin at 7:30 p.m.

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**Request to be on the agenda: Scott Crawley regarding building permit issue.**

Community and Economic Development (CED) Director Mellor reported that Mr. Crawley contacted staff yesterday to indicated that he would not be in attendance this evening; however, he wanted to provide the Council with information about the issue for which Mr. Crawley requested to be on the agenda. He explained months ago Mr Crawly expressed a concern with the safety of the home and residents of 1104 West 2175 South regarding a basement that was finished without a permit and safety inspection. He noted he verified that the occupants had pulled building permits on the following dates:

- April 18<sup>th</sup>, 2006 for the Home
- May 19<sup>th</sup>, 2006 for the Basement (300 sqft)
- May 2<sup>nd</sup>, 2006 for a free standing garage

He noted he instructed building inspectors to contact the residents at 1104 West 2175 South notifying them that the City had received a tip from a concerned Clearfield resident about the safety condition of the basement, after which the homeowner said she believed the permit had been pulled and that an inspection had been done, but she acknowledges that there is an issue and has obliged to pay the fees, fines, and to do whatever work is necessary to bring the space into compliance. The home owner is cooperating and this matter is being resolved.

He noted inspectors informed him that the City has approximately 15 instances per year where homeowners have not bothered to obtain a permit; this year inspectors will have done 7,000 inspections on garages, homes, basements,

swimming pools, solar panels, etc. and approximately 0.2 percent of work has been completed without a permit. This is not a very common problem and people who have work completed without permits or safety inspections expose themselves to a whole host of market imposed liability by banks and insurance companies, plus a risk of condemnation). He indicated he is disappointed that a very small portion of the City's residents choose to do work without a permit and his recommendation to anyone that does work like this is that it is not worth the risk and headache to not go through the proper channels.

He then referenced Mr. Crawley's issue and noted that although his staff is very busy, they have been very courteous, and patient with Mr. Crawley. He noted that Mr. Crawley asked to be on the agenda, but when he found out his item would be discussed in the work session and not the business meeting in the Council Chambers he was very upset. Staff made it clear to him this is where these types of issues are addressed with the Council, yet at the last minute he asked to be removed from the agenda. Staff informed Mr. Crawley that the item would be left on the agenda regardless and that he was still welcome to attend to hear the discussion. He concluded staff will continue to work with the residents at 1104 West 2175 South to ensure safety and compliance.

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Councilmember Lisonbee asked if staff has entered the home in question to complete an inspection. Mr. Mellor noted that a preliminary inspection has been completed and the owner has been given a certain amount of time to correct some issues to bring the property into compliance. Councilmember Lisonbee noted that she was contacted by a City resident who referred her to Title Nine of the City Code, which includes language that dictates that if a homeowner finishes their basement without obtaining a permit from the City, the penalty shall be a class B misdemeanor. She noted that the resident's concern is whether the City is going to follow its own laws. Mr. Mellor noted it is not his decision to charge a homeowner with a class B misdemeanor. Councilmember Lisonbee noted that she is aware of other situations in the City where people have begun work on their home without obtaining a permit and they were simply required to obtain a permit and bring their improvements in compliance with City Code. She stated she would like to follow the code and if the current language is too strict or draconian, it should be changed. City Manager Bovero noted that staff's approach has always been to encourage compliance rather than being punitive. Councilmember Lisonbee agreed and suggested that the City Code be amended to change the word "shall" to "may" relative to the class B misdemeanor penalty.

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### **Annual Audit Report by Finance Director Marshall and Keddington & Christensen LLC.**

A staff memo from the Finance Director explained Steve Rowley, Audit Manager from Keddington & Christensen, will be attending this meeting and will give a detailed presentation about this year's audit and will be able to answer questions from the Council. The memo asked that the Council review the Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2015. It provides very good information on the financial position of the City. The City has been awarded the GFOA Certificate of Achievement for Excellence in Financial Reporting for the five previous years. Staff will be submitting this CAFR for the award again this year with the expectation that the City will be awarded that same recognition. A lot of hard work has gone into the preparation of this report and all departments were recognized for their collaborative efforts.

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Mr. Marshall reviewed his staff memo and provided a brief overview of the layout of the Audit Report. He then introduced Mr. Rowley, who provided a presentation regarding the audit; he noted that the only finding deals with state compliance relative to the City's fund balance and is identified as a significant deficiency. He explained that during test work the auditors noted that the unrestricted fund balance of the City's General Fund exceeded the limit of 25 percent of current year revenues in the General Fund. According to Utah Code Annotated (UCA) 10-6-115(2), "accumulation of a fund balance in the City general fund may not exceed 25 percent of the total revenue of the City general fund for the current fiscal year period." The City has accumulated more unrestricted fund balance than what UCA allows and the auditor recommends the City monitor the level of unrestricted fund balance more closely to ensure compliance with this requirement. He noted staff has indicated that the issue has already been corrected and was related to the fact that general fund monies were planned for use on public works projects, but the money was not spent at the time the 'audit snapshot' was taken. He then concluded the remainder of the audit is considered 'clean' and it has been a pleasure working with Syracuse City staff to complete the project.

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**Discuss potential contract for bailiff services.**

A staff memo from the City Recorder explained In the Fiscal Year (FY) that ran from July 1, 2014 to June 30, 2015 the City spent approximately \$15,000 to staff two Police Officers as bailiffs in the Syracuse City Justice Court. Prior to the conclusion of that FY, one of those Officers left their employment with the City. While the administration was considering the possibility of contracting for bailiff services, duties were assumed by a single bailiff. In early FY 2016 the remaining bailiff left to obtain full-time employment. In the meantime, bailiff services have been performed by regular police officers, mostly through overtime. The amount being spent on overtime is approximately twice the cost of a dedicated person or company to provide bailiff services. In November staff published a Request for Proposals (RFP) to seek bids for outsourcing bailiff and warrant collection services. Two firms responded and the lowest responsible bidder was Salt Lake County Constable. This firm currently provides services for eight Justice Courts along the Wasatch Front and is in negotiations to provide services for additional Courts. The City has reached out to the eight courts and received positive feedback about the firm. The projected cost to contract with Salt Lake County Constable is approximately \$15,000 per year, which is the same cost the City was previously paying to provide bailiff services in house, but under the contract the City will have access to warrant collection services that were not available previously. As of November 25, 2015 the City has \$186,296 in outstanding warrant fees. Since the current FY is halfway over, staff is recommending the Council increase the budget by \$10,000 to cover two bailiffs and warrant collection service through the remainder of the year; the costs for warrant collection services will be offset by the actual collection of warrants; therefore, the total actual expenditure at year end will be less than budgeted. The City Attorney has prepared an agreement between Syracuse City and Salt Lake County Constable; the agreement is contingent upon approval of the requested budget increase, which likely will not occur until February when the Council will have the opportunity to consider a budget opening for several budget items. It was necessary to include authorization of the agreement on this agenda as the City's purchasing policy requires awarding of a contract within 45 days of the close of a RFP; otherwise, the City would technically need to rebid the services after the first of the New Year.

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City Manager Bovero and City Recorder Brown reviewed the staff memo.

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**Public Works accessory building.**

A staff memo from the Public Works Director explained existing storage space for heavy equipment is fully utilized. The lack of needed storage space leaves some heavy equipment outdoors exposed to elements. Bids were received on October 26, 2015 to evaluate the cost to construct a three-bay building or a five-bay building. A summary of the bid tabulation document was included in the Council packet. This project was already programmed in the 2016 adopted budget. Costs were evaluated with the budget and are included. The memo concluded staff recommends the construction of a five-bay accessory building will protect the city's valuable heavy equipment and prolong the operation life.

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Public Works Director Whiteley reviewed his staff memo. The Council engaged in a brief discussion regarding the Department's needs, ultimately concluding to support the construction of a five-bay building for storage of the City's heavy equipment.

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**Review items forwarded by the Planning Commission:  
General Plan Text Amendment.**

A staff memo from the Community and Economic Development (CED) Department explained the General Plan Subcommittee Members, Scope and Duration was adopted by the Planning Commission on August 19, 2014. On January 6, 2015 the Subcommittee received an extension for additional 180 day duration. The General Plan Committee conducted a comprehensive review of the Syracuse City General Plan and has made a recommendation as shown in draft 1. The proposed amendments were sent to the City department heads for review and the feedback has been compiled into draft 2. The City Council has requested to review the proposed General Plan Amendments during their regularly scheduled meeting on December 8, 2015. The memo concluded the Planning Commission moved to recommend approval of the General Plan Text amendments with a unanimous vote on November 17, 2015.

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City Planner Schow reviewed the staff memo. The Council provided Ms. Schow with feedback regarding grammatical and technical changes that need to be made to the document.

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Councilmember Peterson referenced page 20 of the document and a section regarding goals, one of which dealt with consideration of widening 2000 West south of 1700 South at the time the Utah Department of Transportation (UDOT) widens 2000 West north of 1700 South. He stated he feels this is still a valid goal and he wondered why it is being stricken from the document. Mr. Whiteley stated that it was removed at his recommendation because he felt leaving it in the document would leave the City responsible for completing the project according to a certain timetable. He added this will not prevent the City from considering the project in the future.

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Councilmember Gailey stated he feels the mission statement discussed at the recent City Council retreat should be included in the document.

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Councilmember Peterson referenced section 7.5, Parks and Recreation, and stated that a change that was made that removes the meaning of a sentence that called for trails and trail systems to be included in the Parks and Recreation Master Plan. The Council and Ms. Schow engaged in a discussion regarding how the sentence should be reworded to indicate that trails and trail systems should be included in the Parks and Recreation Master Plan. Councilmember Peterson then referenced the section dealing with moderate income housing and noted the picture located above that section is not representative of moderate income housing.

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The discussion concluded with continued feedback regarding grammatical errors in the document.

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**Review items forwarded by the Planning Commission:  
General Plan Map Amendment.**

A staff memo from the Community and Economic Development (CED) Department explained the General Plan Committee conducted a comprehensive review of the Syracuse City General Plan and has made a recommendation as shown in the attached draft General Plan Map. The memo concluded the Planning Commission moved to recommend approval of the General Plan Map with a unanimous vote on November 17, 2015.

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City Planner Steele reviewed the staff memo and he and City Planner Schow briefly reviewed each of the proposed changes to the map, by identifying the previous general plan land use designation as well as the proposed amended land use designation.

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Councilmember Lisonbee asked if it would make sense to add to the City ordinance a statement indicating that sewer pumps are prohibited; the City currently has a policy prohibiting pumps, but the City ordinance does not include the same law and she would prefer consistency. City Manager Bovero indicated City Administration is working to address that issue and will bring a recommendation to the Council soon.

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The Council then briefly discussed the proposed general plan map amendments, with a focus on the location of a future elementary school in the City.

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**Review items forwarded by the Planning Commission:  
Proposed Title 10 Amendment re: Industrial Architecture  
Standards.**

A staff memo from the Community and Economic Development (CED) Department explained there has been discussion and concern over the appropriate regulation of steel buildings in PC. Some concerns expressed are that the nature of steel building construction results in flat walls and "boxy" building massing. When the standard vertical steel siding is applied to the exterior, building facades can become monotonous and to some accounts "cheap". Staff has gathered the following information to assist in this discussion.

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City Planner Steele reviewed the staff memo. He reviewed renderings or images to identify how the proposed amendments could impact design of steel buildings throughout the City.

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Councilmember Lisonbee addressed the Ninigret project in the City; she noted that the Council was told that the buildings to be built in that project would resemble the buildings the Council toured in Salt Lake City, which were stucco. She stated there are two metal buildings coming forward: one with outdoor storage and manufacturing uses. Mr. Steele stated that no manufacturing will occur outside; pipes will be manufactured inside the building and occasionally it will be necessary to perform some assembly outside of the building prior to the items being shipped. He added there are very stringent landscaping regulations for the zone in which the building is located so all outdoor storage will be adequately screened by berms, landscaping, and fences. Councilmember Lisonbee stated that she is simply concerned because she voted to support the project because she was told that it would not be a haphazard development and, rather, it would be beautiful and uniform. She stated the City is not getting that though it was promised. Mr. Steele noted the Architectural Review Committee and Planning Commission have both reviewed the plans for the buildings in the project area and have found compliance with City ordinances and design standards. Councilmember Lisonbee stated she is simply referring to the promises that were made to the City by the developer and she feels the City should be able to rely upon those promises. Mr. Bovero noted that he has consulted with the City Attorney regarding this issue and the key factor is whether the developer agreed to certain design standards as a condition of approval or if the design standards were included in a development agreement for the project. He noted it can be difficult to enforce a promise if it is not formalized within an agreement. Councilmember Lisonbee stated she understands that, but she asked if City Administration has talked to the developer about the promises they made and whether they are willing to perform. Mr. Bovero stated that conversation has not taken place. CED Director Mellor asked for clarification regarding exactly what Councilmember Lisonbee would like to see within the project. He asked if she prefers stucco buildings to metal buildings and that no outdoor storage will be allowed. Councilmember Lisonbee stated those are the two things the developer agreed to and they are not happening. Mr. Mellor stated he can talk to the developer about those issues. Councilmember Lisonbee stated she raised these concerns a couple of months ago when she first heard of the planned buildings and she still has the same concerns. Mr. Steele stated he has had similar concerns, but he feels the design of the buildings is high quality and they will be heavily screened by landscaping. Mr. Mellor stated he will have a conversation with the developer about Councilmember Lisonbee's concerns. Mayor Palmer suggested that Councilmember Lisonbee provide Mr. Mellor with more detailed information regarding her concerns about the development in order to prepare him for a more meaningful conversation.

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The Council briefly discussed the proposed ordinance to amend architectural standards for metal buildings and they concluded it may be appropriate to table action on the item until January of 2016.

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**Review items forwarded by the Planning Commission:  
Proposed Title 8 Amendment re: Minor Subdivisions.**

A staff memo from the Community and Economic Development (CED) Department explained this item is a proposed addition to Title 8 providing a Minor Residential Subdivision clause. This code would only apply to subdivisions of 10 lots or less. Staff is proposing to combine the application for preliminary and final approval into one step, thus reducing the expense of the development and staff time. A minor subdivision will be required to meet all regulations of City Code and the Engineering Standards and Regulations. The memo concluded the Planning Commission moved to approve the proposed code for minor subdivisions on November 17, 2015 with a unanimous vote.

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CED Director Mellor reviewed the staff memo.

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**Review items forwarded by the Planning Commission:  
Final Subdivision Plan Approval, Keller Crossing Phase  
3, located at approximately 1475 W. 2000 S.**

A staff memo from the Community and Economic Development (CED) Department provided the following information regarding the proposed development:

Address: 1475 W 2000 S  
Zone: R-3 Residential  
Applicant: K.W. Advisory Group  
Total Acreage 8.519 acres  
Net Acreage 6.815  
Allowed Lots (5.44 units/acre) 37  
Proposed Lots 23

Public Meeting Outline

General Plan and Rezone Approval  
    Planning Commission May 5, 2015  
    City Council May 12, 2015  
Concept Plan Staff Review April 29, 2015  
Preliminary Plan Review  
    Planning Commission June 2, 2015  
    City Council June 9, 2015  
Final Plan Review  
    Planning Commission December 1, 2015

The memo indicated this request is for phase two of the Keller Crossing Subdivision. This phase is on the East end of the development and will tie in to Tivoli Gardens and Harvest Point Subdivision. Please see staff reports for outstanding issues. The Planning Commission moved voted unanimously to recommend approval of the final subdivision plan for Keller Crossing Phase 3, located at 1475 W. 2000 S. R-3 zone, subject to all applicable requirements of the City’s municipal codes, City staff reviews.

This item was not discussed in the work session meeting.

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**Discuss possible changes to Title Six re: Code Enforcement**

A staff memo from the Community and Economic Development (CED) Department explained The City has seen an increase in code enforcement activity, which has sparked questions and concerns regarding our existing code, as well as areas of emphasis for enforcement. It is worth noting the purpose of Code Enforcement services, which includes:

- Protecting the health, safety, and welfare of the public by deterring pests, and preventing unsafe conditions.
- Maintain attractive neighborhoods and commercial areas.
- Protect property values.

The ordinance adopted by the City should support these purposes. Below is a list of code sections which are most frequently encountered by our Code Enforcement Officer. With one exception (Title 10), these sections are attached for your review.

- Weeds/vegetation – 6.10.030 & 6.15.010
- Waste materials or junk prohibited - 6.10.020 & 6.15.010
- Trailers parked on street – 11.20.030
- Parking vehicles/trailers on soft surfaces – 10.40.030
- Outdoor storage – 6.15.010
- Inoperable vehicles parked on property – 10.40.030, 6.10.020 & 6.15.010
- Vacant/abandoned buildings – 6.15.010
- Sidewalk obstructions – 4.05.030, 11.20.010 & 11.20.040
- Snow accumulation on sidewalk – 4.05.060
- Trees – obstructing sidewalk/streets – 10.30.070
- Doing business without license – 5.05.020
- Signs & miscellaneous zoning violations – Very lengthy – [See Title 10](#)

Specific areas that the staff has received comment regarding the ordinance include:

- Parking on hard surfaces (Title 10)
- Parking trailers on the street (11.20.30)
- Junk, salvage material, and inoperable vehicles (6.10.020)
- Whether agricultural or large-lot properties should be regulated differently.

Other areas of concern include the following:

- Winter clearing of sidewalks
- Sign Code

In addition to a review of the ordinance, staff would like to receive direction from the Council on areas of emphasis for enforcement. Are there areas where the Council would like to be more or less proactive? Currently, the City's philosophy is "Compliance is the goal, not punishment". This is evidenced by the extremely low level of revenue received and citations given by Code Enforcement (See attached code enforcement activity). The vast majority (95%-98%) are brought into compliance before a citation is given. Code Enforcement works with residents and businesses in scheduling a timeframe whereby the property owner can come into compliance. This typically involves the extension of deadlines. In addition, the City's enforcement philosophy is primarily (but not solely) complaint-based. When a complaint is received, Code Enforcement will not only stop by the property in question, but will also perform a quick examination of the immediate neighborhood. Any clear violations within view are also addressed at that time. The purpose of the discussion is to provide information to the Council, and for staff to receive direction on whether changes need to be made to the ordinance and/or philosophy of enforcement.

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CED Director Mellor reviewed the staff memo.

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Councilmember Lisonbee stated it is her opinion that if the law is bad it should be changed, but if it is good it should be enforced. She has heard so many complaints about enforcement issues that are not complaint driven; she wondered why the City would enforce an ordinance that the citizens are not concerned about. Councilmember Johnson agreed and stated that he would prefer that City ordinances not be so restrictive. Mr. Mellor stated that he receives at least three code enforcement complaints per day where residents are complaining about a nuisance on their neighbor's property. He stated the majority of the issues that the code enforcement officer responds to are complaint driven. The Council engaged in a brief discussion about the types of code enforcement ordinances that the officer is enforcing, after which Mr. Mellor noted he has no objection to amending the code to loosen code enforcement regulations if that is the direction he receives from the Council. Mr. Bovero asked that the Council provide Mr. Mellor with detailed information regarding the sections of the ordinance that should be amended. Councilmember Peterson stated he feels the regulation regarding on-street trailer parking could be less restrictive; currently a resident can only park a trailer on the street for 24 hours and it may be appropriate to extend that time period to 48 or 72 hours. Mayor Palmer suggested that the Council provide additional suggestions to Mr. Mellor in an email or phone conversation and any suggestions can be discussed in more depth at a future meeting.

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### **2015 Farmers Market Report**

A staff memo from the Community and Economic Development (CED) Department explained the 2015 Farmer's Market Season was another good season. As requested by residents, there were more produce vendors this year compared to last. The grocery store couldn't touch the produce at the market. New this year was the ability to accept EBT (Food Stamps) cards. We saw multiple families out each week using their cards. Beats buying pop tarts at Walmart. Staff thinks this will continue to gain traction with the new Double Up program. (Spend \$10 in food stamps, get a "free" \$10 in food stamps to spend at farmers market only). The Night Out Against Crime paired with the market was a good night, hundreds and hundreds of people, except the wind almost blew us away. Overall a fun community event and venue for young entrepreneurs, and non-profit groups to meet with community. Even saw most of the prospective council members out networking. Attendance was good but down compared to last season. Next year needs some new ideas to keep it growing and exciting. Live music, a kid's activity tent, and possibly a new location are some ideas. Here are some facts about the 2015 season:

- Season Dates: July 8th thru Sept. 30th
- Number of weeks: 13
- Total # Vendor Applications: 85

- # of Seasonal Vendor Applications: 26
- # of Weekly Vendor Applications: 50
- # Produce Vendor Applications: 14
- # Craft/Gifts/Jewelry/Cosmetics Vendor Applications: 38
- # Business (Insurance/real estate/ etc.) Promotion: 7
- # Cottage Foods Vendor Applications: 6
- # Prepared Food (food truck/ etc.) Applications: 11
- # Non-profit/fundraiser Applications: 6
- # Entertainer Applications: 3
- Vendor Booth Fees Collected: \$4,815
- Market Expenses: \$1,514
- Market Staff Expenses: \$954
- Market Earnings: \$2,347
- Grant Money Received from Utahns Against Hunger: \$2,000
- Estimated weekly attendance: 200-300
- Estimated taxable purchases: (\$50 per vendor x 40 vendor attendance x 13 weeks) = \$26,000
- Amount of Food Stamp (EBT) Spent: \$622
- Facebook Page Likes – 1,180 ( = 112% increase since 10/09/14). Like it if you haven't already:  
<https://www.facebook.com/SyracuseCityUtahFarmersMarket>
- Non-Quantifiable Value Added
- Value of Added Community Pride
- Value of Supporting Local Agriculture
- Value of Healthier Community

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CED Director Mellor and City Planner Steele reviewed the staff memo.

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**Discussion regarding potential creation of Community Development Project Area (CDA) in Syracuse City**

A staff memo from the Community and Economic Development (CED) Department explained there is a substantial retailer looking at locating in Syracuse - Project Rudolf. The memo asked that the Council instruct staff to proceed with consultant and in negotiations with taxing entities to establish a CDA, as per boundaries identified in the accompanying map.

This item was not discussed during the work session.

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**Discussion of Possible RDA Reimbursement Contract with H&N Capital**

A staff memo from the City Manager explained in 2014, H&N Capital discussed the possibility of obtaining RDA incentive reimbursements for improvements to their building on Antelope Drive in preparation for Hug Hess Café and Bandidos. Significant modifications were needed to the building in order to accommodate sit-down style restaurants. Based on the City's policy at the time, the City would consider, but not guarantee, an incentive that was proportional to the amount of the increment generated by the property. The entire parcel that includes the two restaurants, as well as other commercial space, generates approximately 6.42 percent of the annual RDA increment. H&N Capital has requested that the City participate in an incentive agreement. The purpose of this discussion item is to give direction to staff on whether the RDA Board will entertain an incentive reimbursement agreement.

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Mr. Bovero reviewed the staff memo.

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Councilmember Lisonbee asked if the City has experienced an increase in the tax increment generated by the area. Mr. Bovero stated sales tax revenue has increased, but he is not able to yet determine if RDA increment has increased due to

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the short term of the improvements. Mr. Mellor noted that more information about the tax increment will be available after the first of the year. Councilmember Lisonbee inquired as to the proposed term of the incentive agreement. Mr. Mellor recommended not extending a term past two years. Mr. Bovero stated that he would actually like the term to be longer to incentivize the property owner to keep the spaces occupied in that the incentive amount could be contingent upon that factor. Councilmember Lisonbee stated that is a good point and stated she is comfortable proceeding with entertaining the incentive reimbursement agreement.

**Council business**

There was not sufficient time for Council business.

The meeting adjourned at 7:26 p.m.

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Terry Palmer  
Mayor

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Cassie Z. Brown, CMC  
City Recorder

Date approved: January 12, 2016