



**NOTICE OF A REGULAR
CITY COUNCIL MEETING
June 28, 2023, at 6:00 PM**

PUBLIC NOTICE is hereby given that the Vineyard City Council will hold a regularly scheduled City Council meeting on Wednesday, June 28, 2023, at 6:00 p.m., in the City Council Chambers at City Hall, 125 South Main Street, Vineyard, Utah. This meeting can also be viewed on our [live stream page](#).

AGENDA

Presiding Mayor Julie Fullmer

1. CALL TO ORDER/INVOCATION/INSPIRATIONAL THOUGHT/PLEDGE OF ALLEGIANCE – *to be announced*.

2. WORK SESSION

No items were submitted.

3. PUBLIC COMMENTS

(15 minutes)

“Public Comments” is defined as time set aside for citizens to express their views for items not on the agenda. Each speaker is limited to three minutes. Because of the need for proper public notice, immediate action **cannot** be taken in the Council Meeting. If action is necessary, the item will be listed on a future agenda, however, the Council may elect to discuss the item if it is an immediate matter of concern.

Public comments can be submitted ahead of time to pams@vineyardutah.org.

4. MAYOR AND COUNCILMEMBERS’ REPORTS/DISCLOSURES/RECUSALS

5. STAFF, COMMISSION, AND COMMITTEE REPORTS

(3 minutes each)

5.1 City Manager Ezra Nair

5.2 Lieutenant Holden Rockwell

6. CONSENT ITEMS

- 6.1** [Approval of the June 14, 2023, City Council Meeting Minutes](#)
- 6.2** [Approval of Amendments to the Vineyard Retention Schedule located in the Vineyard Municipal Code Section 2.28 Records Management and Access \(Ordinance 2023-23\)](#)
- 6.3** [Approval of an Interlocal Cooperation Agreement with Utah County for Substance Misuse Prevention Services and Communities That Care Prevention Model Agreement \(Resolution 2023-30\)](#)
- 6.4** [Approval of a Special Event Permit Fee Waiver for The Tribe on behalf of Rex Real Estate.](#)
- 6.5** [Approval of a Bid Award to Nelson Partners for Conceptual Designing Services and Space Analysis of City Hall \(Resolution 2023-31\)](#)
- 6.6** [Approval of a Bid Award to Aljay Fuimaono for the Design and Installation of the Vineyard Water Tank Mural and Additional Funds for Site Improvements.](#)

7. APPOINTMENTS

No names were submitted.

8. PRESENTATIONS/RECOGNITIONS/AWARDS/PROCLAMATIONS

8.1 [Fraud Risk Assessment Presentation](#)

Finance Director David Mortensen will present the annual Fraud Risk Assessment. This item is for discussion only, no action will be taken.

9. BUSINESS ITEMS

9.1 PUBLIC HEARING – [Adoption of the Vineyard City Fiscal Year 2022 – 2023 Budget Amendment #2 \(Resolution 2023-28\)](#)

Finance Director David Mortensen will present proposed amendments to the Fiscal Year 2022-2023 Budget. The mayor and city council will act to adopt (or deny) this request by resolution.

9.2 DISCUSSION AND ACTION – [Adoption of the Final Fiscal Year 2023-2024 Budget and Certified Tax Rate \(Resolution 2023-29\)](#)

Finance Director David Mortensen will present the final Fiscal Year 2023-2024 Budget and the certified tax rate. The mayor and City Council will act to adopt (or deny) this request by resolution. *(A public hearing was held on the adopted tentative budget during the June 14, 2023, City Council meeting.)*

9.3 PUBLIC HEARING – [Zoning Text Amendment – Domestic Livestock and Fowl \(Ordinance 2023-15\)](#) *(This item was postponed from the April 26, 2023, City Council meeting.)*

Planner Cache Hancey will present an ordinance which would provide greater allowance for domestic fowl in lots less than 1 acre and would permit a certain number of chickens based on lot size. The mayor and City Council will act to adopt (or deny) this request by ordinance.

9.4 DISCUSSION AND ACTION – [A Resolution Directing City Staff to Amend the General Plan Element 10 Technology \(Resolution 2023-32\)](#)

Mayor Fullmer will present a resolution directing city staff to begin the process of revising Element 10 Technology Goal 2 of the General Plan to address privacy concerns about public use of personal information. The Mayor and City Council will act to adopt (or deny) this request by resolution.

10. CLOSED SESSION

The Mayor and City Council pursuant to Utah Code 52-4-205 may vote to go into a closed session for the purpose of (these are just a few of the items listed, see Utah Code 52-4-205 for the entire list):

- (a) discussion of the character, professional competence, or physical or mental health of an individual
- (b) strategy sessions to discuss collective bargaining
- (c) strategy sessions to discuss pending or reasonably imminent litigation
- (d) strategy sessions to discuss the purchase, exchange, or lease of real property, including any form of a water right or water shares
- (e) strategy sessions to discuss the sale of real property, including any form of a water right or water shares
- (f) discussion regarding deployment of security personnel, devices, or systems;
- (g) the purpose of considering information that is designated as a trade secret, as defined in Section [13-24-2](#), if the public body's consideration of the information is necessary in order to properly conduct a procurement under [Title 63G, Chapter 6a, Utah Procurement Code](#);

11. ADJOURNMENT

The next meeting is on Wednesday, July 12, 2023.

This meeting may be held in a way that will allow a councilmember to participate electronically. The Public is invited to participate in all City Council meetings. In compliance with the Americans with Disabilities Act, individuals needing special accommodations during this meeting should notify the City Recorder at least 24 hours prior to the meeting by calling (801) 226-1929.

I the undersigned duly appointed Recorder for Vineyard, hereby certify that the foregoing notice and agenda was emailed to the Salt Lake Tribune, posted at the Vineyard City Offices, the Vineyard website, the Utah Public Notice website, and delivered electronically to city staff and to each member of the Governing Body.

AGENDA NOTICING COMPLETED ON: June 27, 2023

CERTIFIED (NOTICED) BY: /s/ Pamela Spencer
PAMELA SPENCER, CITY RECORDER

**MINUTES OF A REGULAR
CITY COUNCIL MEETING**

City Council Chambers
125 South Main Street, Vineyard, Utah
June 14, 2023, at 6:09 PM

Present

Mayor Julie Fullmer
Councilmember Tyce Flake
Councilmember Amber Rasmussen
Councilmember Mardi Sifuentes
Councilmember Cristy Welsh

Absent

Staff Present: City Manager Ezra Nair, City Attorney Jayme Blakesley, Sergeant Greg Sherwood with the Utah County Sheriff's Office, Chief Building Official Cris Johnson, Finance Director David Mortensen, Community Development Director Morgan Brim, Planner Anthony Fletcher, Public Works Director Naseem Ghandour, Staff Engineer Patrick James, Human Resource Manager Corrie Steeves, Admin Intern Bradley Day, Environmental Utilities Manager Sullivan Love, City Recorder Pamela Spencer

Others speaking: Residents Jordan Christensen and Haley Brady

1. CALL TO ORDER/INVOCATION/INSPIRATIONAL THOUGHT/PLEDGE OF ALLEGIANCE

 Mayor Fullmer opened the meeting at 6:09 PM. Councilmember Flake gave the invocation and led the Pledge of Allegiance.

2. WORK SESSION

No items were submitted.

3. PUBLIC COMMENTS

 Mayor Fullmer called for public comments.

 Resident Jordan Christensen, living in The Preserve subdivision, thanked the city for the pedestrian median and crosswalk on Center Street at Gammon Park. He said that the trail system had convinced him of the benefits of walkable cities and designs. Mayor Fullmer compared the walkability of other cities to Vineyard.

 Resident Haley Brady, living in The Elms subdivision, asked for an update on the sidewalk strips in the city that had not been landscaped. There was a discussion about the landscaping and timelines. She asked about the lampposts on Main Street. There was a discussion about the lights.

 Mayor Fuller called for further public comments. Hearing none, she closed the public comments session.

4. MAYOR AND COUNCILMEMBERS' REPORTS/DISCLOSURES/RECUSALS

 Councilmember Sifuentes reported that the concert and drone show scheduled to be held during Vineyard Days and the movie in the park scheduled for last Monday had to be postponed due to weather.

5. STAFF, COMMISSION, AND COMMITTEE REPORTS

5.1  City Manager Ezra Nair reported on the rating presentations that had been completed for the water revenue bonds. He reported that they were continuing the red striping project in the city, and the water tank and Vineyard Connector projects were on track to be completed in October. He introduced Patrick James as the new Staff Engineer and Anthony Fletcher as a new City Planner.

5.2  Planning Commission Chair Bryce Brady gave a brief report on the last Planning Commission meeting.

 Mr. Nair introduced Bradley Day as the new Admin Intern.

6. CONSENT ITEMS

6.1 Approval of the May 24, 2023, City Council Meeting Minutes

6.2 Approval of the Final Plat for the Orchards PUD Phase 2

6.3 Approval of the Final Plat for the Orchards PUD Phase 3

6.4 Approval of the Orchards Clubhouse PUD

6.5 Approval Authorizing the City Manager to sign a Contract with Consor Engineers for the design of the "Slide Hill" at Vineyard Grove Park (Resolution 2023-27)

 Mayor Fuller called for a motion.

 **Motion:** COUNCILMEMBER RASMUSSEN MOVED TO APPROVE THE CONSENT ITEMS AS PRESENTED. COUNCILMEMBER SIFUENTES SECONDED THE MOTION. ROLL CALL WENT AS FOLLOWS: MAYOR FULLMER, COUNCILMEMBERS FLAKE, RASMUSSEN, SIFUENTES, AND WELSH VOTED YES. THE MOTION CARRIED UNANIMOUSLY.

7. APPOINTMENTS

No names were submitted.

8. PRESENTATIONS/RECOGNITIONS/AWARDS/PROCLAMATIONS

No item were submitted.

9. BUSINESS ITEMS

9.1 PUBLIC HEARING – Consolidated Fee Schedule (Resolution 2023-26)

Accountant Koby Johnston will present proposed amendments to the Consolidated Fee Schedule. The Mayor and City Council will act to adopt (or deny) this request by resolution.

 Mayor Fullmer called for a motion to open the public hearing.

 **Motion:** COUNCILMEMBER SIFUENTES MOVED TO OPEN THE PUBLIC HEARING AT 6:23 PM. COUNCILMEMBER RASMUSSEN SECONDED THE MOTION. MAYOR FULLMER, COUNCILMEMBERS FLAKE, RASMUSSEN, SIFUENTES, AND WELSH VOTED YES. THE MOTION CARRIED UNANIMOUSLY.

 Mayor Fullmer turned the time over to Finance Director David Mortensen.

 Mr. Mortensen reviewed the changes to the Consolidated Fee Schedule

 Mayor Fullmer called for questions from the public. Hearing none, she called for a motion to close the public hearing.

 **Motion:** COUNCILMEMBER WELSH MOVED TO CLOSE THE PUBLIC HEARING AT 6:24 PM. COUNCILMEMBER FLAKE SECONDED THE MOTION. MAYOR FULLMER, COUNCILMEMBERS FLAKE, RASMUSSEN, SIFUENTES, AND WELSH VOTED YES. THE MOTION CARRIED UNANIMOUSLY.

 Mayor Fullmer called for comments from the council. Hearing none, she called for a motion.

 **Motion:** COUNCILMEMBER FLAKE MOVED TO ADOPT RESOLUTION 2023-26 THE AMENDED CONSOLIDATED FEE SCHEDULE AS PRESENTED. COUNCILMEMBER WELSH SECONDED THE MOTION. ROLL CALL WENT AS FOLLOWS: MAYOR FULLMER, COUNCILMEMBERS FLAKE, RASMUSSEN, SIFUENTES, AND WELSH VOTED YES. THE MOTION CARRIED UNANIMOUSLY.

9.2 PUBLIC HEARING – Transfer from Enterprise Funds to Internal Services Fund

(This item was continued from the May 24, 2023, City Council Meeting.)

City Manager Ezra Nair will present recommendations to transfer enterprise funds to an internal service fund to pay for services such as facilities, fleet, and information systems. The City Council will hear public comment regarding these recommended transfers.

 Mayor Fullmer called for a motion to open the public hearing.

 **Motion:** COUNCILMEMBER SIFUENTES MOVED TO OPEN THE PUBLIC HEARING AT 6:25 PM. COUNCILMEMBER RASMUSSEN SECONDED THE MOTION. MAYOR FULLMER, COUNCILMEMBERS FLAKE, RASMUSSEN, SIFUENTES, AND WELSH VOTED YES. THE MOTION CARRIED UNANIMOUSLY.

 Mayor Fullmer turned the time over to Finance Director David Mortensen.

 Mr. Mortensen explained the transfers and the reason they needed to hold a public hearing.

 Mayor Fullmer called for public comments. Hearing none, she called for a motion to close the public hearing.

 **Motion:** COUNCILMEMBER SIFUENTES MOVED TO CLOSE THE PUBLIC HEARING AT 6:27 PM. COUNCILMEMBER RASMUSSEN SECONDED THE MOTION. MAYOR FULLMER, COUNCILMEMBERS FLAKE, RASMUSSEN, SIFUENTES, AND WELSH VOTED YES. THE MOTION CARRIED UNANIMOUSLY.

9.3 PUBLIC HEARING – Adopted Tentative Fiscal Year 2023-2024 Budget

The mayor and City Council will hear public comments regarding the adopted Tentative Fiscal Year 2023-2024 Budget. Utah State Code 10-6-115 states that after the conclusion of the public hearing, the mayor and City Council may continue to review the tentative budget. Approval of the final budget is tentatively scheduled for June 28.

 Mayor Fullmer called for a motion to open the public hearing.

 **Motion:** COUNCILMEMBER SIFUENTES MOVED TO OPEN THE PUBLIC HEARING AT 6:28 PM. COUNCILMEMBER RASMUSSEN SECONDED THE MOTION. MAYOR FULLMER, COUNCILMEMBERS FLAKE, RASMUSSEN, SIFUENTES, AND WELSH VOTED YES. THE MOTION CARRIED UNANIMOUSLY.

 Mayor Fullmer turned the time over to Finance Director David Mortensen.

 Mr. Mortensen gave a brief overview of the budget and changes made since the last City Council meeting. He included a brief overview of the Redevelopment Agency Budget.

 Mayor Fullmer called for public comments. Hearing none, she called for a motion to close the public hearing.

 **Motion:** COUNCILMEMBER SIFUENTES MOVED TO CLOSE THE PUBLIC HEARING AT 6:40 PM. COUNCILMEMBER FLAKE SECONDED THE MOTION. MAYOR FULLMER, COUNCILMEMBERS FLAKE, RASMUSSEN, SIFUENTES, AND WELSH VOTED YES. THE MOTION CARRIED UNANIMOUSLY.

 Councilmember Flake felt that this was the best budget he had seen in eight (8) years. Mayor Fullmer commented on how the city had been able to keep the city's reserves full and felt that they were fiscally smart to pay cash down payments on big projects.

9.4 DISCUSSION AND ACTION – Approval of Amendments to Municipal Code Section 2.08.020 City Manager; Powers and Duties; Obligations (Ordinance 2023-22)

Mayor Fullmer will lead a discussion about amending Municipal Code Section 2.08 City Manager's Administrative Powers and Duties; The mayor and City Council will act to adopt (or deny) this request by ordinance.

 Mayor Fullmer turned the time over to City Manager Ezra Nair.

 Mr. Nair reviewed the changes to the code.

 Councilmember Sifuentes asked if these changes were to improve communication. There was a brief discussion about the changes. Mayor Fullmer suggested that the Human Resource Manager part in Section 2.08.020(7) be removed from the amendment. Councilmember Sifuentes expressed concern about the relationship between the mayor and the city manager and how these changes would affect the next mayor and/or city manager. Mayor Fullmer felt comfortable with the plan moving forward. The discussion continued.

 **Motion:** COUNCILMEMBER FLAKE MOVED TO ADOPT ORDINANCE 2023-22 AMENDING MUNICIPAL CODE 2.08.020 CITY MANAGER; POWERS AND DUTIES; OBLIGATIONS; WITH THE EXCEPTION TO STRIKE THE TERM HUMAN RESOURCE DIRECTOR IN THE VINEYARD MUNICIPAL CODE SECTION 2.08.020(7), AS PRESENTED. COUNCILMEMBER WELSH SECONDED THE MOTION. ROLL CALL WENT AS FOLLOWS: MAYOR FULLMER, COUNCILMEMBERS FLAKE, RASMUSSEN, AND WELSH VOTED YES. COUNCILMEMBER SIFUENTES VOTED NO. THE MOTION CARRIED 4 TO 1.

10. CLOSED SESSION

No closed session was held.

11. ADJOURNMENT

 Mayor Fullmer called for a motion to adjourn the meeting.

 COUNCILMEMBER FLAKE MOVED TO ADJOURN THE MEETING AT 6:50 PM. COUNCILMEMBER RASMUSSEN SECONDED THE MOTION. MAYOR FULLMER, COUNCILMEMBERS FLAKE, RASMUSSEN, SIFUENTES, AND WELSH VOTED YES. THE MOTION CARRIED UNANIMOUSLY.

MINUTES APPROVED ON: _____

CERTIFIED CORRECT BY: /s/Pamela Spencer
PAMELA SPENCER, CITY RECORDER



VINEYARD CITY COUNCIL STAFF REPORT

Meeting Date: June 28, 2023

Agenda Item: 6.2 Retention Schedule

Department: City Recorder

Presenter: Pamela Spencer

Background/Discussion: State law mandates that government records be retained according to approved retention schedules. On August 22, 2018, the Vineyard City Council adopted Ordinance 2018-09 adding a new Chapter of the Vineyard Municipal Code, Chapter 2.28 Records Access and Management, which included adopting the city's own retention schedule.

Beginning January 2022, the recorder's office met with each department to determine if there were any sections of the retention schedule that needed amended. We then submitted our retention schedule to the State Archives for their review. The schedule that is being presented tonight is the final draft of the amended retention schedule.

Fiscal Impact: N/A

Recommendation:

Staff recommends that the mayor and City Council adopt the proposed amended retention schedule.

Sample Motion:

"I move to adopt Ordinance 2023-23, amended Retention Schedule as presented."

Attachments:

Ordinance 2023-23
Retention Schedule

ORDINANCE 2023-22

**AN ORDINANCE AMENDING THE VINEYARD MUNICIPAL CODE SECTION
2.28.030 RETENTION SCHEDULE**

WHEREAS, in August of 2018 the Vineyard City Council adopted Chapter 2.28 Records Access and Management; and

WHEREAS, Vineyard staff has determined that it is in the city's and its resident's best interest that the Retention Schedule attached as Exhibit A in Municipal Code Section 2.28.030 Retention Schedule be amended.

NOW THEREFORE, be it ordained by the City Council of Vineyard, in the State of Utah, as follows:

SECTION 1. AMENDMENT: Amended Retention Schedule as shown in the attached exhibit A.

SECTION 2. REPEALER CLAUSE: All ordinances or resolutions or parts thereof, which are in conflict herewith, are hereby repealed.

SECTION 3. SEVERABILITY CLAUSE: Should any part or provision of this Ordinance be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the Ordinance as a whole or any part thereof other than the part so declared to be unconstitutional or invalid.

EFFECTIVE DATE: This ordinance shall be in full force and effect from June 28, 2023, and after the required approval and publication according to law.

PASSED AND ADOPTED BY THE VINEYARD CITY COUNCIL THIS 28TH DAY OF JUNE 2023.

ATTEST:

Mayor Julie Fullmer

City Recorder Pamela Spencer



RETENTION SCHEDULE

~~This schedule was adopted and approved
by the Vineyard City Council
on August 8, 2018~~

Vineyard Retention Schedule adopted ~~by the Vineyard City Council~~ on August 8, 2018, amended DATE
Classifications are determined by the Records Officer.

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SCHEDULE 1

ADMINISTRATIVE RECORDS

SCHEDULE 1

ADMINISTRATIVE RECORDS

RS101 AGENCY HISTORY RECORDS

These records document the organization and reorganization of governmental entities. Information includes history, functional information, organizational files and related records.

RETENTION

Permanent. ~~May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives~~

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RS 102 APPLICATION AND FORM TEMPLATES

~~These records are application and form templates for city licenses, permits, accounts, reservations, and other city services.~~

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RETENTION

~~Retain until superseded, and then destroy.~~

RS 103 CENSUS INFORMATION FILES

These files contain copies of U.S. Census Bureau forms completed by municipalities on government employment and tax revenues. They are used to compile state and national statistical reports, meet the requirements for Federal Revenue Sharing, and to make financial information available to the public.

RETENTION

3 years and then destroy.

RS 104 CITY HISTORIES

These are published or unpublished histories written on the municipal government or an individual municipal agency. The histories are financed by municipal funds. They may include the title, author, date written, and a historical narrative.

RETENTION

Permanent. ~~May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives.~~

RS 105 CITY SCRAPBOOKS

These are a chronological record of the activities of the municipality or individual municipal departments. They include photographs, newspaper clippings, flyers, program notes, brochures, and other items pertaining to city activities and actions and reactions of the municipality's citizens.

RETENTION

Permanent. ~~May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives.~~

RS 106 COMMUNITY DEVELOPMENT BLOCK GRANT ADMINISTRATIVE RECORDS

These files document the administration of projects funded under the Community Development Block Grant program (CDBG). These projects include both direct grants and re-grants. The records include the preliminary reports, audits, certificates, maps, and related correspondence. Under the federal guidelines, agencies are required to maintain records in sufficient detail to demonstrate compliance with the provisions concerning affirmative action, labor, and environmental standards.

RETENTION

Permanent. Records in paper form, and/or digital copies, may be transferred to the State Archives.

RS 107 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION RECORDS

These files document the application and completion of projects funded under CDBG funds. These projects include both direct grants and re-grants. The files include the initial application, yearly reports, and all final reports.

RETENTION

Permanent. Records in paper form, and/or digital copies, may be transferred to the State Archives after 3 years.

RS 108 CONSTITUTION AND BYLAWS

These are the constitution and bylaws of municipal governing /advisory boards. They establish the organization and operational procedures for the board. They usually include date of adoption and amendments, description and purpose of board, membership, description and responsibilities of board's positions, meeting frequency, voting procedures, explanation of what constitutes a quorum, and the establishment of procedural rules (e.g., Robert's Rules of Order, etc.).

RETENTION

Permanent. May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives.

RS 109 FEASIBILITY STUDIES

These are studies conducted before the installation of any significant technology or equipment. They include specific studies and system analyses for the initial establishment and major changes of these systems.

RETENTION

5 years after completion of study and then destroy.

GOVERNMENT RECORDS ACCESS AND MANAGEMENT ACT (GRAMA) REQUESTS AND APPEALS

- See Schedule 18 Clerk's Records.

RS 110 GRANT APPLICATIONS

Grant applications that the city submits are retained for administrative use for reference when submitting future grant applications. These do not include CDBG grants.

RETENTION

Permanent.

Vineyard Retention Schedule adopted ~~by the Vineyard City Council~~ on August 8, 2018, amended DATE
Classifications are determined by the Records Officer.

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RS 111 GRANT APPLICATION FILES (UNSUCCESSFUL)

These files document the rejection or withdrawal of grant applications. They include memoranda, correspondence, and other records relating to the decision to reject the grant proposal.

RETENTION

7 years after rejection or withdrawal and then destroy.

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RS 112 GRANT RECORDS

These records document grants received by governmental entities, which may contain applications, notice of award, reports, correspondence, and related records. For grant applications, see Grant Applications. For annual and final performance reports, see Publications.

RETENTION

7 years after final action and then destroy.

RS 113 INFORMATION GOVERNANCE RECORDS

Records used in establishing and implementing records management policies, practices, and procedures. Included are inventories, finding aids, and related information.

RETENTION

Retain until superseded or until the lifespan of the related record is met and then destroy.

RS 114 NOTARY BOND FILES

These files document municipal employees providing service to municipal agencies as notaries public. They include valid certificates, copies of bonds, and any related correspondence.

RETENTION

1 year after separation/expiration or renewal of bond and then destroy.

RS 115 PROGRAM AND POLICY DEVELOPMENT RECORDS AND CASE FILES

These files contain records related to policy and procedure issuance which document their formulation. Includes issuances related to routine administrative functions (e.g., payroll, procurement, and personnel). These records are created by executive decision-makers to document the establishment and dissemination of agency programs, policies, and procedures. Executive decision-makers may include the Chair, Director, Chief Administrative Officer, Public Information Officer, Commissioner, Mayor, or other internal administrators as identified by the executive office. Related correspondence and email is included.

RETENTION

~~3 years after final action and then transfer to State Archives. Permanent. Records in paper form, and/or digital copies, may be transferred to the State Archives 3 years after final action.~~

RS 116 PUBLIC RELATIONS RECORDS

These records, regardless of format or mode of transmission, are created for distribution to the news media or public. Records include speeches, press releases, public announcements and similar records.

RETENTION

Permanent. ~~May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives.~~

RS 117 PUBLICATIONS

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. These include Annual Reports, Policies and Procedures Manuals, city policies, and Systems Studies Final Reports.

RETENTION

Permanent. ~~Creating agency shall transfer preservation copy(ies) to State Archives and access copy(ies) to the State Library. Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives.~~

RS 118 ROUTINE ADMINISTRATIVE CORRESPONDENCE

Incoming and outgoing business-related correspondence, regardless of format or mode of transmission, created in the course of administering agency functions and programs. Administrative correspondence documents work accomplished, transactions made, or actions taken. This correspondence documents the implementation of agency functions rather than the creation of functions or policies. (For correspondence relating to the creation of functions or policies, see Program and Policy Development Records and Case Files.) Business-related correspondence, including email, that is related to a core function with an associated retention schedule should follow the associated schedule.

This correspondence includes but is not limited to executive correspondence, which documents executive decisions made regarding agency interests. Executive decision makers may include the Mayor, City Manager, City Planner, Community Development Director, City Recorder, Building Official, Public Works Director, City Engineer, Finance Director, Human Resource Director, or other internal administrators as identified by the executive office.

RETENTION

3 years or until administrative need ends, whichever is greater, and then destroy.

RS 119 SPACE UTILIZATION REPORTS

These are reports on the amount of floor space in municipal buildings. They are used for planning future expansion or development of city buildings. The report includes number of rooms, square footage per room, and room capacity.

RETENTION

Retain until superseded and then destroy.

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SPECIAL EVENT PERMITS – See Schedule 28 Parks and Recreation Records

~~These applications are completed by persons requesting permits to hold special events (i.e., film crews, races, parades) on the municipal right-of-way. They include application number; event type and description; sponsoring group's name; admission fee; event date; event times; promotional agency name; contact person's name, address, and telephone number; proposed location or route; whether a fee waiver is requested; estimate number of participants and spectators; authorizing signature and date; date to appear on city council agenda; police department's and local health department's recommendations; decisions; and authorizing signatures.~~

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RETENTION

~~1 year after the event and then destroy.~~

RS 120 TRANSITORY CORRESPONDENCE

Incoming and outgoing correspondence, regardless of format or mode of transmission, including any posting to social media sites, text messages, voicemail, or other audio or video recordings, related to matters of short-term interest. Transmittal correspondence between individuals, departments or external parties containing no final contractual, financial or policy information. This correspondence does not impact agency functions. When resolved, there is no further use or purpose.

RETENTION

Retain until administrative need ends and then destroy.

RS 121 TRANSITORY TRACKING RECORDS

These records document transitory transactions. Information tracks services rendered, movement of people, materials, and includes internet website visitor information.

RETENTION

Retain until administrative need ends and then destroy.

UNSUCCESSFUL GRANT APPLICATION FILES

~~These files document the rejection or withdrawal of grant applications. They include memoranda, correspondence, and other records relating to the decision to reject the grant proposal.~~

RETENTION

~~3 years after rejection or withdrawal and then destroy.~~

RS 122 WORKING FILES

These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

RETENTION

1 year after project closed and then destroy. These files are designated as Private.



SCHEDULE 2

BONDS AND BONDING RECORDS

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Vineyard Retention Schedule adopted ~~by the Vineyard City Council~~ on August 8, 2018, amended DATE
Classifications are determined by the Records Officer.

SCHEDULE 2

BONDS AND BONDING RECORDS

RS 201 BOND ANTICIPATION NOTES

These are notes used by municipalities pursuant to an appropriation resolution for bonds in anticipation of payable ad valorem taxes and constitute a full obligation of the municipality. The bond anticipation notes and the interest on them shall be secured by a pledge of the full faith and credit of the municipality.

RETENTION

1 year after resolution of issue and then destroy.

RS 202 BOND ISSUE FILES

These files document the implementation of significant municipal bonds (i.e., revenue or special bonds), but not general obligation bonds. These files include authorizations supporting financial data, contracts or sales agreements, destruction certificates, master resolutions, sample copies of bonds sold as evidence of municipal indebtedness, and all related documents. These files also include Bond Redemption and Destruction Certificates, which are sent to the municipality by the paying agent which track pay and destruction of bond coupons.

RETENTION

Permanent. May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives.

~~BOND REDEMPTION AND DESTRUCTION CERTIFICATES~~

~~These are certificates sent to the municipality by the paying agent which track pay and destruction of bond coupons.~~

~~RETENTION~~

~~3 years after expiration of bonds and then file in Bond Issue Files.~~

RS 203 BOND REDEMPTION REGISTERS

These are registers used to record the redemption of coupons for municipal bonds.

RETENTION

3 years after final action and then destroy.

RS 204 BOND REGISTRATION FILES

These are the issuing agent's copies of bond registration stubs.

RETENTION

3 years and then destroy.

RS 205 GENERAL OBLIGATION BONDS

These bonds constitute general obligations of the municipality, for the prompt and punctual payment of principal or interest on which the full faith and credit of the municipality are pledged. These issued bonds are not payable solely from revenues other than those derived from ad valorem taxes. The revenue derived from the sale of bonds shall be applied only to the purpose specified in the order of the municipal legislative body.

RETENTION

~~24~~ years after final action and then destroy.

RS 206 MUNICIPAL REVENUE BONDS

These bonds are issued by the city council payable solely from revenues attributable to the extension and improvement to revenue producing facilities.

RETENTION

~~21~~ years after final action and then destroy.

NOTARY BONDS

~~These are \$5,0000.00 bonds that are required to be filed with and approved by the State Division of Corporations and Commercial Code for a term of four years.~~

RETENTION

~~1 year after expiration of bond and then destroy.~~

RS 207 PRIVATE INFRASTRUCTURE BONDS – (NON-CITY OWNED PROPERTY)

~~These records include all documentation regarding infrastructure bonds received from the owner/developer and from the city to owner/developer for private infrastructure work.~~

RETENTION

~~6 years after final action and then destroy.~~

RS 208 PUBLIC INFRASTRUCTURE BONDS

~~These records include all documentation regarding infrastructure bonds received from the owner/developer and from the city to owner/developer for public infrastructure work.~~

RETENTION

~~6 years after final action and then destroy.~~

RS 209 SPECIAL IMPROVEMENT BONDS

The governing body of the municipality levying the assessment, by ordinance or resolution, may authorize the issuance of special improvement bonds to pay costs of improvements in the district against funds created by the assessment.

RETENTION

~~2 years after final action and then destroy. Until "paid or cancelled" and then destroy.~~

Vineyard Retention Schedule adopted ~~by the Vineyard City Council~~ on August 8, 2018, amended DATE
Classifications are determined by the Records Officer.

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RS 210 TAX INCREMENT BONDS

These bonds are based on the city's ability to pay back the bond using future tax increment. These include RDA bonds. For superseded or old bonds, destroy physical copy and retain digital copy only.

RETENTION

6 years after final action and then destroy.

DRAFT



SCHEDULE 3

BUDGET RECORDS

SCHEDULE 3 BUDGET RECORDS

RS 301 ANNUAL BUDGET

The budget is a plan of financial operations for a fiscal year which embodies estimates of proposed expenditures for given purposes and the proposed means of financing them. A copy of the final budget for each fund shall be certified by the budget officer and filed with the state auditor within thirty days after adoption.

RETENTION

Permanent. ~~May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives.~~

RS 302 BUDGET RECORDS

These records are used to document the intended appropriation of funds. Information may include budget requests, proposals, and reports documenting the status of appropriations. These include Budget Apportionment Records, Budget Authorization Reference Files, Budget Background Records, Budget Estimates and Justification Files, Budget Information Files, Budget Messages, Budget Working Files, Periodic Budget Reports, Tentative Budget Files, and Regular Budget Reports.

RETENTION

4 years and then destroy.



SCHEDULE 4

FIXED ASSET RECORDS

SCHEDULE 4 FIXED ASSET RECORDS

RS 401 FIXED ASSET RECORDS

These records relate to tangible assets such as property, supplies, and equipment owned by a governmental entity. Information includes substantiation, purchases, depreciation, inventories, and related records. These records include Annual Fixed Asset Reports, Fixed Asset Lists, and Surplus Property Case Files. These records also include disposition records, ~~which are either forms or records~~ completed by municipal agencies when municipal property is disposed of either by public auction, competitive bidding, or destruction. Includes date, department name, description of item, value, disposition method, and reason, condition, and approval signature.

RETENTION

10 years after disposition of asset and then destroy.

RS 402 INFORMATION GOVERNANCE RECORDS

Records used in establishing and implementing records management policies, practices, and procedures. Included are inventories (including equipment inventory files), finding aids, and related information.

RETENTION

Retain until superseded or until the lifespan of the related record is met and then destroy.



SCHEDULE 5

GENERAL ACCOUNTING RECORDS

SCHEDULE 5

GENERAL ACCOUNTING RECORDS

RS 501 ACCOUNTS PAYABLE AND RECEIVABLE RECORDS

These are records related to monies collected or paid in the conduct of business. Information may include bank records, ~~invoices~~, revenue, expenses, and related accounting records. Trust records are not included. Invoices and credit card receipts are categorized under Invoices in Chapter 10 Purchasing Records.

These include Bank Deposit (pass) Books, Bank Statements, Billing Adjustment Records, Billing Records, Billing Registers, Check Registers, Checkbook Stubs, Daily Cash Reports, Deposit Slips, General Ledgers, Grants, Interdepartmental Billings, Investment Accounting Daily Sheets, Investment Accounting Monthly Reports, Receipts, Park Facilities Reservation Records, Refund Requests, Special Assessment Ledgers, Special Assessment Statements, State Treasurer's Deposits, Subsidiary Ledger and Journals Files, Unclaimed Checks/Warrants, Warrant Registers, Warrant Requests, Warrant Requests – Canceled, Warrant/Checks – Lost, and Warrant/Checks Redeemed. For Park Facilities Reservation Records, see Schedule 28 Parks and Recreation Records.

RETENTION

4 years and then destroy.

RS 502 ANNUAL FINANCIAL REPORTS

These are statistical reports on the financial affairs of the entire municipality. "Within 180 days after the close of each fiscal year the city recorder or other delegated person shall present to the governing body an annual financial report prepared in conformity with generally accepted accounting principles, as prescribed in the Uniform Accounting Manual for Utah cities (see Utah Code). "Copies of the annual financial report...shall be filed with the state auditor and shall be filed as a public document in the office of the city recorder" (see Utah Code).

RETENTION

Permanent. May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives.

RS 503 CLASS "C" ROAD FUNDING PROJECT FILES

These project files document the funding for Class "C" roads. Class "C" funding is money allocated to each municipality from the Transportation Fund. The files include amount of funds allocated and how they were spent for each project (man-hours, vehicle usage, and material used).

RETENTION

3 years after claim, audit, or litigation settled, and then destroy.

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COMMUNITY DEVELOPMENT BLOCK GRANT ORIGINAL APPLICATION AND FINAL REPORT

This is the original application and final report for projects funded under Community Development and Block Grant (CDBG) funds. These projects include both direct grants and re-grants. Under the federal guidelines, agencies are required "to maintain records in sufficient detail to demonstrate compliance with the provisions" concerning affirmative action, labor, and environmental standards (24 CFR 570.611(f)).

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RETENTION

Permanent. May transfer to State Archives.

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COMMUNITY DEVELOPMENT BLOCK GRANT SUPPORTING FILES

These are the supporting documentation to the application and administration of projects funded under Community Development and Block Grant (CDBG) funds. These projects include both direct grants and re-grants. They include reports, audits, certificates, maps and related correspondence. Under the federal guidelines, agencies are required "to maintain records in sufficient detail to demonstrate compliance with the provisions" concerning affirmative action, labor, and environmental standards (24 CFR 570.611(f)).

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RETENTION

3 years and then destroy.

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RS 504 FINANCIAL AUDIT RECORDS

These records are work papers created in preparation for the annual financial audit.

RETENTION

4 years and then destroy.

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RS 505 FINANCIAL AUDIT REPORTS

These are reports written and prepared as a result of audits of governmental entities by an outside agency examining and verifying the entities' financial activities for the year.

RETENTION

Permanent. Retain 7-10 years and then may be transferred to the State Archives after 10 years. transfer to State Archives.

RS 506 FIRE HYDRANT METER AND WATER USAGE AND SIGN OUT FORMS

These forms provide a record of customers required to pay a deposit to rent fire hydrant meters. They include date, amount of deposit, name and address, location to be used, meter number, meter readings, date meter returned, date account closed, and amount of deposit confiscated and reason.

RETENTION

34 years after final action and then destroy.

RS 507 INVESTMENT ~~REGISTERS~~ REPORTS

These are ~~registers~~ biannual reports to the state of all investments made by the municipality. ~~A work sheet is kept on each investment. They include the check stub of the institution issuing the investment, a copy of the investment, the check issued by the vendor and a validated receipt written by the municipality.~~

RETENTION

~~34~~ years and then destroy.

RS 508 METER RECORDS

These records record the readings of customers' water and sewer meters by municipal employees. The readings include meter readings, date read, and address.

RETENTION

~~34~~ years after final action and then destroy.

RS 509 STATE TREASURER'S ACCOUNTING STATEMENTS

These are ~~quarterly~~ monthly reports of monies deposited with and invested by the State Treasurer under the State Money Management Act. These statements are required by law. They include a deposit form, an account statement and an investment credit notice.

RETENTION

4 years and then destroy.

RS 510 TAX REDEMPTION RECORDS

These records document the payment of delinquent taxes. Information includes taxes and penalties owed and paid and related records. These are not legal evidence of property ownership.

RETENTION

5 years and then destroy.

RS 511 TRAVEL - PRIVATE VEHICLE USAGE FILES AND TRAVEL/PASSENGER REIMBURSEMENT FILES

These files contain records relating to the reimbursement of employees for authorized travel. They may include travel orders, per diem vouchers, transportation request, hotel reservations, and all supporting papers documenting official travel by officers, employees, dependents, or others authorized by law to travel.

RETENTION

~~34~~ years and then destroy.

RS 512 TAX DISTRIBUTION REPORTS

These are the monthly and yearly summary reports of appropriations of collected taxes by taxing districts.

RETENTION

Retain for 3 years then destroy.

RS 513 ANNUAL TAX REPORTS

These include annual settlement and distribution reports prepared by the Utah County Treasurer.

RETENTION

Permanent. Records in paper form, and/or digital copies, may be transferred to the State Archives.

DRAFT



SCHEDULE 6

LICENSING RECORDS

SCHEDULE 6 LICENSING RECORDS

RS 601 LICENSE REGISTERS

These registers record the issuance of licenses for persons or companies conducting business within municipal boundaries. They contain name, address, date, and type of license. Prior to 1960, many municipalities only maintained a register and no business license files. Most current registers are computer printouts.

RETENTION

Permanent. ~~May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives.~~

RS 602 BUSINESS LICENSE FILES

These files contain the original application and supporting documents. The annual renewal form and business license certificate are included, and are retained only until the following year's renewal form and certificate are processed.

RETENTION

Retain until 3 years after ~~final renewal business license account is closed~~, and then destroy.



SCHEDULE 7

MAINTENANCE RECORDS

Vineyard Retention Schedule adopted ~~by the Vineyard City Council~~ on August 8, 2018, amended DATE
Classifications are determined by the Records Officer.

SCHEDULE 7 MAINTENANCE RECORDS

RS 704 ~~AS-BUILT CONSTRUCTION PLANS AND SPECIFICATIONS, PUBLIC BUILDINGS, INFRASTRUCTURE, DESIGN AND CONSTRUCTION PLANS DRAWINGS~~

~~These records are all documents that pertain to how, when, and where city-owned buildings, utilities, and infrastructure were designed, constructed, or renovated. Documents could include but are not limited to record drawings (or as-builts), geotechnical reports, surveys, calculations, inspection reports, warranty documents, and developer and/or contractor contact information. These also include leased or rented facilities.~~

~~Final plans and specifications for approved and constructed buildings, facilities, utility connections, roads and bridges. Documents construction of new buildings or facilities as well as renovation of city-owned buildings and rented buildings.~~

~~These records include drawings and diagrams of engineering "as-built" projects, which are used by the public and city personnel to establish existing information for all city locations. They include drawings of street construction, sidewalks, storm drains, waterlines, reservoirs, public facilities, and other city building projects, providing date, legend, city title, scale and actual drawings.~~

RETENTION

~~Permanent. Retain by agency until final action. May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives.~~

RS 701 BUILDINGS AND GROUNDS RECORDS

These records include maintenance logs which record all repairs made to municipal buildings and grounds, which are used to verify that repairs were made; service requests for maintenance, service, cleaning, or repair of ~~vehicles, equipment, office equipment, furniture,~~ and buildings, ~~received from any municipal department~~; daily work logs which include date, work order number, location, job requirements, date completed, equipment used, and initials or crew chief's signature; work orders; and work order logs which include work order number, work order request, dates received and completed, record of trouble calls and work completed.

RETENTION

3 years after resolution of issue and then destroy.

CLASS "C" ROAD FUNDING PROJECT FILES – ~~See Schedule 5 General Accounting Records.~~

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CONSTRUCTION PROJECT FILES – See RS 705 Recreational and Park Facility Construction Files

These project files document the actual construction for park development, park renovation, and other recreational facility improvements. They are used for reference while projects are in progress and after completion. They include final drawings of all park/recreational facility development projects along with specifications, as-built construction drawings, and related correspondence. Property acquisition records, including original deeds, are kept in Clerk's files.

RETENTION

Permanent. May transfer to State Archives.

RS 702 CUSTOMER REQUEST OR COMPLAINT RECORDS

These records document customer complaints or requests for service received and answered by the governmental entity. Information includes requester or complainant details, description of the request or problem, and actions taken by the agency. They are used to verify that action was taken to resolve issues.

RETENTION

3 years after resolution of issue and then destroy.

EQUIPMENT RECORDS

These are records of service repair and maintenance of municipal equipment, including office machines and furniture.

RETENTION

3 years and then destroy.

RS 703 FUEL RECORDS AND GASOLINE SALES ~~TICKETS-RECEIPTS~~

Fuel records are logs, reports, or similar records documenting mileage and gasoline, oil, and diesel fuel used by the municipal vehicles. ~~Gasoline sales tickets are copies of credit card sales slips. They are used to verify the purchase of gasoline.~~

RETENTION

2 years and then destroy.

RS 705 RECREATIONAL AND PARK FACILITY CONSTRUCTION FILES

These project files document the actual construction for park development, park renovation, and other recreational facility improvements. They are used for reference while projects are in progress and after completion. They include final drawings of all park/trail /recreational facility development projects along with specifications, record drawings, safety reports, contracts, specifications, newspaper clippings, histories of individual parks and trails, photographs, and related correspondence. Property acquisition records, including original deeds, are kept in Clerk's files.

RETENTION

Permanent. Records in paper form, and/or digital copies, may be transferred to the State Archives.

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RECREATIONAL FACILITY FILES

These files document each municipal recreational facility (i.e., parks, trails, and other public facilities). They are used to maintain a record of construction and renovation projects in each facility for historical and informational purposes. They may include correspondence, architectural drawings, contracts, specifications, newspaper clippings, histories of individual facilities, safety reports, photographs, and maps. They also include maintenance inspection records as required by federal and state law.

RETENTION

Permanent. May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives.

SERVICE REQUESTS

These are requests for maintenance, service, cleaning, or repair of vehicles, equipment, and buildings, received from any municipal department.

RETENTION

6 months after resolution of issue and then destroy.

RS 706 STREET CLEANING RECORDS

These files document all street cleaning projects. They include reports, logs or similar records documenting street cleaning operations.

RETENTION

1-3 years and then destroy.

RS 707 STREET MAINTENANCE RECORDS

These files document the repairs and maintenance work on municipal streets, streetlights, and sidewalks. They include reports, logs, or similar records, completed on a daily, weekly, and/or monthly basis.

RETENTION

3 years after work is completed and then destroy.

RS 708 VEHICLE AND EQUIPMENT RECORDS

These include vehicle assignment records which are assignment logs, reports, authorizations, and similar records relating to the assignment and use of vehicles by municipal employees or officials; and vehicle maintenance records which document the inspection, repair, and maintenance of government-owned vehicles and maintenance and construction equipment. Information includes vehicle identification, usage, insurance adjusters' estimates, and related records.

RETENTION

3 years after disposition of asset and then destroy.

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RS 709 VEHICLE REGISTRATION CERTIFICATES

These motor vehicle registration forms document municipal ownership of vehicle.

RETENTION

Retain valid registration certificate until vehicle is transferred or sold and then destroy.

RS 710 WORK ORDER LOG

This is a log of all work orders. It is used for reference to verify that work was performed. Includes work order number, work order request, dates received and completed, record of trouble calls and work completed.

RETENTION

3 years after work is completed and then destroy.

RS 711 WORK ORDERS

These are authorization forms for repair or maintenance work on department vehicles, equipment, or municipally-owned facilities or structures.

RETENTION

3 years and then destroy.



SCHEDULE 8

PAYROLL RECORDS

SCHEDULE 8 PAYROLL RECORDS

RS 801 EMPLOYEE WAGE HISTORY RECORDS

These records document employee cumulative salary for employees needed for retirement purposes. Information includes employee details, department and position information, earnings, deductions, and related records. These include Payroll Registers.

RETENTION

65 years and then destroy.

RS 802 ENTITY TAX RECORDS

These are records relating to tax withholding by employers. They include Form 941, TC-941, and TC-96R.

RETENTION

7 years and then destroy.

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RS 803 PAYROLL POST PROCESSING RECORDS

This schedule is for payroll reporting. Each payroll period is closed out when disbursement information is verified using payroll reports. These include Administrative Payroll Reports.

RETENTION

7 years and then destroy.

RS 804 PAYROLL PROCESSING RECORDS

These records verify compensation data for each employee, including salary, hourly rate and type of pay. Deductions are confirmed in processing payroll before employees are paid. These include Deductions and Other Earnings Registers, Garnishment Records, Income Tax Exemptions and Withholding Files, Individual Authorized Allotments Files, Insurance Deduction Files, Retirement Files, Savings Bond Purchase Records, Savings Bond Purchase Summary Reports, ~~and~~ Taxable Wage-Earning Reports, State and Federal Employer's Quarterly Tax Returns, State Withholding Returns, and State Withholding Reconciliation Records.

RETENTION

~~3 years~~ 4 years and then destroy.

RS 805 QUARTERLY WAGE LIST REPORTS

These are reports submitted quarterly to the State Department of Employment Security. They include the quarterly wage list (the name and address of employer, registration number, quarter ending date, employee social security number, name of employee, hire date of new employees, and total wages for quarter, the reimbursable employment, payrolls, and new hires report form (name and address of organization, non-insured workers, individual amount for the first, second, third and fourth quarters, insured workers' names; telephone number, and department of person completing form).

RETENTION

4 years and then destroy.

RS 806 TIMEKEEPING RECORDS

Information regarding hours worked, paid or unpaid permitted absence from work for family emergency, sickness, personal time, vacation, or other reasons as outlined by policy are included in this schedule. These include Leave Adjustment Reports, Leave Application Files, Leave Data Files, Retirement Benefits Assistance Files, and Time Sheets.

RETENTION

3 years and then destroy.

RS 807 WAGE SURVEY FILES

These files contain wage survey reports and data; working papers and related correspondence pertaining to area wages paid for each employee class; background papers establishing need, authorization, direction, and analysis of wage surveys; development and implementation of wage schedules; and development of specific rates (excluding authorized wage schedules and age survey recapitulation sheets). These include salary survey reports, which are used to compare salary ranges, benefits, education, and required experience.

RETENTION

Retain until completion of second succeeding wage survey and then destroy.

WORKER'S COMPENSATION CASE FILES – See Schedule 9 Personnel Records.



SCHEDULE 9

PERSONNEL RECORDS

Vineyard Retention Schedule adopted ~~by the Vineyard City Council~~ on August 8, 2018, amended DATE
Classifications are determined by the Records Officer.

SCHEDULE 9 PERSONNEL RECORDS

RS 901 COMPLAINT INVESTIGATION FILES

Initial documentation of complaints that result in an investigation but do not result in disciplinary action.

RETENTION

7 years after end of employment or case closed, whichever is greater, and then destroy.

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~~CONTRACT EMPLOYEE RECORDS (1099) – See Schedule 10 Purchasing Records – Contract Purchasing/Leasing Files.~~

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~~COURSE ANNOUNCEMENT FILES~~

~~These are informational files on municipal employee training opportunities. They are used for reference purposes. They include pamphlets, notices, catalogs, and other records that provide information on courses or programs offered to municipal employees by government agencies or non-governmental organizations.~~

~~RETENTION~~

~~Retain until superseded or obsolete and then destroy.~~

~~COURT ORDERED COMMUNITY SERVICES FILES~~

~~These files document participation in court ordered community service projects. A district, circuit, or juvenile court may order the completion of a specific number of hours of community service in lieu of a jail term or payment of a fine. The files include an introduction form from the court which contains name, number of hours or community service ordered to perform, by what date, and any expectations; a copy of the court order; and a time sheet showing how many hours have been completed. The court having jurisdiction of the case retains the record copy of these records.~~

~~RETENTION~~

~~1 year after completion of community service and then destroy.~~

RS 903 DRUG TEST NEGATIVE RESULTS

This screening test is used as a pre-employment screen, post-accident screen, and for random screening of employees, the results of which are found to be negative. The records contain the name, date, type of test, substance for which the medical facility tested and test results.

RETENTION

1 year and then destroy.

RS 904 DRUG TEST POSITIVE RESULTS – EMPLOYEES

~~This screening test is used as a pre-employment or post-accident screening, or under reasonable suspicion.~~

RETENTION

~~5 years after screening unless disciplinary action is taken and then destroy.~~

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RS 905 DRUG TEST POSITIVE RESULTS – APPLICANTS NOT HIRED

~~This screening test is used as a pre-employment screen, post-accident screen, and for random screening of employees.~~ If test is positive, employment offer ~~is may be~~ withdrawn ~~or disciplinary action is taken for employees.~~ The records contain the name, date, type of test, substance for which the medical facility tested and test results.

RETENTION

~~5 years and then destroy provided it is transferred to personnel file if disciplinary action is taken.~~
~~2 years and then destroy.~~

RS 906 EMPLOYEE HEALTH AND MEDICAL RECORDS

These records document an employee's fitness for duty. Documentation for health-related leave is included.

RETENTION

~~4~~7 years after end of employment and then destroy.

EMPLOYEE TRAINING FILES

~~These files document course availability and municipal employee participation in training programs sponsored by the municipality, other government agencies, and non-governmental institutions. They include correspondence, reports, participant lists, and other items. The actual training certificates and transcripts are filed in individual personnel files.~~

RETENTION

~~6 years and then destroy.~~

RS 907 EMPLOYMENT HISTORY RECORDS

Employment history documents a person's application, I-9s and W-4s, correspondence, credential files, letters of recommendation, pay and leave history, work performance (including awards), training certificates, evaluation forms, results of any level certification tests, including all records necessary to calculate benefits. This includes performance-related records for exempt employees. Final actions taken as a result of disciplinary action or grievances are included in this schedule.

RETENTION

65 years from date of employment or ~~7~~3 years after retirement or death and then destroy.

RS 908 EQUAL EMPLOYMENT OPPORTUNITY (EEO) COMPLIANCE CASE FILES

These are compliance files containing background papers and correspondence relating to contractor employment practices.

RETENTION

3 years and then destroy.

RS 909 EQUAL EMPLOYMENT OPPORTUNITY (EEO) DISCRIMINATION COMPLAINT CASE FILES

These files document official discrimination complaints received and resolved by the municipality. The files contain complaints, related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearing and meetings, and other records as described in 29 CFR 1613.222(1992).

RETENTION

47 years after case is closed and then destroy.

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RS 910 EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAM FILES

These files document the adoption and administration of municipal affirmative action programs under the Civil Rights Act of 1964 and the Equal Employment Opportunity Act of 1972. The files include program correspondence, program plans, reports, and may include anti-discrimination committee meeting records and reports.

RETENTION

1 year and then destroy.

RS 911 EQUAL EMPLOYMENT OPPORTUNITY (EEO) REPORTS

These reports are required to be filed with the Equal Employment Opportunity Commission (EEOC) in accordance with the provisions of Title VII and the Americans with Disabilities Act (ADA) (29 CFR 1602 (1992)). They include statistical information on employees hired, rehired, and terminated.

RETENTION

2 years and then destroy.

RS 912 EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATISTICS FILES

These files contain employment statistics and statistical reports relating to race and gender.

RETENTION

Permanent. May transfer to State Archives after 3 years.

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RS 913 GRIEVANCE RECORDS

Initial documentation responding to working condition grievances that result in any type of investigation for possible personnel or administrative action.

RETENTION

7 years after resolution and then destroy.

RS 902 ~~MUNICIPAL OFFICERS' AND EMPLOYEES' ETHICS ACT-CONFLICT OF INTEREST DISCLOSURE RECORDS~~

These records are legal/disclosure forms and council disclosure forms used by elected or appointed municipal officials to disclose any actual or potential conflict of interest in accordance with Utah Code (Municipal Officers' and Employees' Ethics Act). The disclosures are made to the mayor. Includes personal benefits, special privileges or compensation received for assisting any person or business in transactions involving the city; disclosure of any officer, director, or agent employee of a substantial interest in a business entity regulated by or doing business with the city; and any personal interest or investment which creates a conflict between public duties and personal interest.

RETENTION

~~10-7~~ years after termination of municipal employment/appointment and then destroy.

RS 914 ~~EMERGENCY AND OTHER PERSONAL LEAVE GREATER THAN 30 DAYS FILES~~

These records show the name of employee, dates of absence, explanation ~~of emergency, request of the employee taking leave, and the approval of supervisor.~~ signature of employee taking ~~emergency~~ leave, and signature of supervisor.

RETENTION

4 years and then destroy.

PROMOTIONAL TESTS

~~These are tests taken by municipal employees to determine eligibility for promotion. They include the actual tests, answer keys, individual test scores, and the results from oral interviews.~~

RETENTION

~~2-years and then destroy.~~

QUARTERLY WAGE LIST REPORTS

~~These are reports submitted quarterly to the State Department of Employment Security. They include the quarterly wage list (the name and address of employer, registration number, quarter ending date, employee social security number, name of employee, hire date of new employees, and total wages for quarter, the reimbursable employment, payrolls, and new hires report form (name and address of organization, non insured workers, individual amount for the first, second, third and fourth quarters, insured workers' names; telephone number, and department of person completing form).~~

RETENTION

~~3-years and then destroy.~~

SALARY SURVEYS

~~These are salary survey reports on various municipal positions. They are used to compare salary ranges, benefits, education, and required experience. They include positions, grades, salaries, benefits, education, and experience.~~

RETENTION

~~3 years and then destroy.~~

RS 915 STAFF ACQUISITION- RECRUITMENT RECORDS

Records related to the recruiting and assessment hiring of employees, including of candidates not hired. ~~The resume and application of hired individuals are part of the Employee History Records, as are the interview records, job postings, pre-employment tests, and position description files.~~ These include the resume, application, Eligibility Certificates, Interview Records, Job Opening Files, Position Description Files, Pre-employment Tests, and Recruitment Files.

The acquisition records of hired candidates become part of the Employment History Records.

RETENTION

2 years after final action from application and then destroy.

RS 916 SEASONAL/TEMPORARY EMPLOYEES PERSONNEL FILES

These are files maintained on temporary employees who were not provided benefits by the municipality. They include copies of correspondence and employment forms. They do not include personnel records created for specific federal programs.

RETENTION

1-year 4 years after separation end of employment and then destroy.

RS 917 VERIFICATION OF EMPLOYMENT ELIGIBILITY

This background documentation is used to verify employment eligibility. Information may include background checks, fingerprints and requirements under the Immigration Reform and Control Act. The resume and application of hired individuals are part of the Employee History Records.

RETENTION

Retain for 3 years, or 1 year after separation end of employment, whichever is greater, and then destroy.

RS 918 WORKER'S COMPENSATION CASE FILES

Records include forms, first report of injury, reports, correspondence, and related medical and investigative records regarding on-the-job injuries, whether or not a claim for compensation was made. Refer to State Code for Worker's Compensation Act.

RETENTION

75 years from date of incident and then destroy, or retain for 10 years after case is closed, and then destroy records.



SCHEDULE 10 PURCHASING RECORDS

SCHEDULE 10 PURCHASING RECORDS

RS 1001 CONTRACT PURCHASING/LEASING FILES

These records document contractual agreements for products or services. Records may include preliminary requirements, contractor payroll records, bids, and the signed contract. This includes professional service agreements and contract employee records (1099).

RETENTION

7 years after ~~the project completed and~~ warranties expire, and then destroy.

RS 1002 INVOICES

These records document the procurement of goods and services for the municipality. They usually include the date, number of items received, descriptions of items, invoice number, purchase order number, vendor, unit, and total price of goods. Invoices are usually part of the accounts payable files or purchase order files. These records include credit card receipts.

RETENTION

~~74~~ years and then destroy.

RS 1003 PURCHASE ORDERS

These are records authorizing the purchase of supplies or equipment by the municipality. They contain the name of the requesting agency, name of vendor, item, date ordered, delivery date, purchase order number, account charged, and authorizing signature.

RETENTION

~~74~~ years and then destroy.

RS 1004 PURCHASE REQUISITION FILES

These files contain requisitions for supplies and equipment for current inventory.

RETENTION

~~74~~ years and then destroy.

RS 1005 REAL ESTATE ACQUISITION FILES

These records document the purchase of real property by the municipality. They include the contract and related correspondence.

RETENTION

~~710~~ years after disposition of asset and then destroy.

RS 1006 REQUEST FOR PROPOSAL RECORDS

These records are bids and proposals to provide products or services for a governmental entity. Information includes preliminary requirements for procurement of a commodity or service. These records also include unsuccessful bids and proposal files. The bid opening list is included in the agenda packet for the meeting where it is considered.

RETENTION

7 years after project complete and warranties have run or contract has terminated and then destroy.

RS 1007 REQUEST FOR PROPOSAL RECORDS - CANCELLED

Solicited and unsolicited bids and proposals to provide products or services which, due to funding or administrative reevaluation, are no longer required by the agency or will not be open to the bidding process.

RETENTION

1 year, and then destroy.

RS 1008 REQUEST FOR PROPOSAL RECORDS - EXPIRED

These records are proposals that expired before the contract bid was awarded.

RETENTION

1 year after proposal expires and then destroy.

RS 1009 TAX EXEMPTION RECORDS

These records document the municipality's sales tax exemption for specific purchases. They include tax exemption certificates and related records.

RETENTION

7 years (after period covered by related account) and then destroy.

RS 1010 VENDOR LIST

This is a list of vendors providing goods and services to the municipality. It usually includes names of vendors, addresses, telephone numbers, and descriptions of goods or services provided.

RETENTION

Retain until updated or superseded and then destroy.

VOUCHERS

~~This is an official authorization to pay on a claim or bill. Includes name of department fund, check number, date, amount of claim, transmittal sheet number, and authorizing signature.~~

RETENTION

~~7 years and then destroy.~~



SCHEDULE 11

RISK MANAGEMENT RECORDS

Vineyard Retention Schedule adopted ~~by the Vineyard City Council~~ on August 8, 2018, amended DATE
Classifications are determined by the Records Officer.

SCHEDULE 11

RISK MANAGEMENT RECORDS

RS 1101 ~~DISASTER PLAN~~ EMERGENCY MANAGEMENT PLAN RECORDS

~~Emergency Management plans~~ ~~Disaster plans~~ for records and office operations ensure that essential government functions continue to be performed following natural disasters, accidents, technical, or attack-related emergencies. Information includes plans for restoring operations and protecting facilities and resources. Disaster recovery training materials may be included.

RETENTION

Retain until superseded by a new plan and then destroy.

RS 1102 INSURANCE POLICY FILES

These are insurance policy contracts between the municipality and private insurers.

RETENTION

15 years after expiration of policy and settlement of all claims and then destroy.

RS 1103 INSURANCE REPORTS

These reports are used for the reference and generation of claim files.

RETENTION

15 years and then destroy.

RS 1104 LIABILITY RISK MANAGEMENT CASE FILES

These case files document the reporting, investigation, and settlement of liability claims filed against the municipality.

RETENTION

20 years after case is closed and then destroy.

RS 1105 LOSS CONTROL INSPECTION REPORTS

Each year a municipal agency may undertake self-inspection to identify potential hazards within their buildings or on their grounds. If the agency completes this report, they can get a 15 percent discount on their premium after a follow-up survey has been conducted. This record might also be used as evidence in defense of a claim.

RETENTION

15 years and then destroy.

RS 1106 OSHA INCIDENT REPORTS

These include OSHA 300, 300A, and 301 forms. Many employers with more than 10 employees are required to keep a record of serious work-related injuries and illnesses. Minor injuries requiring first aid only do not need to be recorded. This information helps employers, workers and OSHA evaluate the safety of a workplace, understand industry hazards, and implement worker protections to reduce and eliminate hazards -preventing future workplace injuries and illnesses.

RETENTION

5 years after resolution.

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SCHEDULE 12

SPECIAL ASSESSMENT

RECORDS

SCHEDULE 12

SPECIAL ASSESSMENT RECORDS

RS 1201 NOTICES OF INTENTION

The city council shall give notice of its intention to make the improvements and to levy assessments to pay all or part of the costs of the improvements before a special improvement district is created.

RETENTION

3 years after final payment is made and then destroy.

RS 1202 PROTEST FILES

These are written protests by owners of property to be assessed in a special improvement district. The governing body hears protests and approves changes or cancels districts.

RETENTION

3 years after resolution or end of all litigation and then destroy.

RS 1203 SPECIAL ASSESSMENT BOOKS

These books record the levy and assessment of special taxes. They contain extension number, address, plat or subdivision, block and lot numbers, name of owner, address, number of front feet, amount paid on principal, interest, when paid, total amount paid and principal interest.

RETENTION

Permanent. ~~May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives.~~

SPECIAL ASSESSMENT LEDGERS – See Schedule 5 General Accounting Records

SPECIAL ASSESSMENT PLATS - See Schedule 27 Geospatial Data Records

~~These plats show the location of properties that are affected by special assessments. Plats are used for reference and for compilation of the tax roll. They include footage, actual property lines, township and range, rights-of-way, monument markers, lot measurements, blocks, subdivision names, and color coding to indicate properties being assessed.~~

RETENTION

~~5 years after final action and then destroy.~~

SPECIAL ASSESSMENT STATEMENTS – See Schedule 5 General Accounting Records

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RS 1204 SPECIAL TAX REFUND BOOKS

These books are used to record the payment of refunds for the overpayment of special taxes. They contain the name of special tax project, extension number, page number, owner, lot number, block number, plat or subdivision, number of front feet, refund per feet, date refunded and amount, total abatement refunds, revenue, and surplus for project.

RETENTION

3 years after final payment is made and then destroy.

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SCHEDULE 13

AIRPORT RECORDS

RESERVED



SCHEDULE 14

ANIMAL CONTROL RECORDS

RESERVED



SCHEDULE 15

ATTORNEY'S RECORDS

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SCHEDULE 15

ATTORNEY'S RECORDS

RS 1501 CIVIL CASE FILES

These case files document significant civil court cases in which the municipality is a party or represents the interests of the State of Utah. They include case number, plaintiff, defendant, nature of case, attorney's notes, related correspondence, and final verdict. This information is largely duplicated in court files and could be weeded after the case is closed.

RETENTION

10 years after case closed and then destroy.

RS 1502 CLAIM PETITION OR A FORMAL NOTICE OF CLAIM FILES

These files contain petitions or a formal Notice of Claim asserting claiming damages caused by municipal employees and/or equipment. They are used to determine liability. These files include petitions, correspondence, and police reports if applicable.

RETENTION

~~6-10~~ years and then destroy.

RS 1503 COLLECTION CASE FILES

These are case files that document the prosecution of all actions for the recovery of debts, all fines, penalties, and forfeitures for the violation of any ordinance. ~~when collected, shall be paid into the municipal treasury within seven days after the collection date.~~ They include bankruptcy and other various court filings, attorney's notes, and final judgment.

RETENTION

4 years after resolution and then destroy.

RS 1504 FELONY CASE FILES

These case files document felony cases filed and prosecuted in district court. They contain the case number, defendant's name, charge, indictment and arraignment dates, plea, bond amount, trial date, verdict, and sentence. The files may also contain police records, offense reports, witness lists, subpoenas, FBI reports, photographs, and attorney's notes. This information is largely duplicated in case files and could be weeded after the case is closed and all appeals heard.

RETENTION

10 years after case closed and then destroy.

RS 1505 INVESTIGATION RECORDS

These records contain information necessary to undertake a complete investigation and are used to identify patterns of behavior, investigate claims, conduct internal investigations, and for other investigative purposes. Records may relate to the initiation, investigation, and disposition of cases, but do not include investigations of employees, criminal activities, or worker's compensation, which have separate retention schedules.

RETENTION

~~7-10~~ years after case closed and then destroy.

RS 1506 MISDEMEANOR CASE FILES

These case files document routine misdemeanor criminal cases prosecuted in circuit courts. They contain the case number, defendant's name, charge, dates of indictment and arraignment, plea, bond amount, trial date, verdict, and sentence. May also contain police records, offense reports, witness lists, subpoenas, FBI reports, photographs, and attorneys' notes. This information is largely duplicated in court files and should be weeded after the case is closed.

RETENTION

10 years after case is closed and then destroy.

RETENTION JUSTIFICATION

10 years covers various statutes of limitations under the criminal code. 'Case is closed' means the prosecutor's office closes the case.

RS 1507 SIGNIFICANT LAWSUIT CASE FILES

These are case files for significant lawsuits (e.g., appellate litigation, land use litigation, and any other lawsuit deemed significant by the city manager, city attorney, or the city recorder) filed by the city and those filed against the city. They are used in pleading cases in court and later for research purposes. They contain various court pleadings, research material, and attorneys' notes.

RETENTION

Permanent. May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives.



SCHEDULE 16

BUILDING INSPECTION RECORDS

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Vineyard Retention Schedule adopted ~~by the Vineyard City Council~~ on August 8, 2018, amended DATE
Classifications are determined by the Records Officer.

SCHEDULE 16

BUILDING INSPECTION RECORDS

RS 1601 AS-BUILT CONSTRUCTION PLANS AND ~~INFRASTRUCTURE SPECIFICATIONS~~

Final plans and specifications for approved and constructed buildings, facilities, utility connections, roads and bridges. Documents construction of new buildings or facilities as well as renovation of owned buildings and rented buildings.

These records include drawings and diagrams of engineering "as-built" projects, which are used by the public and city personnel to establish existing information for all city locations. They include drawings of street construction, sidewalks, storm drains, waterlines, reservoirs, public facilities, and other city building projects, providing date, legend, city title, scale and actual drawings.

RETENTION

Permanent. Retain by agency until final action. ~~May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives.~~

RS 1602 BUILDING PERMIT FILES

These permits are issued as official building authorization for a variety of actions (construction, demolition, the installation of plumbing, and electrical or mechanical equipment). These records contain building permit applications, invoices, inspection reports, construction enforcement documents, certificates of occupancy, and any pertinent information relating to the project. They may also contain water source, sewer system, flood plain, and tank certificates.

RETENTION

Permanent. ~~May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives.~~

BUILDING PERMIT REGISTERS

~~These registers are usually computer printouts, but may include books listing all issued building permits. The register is arranged chronologically and includes the name of the owner, name of contractor, address, date, and general use of building. Prior to 1950, the permit register may be the only record of the issuance of building permits.~~

RETENTION

~~6 years and then destroy. If only record of building permits, retain permanently.~~

RS 1603 CONSTRUCTION REPORTS

These reports are a monthly summary of construction and demolition activity in terms of permits, cost, and housing units. ~~They are created from information compiled from the permit invoices and show the comparison to the same month for the previous two years.~~ They are used for statistical analysis of current development trends. This information is submitted to agencies as required by the State of Utah.

RETENTION

2 years or as administrative need ends, whichever is greater, and then destroy.

ENFORCEMENT CASE FILES – See RS 2003 Code Enforcement Case Files.

~~These case files document housing and zoning complaints. They are used to document municipal actions concerning the complaints and for reference purposes.~~

RETENTION

~~5 years after resolution and then destroy. These files are designated as Protected until case is closed.~~

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RS 1604 NONRESIDENTIAL BUILDING PLANS

These are the construction documents submitted by an applicant and approved by the building department for a building permit for the construction of commercial, industrial, or multi-family residential structures. The construction documents are compiled by the design professional for use by the contractor to complete detail work providing type, grade, brand of materials to be used, and general conditions which govern the methods to be employed. They include all Americans with Disabilities Act requirements. They also identify the temporary facilities, job cleanup, security, time limits, deadlines, and responsibilities of the design professional, owner and contractor. They are used to determine code compliance and the enforcement of building codes. They are usually arranged by permit number or address.

RETENTION

Permanent.

RS 1605 PUBLIC BUILDINGS (MUNICIPAL AND COUNTY) BUILDING PLANS – These are the construction documents submitted by an applicant and approved by the building department for a building permit for the construction of Public Facilities and buildings. The construction documents are compiled by the design professional for use by the contractor to complete detail work providing type, grade, brand of materials to be used, and general conditions which govern the methods to be employed. They also identify the temporary facilities, job cleanup, security, time limits, deadlines, and responsibilities of the design professional, contractor, and owner/government agency. They are used to determine code compliance and the enforcement of building codes. They are usually arranged by permit number or address.

RETENTION

Permanent. ~~May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives.~~

RS 1606 RESIDENTIAL BUILDING PLANS

These are the construction documents submitted by an applicant and approved by the building department in conjunction with ~~for~~ a building permit file for the construction of residential structures not defined under nonresidential plans. The construction documents are compiled by the design professional for use by the contractor to complete detail work providing type, grade, brand of materials to be used, and general conditions which govern the methods to be employed. They also identify the temporary facilities, job cleanup, security, time limits, deadlines, and responsibilities of the design professional, owner and contractor. They are used to determine code compliance and the enforcement of building codes. They are usually arranged by permit number or address.

RETENTION

1 year after ~~completion of construction~~ issuance of the Certificate of Occupancy or at the close of the building permit and then destroy.



SCHEDULE 17

CEMETERY RECORDS

RESERVED

Vineyard Retention Schedule adopted ~~by the Vineyard City Council~~ on August 8, 2018, amended DATE
Classifications are determined by the Records Officer.



SCHEDULE 18

CLERK'S RECORDS

SCHEDULE 18

CLERK'S RECORDS

RS 1801 AGREEMENTS AND CONTRACTS

These files include agreements of all types, including but not limited to: development, franchise, interlocal, power, and property agreements, contracts for products or services, including professional services and consulting, and memorandums of understanding. For construction contracts, see RS 1809.

RETENTION

7 years after expiration of the agreement and then destroy.

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RS 1802 ANNEXATION FILES

These files document the annexation and boundary adjustments of property into and out of municipal boundaries. They usually contain correspondence, citizens' petitions, maps, and the official annexation action approved by City Council.

RETENTION

Permanent. May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives.

RS 1803 APPOINTMENT FILES

These files document the appointment of persons to advisory boards and committees established by the City Council or Mayor, usually by resolution, or policy and procedure. These files may include letters of recommendation, letters of appointment, resumes, and related correspondence.

RETENTION

Permanent. May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives.

RS 1804 BALLOT MEASURE RECORDS

These records include declarations, text for propositions, referendums and initiatives, opinion questions, and related records. They are kept for reference purposes.

RETENTION

Permanent. Records in paper form, and/or digital copies, may be transferred to the State Archives.

RS 1805 CAMPAIGN FINANCIAL DISCLOSURE STATEMENT FILES

These are financial statements required by law to be completed by each municipal candidate.

RETENTION

Permanent. May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives.

RS 1807 CITY CHARTER

These files contain the constitution, bylaws and all amendments to city charters approved by the State Legislature.

RETENTION

Permanent. ~~May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives.~~

RS 1808 CLOSED MEETING RECORDS

Recordings are required for the closed portion of meetings of a public body, except as provided by statute. The recording is the official record of a closed meeting.

RETENTION

Permanent. ~~May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives.~~

RS 1809 CONSTRUCTION CONTRACTS

~~These records are contracts between the city and construction companies for construction projects on city-owned property.~~

RETENTION

Permanent. ~~Records in paper form, and/or digital copies, may be transferred to the State Archives.~~

RS 1810 DEED RECORDS

These records are deeds and conveyances of real estate owned by governmental entities. Included are the original deeds, titles, insurance, and tax information.

RETENTION

Permanent. ~~May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives.~~

RS 1811 EASEMENT FILES

These files contain documents executed by property owners granting the city rights of access to their property for public works or other municipal purposes. They include the names of parties, purposes and terms of access and terms of easement. They are used to provide legal access to enter or modify private property.

RETENTION

Permanent. We retain.

RS 1812 ELECTION BALLOTS

These are packets of official ballots of municipal elections cast by voters. Election officer shall preserve ballots for 22 months after the election or until the time has expired during which the ballots could be used in an election contest. If the election is not contested, after that time, destroy them without opening or examining them. If the city contracts with the county, the county will maintain these records.

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RETENTION

22 months after the election or until the time has expired during which the ballots could be used in an election contest and then destroy.

RS 1806 CANDIDATE DECLARATION PACKETS AND ELECTION CANVASSES

They are the official canvass of primary, municipal, or special elections. They contain a tabulation of votes cast by combined election districts. They include the candidate declaration packet, and the election date, office, names of candidates, number of votes, and totals.

RETENTION

Permanent. May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives.

RS 1813 ELECTION RECORDS

These include all other records and forms (excluding ballots, canvasses, and returns) required in municipal elections.

RETENTION

22 months after the election and then destroy.

RS 1814 ELECTION RETURNS

These are books of tabulations counted by the election judges. They serve as the official tally of votes for municipal elections.

RETENTION

22 months and then destroy.

RS 1815 GOVERNMENT RECORDS ACCESS AND MANAGEMENT ACT (GRAMA) LOGS

These records are maintained in order to keep a permanent record of all records requests. They include name, address, and contact information of person making the request, date of request, documents requested, and date of resolution.

RETENTION

5 years and then destroy.

RS 1816 GOVERNMENT RECORDS ACCESS AND MANAGEMENT ACT (GRAMA) REQUESTS AND APPEALS

These records are access requests as provided under the Government Records Access and Management Act (GRAMA). Included with the access requests are any notices of denial, appeals or any other records related to the request. This schedule excludes record access requests appealed to a local appeals board, including the State Records Committee.

RETENTION

2 years if all appeals are exhausted and then destroy.

RS 1817 HEARINGS FILES

These files contain information documenting hearings requested by the public for various reasons including the denial and revocation of various licenses (businesses, liquor, taxi licenses) or special hearings called by the mayor or city council. Files contain copies of transcribed minutes, related correspondence, copies of applications, reports and agenda. These files include appeals to the State Records Committee.

RETENTION

Permanent. May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives.

RS 1818 LEASE FILES

These files contain copies of leases, subleases, assignments of leases, and memoranda of leases for property which the city leases. They show the name and addresses of lessor and lessee; description of property; rent; purpose for which property may be used; and indicate any additional conditions or terms (determination of payment of utilities, taxes, insurance, maintenance and repair, and alterations to the property during the term of the lease), as well as any options to renew.

RETENTION

4-7 years after contract expires and then destroy.

RS 1819 OATHS

These files contain copies of signed oaths required of all officials of municipal offices, whether elected or appointed, before entering the duties of their respective offices. These also include oaths of office for appointments to boards and commissions of other governmental entities.

RETENTION

Permanent. May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives.

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RS 1820 OPEN MEETING MINUTES AND PUBLIC MATERIALS

Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed or decided and votes taken. This includes the agenda, notices, and any public materials distributed at the meeting. These include Planning Commission Minutes and Hearing Officer/Administrative Law Judge/Board of Appeals Minutes and Indexes.

RETENTION

Permanent. May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives.

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RS 1821 OPEN MEETING RECORDINGS

Audio or video recordings document what transpired in open meetings of public bodies and are the official record of the meeting until the meeting minutes are approved.

RETENTION

3 years after official written minutes are approved and then destroy.

RS 1822 ORDINANCES

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition. These ordinances are rules, laws or statutes adopted by a local legislative body. Records include codified ordinances and indexes. These records also include annual versions of the Municipal Code.

RETENTION

Permanent. May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives.

RS 1823 PETITIONS

These files contain formal written petitions from citizens or municipal departments. Petitions state the issue of concern and list names and signatures of citizens requesting a particular action.

RETENTION

Permanent. Retain 5 years after issue resolved or final decision is made and then may transfer to the State Archives.

RS 1824 PROCLAMATIONS AND EXECUTIVE ORDERS

These are proclamations, declarations, or executive orders issued by a governor, mayor, or other executive officer or body. Proclamations are formal public announcements related to certain matters of government. They may designate classes of cities, call special legislative sessions, publish states-of-emergency, or publicly avow or cause certain matters of state government to be made generally known. Declarations may recognize or call attention to people, groups, bodies, or actions that have a public purpose; designate special days or other time periods; or invoke specific legislative purposes. Executive orders set policy for an executive branch of government; create boards and commissions; provide for the transfer of authority; or otherwise interpret, implement, or give administrative effect to a provision of the Constitution, state law or executive policy.

RETENTION

Retain permanently. Records may be transferred to the Archives.

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RS 1825 PROOF OF PUBLICATION RECORDS

These files contain evidence of the publication of a document or public notification appearing in a local newspaper, usually for hearings, sale of bonds, budget, and council meetings.

RETENTION

6 years and then destroy.

RS 1826 RESOLUTIONS

These are formal statements of a decision, or expression of opinion put before or adopted by the city council. They may perform the same function as an ordinance. Resolutions may include the following: establishing water and sewer rates, charges for garbage collection and fees charged for municipal services, establishing policies and guidelines, and regulating the use and operation of municipal property.

RETENTION

Permanent. May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives.

RS 1827 WATER STOCK PURCHASE AND WATER RIGHTS FILES

These files document municipal purchase of water stock from irrigation companies and/or individuals. Each year the municipality is billed for the annual assessment of water stock. The files are used to verify purchase and for yearly assessment purposes.

RETENTION

10 years after sale of stock and then destroy.

RS 1828 VEHICLE AND EQUIPMENT TITLES

These records are the titles to vehicles and equipment purchased and owned by the city.

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RETENTION

Retain until vehicle or equipment is transferred or sold.

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SCHEDULE 19

~~PARKS AND TRAILS~~

~~RECORDS~~

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SCHEDULE 19

PARKS AND TRAILS RECORDS

CONSTRUCTION PROJECT FILES – See Schedule 7 Maintenance Records.

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MAINTENANCE COMPLAINTS

These files contain a record of complaints or requests received from the general public concerning municipal parks, trails, and recreational facilities. They are used to verify that action was taken to resolve issues. They include date, name, telephone, and address of requesting person; type of request; and comments of foreman handling request.

RETENTION

3 years after resolution of complaint and then destroy.

PARKS AND TRAILS FILES

These files contain information concerning each of the city parks and trails. They are used to maintain a record of construction projects in each park and trail for historical and informational purposes. They include correspondence, architectural drawings, contracts, specifications, newspaper clippings, histories of individual parks and trails, and photographs.

RETENTION

Permanent. May transfer to State Archives.

RECREATIONAL FACILITY FILES – See Schedule 7 Maintenance Records.

PARK FACILITIES RESERVATION RECORDS – See Schedule 5 General Accounting Records.

SPECIAL EVENT PERMITS – See Schedule 1 Administrative Records.



SCHEDULE 20

PLANNING AND ZONING

RECORDS

SCHEDULE 20

PLANNING AND ZONING RECORDS

RS 2001 ACCESSORY DWELLING UNIT RECORDS

These records include the application, and all submitted site, floor, and parking plans, and review files.

RETENTION

Permanent. Records in paper form, and/or digital copies, may be transferred to the State Archives.

RS 2002 ADOPTED MASTER PLANS

These are comprehensive plans for municipal development adopted by the city commission. Each municipality shall prepare and adopt a comprehensive, long-range general plan for present and future needs of the municipality; and growth and development of all or any part of the land within the municipality. The planning commission shall make and recommend to the [city commission] a proposed general plan for the area within the municipality. The plans serve as a guide for decision-making on rezoning and other planning proposals and as the goals and policies of municipalities attempting to guide land use in local jurisdictions. The plans include planning commission's recommendations for the development of the territory covered by the plan, and may include, among other things: (a) a land use element; (b) a transportation and circulation element; (c) an environmental element; (d) a public service and facilities element; (e) a rehabilitation, redevelopment, and conservation element; (f) an economic element; (g) recommendations for implementing the plan, including the use of zoning ordinances, subdivision ordinances, capital improvement plans, and other appropriate actions; and any other elements that the municipality considers appropriate. The plan may also include maps, plats, and charts.

RETENTION

Permanent. May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives.

AERIAL PHOTOGRAPHIC MAPS - see Schedule 27 Geospatial Data Records.

RS 2003 CODE ENFORCEMENT CASE FILES

These case files document occupancy, parking, business licensing, nuisances, and other code enforcement cases. They are used to document municipal actions concerning the complaints and compliance.

RETENTION

10 years after resolution and then destroy. These files are designated as Protected until case is closed.

COMMUNITY DEVELOPMENT BLOCK GRANT ADMINISTRATIVE RECORDS and COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION RECORDS — see Schedule 1 Administrative Records.

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RS 2004 CONDITIONAL USE PERMIT RECORDS AND INDEXES

These files document the application for conditional use permits. These permits allow for the construction of buildings on the condition that impacts on neighborhoods are mitigated. They include the original application, plan sets, staff reports, stipulations or conditions of approval, investigative reports, planning commission decisions, public comments, cash receipts, and related correspondence.

RETENTION

Permanent. ~~May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives.~~

RS 2005 DEVELOPER REVIEW FILES

~~This is a duplicate set of plans submitted by developers for subdivisions and commercial or industrial complexes. It is used to verify compliance with ordinances and design criteria for streets and alleys. They include plans and related correspondence.~~

RETENTION

~~Retain until superseded, or 3 years after completion of project, and then destroy.~~

RS 2006 -HEARING OFFICER/ADMINISTRATIVE LAW JUDGE/BOARD OF ADJUSTMENT-APPEALS CASE FILES

These case files document the zoning activities of the Hearing Officer/Board of ~~Adjustment Appeals~~. They are used to document the cases brought before the Hearing Officer/Board of ~~Adjustment Appeals~~ and its decisions. They contain the original application; findings and order; correspondence; and any exhibits such as plot plans or elevations.

RETENTION

Permanent. ~~May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives.~~

MAPS AND PLATS – See Schedule 27 Geospatial Data Records.

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RS 2007 NONCONFORMING USE CERTIFICATE RECORDS/ZONING VERIFICATION RECORDS

The records pertain to the nonconforming use certificates and zoning verification records that are issued if it is verified that a particular use has remained in effect upon the change of zoning regulations for the particular property. Zoning verification records pertain to establishing allowable uses and zoning parameters in an authorized city letter. Changes or expansions of nonconforming uses may require approval by the Planning Commission. The records include site plan, verification records regarding original and current use, nonconforming use certificate, and records of any expansion or changes requested with Planning Commission decision regarding such.

RETENTION

Permanent. ~~May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives.~~

OPEN MEETING MINUTES AND PUBLIC MATERIALS – See RS 1820 Open Meeting Minutes and Public Materials.

~~Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed or decided and votes taken. This includes the agenda, notices, and any public materials distributed at the meeting. These include Planning Commission Minutes and Hearing Officer/Board of Adjustment Minutes and Indexes.~~

RETENTION

~~Permanent. May transfer to State Archives.~~

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RS 2009 PLANNED UNIT DEVELOPMENT CASE FILES

These case files document the creation of Planned Unit Developments (PUDs) within the municipality. PUDs are owner-initiated projects requesting a variance from standard subdivision and zoning ordinances to allow for the concentration of residential units, office, commercial, or industrial facilities. The project plans must provide for recreational areas, clubs, and other types of facilities to service the community. The owners are given credit for land not inhabited to allow for the concentration of residential units in other areas. Zoning ordinances limit the number of dwelling units per acre. The original proposal describes how the owner wants to build the project with detailed maps and diagrams showing types of buildings and density of structures (dwellings per acre). The case files include initial proposal, approvals or disapprovals, diagrams, site plans, condominium conversions, public comments, and copies of minutes from the Planning Commission.

RETENTION

Permanent. ~~May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives.~~

RS 2010 PLANNING STUDY REPORTS

These are research-based reports completed in-house or by outside consultants on specific planning problems or conditions. They may be adopted as an amendment to the master plan. These reports provide needed information on specific issues (i.e., housing needs, transportation, geologic concerns). These reports may include recommendations and may be an extension of the master plan.

RETENTION

Permanent. ~~May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives.~~

RS 2011 REZONING RECORDS AND INDEXES

These files document applications to rezone property within the municipality. They contain the original application, staff reports, maps of areas involved, investigative reports, copies of planning commission minutes, public comments, notice of hearings, copies of ordinances, copies of city council minutes.

RETENTION

Permanent. ~~May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives.~~

SAFE SCHOOL ROUTING MAPS – See Schedule 27 Geospatial Data Records.

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RS 2012 SITE PLAN REVIEW RECORDS

These files document the regulatory review and approval of commercial, multi-family, and industrial site plans by various municipal departments. They contain an application of approvals, staff reports, investigative reports and recommendations, cash receipts, site plans, and related correspondence. These records include sign standard waivers.

RETENTION

Permanent. May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives.

SPECIAL ASSESSMENT PLATS – See Schedule 27 Geospatial Data Records.

RS 2013 STREET/ALLEY VACATING RECORDS

These records pertain to the removal of a portion of the public right-of-way and deeding the property to the adjacent property owners. The records may include copies of petitions, staff reports, investigative reports, Planning Commission minutes, the report from Planning Commission to City Council, City Council minutes, ordinances, and legal description.

RETENTION

Permanent. May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives.

RS 2014 SUBDIVISION REVIEW CASE FILES

These case files document the developmental history of subdivision plans submitted to the Planning Commission for compliance review with applicable development ordinances and standards. These include those that are considered lot/splits (subdivisions smaller than five lots), plat amendments. The records may include the original application, surveys/legal description, plat maps, staff reports, investigative reports, Planning Commission minutes, the report from Planning Commission to City Council, and City Council minutes.

RETENTION

Permanent. May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives.

RS 2015 TEMPORARY SIGN PERMITS

These records include the application and corresponding documents.

RETENTION

1 year after final action and then destroy.

RS 2016 ZONING MAPS

These maps show zoning boundaries within the municipality. They are usually maps which show streets, property lines, zoning boundaries, and area classifications. These maps are used for reference purposes and are frequently updated.

RETENTION

Permanent. ~~May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives.~~

ZONING ORDINANCES - see Schedule 18 – Clerk's Records.

RS 2017 ZONING AND SUBDIVISION TEXT AMENDMENTS APPLICATIONS

These records include application, proposed text language, staff reports, investigative reports, notices, Planning Commission minutes, the report from Planning Commission to City Council, City Council minutes, and public comments. ~~They also include Zoning Verification Requests and Zoning Verification Letters.~~

RETENTION

Permanent. ~~May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives.~~



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SCHEDULE 21

POLICE DEPARTMENT RECORDS

RESERVED

Vineyard Retention Schedule adopted ~~by the Vineyard City Council~~ on August 8, 2018, amended DATE
Classifications are determined by the Records Officer.



SCHEDULE 22

PUBLIC UTILITIES RECORDS

Vineyard Retention Schedule adopted ~~by the Vineyard City Council~~ on August 8, 2018, amended DATE
Classifications are determined by the Records Officer.

SCHEDULE 22

PUBLIC UTILITIES RECORDS

RS 2201 ANNUAL BACKFLOW APPROVED VALVE LISTS

These are lists of approved valves for installation.

RETENTION

Retain until superseded and then destroy.

ANNUAL WATER QUALITY REPORTS – See Publications in this Schedule.

AS-BUILT CONSTRUCTION PLANS AND SPECIFICATIONS – See Schedule 7 Maintenance Records.

RS 2202 BACKFLOW PREVENTION TEST REPORTS

These tests report the results obtained from the testing of backflow preventer equipment. The reports show maintenance work performed, parts replaced, and repairs made.

RETENTION

3 years after subsequent test and then destroy.

RS 2203 BACTERIOLOGICAL QUALITY ANALYSIS AND CHLORINE RESIDUAL REPORTS

These forms record water samples taken from various locations throughout the distribution system and sources of supply (raw or processed) for bacteriological tests. They include location, date of collection, name of person taking sample, type of sample taken, date of analysis, name of lab, person responsible for performing analysis, analytical method used, results of the analysis, and any monitoring noncompliance correspondence. The State Health Department receives copies of these test forms and retains them for 40 years.

RETENTION

5 years after subsequent test and then destroy.

BILLING ADJUSTMENT RECORDS, BILLING RECORDS, BILLING REGISTER - See Schedule 5 General Accounting Records.

RS 2204 CHEMICAL/RADIOLOGICAL ANALYSES

These forms verify water quality and show the various locations of sampling points of water taken from the distribution system and sources of supply for chemical and radiological tests. They include location, date of collection, name of person taking sample, type of sample taken, date of analysis, name of lab, person responsible for performing analysis, method used, and results. These include lead and copper sampling. The State Health Department receives copies of these test forms and retains them for 40 years.

RETENTION

10 years after subsequent test and then destroy.

Vineyard Retention Schedule adopted ~~by the Vineyard City Council~~ on August 8, 2018, amended DATE
Classifications are determined by the Records Officer.

COMPLAINT FILES

~~These files contain customer complaints concerning utility problems which require research and a resolution. They include complaint, results of investigation, meter sheets, and method of resolution.~~

RETENTION

~~3 years after date of resolution and then destroy.~~

RS 2205 CROSS CONNECTION CONTROL SURVEY FILES

These files monitor potential or actual water system health hazards within specific premises. They are used to determine compliance with state laws, schedule surveys, and to write reports. They include various reports, surveys, and related correspondence.

RETENTION

3 years after destruction of premises and then destroy.

RS 2206 CUSTOMER APPLICATION RECORDS

These are applications completed by customers requesting water, sewer, or electric service. They are used for billing purposes. The applications include customer's name, address, and telephone number; meter information, date and approval signature(s).

RETENTION

~~34~~ years after final action and then destroy.

RS 2207 DAILY FILTER LOG

This log records a daily instrument table of information regarding filter operations required by Utah Code.

RETENTION

5 years and then destroy.

RS 2208 DAILY OPERATIONAL LOG

This log records daily information on plant operations such as rate of flow, chemical inventories, chemicals used, chlorine residual testing results, and turbidity amount in water. It is required by the Code of Federal Regulations. An annual summary is submitted to the State Health Department.

RETENTION

2 years and then destroy.

RS 2209 DRAINAGE SYSTEM REPAIR LIST

This is a list of all drainage facilities in the system. It is used to prioritize which drains need maintenance. It includes size, type and condition of drainage pipe, type of clean out box, location of facility and condition, depth from flow line to top of lid on road surface and a brief description of the problem.

RETENTION

Retain until superseded and then destroy.

RS 2210 ENVIRONMENTAL PROTECTION AGENCY (EPA) GRANT FILES

These are project files maintained by the municipality for monies granted to the state of Utah and then distributed to individual local government entities. The files document the expenditures of these funds. They include a detailed listing of disbursements, receipts, grant modifications, related correspondence, and a copy of the original grant (Code of Federal Regulations). The State Health Department's copy is maintained permanently.

RETENTION

3 years after final audit and then destroy.

FIELD NOTES

~~These are the original field surveyor's notes for water and sewer installations which are used as a basis for all maps. They include location, elevation, and other related information.~~

RETENTION

~~Permanent. May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives.~~

RS 2211 IMPACT FEE REPORTS

These reports that document the impact fees charged by the city. Impact fees are charges on new development and increases in development intensity for the local government's cost associated with providing infrastructure to serve the new development.

RETENTION

~~Ten~~10 years after project completion and then destroy.

RS 2213 METER LOCATION RECORDS

These records contain information about all meters (water and ~~wastewater-electric~~). They are used to locate meters for service and billings. They include address, work order number, size of meter, contractor, owner, plumber and date installed.

RETENTION

~~Permanent or~~ 1 year ~~after infrastructure removed-final action~~ and then destroy.

METER RECORDS – See Schedule 5 General Accounting Records.

RS 2214 METER REPAIR AND TESTING FILES

These records document the installation, repair, testing, and replacement of meters. They include address, work order number, date of initial installation, dates of testing and repair, and remarks.

RETENTION

1 year after disposal of meter and then destroy.

RS 2215 MONTHLY ACTIVATION REPORTS

These records document the activation of water service to new homes in Vineyard that use Orem City Water.

RETENTION

3 years and then destroy.

RS 2216 MONTHLY WASTEWATER LIFT STATION REPORTS

There are reports generated at the lift stations to monitor the flow and pump hours.

RETENTION

3 years and then destroy.

RS 2217 PUBLICATIONS

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code. These include Annual Water Quality Reports.

RETENTION

Permanent. ~~Creating agency shall transfer preservation copy(ies) to State Archives and access copy(ies) to the State Library. Records in paper form, and/or digital copies, may be transferred to the State Archives.~~

RS 2218 PUMP STATION WELL DAILY REPORTS

This is a daily monitoring report of a water system. This report shows the time pumps or wells are started and stopped, hours run, power used and amount of water pumped. A summary report (Schedule 22 "Pump Station Well Summary Reports") is usually created from these daily reports.

RETENTION

2 years provided summary report is compiled and then destroy.

RS 2219 PUMP STATION WELL SUMMARY REPORTS

This is the summary information compiled from the daily monitoring report of a water system. The information includes the time pumps or wells are started and stopped, hours run, power used and amount of water pumped. Please refer to Schedule 22 "Pump Station Well Daily Reports" for the daily reports.

RETENTION

Permanent. ~~May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives.~~

REMITTANCE STUBS – See Schedule 5 General Accounting Records.

RS 2220 SANITARY SURVEYS

These records consist of inspections of the water system performed either by the State of Utah or the Utah County Health Department and are required by State Code. All public drinking water systems are periodically inspected to assess their construction, operations, and record keeping. The inspections identify conditions that may present a sanitary or public health risk.

RETENTION

Retain until superseded and then destroy.

RS 2221 SEWER MAIN MAPS ~~AND INSPECTION REPORTS~~

These are plat drawings of each municipal street detailing all sewer mains in the municipality system by area number. They are used to locate sewer mains. The plats include drawings of all sewer mains in municipal system showing depth of sewer mains, percentage of grade, location of lateral connections and sewer manholes, and size of lines. These records also include video, cleaning, acoustic, and visual inspection reports.

RETENTION

Retain until updated or superseded and then destroy.

RS 2212 ~~LONG-TERM STORMWATER MAINTENANCE MANAGEMENT AGREEMENTS AND PLANS~~

These ~~records include but are not limited to~~ stormwater ~~maintenance management~~ agreements, ~~long-term stormwater management plans, and associated inspection reports and enforcement actions.~~

RETENTION

~~Retain until updated or superseded and then destroy. Permanent.~~

RS 2222 STORMWATER RECORDS

These records include but are not limited to stormwater pollution prevention plans (SWPPP), SWPPP reviews, inspections, and enforcement actions such as records of verbal warnings, stop work orders, warning letters, notices of violation, and other enforcement records. These records include public education and outreach, public participation and involvement, Illicit Discharge Detection & Elimination, and employee and contractor training documents.

For site plan review records, see Schedule 20 – Planning and Zoning Records.

RETENTION

Residential: 5 years after construction is completed and then destroy.

Commercial and Industrial: 10 years after construction is completed.

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TELEVISION INSPECTION REPORTS

~~These are videotape reports taken by special monitoring cameras located at critical parts of the sewer lines. They are used to monitor conditions of the sewer lines.~~

RETENTION

~~3 years or until updated or superseded and then destroy.~~

RS 2223 WATER CONSUMPTION ANNUAL REPORTS

These are annual reports that consist of information compiled from monthly statistics of daily water consumption. They are used for research and litigation purposes and to assist in predicting future flows and peak demands. The reports include water consumption in million gallons, and cubic feet from treatment plants, springs, artesian wells, pumped wells, and reservoirs along with precipitation amounts.

RETENTION

Permanent. ~~May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives.~~

RS 2224 WATER CONSUMPTION MONTHLY REPORTS

These reports consist of monthly statistics of daily water consumption. They are used for research and litigation purposes and to assist in predicting future flows and peak demands. The reports include water consumption in million gallons, and cubic feet from treatment plants, springs, artesian wells, pumped wells, and reservoirs along with precipitation amounts.

RETENTION

1 year, provided annual report is compiled, and then destroy.

RS 2225 WATER FLOW ANNUAL RECORDER CHARTS

These charts are taken from recording stations in streams or wells for annual periods. They are used to determine water flows. The charts include water flow according to gauge flows, height, or level of aquifer in well on an annual basis.

RETENTION

Permanent. ~~May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives.~~ Records in paper form, and/or digital copies, may be transferred to the State Archives.

RS 2226 WATER FLOW MONTHLY RECORDER CHARTS

These charts are taken from recording stations in streams or wells for weekly periods. They are used to determine water flows. The charts include water flow according to gauge flows, height, or level of aquifer in well, during a weekly period.

RETENTION

3 years, provided annual chart is compiled, and then destroy.

RS 2227 WATER LINE OPERATING PERMITS

These permits constitute authorization from the State of Utah to legally operate a water system.

RETENTION

Permanent. ~~May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives.~~

RS 2228 WATER MAIN MAPS AND INSPECTION RECORDS

~~These include maps and photos that~~ show the locations of all water mains, valves, hydrants, and water services to property owners in a given area.

RETENTION

Permanent. ~~May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives.~~

WATER STOCK PURCHASE FILES – See Schedule 18 Clerk's Records.

RS 2229 WATER SYSTEM DATA FILES

~~These records have pertinent information regarding water system design and operation. They include fire suppression design records, water usage records, fire flow tests, standards and specifications, etc.~~

RETENTION

~~Retain until superseded and then destroy.~~



SCHEDULE 23

PUBLIC WORKS RECORDS

Vineyard Retention Schedule adopted ~~by the Vineyard City Council~~ on August 8, 2018, amended DATE
Classifications are determined by the Records Officer.

SCHEDULE 23

PUBLIC WORKS RECORDS

~~AS-BUILT OR RECORD DRAWINGS CONSTRUCTION PLANS AND SPECIFICATIONS~~ – See Schedule 7 Maintenance Records.

CLASS "C" ROAD FUNDING PROJECT FILES – See Schedule 5 General Accounting Records.

These project files document the funding for Class "C" roads. Class "C" funding is money allocated to each municipality from the Transportation Fund. The files include amount of funds allocated and how they were spent for each project (man-hours, vehicle usage, and material used).

RETENTION

~~3 years after claim, audit, or litigation settled, and then destroy.~~

COMPLAINT FILES – see Schedule 22 Public Utilities Records.

CONSTRUCTION CONTRACTS – See Schedule 18 Clerk's Records.

These records are contracts between the city and construction companies for construction projects on city-owned property.

RETENTION

Permanent. May transfer to State Archives.

CONSTRUCTION PROJECT FILES

These project files document the planning, design, and construction of municipally owned facilities, structures or systems. They are also used for budget planning and litigation research. They include correspondence, copies of agreements, engineer's personal notes, guarantees and warranties, testing reports, reports (daily, weekly, monthly), and permits to work in the public way for municipality projects such as street drains, curb and gutter, sidewalk, paving extensions, street construction and repairs to additions to city buildings.

▲ These records include construction contract records, which document contracts for all engineering and construction projects undertaken by the municipality. They include copies of the payment records, reports, contracts, certificates, and related correspondence.

▲ These records include materials test results, which are reports that contain the results of sieve analysis and nuclear density tests on asphalt, road base concrete, and soils. They are used for conformance of specifications for approval of various materials used on municipal construction projects. Reports are also used for reference on future municipal project work. Reports include date, type of material, weight of material, amount of tests performed, and results of tests (sieve analysis results, percent of compaction, and cylinder compressive tests).

RETENTION

Permanent. May transfer to State Archives.

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RS 2301 DELIVERY ~~TICKETS RECEIPTS~~

These are ~~tickets, receipts~~ issued by suppliers to verify delivery of supplies (concrete, road base, gravel, salt, and topsoil, etc.). They include date, time, amount of mix received, and list of miscellaneous supplies received.

RETENTION

3 years and then destroy.

DEVELOPER REVIEW FILES

~~This is a duplicate set of plans submitted by developers for subdivisions, and commercial or industrial complexes. It is used to verify compliance with ordinances and design criteria for streets and alleys. They include plans and related correspondence. The original plans are kept where? In City Inspect – tt Naseem. Make a note of this here.~~

RETENTION

~~Retain until superseded, or 3 years after completion of project, and then destroy.~~

RS 2302 ENCROACHMENT AGREEMENTS

These are agreements between the municipality and property owners allowing them to extend fences or plants (bushes and trees) within the municipal right of way. The municipality reserves the right to revoke the agreement and to require the property owner to remove the fences or plants upon request. ~~The agreements include date, licensee's name and address, agreement terms, licensee's notarized signature, and signatures of the city council chair and city manager.~~

RETENTION

Permanent. ~~May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives.~~

FEASIBILITY STUDIES – See Schedule 1 – Administrative Records.

RS 2306 ~~FLOOD CONTROL/LAND DISTURBANCE PERMIT APPLICATIONS~~

These applications are completed by developers and homeowners requesting a permit to ~~construct-disturb land or less than one acre within a flood plain~~. They are also required for the construction of any facility ~~which creates a discharge or discharge of any runoff into specific offsite municipal wide facilities. The permit provides that the structure or operation covered could be stopped, removed or destroyed by the municipality in a flood emergency and that all structures are subject to municipal inspection at permittee's cost.~~ The applications include firm's or individual's name, address, and telephone number; proposal's description, including construction type, purpose, location (including engineering calculations, and any special conditions); grantee's signature; date; recommendations on whether request should be approved or denied; and (if approved) director's signature.

RETENTION

Permanent. ~~May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives. 5 years from date of project completion.~~

RS 2304 – INCIDENT REPORTS

~~These records document any event that may or may not have caused injuries to a person or damage to public property. They are used to capture injuries and accidents, near misses, property and equipment damage, health and safety issues, security breaches and misconducts involving city staff or public property. For OSHA incident reports, see Schedule 11 Risk Management Records.~~

RETENTION

~~5 years after resolution.~~

RS 2305 INTERSECTION AND MUNICIPAL STREET CASE FILES

These files record data on all municipal streets. They are used by traffic engineers and technicians when investigating a particular intersection or street to determine appropriate traffic regulations. They contain traffic volume (counts taken either mechanically or manually), requests or complaints received which required a study and response concerning specific intersections or streets and work order outline to be done at specific intersections or streets, and a traffic accident history.

RETENTION

~~7-10~~ years after conclusion of investigation and then destroy.

LEASE AGREEMENTS AND CONTRACTS – See RS 1818 Lease Files.

~~These records are long-term agreements for products or services for one year or more. These agreements include contracts for services or leasing of equipment. For agreements of less than one year, see Maintenance Agreements.~~

RETENTION

~~7 years after expiration of contract and then destroy.~~

RS 2307 SHORT-TERM LEASE MAINTENANCE AGREEMENTS AND CONTRACTS

These records are short-term agreements for ~~products or services~~ or leasing of equipment for less than one year. ~~These agreements include contracts for services or leasing of equipment.~~ For agreements of more than one year, see Lease Agreements and Contracts.

RETENTION

1 year after expiration of contract and then destroy.

MAPS AND PLATS – See Schedule 27 Geospatial Data Records.

~~These are city maps and plats for surveys and maintenance of city property and facilities. They are used for research purposes by the public, other city departments, and title companies. They include townships and range, rights-of-way, monument markers, lot measurements, street names, centerline measurements, blocks, and subdivision names.~~

RETENTION

~~Retain until superseded, and then destroy.~~

Vineyard Retention Schedule adopted ~~by the Vineyard City Council~~ on August 8, 2018, amended DATE
Classifications are determined by the Records Officer.

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RS 2303 ~~RIGHT-OF-WAY WORK ENCROACHMENT PERMIT APPLICATIONS, PERMITS, AND BILLINGS~~

These applications are used by individuals and contractors requesting to work in the municipal right-of-way for demolitions or excavations. The application includes job address, date, owner/agent name at job address, a location description of intended excavation, size, purpose, permit fees, and agreement to comply with all state laws and municipal ordinances.

These records also include permits issued for private companies to work on city property ("public way") for demolitions, excavations, blasting, crane operations, barricade installations, concrete construction (curb, gutter, sidewalks), borings, or the moving of heavy equipment. They include job address, date, name of owner/agent at job address, state license classification, diagram of work required, checklist of existing utilities and construction and traffic control. These records include the accompanying bonds and insurance certificates.

~~These billings are sent to contractors for the inspections of excavations on the municipal right of way. The permits may be issued over the telephone with parties having agreements with the municipality and are then billed for inspections. The billings include contractor's name and address, date permit issued, location, inspection date, and inspection costs.~~

RETENTION

3 years after expiration of permit or bond and then destroy.

SAFE SCHOOL ROUTING MAPS – See Schedule 27 Geospatial Data Records.

~~These records provide school access routes for elementary, junior high, and senior high schools for school buses. The routing plans are updated yearly and are transmitted to the local jurisdiction by the school districts. The records include maps, plans, routing changes, safety concerns, and recommendations.~~

RETENTION

~~Retain until superseded and then destroy.~~

RS 2308 SIGNALIZED INTERSECTION RECORDS

These records are registers and similar records providing an inventory of all traffic signs, signal equipment and the timing set-up of each signalized intersection. They are used to determine compliance with safety guidelines and as a record of changes on a historical basis. They include information concerning poles, signal head information, and signal control. These records are registered and kept in electronic mapping.

RETENTION

~~2-10~~ years after signal device removed and then destroy.

SPECIAL ASSESSMENT PLATS – See Schedule 12 27 Special Assessment Geospatial Data Records.

SPECIAL EVENT PERMITS – see Schedule 4 28 Administrative Parks and Recreation Records.

Vineyard Retention Schedule adopted ~~by the Vineyard City Council~~ on August 8, 2018, amended DATE
Classifications are determined by the Records Officer.

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STREET CLEANING RECORDS – See Schedule 7 Maintenance Records.

STREET MAINTENANCE RECORDS – See Schedule 7 Maintenance Records.

STREET NAME AND HOUSE NUMBER FILES – See Schedule 27 Geospatial Data Records.

~~These files contain records relating to street dedications, street closings, the assignment and alternation of street names and house numbers and similar records. They provide official control of the naming and numbering of municipal streets and roads.~~

~~RETENTION~~

~~Permanent.~~

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RS 2309 TRAFFIC DRAWINGS

These are original drawings or area maps of streets. They are used to determine whether changes are needed in school zones, pedestrian crossings, intersections, signalized intersections, and street striping. Drawings are used as a reference tool for the performance work.

RETENTION

4 years after revised and then destroy.

RS 2310 TRAFFIC SIGNAL CONFLICT MONITOR LOG

This is a log showing when each conflict monitor was serviced (a safety device that functions to avoid two opposite green lights showing at the same time). It is used for maintenance purposes. The log includes location, type of conflict monitor and date serviced.

RETENTION

7 years and then destroy.

RS 2311 TROUBLE CONTROL REPORT

This report is generated by telephone calls from private citizens or police departments concerning traffic signals that require repairs. Report is necessary for verification in litigation cases. It includes location, name of person reporting, date, time, report of trouble, description of trouble found, repair made, by whom, time arrived and time completed.

RETENTION

7 years or until litigation completed and then destroy.

WORK ORDER LOG - See Schedule 7 Maintenance Records.

WORK ORDERS - See Schedule 7 Maintenance Records.



SCHEDULE 24

REDEVELOPMENT RECORDS

Vineyard Retention Schedule adopted ~~by the Vineyard City Council~~ on August 8, 2018, amended DATE
Classifications are determined by the Records Officer.

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SCHEDULE 24

REDEVELOPMENT RECORDS

ANNUAL REPORT

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code. This is categorized under Publications.

RETENTION

Permanent. Creating agency shall transfer preservation copy(ies) to State Archives and access copy(ies) to the State Library. Records in paper form, and/or digital copies, may be transferred to the State Archives.

RS 2401 ANNUAL REPORTS

The Redevelopment Agency is required to provide the Annual Report to the State Tax Commission, the County Auditor, the State Board of Education, and other taxing entities. Provided in this report is an overview of the Urban Renewal Area (URA), including summaries of the current and projected budgets and identification of certain concerns or needs. These reports were previously known as November 1st Reports.

RETENTION

Permanent. Records in paper form, and/or digital copies, may be transferred to the State Archives.

RS 2402 APPRAISAL PROJECT FILES

These files contain evaluations of properties and structures within proposed projects. They are used to investigate project's viability, determine costs, and negotiate for purchase of real property. The files include financial assessments of the worth of real estate and buildings within proposed project areas. They may also include assessments of architectural and historical significance and condition of the involved structures.

RETENTION

Permanent. May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives.

BONDS AND BONDING RECORDS - see Schedule 2 Bonds and Bonding Records.

RS 2403 BUILDING ILLUSTRATIONS

These are working copies of maps of real property and drawings and diagrams of actual buildings. They are used during the early phases of redevelopment projects. When the projects become official, the maps and drawings become part of the project file.

RETENTION

3 years after final action and then destroy.

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RS 2404 CERTIFICATION FILES

These files document the approval and certification process of all official redevelopment projects. They contain all documents necessary to certify a project including consultant's reports; a copy of the redevelopment plan; a report detailing reasons for the selection of the project area; a description of physical, social, and economic conditions in the area; a financial analysis of the project; consultant proposals; a plan detailing methods for the relocating of all families and persons in the redevelopment area; an analysis of the preliminary plan; a report with the planning commission recommendations; a blight survey; notices of hearings; copies of minutes of hearings; and copies of resolutions.

RETENTION

Permanent. ~~May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives.~~

COMMUNITY DEVELOPMENT BLOCK RECORDS – see Schedule 5 General Accounting Records.

RS 2405 CONSULTANT RECORDS

These are separate files prepared by private consultants. They are used to document proposals made by individual consultants. The files contain both rejected proposals and those being considered and include the actual proposal and bid. Final approved proposals are filed in the certification file.

RETENTION

3 years after being rejected and then destroy.

RS 2406 COUNTY AUDITOR ANNUAL REPORTS

~~These reports are prepared by the Utah County Auditor at the beginning of each year for Redevelopment Project Areas for the previous year. Another name for this report is Report 700. Also retained with these reports are the Utah County Treasurer's Annual Settlement with Taxing Entities reports.~~

RETENTION

Permanent. ~~Records in paper form, and/or digital copies, may be transferred to the State Archives.~~

RS 2407 LITIGATION FILES

These files document lawsuits filed against the Redevelopment Agency concerning redevelopment projects. They contain related correspondence, research materials, copies of all official filings (complaints, answers, judgments, etc.), copies of depositions, and attorneys' notes. Usually the city attorney maintains the record copy of all lawsuits.

RETENTION

Permanent. ~~May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives.~~

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RS 2408 NON-APPROVED REDEVELOPMENT PLANS

These are project area plans in accordance with the provisions of Utah Code. The agency is required to conduct examinations, investigations, and other negotiations regarding the plan. The plan "shall be consistent with the general plan of the community in which the project area is located and show that the project area development will conform to the community's general plan." Approved plans become part of Schedule 24 Certification Files.

RETENTION

3 years and then destroy.

RS 2409 OWNER PROJECT FILES

These project files document both successful and unsuccessful negotiations and ongoing agreements for the purchase of property for redevelopment projects. The files include copies of agreements and related correspondence.

RETENTION

3 years after completion of redevelopment project and then destroy.

RS 2410 PRELIMINARY PLAN REPORTS

These are reports required to be completed by the agency on proposed projects. The agency may select one or more project areas comprising all or part of the proposed survey area and formulate a preliminary plan for the redevelopment or economic development of each project area in cooperation with the planning commission of the community. See Utah Code. The plans must include a description of the boundaries of the project area containing a general statement on land uses, layout of principle streets, population densities and building intensities and standards proposed as the basis for the development of the project area. The plans must also show how the purposes of the act would be attained by such redevelopment and shows how redevelopment conforms to the master or general community plan. See Utah Code.

RETENTION

Permanent. May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives.

RS 2411 REDEVELOPMENT AGENCY CREATION FILES

These records document the creation of the redevelopment agency (RDA) and the triggering of phases. They include the certificate of creation, letters of support, and other related documents.

RETENTION

Permanent. Records in paper form, and/or digital copies, may be transferred to the State Archives.



SCHEDULE 25

LIBRARY RECORDS

~~RESERVED~~

RS 2501 LIBRARY ACQUISITION RECORDS

These records document the acquisition of library materials. They include title, publisher's name, date ordered and received, list price, and discount price. Currently these books are donated or purchased through monetary donations or grant funds. At this time there are no city funds allocated to the purchase of library materials.

RETENTION

Retain until superseded, and then destroy.

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RS 2502 LIBRARY PATRON REQUESTS

Reserved

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RS 2503 LIBRARY CATALOG

This catalog serves as a finding aid for library users in locating library materials currently in the library collection. The information includes call number, author, title, publisher, number of copies, date, subject heading, and status of copies (on shelf, checked out, and date due).

RETENTION

Retain until superseded, and then destroy.

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RS 2504 LIBRARY CIRCULATION RECORDS

These are records of all library materials checked out from the library system. They may be automated or manual systems. The information includes the item title, identification number (barcode number), date item due, patron name and library card number.

RETENTION

Retain until resolution of issue, and then destroy.

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RS 2505 LIBRARY REGISTRATION RECORDS

Reserved

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RS 2506 LIBRARY MASTER COLLECTION

This is a master inventory of all library holdings currently in the library collection. This master inventory is constantly being changed as materials are added and withdrawn from the collection. It includes classification number (or call number), author, title, and number of copies.

RETENTION

Retain until superseded, and then destroy.

RS 2507 INTERLIBRARY LOAN RECORDS

These records document the lending and borrowing of library materials through the interlibrary loan network. They include interlibrary loan forms, computer searches, related correspondence, and memoranda. The interlibrary loan forms include patron's name, address, telephone number, description of material being requested (author, title, publisher, publication date), a signed statement indicating patron willing to assume costs for borrowing material, status indication (overdue, lost, out of print), indication of search strategy, date material provided, and date material to be returned.

RETENTION

Retain until final action, and then destroy.

RS 2508 LIBRARY PROGRAMMING RECORDS

These records include event information such as date, time, activities held, location, number of attendees, etc.

RETENTION

Retain for two years or until administrative need ends, and then destroy.

RS 2509 LIBRARY EQUIPMENT PURCHASE RECORDS

These records document the purchase of computers, monitors, software, and other equipment for library staff and patron use.

RETENTION

Retain until replaced.

RS 2510 LIBRARY EQUIPMENT MAINTENANCE RECORDS

These records document the maintenance of computers, monitors, software, and other equipment for library staff and patron use.

RETENTION

3 years after disposition of asset and then destroy.

RS 2511 VOLUNTEER RECORDS

Reserved.

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SCHEDULE 26

FIRE DEPARTMENT RECORDS

RESERVED

Vineyard Retention Schedule adopted ~~by the Vineyard City Council~~ on August 8, 2018, amended DATE
Classifications are determined by the Records Officer.



SCHEDULE 27

GEOSPATIAL DATA RECORDS

SCHEDULE 27

GEOSPATIAL DATA RECORDS

RS 2701 AERIAL PHOTOGRAPHIC MAPS

These are large aerial photographs of the municipality and are used for informational purposes. The photographs are taken periodically to illustrate changes in development. The maps may include zoning boundary lines.

RETENTION

Permanent. ~~May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives.~~

RS 2702 BOUNDARIES RECORDS

These geospatial records of administrative boundaries include county, municipal, precinct, tax district, subdivision, and other important municipal boundaries.

RETENTION

Permanent. ~~May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives~~ after 1 year.

~~DEVELOPER REVIEW FILES – See Schedule 20 – Planning and Zoning Records.~~

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RS 2703 INLAND WATER RECORDS

These geospatial records contain information pertaining to hydrologic features located in Utah municipalities. These are lakes, streams, ponds, and watersheds.

RETENTION

Permanent. ~~May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives~~ after 1 year.

RS 2704 LOCATION RECORDS

These geospatial records contain information pertaining to geodetic networks, and control points. They include latitude and longitude coordinates.

RETENTION

Permanent. ~~May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives~~ after 1 year.

RS 2705 MAPS AND PLATS

~~These are city maps and plats for surveys and maintenance of city property and facilities. They are used for research purposes by the public, other city departments, and title companies. They include townships and range, rights-of-way, monument markers, lot measurements, street names, centerline measurements, blocks, and subdivision names.~~

RETENTION

~~Retain until superseded, and then destroy.~~

Vineyard Retention Schedule adopted ~~by the Vineyard City Council~~ on August 8, 2018, amended DATE
Classifications are determined by the Records Officer.

RS 2706 PLANNING AND CADASTRE RECORDS

These geospatial records contain information pertaining to reference locations (or points on the earth) and planning and zoning information.

RETENTION

Permanent. ~~May transfer to State Archives~~ Records in paper form, and/or digital copies, may be transferred to the State Archives after 1 year.

RS 2707 SAFE SCHOOL ROUTING MAPS

~~These records provide school access routes for elementary, junior high, and senior high schools for school buses. The routing plans are updated yearly and are transmitted to the local jurisdiction by the school districts. The records include maps, plans, routing changes, safety concerns, and recommendations.~~

RETENTION

~~Retain until superseded and then destroy.~~

RS 2708 SPECIAL ASSESSMENT PLATS

~~These plats show the location of properties that are affected by special assessments. Plats are used for reference and for compilation of the tax roll. They include footage, actual property lines, township and range, rights-of-way, monument markers, lot measurements, blocks, subdivision names, and color coding to indicate properties being assessed.~~

RETENTION

~~5 years after final action and then destroy.~~

RS 2709 STREET NAME AND HOUSE NUMBER FILES

~~These files contain records relating to street dedications, street closings, the assignment and alternation of street names and house numbers and similar records. They provide official control of the naming and numbering of municipal streets and roads.~~

RETENTION

~~Permanent.~~ Records in paper form, and/or digital copies, may be transferred to the State Archives.

RS 2710 TRANSPORTATION RECORDS

These geospatial records contain information pertaining to the transportation routes in Utah municipalities. These include street centerlines, street locations, street names, and railroad routes.

RETENTION

Permanent. ~~May transfer to State Archives~~ Records in paper form, and/or digital copies, may be transferred to the State Archives after 1 year.

RS 2711 UTILITIES AND COMMUNICATION RECORDS

These geospatial records contain information pertaining to utilities found in Utah municipalities. These may include telephone infrastructure, electricity transmission lines, storm sewer pipes, and septic tanks.

RETENTION

Permanent. ~~May transfer to State Archives. Records in paper form, and/or digital copies, may be transferred to the State Archives~~ after 1 year.

PUBLIC BUILDINGS, INFRASTRUCTURE, DESIGN AND CONSTRUCTION DRAWINGS – See Schedule 7 Maintenance Records.

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SCHEDULE 28

PARKS AND RECREATION RECORDS

Vineyard Retention Schedule adopted ~~by the Vineyard City Council~~ on August 8, 2018, amended DATE
Classifications are determined by the Records Officer.

SCHEDULE 28

PARKS AND RECREATION RECORDS

RS 2801 PARK FACILITIES RESERVATION RECORDS

These records document applications and payments for reserving park facilities.

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RETENTION

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4 years and then destroy.

RS 2802 RECREATION PROGRAM FILES

These program files document specific municipally sponsored recreation programs. They are used for reference in developing future programs. They include flyers of specific programs, field and court reservation records, program sponsorship records, and copies of receipts for fees paid. (Originals are to be kept in the accounting records. See Schedule 5.) They also include an accounting of participants and receipt numbers.

RETENTION

2 years and then destroy.

RS 2803 RECREATIONAL ACTIVITY RELEASE RECORDS

This form is completed by individuals participating in municipal recreational activities. It is used to verify that participants have released all rights and claims for possible injuries in municipal recreational activities including e-sports, and city use of all photos and videos taken for promotional purposes. They include individual's name, team name, sport, date, medical insurance company, and signature.

RETENTION

2 years or until all litigation is resolved and then destroy. (These records are kept on the Recreation Website.) Any photos and videos used for promotional purposes and their release forms will have a permanent retention.

RS 2804 RECREATIONAL EQUIPMENT RECORDS

These records document recreational equipment (i.e. softball, pickleball, soccer, volleyball) and tools loaned in connection with reserved park areas and other recreational facilities. They are used to maintain a record of location of equipment. They include name of group; name, address, telephone number of the person picking up equipment; date of issue; reservation date; date of return; location reserved; quantity and equipment picked up.

RETENTION

2 years after equipment returned and then destroy.

~~RECREATIONAL FACILITY FILES — See Schedule 7 — Maintenance Records.~~

RECREATIONAL AND PARK FACILITY CONSTRUCTION FILES - See RS 705 Recreational and Park Facility Construction Files

RS 2805 REGISTRATION RECORDS

These forms are used to register for municipal recreational programs (e.g., races, sports, crafts, nutrition, exercise, educational classes). They include registrant's name, address, and telephone number; program name and date(s); parent's/guardian's name if registrant is a minor; and a signed liability waiver statement.

RETENTION

2 years and then destroy.

RS 2806 SPECIAL EVENT FEE WAIVERS – APPROVED

When a special event fee waiver is approved by City Council, it will be published on the city website.

RETENTION

4 years.

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RS 2807 SPECIAL EVENT PERMITS

These applications are completed by persons requesting permits to hold special events (i.e., film crews, races, parades) on the municipal right-of-way. They include application number; event type and description; sponsoring group's name; event date; event times; applicant name; contact person's name, address, and telephone number; proposed location or route; whether a fee waiver is requested; estimated number of participants and spectators; authorizing signatures and date; date to appear on city council agenda; staff recommendations; and copies of any special permits obtained by state, county, and other governmental entities.

RETENTION

2 years after the event and then destroy.

RS 2808 SPECIAL EVENT RECORDS (CITY SPONSORED)

These are events sponsored by the city, such as 5K runs, Bunny Hop Egg Drop, Vineyard Days, and Boo-A-Palooza. The records include dates, times, places, itinerary of the event, admission fees, sponsorships, copies of any special permits obtained by state, county, and other governmental entities, and any photos taken at the event.

RETENTION

Permanent. All the financial documents pertaining to the event, such as costs, receipts, purchase orders, etc., have a retention of 4 years.

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RS 2809 VOLUNTEER BACKGROUND CHECKS

These records are BCI background checks which are required for all adult Recreation Department volunteers.

RETENTION

Retain for 2 years after separation; and then destroy.

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VINEYARD CITY COUNCIL STAFF REPORT

Meeting Date: June 28, 2023

Agenda Item: 6.3 Approval of an ILA with Utah County for Communities That Care
(Vineyard Agreement #2023-XX)

Department: Communications

Presenter: Kathryn Newman, Communications Manager

Background/Discussion: In August of 2022, Vineyard Cares was created as part of Utah County's Communities That Care initiative. The model is in partnership with Utah County and was designed to create a coalition of Vineyard based entities that will participate in prevention efforts targeted to Vineyard's youth. Jessica Maxwell was hired and trained as coalition coordinator.

Through Vineyard Cares, Jessica has formed a commission and coalition which both meet regularly, written an action plan, applied for grant funding, worked on branding and marketing, participated in community events such as the Impact Vineyard Community Fair and Vineyard Days and held education nights, including a very successful and popular "Meet the Therapist" night with over 100 youth and parents in attendance.

Vineyard Cares focuses on drug prevention and suicide prevention, as well as implementing and educating residents about various mental health and wellness initiatives. The program is data-driven with proven outcomes and is being used in about ten other cities in Utah County.

Fiscal Impact: Utah County will fund \$18,000 of the cost for the second year of implementation. As part of the agreement, the Vineyard FY24 budget includes a \$10,000 match from the City.

Recommendation: Sign agreement with Utah County

Sample Motion:

"I move to Resolution 2023-30 and allow the mayor to sign the agreement with Utah County regarding the Substance Misuse Prevention Services and Communities That Care Prevention Model."

Attachments:

Resolution 2023-30

Utah County Agreement

RESOLUTION 2023-30

A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN INTERLOCAL COOPERATION AGREEMENT BETWEEN UTAH COUNTY AND VINEYARD CITY FOR SUBSTANCE MISUSE PREVENTION SERVICES AND COMMUNITIES THAT CARE PREVENTION MODEL

WHEREAS, pursuant to the provisions of the Utah Interlocal Cooperation Act, Utah Code Annotated, Section 11-13-101, et seq., 1953 as amended, public agencies, including political subdivisions of the State of Utah as defined therein, may enter into agreements with one another for joint or cooperative action and may also contract with each other to perform any governmental service, activity or undertaking which each public agency entering into the contract is authorized by law to perform; and

WHEREAS, the Vineyard City Council has determined that it is in the public interest and welfare of the residents the city engage in an interlocal cooperation agreement between Utah County and Vineyard City for the project known as the Substance Misuse Prevention Services and Communities that Care Prevention Model; and

WHEREAS, the Interlocal Cooperation Agreement has been prepared for approval and execution by and between all parties;

NOW, THEREFORE, be it resolved by the Vineyard City Council as follows:

Section 1. Approval. The Interlocal Cooperation Agreement attached hereto as Exhibit “A” is hereby approved and the mayor is authorized to execute the agreement and take all other such action as is necessary to make it effective

Section 2. Severability. If any section, part or provision of this Resolution is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Resolution, and all sections, parts and provisions of this Resolution shall be severable.

Section 3. Effective Date. This Resolution shall become effective immediately upon its approval by the City Council.

Passed and dated this 28th day of June 2023.

Mayor Julie Fullmer

Attest:

City Recorder Pamela Spencer

**INTERLOCAL COOPERATION AGREEMENT WITH VINEYARD CITY FOR
SUBSTANCE MISUSE PREVENTION SERVICES AND COMMUNITIES THAT CARE
PREVENTION MODEL**

THIS IS AN INTERLOCAL COOPERATION AGREEMENT, made and entered into by and between UTAH COUNTY, UTAH, a body corporate and politic of the State of Utah, by and through the Utah County Health Department, (UCHD) 100 East Center Street, Provo, Utah 84601 and the municipality of Vineyard City, 125 South Main Street, Vineyard, Utah 84058, municipal corporation and a political subdivision of the State of Utah.

WHEREAS, pursuant to the provisions of the Interlocal Cooperation Act, Title 11, Chapter 13, Utah Code Annotated, 1953, as amended, public agencies, including political subdivisions of the State of Utah as therein defined, are authorized to enter into written agreements with one another for joint or cooperative action; and

WHEREAS, all of the parties to this Agreement are public agencies as defined in the Interlocal Cooperation Act; and

WHEREAS, Utah County and Vineyard City, within Utah County, through their respective governing bodies, have voluntarily determined that the interests and welfare of the public within their respective jurisdictions will best be served by this Interlocal Cooperative Agreement for joint or cooperative action.

NOW THEREFORE, in consideration of the covenants and promises contained herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

Section 1. Effective Date; Duration.

This Agreement shall become effective July 1, 2023 and shall enter into force, within the meaning of the Interlocal Cooperation Act, upon the submission of this Interlocal Cooperation Agreement to, and the approval and execution hereof by a majority of the governing bodies of all of the parties to this Agreement. The term of this Interlocal Cooperation Agreement shall be from July 1, 2023 hereof until June 30, 2024. This Interlocal Cooperation Agreement shall not become effective until it has been reviewed and approved as to form and compatibility with the laws of the State of Utah by the Utah County Attorney's Office, and the Vineyard City Attorney. Prior to becoming effective, this Interlocal Cooperation Agreement shall be filed with the person who keeps the records of each of the parties hereto.

Section 2. Administration of Interlocal Cooperation Agreement.

The parties to this Agreement do not contemplate nor intend to establish an Interlocal entity under the terms of this Interlocal Cooperation Agreement. The parties do agree that pursuant to Section 11-13-207, Utah Code Annotated, 1953 as amended, that Utah County shall act as the administrator responsible for the administration of this Interlocal Cooperation Agreement. The parties further agree that this Interlocal Cooperation Agreement does not anticipate nor provide for any organizational changes in the parties.

Section 3. Purposes

This Interlocal Cooperation Agreement is established for the following purposes:

- a. To coordinate with Vineyard City to employ a part-time (up to 20 hours per week, 52 weeks per year) Communities that Care (CTC) Coordinator and provide technical support to establish and maintain the CTC prevention model within the community.
- b. To provide funding to Vineyard City to employ a CTC coordinator as follows:

To provide funding to Vineyard City to continue to build capacity within CTC coalition: Utah County will provide Vineyard City thirteen thousand dollars (\$13,000) for the CTC Coordinator position/costs and five thousand (\$5,000) for coalition capacity building for the period of July 1, 2023 through June 30, 2024. Vineyard City will provide a yearly minimum match of ten thousand dollars (\$10,000).

- c. To establish and maintain the Communities that Care system within Vineyard City and to work with Utah County Health Department to ensure the CTC model is being implemented with fidelity through the five phases of CTC (<http://www.communitiesthatcare.net/>).
- d. To reduce youth problem behaviors as found in the Hawkins and Catalano Risk and Protective Factor Model.

Section 4. Manner of Financing.

This Interlocal Cooperation Agreement and the joint, cooperative actions contemplated herein shall not receive separate financing, nor shall a separate budget be required. Each party shall be responsible for its own obligations under this Interlocal Cooperation Agreement. The funds provided are primarily to be used for:

- 1. CTC coordinator position costs/salary.
- 2. Trainings associated with coalition coordinator and coalition members for approved travel costs.
- 3. Any additional prevention activities as described in the CTC model or community action plan pending approval from UCHD.

Section 5. Coalition Capacity Building Funding

The funds appropriated for coalition capacity building can be used for the following:

- 1. CTC coalition training costs directly related to benchmarks and action plans.
 - a. CTC module trainings

- b. State CTC trainings
 - c. Food/mileage/supplies
- 2. Travel/Training, including but not limited to Principles of Prevention, CADCA and/or National Prevention Network Conference for coordinator and coalition members
 - a. Mileage, airfare, per diem, registration, lodging and transportation
- 3. Town hall/community education events
 - a. Advertising, food and recognition awards, coalition needs
- 4. Workgroup activities
 - a. Evaluation contract
 - b. Data collection
 - c. Meeting costs
- 5. Minor equipment under \$600.00

Section 6. Interlocal Requirements

- 1. CTC Coordinator will attend and complete Substance Abuse Prevention Specialist Training (SAPST) within the first six months of hire.
- 2. CTC Coordinator will attend state/county CTC trainings as prioritized by UCHD and Coordinator.
- 3. Incorporate CTC benchmarks and phases as foundation of fidelity.
- 4. Complete and provide coalition agendas and minutes for all board and workgroup meetings.
- 5. Develop and use by-laws and organizational structure to direct coalition.
- 6. Coordinator will record all completed prevention activities in the DUGS data system within seven days of service.
- 7. Billings and claims for covered services must be submitted by the **20th of each month**. Billings and claims received by the 20th will reflect requested reimbursements for the previous month. **Due to budget cycles, late billings will not be reimbursed.**
- 8. A bi-annual narrative report (1 page) identifying completed benchmarks and current status of action plan due December 31, 2023 and June 30, 2024.

Section 7. Property Used in Joint and Cooperative Undertaking.

There will be no real or personal property acquired, held, and used pursuant to this Interlocal Cooperation Agreement.

Section 8. Methods of Termination.

This Interlocal Cooperative Agreement shall automatically terminate at the end of its term herein pursuant to the parameters of Section 1 of this Agreement. The parties to this Agreement may also withdraw from participation herein by giving at least thirty days' notice to each of the other party to this Agreement. Any notice of termination or notice of withdrawal shall be served upon each of the parties to this Agreement.

Section 9. Indemnification.

Both parties are governmental entities subject to the Governmental Immunity Act of Utah, Utah Code Ann., Section 63G-7-101, et seq., as amended. By entering into this Agreement, neither party waives by this Agreement any defenses or limits of liability available under the Governmental Immunity Act of Utah, or any other applicable federal, state, or common law. Nothing in this Agreement shall be construed as an assumption of any duty for the benefit of any third-party. Subject to, and without waiving any immunities under applicable federal, state, or common law, including those described above, each party shall assume and retain liability and responsibility for the claims, losses, damages, injuries, or other liabilities arising out of the acts, omissions, or negligence of its own officers, employees, agents, and contractors in an amount not to exceed the damage limits in Utah Code Ann., Section 63G-7-604, as amended.

Section 10. Filing of Interlocal Cooperation Agreement.

Executed copies of this Interlocal Cooperation Agreement shall be placed on file in the office of the County Clerk/Auditor of Utah County, and with the official keeper of Vineyard City records and shall remain on file for public inspection during the term of this Interlocal Cooperation Agreement.

Section 11. Adoption Requirements.

This Interlocal Cooperation Agreement shall be (a) approved by the executive body or

officer of each of the parties, (b) executed by a duly authorized official of each of the parties, (c) submitted to and approved by an authorized attorney of each of the parties, as required by Section 11-13-202.5, Utah Code Annotated, 1953 as amended, and (d) filed in the official records of each party.

Section 12. Amendments.

This Interlocal Cooperation Agreement may not be amended, changed, modified or altered except by an instrument in writing which shall be (a) approved by a resolution of the legislative body of each of the parties, (b) executed by a duly authorized official of each of the parties, (c) submitted to and approved by an authorized attorney of each of the parties, as required by Section 11-13-202.5, Utah Code Annotated, 1953 as amended, and (d) filed in the official records of each party.

Section 13. Severability.

If any term or provision of this Interlocal Cooperation Agreement or the application thereof shall to any extent be invalid or unenforceable, the remainder of this Interlocal Cooperation Agreement, or the application of such term or provision to circumstances other than those with respect to which it is invalid or unenforceable, shall not be affected thereby, and shall be enforced to the extent permitted by law. To the extent permitted by applicable law, the parties hereby waive any provision of law which would render any of the terms of this Interlocal Cooperation Agreement unenforceable.

Section 14. Governing Law.

All questions with respect to the construction of this Interlocal Cooperation Agreement, and the rights and liability of the parties hereto, shall be governed by the laws of the State of Utah.

Section 15. Committees.

The parties may establish from time to time such committees as shall be deemed appropriate and necessary.

Section 16. Headings.

Section headings are for convenience of reference only and shall not be considered any interpretation of the Interlocal Cooperation Agreement.

Section 17. Entire Agreement.

This Interlocal Cooperation Agreement contains the entire agreement of the parties. No promise, representation, warranty, or covenant not included in this Agreement has been or is relied upon by the parties to it.

Section 18. Execution by Counterparts.

This Interlocal Cooperation Agreement may be executed in counterparts. The original of each executed Agreement shall be filed with Utah County.

Section 19. Sub-recipient Requirements.

By virtue of terms and conditions of the Federal Substance Abuse Prevention and Treatment block grant that funds the services purchased through this Agreement, Vineyard City becomes a sub-recipient of the federal grant.

CFDA #: 93.959

As Vineyard City is a Sub-recipient of the grant monies, and as such, shall have no authorization, express or implied, to bind Utah County to any agreements, settlements, liability, or understanding whatsoever, and agrees not to perform any acts as agent for the County, except as herein expressly set forth. The Sub-recipient shall be responsible for the payment of all income tax and social security amounts due as a result of payments received from the County for these

contract services. Persons employed by the County and acting under the direction of the County shall not be deemed to be employees or agents of Vineyard City.

- a) All Vineyard City records with respect to any matters covered by this Agreement shall be made available to the County, OSUMH and the Comptroller General of the United States or any of their authorized representatives.
- b) Failure of the city to comply with the above requirements will constitute a violation of this Agreement and may result in the withholding of future payments.
- c) In accordance with OMB Circular A-133, *Audits of State, Local Governments and Non-Profit Organizations*, state and local governments or non-profit organizations that expend \$500,000 or more in total federal financial assistance (from all sources) in the recipient's fiscal year shall have a Single Audit completed.
- d) All Sub-recipient's, regardless of Single Audit eligibility, will make all pertinent financial records available for review, monitoring or audit, in a timely manner to appropriate officials of the federal granting agency, Utah County, any pass-thru entity and/or the General Accounting Office.

Nothing contained in this Agreement is intended to, nor shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Sub-recipient shall at all times remain an "independent contractor" with respect to the services to be performed under this Agreement. The County and program administrator shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Workers' Compensation Insurance, as the Sub-recipient is an independent contractor.

[Signatures on following page]

WITNESS WHEREOF, the parties have signed and executed this Interlocal Cooperation

Agreement on the dates listed below:

Utah County Authorized by Resolution No. 2023-____, authorized and passed on the
____ day of _____ 2023.

Vineyard City Authorized by Resolution No. _____, authorized and passed on the
____ day of _____ 2023.

APPROVED AND ADOPTED this ____ day of _____ 2023.

BOARD OF COUNTY COMMISSIONERS
UTAH COUNTY, UTAH

By: _____
Amelia Powers Gardner, Chair

ATTEST:
AARON R. DAVIDSON
Utah County Clerk

By: _____
Deputy Date

By: _____
Vineyard City Mayor Date

APPROVED AS TO FORM:
JEFFREY S. GRAY
Utah County Attorney

By: _____
Deputy County Attorney Date

By: _____
Vineyard City Recorder Date

APPROVED AS TO FORM:

By: _____
Vineyard City Attorney Date

DRAFT



VINEYARD CITY COUNCIL STAFF REPORT

Meeting Date: 6/28/2023

Agenda Item: 6.4 The Tribe – Rex Real Estate Fee Waiver

Department: Admin

Presenter: Anna Nelson

Background/Discussion:

The Tribe on behalf of Rex Real Estate has applied for a special event permit for an event at Grove Park on 7/3/23 from 5:00 PM to 11:00 PM with setup starting on 7/1/23 at 7:30 PM. This is a 4th of July Celebration with 2,000+ people in attendance. They will have food trucks, vendors, and multiple bounce houses.

They would like to use one of Grove Park's soccer fields, the Large Pavilion, and the Small South Pavilion

They will be contracting the Utah County Sheriff's Office for additional emergency coverage, Orem Fire for EMTs, and surrounding schools for additional parking.

We are supportive of hosting events like this and have attempted to facilitate this as much as possible. This event has been approved by ERC and the City Manager as per code.

The Tribe is requesting a fee waiver for the following fees associated with the Special Event Permit:

- Large Pavilion: \$150.00
- Small Pavilion: \$80.00
- All 3 Soccer Fields: \$900.00
- Special Event Application Fee: \$150.00

Totaling, \$1280.00.

We have met as staff to make sure that we provide this recommendation that will work for each of the staff members involved.

Impact:.

- Youth recreation programs are not scheduled during this time
- Grove Park will still be open to residents for use although all field and 2 of the pavilions will be reserved.
- There is a higher potential damage to the soccer fields because of the Fireworks, stage, and bounce houses. A refundable deposit will be collected in case of damages.

Recommendation:

We are recommending approval of the fee waiver. Our recommendation is based on the potential economic beneficial impact this event could have on Vineyard.



VINEYARD CITY COUNCIL STAFF REPORT

Sample Motion:

I move to approve the fee waiver, waiving the total fees of \$1280.00 for the Tribe's event on July 3rd.

Attachments:

See attached site plans and application

Special Events Department
125 South Main St.
(801)226-1929
annan@vineyardutah.org



FOR OFFICE USE ONLY

Application Received _____

Fee Paid _____

Special Event Permit Application

The following application must be submitted **30 days prior to the scheduled event**, and the permit must be obtained a minimum of one week prior to the event. This application DOES NOT constitute a valid Special Event Permit until approved by the City.

APPLICANT INFORMATION

Name of Applicant: The Tribe Utah, LLC			Date of application: 6/8/23
Applying in behalf of (if other than self): Rex Real Estate Team			
Email address: Erik@thetribeutah.com			
Mailing Address: 1200 Towne Centre Blvd. Spc 2134			
City: Provo	State: UT	Zip Code: 84601	Phone: 801-664-1077
Name of Event: Rex Real Estate Team Firework Show and Client Appreciation Party			
Date of Event: 7/3/23			

EVENT INFORMATION

Name of Event: Rex Real Estate Team Firework Show and Client Appreciation Party		
Date of Event: 7/3/23		Number of people anticipated at event: 2000
Setup: 7/2/23 - 7/3/23	Start time: 4:00 PM on 7/2/23	End time: 4:00 PM on 7/3/23
Cleanup: 7/3/23 - 7/4/23	Start time: 11:00 PM on 7/3/23	End time: TBD on 7/4/23

Type of Event

☐ Athletic ☒ Entertainment ☐ Other: _____

Brief Description of Event: Free 4th of July celebration; all ages with live music, fireworks, and vendors.

Streets will not need to be closed or blocked unless the firework plan requires it.

Will Vineyard streets be used? ☐ Yes ☒ No Will streets need to be closed/blocked to traffic? ☐ Yes ☒ No

If any portion of a street is closed, the event organizer will need to provide barricades. As a consideration for this permit, the applicant agrees to:

1. Rent or secure barricades from a licensed barricade company.
2. Assume all liability of erection and maintenance of barricades.
3. Clean up the area upon termination of the permitted use.
4. Assume all liability for the applicant's use of the street during the specified period.
5. Ensure that barricades will be conspicuously displayed and lighted if the event takes place prior to dawn or after dusk.

Toilets will only be provided if required by the City or Health Department

Will you be using portable toilets? ☐ Yes ☒ No Have you made arrangements for trash disposal? ☒ Yes ☐ No

Will your event include the use of a Vineyard pavilion? ☐ Yes ☒ No If yes, a pavilion reservation is also required.

Will your event include the use of a bounce house or inflatable play equipment? ☒ Yes ☐ No

If yes, a refundable \$200 deposit is required. Additional fees may be assessed after the event for any damages on city property due to bounce houses/inflatables.

Vendors/Food/Alcohol

Will there be vendors selling products or services? ☒ Yes ☐ No

If yes, we require the Temporary Sales Tax Numbers from the State of Utah Special Events Tax Division for all vendors. Please complete the attached Vendor Information sheet.

If vendors are selling food, submit a copy of their Utah County Health Department Permit.

If vendors are selling alcohol, a separate Class C Temporary Liquor License or Class D Temporary Beer License is required. Please note that alcohol use is PROHIBITED on City property. (Vineyard Municipal Code Chapter 8-300)

Law Enforcement/Security Services

Each special event permit application will be reviewed, and based on event type and number of attendees, the Utah County Sheriff's Department will determine the number of law enforcement personnel required for the event, if any.

We contract with the Utah County Sheriff's Department. If you are in need of any law enforcement services for your event, please contact them at (801)794-3970. See the attached Agreement for Supplemental Law Enforcement Services.

By submitting a signed application, the applicant certifies that falsifying any information on this application constitutes cause for rejection or revocation of the permit. The applicant agrees to pay additional fees as required for the use of City services and facilities.

Applicant's Name (please print): Erik Little

Applicant's Signature: Erik Little Date: 6/8/23

CITY APPROVAL

City Personnel for Event _____ Number of Hours _____ Fee Paid \$ _____

Utah County Sheriff Personnel for Event _____ Number of Hours _____ Fee Paid \$ _____

This application has been reviewed, including verification of required insurance and other information, and required fees have been paid.

Vineyard Public Works Department

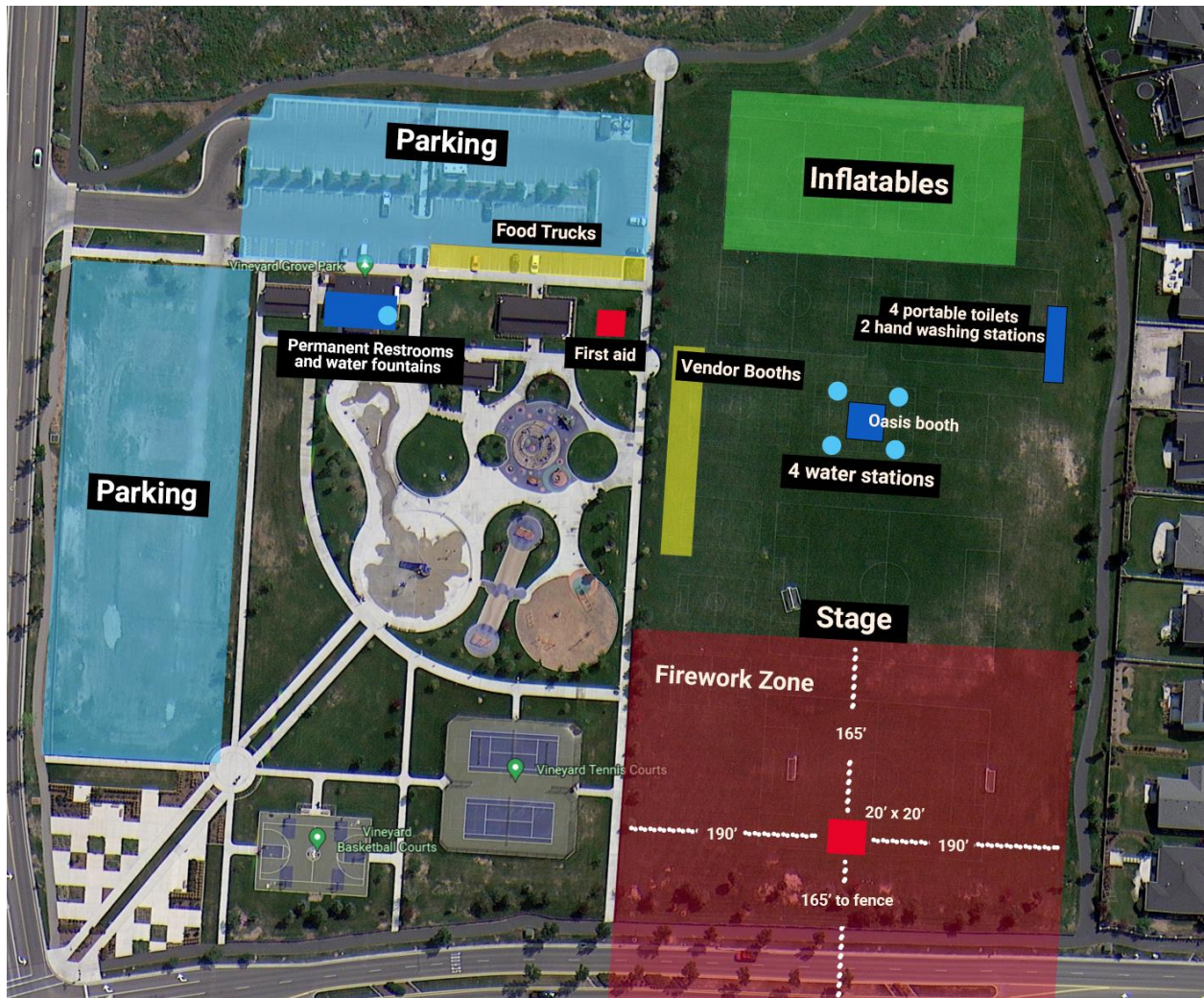
Date

Utah County Sheriff's Office

Date

Vineyard Special Events Department

Date







VINEYARD CITY COUNCIL STAFF REPORT

Meeting Date: June 28, 2023

Agenda Item: Contract for City Hall Design and Spatial Analysis Services

Department: Community Development

Presenter: Morgan Brim, Community Development Director

Background/Discussion:

The city is beginning the process to design and construct a new city hall office building within block 10 of the downtown, located north of the lake promenade and east of the Vineyard Connector phase II extension. This analysis will consider the colocation of other facilities including offices for Mountain Lands Association of Governments, Utah County, and other uses. The city has received four bids listed below:

- CRSA: \$99,880
- Nelsen Partners: \$24,500
- JA/GTS: \$96,800
- FFKR: \$37,380

Staff is recommending using Nelsen Partners due to their experience and overall lower costs of completing the design tasks. There may be an opportunity to co-locate with a business incubator/accelerator program that would fit well with the innovation aspects of downtown, therefore staff is recommending a not to exceed amount of \$40,000. The four proposals are attached to this staff report.

Fiscal Impact:

\$24,500-\$40,000

Recommendation:

Staff recommends authorizing the City Manager to sign an agreement with Nelson Partners to provide design and spatial analysis services, not to exceed \$40,000.

Sample Motion:

“Motion to authorize the City Manager to sign a contract with Nelson Partners to provide design and spatial analysis services not to exceed \$40,000.”



VINEYARD CITY COUNCIL STAFF REPORT

Attachments:

Proposals from CRSA, Nelsen Partners, JA/GTS and FFKR.

NELSEN PARTNERS, INC.
Austin | Scottsdale

15210 North Scottsdale Road
Suite 300
Scottsdale, Arizona 85254
480.949.6800

Partners

Brad J. Nelsen, ^{AIA, RAIA}
Philip J. Crisara, ^{AIA}
George A. Melara, ^{AIA}
Carson Nelsen, ^{AIA}
Michael Martin, ^{AIA}
J. Scott Chasteen
Stephen L. Oliva, ^{AIA}
Jeff Brand, ^{AIA}

Associates

Lindsay Abati, ^{AIA}
Matthew Beaton, ^{AIA}
Scott DeMont, ^{AIA}
Chantel Kimmins
Randy McManus
Janet Quan
Sandra Saldaña

~~June 1, 2023~~

Revised June 2, 2023

Ezra Nair
Vineyard City Manager
Vineyard City
125 S. Main Street
Vineyard, UT 84059

VINEYARD CITY HALL
Vineyard, UT

Dear Ezra:

We are pleased to provide you with this proposal for Conceptual Architectural Design services for the Vineyard City Hall project. Per our discussion, we have refined this proposal to engage in preliminary programming and design services with Vineyard City, Mountainland Association of Governments, Utah County Housing Authority, and Utah County to assist with compiling information for a future RFP for the Vineyard City Hall.

Our single goal is to do exceptional work inspired by our clients and the opportunities they present to create meaningful and memorable places that enrich lives through design. We have a long working relationship with you and we would like to continue our mutual commitment to service.

This proposal is formatted on a fixed fee basis and we will expand these services at your request. Thank you for this opportunity, we are excited to be working with you, please feel free to call me with any questions.

Sincerely,

Nelsen Partners, Inc.



Jeffrey M. Brand, AIA
Vice President | Studio Design Director

Project Details

The execution of this document by both parties mentioned below marks the agreement between said parties on the content of this document in its entirety.

Vineyard City

125 S. Main Street
Vineyard, UT 84059
(Hereinafter referred to as the "Client")

And

Nelsen Partners, Inc.

15210 N. Scottsdale Rd., Suite 300
Scottsdale, AZ 85254
(Hereinafter referred to as "Nelsen")

PROJECT SCOPE

Nelsen will engage in programmatic analysis and concept studies for a new Sustainable CLT LEED Vineyard City Hall (±80,000 sf) on Block 10A of the Vineyard Master Plan. Programmatic analysis will include joint office space accommodations for Vineyard City, MAG, UCHA, and Utah County.

Consultants included in this Proposal: No sub-consultants included in this proposal.

Information to be provided by the Client:

- A. Programmatic alternatives and parameters for the project, including scope, budget, and anticipated project schedule.
- B. Program confirmation and Phasing Strategy (if available)
- C. Site data including previously approved Site Development Plans or plans in progress, ALTA boundary survey, topographic and tree survey, as-built drawings of existing buildings, any existing or proposed street improvements, proposed and approved curb-cuts, utility, and service locations.
- D. Current development guidelines and applicable zoning ordinance
- E. Data and maps pertaining to the site and development plans of all areas adjacent to the site, including available data and plans for surrounding streets, land use, proposed developments, and zoning issues.
- F. Plans or proposals for current and future transit facilities.
- G. Copies of previous planning studies for the property
- H. Services of any other consultants required to complete these services including:
 - Lighting Designer
 - Land Use Attorney
 - Geotechnical Engineer
 - Civil Engineer
 - Traffic Consultant
 - Parking Systems Consultant
 - Water Feature Consultant
 - Sustainability Consultant
 - MEP Engineer
 - Structural Engineer
 - Code Consultant
 - Accessibility Consultant
 - Cost Consultant or General Contractor / Pre-Construction Services

PROCESS

SITE ANALYSIS

The goal of this phase is to understand and evaluate the Client's goals and objectives for the Project and to develop a design strategy for implementation. Nelsen's efforts will focus on a comprehensive analysis of the site and environmental conditions, a summary of the Client's development program, and documentation of the broad planning principles that will guide subsequent design efforts.

SPACE PLANNING / PROGRAMMING/IMAGERY

The purpose of this task is to collect, review and evaluate all relevant information regarding current and future operational requirements of all entities planning to occupy the building. This includes the following:

- One Site Visit Interview with Vineyard City, MAG, UCHA, and Utah County for aspirational goals on space programming and operations
- Review the Client's previous and current space planning conditions.
- Measure and analyze existing floor plan conditions of Vineyard City Hall.
- Collect current and future outside tenant space programming information.
- Perform phased analysis for growth of city planning functions and building growth.
- Compilation of aspirational project design imagery.

Based on the program information provided during Client meetings, we will develop 2-3 preliminary planning options for the Vineyard City Hall Program. This task will analyze alternative planning strategies through bubble diagrams presented in 11x17 format.

SCHEDULE

Start June 12, 2023 with anticipated completed services by June 30th.

- 6/12-Kick-off Coordination
- 6/19-Interviews/ On-Site Visit
- 6/26-Compilation/Deliverable

COMPENSATION

Nelsen services will be provided on a fixed fee basis, for the scope of work identified in the preceding sections. The fee is broken down in scope and shall be billed in tasks shown below.

<u>Site Analysis + Travel Expenses (flight/hotel/food)</u>	<u>\$ 4,500.00</u>
<u>Space Requirements/Programming/Imagery</u>	<u>\$ 20,000.00</u>
Total:	\$ 24,500.00

Reimbursable Expenses

Reimbursable expenses such as: 3rd party artist renderings, models, delivery services, mileage, photocopies, reproduction costs including CAD plotting services, travel, meal and accommodation costs, etc., shall be billed at our direct cost times a multiple of 1.1.

Additional Services

Any changes to the project design or detailing requested by the Client after approvals have been given, and any services not included in the Scope of Work and Deliverables as outlined herein will be considered "Additional Services" and will be billed on an hourly basis in accordance with the following rate schedule.

Hourly Rate Schedule

Nelsen's current standard hourly rate schedule is as follows. Nelsen reserves the right to modify its Hourly Rates on an annual basis, beginning in January of each calendar year, at which time the Client would be notified of any modifications to the below stated hourly rates.

Partner / Director	\$ 250.00/Hour
Associate	\$ 215.00/Hour
Senior Designer	\$ 195.00/Hour
Project Manager	\$ 195.00/Hour
Construction Administrator	\$ 185.00/Hour
Project Architect / Job Captain	\$ 175.00/Hour
Designer	\$ 175.00/Hour
Design Support	\$ 125.00/Hour
Administrative	\$ 105.00/Hour

Payment

Fees for our services will be billed on or around the first of each month, with full payment due within thirty (30) days. Payments due that are unpaid under this agreement shall bear interest from the date payment is due at a rate of fifteen percent (15%) per annum. If payments become more than ten (10) days past due, all work on the project may be suspended until full payment plus interest is received. Accounts must be current prior to City submittals.

Statement of Authorship

All documents prepared for the project by the Architect, and any documents prepared for press releases or promotional purposes, project signs and or advertising shall bear the following legend:

NELSEN PARTNERS, INC.
Austin – Scottsdale

Acceptance and Retainer Payment

Upon acceptance of the terms of this proposal and as indication of Client's authorization to proceed with the above outlined services, Client shall forward a copy of this signed agreement.

Sincerely,



Jeffrey M. Brand, AIA
Director of Design

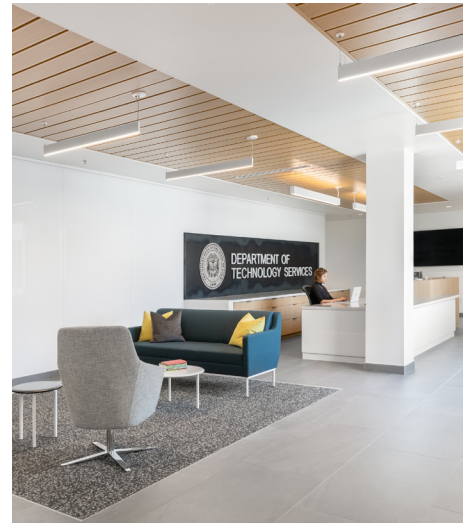
SCOPE OF WORK AND PAYMENT TERMS AGREED AND ACCEPTED FOR:

VINEYARD CITY

Ezra Nair

Date

RESPONSE TO REQUEST FOR PROPOSALS
FOR ARCHITECTURAL SERVICES FOR PRELIMINARY DESIGN OF THE



Vineyard City

City Hall

Friday, June 16th, 2023



Cover
Letter

Friday, June 16th, 2023Ezra Nair, City Manager
125 South Main Street
Vineyard, UT 84059**Re: Vineyard | City Hall** ↗

Dear Selection Committee,

City halls are central to sustaining, day in and day out, the systems and ideals that foster community identity and growth. New facilities must match your community's tenacity, pragmatism, and enthusiasm while safeguarding and bolstering critical administrative and service functions. Vineyard deserves an experienced planning and design team that understands you – a team you can trust to be an advocate for your vision.

We are confident that we can plan and design your civic campus to reflect your values and provides the utmost in flexibility and innovation – for staff, service entities, and residents, now and as your community evolves. We have a versatile professional staff with deep experience in the critical details that make civic facilities perform – from workspaces to council chambers and library design. CRSA is uniquely qualified to meet the challenges of Vineyard's new City Hall.

HISTORY OF INNOVATION: CRSA has decades of experience planning and designing a variety of civic facilities across the United States. Through this experience, we have garnered a deep understanding of the challenges you will face in planning for the future. City hall projects can be complex, with specific workflow, operational challenges, planning for recruitment and retention of staff, and security requirements, as well as aesthetic desires, and a need to be low-maintenance and adaptable to change. With CRSA, you will have a skilled and trustworthy design team with the experience to exceed your expectations and the tenacity to innovate and envision a more sustainable future.

WORKPLACE STRATEGY: We have been working with Utah's Division of Facilities, Construction, and Management (DFCM) to develop strategies for a new workplace model to suit current and future workstyles and are doing the same for Salt Lake County. We are experienced specialists in creating workspaces that are functional, innovative, and forward-thinking. We have designed over 400,000 sq. ft. of new and renovated office space for local governments over the past two years and can bring innovative approaches to your new facility.

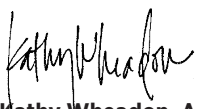
GUIDING YOU: Smart, honest, and informed discussions fuel our design work. Our team will listen to stakeholders, gather data, identify opportunities, cost savings, and innovative ideas to help you make the most informed decisions possible from the very beginning of the project. We understand that facility integration into the community, surrounding services, thoughtful civic site amenities, and pedestrian and vehicular circulation are forefront for the project and we intend to implement sustainable strategies and planning concepts in response.

LOCAL COMMUNITY UNDERSTANDING: It has been our great pleasure partnering with Vineyard as it envisions community needs and services. We pride ourselves on our ability to design to the context, and our projects fit comfortably onto a site, within a neighborhood, into a community. This will mean facilities that are innovative, yet appropriate, that are functional, efficient, and innovative.

TERMS & CONDITIONS: CRSA will comply with all terms and conditions as required by Vineyard City. CRSA is a registered business and a corporation with corporate affirmative action policies and does not discriminate in its employment practices with regard to race, color, religion, age (except as provided by law), sex, marital status, political affiliation, national origin, or handicap. The people signing this proposal, Kathy Wheadon, Managing Partner/Vice President and Kelly Gillman, Managing Partner/Senior Landscape Architect are authorized to do so on behalf of CRSA. Paul Kenney, Project Manager, will serve as the primary point of contact at pkenney@crsa.com or (409) 201-9843, and if he is ever unable to be reached, Laura Smith, Project Architect, can be reached at lsmith@crsa.com or (801) 680-8478.

We understand that the new building and site must accommodate and bolster operational efficiency, keep staff safe and working smoothly, and serve as a beacon for community engagement. With CRSA, you will have a skilled and trustworthy design team that shares your enthusiasm for this project and can deliver on your vision. Thank you so much for the opportunity to share our credentials.

Sincerely,



Kathy Wheadon, AIA, NCARB, LEED AP
Managing Partner/Vice President
kathy@crsa.com
office: 801.746.6815 | fax: 801.355.9885 | cell: 801.635.4888



Kelly Gillman, ASLA, AICP
Managing Partner/Senior Landscape Architect
kelly@crsa.com
office: 801.746.6834 | fax: 801.355.9885 | cell: 801.232.2023

CRSA



① Project Approach

PROJECT **APPROACH**

FEASIBILITY DEVELOPMENT

Designing Sustainable Infrastructure

The construction, maintenance, and operations of public facilities should prioritize environmental resilience and the needs of future generations. We specialize in designing spaces that **effectively serve the community while aligning with your mission, values, and future needs**. Our collaborative design process results in flexible and adaptable city halls that can withstand rigorous use and changing demands. We will study and propose sustainable systems which will serve you and the future growth of Vineyard City. We will work closely with you to ensure that your new facility meets current needs while providing the necessary infrastructure to adapt to future innovations.

Creating Resilience

Civic infrastructure requires significant resources to maintain operational efficiency, which can detract from maintaining your facilities. The importance of selecting materials and systems which reduce repair costs and maintain a professional presence is paramount. Through this endeavor we will work to understand your values and recommend resilient materials and systems. Our design process prioritizes **functionality, security, and staff productivity**, ensuring that we create a space that enhances the workplace experience.

Healthy Workplace

As we move through the process together we will propose preliminary workplace solution systems which have a history of **boosting workplace morale and productivity**. During design we will look for opportunities to incorporate features like collaborative work environments, training rooms, secure locker rooms, and natural daylighting to create a comfortable and productive workspace. We understand that each community has unique operational goals, and we strive to create customized solutions that looks beyond current operations and towards what may evolve in the future.

Serving Community

We prioritize inclusivity and aim to ensure that all stakeholders' voices are heard. We understand that each facility is different, and we take the time to understand your operational needs before proposing solutions. As we develop your facility together we will strive to create an efficient experience for community members and employees through **minimizing stress associated with multiple service locations and promoting collaboration** between departments.

Ensuring Safety

Recent incidents at city halls have highlighted a need for increased safety measures. Our team will analyze potential risks and design clear definitions of staff and public areas, ballistic resistant counters, and multiple exit points for security. We prioritize safety while ensuring that **citizens feel welcomed and valued**. We will examine safety measures with you to ensure that they align with your goals and needs.

Projecting Growth

As population grows, communities expect their city's services to increase. Our team will create flexible designs **that accommodate growth, tackle workplace mobility, right-size service points, and add flexibility** to support operations. We understand that citizens may also prefer online services and seek community gathering spaces. We design with flexibility to match evolving community needs.

Flexibility

We understand and appreciate that all of the user groups may have yet to be defined. In response to this, we intend to **create spaces that could be easily manipulated**. We will propose scalable mechanical systems, efficient structural configurations and cost-effective design solutions which allow prospective tenants to adapt their areas to future needs.

Comprehensive Analysis

Throughout the life of this study we will not lose sight of the overarching project goals. Context plays a large role in the synthesis of any project, site elements such as lighting, pathways, pedestrian and vehicular traffic systems, and engagement opportunities of surrounding functions will be highlighted. As we move through the process we will ensure that each phase considers project goals and context in its aggregate, for analysis. The result will produce an **inclusive, interactive, and resilient design** to serve the community well into the future.

CRSA



② Organizational Chart

ORGANIZATIONAL CHART ↴

100% of work expected to be performed locally.



CRSA



Kathy Wheadon
Architectural Principal



Kelly Gillman
Planning Principal



Paul Kenney
Project Manager



Laura Smith
Project Architect



Jeremy Bringard
Workplace Architect



Bradley Kraushaar
Landscape Designer

CONSULTANTS



Michael Fackrell
Electrical Engineer | Spectrum



Ryan Boogaard
Mechanical Engineer | Spectrum



McKay Parish
Structural Engineer | ARW



Josh Black
Civil Engineer | WSG

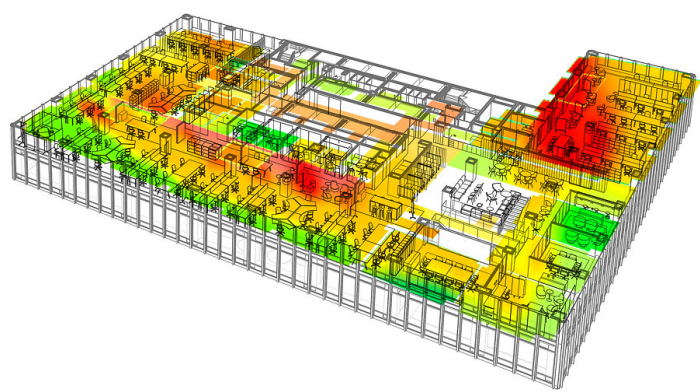


Josh Gibbons
Transportation Engineer | Hales



③ Relevant Experience

Utah State-Wide Space Utilization Study | State of Utah

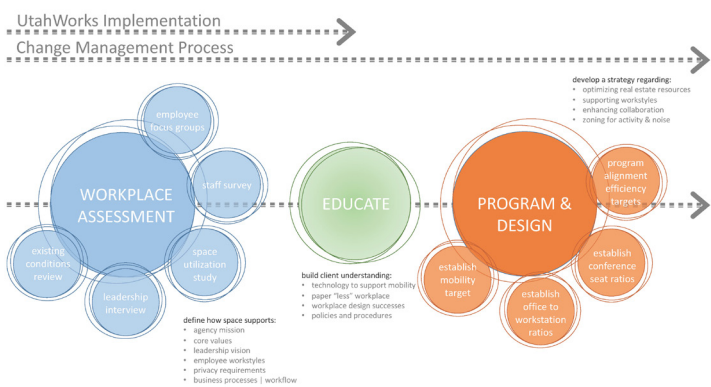


Client	Department of Administrative Services & DFCM
Reference	Sarah Boll (801) 538-3017
Relevance	• Wrote new Statewide Space Standards • Implemented Change Management Strategies • Prototyped policies on a 120+ person Dept.

The State of Utah holds a significant real estate portfolio, which is managed by DFCM. DFCM has recognized an opportunity to build an accurate picture of space quantity, space types and space usage across the portfolio, in order to most effectively leverage these key assets and State funds. CRSA Architects | ESODL conducted a space study to understand space use across 2.6 million square feet of State office space including headcount, floor plans and agency allocation, hours used, and density of use by type (USF per full time

equivalent). The team then went on to develop space typology by agency, recommendations of Alternative Workplace Strategies (AWS). The study presents management best practices research to address the expressed and growing interest by the State of Utah in developing and implementing various AWS solutions to enable greater real estate portfolio, operational efficiencies and reduce enterprise greenhouse gas emissions, while managing top talent, and improving human capital outputs.

Utah State-Wide Workplace Strategy | State of Utah



Client	Department of Administrative Services & DFCM
Reference	Sarah Boll (801) 538-3017
Relevance	• Wrote new Statewide Space Standards • Implemented Change Management Strategies • Prototyped policies on a 120+ person Dept.

The State of Utah, under the auspices of the Division of Facilities and Construction Management (DFCM), began to explore ways to achieve Governor Herbert's desire to develop a Statewide Workplace Strategy. In the summer of 2018, CRSA Architects | ESODL explored Statewide Space Utilization in over 2.6 million square feet of State office facilities. Study findings indicated there were opportunities the State could capitalize on to meet the above goals. In addition, the State began an initiative to capitalize on changes in information technology which have enabled work to happen in any place, at any time. As a formalized program is developed, these broad

changes are being tested as a "telework" initiative. Adopting a comprehensive strategy to respond to these desires and trends can lead to significant savings in real estate costs, reduce carbon footprint, and improve work/life balance. The study evaluates the potential benefits and challenges of adopting a range of mobility strategies, using the Department of Agriculture and Food as a pilot program. For example, currently Utah Department of Agriculture and Food has 60% of the agencies employees work at home or another location 5 days per week, reducing real estate cost and carbon footprint.

State Office Building Renovation & Master Plan | Taylorsville, Utah

CRSA



In 2019, the Utah State Legislature decided to complete is Capitol Hill Master Plan resulting in the need to move over 1,200 employees to a new facility. CRSA renovated the newly acquired 440,000 SF former AMEX buildings. The Taylorsville State Office Building (TSOB) marks an important transition in how the State of Utah delivers space. Renovation of the building was the first significant step in modernizing the State’s spaces to achieve greater efficiency, productivity, comfort, and a better overall employee experience, while remaining fiscally responsible. Work environments at the Taylorsville State Office Building apply CRSA developed new State Space Standards across modern workplace designs that have been developed based on substantial research and input from employees and leaders.

Client	Division of Facilities Construction and Management
Reference	Sarah Boll, Former Asst. Director, State of Utah, DFCM E: sboll@marriott.com P: 801-386-4257
Relevance	- Government facility - Multi-tenant office space - Workplace Strategies



Utah Department of Administrative Services | Taylorsville, Utah

CRSA



This project happened simultaneously to the COVID-19 pandemic, prompting the team to pivot quickly to test new mobility strategies and refine the state’s approach to workplace change. The result is a highly efficient floor plan with less space per employee, while integrating collaboration areas, smaller-scale meeting spaces, and amenities for all.

CRSA looked at how DAS’s staff worked and balanced their needs for privacy and collaborative space. CRSA implemented space standards of 120 square foot offices and 48 square foot workstations to accommodate staff counts. The new office space supports a 50% mobility goal with less assigned and more shared workspace. The savings in staff workspace translated to expanded collaborative spaces and reduction in the square feet per staff.

Client	Division of Facilities Construction and Management
Reference	Darrell Hunting, DFCM Assistant Director, 801-244-7647
Relevance	- Space planning - Multi-tenant office space - Workplace Strategies



Utah Division of Emergency Management | Taylorsville, Utah

CRSA



The Division of Emergency Management’s (DEM) core team and distributed representatives all needed a work environment that could be scalable and flexible, as their response to various emergency situations vary depending on the crisis. They required space for open collaboration that focuses on a visual information display on a 12-monitor wall. Adjacent break-out rooms needed acoustical separation but visual connection to the shared information on the monitor wall. CRSA met with leadership and staff to program and design this multi-use space to meet the spatial and technology FEMA requirement for each space.

Client	Division of Facilities Construction and Management
Reference	Stephanie Weteling, DTS 801.599.7870
Relevance	• Government facility • Multi-tenant office space • Workplace Strategies



Utah Department of Technology Services | Taylorsville, Utah

CRSA



The Department of Technology Services (DTS) is a beehive of activity, but their workspace didn’t serve their needs for constant communications, project development, and emerging initiatives. Workplace planning focused how the space could support new ways of working. The result is a rich host of environments that support collaboration groups from 2 to 20, project studios to support multi-month projects, genius desk for one-on-one tech support, focus rooms for heads down work, and strategy rooms to support workshops and interactive planning sessions. By fully developing a desk sharing model, we designed far less space than was originally requested, but the space supports a rich array of in-office activities.

Client	Division of Facilities Construction and Management
Reference	Stephanie Weteling, DTS 801.599.7870
Relevance	• Secure facility • Multi-tenant office space • Workplace Strategies



Davis County Courthouse | Layton, Utah

CRSA



Davis County built its Farmington facility in 1932 to house a courtroom and county offices. The function of the building was expanded by additions in the 1950s and 70s, until the Davis County Administration Building, Justice Court, and Children's Justice Center were built over the last decade. The restoration of the Memorial Courthouse included demolition of the additions and restoring the interior to its 1932 appearance, and adding modern offices for emerging county departments and a large meeting room. CRSA Site Studio developed a landscape plan that restored a stately main entrance, provided space for currently scattered exterior memorials, and included outdoor seating areas.



Clyde Snow Attorneys at Law Office | Salt Lake City, Utah

CRSA



Clyde Snow, a law firm in business for over 65 years, wanted a fresh experience for both attorneys and clients in their new office location. To accommodate the client's desire for more collaboration and connectivity, a large conference room is easily modified into smaller meeting spaces with sophisticated folding partitions. Curved tracker lighting inside the conference rooms and in the corridor accentuate the circular glass wall. CRSA installed carpet that is scientifically formulated to replicate fractals in nature, acting as biophilic design for the modern office, conveying a calming feeling by reducing eye strain and stress. Existing wood walls were duplicated with a wood veneer wall-covering and a custom matched stain, visually unifying the space.

Client	Clyde Snow Attorneys at Law
Reference	Wayne Z. Bennett Director and Share Holder wzb@clydesnow.com 801-433-2402
Relevance	- Secure Offices - Public Interface - Workplace planning



Moab City Hall | Moab, Utah

CRSA



CRSA designed the conversion of a former Middle School into a fully functioning City Hall/Municipal Building. The facility is part of an overall plan to consolidate government services in one location. Housed on site are administrative offices, the City Police Department, lease space to accommodate several departmental offices for the State of Utah, and the City of Moab Chamber of Commerce. The historic building was completely upgraded and modernized for City

Client	City of Moab
Reference	Donna Metzler, City Manager (435) 259-5121
Relevance	• Comprehensive civic government • Multi-building ground source system • Multi-use council chamber



uses. One innovation was the installation of a non-polluting, non-natural-gas-using, ground-source heating and cooling system. This highly energy-efficient mechanical system paid for itself in less than three years and is now saving the City \$25,000 on its heating/cooling bill. The system also heats and cools the nearby Public Library. The Moab City Hall received several awards for the success of its "Green Preservation" approach.

Springville City Hall | Springville, Utah

CRSA



CRSA, with associate architect JRCA, designed a 71,000 sq. ft., three-level City Hall on Main Street. It includes a City Council Chambers, City administrative offices, and Police Department offices. The project also included a Fire Station, and a Library. The City Hall and Fire Station are designed in a handsome and stately contemporized Victorian Romanesque Style with towers, brick masonry, and dyed-concrete lintels and trim.

Client	City of Springville
Reference	Troy Fitzgerald City Administrator (801) 491-7850
Relevance	• Consolidated public service area • Adaptable workplace environment • High performance building envelope



Swaner Preserve and EcoCenter | Park City, Utah

CRSA



The USU EcoCenter straddles the boundary between urbanized areas of Summit County, Utah, and the 1,200-acre Swaner Nature Preserve. Sustainability was a driving factor in the design of this \$5.3 million, 15,000 sf project with features that include an energy-efficient ground coupled heating and cooling system that contributes to the building's energy efficiency. The ground heat exchanger includes pipes located nearly 300 feet beneath the parking lot. Water is circulated through the heat exchanger, moving heat from the building to the earth in cooling season and from the earth to the building in heating season. Each room or office within the city hall is individually climate controlled with variable refrigerant flow (VRF) units. The project was awarded LEED Platinum and was the first Sustainable SITES project in Utah.

Client	Ivins City
Reference	Mayor Chris Hart chart@ivins.com 435-628-0606
Relevance	• Design reflects environment • High performance building • Low maintenance, high performance interiors



North Logan Community Center | North Logan, Utah

CRSA



North Logan City has partnered with the Cache County Council to develop a cultural arts hub in North Logan, which will consist of a community library and all-ages museum experience. The 23,400 SF facility includes a full-service library, community room to support public meetings, performing arts recitals, story-time activities, and summer campus administration, and a two gallery museum with back-of-house facilities to support museum operations and maintenance. The ten-acre site has been design to support activities for all seasons - from Harvest Days events, winter sledding hill, spring gardens and arboretum-like walking trails, and summer concerts, outdoor camps, and community events. From playgrounds to concert stage, sloped seating hill and destination covered picnic areas, the site has been designed to be the center of community celebration in North Logan.

Client	North Logan City
Reference	Alan Luce, City Administrator 435-752-1310
Relevance	• Multi-purpose civic hub • Design for flexibility/adaptability • Programming and Visualization



Magna Library | Magna, Utah

CRSA



CRSA provided architectural programming, design, and construction services for a new County Library in Magna. Designed to enhance the walkable nature of a historic commercial district, the library sits at the street's edge and acts as a beacon for patrons. The facility optimizes the public's ability to access the library's diverse collection as well as the many programs and activities that take place in the library. The interior spaces are designed for maximum flexibility in the future. The library attained LEED® Gold Certification.

Client	Salt Lake County Library Services
Reference	John Bergen, Project Manager Salt Lake County (801) 468-2573
Relevance	• Multi-purpose civic hub • Design for flexibility/adaptability • Award winning children's library



Santaquin Community Cultural Center | Santaquin, Utah

CRSA



Santaquin City's population has grown exponentially and aging civic buildings are no longer serving the public as they should. CRSA developed a Community Cultural Center with a Public Library, Senior Center, and Community Meeting space. The library would provide space for a growing collection, enhanced technology area, group study rooms, reading nooks, and separate children's and teen educational areas. The Community Education areas would include 165-seat divisible auditorium, multi-use classroom space, technology class room, and artistic class room.

Client	Santaquin City
Reference	Norm Beagley, City Engineer Santaquin City (801) 754-1011
Relevance	• Shared civic center and library • Adaptable community room • Design driven by cost & constructibility • Bond Election materials created



Central Wyoming College Intertribal Community Center | Riverton, Wyoming

CRSA



The Intertribal Center is a multi-use facility on the campus of Central Wyoming College. The facility was designed to assist in the recruitment and retention of a diverse student population by supporting the outreach efforts of tribal elders and the Native American Studies program. Space has been designated to support the needs of elders who are important in guiding Native American students' educational experience. In addition, the building offers academic classrooms, faculty offices, and administrative support space for both CWC and the University of Wyoming. Flexible classrooms, a 100-seat conference room, a catering service area, and a multi-purpose gallery support campus needs for multi-use meeting space. Landscape architectural services included site planning and planting design.

Client Central Wyoming College

Reference Jay Nielson, Vice President for Administrative Services
(307) 855-2105

Relevance

- Community Use
- Flexibility
- Timber Construction



Canyonland Research Center | Moab, Utah



The Canyonlands Research Center is a year-round facility providing a community center, laboratories, housing, and support services for visiting scientists. The design and construction of the facility, as well as ongoing operations, seeks minimal impacts to the environment and feature carbon neutral concepts. The Canyonlands Research Center is a unique collaborative that brings together scientists, public land managers, and local land users to protect the natural resources of the Colorado Plateau or "Four Corners" region. Through research on issues such as wildlife and water management, grazing, and recreation use issues, the Canyonlands Research Center will develop science-based strategies to help public land managers and private

Client The Nature Conservancy

Reference Barry Baker, Ph.D., Director, Canyonlands Research Center,
(435) 259-4183

Relevance

- Community Use
- Flexibility
- Timber Construction



Sinks Canyon Learning Center Master Plan | Lander, Wyoming

CRSA



Client	The Nature Conservancy
Reference	Barry Baker, Ph.D., Director, Canyonlands Research Center, (435) 259-4183
Relevance	• Community Use • Flexibility • Timber Construction

In 1967, the University of Wyoming leased its Sinks Canyon experimental farm to Central Wyoming College (CWC) and the college's Field Station was established. The original 120-acre farm southwest of Lander had a few small houses and a barn, but today, with the Field Station having been deeded by UW to Central Wyoming College, it has a classroom building, a caretaker's residence, and facilities for picnics and other recreational uses. In 2004, six cabins were built off site and placed at the field station to support longer term uses. A shower and restroom facility was completed, as well as upgrades to the kitchen and dining facilities in the main hall. These changes now position the field station to be expanded for extended conferences with overnight facilities available. Recently, the facility was utilized by the National Outdoor

9-Line Corridor Master Plan | Salt Lake City, Utah

CRSA



Client	Salt Lake City Planning Division
Reference	John Anderson Principal Planner (801) 535-7214
Relevance	• Active Community Space • Creating Urban Recreation Spaces • Combining cross-functional groups

CRSA was retained by Salt Lake City to develop a project vision, phasing, and implementation plan for the 2.5 mile 9-Line Corridor in Salt Lake City. The corridor, formerly a rail line, provides bicycle and pedestrian connections between downtown Salt Lake City and the West Side Surplus Canal. Connecting the two sides of the City, parks, schools, and neighborhoods, the corridor serves the community and provides spaces for additional park space, art work, and other community uses. CRSA, building upon branding that had been suggested previously, developed an urban design theme for the corridor. Not only a trail for movement, the corridor will become a place with nodes that supports community activity and commerce.



Vineyard Commuter Rail Station | Vineyard City, Utah

CRSA



CRSA was retained by the Utah Department of Transportation to prepare a plan and construction documents for a new platform on the UTA FrontRunner Commuter Rail system in Vineyard Utah. The process included a robust station planning exercise with Vineyard City and Anderson Development to site the park and ride facility within the private property adjacent to the UTA station platform location. The CRSA team developed design drawings to complete the station platform (footings constructed prior) and to construct the bus facility and park and ride lot. CRSA proposed and investigated new technology to build the rail platform without disrupting to UTA FrontRunner operations.

Client	UTA and UDOT
Reference	Aaron Pinkerton Project Manager (801) 222-3401
Relevance	• Best client in state • People's choice for best Utah Front Runner station - ever. • Putting Vineyard on the map



Sugar House Streetcar Corridor and Greenway (S-Line) | Salt Lake City, Utah

CRSA



UTA, in partnership with Salt Lake City and South Salt Lake, envisioned a streetcar line into extending the heart of the Sugar House Business District from the main TRAX line. CRSA was retained by the Redevelopment Agency of Salt Lake City to complete visioning for the corridor, as well as to provide the design documents for the upgraded corridor plan. At key intersections the design included public plaza space meant to spark private development in mixed use development in the vicinity. Included in the project are seven rail stops, also designed by CRSA, that are spaced approximately 0.3 miles apart along the corridor. The greenway corridor runs between 500 East and 1000 East, within Salt Lake City's limits. The greenway includes two paths, native landscaping, public plazas and site furnishings, as well as safety lighting.

Client	Salt Lake City Redevelopment Agency
Reference	Ben Davis, Project Coordinator RDA of Salt Lake City (801) 535-7239
Relevance	• Creating walkable communities • Multiple stakeholders • Park, transportation & facilities connections



Salt Lake Community College Juniper Canyon Campus | Herriman, Utah

CRSA



SLCC determined that the Herriman Campus would house its energy and sustainability programs, so sustainability was a key focus of the planning effort. Beyond spatial site planning (GIS based) that focuses on site feasibility studies and consideration of natural site features, design services included landscape design guidelines as well as sustainability guidelines. The site was organized to optimize solar gain, on-site storm water retention, and natural open spaces. Landscape guidelines supported the sustainability effort and were integrated with storm water handling and cooling of facilities and outdoor spaces. The construction of campus was phased over time, and organized around a logical development of campus infrastructure systems supported by a central plant.

Client	Salt Lake Community College State of Utah DFCM
Reference	Malin Francis, Campus Planner Salt Lake Community College (801) 957-5177
Relevance	• Sustainable campus • Master Planning • Multiple user groups



UVU Masterplan | Orem, Utah

CRSA



Client	Utah Valley University
Reference	Frank Young, Associate VP, UVU Facilities Planning, 801-863-7202
Relevance	• Future visioning • Growth planning • Site Analysis & test fitting

CRSA assisted Utah Valley University with updating their Campus Master Plan. The effort updated the current document to include a more in-depth study of the Vineyard campus by taking an innovative approach to land use and urban planning. The plan included identifying campus district uses, siting future buildings and athletic venues, vehicular and pedestrian circulation, streetscape recommendations, open space, and establishing general development guidelines for campus development. The scope of work focused primarily on the Vineyard campus; however, planning and design strategies were explored for other UVU campuses, including Orem, Lehi, Payson, and Wasatch. The resulting document included a modified site master plan for the main UVU campus, a new illustrative plan and diagrams for Vineyard, diagrams and planning strategies for the other satellite campuses, and supporting text and planning recommendations for the document.

Sugar House Monument Plaza Redesign | Salt Lake City, Utah



CRSA provided visioning, public outreach, and final design for this iconic space in the Sugar House Business District. The plaza reclaimed a portion of the road, allowing free flow pedestrian movements between the building façade and the historic monument. The plaza offers opportunities for dining, seating, a farmers market, and general relaxation, and was designed and constructed to meet the new Sugar House Business District Design Guidelines, also prepared by CRSA (with Fehr & Peers). CRSA also prepared documents for the restoration of the historic monument and the paseo space connecting 2100 South with the midblock redevelopment areas. To ensure the business district has a cohesive feel, CRSA also designed the streetscape on the adjacent Highland Drive and McClelland Streets.

Client	Salt Lake City Redevelopment Agency (RDA)
Reference	Edward Butterfield, Project Coordinator, Salt Lake City RDA (801) 535-7254
Relevance	• Creating walkable communities • Multiple stakeholders • Public plaza activation



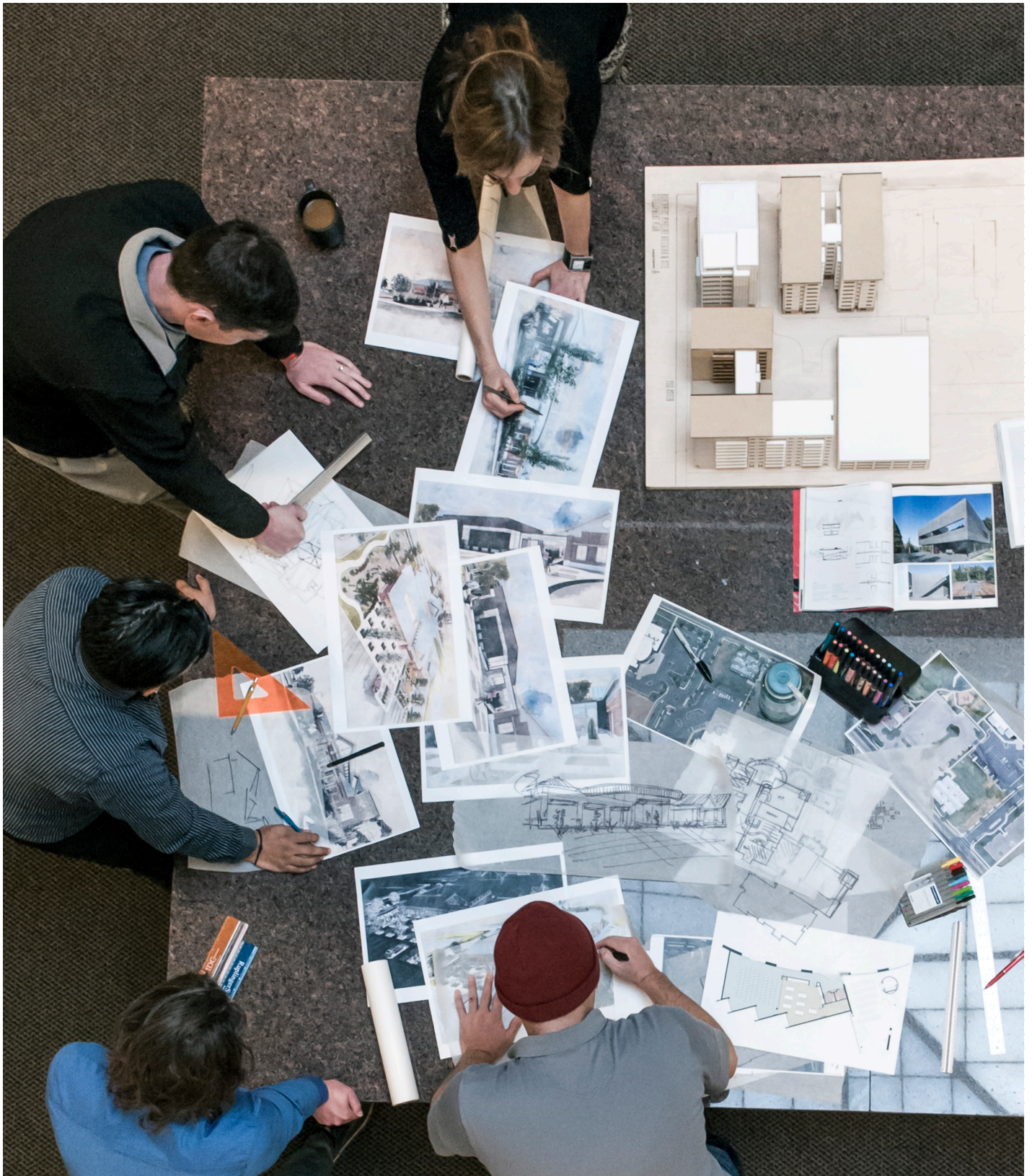
Taylorsville 5400 South Small Area Plan | Taylorsville, Utah



Taylorsville City, in collaboration with Salt Lake County, retained CRSA to provide Land use planning for the commercial area at 5400 South and Redwood Road. The City of Taylorsville wanted to bring this area back to its once prominent, vibrant and dominant regional commercial position by creating a progressive redevelopment strategy. CRSA assisted with preparing a master vision for the 100 plus acres for the purposes of guiding redevelopment of the property by private interests, as well as to make application for a County funded performing arts center. In addition to site planning and related visioning renderings, the final plan included architectural design standards. CRSA collaborated with technical experts to provide Taylorsville City real estate market analysis, and pro forma analysis.

Client	Taylorsville City
Reference	Mark McGrath Director of Community Development (801) 963-5400
Relevance	• Creating walkable communities • Multiple stakeholders • Public plaza activation





④ Our Team

TEAM RESUMES



Kathy Wheadon, AIA, NCARB, LEED® AP | Architectural Principal, CRSA

As a design leader, Kathy directs a team of architects, designers, and urban planners to create innovative built environments for educational and civic clients. Her expertise lies in designing high-performing buildings and landscapes, with a focus on attention to detail and design. Kathy has led over a dozen projects with cities and county governments, crafting city halls, libraries, public works complexes, senior centers, courts facilities, and parks. She is a strong manager with excellent verbal and graphic communication skills and the ability to listen keenly to client needs.

Education

Master of Architecture, North Carolina State University, 2001
Bachelor of Arts, Architectural Studies, University of Washington, 1989

Licenses & Certifications

LEED® Accreditation, 2003
Architect: Utah, #12287819-0301
NCARB Certified

Relevant Experience

- Springville City Hall, Springville, Utah
- Moab City Hall, Moab, UT
- Springville Library, Springville, Utah
- Clearfield Health Department/Senior Center, Clearfield, Utah
- Magna Library, Magna, Utah
- Madison Library, Rexburg, ID
- Santaquin Cultural Center, Santaquin, UT
- Garfield County Courthouse, Panguitch, Utah
- Saratoga Public Works Master Plan, Saratoga Springs, UT
- North Logan Community Center, North Logan, UT



Paul Kenney, NCARB | Project Manager, CRSA

Paul will be the primary point of contact for scoping, contracting, and synthesizing project proforma into deliverables. His experience has been primarily in the construction administration and project management portion of the practice. Prior to living in Utah, his focus was on K-12, Facility Master Planning and industrial facilities. Constructibility, efficiency, and thorough data processing serves his projects well. He has a strong desire to ensure client and team member resources are used effectively and carefully works to integrate the clients goals and priorities throughout the process.

Education

Bachelor of Science, Architecture, Louisiana State University, 2016

Licenses & Certifications

Architect: Texas, 2023, #12287819

Relevant Experience

- Lamar Middle School - Admin & Dining Addition, Temple, TX
- Travis Middle School - Renovation / Addition, Temple, TX
- New Braunfels Administration Building, New Braunfels, TX
- Austin Independent School District - 2019 Facility Master Plan, Austin, TX
- Ashton Woods Design Studio - Austin, TX
- Starlight Homes Office Build-out & Renovation - Austin, TX
- Higher Ground Montessori Renovation - Dublin, OH
- Vineyard Fire Station Feasibility - Vineyard, UT



Laura Smith, AIA, LEED® AP, BD+C, WELL AP | Project Architect, CRSA

Laura has a passion for increasing the health and well-being of building occupants while reducing energy costs and the impact on natural resources. She firmly believes that a sustainable project not only addresses environmental issues but also long-term economic vitality. She is a highly efficient and effective project architect who leads teams to success as she engages consultants in creative collaboration and cost-driven design efforts. Laura is skilled in crafting efficient and inspired urban and civic spaces.

Education

Master of Architecture, Urban Planning Certificate, University of Utah, 2009
Bachelor of Arts in Architecture, Clemson University, 2005

Licenses & Certifications

Architect: Utah, 2015, #9605511-0301
LEED: 10566856-AP-BD+C
WELL-AP-0000063795

Relevant Experience

- North Logan Community Center, North Logan, UT
- City Center Plaza & Intermodal Hub, (LEED Silver), Boise, ID
- Santaquin Cultural Center, Santaquin, UT
- Glendale Branch Library, SLC, UT, SEED Consultant
- Hunter Branch Library, West Valley, UT
- South Jordan Senior Center Conceptual Design, South Jordan, UT
- Weber County Library System, Ogden, UT
- Mountain Regional Water Special Service District Administrative Offices & Maintenance Shop, Park City, UT
- Idaho Falls Parks & Recreation Sustainability Plan, Idaho Falls, ID



Kelly Gillman, | Planning Principal, CRSA

Kelly is a comprehensive master planner and thinker, adept at taking a body of information, analyzing its parts and pieces, and constructing a system that works well in synthesis as a whole. In this way, he is especially skilled with gathering input from a community and visioning how to create one plan that fits the needs of many. Kelly has received several awards from the ASLA, Envision Utah, and the APA Utah Chapter for his innovative work.

Education

- MBA, Gore School of Business, Westminster College, 2007
- Bachelor of Landscape Architecture, Department of Landscape Architecture and Environmental Planning, USU, 1999

Licenses & Certifications

- Landscape Architect: UT, WY, ID, CO
- CLARB Certification, 2003
- American Institute of Certified Planners, 2006

Relevant Experience ↴

- Taylorsville 5400 South/Redwood Road Plan
- Orem City Center District Plan & Form Based Code
- Idaho Falls Downtown Plan & Form Based Code
- WFRM, Millcreek 2300 East Small Area Plan
- RDA of SLC Public Market Study, Utah State Fairpark
- South Jordan Redwood Road Corridor Plan
- RDA of SLC 9-Line Corridor Transportation Study
- S-Line/Sugar House Streetcar Study Phase II
- UTA Vineyard Station Plan & Design
- USU Quad Plan
- USU Eastern Masterplan
- USU Regional Campuses Masterplans



Jeremy Bringard, AIA, LEED AP BD+C | Workplace Innovation Specialist, CRSA

Jeremy designs spaces that are flexible to future changes while addressing the needs of the client and promoting user health. He is an expert in program analysis and bring creative problem-solving to all phases of design and construction. He has extensive experience on a variety of large-scale projects in the Intermountain West.

Education

Master of Architecture, Univ. of Utah, 2009 | Bach. of Arts, Photography, Weber State

Licenses & Certifications

Licensed Architect, Utah, #9229505-0301

Relevant Experience ↴

- UTA SL Central Office Workplace Strategy
- Taylorsville State Office Building
- Department of Technology Service Offices
- Department of Administrative Services
- Utah Department of Government Operations
- Utah Division of Emergency Management
- Statewide Space Utilization Study & UDAF AWS Test Fit
- Statewide Space Standards & AWS Application Toolkit



Bradley Kraushaar | Landscape Designer, CRSA

Bradley has experience in all phases of landscape architecture from programming to and conceptual design to documentation and construction administration. He has collaborated with large teams to deliver complex projects including campuses, urban redevelopment, planning entitlement and on-structure development.

Education

Master in Landscape Architecture, Harvard, 2016

Master Planning (candidate), University of Auckland, 2007

BA in Mathematical Economics, Colorado College 2003

Relevant Experience ↴

- Roy Downtown Plan, Roy, UT
- Toquerville Development Master Planning, Toquerville, IT
- UVU Master Plan, Orem, UT
- Rio Grande Seismic Upgrades, SLC, UT
- Taylorsville State Office Complex Master Plan, SLC, UT
- Taylorsville State Office Building, SLC, UT
- Google Moffett Place Campus (CA), San Francisco, CA
- Folsom Corridor Daylighting Plan SLC, UT



Ryan Boogard, P.E. | Mechanical Engineer, Spectrum

Ryan has 18 years of experience designing a wide variety of HVAC and plumbing systems, including new construction, additions, and remodels including over 1,000 government projects for various federal, state, city, and county entities. He is focused on providing efficient systems to meet the needs of the owner and can provide detailed energy and cost models to compare systems. He manages projects from inception to completion, including designing and specifying HVAC and plumbing systems, working with clients to meet expectations, and coordinating with contractors.

Education

Bachelor of Science, Mechanical Engineering, University of Utah, 2009

Licenses & Certifications

Registered Professional Engineer in 13 states; including: UT #8677128-2202

Relevant Experience

- Mill Creek City Hall - Millcreek, UT
- Kaysville Municipal Operations Center Programming - Kaysville, UT
- Davis County Memorial Courthouse Renovation - Farmington, UT
- Historic Fisher Carriage House Renovation for Jorgan River Recreation Community Engagement Hub - SLC, UT
- Utah County Administration Building & Historic Courthouse Assessments - Provo, UT
- West Bountiful Public Works Facility - West Bountiful, UT
- Salt Lake County Wheeler Historic Farm Outdoor Education Center - Murray, UT **LEED Silver**
- University of Utah Marriott Honors Housing - SLC, UT - **LEED Gold**



Michael C. Fackrell, E.I.T. | Electrical Project Manager, Spectrum

Michael Fackrell has seven years of electrical engineering experience. He's been working at Spectrum since September 2016 and has worked on over 50 government projects. He has experience with projects requiring power distribution, lighting design, and medium voltage, as well as various electrical studies including arch flash studies. He brings strong engineering skills and a commitment to proactive management to every project.

Education

Bachelor of Science, Electrical Engineering, University of Utah, 2018

Licenses & Certifications

Licensed Professional Engineer, Utah, #4775391-2202

Relevant Experience

- Davis County Memorial Courthouse Renovation - Farmington, UT
- Historic Fisher Carriage House Renovation for Jordan River Recreation Community Engagement Hub - SLC, UT
- State of Utah Capitol Hill North Building Program - SLC, UT
- Utah State Capitol House Building Remodel - SLC, UT
- Salt Lake County District Attorney Office Building - SLC, UT
- Layton City Fire Station 54, Layton, UT
- Utah State Capitol Senate Room 250 Remodel - SLC, UT
- Salt Lake City Public Safety Building 3rd Floor Remodel - SLC, UT



- Vivint Smart Home Offices - Logan, UT | Spectrum Engineering



Justin D. Naser, P.E. | Senior Structural Principal, ARW

Justin is a Senior Principal at ARW Engineers and has been practicing structural engineering for over 25 years. As a licensed structural engineer, he has worked on a wide variety of building construction types including government municipal and state buildings, libraries, art centers, education and religious buildings, and recreation and sports structures. His knowledge and experience with different building materials and design approaches allows him to develop economic and sustainable solutions that meet the needs of owners and future building occupants. Justin is Past Chairman of the Utah Uniform Building Codes Commission (UBCC), Past President of the Structural Engineers Association of Utah (SEAU), Executive Committee Member for the Coalition of American Structural Engineers (CASE) and an adjunct professor at Utah

Education

B.S., Civil Engineering, Utah S.U. 1996 / M.E., Structural Engineering, Utah S.U. - 2001

Licenses & Certifications

Professional Structural Engineer in the state of Utah, license # 318752-2203

Relevant Experience

- Weber Basin Office Building – Layton, Utah
- Weber County Animal Shelter Addition & Remodel – Ogden, Utah
- Cedar City Town Center - Cedar City, Utah
- Paul Stock Aquatics / Cody Recreation Center – Cody, Wyoming
- Quinn's Recreation Complex – Kimball Junction, Utah
- West Valley Family Fitness Center – West Valley City, Utah
- Morgan School District Indoor Practice Facility & Bus Maintenance – Morgan, Utah
- Weber State University Kimball Visual Arts Center - Ogden, Utah
- UVSC Liberal Arts Building - Orem, Utah
- Legacy Preparatory Academy – Woods Cross, Utah
- Utah Department of Corrections Admin Building - Draper, Utah



McKay M. Parrish, P.E. | Structural Principal, ARW

For more than 19 years, McKay has engaged in structural consulting including design and analysis of new structures, structural investigations, and upgrade designs of existing structures. His knowledge, experience and attention to detail has helped projects run smoothly and efficiently. His skills in working with clients during the design phase and with the

Education

B.S., Civil Engineering, Utah S.U. 2004 / M.E., Structural Engineering, Utah S.U. - 2004

Licenses & Certifications

Professional Structural Engineer in the state of Utah, license #5253492-2203.

Relevant Experience

- Smithfield Municipal Building - Smithfield, UT
- Weber County Branches Earthquake Assessments – Utah
- Weber County Library Headquarters Branch - Roy, Utah
- Weber State University Stewart Library - Ogden, Utah
- Pleasant Valley Library Branch – Washington Terrace, Utah
- USU Welcome Center - Logan, UT
- Print and Distribution Seismic Evaluation and Upgrade – Salt Lake City, Utah
- Beehive Clothing Building Seismic Evaluation and Upgrade – Salt Lake City, Utah



Josh Black, P.E. | Civil Engineer, WSG

Josh has over 19 years of experience in land development, civil engineering, real estate, and construction, making him an ideal choice for site planning, existing conditions analysis, and utility assessment. He has worked on many public projects including parks, streets, facilities, basins, etc. Josh is an excellent communicator that thrives in the team environment. He excels at finding straightforward, win-win solutions to complex problems that benefit public and private entities alike. Josh's time in real estate gives him a unique perspective on the land development process which translates to more risks managed and opportunities identified on every potential site.

Education

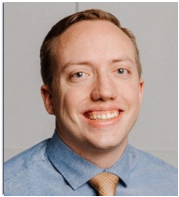
B.S., Civil Engineering, Utah S.U. 2003 / M.S. Civil Engineering, U.T. Austin - 2005

Licenses & Certifications

Professional Engineer in the state of Utah, license #5148315-2022

Relevant Experience

- Legacy Events Center, Athletic Fields, and Stormwater Master Plan – Farmington, UT
- Pleasant Grove Cemetery Master Plan and Phase 1 Expansion – Pleasant Grove, UT
- Pleasant Grove Pipe Plant Conversion, Park Complex, & Regional Detention Concept Design – Pleasant Grove, UT
- Mtech Provo, Infill Improvements – Provo UT
- North Tooele Fire District, 2 Fire Station Renovations – Tooele, UT
- UDOT MS4 Maintenance Shed Improvements (20+ Sites)
- Emigrant Creek RFP & Bridging Docs (OR) – USFS
- Temporary Base Projects Design Review & Owner's Rep – GSA



Josh Gibbons, P.E., PTOE | Transportation Engineer, Hales Engineering

Josh leads efforts for transportation master plans and traffic studies at Hales Engineering. Josh has worked on and supervised the completion of numerous traffic impact studies, parking studies, transportation master plans, corridor studies, and intersection studies across the Wasatch Front and beyond. Josh has completed several studies for transit-oriented developments include The Point (Draper), Thanksgiving Station (Lehi), and Downtown Vineyard (Vineyard). For his master's thesis research, Josh worked with UDOT Traffic and Safety to research intersection safety and develop tools to find hotspots on Utah roadways. Josh manages the efforts at Hales Engineering to review all UDOT traffic studies. Josh is an adjunct professor at Utah Valley University and the University of Utah.

Education

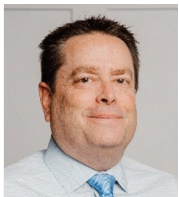
M.S. in Civil Engineering, Brigham Young University, Provo, Utah, 2018
B.S. in Civil Engineering, Brigham Young University, Provo, Utah, 2017

Licenses & Certifications

Licensed Prof. Engineer, Utah, #12335093 & Prof. Traffic Operations Eng #176546295

Relevant Experience

- Vineyard, UT – Active Transportation Plan – Main Street Analysis
- Salt Lake County, UT - Olympia Hills Traffic Impact Study
- Vineyard, UT - Downtown Traffic Impact Study
- Richfield, UT - UDOT SR-120 Signal Study
- Wasatch County, UT - Mayflower Traffic Study
- Medora, ND - Theodore Roosevelt Presidential Library Traffic Study
- Wasatch County, UT - Parking and Traffic Data Collection
- Nephi, UT - Sub-Area Transportation Master Plan
- Twin Falls, ID - Transportation Master Plan
- South Jordan, UT - Transportation Master Plan



Ryan Hales, PE, PTOE, AICP | Owner, Hales Engineering

Ryan has worked extensively on more than 20 interchange projects over the course of his career. His experience includes work on the Ogden 21st Street interchange and included the development of an IACR. He also managed the traffic engineering for the I-80 / US-89 EIS in South Salt Lake with evaluations of the system to system and system to service ramps within the “spaghetti bowl.” He has worked with many local communities completing more than 20+ municipal transportation master plans and is well versed in transportation planning having worked on more than 2,000 impact studies. He has worked to guide the transportation and land use connections for many TOD and MXD project along the Wasatch Front by applying the EPA trip reductions strategies to make projects more efficient and economically viable from a parking perspective. Ryan has managed a variety of transportation projects in the areas of transportation planning and traffic operations, including freeway and interchange operational analyses, interchange justification / modification reports, access management studies, Environmental Impact Statements (EIS), and Environmental Assessments (EA). Ryan functions as the on-call traffic engineer for several communities along the Wasatch Front.

Education

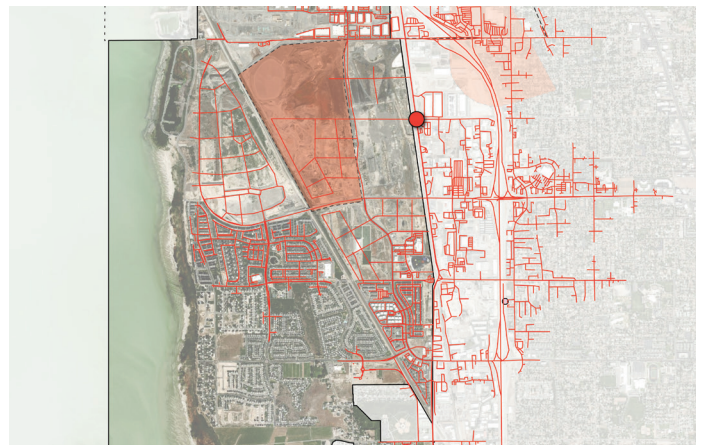
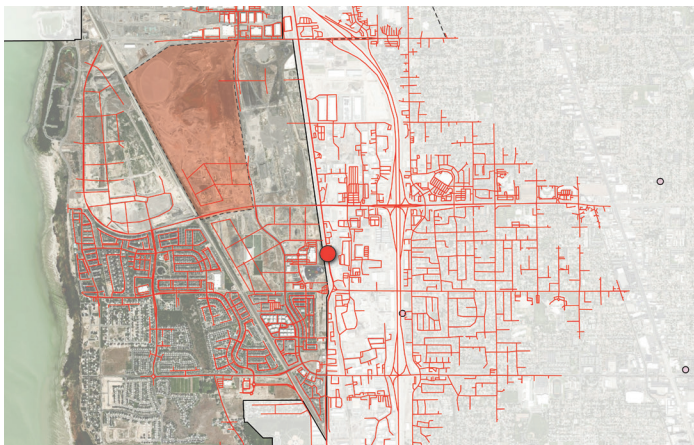
Bachelor of Science, Mechanical Engineering, University of Utah, 2000

Licenses & Certifications

Prof. Engineer, Utah, #295699 | Prof. Traffic Operations Eng #1249
Prof. Planner, AICP #017265

Relevant Experience

- Tooele Transportation Master Plan, Utah
- Lehi City Transportation Master Plan, Utah
- Bluffdale City Transportation Master Plan, Utah
- South Jordan Transportation Master Plan, Utah
- Twin Falls Transportation Master Plan, Idaho
- Provo City Transportation Master Plan, Utah
- American Fork City Sub-Area Transportation Plan, Utah
- Weber County Transportation Master Plan, Utah
- Medora Theodore Roosevelt Presidential Library Traffic Study, ND





④ Work Plan

WORKPLAN

PROJECT TEAM INTERACTION

For the new city hall in Vineyard, we are committed to being your partner who will work in your best interest. As the city's needs grow, your work will evolve, and we will be there to assist you in exploring new ways of delivering services.

We understand that, in this initial study, time is of the essence. In response to this we have generated a feasibility work plan confined to the proposed 5-week schedule. During this time, we will work along side your team to anticipate space needs, review staffing counts, gain knowledge of peer institutions, generate a preliminary program and define budgets. Our goal is to incorporate your priorities and workstyles into the program and understand who the key stakeholders are and their aspirations.

We will hold (2) discovery workshops with the Vineyard team, MAG, UCHA and Utah County to establish their needs. Following these workshops we will review existing facilities to understand workplace, culture, amenities, and future needs. We will involve staff early and keep them engaged in the process to lessen fears, plan facilities that represent how you want to do work, maintain city image, and keep you informed about design. This work will occur in (3) phases - **Discovery, Analysis & Synthesis.**

We will communicate regularly with all stakeholders to ensure we are on track with client expectations and deliverables. Our project manager, Paul Kenney will prepare and manage a week-by-week project schedule, established at kickoff, that covers all meetings, due dates, and review periods. Our aim is to craft a design flow where all parties are engaged and informed of the work at hand and what is coming down the road. We want you to see the entire workflow and understand where you fit in.

PROJECT TOOLS

Data Gathering:

A quality project is built on reams of foundational data. We prioritize data gathering by working closely with you and your staff to analyze various factors such as geothermal resources, utility systems, planning on adjacent parcels, storm water management, state regulatory guidelines, OSHA, building codes, planning guidelines, security requirements, and functional demands to ensure that the project has a strong foundation of data. By understanding the interactions between staff, citizens, work and operational drivers, and site, our team can translate your needs into a concise and informative programming document that will set the project up for successful architectural design. With a strong foundation of data, we will craft an adaptable program that can flex with Vineyard City over the coming decades.



We have toured peer facilities, designed tens of thousands of square feet of similar civic facilities, met with staff, and managed the design and construction administration of similar facilities, but it doesn't take the place of taking the time to get to know you and your citizens, and work consistently together to develop spaces that will work smoothly both at move-in and for decades to come.

Dynamic Design Effort:

We will create simple three-dimensional digital models to provide you with a clear visualization of the proposed spaces. The models include information on equipment, room dimensions, furniture, storage solutions, ADA, and security approaches to ensure safe, comfortable, and appropriate access throughout the site. You will be able to explore the spaces in three dimensions, which eliminates opportunities for misunderstanding key features about the space.

Programmatic Test Fits:

Programmatic test fits are utilized to define the program spaces and present them as smart diagrams, which are then placed and aggregated into a three-dimensional design to analyze the layer of spatial complexity inside, such as clearances, circulation, lighting, access to power, ventilation, security separation, and how the spaces should be arranged on the project site. We use fluid digital tools, such as our design modeling toolkit, to quickly integrate program test fits studies that will assist you in choosing the best organization and building system solutions.

Digital Modeling:

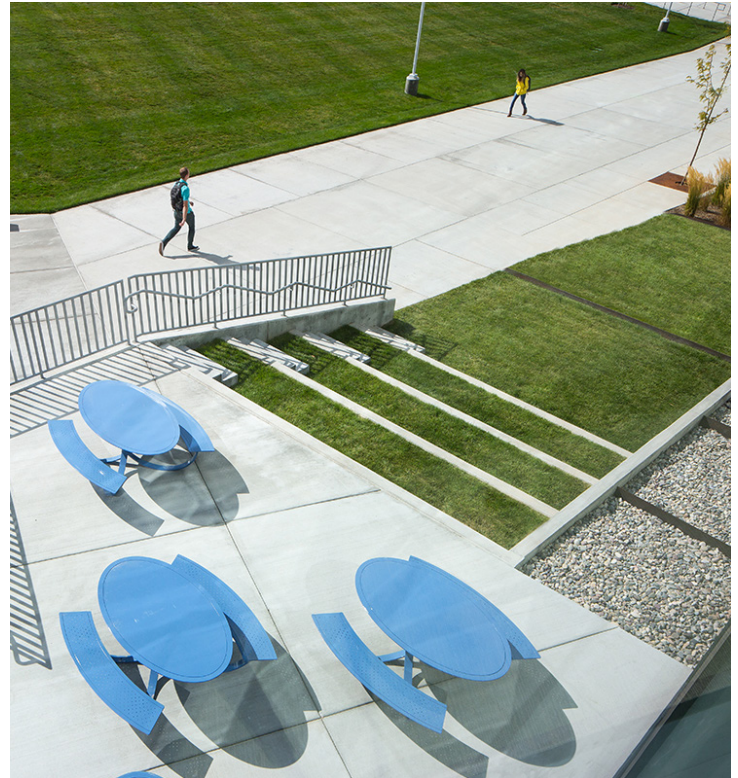
If we've learned anything from working on administrative facilities, libraries, and a host of diverse civic facilities, when organized right they are seemingly simple. But this is a cover for a complex set of overlapping systems that make the work easy for staff. It means your design team must look at every detail in three-dimensions. For example, this work ensures that an overhead projector doesn't interfere with acoustic ceiling system, sprinkler piping, structure, HVAC systems, or cable trays. We develop digital models with our consultants and work collaboratively with the our cost estimator to refine our approach, test different system sizes to understand constructability and cost, and consider impacts to long-term operations and maintenance of the building.

Building Performance:

We start each project with an open discussion regarding building and site performance, code performance requirements, and options for State High Performance Building Standards (an optional program that helps inform smart design choices), to help establish and meet building performance goals. These can be far ranging goals, from establishing dark sky guidelines to building envelope performance minimum standards. While the planning stage is not a moment to enact design solutions, it is the perfect moment to understand the cost/benefit of potential goals and weave your baseline standards.

Post-Pandemic Workplace Planning

Every government agency had to adopt new workplace planning measures during the pandemic. Making consistent and impactful decisions to benefit your employees, support your recruitment and retention efforts, and bolster public service goals can be challenging. For the past three years, CRSA has worked with the State of Utah and Salt Lake County to re-imagine their real estate portfolios by creating more efficient and effective workplaces. Working with Vineyard City will involve understanding your workplace mobility successes, determining how to support your staff and community services within the building, and developing an adaptable and flexible approach to your office environments. Along the way, we have also learned that this future-thinking approach can be applied to the organization of council chambers, the sizing and design of meeting spaces, and the grouping of customer service areas. Let us help you take advantage of this moment to build the spaces you need.

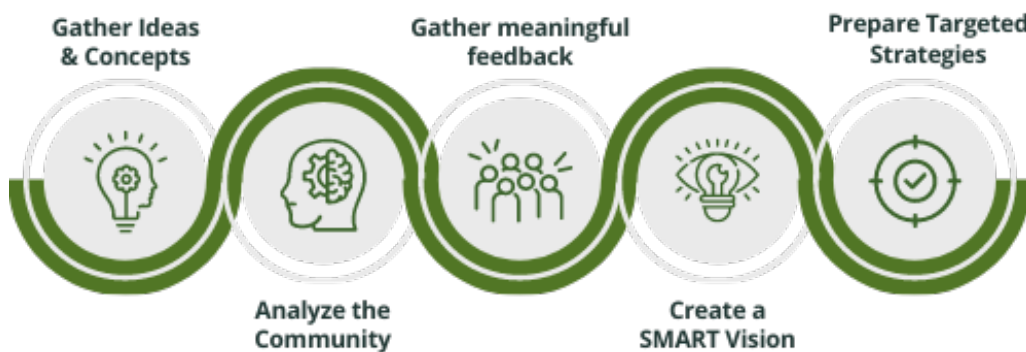


DISCOVERY

The discovery phase is key to data collection and in turn crucial to making informed and wholesome decisions. We prioritize data gathering by working closely with you and your staff to analyze **site** constraints, existing conditions, landmarks, view corridors, and future adjacent development. Through the discovery workshops and site visits we will gather data related to existing **building** functionality, personnel interaction, and space requirements.

To gain a better understanding of your vision and goals, we will provide your stakeholder team with precedent imagery to identify preferable design language, materiality, and form. We have toured peer facilities, designed tens of thousands of square feet of similar civic facilities, met with staff, and managed the design and construction administration of similar facilities, but this doesn't take the place of taking the time to better get to know you and your citizens. We look forward working together with you to develop spaces that will work smoothly both at move-in and for decades to come.

The last portion of this phase will comprise of a **program** goal-setting workshop in which we define your workplace strategy, engage with the future building users and work to define guiding principals of the new facility. At the end of this phase we will have established the pertinent qualities, goals needed to move forward into the analysis portion of this study.



ANALYSIS

Site

During the analysis phase we will collect information about the local climate, site conditions, energy sources, transportation options, and their effects on the selected site area. We will develop a suite of site elements such as public spaces, walking paths, lighting, and personnel / traffic flow and overlay them on the site to understand their interactions. These elements will inform the building's interaction with context, program placement, and form.

Building

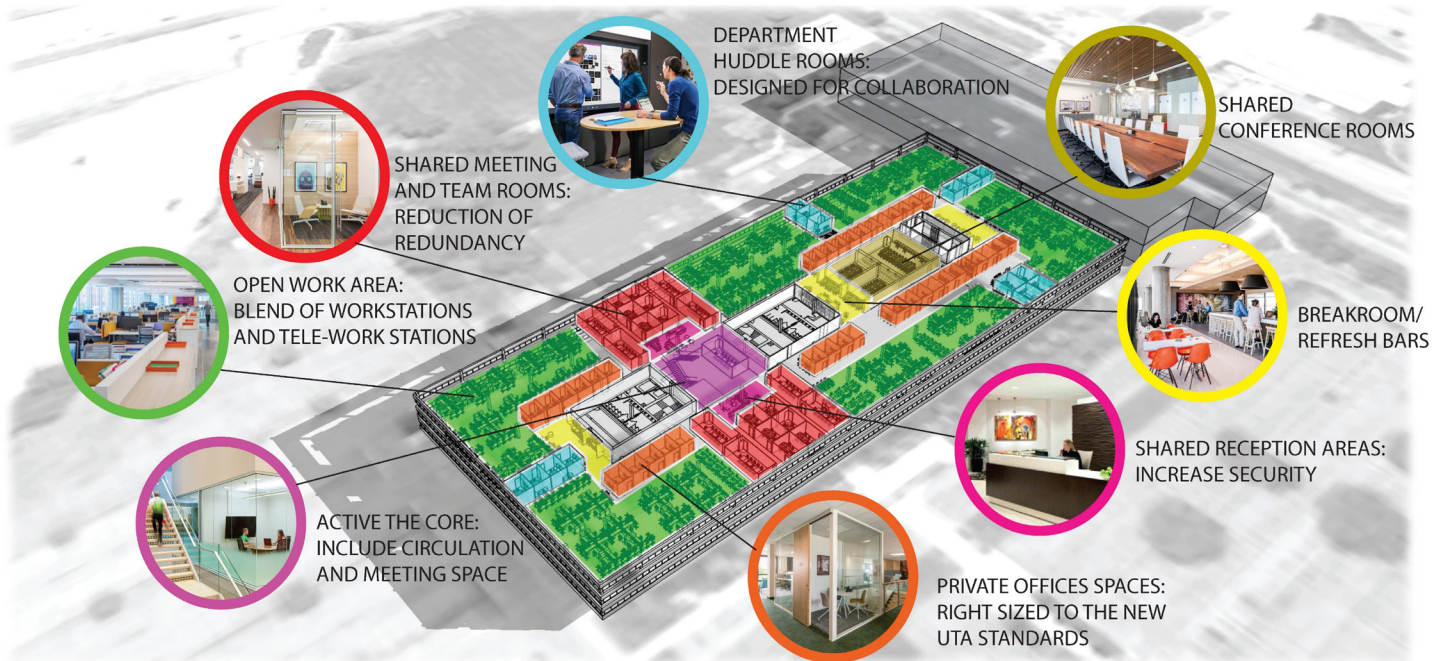
Through the analysis phase of the study we will establish adjacencies, building systems, overall massing, building orientation, site context and potential building features. We understand **LEED, WELL, and sustainable** design systems are to be considered in the new city hall. We have identified key LEED & WELL accredited professional team members who will aid in outlining the process for achieving these certifications. This portion of the process will open the discussion regarding building and site performance, code performance requirements, and options for State High Performance Building Standards (an optional program that helps inform smart design choices), to help establish and meet building performance goals.

Program

During analysis previously provided stakeholder input will be utilized to generate a preliminary program. This program will be presented to the team and open for commentary. As the building transforms through the analysis phase of the study, program sizes and requirements will respond accordingly. Items such as mechanical chases, electrical rooms, and wall depths will be calculated as a factor of the net square-footage requirements outlined in the program.

Budget

Costs provided through this phased will be based on previously identified site, building & program square-footages and brief systems narratives provided by the professional consultants. These costs will reflect current market data, include soft costs, inflation, contractor overhead and contingencies. The final analysis will be broken out into construction divisions to aid in defining which areas are driving cost.



SYNTHESIS

Synthesis is the final phase of the feasibility process in which we implement all of the analyzed data, goals, and gathered information into final presentation-quality deliverables. This will include:

- (2) **Site** design options
- (1) Set of **Building** floor plans (all levels) & associated systems
- (1) **Program** tabulation + sustainability pathway narrative
- (2) Concept renderings
- (1) Final ROM budget



CRSA



⑤ Fee & Schedule

BASIS OF FEE & SCHEDULE ↴

		WEEK - 01	WEEK - 02	WEEK - 03	WEEK - 04	WEEK - 05
Discovery	Kick-Off User Group Meetings					
	Define State & Local req. code & zoning					
	Existing Conditions - Tours					
	Define key context					
	Define project goals					
	Define project features & functions					
Analysis	Review Existing surveys, development, and assess future needs					
	Civil - Analyze existing conditions & advise on drainage					
	Landscape arch - develop planting plan, site lighting, assess circulation					
	Transportation - Assess vehicular traffic, pedestrian access / circulation					
	Structural - Assess CLT system & Floor-to-Floor Heights					
	Begin cost estimation exercise based on programming and modeling					
	Develop final deliverable outline					
	Review LEED Requirements & Path to certification					
	Define Building Program					
	Mechanical - Sustainable Systems narrative					
	Electrical - Sustainable & Energy Saving systems Narrative					
	Plumbing - Sustainable Systems narrative & elements/fixtures					
	Reivew floorplan and landscaping with stakeholders					
	Review content of final deliverable with stakeholders and identify gaps					
Synthesis	Generate final building exterior model					
	Develop exterior façade imagery					
	Finalize Site model and context					
	Generate Final Cost					
	Generate Final deliverable					
	Present to City Council					

FEE PROPOSAL

		CRSA Principal in Charge	CRSA Project Manager	CRSA Project Architect	CRSA Production Staff	CRSA Landscape Architect	WSG Civil Engineering	HALES Traffic Engineer	ARW Structural Engineer	CCC Cost Estimating	Spectrum Mechanical Engineer	Spectrum Electrical Engineer	Spectrum Plumbing Engineer
	Discovery												
2 Weeks	Kick-Off User Group Meetings	4	4	4		4	4	4					
	Define State & Local req. code & zoning			2			4		4		2	4	2
	Existing Conditions - Tours	6	6	6									
	Define key context info	2	4	4		4	4	4					
	Define project goals	4	4	4	4	4							
	Define project features & functions	8	16	16		4							
	Analysis												
2 Weeks	Review Existing surveys, development, and assess future neets		4	4		4	12						
	Civil - Analyze existing conditions & advise on drainage		1	1		2	12						
	Landscape arch - develop planting plan, site lighting, assess circulation		1	1		12							
	Transportation - Assess vehicular traffic, pedestrian access / circulation		2	2				12					
	Structural - Assess CLT system & Floor-to-Floor Heights		1	1					8				
	Begin cost estimation exercise based on programming and modeling		2	2	2					8			
	Develop final deliverable outline		4	4	12								
	Review LEED Requirements & Path to certification		4	4	4	4	4				8	8	8
	Define Building Program	6	18	18	12								
	Mechanical - Sustainable Systems narrative		1	1							12		
	Electrical - Sustainable & Energy Saving systems Narrative		1	1								12	
	Plumbing - Sustainable Systems narrative & elements/fixtures		1	1									12
	Reivew floorplan and landscaping with stakeholers	2	2	2	2	2							
	Review content of final deliverable with stakeholders and identify gaps		2	2	2								
	Synthesis												
1 Week	Generate final building exterior model		8	8	10								
	Develop exterior façade imagery			2	2								
	Finalize Site model and context		2	2	8	8	8	8					
	Generate Final Cost		2	2						8			
	Generate Final deliverable	4	6	6	10	8	8	8	4		4	4	4
	Present to City Council	4	4	4									
		\$62,620					\$9,900	\$8,500	\$5,500	\$3,360	\$10,000		
		Total Project Fee: \$ 99,880											



CRSA

**Architecture.
Planning.
Interiors.**

175 S Main Street Suite 300
Salt Lake City, Utah 84111
+1 801-355-5915
www.crsa-us.com





An Agreement for the Provision of Limited Professional Services

June 14, 2023

An Agreement Between:

Client:

CRSA
175 S Main Street, Ste 300
Salt Lake City, UT 84111
Attention: Paul Kenney

And:

ARW Engineers
1594 W Park Circle
Ogden, Utah 84404

**Reference: Vineyard City Hall Programming
Vineyard, Utah
ARW Project #:23222**

SCOPE OF SERVICES

ARW Engineers is pleased to submit this Proposal and Agreement for providing structural engineering services in connection with the programming for the new Vineyard City Hall project. The building is approximately 80,000 square feet. ARW Engineers will provide a structural narrative outlining structural options based on the site soil conditions, architectural requirements and implementing sustainable building materials and systems. No structural plans will be provided as part of this narrative, and no cost estimating will be provided by ARW Engineers. It is anticipated that this programming phase of the project will run for 5 weeks from 6/25/23 – 7/28/23 and that it will involve several virtual coordination meetings. This proposal is based on initial information provided in emails from CRSA dated 6/2/23 with additional direction provided on 6/9/23.

COMPENSATION

Compensation for our services will be a lump sum of Five Thousand Five Hundred dollars (\$5,500.00) due upon completion of services.

ARW Engineers hourly rate schedule through 2023 is:

Sr Principal	\$ 210.00 /Hr.	Assistant Project Engineer	\$ 145.00 /Hr.
Principal	\$ 198.00 /Hr.	Design Engineer	\$ 137.00 /Hr.
Sr Project Engineer	\$ 187.00 /Hr.	Draftsperson/BIM Specialist	\$ 108.00 /Hr.
Project Engineer	\$ 159.00 /Hr.	Clerical	\$ 64.00 /Hr.

The Terms and Conditions are attached and are part of this Agreement.

We are looking forward to working with you on this Project.

Sincerely:



(Signature)

June 14, 2023

(Date)

Justin D. Naser / President

(Printed Name/ Title)

Agreed to and Accepted by:

(Signature)

(Date)

(Printed Name/ Title)

Terms and Conditions

Structural Engineer (SE) shall perform the services outlined in this Agreement for the stated fee arrangement.

Fee

The total fee, except when stated as a lump sum, shall be understood to be an estimate, based upon Scope of Services, and shall not be exceeded by more than ten percent without written approval of the Client. Where the fee arrangement is to be on an hourly basis, the rates shall be those that prevail at the time services are rendered.

Parties to this Agreement

This Agreement for professional services has been entered into on the date of the letter between the Structural Engineer (SE) and the Client, to whom the letter is addressed.

Billings/Payments

Invoices will be submitted monthly for services and reimbursable expenses and are due when rendered. Invoices shall be considered past due if not paid within 30 days after the invoice date and the SE may, without waiving any claim or right against Client, and without liability whatsoever to the Client, terminate the performance of the service. Retainers shall be credited on the final invoice. A service charge will be charged at 1.5% (or the legal rate) per month on the unpaid balance. In the event any portion of an account remains unpaid 90 days after billing, the Client shall pay cost of collection, including reasonable attorneys' fees.

Access to Site

Unless otherwise stated, the SE will have access to the site for activities necessary for the performance of the services. The SE will take precautions to minimize damage due to these activities but has not included in the fee the cost of restoration of any resulting damage.

Hidden Conditions and Hazardous Materials

A structural condition is hidden if it is concealed by an existing finish or if it cannot be investigated by reasonable visual observation. If the SE has reason to believe that a structurally deficient condition may exist, the SE shall notify the Client who shall authorize and pay for all costs associated with the investigation of such a condition and, if necessary, all costs necessary to correct said condition. If (1) the Client fails to authorize such investigation or correction after due notification, or (2) the SE has no reason to believe that such a condition exists, the Client is responsible for all risks associated with this condition, and the SE shall not be responsible for the existing condition nor any resulting damages to persons or property. SE shall have no responsibility for the discovery, presence, handling, removal, disposal or exposure of persons to hazardous materials of any form.

Indemnification

The SE shall indemnify and hold harmless the Client and its officers, members, directors, partners, employees, and subconsultants against any and all claims, damages, losses and expenses to the extent they are caused by the negligent; acts, errors, or omissions of the SE or its employees in the performance of its services under this Agreement, subject to the Risk Allocation provisions.

The Client shall indemnify and hold harmless the SE and its officers, members, directors, partners, , employees, and subconsultants from and against any and all claims, damages, losses and expenses arising out of or resulting from the performance of the services, provided that any such claims, damage, loss or expense is caused in whole or in part by the negligent act or omission and/or strict liability of the Client, anyone directly or indirectly employed by the Client (except the SE) or anyone for whose acts any of them may be liable and provided that they are not caused by the negligent performance by the SE of services under the agreement. This indemnification shall include any claim, damage or loss due to the presence of hazardous materials.

Neither party shall have any obligation to defend or pay for the defense costs of the other party unless such costs are recoverable under applicable law.

For third party claims, to the fullest extent permitted by law, the Client hereby agrees to indemnify, hold harmless and defend the SE, including its officers, members, directors, partners, agents, employees, and subconsultants from and against all third party claims, including bodily injury, property damage, products liability, demands, damages and losses, causes of actions, judgments, fines, penalties and claims expense including attorney fees, caused or alleged to have been caused by anything other than negligent performance by the SE of services under the agreement related to this project.

Risk Allocation

In recognition of the relative risks, rewards and benefits of the Project to both the Client and the SE, the risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, the SE's total liability to the Client or any third party for

any and all injuries, claims, losses, expenses, damages or claim expenses rising out of this Agreement, from any cause or causes, inclusive of all costs including attorney and expert fees, shall not exceed the amount of \$30,000 or the amount of the SE's fees, whichever is greater. Such causes include, but are not limited to, the SE's negligent acts, errors, omissions, strict liability, breach of contract, breach of expressed or implied warranty, or any other theory of legal liability. This limitation of liability shall apply to the SE and its officers, members, directors, partners, agents, employees, and subconsultants.

Termination of Services

This Agreement may be terminated upon 14 days written notice by either party should the other fail to perform its obligations hereunder. In the event of termination, the Client shall pay the SE for all services rendered to the date of termination, all reimbursable expenses, and reasonable termination expenses.

Ownership Documents

All documents produced by the SE under this Agreement shall remain the property of the SE and may not be used by the Client for any other endeavor without the written consent of the SE.

Dispute Resolution

The parties agree to negotiate any claim or dispute arising out of or related to the agreement between them in good faith prior to exercising any other provision of this Agreement. If a claim or dispute between the parties cannot be settled within 30 days by good faith negotiations the parties agree to submit it to mediation in accordance with the Construction Rules of the American Arbitration Association. If the claim or dispute cannot be settled by good faith negotiations or mediation, then either party may exercise their rights under law. In no event shall a claim or dispute be made or sustained if it would be barred by the applicable statute of limitations.

Insurance Provisions

The Client shall maintain professional liability insurance, commercial general liability insurance, and automobile liability insurance to protect the Client from claims for negligence, bodily injury, death or property damage which may arise out of the performance of the Client's Services under this Agreement. The Client shall maintain professional liability insurance for a minimum of three years after substantial completion of the project provided such insurance is commercially available and reasonably affordable. The Client shall also carry worker's compensation insurance. The Client shall provide certificates of insurance to the SE.

The Consultant shall secure professional liability insurance, commercial general liability insurance, and automobile liability insurance to protect the Consultant from claims for negligence, bodily injury, death or property damage which may arise out of the performance of the Consultant's Services under this Agreement. The Consultant shall maintain professional liability insurance for a minimum of three years after substantial completion of the project provided such insurance is commercially available and reasonably affordable. The Consultant shall also carry worker's compensation insurance. The Consultant shall provide certificates of insurance to the SE.

Jobsite Safety

The Client acknowledges that the SE does not have any authority or responsibility for general jobsite safety and for the safety of persons who are not the employees of the SE or SE's subconsultant(s). It is understood and agreed that the SE will not be responsible for the job safety or site safety of the project and shall not be responsible for compliance with safety programs and related OSHA regulations required to be followed by the Contractor or its employees, Subcontractors, and agents. Jobsite safety shall be the sole responsibility of the Contractor or Client.

Ownership and Reuse of Documents

All documents, drawings, specifications, electronic files, building computer models, design calculations and survey notes ("documents") are instruments of service intended for the one-time use in connection with this Project. They belong to and remain the property of SE, regardless of whether the instruments were copyrighted or whether the Project for which they were prepared is executed. The SE retains all copyright interests and rights in all such documents. The Client may, at its expense, obtain reproducible copies of drawings and copies of other documents, in consideration of which there will be mutual agreement that the Client will use them solely in connection with the specific Project for which they were prepared. Any reuse or modification without written approval or adaptation by the SE is prohibited.

Severability

Any term or provision of this agreement found to be invalid under any applicable statute or rule of law shall be deemed omitted and the remainder of this agreement shall remain in full force and effect.

Standard of Care

Services performed under this agreement will be performed in a manner consistent with that degree of skill and care ordinarily exercised by members of the same profession currently practicing under similar circumstances. No warranties, express or implied, are made in connection with services performed under this Agreement. Nothing in this Agreement shall be construed to establish a fiduciary relationship between the parties

Third Party Beneficiaries

The parties agree that the services performed pursuant to this Agreement are solely for the benefit of the Client and are not intended by either party to benefit any other person or entity. To the extent that any other person or entity, is benefited by the services performed pursuant to this Agreement, such benefit is purely incidental and such other person or entity shall not be deemed a third-party beneficiary to this Agreement.

Waiver of Certifications

No party to this Agreement shall be required to execute certificates or consents that would require knowledge, services or responsibilities beyond the scope of this Agreement. No party to this Agreement shall be required to sign any documents which would result in that party having to certify, guarantee, or warrant the existence of conditions which they cannot ascertain.

Corporate Protection

It is intended by the parties to this agreement that the SE's services in connection with the project(s) shall not subject the SE's individual owners, officers or employees to any legal exposure for the risks associated with this project. Therefore, and notwithstanding anything to the contrary contained herein, the client agrees that as the client's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against the SE firm, and not against any of SE firm's individual owners, officers or employees.

Force Majeure

In the event Consultant is hindered, delayed, or prevented from performing its obligations under this Agreement as a result of any cause beyond its reasonable control, including but not limited to delays due to power or data system outages, acts of nature, public health emergencies including but not limited to infectious disease outbreaks and pandemics, governmental orders or directives, failure of any governmental or other regulatory authority to act in a timely manner, failure of the Client to furnish timely information or approve or review Consultant's services or design documents, or delays caused by faulty performance by Client's contractors or consultants, the time for completion of Consultant's services shall be extended by the period of the resulting delay and compensation equitably adjusted. Client agrees that Consultant shall not be responsible for damages, nor shall the Consultant be deemed in default of this Agreement due to such delays.



2139 South 1260 West
Salt Lake City, UT 84119

801-669-7345
wcg.us

June 15, 2023

Paul Kenney
Project Manager / Architect III
CRSA
175 S Main Street, Ste 300,
SLC, Utah 84111

o. 801.355.5915
c. 409.201.9843
pkenney@crsa.com

SUBJECT: Professional Services Proposal for Vineyard Downtown City Hall Programming

Dear Paul,

Please find the scope and fee proposal below related to professional services for the Vineyard Downtown City Hall Programming and Feasibility Study project. Wall Consultant Group (WCG) understands the scope as follows:

FEASIBILITY STUDY: SITE / CIVIL SUPPORT

Item 1: Civil Engineering

This item includes review of all pertinent studies, construction plans, and survey documents for the subject parcel and adjacent parcels to be provided by Vineyard City after award. WCG will also review relevant Vineyard City development code, zoning code, and permit documents. Following document review and with programming input from CRSA, WCG will determine site/civil project requirements including drainage, grading, utilities, hardscape features, etc. It is anticipated that Low-impact Development (LID) stormwater best management practices will also be considered as part of the site sustainability narrative.

Deliverables for this item include exhibits and narratives to be provided in electronic format for inclusion in CRSA's feasibility study report. This item also includes 1 in-person kickoff meeting and 3 review conferences with CRSA and/or Vineyard City.

Exclusions

The following deliverables and services are specifically excluded:

- Concept drawings or construction plans provided in CAD format.
- Analysis or concept layout of adjacent parcel green space, park, trails, etc.
- Field work or site visits to verify existing conditions or features such as boundaries, topography, utilities, drainage facilities, etc.

FEE ESTIMATE

Cost to complete the items detailed in the scope above are as follows:

<i>Item #</i>	<i>Description</i>	<i>Fee</i>
VINEYARD DOWNTOWN CITY HALL STUDY		
1	Civil Engineering	\$9,900

Schedule

We anticipate being able to provide all deliverables within 5 weeks of notice proceed per the schedule shown in CRSA's proposal draft schedule received on Tuesday, June 13, 2023.

We look forward to hearing from you once you've had a chance to review the proposal. If you have any questions or need additional information, please call me at (801) 882-0041.

Sincerely,



Josh Black, P.E.
WCG Project Manager

Accepted by: _____

Signature: _____

Representing: _____

Date: _____

Fee Proposal For:

Vineyard City Hall

Paul Kenney
CRSA
649 East South Temple
Salt Lake City, Utah 84102

June 13, 2023

Project Description:

Mechanical and Engineering for the expansion / relocation of the Vineyard City Hall.

Scope of Work and Proposed Fee:

Engineering Service	Scope of Work	Proposed Fee
Programming and Scoping		
MEP Scope of Work	- Review of existing site development plans and provide recommendations for site lighting. - Provide overview of systems and optional sustainable strategies to implement on the project. - Include in narrative options of WELL, LEED, and/or Net Zero process outlines including PV system preliminary sizing. - ROM cost analysis. - Summarize findings in a written report.	
	Mechanical	\$5,000
	Electrical	\$5,000
	TOTAL	\$10,000

Type of Contract: AIA Document C401, 2007 Edition, Standard Form of Agreement between Architect and Consultant, or Client Master Agreement



Hourly Rates:

Additional Services shall be billed at an hourly rate as required according to the following schedule.

Hourly Rates		
Principal Project Manager		
	Principal	\$250.00
Mechanical, Electrical, and Plumbing Engineering		
	Principal	\$215.00
	Associate Engineer (PE)	\$185.00
	Project Manager	\$155.00
	Project Engineer	\$145.00
	EIT	\$110.00
Consultants		
	Systems Consultant	\$125.00
	BIM Consultant	\$115.00
Technicians		
	BIM Modeler/CAD Draftsman	\$90.00
	Clerical	\$65.00

Sincerely,

By: 

Ryan Boogaard, P.E. Principal Mechanical Engineer

Sincerely,

By: 

Michael C. Fackrell, BSEE, EIT, PM



General Conditions:

- This Agreement shall be interpreted as if equally drafted by the Client and Spectrum and shall be enforced according to the laws of the State of Utah. Neither the Client nor Spectrum shall assign its interest in this Agreement without the written consent of the other. This Agreement shall be binding upon and insure to the benefit of the successors, assigns of any other transferees of the Client and Spectrum. No rights or benefits are intended or conferred to third parties by this Agreement.
- Any delay or default in the performance of any obligation of Spectrum under this Agreement from any cause beyond Spectrum's reasonable control shall not be deemed a breach of this Agreement. The occurrence of any such event shall suspend the obligation of Spectrum as long as performance is delayed or prevented thereby.
- In the event that payment in full is not made to Spectrum as provided herein, Spectrum shall be entitled to its collection costs, including but not limited to attorney fees, lien fees, and costs of court.
- In the event any term, condition or other provision of this Agreement shall be held to be invalid or unenforceable, the remaining provisions shall remain valid and binding upon the parties. One or more waiver of any term, condition or other provision of this Agreement by either party shall not be construed as a waiver of a subsequent breach of the same or any other provision.
- This Agreement may be amended only by written instrument expressly referring hereto and duly signed by the parties. The Agreement constitutes the entire and integrated Agreement between the parties hereto and supersedes all prior negotiations, representations, and/or agreements, written or oral.

Special Terms and Conditions:

- Estimates of construction cost provided by Spectrum represent professional opinion and are subject to change and contingent upon factors over which Spectrum has no control. Spectrum does not guarantee the accuracy of such estimates.
- Except as may be expressly provided otherwise by this Agreement, the client recognizes that Spectrum's compensation for any services rendered during construction contemplates one construction contract being let and construction completion within the time period set forth herein. Should for the date for completion of construction be exceeded through no fault of Spectrum by more than sixty (60) days, or more than one construction contract be let, Spectrum's compensation shall be increased for services rendered in relation to such



additional contracts or beyond said time period. Spectrum is not responsible for the means, methods or sequences of construction nor for the safety of workers or others at the construction site. Site observation visits are not inspections, are not exhaustive or continuous, and consist of periodic visits to the project site intended only to determine whether construction is in general conformance with construction contract documents. Spectrum is not responsible for the performance or non-performance of the Client or its subcontractors.

- Spectrum, including its agents, employees, and consultants, shall not be liable to the Client in excess of the compensation to be paid pursuant to this Agreement or One Hundred Thousand Dollars \$100,000, whichever is greater, and inclusive of any attorney fees and costs, by reason of any legal theory, claim, act, error, or omission, including but not limited to breach of contract and negligence. Client releases and shall hold harmless and indemnify Spectrum, including its agents, employees, and consultants from and against any liability in excess of the limit stated herein.

- All drawings, specifications, tracings, notes, data and other documents Spectrum prepares are instruments of its professional service, for which Spectrum shall retain the copyright. Such instruments are prepared and intended only for use as an integrated set on the Project and for the limited purposes specified. Modification without Spectrum's prior express written consent shall be at the Client's sole risk. The Client shall hold harmless, indemnify and defend Spectrum from and against any and all claims and/or liability arising out of any such non-permissive modification or use without Spectrum's involvement.

- Spectrum shall present an invoice covering current services performed each month. Payment is due upon receipt of statement. Interest shall accrue on past due accounts at the rate of 1.5% per month. Spectrum may, at its sole discretion and without notice, suspend or terminate its services under this Agreement should the Client not pay any amount invoiced within forty-five (45) days of invoice.

- This Agreement may be terminated by either party upon seven (7) days written notice should the other party fail substantially to perform in accordance with the Agreement through no fault of the party initiating the termination. This Agreement may be terminated by the Client upon at least seven days written notice to Spectrum, in the event that the project is permanently abandoned. If this Agreement is terminated through no fault of Spectrum, Client shall pay Spectrum for services performed and reimbursable expenses incurred in accordance with the Agreement together with a Termination Adjustment equaling 15% of the estimated fee remaining to be earned at the time of termination, to account for Spectrum's rescheduling adjustments, reassignment of personnel and related costs incurred due to termination.



General Notes:

1. Any additional engineering work not included above will be billed as additional fees at the hourly rates listed below, unless other fee arrangements are made. Spectrum will not proceed with additional work without the approval of the Client.
3. Spectrum is entitled to rely on the accuracy and completeness of directions, services, and information the Client furnishes to Spectrum.
5. This Agreement applies to all services Spectrum performs for the Client for the Project, including any services Spectrum performs prior to the date of this Agreement.

Authorization to Proceed:

This proposal remains open for a period of 60 days from the date of the proposal.

Client has read and understood the terms and conditions set forth in Agreement and agrees that such items are hereby incorporated into and made a part of this agreement.

Having read, understood and agreed to the foregoing, the Client, by and through its authorized representative, has accepted the terms of this Agreement effective this _____ day of _____, 2023.

By signing below I hereby accept this proposal from SPECTRUM ENGINEERS, INC. as the basis for preparing a consulting contract as indicated above. If this proposal is not signed and SPECTRUM ENGINEERS, INC. is instructed to proceed with the work, this proposal will form the basis of the agreement between us. If a separate Agreement is signed for this project, then this proposal letter will automatically be incorporated into the signed Agreement.

Client Signature _____

Name & Title _____

June 13, 2023

CRSA
Paul Kenney
175 S. Main Street, Ste 300
Salt Lake City, UT 84111

m. 409.201.9843
o. 801.746.4974
pkenny@crsa.com

Subject: Vineyard City Hall Traffic Study

P3588

Paul,

Thank you for inviting Hales Engineering to submit this proposal to complete a traffic study for the proposed downtown City Hall project located in Vineyard, Utah. The following is an outline of our proposed scope of work and cost estimate to complete this study according to our conversation with you, comments from City staff, and standard traffic study guidelines.

Scope of Work

Task 1: Site Visit and Project Kick-off

Hales Engineering will make one site visit to photograph and record existing geometric conditions (lane geometry, intersection control, speed limits, etc.) at the site and at the surrounding study intersections. Hales Engineering will also participate in a kick-off conference call with you to discuss the project.

Task 2: Trip Generation, Distribution and Assignment

Hales Engineering will perform trip generation for a single site plan to generate weekday and weekend daily and peak hour trips associated with the proposed development. Trip generation data is calculated based on rates published by the Institute of Transportation Engineers (ITE), Trip Generation, 11th edition, 2021. Though pedestrian and bike trip data is not available for a government office use, Hales Engineering will use data from similar land uses to estimate the amount of pedestrians and bicyclists walking to/from the site.

Hales Engineering will distribute and assign project-generated trips for the single controlling peak hour to the project access points and study intersections.

Task 3: Traffic Volume Estimates

Hales Engineering will estimate future downtown buildout traffic volumes based on previous traffic analyses completed for the Downtown area. Turning movement counts for a single peak hour will

June 13, 2023

be estimated at approximately eight (8) intersections in the vicinity of the proposed City hall site. It is anticipated that these intersections will be located near blocks 10A, 10B, 8A, and 8B.

Task 4: Future Vehicle Level of Service Analysis

Hales Engineering will evaluate traffic for peak hour conditions in future buildout conditions using Synchro / SimTraffic software at the identified eight (8) study intersections near the proposed City hall site.

If any poor levels of service or excessive queueing are identified, Hales Engineering will recommend mitigating improvements for the roadway system.

Hales Engineering will recommend roadway cross sections for the roadways immediately adjacent to blocks 10A and 10B.

Task 5: Active Transportation Connectivity and Accommodations

Hales Engineering will identify travel routes for pedestrians and bicyclists to and from the proposed site. This will include connectivity to the walkable promenade area south of the study site. Hales Engineering will identify if any pedestrian treatments should be considered such as marked crosswalks, physical improvements to increase pedestrian visibility, or bike facilities to provide easy access to the site.

Task 6: Report Preparation

Hales Engineering will summarize results of our study in a final report including the necessary text, tables, and figures. Following completion of the report we will submit one (1) electronic version for your use and distribution. The final report will include key findings within our conclusions and recommendations on potential mitigation measures.

Cost Estimate

We anticipate that the cost to complete the six (6) tasks identified in the scope of work will be **\$8,500**.

Out of Scope Work (e.g. Meeting Attendance)

Predicting the time commitments and the number of meetings required to move a study through the approval process varies from project to project. Therefore, in the best interest of our clients, we have not included any meetings beyond those identified in this scope of work. If additional work or meetings are necessary, they will be billed separately on a time and materials basis. Additional work will be completed and/or meetings will be attended by representatives of Hales Engineering only upon prior written approval given by you or a designated representative.

June 13, 2023

Schedule

We will begin work after we have received the written authorization to proceed. We will complete the study within **three to four weeks** of receiving notice to proceed and following any data collection.

Agreement

This letter will serve as our contract along with the attached Standard Terms and Conditions. If you agree to the terms and conditions of this letter, please countersign below. Invoices for work completed will be submitted monthly for payment. Again, thank you for asking Hales Engineering to prepare this proposal. We look forward to working with you on this project. If you have any questions, please feel free to call.

Sincerely,
HALES ENGINEERING, LLC



Ryan Hales, PE, PTOE, AICP
Principal / Owner

Accepted by: _____

Company: _____

Signature: _____

Date: _____

P3588-UT

June 13, 2023

STANDARD TERMS AND CONDITIONS

These STANDARD TERMS AND CONDITIONS apply to, and are made part of, the attached letter agreement ("Agreement") by and between HALES ENGINEERING, LLC, a Utah company, ("Consultant"), and the "Client" referenced in the signature block on the Agreement.

WITNESSETH THAT, in consideration of the premises and covenants hereinafter set forth, the parties agree as follows:

1. **Data to Be Furnished.** All information, data, reports, records and maps with respect to the Project which are available to Client and which Client deems reasonably necessary for the performance of work set forth in the Agreement, shall be furnished to Consultant without charge by Client.
2. **Personnel.** Consultant agrees that it will employ, at its own expense, all personnel necessary to perform the services required by this Agreement and in no event, shall such personnel be the employees of Client. All the services required hereunder shall be performed by Consultant and all personnel engaged therein shall be fully qualified under applicable federal, state and local law to undertake the work performed by them. Consultant assumes full and sole responsibility for the payment of all compensation and expenses of such personnel and for all state and federal income tax, unemployment insurance, Social Security, disability insurance and other applicable withholdings.
3. **Compensation.** Client shall pay Consultant an amount not to exceed the sum noted in the Agreement as consideration for the services described. Consultant shall submit invoices to the Client monthly. Client agrees to pay the invoices within 30 days of receipt. If payment is not received within 60 days, Consultant may, at its sole discretion, elect to stop work until payments are received. In that case, Consultant will notify Client that work has ceased. Client also agrees to pay all costs, including attorney's fees and court costs, incurred by Consultant to collect on past due invoices. If Client fails to make any payment due Consultant for services and expenses within thirty (30) days after receipt of Consultant's statement, the amounts due Consultant will be increased at the rate of 1.5% per month from due date identified on invoice.
4. **Ownership of Documents.** The work papers, drawings, photographs and any other written or graphic material, hereinafter materials, prepared by Consultant for this Project are instruments of the Consultant's service for use solely with respect to this Project and, unless otherwise provided, the Consultant shall be deemed the author of these documents and shall retain all common law, statutory and other reserved rights, including the copyright. The Client shall be permitted to retain copies, including reproducible copies of Consultant's materials for information and reference in connection with the Client's use on the Project. The Client or others shall not use the Consultant's materials on other projects, or for changes to this Project without the express written consent of the Consultant. Submission or distribution of documents to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication or violation of copyright.
5. **Attorneys' Fees/Arbitration.** If either party brings an action or claim arising out of or in connection with this Agreement, the prevailing party shall be entitled to reasonable and actual attorneys' fees incurred, as well as costs incurred, as well as expert witness fees. All disputes shall be resolved by way of binding Arbitration, which shall take place in Salt Lake City, Utah utilizing a single Arbitrator. Arbitration shall take place under the auspices of either the American Arbitration Association or JAMS, at the election of the party commencing Arbitration. The prevailing party shall also be entitled to be reimbursed for any and all Arbitration expenses incurred.
6. **Limitation of Liability.** Unless Client and Consultant otherwise agree in writing in consideration for an increase in Consultant's fee, Client agrees to limit Consultant's liability to Client to the sum of the Consultant's fee for any loss or damage, including but not limited to special and consequential damages arising out of or in connection with the performance of services or any other cause, including Consultant's professional negligent acts, errors, or omissions, and Client hereby releases and holds harmless Consultant from any liability above such amount.
7. **Modification/Termination.** No waiver, alteration, modification or termination of this Agreement shall be valid unless made in writing. This agreement may be terminated for convenience and without cause by either party upon seven days' written notice.
8. **Governing Law.** This Agreement shall be governed by and constructed in accordance with the laws of the State of Utah.
9. **Entire Agreement.** This Agreement sets forth the entire understanding between the parties as to the subject matter of this Agreement and merges all prior discussions, negotiations, letters of understanding or other promises, whether oral or in writing.



FEE PROPOSAL

FROM: Kris Larson

TO: Paul Kenney

CO: CRSA

DATE: June 13, 2023

PROJECT: Vineyard City Hall
Programming

Paul,

Thank you for considering us to provide estimating services for the Vineyard City Hall Programming. The estimating services are for an approximate 80,000 gsf new city hall. We propose to provide estimating services for the following not to exceed fee:

Programming Estimate

Estimator	24 HR	\$140.00	\$3,360
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Total Not to Exceed Fee

\$3,360

Estimating services are limited to the scope listed above. This fee proposal does not include additional estimates, regular design meeting attendance, or travel expenses. If these are required they will be billed at the rate shown above.

We look forward to working with you on this project. Please call if you have any questions.

Thank You,

Kris Larson
President

Accepted

P (801) 578-1201
307 W. 200 S. Ste 4006
SLC, UT 84101
www.cccutah.com

23 JUNE 2023

FUTURE DOWNTOWN CITY HALL

PREPARED FOR VINEYARD CITY





Headquarter Building Concept

FFKR ARCHITECTS

PRINCIPALS

Roger P. Jackson, FAIA, LEED AP
Richard K. Frerichs, AIA, ACHA
J. David Giles, AIA
Russ L. Bachmeier, AIA
Steven A. Goodwin, AIA
Kevin Mass, AIA
David R. Rees, AIA
Eric Thompson, AIA
Jackson Ferguson, AIA
David Brenchley, AIA
Greta Anderson, AIA, ALEP
Mike Leishman, AIA, LEED AP
Elizabeth Morgan, AIA, ALEP
Larry Curtis, AIA, LEED AP BD+C
Michael Dolan, AIA, ACHA, EDAC, LEED AP
Christina Haas, AIA, EDAC, LEED AP
Arrin Holt, AIA, LEED AP
Abram Nielsen, PLA, ASLA, AICP, LEED AP
Jake Bodell, AIA, LEED AP

COLLABORATING PRINCIPALS

Kenneth E. Louder, AIA
Jeffrey L. Fisher, AIA
James W. Lewis, AIA, LEED AP
Kip K. Harris, AIA
Mark R. Wilson, AIA, LEED AP
James B. Lohse, AIA

FOUNDING PRINCIPALS

Robert A. Fowler, AIA
Franklin T. Ferguson, FAIA
M. Ray Kingston, FAIA
(1934-2022)
Edward Joe Ruben, AIA
(1935-1993)

23 June 2023

Morgan Brim
Planning & Zoning/Community Development
385-248-7029
morganb@vineyardutah.org

RE: Vineyard City Civic Complex

Dear Morgan and Selection Committee Members,

This is an exciting time for Vineyard City! With the downtown emerging next to Vineyard Station and poised to expand down to the waterfront it is the perfect time to envision how the future city hall can be an anchor for downtown. The proposed use of the city hall as a shared facility is a smart move for a rapidly growing city. Partnering with additional public entities and evaluating the potential for leaseable spaces provides flexibility and creativity in allowing the Civic Complex to remain viable and successfully accommodate growth.

Our team, led by FFKR's Civic Studio Director Arrin Holt and Senior Planner Susie Petheram, have the experience and vision to successfully complete the programming and conceptual design for the Civic Complex. Our team conducts projects in a personable and efficient manner and brings the following to this project:

- Facilities Evaluation Experience
- Civic, Office, and Mixed-Use Design
- Space Programming Expertise
- Site Analysis and Design
- Collaborative Team Environment
- Staffing Analysis (if desired)
- Design and Visioning
- Sustainable Design Framework

Our team's ability to listen carefully to stakeholders allows us to propose efficient and optimal space configuration recommendations. We understand how to balance needs and wants and promote quality and flexibility in our options.

We have a strong team of designers with an emphasis in urban, mixed-use development and are excited to begin helping you generate ideas for the future Vineyard City Civic Complex. We love what we do and are ready to bring our energy and enthusiasm to you. Please don't hesitate to reach out to Arrin or Susie with any questions!

Sincerely,

Susan Petheram, AICP
Senior Associate | Senior Planner
spetheram@ffkr.com
801-534-4240

Arrin Holt, AIA, LEED AP
Principal Architect
arrinholt@ffkr.com
801-517-4381



Park City Police Station, Park City, Utah

PROJECT UNDERSTANDING

Vineyard City is spearheading an effort to gain a clear programmatic understanding and establish a conceptual vision for a future City Hall and Civic Complex in downtown Vineyard. The future Vineyard City Civic Complex will be located on block 10A of the Downtown Vineyard Master Plan area, near the Vineyard Connector road.

The Civic Complex will house Vineyard City and its departments as well as provide accommodations for Mountain Lands Association of Governments (MAG), Utah County Housing Authority (UCHA), and other Utah County government services. The current estimate for the main Civic Complex building to host all entities is 80,000 square feet.

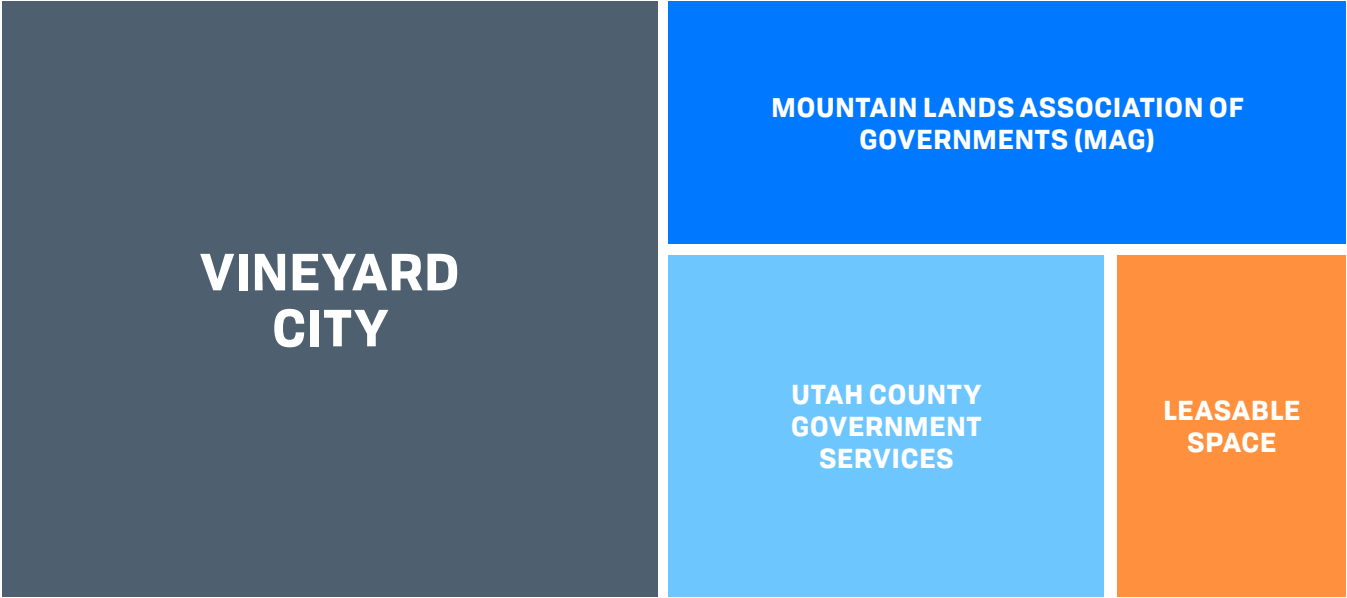
The space programming and staffing analysis we conduct will verify this estimate and provide a recommended final building square footage, which may reflect a project built in phases. Additionally, the Civic Complex may provide spaces for lease to small businesses or firms in the short- to mid-term that can be converted to accommodate city needs in the mid- to long-term.

This flexible space strategy will help accommodate variations in the growth rate of Vineyard City staff as the city's population continues to rise. Our team will assemble precedent imagery and examples of other shared Civic Complex buildings to help provide inspiration and reference as we work through the programming and concept design phases with you.

We understand Vineyard City's goal, and that of its co-tenants, is to have a Civic Complex that supports a high-quality, sustainable work environment for its occupants and visitors.

While being mindful of public funds, this building will be an opportunity to showcase sustainable, innovative practices as well as demonstrate how these approaches can provide a beneficial return on investment over time (e.g., lower utility needs, maintenance costs, improved employee health and wellbeing, etc.).

Our multi-disciplinary team brings expertise on strategies for integrating sustainable practices and holistically considering the site, building exterior, and building interiors.



APPROACH + METHODOLOGY

TASK 1 – CURRENT ASSESSMENT: SITE WALKS & INTERVIEWS

- Space survey distributed to senior staff of each organization and/or department.
- Conduct site walks/tours to assess facility conditions of Vineyard City, Mountain Lands Association of Governments (MAG), Utah County Housing Authority (UCHA), and other Utah County government services.
- Conduct an in-person workshop/interview series with senior staff of each organization and/or department to solicit aspirational goals on space programming, operations, staffing, and organizational relationships.
- Space allocation analysis and mapping by building and department for each organization.

TASK 2 – RESEARCH AND PROGRAM DEVELOPMENT

- Assess how each organization and/or department is organized.
- Analyze workload for each organization and/or department and corresponding staffing levels needed.
- Identify critical operation adjacencies for improved operational efficiencies.
- Conduct city-wide employee survey evaluating sustainability/well-being initiatives for new/renovated buildings.
- Conduct interviews with senior department staff about each department’s approach to alternative work approaches for office staff (in-person, hybrid, remote, etc.) and develop an understanding of their future space needs.
- Establish general space standards for space types across city facilities.
- Determine office, storage, and specialty space needs for each department over the 20-year planning horizon. Examine resources or spaces that could be collocated and shared between departments.
- Conduct site analysis – circulation, solar studies, current/future adjacent uses.

1

Deliverable 1 – Space and Facilities Needs Assessment

TASK 3 – CONCEPTUAL SITE AND BUILDING OPTIONS

FFKR will internally host a design charrette to generate the framework for development of three options. These options will address the future space needs for the Civic Complex that reflect the program and space recommendations from Task 2.

- Develop conceptual level floorplan for each option.
- Compile all facility plans and alternates.
- Compile the pros and cons of each option.
- Develop massing models and renderings of each option.

2

Deliverable 2 – Facility Plan and Concept Design Alternatives

TASK 4 – PREFERRED CONCEPT RENDERING

- Designated preferred option and confirm pros of this option to validate its selection.
- FFKR will internally host a design charrette to refine the details of the preferred option.
- Develop high quality 3D renderings of the preferred option.
- Conduct workshop with city council members/present preferred concept design and key features

3

Deliverable 3 – Preferred Facility Plan and Concept Design

APPROACH + METHODOLOGY

TASK 5 – COST ESTIMATING

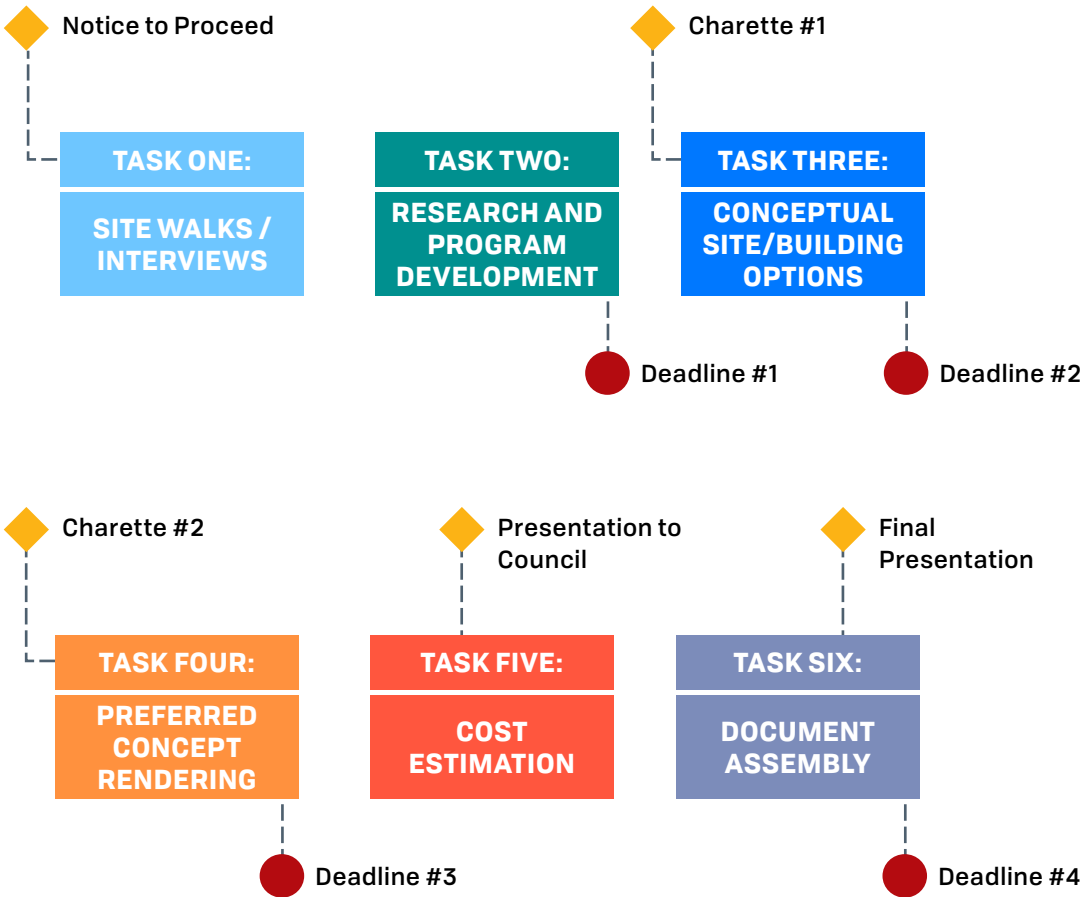
- Obtain construction cost estimates and estimated timeline for preferred option.
- Obtain cost estimates for design, engineering, and planning consultant services for project design.

TASK 6 – DOCUMENT ASSEMBLY

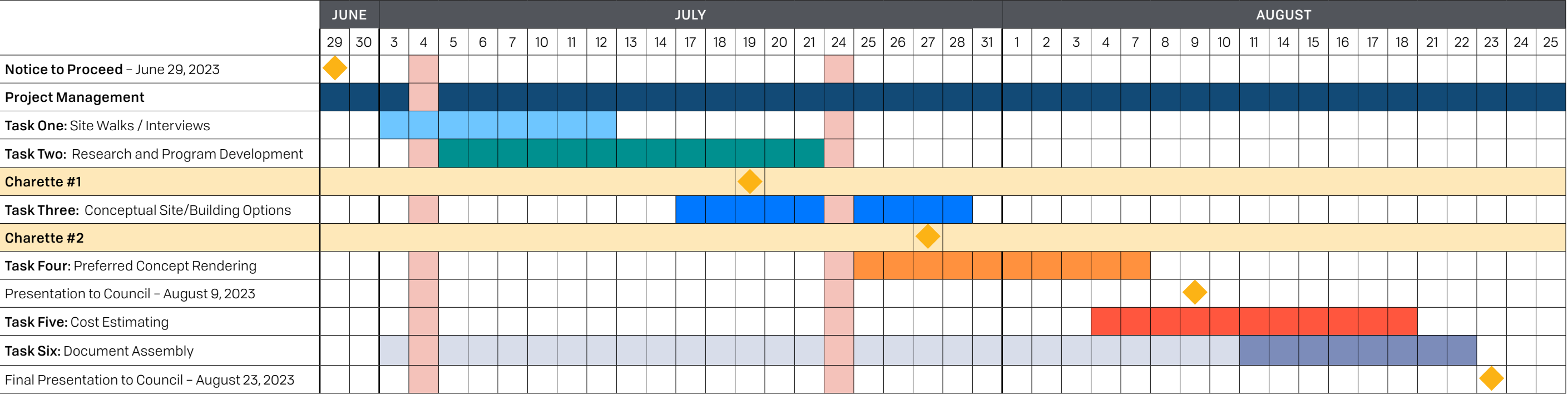
- Compile recommendations, analysis, and graphics into a comprehensive document for final review.
- Present final report and overall findings at a city council meeting.

4

Deliverable 4 – Final Report



PROPOSED SCHEDULE AND STAFFING*



STAFFING

	Arrin	Susie	Nate	Matt	Trevor	Roxy	Design	CCC
Task One: Site Walks / Interviews	●	●	●			●		
Task Two: Research and Program Development		●	●	●	●	●	●	
Task Three: Conceptual Site/ Building Options		●	●	●	●	●	●	
Task Four: Preferred Concept Rendering	●	●	●	●	●	●	●	●
Task Five: Cost Estimating		●	●			●		●
Task Six: Document Assembly & Presentation	●	●	●			●		

*To accommodate staffing analysis projection the schedule would push out Tasks 3–6 approximately two additional weeks for High-Level Analysis and 4 weeks for a Detailed Analysis.

ADD SERVICE: STAFFING ANALYSIS PROJECTION



High Level Analysis – \$16,000

The Matrix project team will conduct interviews with staff from the four agencies to develop a high level overview of their operations, service levels, and current staffing levels. This will be documented in a descriptive profile for each organization. An analysis of current workload will be completed, and align service level goals with staffing needs for each operational/functional area. Once a current workload and staffing analysis is completed, the project team will work with the respective agencies to project future staffing needs to align with the full build out of City Hall. Staffing projections will be based on respective growth of the service population for each government entity (e.g., growth and development, including population for Vineyard City, service area population and socioeconomic factors for the Housing Authority, and appropriate workload level for the County departments included in the new facility).

Detailed Analysis – \$52,000

The Matrix project team will conduct interviews with staff from the four entities to develop an understanding of their operations, service level, processes, workload, and current staffing allocation. This will be documented in a descriptive profile for each organization. A detailed analysis of current workload will be completed, and align service level goals with staffing needs for each department for the four agencies that will occupy the new building. This analysis will be completed at the department/functional level for each agency. This current staffing analysis will be used as a baseline for staffing projections. Staffing projections will be based on respective growth of the service population at the department level and for each position classification. These detailed staffing projections will be tailored for each entity and department. (e.g., building permits for building and planning, calls for service for police and fire, number of employee supported for HR and IT, number of housing units for the Housing Authority, etc). For each operational area of the four agencies included in the City Hall a detailed current state assessment, workload and staffing analysis will be completed for current and future operational needs. Staffing projections for each employee classification will be used as a baseline for space projections for a new facility.

ORGANIZATIONAL CHART



PROJECT LEADERSHIP TEAM



ARRIN HOLT
Principal-in-Charge



SUSAN PETHERAM
Senior Planner
Main Point of Contact



NATE HENRIE
Job Captain

PROJECT SUPPORT



ROXY CHRISTENSEN
Document Design and
Coordination



KRIS LARSEN
Chief Cost Estimator
Construction Control Corp.



MATT PAYNE
Landscape Architect
+ Planner



TREVOR KENNEDY
Landscape Architect

DESIGN CONTRIBUTORS



LARRY CURTIS
Principal Architect
Mixed-use development in
Vineyard City



BRANDON FRANCOM
Architect
Mixed-Use / Commercial
design with Rocky Mountain
Power Headquarters



PIERRE FAGERLUND
Architect
Mixed-use Design

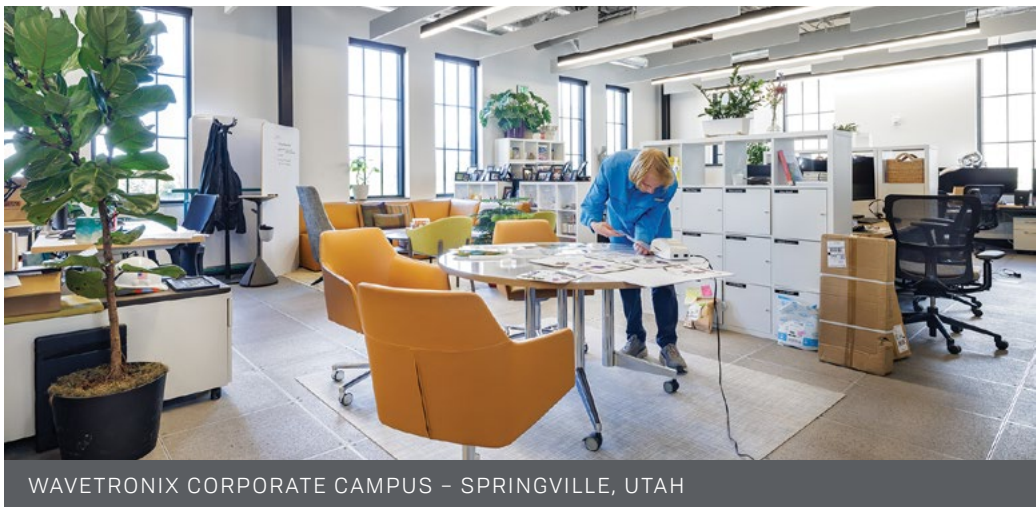


ARTHUR ANDERSON
Architect
Mixed-use Design

3D STUDIO RENDERING ASSISTANCE

ARRIN HOLT, AIA, LEED AP

ROLE: Principal-in-Charge



WAVETRONIX CORPORATE CAMPUS - SPRINGVILLE, UTAH

PRINCIPAL ARCHITECT

EDUCATION

University of Utah, Master of
Architecture, 2003

University of Utah, Bachelor of Science,
Architectural Studies with Preservation
Emphasis, 1995

Weber State University, A.A.S.,
Architectural/Structural, 1991

LICENSES & REGISTRATIONS

Licensed Architect: Utah, 2004;
Wyoming, 2009; and Colorado, 2010

LEED® Accredited, US Green Building
Council—2006

PROFESSIONAL AFFILIATIONS

Utah Heritage Foundation Revolving
Fund Loan Program Committee,
1999–2007; Chair, 2003–2004

Member, US Green Building Council

WITH FFKR ARCHITECTS SINCE
2011

Arrin is a Principal Architect and directs FFKR’s Civic Studio. His inclusion on a design team ensures a smooth, well-executed project from start to finish. His experience includes numerous complex aviation, ecclesiastical, higher education and the gamut of Civic project types. Arrin is LEED accredited and contributes a deep level of sustainable insight to his design work.

RELEVANT EXPERIENCE

- Wavetronix Corporate Campus, Springville, Utah
- Rocky Mountain Power Jordan Valley Service Center Facility Plan, Salt Lake City, Utah
- Salt Lake City Department of Public Utilities (SLCDPU) Space Needs Assessment, Salt Lake City, Utah
- Utah Transit Authority Strategic Facility Master Plan, Salt Lake City, Utah
- Utah Transit Authority Jordan River Rail Service Center Building No. 2, Salt Lake City, Utah
- DFCM Ogden Regional Center Roof Replacement, Ogden, Utah
- DFCM Logan Courts Window Washing Fall Protection Upgrade, Logan, Utah
- Bountiful Library Feasibility Study, Bountiful Utah
- Springville Carnegie Library Assessment Report, Springville, Utah
- Cahoon Mansion Master Plan, Murray, Utah
- Dixon Middle School Feasibility Study, Provo, Utah
- Salt Lake City International Airport On Call Services 2018-current, Salt Lake City, Utah

SUSIE PETHERAM, AICP

ROLE: Senior Planner



VINEYARD WATERFRONT MASTER PLAN & DESIGN – VINEYARD, UTAH

SENIOR ASSOCIATE | SENIOR PLANNER

EDUCATION

University of Utah, Ph.D. Studies in Metropolitan Planning, Policy, and Design (ABD)

University of Utah, Master of City and Metropolitan Planning

University of Utah, Graduate Certificate in Historic Preservation

Grinnell College, Bachelor of Arts, Mathematics

LICENSES & REGISTRATIONS

American Institute of Certified Planners, 2010, AICP #024247

PROFESSIONAL AFFILIATIONS

American Planning Association (APA)

APA Utah Professional Liaisons & Programs Committee Chair

Utah – Vernacular Architecture Forum

COMMUNITY INVOLVEMENT

Sugar House Community Council, 2000-2010; Vice Chair, 2002-2005

University of Utah, President’s Sustainability Advisory Board

21 YEARS OF EXPERIENCE

With FFKR Architects since 2019

Susie is skilled at developing **visionary, innovative solutions and plans that reflect the character and needs of her clients**. She develops graphically rich, user-friendly documents and online materials to help achieve future outcomes that support the physical and cultural context of a community. As the lead planner and analyst for comprehensive plans, area plans, corridor plans, and form based codes and guidelines, **Susie understands that many complex factors affect planning and the decision-making process**, such as economic, infrastructure, financial, social, and cultural considerations. Susie has recently been leading the master planning and urban design effort for the redevelopment of the 100-acre Rocky Mountain Power site in Salt Lake City.

RELEVANT EXPERIENCE

Master Plans/Area Plans/Corridor Plans/Long-Range Planning

- Power District Master Plan, Salt Lake City, Utah
- Rocky Mountain Power HQ Campus Site Planning, Salt Lake City, Utah
- Vineyard Waterfront Master Plan & Design, Vineyard, Utah
- Vivian Park Master Plan, Utah County, Utah
- Herriman City General Plan, Herriman, Utah
- Ogden School District Land Use Planning Guidelines, Ogden, Utah
- Eagle Mountain General Plan, Eagle Mountain, Utah*
- Murray General Plan, Murray, Utah*
- Parley’s Way Corridor Plan, Salt Lake City, Utah*
- 9-Line Master Plan, Salt Lake City, Utah*
- S-Line Streetcar & Greenway, Salt Lake City, Utah*
- South Jordan Redwood Road Corridor Plan, South Jordan, Utah*
- Logan Fourth North Corridor Plan, Logan, Utah*
- Provo & Orem Station Area Plans, Provo/Orem, Utah*
- 21st & 21st Small Area Plan, Salt Lake City, Utah*

Form-Based Codes/Ordinances/Urban Design Standards

- Clearfield Downtown Form-Based Code, Clearfield, Utah
- Orem City Center Planned Development Code, Orem, Utah*
- Elko Downtown Urban Design Overlay, Elko, Nevada*
- Farmington TOD Ordinance & Regulating Plan, Farmington, Utah*
- Centerville Main Street Form-Based Code Ordinance, Centerville, Utah*

*work completed prior to joining FFKR Architects

NATE HENRIE, WELL AP

ROLE: Job Captain



INTERN ARCHITECT

EDUCATION

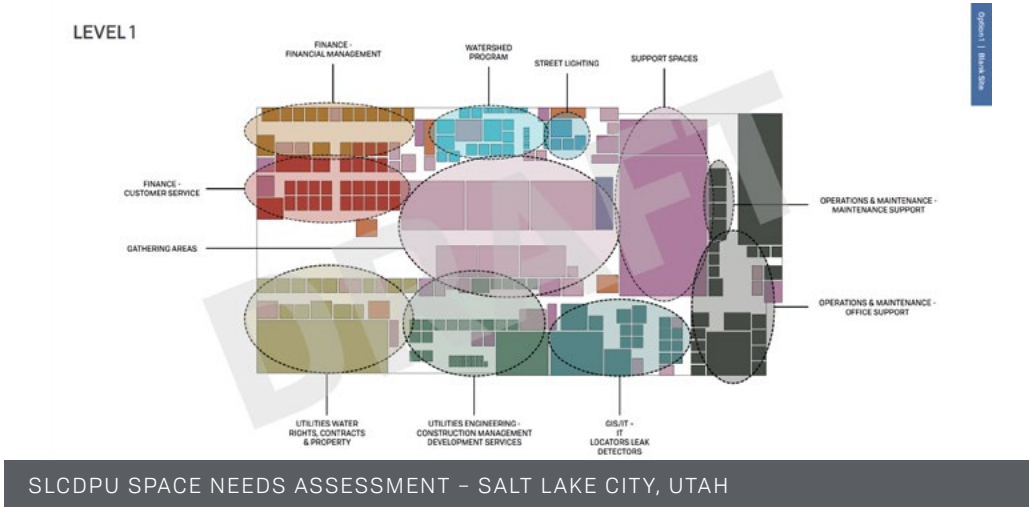
University of Idaho, Master of Architecture, 2022

Utah State University, Bachelor of Science, 2019

CERTIFICATIONS & TRAININGS

Accredited Professional, WELL Building Design

WITH FFKR ARCHITECTS SINCE 2021



SLCDPU SPACE NEEDS ASSESSMENT – SALT LAKE CITY, UTAH

Nate brings an attention to detail to all of his projects. He enjoys working with a diverse range of stakeholders to bring people together into a space that is enjoyable for others to be in. Nate’s recent programming experience with other local, public organizations will be invaluable as he incorporates current space standards from within the public sector to give Vineyard City a city hall that will last for years to come.

RELEVANT EXPERIENCE

- Rocky Mountain Power Jordan Valley Service Center Facility Plan, Salt Lake City, Utah
- Utah Transit Authority Strategic Facility Master Plan, Salt Lake City, Utah
- Salt Lake City Department of Public Utilities (SLCDPU) Space Needs Assessment, Salt Lake City, Utah
- Utah Transit Authority Jordan River Rail Service Center Building No. 2, Salt Lake City, Utah
- DFCM Ogden Regional Center Roof Replacement, Ogden, Utah
- DFCM Logan Courts Window Washing Fall Protection Upgrade, Logan, Utah
- Salt Lake City International Airport QTA Renovation, Salt Lake City, Utah
- Salt Lake City International Airport Gateway Building Restrooms Renovation, Salt Lake City, Utah
- Salt Lake City International Airport Gateway Building Sustainability Display, Salt Lake City, Utah
- Deseret Peak Temple, Tooele, Utah: Assist in coordination of consultant work while in construction, provide answers to RFIs and submittals, attend OAC and other coordination meetings.

MATT PAYNE, PLA, ASLA

ROLE: Landscape Architect + Planner



RELEVANT EXPERIENCE

- Power District Master Plan, Salt Lake City, Utah
- Rocky Mountain Power HQ Campus Site Design, Salt Lake City, Utah
- Wavetronix Corporate Headquarters Campus Plan, Salt Lake City, Utah
- BioFire Corporate Manufacturing Campus, Salt Lake City, Utah
- Neighborhood House, Salt Lake City, Utah
- Naskila Gaming, Livingston, Texas
- Casino Arizona Hotel, Scottsdale, Arizona
- The Commons at Sawmill, Flagstaff, Arizona
- Carousel House, Thanksgiving Point, Lehi, Utah

EDUCATION

Utah State University,
Bachelors of Landscape
Architecture and
Environmental Planning,
2010

LICENSES & REGISTRATIONS

Licensed Landscape
Architect—Utah, 2016

PROFESSIONAL AFFILIATIONS

Member, American Institute
of Architects
UBCC Architectural Advisory
Committee, 2011–present

WITH FFKR ARCHITECTS SINCE 2017

TREVOR KENNEDY

ROLE: Landscape Architect



RELEVANT EXPERIENCE

- Polk Elementary School Rebuild, Ogden School District, Ogden, Utah
- Hillcrest High School Rebuild, Canyons School District, Midvale, Utah
- Neighborhood House Daycare and Elementary After-School Program Rebuild, Salt Lake City, Utah
- Wavetronix Corporate Campus, Springville, Utah
- City Creek Apartments Landscape Rooftop Design, Salt Lake City, Utah
- Carousel House, Thanksgiving Point, Lehi, Utah

EDUCATION

Utah State University,
Bachelors of Landscape
Architecture and
Environmental Planning,
2018

PROFESSIONAL AFFILIATIONS

Member, American Society
of Landscape Architects
(ASLA)

WITH FFKR ARCHITECTS SINCE 2020

ROXY CHRISTENSEN, CPSM, WELL AP, LEED GA

ROLE: Document Design and Coordination



ASSOCIATE | MARKETING MANAGER

EDUCATION

Full Sail University, Bachelors of
Science, Digital Art and Design, 2010

LICENSES & REGISTRATIONS

WELL Accredited Professional (WELL
AP)—2023

Certified Professional for Services
Marketer—2022

LEED Accreditation, US Green Building
Council—2021

200 hr Certified Yoga Instructor

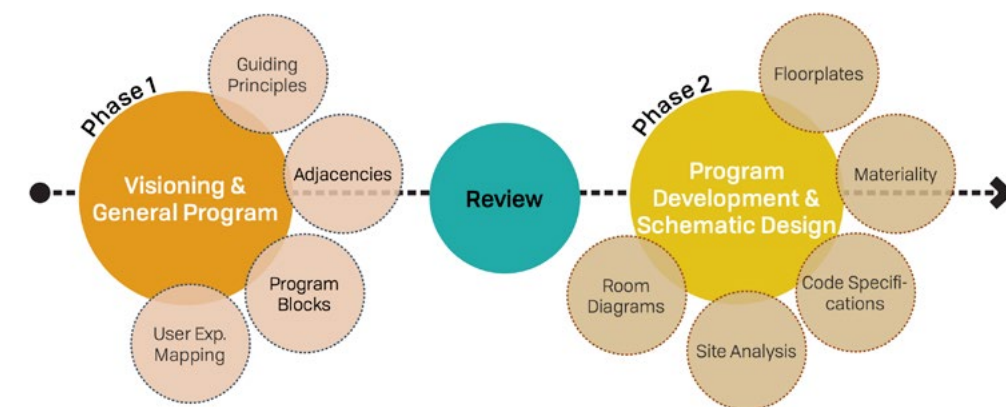
PROFESSIONAL AFFILIATIONS

Member, U.S. Green Building Council

COMMUNITY TEACHING

Corporate Yoga Instructor

WITH FFKR ARCHITECTS SINCE 2018



TIMPANOGOS AQUATICS FACILITY PROGRAM – LEHI, UTAH

Roxy views a document as a communication tool between the architect team and the client or community. She enjoys being involved as a team member from project initiation to bring all the information, decisions, and process into a comprehensive deliverable. In addition to document layout and design, she brings her knowledge of WELL and LEED principle standards to the project discussion.

RELEVANT EXPERIENCE

- Rocky Mountain Power Jordan Valley Service Center Facility Plan, Salt Lake City, Utah: Document design
- Utah Transit Authority Strategic Facility Master Plan, Salt Lake City, Utah: Document design and production for Master Plan
- Salt Lake City Department of Public Utilities (SLCDPU) Space Needs Assessment, Salt Lake City, Utah : Document design and production for Master Plan
- Timpanogos Aquatics Facility, Lehi, Utah: Lead client visioning sessions to develop foundations for program document. Document design and production for program document
- Power District, Rocky Mountain Power Headquarters Master Plan, Salt Lake City, Utah: Document design and production for Master Plan
- Utah Transit Authority Jordan River Rail Service Center Building No. 2, Salt Lake City, Utah: Document design
- Programming for High Education Publication, Salt Lake City Utah: Internal promotional material for the Higher Education Studio.
- Hospitality Leave Behind, Salt Lake City, Utah: Graphics creation and layout for printed and folder flyer.
- Annual Report for Sasin University, Bangkok, Thailand: Compiling numerous documents and images into consecutive sections for a final comprehensive document in digital and print format.*
- International Design Awards Book Layout, Los Angeles, California: Organization and layout for the winning projects under Architectural, Interior, Product, Fashion and Graphic design for a final printed book.*

*work completed prior to joining FFKR Architects

KRIS A. LARSEN, CPE

ROLE: Senior Cost Estimator – Construction Control Corporation



Mr. Larson was Utah's Estimator of the year in 2009. American Society of Professional Estimators Chapter 51 President 2010-2012. Efficiently created accurate project estimates for projects located throughout the United States up to \$68 million in construction costs.

Accurately estimates projects at all stages of design including:

- Program
- Conceptual
- Schematic
- Design Development
- Construction Documents

Estimates current costs for Cost Segregation studies used for component depreciation. Estimates all building systems, including mechanical and electrical.

PRESIDENT AND SENIOR COST ESTIMATOR – CONSTRUCTION CONTROL CORPORATION

EDUCATION
B.S. Economics, University of Utah, 1999

LICENSES & REGISTRATIONS
Certified Professional Estimator-2007
ASPE National NW Governor, 2016-17
Utah General Contractor B-100 Classification
License # 6153745-5501

WITH CCC SINCE 2004

RELEVANT EXPERIENCE

- Salt Lake Mosquito Abatement District, Salt Lake City, Utah
- Moab Public Works, Moab, Utah
- Sandy City Public Works Remodel, Sandy, Utah
- South Jordan City Public Works, South Jordan, Utah
- UDOT Cottonwood Maintenance Facility, Cottonwood, Utah
- UTA Central Maintenance Complex, SLC, Utah
- UTA Central Maintenance Complex Site Demo, SLC, Utah
- UDOT Saratoga Springs Maintenance Facility, Saratoga Springs, Utah
- UTA Draper Station Betterments, Draper, Utah
- UDOT Maintained Facility – Metal Building Options, SLC, Utah
- UDOT Cottonwood Maintenance Facility, Cottonwood, Utah
- Salt Lake County Public Works Building, SLC, Utah
- UTA Trax N. Temple Stop, SLC, Utah
- UTA West Valley City Station, WVC, Utah
- UDOT Kanab Maintenance Facility, Kanab, Utah



VINEYARD WATERFRONT CORRIDOR MASTER PLAN

Vineyard, Utah

Vineyard Waterfront Corridor Master Plan



WATERFRONT ENGAGEMENT

Vineyard City is a fast-growing city in Utah County with 3.4 miles of shoreline on the northeast corner of Utah Lake. FFKR helped lead a team of planners, designers, ecologists, and engineers to create a conceptual design package for improving and activating the waterfront corridor alongside the Utah Lake Trail and the Lake Road west of Downtown and adjacent to the waterfront. Vineyard's Downtown, located on the north end of the city, will be a vibrant mixed-use area.

The Waterfront Concept was designed to leverage the activity and proximity of Downtown and create a regional waterfront community destination with active uses and an improved experience in mind. The central and southern waterfront areas were designed to remain a more natural and passive open space, catering to the residential neighborhoods of Vineyard. With a grant from Utah County in hand, FFKR is helping the city move from concept to the design and construction of components of the plan.

YEAR	2021-2022 (Master Plan), Design Development Ongoing
TYPE OF PROJECT	Transportation Corridor and Master Plan
SERVICES	Multi-modal Corridor Plan, Master Planning, Conceptual Design, Landscape Design, and Community Engagement
CLIENT	Vineyard City
BUDGET	Conceptual Master Plan: \$275,000 Design Development: TBD



Designing and Planning for Multiple User Groups

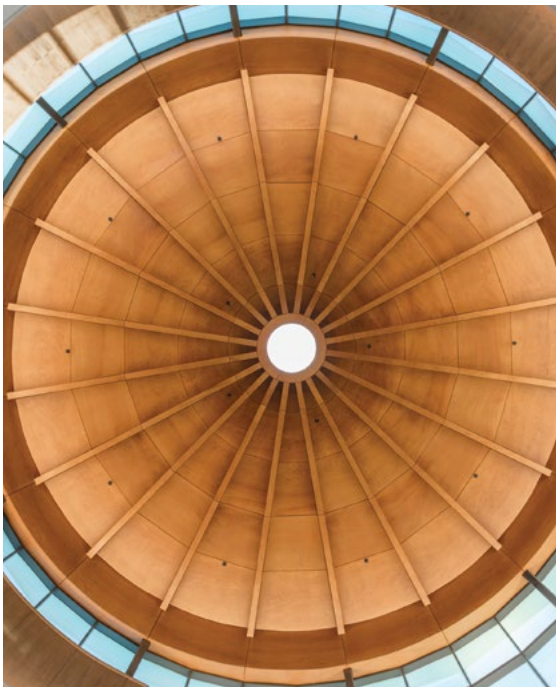
Given the highly pedestrian focus of the lakefront area, FFKR collaborated with the Vineyard Community and downtown development team to ensure for safe crossings to and from the waterfront amenities.

Accessibility

With a range of ages and abilities in mind, FFKR is designing for multiple access points and methods to enjoy the waterfront. A combination of stairways, terraces, and paved pathways provide access that is integrated into the overall design context.

MIWOK TRIBAL ADMINISTRATION BUILDING

Shingle Springs, California



CELEBRATING CULTURAL HISTORY

This 27,000 square foot Tribal Administration building is an important project for the Shingle Springs Band of Miwok Indians located in Shingle Springs, California. The scope for the work started as a utilitarian building to house administrative functions for the Tribe. As FFKR began to work with the building stakeholders and users, it became clear that the Tribe needed and wanted more. They became aware that the Community lacked a place to tell their story to the community, a story of history and culture. With the support of forward thinking Tribal Leadership, FFKR was able to help them enhance the original project program use to tell their story from a unique cultural perspective through the architectural plan, elevation, and material selections.

The exterior materials are warm in color and texture, to create a comfortable, natural feeling. The shingle pattern at the stairs is inspired by historical Miwok architecture. The pattern at the main façade echoes the ancient pattern for the ‘Maidu Mountains’, which is a reference to their ancestral tribe. In addition, the use of fritted glass and variegated wood siding at the rotunda entry is used to interpret the ‘Flicker’, which is a sacred quill headdress used in ceremonial dances.

Once inside, the user walks into a large rotunda, which is a nod back to historical Miwok architecture with circular gathering spaces. A waterfall at the landing of the circular stair is adorned with original artwork from a Miwok tribal artist, describing a scene from the creation story. The conference rooms throughout the building also represent important cultural elements, such as earth, water, obsidian, and the tule plant. Materials and furnishings are meant to describe the specific nature and significance for the Tribe for each of these elements.

FFKR ARCHITECTS SERVICES Master Planning, Programming, Full Architectural, Interior Design, 3D Rendering, and Signage Design
SIZE 27,000 sf
COMPLETION DATE December 2017
CONSTRUCTION TIME 12 months
BUDGET/COST Confidential

Miwok Tribal Administration Building



ROTUNDA



TRIBAL COUNCIL ROOM



TRIBAL ART ROOM

CITY HALL (HISTORIC MARSAC BUILDING)

Park City, Utah



MAJOR RENOVATION TO HISTORIC BUILDING

The historic Marsac Building, home to the Park City municipal offices, underwent a major renovation for seismic, HVAC, electrical, and accessibility upgrades. The project consisted of a full seismic retrofit with the installation of six new concrete shear walls spanning all three floors and a new roof structure and deck. The entire mechanical and plumbing systems were replaced with a high-efficiency ground-coupled heat pump system and all new plumbing systems. All power, data and lighting systems were replaced and a data center for the city was built on the lower level. The new systems are highly efficient, bringing the building up to current electrical code standards.

The building was updated to comply with current ANSI accessibility guidelines, including the installation of two new stairways and an elevator serving its three floors. Ceilings were raised in all perimeter offices to enhance daylighting and re-expose the tall historic windows. All interior architecture and woodwork was designed to match original historic detailing.

FFKR ARCHITECTS SERVICES
Full Architectural and Interior Design

SIZE
24,000 sf

COMPLETION DATE
2009

CONSTRUCTION TIME
13 months

BUDGET/COST
\$4.7 million / \$5.3 million

AWARDS
Utah Heritage Foundation, Heritage Award, 2011

City Hall (Historic Marsac Building)



PLANNING OFFICE



CITY COUNCIL ROOM



CONFERENCE ROOM

PARK CITY POLICE DEPARTMENT HEADQUARTERS

Park City, Utah



SUSTAINABLE PUBLIC SERVICE BUILDING

The Park City Police Department Headquarters has become a new civic influence with its elegant yet distinct Park City aesthetic appeal of stone, brick and heavy timber. The timber-framed public lobby and meeting room take advantage of mountain views to the south and west. The largely transparent facade provides a connection to the public and serves as a symbol of civic pride.

The new police facility is located along State Route 224 at the entrance to Park City. The building makes use of a 12foot grade change from the front to the rear of the sloping site by locating public parking and access on the upper level and secure police parking and access separately on the lower level.

It benefits from sustainable design practices, including:

- Ground Loop Heat Exchange field for the HVAC system
- Drought-resistant landscaping
- Light-colored roof membranes and concrete parking lots to reduce the heat island effect
- Local custom timber and steel shading devices
- Managed storm-water distribution
- Passive solar design
- Smart site orientation

FFKR ARCHITECTS SERVICES
Full Architectural and Interior Design

SIZE
28,000 sf

COMPLETION DATE
2007

CONSTRUCTION TIME
15 months

BUDGET/COST
\$5.7 million, \$5.8 million

Park City Police Department Headquarters



PUBLIC LOBBY



FORENSICS LABORATORY



CONFERENCE ROOM

DAVIS COUNTY LIBRARY – KAYSVILLE BRANCH

Kaysville, Utah



A GATHERING SPACE FOR KNOWLEDGE

The Kaysville Branch Library was designed specifically to meet the needs of an evolving modern library. One of the primary features was flexibility. The flexibility built into the library allowed for traditional library offerings (physical items such as books and periodicals) and the evolving needs of electronic offerings. The library also integrates spaces for interaction, creativity, learning, and quite repose by providing a variety of spaces that can be customized to fit the changing needs of the patrons. Two special and successful spaces of particular note within the library is the fireplace and the children’s art wall. Both of these spaces help emphasis the unique character that continues to draw patrons to the library.

Kaysville City ordinance requires use of a particular local rock called ‘Farmington Stone’, to be used on the exterior of all its buildings. FFKR incorporated this stone within the exterior façade of the library and it is complimented by adding additional textures and finishes to harmonize the design of the building. Many surrounding historical homes and buildings include stained glass, which are incorporated within the library’s finished design. The stained glass texture is utilized throughout the reference desk by the use of millwork and glass tile.

The main spine of the library runs east to west, culminating in the full height glass windows on the east, allowing patrons views of the neighboring mountains from anywhere within the space. Large windows in the children’s area also provide a direct, visual connection with surrounding trees, homes, and elementary school.

FFKR ARCHITECTS SERVICES Full Architectural, Interior Design, 3-D Rendering, and Art
SIZE 15,245 sf
COMPLETION DATE 2015
CONSTRUCTION TIME 12 months
BUDGET/COST \$3.8 million
AWARDS ENR Mountain States Regional Best Project Cultural/Worship Best Project, 2016 Library Journal Magazine – annual roundup of Library projects, 2016

Davis County Library – Kaysville Branch



BOOK STACKS AND TECHNOLOGY HUB



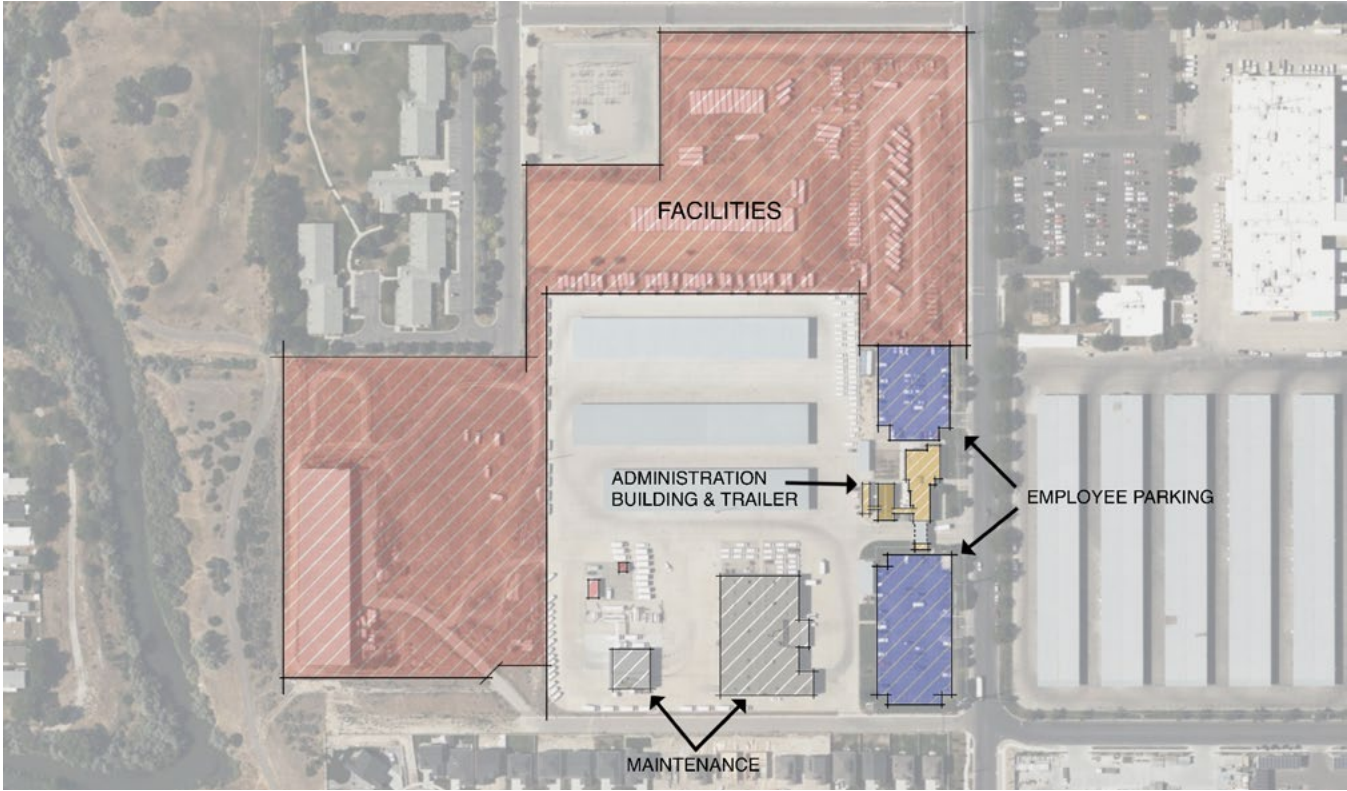
CHILDREN’S READING ROOM



PATRON ENTRANCE

UTAH TRANSIT AUTHORITY (UTA) STRATEGIC FACILITY PLAN

Salt Lake City, Utah



OPERATIONS PLANNING

UTA is in the process of conducting a programming assessment on four campuses spread throughout the Salt Lake and Utah Valleys. All four campuses are currently in operation. The facilities collectively house the Utah Valley bus operations, Salt Lake Valley paratransit operations, major bus repair shop, TRAX maintenance, the dispatch and training center, and various warehouses. The focus of this project is to provide UTA with feedback and action items to help each campus evolve and accommodate growth efficiently and effectively. FFKR Architects will work at two different scales—the macro and the micro—to provide a comprehensive assessment of each campus.

A macro-view analysis of each campus site and its surrounding context will evaluate traffic flow in and around the campus, as well as determine the potential future building layouts and how they might integrate into the existing campus.

A micro-view analysis will look specifically at each of the buildings on the campuses. This will include a preliminary building evaluation, space planning, and possible recommendations for future expansion. As part of the building-level analysis, FFKR will also provide recommendations, if warranted, for department relocations, either in part or entirely, to other campuses. Recommendations will be made to help ease short-term space crunches, as well as guide smart longterm growth and expansion. Recommendations will be made based on FFKR’s field observations of existing conditions, interviews conducted with staff, and in accordance with UTA’s 2019-2050 Regional Transportation Plan.

FFKR ARCHITECTS SERVICES Facility Plan

- SERVICES
- Current Facility Assessment
 - Staffing and Resource Relocations
 - Long-Term Options for Growth

COMPLETION DATE On-going

SALT LAKE PUBLIC UTILITIES SPACE NEEDS ASSESSMENT

Salt Lake City, Utah

ADMINISTRATION/HOOTEN LOWER LEVEL



Scale 1/16" = 1' - 0"

NEEDS ASSESSMENT

FFKR and Matrix Consulting Group is conducting a comprehensive staffing, operational, and space needs assessment for the Department of Public Utilities. For this study, the project team has been tasked with reviewing the current and projected staffing needs to meet the operational service needs as the City of Salt Lake continues to experience significant growth.

The first phase of this study focused on analyzing the current operational and staffing needs and interim facility and space needs. Phase II is focused on projecting the 20 year staffing and operational needs to accommodate a flexible work environment that incorporates a combination of in person, hybrid, and remote work options.

The staffing projections will be used to determine future facility and space needs. The project team will develop multiple facility scenarios to address both the short and long term needs of the Department of Public Utilities. The City will be provided with a comprehensive assessment of the short and long term staffing, operational, and facility needs. The needs assessment will guide the Department on future facility utilization and options for renovation and new construction.

TYPE OF PROJECT

- Space Needs Assessment
- Staffing assessment completed by Matrix Consultant Group inc.

SERVICES

- 20-year master plan
- Operational and staffing assessment
- Facility condition assessment
- Space and Facility Development Options
- LEED/WELL Implementation

COMPLETION DATE

- On-going

POWER DISTRICT, ROCKY MOUNTAIN POWER HEADQUARTERS MASTER PLAN

Salt Lake City, Utah



URBAN REHABILITATION

FFKR has been assisting Rocky Mountain Power (RMP) with master planning the redevelopment of the 100-acre Power District. The site is located along the North Temple corridor west of downtown Salt Lake City. The first phase of master planning and development includes 13 acres located adjacent to the Jordan River on the northeast quadrant of the property.

The catalyst project consists of a new corporate headquarters for RMP, a regulated public utility, that will house and park approximately 800 employees. The facility is operational 24 hours a day, seven days a week. In addition to master planning the Power District, FFKR is designing the new headquarters campus for RMP, which includes three separate structures: the RMP headquarters office building, an essential services/operations building, and a parking structure.

FFKR developed a master plan to leverage the RMP parking structure as a centrally located, residential-wrapped structure that will provide parking for RMP employees as well as adjacent future development. This strategy allows for the development of mixed-use buildings that are not reliant on integrating podium or structured parking into each building. The residential and retail wrap and adjacent mixed-use development will occur via a land lease arrangement with the selected development partners.

FFKR ARCHITECTSSERVICES Master Plan, Visioning, Scenario Planning, Graphics/Mapping
CLIENT Rocky Mountain Power
BUDGET Confidential
YEAR Ongoing. Completion anticipated in 2023

Power District, Rocky Mountain Power Headquarters Master Plan



Zoning & Design Guidelines

Using the city's Transit Station Area zoning as a starting point, FFKR is developing detailed Design Standards and a Regulating Plan for the city and RMP to have a consistent design framework for the phased development of the Power District, which is expected to occur over the next two decades.



Transit Station Area Zoning

The headquarters and parking structure are part of a rezone request to change from a manufacturing designation to a transit-oriented designation, allowing the initial development to be a catalyst for future adjacent development by incorporating taller buildings with smaller footprints.

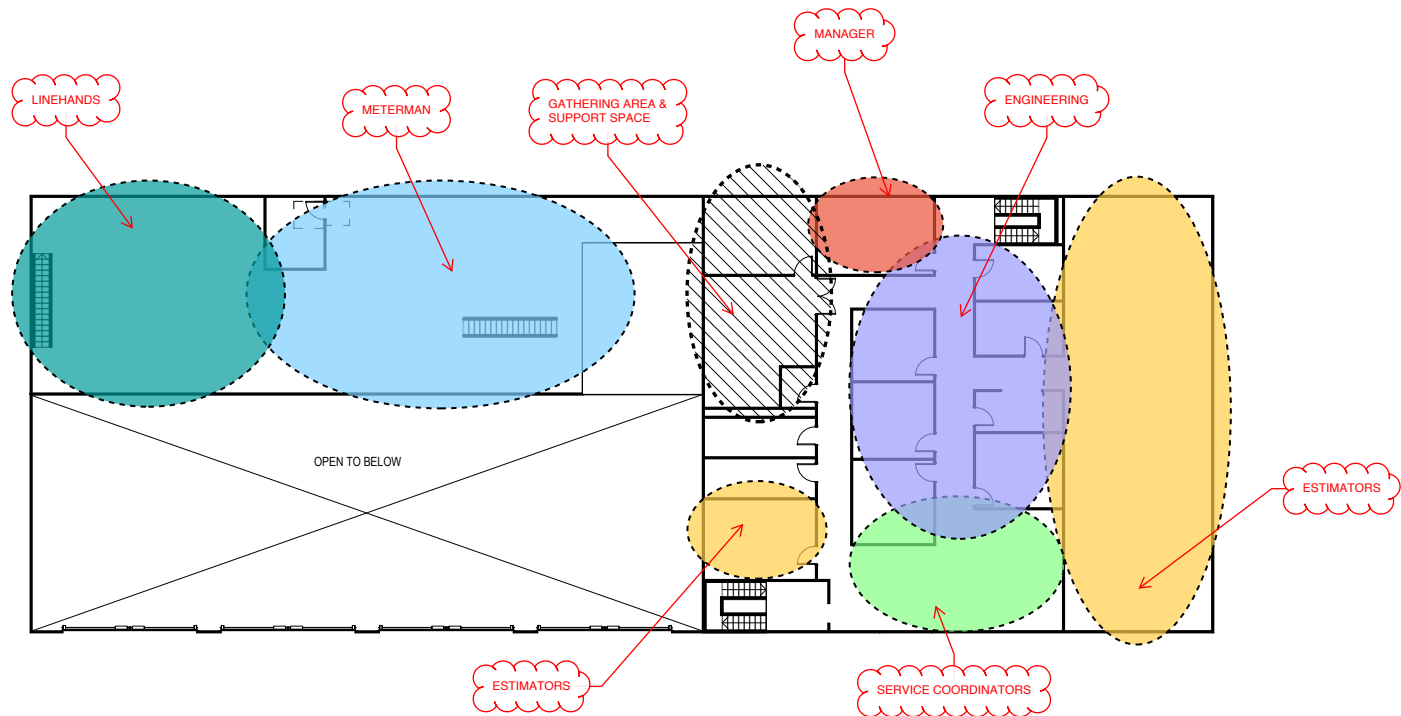
Multi-Modal Development

With two transit stations nearby and a planned pedestrian-first urban form, parking ratios for the Power District are targeted to transition over time. Parking for RMP employees will be located in a new adjacent eight story parking garage. Currently programmed for 890 stalls, the parking garage will be wrapped by residential and retail space at a later date. Electric car charging spaces will be included for RMP employees. As more RMP employees transition to using other modes of transportation to access the headquarters campus, parking can be made available for adjacent uses and development.



RMP JORDAN VALLEY SERVICE CENTER FACILITY PLAN

Draper, Utah



MODERN FACILITY FEASIBILITY

FFKR Architects was approached by Rocky Mountain Power (RMP) to conduct a feasibility study for their Jordan Valley Service Center (JVSC). The JVSC is one of the most critical service centers that RMP has and provides power to over half of the Salt Lake Valley. As the area's population has grown, the space and resources available to workers have been stretched. The purpose of this study was to determine whether it is possible to fit a modern service center facility, with all its required functions, on the existing site, along with a new substation.

FFKR has visited the site on multiple occasions to evaluate the site and existing building conditions. Additionally, the on-site visits have allowed the project team to gain a better understanding of how the personnel located here operate to keep the electrical grid running. As part of this project, we looked at how to adopt space standards from the RMP Headquarters project and integrate other space standards that are more applicable to field staff and conditions. To help ensure all spaces were accounted for, the team distributed a space summary to all stakeholders to ensure adequate space was planned for now and for 20 years in the future.

The final stage of the project entails taking the information in the space summary and developing a couple of space planning options – different layouts to help the organization meet their operational goals. These space plans are combined with a conceptual site plan to give a more complete picture of the initial ideas and concepts towards redevelopment. The last part of the project will include taking the preferred space plan and conceptual site plan and creating a site level rendering to give to the client.

FFKR ARCHITECTS SERVICES

Feasibility Study and Facility Plan

- SERVICES**
- Current Facility Assessment
 - Staffing and Resource Relocations
 - Long-Term Options for Growth

COMPLETION DATE
In process

CONSTRUCTION TIME
N/A

BUDGET/COST
TBD

COST PROPOSAL

	FFKR	CCC
Task One: Site Walks / Interviews	\$ 2,310	
Task Two: Research and Program Development	\$ 2,415	
Task Three: Conceptual Site/Building Options	\$17, 745	
Task Four: Preferred Concept Rendering	\$ 4,620	
Task Five: Cost Estimating	\$ 630	\$ 3,360
Task Six: Document Assembly & Presentations (includes one high-quality rendering of preferred concept)	\$ 6,300	
Sub total:	\$34,020	\$ 3,360
Total:	\$37,380	

ADD SERVICES

FFKR Architects
Enhanced high-quality rendering developed by 3D Visualization Team \$ 1,200 per view

Matrix Consulting Inc.

Staffing Analysis Projection
High Level Analysis \$ 16,000
Detailed Analysis \$ 52,000

COMPANY EXPERIENCE



FFKR ARCHITECTS OFFICE, BOGUE BUILDING, SALT LAKE CITY, UTAH

FFKR Architects provides innovative, client-centered architectural, planning, landscape and interior design services to a broad range of clientele. The firm is the largest in Utah, with a talented staff of over 180 creatives. FFKR is committed to upholding our reputation for excellence, environmental leadership, budgetary responsibility, on-time delivery, and being a great collaborative partner.

We got here by paying attention to our clients’ ideas, needs, opinions, budget, and perspective. The cornerstone of our design practice is active listening. We focus on our clients’ objectives and follow their lead. Why? We’ve learned that intelligent attention to detail results in great design.

Our design process allows all stakeholders to be actively engaged from the beginning stages of the design process through the final punch list and warranty walk-through. We pride ourselves in actively listening and engaging with our clients early on to identify goals, establish project vision, and to ensure that by the end of construction, the wants and needs of all stakeholders have been addressed.

Range of Services

- Full Architectural Design
 - Interior Design & Space Planning
 - Virtual Reality & 360-degree Panoramas
 - 3D Printing
 - Feasibility Studies
- Landscape Architecture & Planning
 - Master Planning
 - FF&E Procurement
 - Programming

**FFKR ARCHITECTS
HEADQUARTERS**

The Bogue Building
730 Pacific Avenue
Salt Lake City, Utah 84104

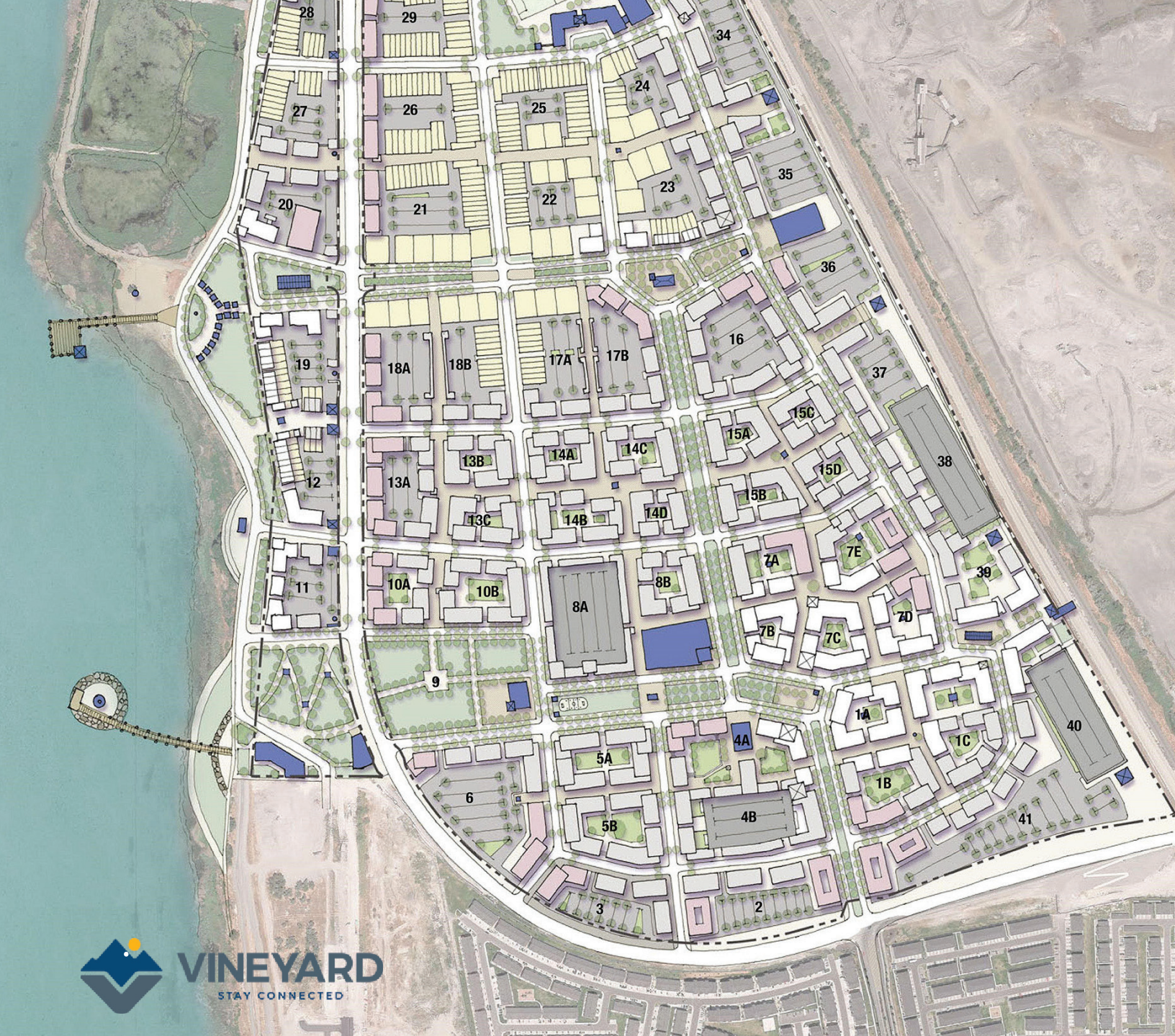
ARIZONA

1355 N. Scottsdale Rd. Suite 210
Scottsdale, Arizona 85257

**FFKR IS LICENSED IN THE
FOLLOWING STATES**

Alabama	Montana
Alaska	Nebraska
Arizona	Nevada
California	New Hampshire
Colorado	New Mexico
Connecticut	New York
Delaware	North Carolina
Florida	Oklahoma
Hawaii	Oregon
Idaho	Pennsylvania
Illinois	Texas
Indiana	Utah
Kansas	Virginia
Massachusetts	Washington
Michigan	Wisconsin
Minnesota	Wyoming
Missouri	

FFKR ARCHITECTS | 730 Pacific Avenue
Salt Lake City, UT 84104
ARCHITECTURE • INTERIORS • LANDSCAPE • PLANNING



DOWNTOWN VINEYARD

CITY HALL

Architectural Services

June 26, 2023



June 26, 2023

Ezra Nair
City Manager
Vineyard City Hall
125 S Main Street
Vineyard, UT 84059

RE: Downtown Vineyard City Hall Architectural Services

Dear Mr. Nair and Selection Committee:

Thank you for providing us the opportunity to present our qualifications to provide Architectural Design Services for the Programming, Site Analysis, Development Options and Conceptual Design for a new Downtown Vineyard City Hall. Knighton Architecture (KA) in association with GTS Development Services (GTS) and our development consulting team are well-prepared and uniquely qualified to provide the project leadership and organization to deliver the Downtown Vineyard City Hall Conceptual Design Study that will serve the City both now and in the future.

Vineyard City is experiencing rapid growth and has developed a downtown masterplan that is the most visionary transit-oriented development in the State of Utah. **Vineyard City has a once-in-a generation opportunity to create a new City Hall that can become the hub of the community.** The goal of the City Hall design is to include both public and community spaces for the Administration, City Council and citizens, as well as various City departments, Mountain Lands Association of Governments (MAG) and Utah County to promote a sense of community, inclusion, and collaboration. **The City Hall will reflect the character of the Vineyard Master Plan and serve as a model and catalyst for surrounding development within the area.**

The needs assessment will provide a facility program for current requirements, as well as for planned future growth, to a reasonable amount, along with options for future expansion. Creating a plan that is flexible, expandable, provides quality workspace that will attract and help retain talented staff, that provides easy access to certain areas for the public while maintaining a level of security and control, and providing scalable building technologies that can adapt to future development are all important aspects of consideration in defining the scope of this project.

KA/GTS specializes in design and project management for complex mixed-use urban design projects for both public and private clients. Our project experience includes cultural, civic, retail, office, and educational facilities. KA/GTS has experience developing high visibility public projects that require public engagement and accountability as part of the delivery process. By facilitating stakeholder alignment of mission, vision, values, program, budget, and schedule we will help Vineyard City create a strong project direction and provide development strategies that will yield long term benefits to the citizens and taxpayers, the city administration and its departments, city staff, elected officials, and the surrounding community.

We strongly hope that after your review of our qualifications, you agree that we are well suited to assist you in the needs assessment, site analysis, programming, and conceptual design for a new Downtown Vineyard City Hall that will exceed your vision for the delivery of these vital public spaces.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Jeff Knighton'.

Jeff Knighton, AIA, NCARB LEED AP
Principal
Knighton Architecture
55 N University Ave. Suite 227
Provo, UT 84601
Direct: 801-592-1582
jeff@knightonarchitecture.com

A handwritten signature in black ink, appearing to read 'Stephen L. Swisher'.

Stephen L. Swisher AIA, LEED AP
Principal
GTS Development Services
307 West 200 South, Ste. 4006
Salt Lake City, UT 84101
Direct: 702-241-8352
Sswisher@gtsdevelop.com

VINEYARD CITY HALL CONCEPTUAL DESIGN

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VINEYARD CITY HALL CONCEPTUAL DESIGN



PROJECT UNDERSTANDING

Vineyard City has a once-in-a-generation opportunity to create a new City Hall that can become the hub of the community. A place of activation, interaction, and connection. The City Hall should have a sense of place that is an expression of the City's community and culture. The goal of the new City Hall is to include both public and community spaces for the Administration, City Council and citizens, as well as various City departments, to promote a sense of community, inclusion, and collaboration.

The new City Hall design will reflect the character and vision of the Downtown Vineyard Master Plan and serve as a model and catalyst for surrounding development within the area. The design of the new City Hall should consider multi-purpose community spaces, both indoors and outdoors, with the potential of a City Council Chambers that is separate to promote use by the community. The design of the Municipal Complex will also incorporate green space connections to the Civic Center Plaza, transit and the City's hike & bike trail network. The design will need to accommodate the mixed tenant nature of the project, the needs of MAG and Utah County and potentially the Utah Lake Authority will need to be considered.

Unique to this project, to be developed through workplace strategies, are workspace environments planned for collaboration and transparency. We believe that collaborative collisions: coming across what others are working on, as they work on it, can spark ideas, spur creativity, and inspire innovation. The design will speak to these ideals and include social stairways, informal breakout spaces, and café space intentionally placed for cross-pollination of ideas between departments and the community.

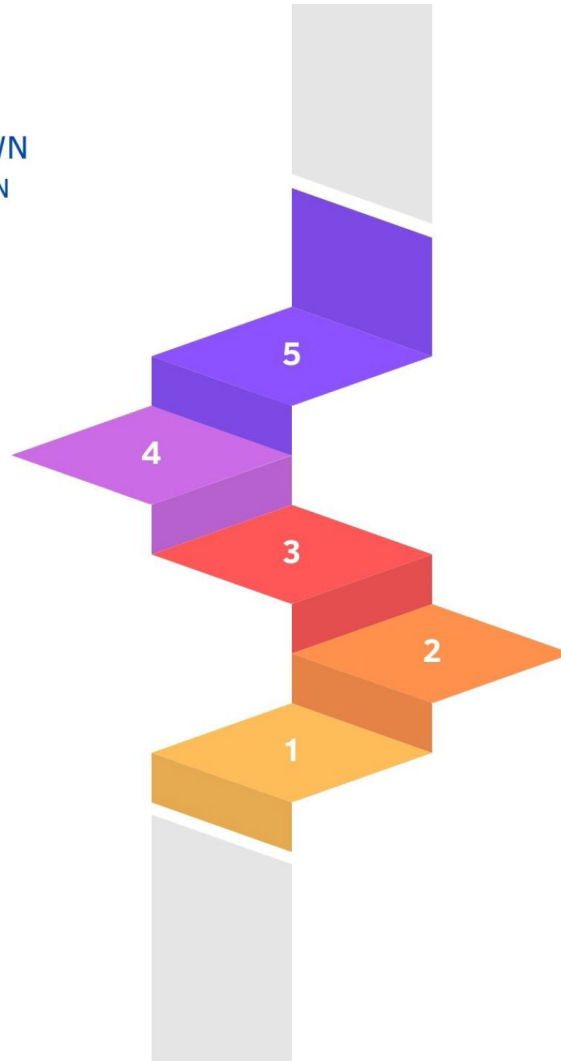
Developing a program and design that works for you is vital for the success of this project. A successful project will provide the right balance of cost, size, functionality, durability, maintainability, energy efficiency, and aesthetics. The KA/GTS team has unique insight into managing the creative design process that will include meaningful community, staff, administration, and tenant input and involvement.

Our efforts will focus on a comprehensive analysis of the site and environmental conditions, a summary of the client's development program, and documentation of the broad planning principal that will guide subsequent design efforts. The purpose of the task will be to collect, review, and evaluate all relevant information regarding current and future operational requirements of all entities planning to occupy the building.

VINEYARD CITY HALL CONCEPTUAL DESIGN

VINEYARD DOWNTOWN CITY HALL MASTERPLAN

Opportunities Options Outcomes



CONCEPT DESIGN
Vision & Guiding Principles
Space Needs
Projected Economics
Council & Public Presentations

5

PROJECT ECONOMICS

Partnering
Phasing
Funding
Budget
Plan of Finance

4

SITE

Placemaking
Identify Partnering Opportunities
Common Area Activation
Connectivity

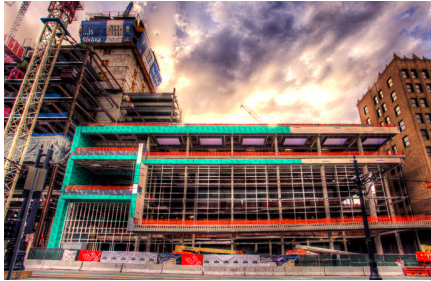
3

IMPLEMENTATION PLAN AND DELIVERABLES

The KA/GTS team will complete the following tasks:

- Establish a design committee with administration, staff, stakeholders from other public entities, and potentially community representatives.
- Review Previous and current space planning considerations.
- Assemble site data including previously approved site development plans or plans in progress, ALTA boundary survey,
- Collect plans or proposals for future transit facilities.
- Collect and analyze copies of previous planning studies for the property topographic and tree survey, as-built drawings of existing buildings any existing or proposed street improvements, proposed and approved curb cuts, utility, and service locations.
- Identify current development guidelines and applicable Zoning ordinances.
- Collect data and maps pertaining to the site and development plans of all areas adjacent to the site, including available data and plans for surrounding streets, land use, proposed developments and zoning issues

VINEYARD CITY HALL CONCEPTUAL DESIGN



IMPLEMENTATION PLAN AND DELIVERABLES

- Assemble a consultant team to provide specialty services in support of the project:

**BNA Consulting- Lighting Design, Electrical Engineering, Sustainability
Civil Solutions Group- Civil Engineering, Parking Systems, Geotechnical Engineer
WHW Engineering Inc.- Mechanical Engineering, Sustainability
Wright Structural Engineers- Structural Engineering
Jensen Hughes- Accessibility, Code Consulting
Hales Engineering- Traffic Consultant
Construction Control Corporation- Cost Estimating, Pre-Construction Services,
Water Design Inc.- Water feature consultant**

- Develop a project communication plan with the City's Communication Team. Consider surveys for community outreach, community workshop, etc.
- Provide a site visit with Vineyard City, MAG, UCHA and Utah County for aspirational Goals on space Programming and Operations.
- Consider project tours for the design team and project partners.
- Measure and analyze existing floor plans and conditions of Vineyard City Offices including City Hall, Development Services and other City Buildings
- Collect current and future outside tenant space programming information.
- Perform phased analysis for growth of city planning functions and building growth.
- Provide 2-3 planning preliminary options for the city hall program with bubble diagrams in an 11"x 17" format.
- Provide budget and schedule options for the different planning approaches.
- Based on previous meetings with the client compile concept imagery and work with previous studies provide two conceptual renderings depicting the vision for the new Vineyard City Hall.
- Assemble a final report.
- Council and Public presentations

VINEYARD CITY HALL CONCEPTUAL DESIGN

DESIGN CONSIDERATIONS

The design and programming process will address potential opportunities to include the following as part of the project.

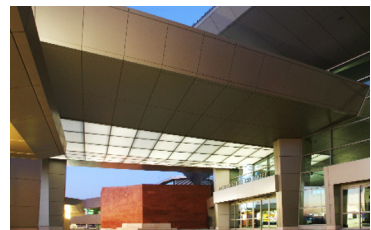
Site Design

- Social connection and community building:
- Indoor and outdoor community spaces
- Plaza space with water features, activation areas
- Indoor outdoor café space for visitors and staff



Collaborative Workspace design:

- Central open stairwell for creative collisions,
- Break out work and lounge spaces with IT connectivity.
- Potential common area amenities: Daycare, Bike, parking, Gym space, Café



Healthy Building Design:

- Day lighting
- Displacement Ventilation
- Enhanced Air filtering
- Natural ventilation
- Design for stairs first, elevators second

Environmental Design

- Mass Timber, low carbon construction
- LEED and Well Building Standards
- Ground Source heat pumps
- Solar panels
- Passive energy design



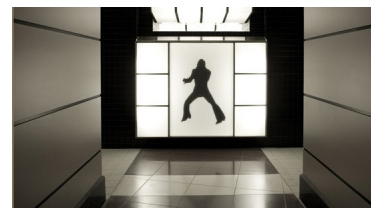
Budget and schedule

- Systems selection/Supply chain
- Phasing potential for future growth
- Flexibility of spaces
- Structured Parking



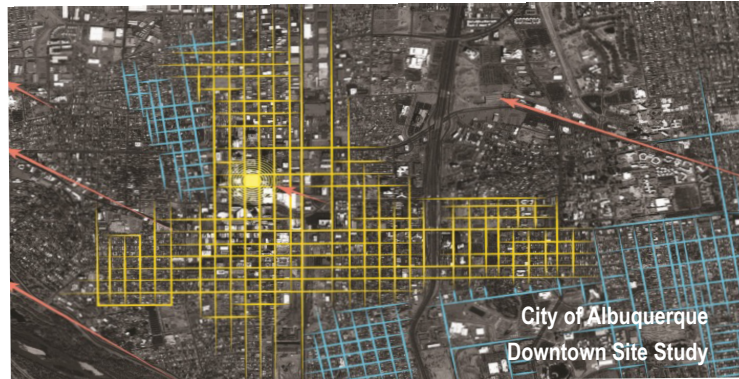
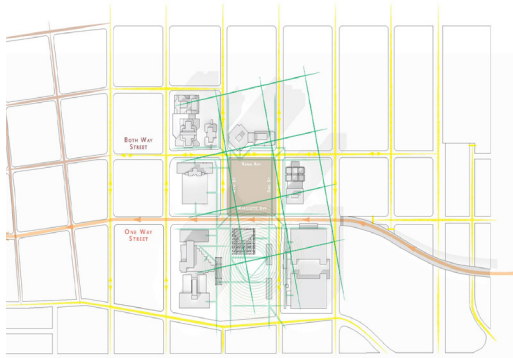
Project Economics

- Tax increment financing
- Public Private Partnership
- Lease-Leaseback
- Sales Tax/ G.O. Bonds



**Inset photos- McCarran Consolidated Rental Car Center- Designed by Stephen Swisher, AIA*

VINEYARD CITY HALL CONCEPTUAL DESIGN



PROJECT TEAM

KA/GTS has assembled a project team that will provide the knowledge, skills, leadership to deliver City Hall Conceptual Design.

Knighton Architecture + Planning was founded in Utah by Jeff Knighton when he decided to chart his own course as an architect and urban designer and create something that focused on forward-thinking and meaningful design.

Jeff Knighton will serve as the Project Principal. His previous civic work serving on the Planning Commission for the City of Vineyard will provide the KA/GTS team with a local and historical perspective that will be invaluable to the project's success. Jeff is very familiar with both the exciting and rapid growth of Vineyard, as well as the community's heritage and origin story. He understands the vision of the community and the opportunities afforded by its unique landscape and situation at the edge of Utah Lake and the center of Utah Valley.

Jeff will be able to utilize his understanding of the goals and intentions of the downtown Vineyard master plan and help create a design that incorporates the immense amount of prior work that has led up to the creation of Vineyard City Hall.

Jeff and his team have a successful track record of developing meaningful and lasting relationships with the companies and organizations they work with and will bring that same personal and attentive approach to the Vineyard City Hall project. The Knighton team prides itself on being nimble and responsive to their client's needs, making sure the client's vision is expressed through the design and execution of the project.

GTS DEVELOPMENT SERVICES (GTS) is a multi-disciplinary strategic development consulting firm that manages large scale projects and programs for public and private clients. GTS provides a collaborative strategic development, planning and programming approach assisting local municipalities, redevelopment agencies, schools and universities, investors and owners PLAN, DEVELOP AND ACTIVATE transformative projects that create community.

GTS has specialized expertise in planning, public/private development, program management and project management for both public and private institutions. GTS Principal Stephen Swisher, AIA provides the leadership, vision and design insight needed to create effective project teams and develop consensus among stakeholders, owners, operators, architects, consultants and contractors. Stephen has the ability to understand complex projects with multi-faceted client and stakeholder interests. He successfully leads client teams and consultants in a collaborative and inclusive process that results in integrated design solutions that provide a creative placemaking and activation. GTS also has extensive experience working with Municipalities and their financial advisory team while they develop the plan of finance. We have worked on projects that used financial tools such as TIF, PID's and Sales Tax Revenue and G.O. Bonds to fund various projects.

Our TEAM managed the Strategic Development Vision Planning Process, design, development and construction for the Eccles Theater Redevelopment in Downtown Salt Lake City. This pre-development needs assessment study required the public procurement selection and management of specialty consultants for programming, communications specialists, public and private funding analysis, fundraising, operations and market analysis. Through the work of these con-

VINEYARD CITY HALL CONCEPTUAL DESIGN

sultants and our leadership, what was initially a controversial, and contentious project was successfully delivered with strong community support. **The project has been a great success and has exceeded all projections in its mission as a theater and a public-private redevelopment of downtown Salt Lake City.**

CONSTRUCTION CONTROL CORPORATION

Construction Control Corporation (CCC) was founded in 1984 to provide cost estimating project/construction management and consulting services to the Inter mountain West's construction community. CCC has served as project/construction managers on over one hundred projects since its inception. T. Construction Control Corporation has provided cost consulting and estimating services on over 3,500 construction projects since 1984. These projects range up to \$200 million in construction costs, and cover a wide variety of building types. CCC will work with the Project Team providing cost estimates, scheduling and informing the design team on current supply chain issues informing the conceptual design. CCC has provided cost estimates on recent Civic Projects including: Park City Arts & Culture District, Main & Regent District in Salt Lake City, the Salt Palace expansion, Questar Corporate Center, Mid Valley Cultural Center and the Eccles Theater in Salt Lake City.

CIVIL SOLUTIONS GROUP (CSG) are leaders in Sustainable Civil Engineering in Utah. CSG's Vision & Mission is To always provide Principle-Centered Work and excel in leadership, professional experience, and problem solving to improve our communities and lives. CSG is uniquely qualified to provide excellent project management. CSG's goal is to find and execute the best solution on every project, whether the project is civil, geotechnical, or environmental engineering. CSG has the necessary expertise and project experience to provide context-sensitive solutions to complex engineering related problems. The CSG goal is to design sustainable solutions that meet the needs of our clients and the community. CSG recently provided planning and/or Civil services on the Vineyard General Plan.

BNA Consulting has over 44 Years of Electrical Consulting. BNA has been a major provider of electrical consulting services in Utah and surrounding states for over 44 years. Our staff includes 70 years of combined Professional Engineering experience, and 225 years of combined Electrical Engineering/Design and Lighting Design experience. BNA will work with the project team providing electrical engineering services, lighting design and sustainability consulting.

CODE UNLIMITED A Jensen Hughes Company

Jensen Hughes has worked on over 300 projects in Utah over the last 15 years. Some of our projects include life safety consulting services on the State Capitol building and for the Salt Lake City International Airport Terminal Redevelopment. Our work includes accessibility consulting with a keen eye toward universal design. We are involved early in the design process to identify the correct fire, life safety and accessibility criteria and to identify potential compliance issues. For compliance issues, we develop effective and efficient solutions that meet design intent while also complying with code requirements. By performing periodic reviews at the key stages of design, we can help you resolve issues and develop solutions to reduce delays, decrease costs and expedite construction.

HALES ENGINEERING

Hales Engineering specializes in providing traffic engineering and transportation planning services to clients in the public and private sectors. Importance is placed on developing creative, cost-effective, and technically sound solutions to planning and design problems associated with all modes of transportation.

Over the last 20 years the professional staff has developed a considerable reputation in the traffic engineering and transportation planning fields. Our commitment to quality and personal service is evidenced in our large number of repeat clients. The many transportation developments planned and evaluated by our company are further testimony to the creative talent, extensive practical experience and consensus-building ability of our staff. We are presently assisting clients throughout Utah, Arizona, Colorado, Idaho, Montana, New Mexico, Nevada, North Dakota, Oklahoma, Oregon, Texas, Washington, and Wyoming.

VINEYARD CITY HALL CONCEPTUAL DESIGN

PROJECT EXPERIENCE



THE CREAMERY Beaver, UT

Each project undertaken by Knighton Architecture carries a meaningful story that holds significance for the business owner, and by extension, it holds importance for us. A few years back, we were approached by the plant manager of the iconic Cache Valley Cheese plant in Beaver. The plant was in need of a rejuvenation, and the manager had a vision of revitalizing it into a distinctive destination that would seamlessly connect the farm to the table.

Collaborating closely with the manager, we developed renderings that showcased this vision. Subsequently, the leadership of the Dairy Farmers of America recognized the potential and approved a \$5 million project to transform the cheese factory. What was once a modest gray brick building, situated on the outskirts of an aging dairy processing plant, has now been transformed into a stunning creamery that surpasses all expectations. The new establishment is over four times larger than its predecessor and offers an expanded retail area, a café, and an interactive educational space dedicated to the dairy experience.

The impact on the community has been tremendous, with the creamery becoming a beloved gathering place. Its influence will continue to nourish the community for years to come. The building itself narrates a compelling story and offers an unparalleled experience. **This example exemplifies our approach, which commences with an idea and culminates in positive transformations within communities.**

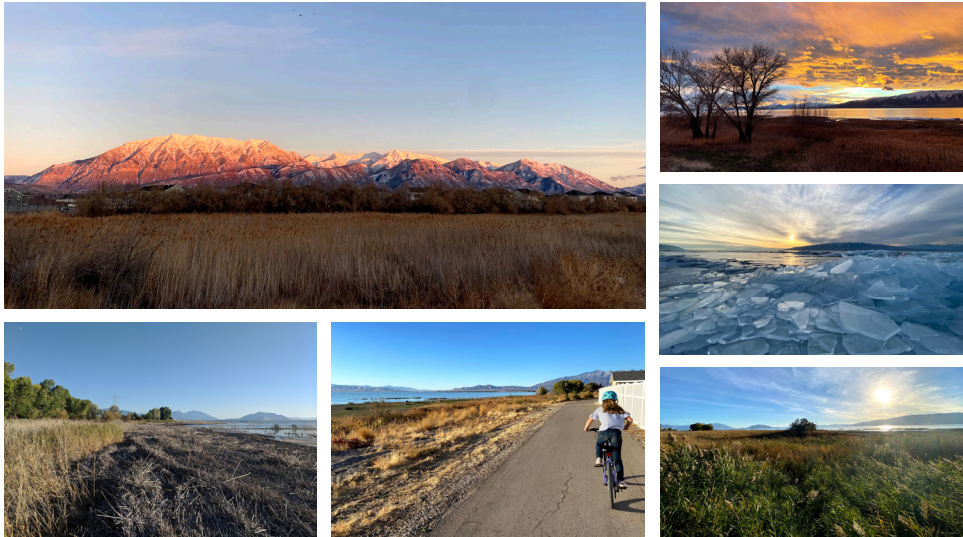
OWNER
Dairy Farmers of
America

LOCATION
Beaver, UT

COMPLETION
2018

SERVICES
Architecture
Planning
Interior Design

REFERENCE
Marie TeVelde
Dairy Farmers of
America Senior
Director
970.305.2191
mtevelde@dfamilk.
com



Jeff Knighton served on the Vineyard Planning Commission from 2017 to 2022, including a term as Commission Chair in 2022. **During this time, he gained a comprehensive understanding of Vineyard's opportunities and challenges as a rapidly growing community.** Jeff actively participated in the review and discussion of significant projects such as the Vineyard General Plan update, the Vineyard Station Master Plan (which includes the proposed City Hall), and the ongoing Vineyard Waterfront Improvement Plan. As a resident, Jeff thoroughly explored the community and lakefront on foot and by bike, experiencing the unique magic and potential of Vineyard as it emerges as a prominent part of Utah County.

Waterfront Plan

Jeff attended multiple meetings and discussions focused on the improvement of the Vineyard Waterfront, offering input and guidance as to how the plan can align with the goals of the Vineyard General plan. The Vineyard Waterfront opportunity is unique in that it is setup to be the only active urban waterfront along the larger Wasatch Front metropolitan area.

Vineyard Station Master Plan

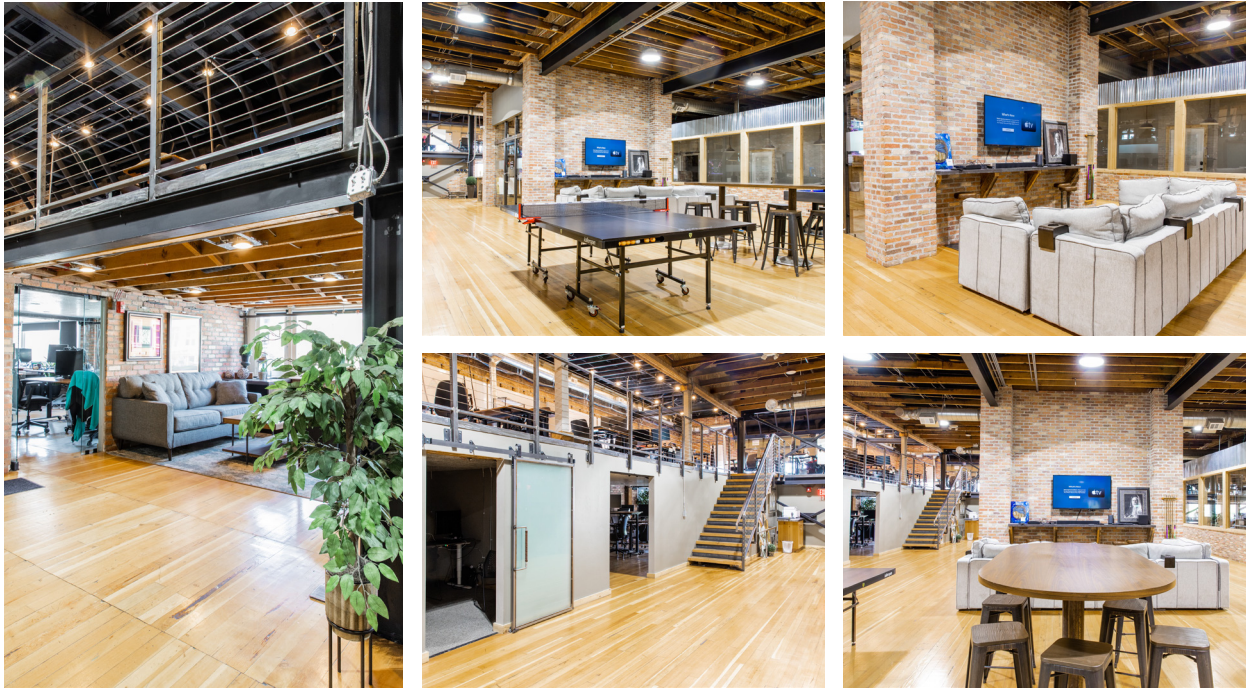
Jeff was deeply involved in the review and development of the Vineyard Station master plan, participating in discussions around how the plan can align with the goals of the community, and how the other neighborhoods and communities in Vineyard can have good access and connections to the new city center.

Lakefront Community

Jeff was vocal in the review process of the Lakefront Community by Edge Homes to create strong connections to the lake, and to encourage the developers to maximize the opportunity afforded by the site adjacent to Utah Lake and the Lakefront Trail. Jeff advocated for the townhomes that now face Sunset Beach Park, creating an active border to the park, keeping eyes on the park at all hours, and creating vibrant and attractive housing options.

Walkara Way

Jeff has been a vocal supporter of the Walkara Way project and volunteered his personal time in the initial development of the project in helping create maps and other visuals to generate community support and to share the collective vision of the large public conservation area that should become a legacy project for all lakefront communities and property owners, maintaining public access and wise land stewardship of the sensitive and beautiful lakeshore.



MADISON BUILDING ADAPTIVE RE-USE PROVO, UT

The Madison Building is a historic adaptive reuse project designed by Knighton Architecture, that initially converted a night-club and a cowboy bar into a shared office for a real-estate brokerage, title company, and other real estate affiliated companies and teams. The design created a variety of private/shared office and meetings spaces, allowing each company to have their own defined space as well as many open and collaborative areas for interactions and gatherings from the various tenants and users. Most recently, Knighton Architecture helped make some minor modifications to the Madison Building so that the entire space can now serve as the headquarters for Angel Studios.

The Winston Building was an adjacent building to the Madison that was acquired by the same owner and was subsequently fully remodeled to create additional modern workspace, featuring private, shared, and open office areas, with a variety of meeting spaces including a roof deck that faces Provo Center St and the beautiful Wasatch Mountains.

Today Angel Studios uses both the Madison and Winston buildings as their headquarters, enjoying the dynamic and diverse nature of workspace afforded by both projects. The result is a successful creative and professional work environment.



VINEYARD STATION TOD 2015

Vineyard, Utah

CSG was retained by Vineyard Town in Utah County to master plan a town center and create a new form-based code for the area. CSG took a long-range approach by analyzing the land use, transportation, parks and recreation, local and regional economics, and ordinance goals. CSG led a series of workshops with the Task Advisory Committee, local tour of Transportation Oriented Developments (TOD) and a national tour of Portland's best TODs.

The result is a comprehensive plan with streets, trails, zoning, land use, parks, and comprehensive ordinance. In a continuation of work requested by Vineyard Town, CSG developed a master plan for the Lake Promenade and Train Station area. The Train Station master plan shows the location of buildings, parking garages, bus drop off, and plazas. The Train Station master plan has laid out the essential components to the train area.

Design Emphasis/Services Performed:

- Site master planning with large scale buildings
- Coordination between multiple design consultants
- Coordination with local municipalities

Project Highlights: CSG was hired by a Private Developer to master plan and design a medical campus on the ground that was owned by Provo City. CSG represented the owner and developer in

VINEYARD CITY HALL CONCEPTUAL DESIGN



MAIN & REGENT DISTRICT Salt Lake City, Utah

The Main & Regent District Development is a mixed-use, public/private, redevelopment project in the center of downtown Salt Lake City. The project included the masterplan, coordination and concurrent development and construction of a privately developed 25-story, 450,000 sf Office tower and the programming, operating plan, design and construction of a 186,000 sf, 2500 seat Performing Arts Center. The work included master planning and coordinating the development of the adjacent Regent Street as a destination pedestrian oriented festival street and retail environment.

The district leverages the activity at the theater to create an 18-hour mixed-use environment that is distinct from the rest of downtown. The place-making project improved the connection between the City Creek Mall and Gallivan Plaza. Interior and exterior mid-block walkways created a district around and through the building connecting Main Street and Regent Street. The theater lobby was designed as a winter garden and is connected to the tower lobby. It is used for access to the tower and as an all-day public space. The truck load-in area was designed to double as an urban park and festival space.

In addition to managing complex urban design challenges, a thorough retail opportunities analysis was completed to establish the type and size of retail opportunities for Regent Street and the entire block. A major challenge of this study was to establish a retail strategy that complemented, not competed, with City Creek Mall and other Main Street retailers.

GTS served as the catalyst and project leader with community stakeholders, the SLC-RDA and City, the design team and contractor as partners through a Collaborative Process to usher this transformative project to completion. GTS's broad and extensive program management experience enables us to identify potential problems and opportunities throughout the development process leading to a successful conclusion of the project. As program manager and owners representative, GTS believes frequent (weekly) communication and interaction with the owner and the development team is essential to the quality and productivity of the project.

The Program and initial Budget for the project were determined in the pre-design phase, as GTS was engaged to develop a Pre-development Strategic Analysis. In addition to managing the development of the theater, GTS was also responsible for recruiting a private developer to build the office tower on the adjacent property. The additional property tax revenue from the Tower supported the bonds for the theater. Fund raising effort and strategic communications for the project were part of GTS scope of services. Thirty-eight and a half million dollars of private funding was successfully raised for the project prior to completion.

The Schedule for this project was complex as it involved simultaneous construction of the theater, adjacent overhanging office tower, re-construction of Regent Street and the mid-block walkway all on a tight downtown site. Due to the intricate connectivity of these facilities and spaces, it was critical to complete construction of these four separate projects at the same time- in time for the Theater Grand Opening and tenant move-in of the Office Tower.

OWNER

Salt Lake City RDA

CONSTRUCTION COST

Theater 126M

Tower \$145M

Regent Street \$11M

PROJECT TEAM:

GTS Development Services

Construction Control Corporation

BNA Consulting

SERVICES PROVIDED

Public Private Developer

Owners Representative

Program Management

Site Analysis

Stakeholder Engagement

Strategic Communications

Design Review

Construction Review

Scheduling

Cost Estimating

AWARDS & ACCOLADES

IEDC Silver Award "Best Public

Private Partnership of 2017

Merit Award American Planning Association

PROJECT REFERENCE

Former Salt Lake City Mayor Ralph Becker

Ralph@cwc.utah.gov

801-550-2812



GEORGE S. AND DELORES DORE ECCLES THEATER Salt Lake City, Utah

The George S. and Delores Dore Eccles Theater Development is a 186,000-sf. mixed-use public-private development project in the center of downtown Salt Lake City. The new state-of-the-art performing arts center includes a 2,500-seat performance hall; a 150 seat "black box" theater; multiple venues for private and community events; and a stunning five-story Grand Lobby with retractable glass walls that invite the public to enjoy the space year-round. The project included the master plan, coordination and concurrent development and construction of a privately developed 25-story, 450,000 sf office tower and the programming, operating plan, design and construction of the Performing Arts Center, as well as the master plan for the redevelopment of the adjacent Regent street as a pedestrian-oriented destination adjacent to the theater and tower.

The theater has proven to be a valuable economic driver for downtown. GTS served as the catalyst and project leader with community stakeholders, the SLC-RDA and City, Salt Lake County, the design team and contractor as partners through a Collaborative Process to usher this transformative project to completion. GTS's broad and extensive program management experience enables us to identify potential problems and opportunities throughout the development process leading to a successful conclusion of the project. As the Owners Representative, GTS believes frequent (weekly) communication and interaction with the owner and the development team is essential to the quality and productivity of the project.

The Program and initial Budget for the project were determined in the pre-design phase, as GTS was engaged to develop a Pre-development Strategic Analysis. GTS led a very successful fundraising campaign that raised over \$37.5M in private donations, which enabled the client to expand the initial program and budget leading to a first-class facility. The Schedule for this project was complex as it involved demolishing existing structures and simultaneous construction of the theater and adjacent overhanging office tower, all on a tight downtown site.

Completing construction and getting the facility operationally "Show Ready" for the Grand Opening and the first touring Broadway show was critical. In order to streamline the design and construction schedule, GTS instructed the design team to split the CDs into three separate bid packages: Demolition, Core & Shell, & Interior fit out, which allowed us to achieve "show ready" with time to spare.

OWNER

Salt Lake City RDA
Salt Lake County

CONSTRUCTION COST

\$126M, 186,000 sf

PROJECT TEAM

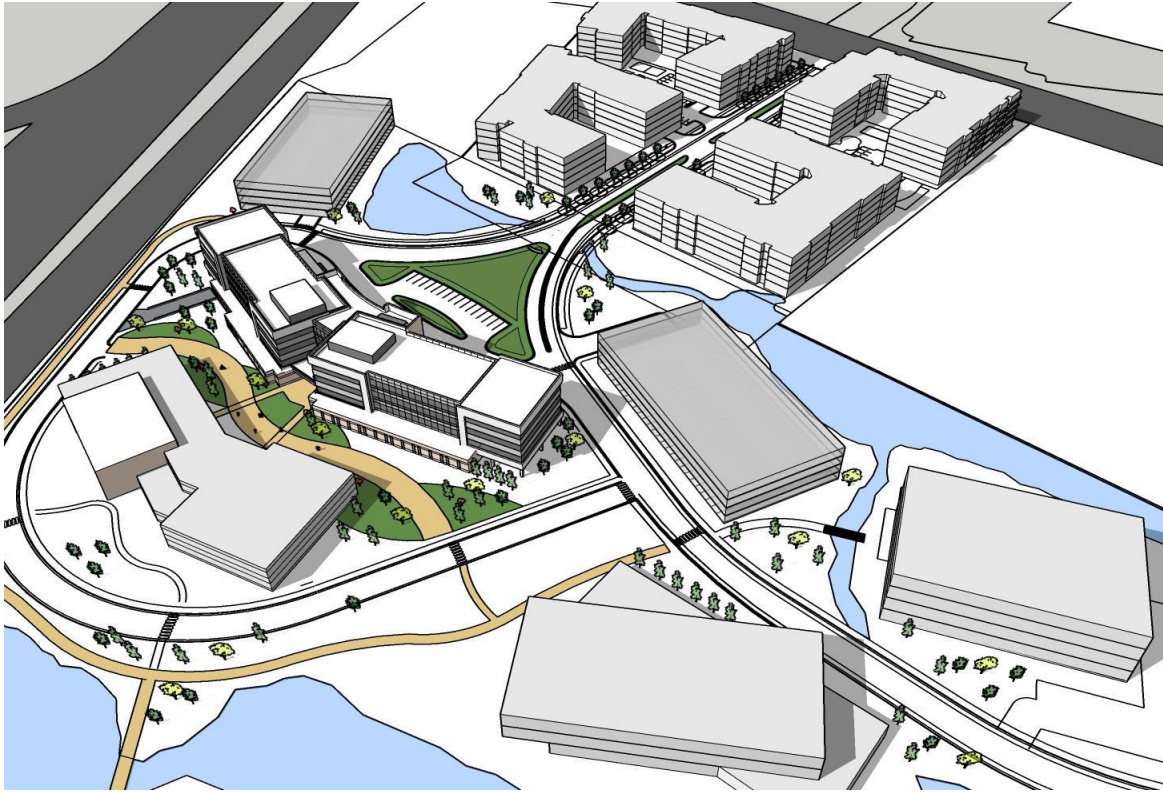
GTS Development Services
Construction Control Corporation

SERVICES PROVIDED

Public Private Developer
Owners Representative
Program Management
Site Analysis
Public Engagement
Stakeholder Engagement
Fundraising
Design Review
Construction Review
Cost Estimating
Permitting
Construction Administration
FFE Procurement
AE/CM Procurement

PROJECT REFERENCE

Former Mayor Ralph Becker
Ralph@cwv.utah.gov
801-550-2812



MEDICAL CAMPUS

Provo, UT

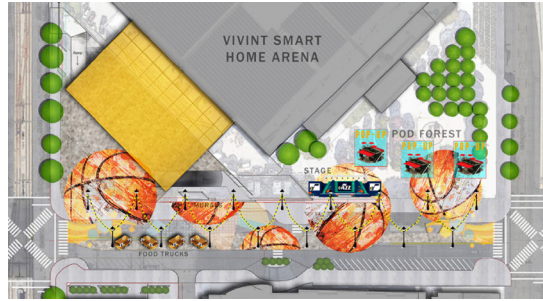
CSG was hired by a Private Developer to master plan and design a medical campus on the ground that was owned by Provo City. CSG represented the owner and developer in all aspects of this highly complex development. The project site is located on an illegal landfill (dump) that operated in Provo for over 50 years. The project site is encumbered by an existing golf course, landfill, wetland preserve, non-existent utility infrastructure, and surface water from Utah Lake. CSG successfully navigated through negotiations with each of these regulatory agencies through the project design process. After thousands of pages of documentation, CSG ultimately secured for the owner and developer a constructible project that is designed for a 200-year life.

Project Highlights:

- \$20,000,000 project site construction budget
- Expedited project design schedule
- Successfully negotiating with opposed parties
- Miles of new utility infrastructure
- Creative solutions for environmentally challenging land

Design Emphasis/Services Performed:

- Regional storm water design
- Road and utility design
- Site planning with large scale buildings
- Coordination between multiple design consultants
- Coordination with local municipalities



JAZZ QUARTER- ARENA VILLAGE & ENTERTAINMENT DISTRICT- CASE STUDY SALT LAKE CITY, UTAH

Working with the Downtown Alliance, GTS Development completed a best practices case study in creating an arena village and entertainment district in downtown Salt Lake City. Placemaking and organization of the project elements are key to the success of any mixed-use project. Each individual element must be able to meet and follow its own formula for success as well as integrate with its surrounding uses to create a project that performs as a functioning whole.

To achieve the vision of the district, a business improvement district should be established giving local retailers and restaurants incentive and access to funding as well as an additional level of investment in the success of the district.

The conceptual approach to place making focuses on outdoor spaces between buildings and on activated streets. 100 South, the Richie Brothers Phase II development and 400 West can be connected by pedestrian traffic and subsequently activate the surrounding spaces.

Each of these connecting outdoor spaces will have a slightly different character as they help organize the surrounding elements of the adjacent developments and become usable extensions of interior spaces. These spaces are key aspects to building a sense of community and personal investment from fans.

We found a successful formula involves developing and activating the neighborhood as a whole with the arena at the center of, but not the sole source of activity, which can transform the quarter to be active year-round and appeal to people beyond sports fans.

The Plaza

The Plaza is a 34,500 SF open air event space that can be used year-round for overflow of the arena events and activated for an intensified fan experience, drawing viewers from the surrounding businesses. Away games can be broadcast on the large screen visible from the plaza and surrounding businesses in the village, giving the fans a reason to come to their home teams turf to be with like-minded people and creating a compelling inside out arena experience can enjoy the ambiance of game day. This space can also be used for private and ticketed events, offering preferred viewing locations for paying attendees.

Walkable Entertainment Street

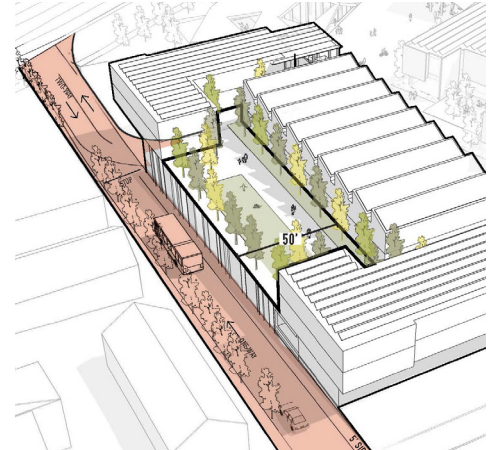
100 South will become a Festival Street, giving easy pedestrian access to major landing zones on the arena grounds that can be peppered with both permanent and event specific engagements. Programming of the street will stretch west along 100 south through the Gateway and on to the new parking options between 500 and 600 west.

Dining

Bringing people to the area with a variety of food offering is key to keeping the neighborhood active. The ground floor of The Gateway that faces 400 west and 100 south will be re-imagined to become a restaurant row to support the arena activities and growing businesses. More mobile food options, such as food trucks and other temporary vendors will fill the festival street outside the arena and along the walking pathways.

Parking

Parking is in all directions from the arena, an ideal circumstance for foot traffic to take people past restaurants, bars, and vendors. This dispersed parking model offers additional opportunities to create an activated street scene with a large portion of the parking along 600 West and 100 South with multiple access points by car and on foot.



PARK CITY ARTS & CULTURE DISTRICT

Park City, UT

The Park City Arts and Culture district is a 170,000 square foot multi-structure mixed-use development on a 5.02 Acre site in Park City, Utah. The project will be the new and permanent home to two of park City's historic arts non-profits the Kimball Art Center and the Sundance Institute. Each of them will be anchors to the arts district which will include 57,00 square feet of Park City operated arts programming which will include space for working artist studios, a food hall, local artisan retail space, arts exhibit space, recording studio and presentation, meeting, and performance spaces as well as co-workspace of local arts and culture nonprofits. The project will include 43,500 square feet of affordable apartments and units for artists in residence. The project will be centered around a pedestrian plaza and will include 420 below-grade parking spaces. Development cost for the project will be 94 million dollars for the city operated spaces, plaza, landscape, and parking. The KAC and SDI buildings will be an additional 25 million and 35 million dollars.

The district will be a new center of collaboration for Park City's local creatives and not-for-profits in the arts, culture, film, food, design, media, visual arts, music, writing, and dance. The district is designed to provide a space for organic creative collisions and collaboration. The project will be the core of a creative cluster that will extend into the surrounding business and residential community. Integrated active mobility, and transit connections are key elements of the master plan.

GTS/CCC was retained to be the owner's representative on the project after the initial masterplan was completed in 2019. The scope of work includes entitlement approvals including a master development agreement with the city, ownership and operating agreements with the project anchors, budgeting, estimating, project accounting, strategic communications, community engagement, detailed programming, and planning, site development, design and construction management, furniture, fixtures, and equipment procurement, and move-in assistance and startup planning.

GTS/CCC completed the site utilities and demolition phase of the project, schematic design of city owned spaces and master development plan submittal to planning. The project is currently in negotiation to finalize purchase agreements with the anchor partners. **GTS/CCC have also developed detailed phasing plans to allow phased development over time.**

OWNER

Park City Municipal Corporation

CONSTRUCTION COST

\$63M 170,000 sf

PROJECT TEAM

GTS Development Services
Construction Control Corporation
MHTN Architects

SERVICES PROVIDED

Owners Representative
Program Management
Site Analysis
Public Engagement
Stakeholder Engagement
Design Review
Construction Review
Cost Estimating
Permitting
Construction Administration
FFE Procurement
AE/CM Procurement

PROJECT REFERENCE

David Everitt
Former Deputy City Manager
801-865-1260

VINEYARD CITY HALL CONCEPTUAL DESIGN

PROJECT EXPERIENCE



SWEETWATER COUNTY JUSTICE CENTER Sweetwater County, Wyoming

Project Description

This was an add on project to the Sweetwater County Jail. BNA worked through the entire project, including schematic design through construction administration of the project.

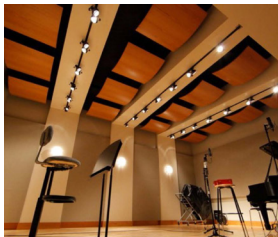
The project included all significant electrical systems, including lighting, power, fire alarm, access control, video surveillance, emergency power, audiovisual, telephone/data systems, etc. This was a complicated project that required significant planning due to phasing concerns and limited shutdowns of the adjacent building as that was a jail. BNA worked through all planning and delivery of the project. The project was completed in late 2018.

OWNER
Sweetwater County

PROJECT SIZE
50,000 SF

PROJECT BUDGET
\$25 Million

BYU BROADCAST BUILDING Provo, Utah



OWNER
Brigham Young University
Broadcast Building

SERVICES PROVIDED
Electrical Engineering
Architectural Lighting

AWARDS & ACCOLADES
Carol Feldman was awarded the 2012 IEA Illumination Award for Guth Award for Innovation Lighting Design

VINEYARD CITY HALL CONCEPTUAL DESIGN



Water Design, Inc. is a 60-year-old civil engineering firm specializing exclusively in swimming pool, spa and water feature design and consulting. Having designed hundreds of water features nationwide, the water design team has proven experience completing large-scale aquatic projects successfully while effectively balancing environmental, budget and regulatory concerns in each design.

Water Design's history with numerous municipal organizations provides experience with the engagement of stakeholders in the planning process to help build consensus and ideally helping to produce a guiding vision for the project. They will lend their expertise to assist with the analysis of the desired aquatic offerings to help determine the future aquatic needs and interests, and identify the gaps to be addressed to meet those needs and interests.

Water Design has designed many complicated water features that required extensive up-front coordination, including many features with difficult site and environmental impacts. Working together with the design team, they will help provide a roadmap for the successful construction of the project.

Water Design's goal is to imagine the desired future of the project and the respective planned services and sustainability goals, recognize the realities of the external operating environment and assist with developing an action plan to help make the desired future a reality.



RELEVANT PROJECT EXPERIENCE

Downtown Vineyard Traffic Analysis (2020)

Hales Engineering completed a transportation analysis for the Downtown Vineyard project. Hales Engineering completed trip generation and reduction calculations to identify external and internal trips. We evaluated the internal cross-sections to ensure that all transportation modes were provided safe travel paths. Pedestrian paths and crosswalk locations were identified at key locations.

Pete Evans, Flagship Homes 801.766.4442

Vineyard Active Transportation Plan (2021)

Hales Engineering assisted with the Vineyard Active Transportation Plan by completing a corridor analysis on Main Street which experiences heavy pedestrian traffic with nearby schools. Hales Engineering worked with the City to identify potential pedestrian improvements and intersection controls that would improve pedestrian safety while also providing good traffic flow and safety for bicyclists.

Naseem Ghandour, PE, City Engineer, 385.338.5281

Vineyard Transportation Master Plan (2023)

Hales Engineering is currently working on Vineyard City's Transportation Master Plan which includes summarizing existing conditions and evaluating future transportation needs in the City. This will include an evaluation of the multi-modal needs of the community, taking into consideration the extensive growth that Vineyard has already experienced and will still experience.

Naseem Ghandour, PE, City Engineer, 385.338.5281



Bluffdale Public Works Building Traffic Study (2023)

Hales Engineering completed a traffic study for the proposed Public Works Building in Bluffdale. This included collecting traffic counts at nearby intersections and identifying the traffic impact of the building on those intersections. The need for turn lanes was evaluated on the adjacent roadway.



Lehi City Complex Traffic Study

Hales Engineering completed a traffic study for the new Lehi City complex area which includes a new police building, City hall, and library. Hales Engineering identified necessary roadway improvements due to the project, and assisted the City with overall multi-modal planning efforts to ensure a walkable site.

Lorin Powell, PE, City Engineer, 385.201.1000

VINEYARD CITY HALL CONCEPTUAL DESIGN



Henderson Police Substation
Owner: City of Henderson
Henderson, NV
Services Provided: *Architecture and Planning- GTS*



Salt Lake City Mosquito Abatement Facility
Project included: New Campus, Administration areas, Laboratories, Dormitories, Chemical Storage areas, Fish Hatcheries,
Owner: SLCMAD
Salt Lake City, Utah
Services Provided: *Owners Representative -CCC*



Northwest Career & Technical Academy
Project included 10,000 SF Library, 6 Career focused Academies, Media Labs, teaching kitchen
Owner: Clark County School District
Las Vegas, NV
Services Provided: *Architecture & Planning*
*Winner of the James D. McConnel Award, Council of Educational Facility Planners International, A4LE- GTS



Mid-Valley Performing Arts Center
Project included: 400 seat theater, practice rooms and back of house facilities, 200 seat studio theater
Owner: Center for the Arts, Salt Lake County
Taylorsville, Utah
Services Provided: *Owners Representative-CCC*



College of Southern Nevada Telecommunications Building
Project Included: Media Library, Labs and classroom space
North Las Vegas, NV
Services Provided: *Architecture & Planning, Design-Build- GTS*



Rowland Hall- St. Mark's School
Project Included: 7 building elementary school
Owner: RH Board of Directors
Salt Lake City, UT
Services: *Owners Representative-CCC*

JEFF KNIGHTON, AIA, NCARB, LEED AP
KNIGHTON ARCHITECTURE + PLANNING, PROJECT PRINCIPAL

Jeff is an architect that creates places of purpose and that express the unique story behind each project. He brings passion and enthusiasm for making the world a better place to each and every project. He is proficient at many architecture, as well as urban design, and offers a balance of both technical and creative ability to provide an exciting and fulfilling client experience.

A graduate of the University of Oregon's graduate architectural program, he focused his studies on ecological design and creating places that work harmoniously with their natural surroundings. Nature is the ultimate design guide and source of inspiration and Jeff strives to spend as much time as he can in the beautiful Utah outdoors with his family.

Jeff is a native of Utah, designing his first constructed building while attending Timpview High School in Provo, as he designed the house his parents currently live in. This experience solidified his passion and dream to become an architect and play a meaningful and positive role in the creation and development of the built environment.

While working at CRSA Architecture Jeff worked across several studios from the Religious Studio to the Housing Studio, and the Planning & Urban Design Studio. He worked on new LDS temple designs, as well as remodels and the refurbishing of historic buildings. Jeff also led the design of several transit station prototypes for the Utah County BRT system.

Jeff will serve as an adjunct professor at Brigham Young University teaching Sustainable Design and Construction for the fall 2023 semester and the winter semester of 2024.

REPRESENTATIVE PROJECT EXPERIENCE

The Creamery
Dairy Farmers of America
Beaver, UT

Madison Building Adaptive Re-use
Provo, UT

Halvorsen Aviation Center
Caval Air Control Center
Spanish Fork, UT

Chrysalis Training Center
**Serving people with Intellectual Disabilities*
Cedar City, Utah

Interior Concepts Design House
Pleasant Grove, UT



EDUCATION

Master of Architecture
University of Oregon
Graduate Certificate
Ecological Design

BS Urban & Rural
Environmental Planning
Brigham Young University

Associate of Science
Architectural Drafting
Utah Valley University

REGISTRATION

Utah: #9029176-0301
Colorado: #ARC00406764
Idaho: #AR987088
Arizona: #62444
Nevada: #7811
Texas: #30402
Oklahoma: #a08163
Missouri: #2021042222
Florida: #ar97924
Maryland: #19924

PROFESSIONAL

AFFILIATIONS

Brigham Young University
Adjunct Professor
Sustainable Design &
Construction

Vineyard City
Planning Commission
2017-2022

American Institute of
Architects #38372288

NCARB #78262

DANIEL D. VOWLES, ASSOC. AIA, CSI, CDT, LEED AP
KNIGHTON ARCHITECTURE + PLANNING, SENIOR PROJECT MANAGER

Dan has over thirty-five years of experience with a diverse range of architectural project types, from minor remodels to major large-scale projects such as institutional, health care, hospitality, office, retail, manufacturing and residential. Extensive knowledge of all disciplines and phases of a construction project from pre-design services through construction administration including specification writing and construction document quality control reviews, coordinating the integration of specified products into the construction documents. Dan will provide quality management reviews and technical advice in design development through construction document phases and will offer solutions to technical requirements. This industry knowledge and diversity in building types and construction methods is a critical component in his work as the Specification Consultant. Dan will assist the project team with research, evaluation, and selection of building products, systems, material applications and methods of construction and providing the written component of the construction documents for the project.

As a LEED Accredited Professional, Dan is involved in bringing sustainable design, technologies and building materials into the projects he is involved in, making a positive impact for the natural environment and to the people that inhabit it. Staying current with the latest industry trends by proactively researching materials, systems and applications, as well as maintain relationships with product manufacturers and industry experts to confirm the technical accuracy of the project specifications.

PROJECT EXPERIENCE

New Wasatch County School District High School
Heber City, Utah

Provo City School District
Shoreline Middle School
Provo, Utah

Santa Barbara Central Library Remodel
Santa Barbara, California

Clark County Dept. of Family Support Remodel
Las Vegas, Nevada

City of Las Vegas Development Services Center Remodel
Las Vegas, Nevada

Wasatch School District
Transportation Facility, Heber City, Utah

Alpine School District
Transportation Administration Building
Saratoga Springs Utah

BYU Hinkley Center Remodel
Provo, Utah

DDCM - State of Utah (various projects)



PROFESSIONAL AFFILIATIONS
Associate, AIA

LEED AP
US Green Building Council

CSI
Construction Specification
Institute

CDT
Construction Document
Technologist

DEREK STEVENS

KNIGHTON ARCHITECTURE + PLANNING-ARCHITECTURAL DESIGNER

After becoming mesmerized by his grandfather's architectural drawings at a young age, Derek has been inspired by the natural and built environment around him. Growing up in sunny southern California, and having since moved to snowy Utah, Derek has discovered the importance that architecture plays in creating comfortable places for people to live. Primarily, how passive design can promote comfortable, sustainable, and healthy living for any project. With that he has become a certified Passive House Consultant by the Passive House Institute of the United States. Derek specializes in high-performance building envelope design and energy modeling.

Derek also shares a deep appreciation for design that adds to the character of a community and promotes a broader sense of place. Derek is always eager to help those in need and to solve problems through his designs. Derek graduated from Utah Valley University with a bachelor's degree in Architecture, being part of the first graduating class of the newly formed local architectural program.



EDUCATION

Bachelor of Science
Architecture
Utah Valley University

MELVIN RODRIGUEZ

KNIGHTON ARCHITECTURE + PLANNING-LANDSCAPE DESIGNER

Melvin Rodriguez is an experienced and versatile landscape and architectural designer with experience in both residential and commercial projects. Melvin has managed both architectural and landscape design projects and teams, creating innovative and practical solutions for complex architectural endeavors. His versatility and adaptability are significant strengths to the Knighton team, and he brings passion and productivity to every project. Melvin leads many of the technological advances and strategies for the Knighton team, including 3D modeling, renderings, and site scanning, ensuring our team stays current with the latest advances in design technology to best serve our clients.

Melvin approaches each project strategically, listening carefully to the client and creating well-executed designs that address the unique requirements of each setting. Melvin's passion for architecture runs deep, as he comes from a lineage of architects. With a mother and grandfather who were also architects, Melvin has been immersed in the world of design from an early age.



EDUCATION

Bachelors in Landscape
Management from BYU

STEPHEN SWISHER, AIA LEED® AP
GTS DEVELOPMENT SERVICES, PRINCIPAL

Stephen Swisher, AIA LEED AP brings over 35 years' experience in Architecture, Planning and Urban Design to GTS Development, LLC. He has led the development and design of significant award-winning public and private projects including educational, civic, commercial, retail, office, residential and mixed- use project types. Formerly the principal of Swisher & Hall Architecture in Las Vegas, Nevada an award winning regional architectural firm; he provides the leadership, vision and design insight needed to create effective project teams and develop consensus among stakeholders, owners, operators, architects, consultants and contractors.

Stephen has the ability to understand complex projects with multi-faceted client and stakeholder interests. He successfully leads multi-partner development teams and consultants in collaborative and inclusive process that results in integrated design solutions that yield a high return on investment. **As leader of the development team, his broad project and development expertise combined with a desire to create activated and integrated urban environments has been essential in creating successful project outcomes.**

REPRESENTATIVE PROJECT EXPERIENCE

George S. and Delores Dori Eccles Theater- Developer/Owners Rep/Program Manager
Redevelopment Agency of Salt Lake City
Salt Lake City, Utah
\$126M, 186,000sf

Main & Regent District- Theater-Developer/Owners Rep/Program Manager
Redevelopment Agency of Salt Lake City
Salt Lake City, Utah
\$126M, Regent Street \$11M, Tower \$145M
*IEDC Silver Award- "Best Public Private Development Project of 2017"

Park City Arts & Culture District
Park City Municipal Corporation
Park City, UT
Owners Representative
Mixed Use Development

Northwest Career & Technical Center- Design Principal
Clark County School District
Las Vegas, NV
\$75M, 227,000sf
*James D. McConnel Award Winner

City of Las Vegas Downtown Redevelopment Master Plan
61 Acres
Las Vegas, NV

McCarran International Airport
Consolidated Rental Car Facility
Las Vegas, NV

Santa Fe Career and Technical Academy
Educational Facility Master Plan
Santa Fe Public Schools

UNLV School of Architecture
University of Nevada Las Vegas
Las Vegas, NV
74,680 sf
*AIA Honor Award



EDUCATION

Bachelor of Fine Arts in
Architecture
University of New Mexico

REGISTRATION

Nevada #1591
California #C017938
Utah #5299872-0301
NCARB #41466

**PROFESSIONAL
AFFILIATIONS**

Past President-Council of Educational
Facility Planners International

Past President-Las Vegas Chapter
Council of Educational Facility Planners
International

Northwest Association of
Schools and Colleges
Board of Directors

University of Utah
Board of Advisors,
Fine Arts Department

National Ability Center-
Fundraising Committee

AIA Committee for Livable Communities

**AWARDS AND
ACCOLADES**

IEDC Silver Award "Best Public Private
Development of 2017"

CEFPI James D. McConnel Award
CCSD Northwest Career &
Technical Academy

LV Chamber of Commerce
Community Achievement Award

NAIOP Spotlight Award
Henderson Police
Substation

LISA DOVE-SWISHER

GTS DEVELOPMENT SERVICES, PROJECT MANAGER

Lisa Dove-Swisher has over 20 years of diverse leadership, management, resource development and communications experience as a professional and community leader. Lisa is responsible for running company-wide operational functions and leading large scale FF&E selection and procurement projects, from inception to successful installation, while balancing design, function and operational requirements. She initiates coordinates special projects and programs that support the company's marketing and operational strategies. Lisa is responsible for allocation of firm resources to assure successful project fulfillment. With an MA in Communications from the University of Nevada, Las Vegas, Lisa has worked in the AEC industry for the last 20 years as the marketing and business development manager for a top 10- ENR International Engineering firm and she was the director of business development for a national Architectural Interiors/Contract furnishings firm. Lisa has extensive experience in FFE procurement, commercial interiors, space planning and systems furniture for administrative facilities. Her knowledge of state procurement protocols and negotiating contracts is a benefit to the client and the overall budget.

Lisa believes in community building and has served as the President of Vegas PBS Board of Directors and as the Secretary and Trustee of the College of Southern Nevada Board of Directors. Lisa also served as Vice President of Friends of Animals Utah.

REPRESENTATIVE PROJECT EXPERIENCE

Park City Arts and Culture District, Project Manager
Park City Municipal Corporation
Park City, Utah
\$63M, 220,000sf

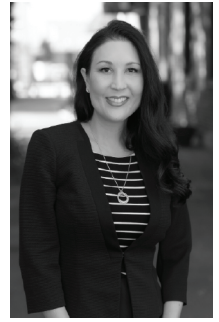
Utah Performing Arts Center, FF&E Procurement
Redevelopment Agency of Salt Lake City
Salt Lake City, Utah
\$126M, 186,000sf

Main & Regent District- FF&E Procurement
Redevelopment Agency of Salt Lake City
Salt Lake City, Utah
\$126M, Regent Street \$11M, Tower \$145M
*IEDC Silver Award "Best Public Private Development Project, 2017"

Northwest Career & Technical Center
Clark County School District
Las Vegas, NV
\$75M, 227,000sf
*James D. McConnel Award Winner

CSN Northwest Campus Master Plan
College of Southern Nevada
Las Vegas, NV

Lied Library, FF&E
University of Nevada Las Vegas
Las Vegas, NV



EDUCATION

M.A. Communication Studies
University of Nevada Las Vegas

B.A. Political Science
University of Nevada Las Vegas

PROFESSIONAL AFFILIATIONS

Past President-Vegas PBS
Board of Directors

Secretary and Trustee
College of Southern Nevada
Foundation Board of Directors

Emeritus Trustee
College of Southern Nevada

Communications Chair- NAIOP

Vice Chair- Friends of
Animals Utah

Conference Chair- Council of
Educational Facility Planners
International

Associate Member- American Institute
of Architects



DAYTON LAW, PE

CIVIL SOLUTIONS GROUP, PRINCIPAL

Dayton has over 12 years of experience as a Civil Engineer in the land development and improvement industry. Additionally, he has 19 years of experience in business and managing people. Dayton has completed many publicly and privately funded, complex projects throughout the State of Utah.

Dayton enjoys working on projects that create a sense of community and place. Helping Cities achieve their vision is a core principal of Civil Solutions group. Dayton is responsive, engaged, and particularly enthusiastic about this work and the future of the new Vineyard Masterplan and the Vineyard City Hall.

Relevant Project Experience

Vineyard Station TOD
Vineyard, UT

East Bay Medical Campus
Subdivision and Infrastructure
Provo, UT

The Church of Jesus Christ of Latter-Day Saints
Multiple Temples, domestic and international



EDUCATION

BS Civil Engineering
Environmental
Engineering
Utah State University

Master of Business Ad-
ministration, Utah State
University

REGISTRATION

UT-10849630-2202

|

JAKE BLACK, EIT

CIVIL SOLUTIONS GROUP, PROJECT MANAGER

Jake has over 5 years of experience as a Civil Engineer with site development and project management. He will serve as the project manager on the Vineyard City Hall for the site development portion of the study. Jake's local familiarity of the site conditions in Vineyard will be of great benefit to the Project team and he has prepared multiple site development and roadway plan in the City of Vineyard. As a young engineering professional, Jake is excited to be part of the growth of Vineyard and Utah County.

Relevant Project Experience

Vineyard Station Phases 1, 2, Site plans and 2b Roadways
Flagborough LLC
Vineyard, UT

Vineyard Station Blocks 5 and 6 Site Plans
Flagborough, LLC
Vineyard, UT

Central Utah Water Conservancy District – Building Site Plan
Vineyard, UT



EDUCATION

BS Civil Engineering
Environmental
Engineering
Utah State University



RYAN HALES, PE, PTOE, AICP

HALES ENGINEERING, TRAFFIC and EIS

Ryan Hales is the Owner of Hales Engineering. He received his Bachelor and Master of Science degrees from Brigham Young University in 1996. Ryan has worked extensively on more than 20 interchange projects over the course of his career.

His experience includes work on the Ogden 21st Street interchange and included the development of an IACR. He also managed the traffic engineering for the I-80 / US-89 EIS in South Salt Lake with evaluations of the system to system and system to service ramps within the "spaghetti bowl." He has worked with many local communities completing more than 20+ municipal transportation master plans and is well versed in transportation planning having worked on more than 2,000 impact studies.

He has worked to guide the transportation and land use connections for many TOD and MXD project along the Wasatch Front by applying the EPA trip reductions strategies to make projects more efficient and economically viable from a parking perspective. Ryan has managed a variety of transportation projects in the areas of transportation planning and traffic operations, including freeway and interchange operational analyses, interchange justification / modification reports, access management studies, Environmental Impact Statements (EIS), and Environmental Assessments (EA).

Ryan functions as the on-call traffic engineer for several communities along the Wasatch Front. He completed a three-year appointment to a planning commission in the community where he resides. Ryan is registered as a professional engineer in Utah, Arizona, Colorado, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, and Washington, Wyoming, and as a professional traffic operations engineer, and as a certified planner.

Local Government Experience

Ryan completed a three-year appointment as a Planning Commissioner where he gained valuable first-hand knowledge of local government concerns/needs in relation to the growing multi-modal aspects of future transportation demand.

Representative projects include:

- Tooele Transportation Master Plan, Utah
- Lehi City Transportation Master Plan, Utah
- Bluffdale City Transportation Master Plan, Utah
- South Jordan Transportation Master Plan, Utah
- Twin Falls Transportation Master Plan, Idaho
- Provo City Transportation Master Plan, Utah
- American Fork City Sub-Area Transportation Plan, Utah
- Weber County Transportation Master Plan, Utah
- Medora Theodore Roosevelt Presidential Library Traffic Study, ND



EDUCATION

M.S. Civil Engineering
Brigham Young University

B.S. Civil Engineering
Brigham Young University

REGISTRATION

PE Utah (295699)

Arizona (74156)

Colorado (59659)

Idaho (9658)

Montana (73634)

Nevada (28967)

New Mexico (27028)

Oregon (97847)

Washington (21028736)

Wyoming (18575)

Professional Traffic
Operations
Engineer
PTOE (1249)

Professional Planner
AICP (017265)

AFFILIATIONS

Institute of
Transportation
Engineers (ITE)

American Society of
Civil Engineers (ASCE)

American Planning
Association (APA)

Former Lehi City
Planning Commissioner

VINEYARD CITY HALL CONCEPTUAL DESIGN

JOSH GIBBONS PE, PTOE - TRAFFIC **HALES ENGINEERING**

Josh leads efforts for transportation master plans and traffic studies at Hales Engineering. Josh has worked on and supervised the completion of numerous traffic impact studies, parking studies, transportation master plans, corridor studies, and intersection studies across the Wasatch Front and beyond. Josh has completed several studies for transit-oriented developments include The Point (Draper), Thanksgiving Station (Lehi), and Downtown Vineyard (Vineyard). For his master's thesis research, Josh worked with UDOT Traffic and Safety to research intersection safety and develop tools to find hotspots on Utah roadways. Josh manages the efforts at Hales Engineering to review all UDOT traffic studies. Josh is an adjunct professor at Utah Valley University and the University of Utah.

EXPERIENCE

Transportation Planning

Managed and assisted with several projects involving transportation planning and travel demand forecasting. Project engineer for numerous projects including:

- Lehi, UT – On-Call Engineer and Transportation Master Plan
- Twin Falls, ID - Transportation Master Plan
- South Jordan, UT - Transportation Master Plan
- Bluffdale, UT – On-Call Engineer Transportation Master Plan
- Wasatch County, UT - Parking and Traffic Data Collection
- Nephi, UT - Sub-Area Transportation Master Plan

Traffic Engineering

Conducted numerous traffic studies and trip generation studies for private and public entities. Project engineer for numerous projects including:

- Vineyard, UT – Active Transportation Plan – Main Street Analysis
- Salt Lake County, UT - Olympia Hills Traffic Impact Study
- Vineyard, UT - Downtown Traffic Impact Study
- Salt Lake City, UT - Palace Convention Center Hotel Traffic Study
- Richfield, UT - UDOT SR-120 Signal Study
- Wasatch County, UT - Mayflower Traffic Study
- UDOT Traffic Studies Consultant
- Medora, ND - Theodore Roosevelt Presidential Library Traffic Study



EDUCATION

M.S. Civil Engineering
Brigham Young University

B.S. Civil Engineering,
Brigham Young University

REGISTRATION

PE Utah 12335093
Idaho (20415)
Nevada 29139
Colorado 59392
North Dakota 29698
Wyoming 18609
Texas 43096
Oklahoma 33085

Professional Traffic
Operations Engineer, PTOE
(176546295)

AFFILIATIONS

Institute of Transportation
Engineers (ITE)

WIN PACKER, P.E. LEED® AP
WHW ENGINEERING, LLC.
PRINCIPAL MECHANICAL ENGINEER

Win graduated from Utah State University in the field of Mechanical Engineering. He chose the consulting engineering field because of his enjoyment interacting with facility staff and members of diversified design teams. Win swiftly excelled, and in 2004 earned the position of partner and part owner of WHW Engineering. In 2012 Win was appointed President of WHW Engineering and serves as the Principal Engineer.

Throughout his career Win has served as the Principal Engineer on numerous state agency and municipality projects. Included in his design experience are administration, office, and maintenance buildings. Win values engineering and developing HVAC and plumbing systems that balance maximum environmental sustainability, building comfort, and system dependability.

PROJECT EXPERIENCE

South Ogden City Hall
Santaquin New City Hall Building
Draper City Hall 3rd Floor TI
Draper City Storage Building
Draper Parks & Recreation Building TI
Eagle Mountain Administration Building
Davis County Administration Building Controls Upgrade
San Juan County Public Safety Feasibility Study
San Juan County Administration Boiler Upgrade Study
Provo Regional Center HVAC & Controls Upgrade
Provo 4th District Court Remodel
Washington County Receiving Center
Iron County Department of Public Safety
UTA Riverside Admin Renovation & Addition
DWS Provo Boiler Replacement
DWS South County HVAC Upgrades
DWS Admin. Building Controls Upgrade
Mt. Olympus District Office and Maintenance Buildings
South Valley Sewer District Administration and Maintenance Buildings
Heber City Public Works
Sandy City Public Works
UDOT – Milford Maintenance Station Program & Design
UDOT – Cal Rampton Second Floor Remodel
UDOT – Salt Lake West Maintenance Station
Wollam Construction Office Building
USDC Administration Building HVAC Renovation
UVU Alumni and Advancement Center
UVU Browning Admin. Building AHU Upgrade
Provo Town Square Renovations – Knighton Architecture Consultant
DFA Beaver Store Remodel – Knighton Architecture Consultant
Beans & Brew Beaver Location – Knighton Architecture Consultant
Toastique Draper Location – Knighton Architecture Consultant



EDUCATION

B.S. Mechanical
Engineering
Utah State University

REGISTRATIONS

Professional Engineer
Utah (375080-2202)
Nevada
Idaho
Wyoming

LEED® Accredited
Professional



KRIS LARSON

CONSTRUCTION CONTROL CORPORATION PRESIDENT, PROJECT EXECUTIVE

Kris offers 26 years of construction experience to the project. Kris has estimated and managed construction projects for much of that time. He has extensive experience within the Salt Lake market. With that experience he has developed relationships with many in the contracting and design community. Additionally he has provided cost consulting services for hundreds of projects with a wide of range uses. He was awarded the Estimator of the Year Award in 2009 from the American Society of Professional Estimators.

Kris has extensive experience with construction projects and understands the importance of clear communication within the project team. This includes a thorough understanding of construction costs and project budgeting.

RELEVANT EXPERIENCE

Park City Arts & Culture District-Park City, UT
Main & Regent District-- Salt Lake City, UT
Eccles Theater- Salt Lake City, UT
Salt Lake Mosquito Abatement District- Salt Lake City, UT
Mid-Valley Cultural Facility- Taylorsville, UT
Capitol Theatre/ Ballet West- Salt Lake City, UT
Eccles Theater- Salt Lake City, UT
Main & Regent Salt Lake City, UT
Abravanel Hall Various Remodel Projects
The Depot, 2008, \$6 Million
Capitol Theatre/ Ballet West 2013, \$30 Million
Salt Palace III Expansion, 2006, \$65 Million
Questar Corporate Center, 2011, \$8.2 Million
Sorensen Recreation Center, 2009, \$23.4 Million
University of Utah Pharmacy Building, 2009, \$68.4 Million
Park City History Museum, 2009, \$2.9 Million
Westminster Science Center, 2008, \$21.0 Million
Park City Sky Lodge, 2007, \$18.2 Million
Mountain America Corporate Annex, 2007, \$22.3 Million
Ogden High School Renovation, 2006, \$63.3 Million
CHG Healthcare, 2006, \$5.2 Million
Swaner Eco Center, 2008, \$5.4 Million
Alsco Corporate Offices, 2016 \$10.4 Million
Sandy Hale Center Theatre, 2016 \$49 Million
BYU Heritage Halls



EDUCATION

B.S. Economics
University of Utah

REGISTRATION

Certified Professional Estimator
Utah General Contractor B-100 Classification License

PROFESSIONAL AFFILIATIONS

Certified Professional Estimator

Utah General Contractor
B-100 Classification License

AWARDS AND HONORS

Utah Estimator of the Year, 2009

President, Utah Chapter
American Society of Professional
Estimators

NW Governor for the American Society
of Professional Estimators

KIRK S. POWELSON

CONSTRUCTION CONTROL CORPORATION

CHIEF ESTIMATOR

Kirk brings to the project 17 years of construction experience. He has been estimating projects most of that time. He brings a keen eye to your project along with tremendous attention to detail. Kirk excels in understanding the project drawings and effectively creates cost models that are reliable and industry leading. Kirk has estimated hundreds of projects, many of which have significant relevance to this project. He has extensive experience with a wide range of projects. He understands all building systems and is proficient with current industry software.

Kirk has extensive estimating experience with a wide range of projects and understands building systems, material handling impacts, site access implications, and the current labor and bidding climate.

His area of expertise is cost estimating and budgeting he will be available immediately to begin working on this project. Kirk is an extremely detail oriented individual and is thorough at analyzing project estimates. He is able to understand a project from the ground up. Kirk is competent with estimating software and making it a useful tool for the owner.

RELEVANT EXPERIENCE

Salt Lake Mosquito Abatement District, 2018 – 2019
Mid-Valley Cultural Facility, 2018 - 2019
Capitol Theatre/ Ballet West – Phase 2, 2018 - 2019
Abravanel Hall Various Remodel Projects
Capitol Theatre/ Ballet West, 2013
Hale Centre Theatre, 2016 - 2018
Alsco Corporate Offices, 2016 - 2017
Sandy Hale Center Theatre, 2016



EDUCATION

B.S. Construction Management
Brigham Young University

REGISTRATION

CSI CDT Certification 2005
OSHA 30 HR Safety Training
2009

PROFESSIONAL AFFILIATIONS

Certified Professional Estimator

JOSHUA KLYBER ICC, ASSOC. APA

ASSOCIATE PRINCIPAL + ACCESSIBILITY CONSULTANT JENSEN HUGHES

Joshua has over two decades of experience and leads the firm's accessibility and universal design projects. He has worked on everything from small restaurant improvements to large education campuses to public housing portfolios. He has experience working with various architects, contractors, developers, and facility managers to solve problems in the design phases and the field. Joshua is a veteran of accessibility initiatives on the leading edge of educating and supporting clients by integrating universal design into their projects to surpass the code minimums and accommodate more individuals' needs.



PROJECT EXPERIENCE

Woodburn City Hall, Woodburn, Or
Accessibility Barrier Identification

Oregon State Treasury, Salem, Or
Accessibility Review for Historic Building Renovation

Custer County Courthouse, Hailey, Id
Accessibility Review for New Courthouse

Portland Parks & Recreation – Mt. Tabor Office Building, Portland, Or
Accessibility Review and Recommendations for Compliance

Public Services Building, Portland, Or
Accessibility Review And Recommendations For Compliance

Cloverdale Firehouse, Cloverdale, Or
Accessibility Review And Recommendations For Compliance

Hillsboro Public Schools, Multiple Facilities, Hillsboro, Or
Accessibility Review And Recommendations For Compliance

Oregon School For The Deaf, Beaverton, Or
Accessibility Review And Recommendations For Compliance

EDUCATION

BS, Physics and Mathematics, State
University of New York at Geneseo

CERTIFICATIONS

Accessibility Inspector / Plans
Examiner, International
Code Council (ICC)

Registered Accessibility Specialist
(RAS), No. 1552,
Texas Department of Licensing and
Regulation (TDLR)

LEED Green Associate
Sustainable Building Advisor

PROFESSIONAL AFFILIATIONS

Associate Member,
Accessibility Professionals
Association (APA)

TOM JALESKI ICC
DIRECTOR + MANAGING PRINCIPAL
JENSEN HUGHES

Tom is a Director and Managing Principal with over three decades of project experience with regulatory agencies across the U.S. He has authored code appeals, alternates and variances to resolve complex issues, resulting in savings to clients while ensuring the primary goal of safety for the occupants. Tom is an expert in accessibility and code regulations for high-rise, healthcare, residential, assembly, commercial, public and aviation facilities. He has a solid reputation for clearly communicating project challenges and delivering efficient solutions to each design team and jurisdiction he works with. His knowledge of historically compliant code regulations combined with current building and fire code developments offers current life safety benefits and predictive scenarios for future maintenance and renovations. Tom is skilled at thoughtfully managing all the specific and high priority needs of a team and project including fire science assessments, computer modeling, egress and other life safety concerns.



PROJECT EXPERIENCE

Multnomah County Courthouse
Fire and Life Safety Consulting Services
Portland, OR

Multiple Library Facilities,
Fire and Life Safety Consulting Services
Multnomah County, OR

Oregon Department Of Administrative Services Executive Building & Supreme Court,
Facility Assessment and Occupancy Analysis
Salem, OR

Multiple Projects, Port Of Portland
Fire and Life Safety Consulting Services
Portland, OR

Oregon Youth Authority
Full Portfolio Facility Assessment and Occupancy Analysis
SALEM, OR

Multiple Projects, Port Of Seattle
ADA, Fire and Life Safety Consulting Services
Seattle, WA

EDUCATION

Master of Architecture, Southern
California Institute of Architecture,

Bachelor of Architecture
University of Kentucky

CERTIFICATIONS

Certified Accessibility Inspector
Plan Reviewer,
International Code Council (ICC)

Certified Building Plans Examiner
International Code Council (ICC)

**PROFESSIONAL
AFFILIATIONS**

International Code Council

DAVE ROWE P.E., S.E- PRINCIPAL
WRIGHT STRUCTURAL ENGINEERS

Dave is a senior principal in Wright Engineers' Las Vegas office and is licensed as a structural engineer in California, Nevada and Utah. Dave has 20 years of structural engineering experience. He currently sits on the board of directors of the Structural Engineers Association of Southern Nevada and is a member of the American Institute of Steel Construction. Dave directs and mentors engineers, strengthens client relationships, and manages large projects. Dave enjoys making communities safer by developing and building effective teams.

RELEVANT PROJECT EXPERIENCE

UNLV Hotel College Academic Building
Las Vegas, NV

A four-story building, approximately 95,000 square- feet, located on the UNLV campus. This project is designed to achieve a LEED Silver status. Wright Engineers provided structural engineering design and construction administration services.

University Park Student Housing
Las Vegas, NV

A five-story, 460,000 square-foot building with a five- story, 217,000 square-foot parking garage. The five-story building was constructed of wood on slab on grade.

Founders Academy
Las Vegas, NV

A 58,745 square foot facility at the Las Vegas Founders Academy campus in Las Vegas. The building houses a gym and cafeteria as well as classrooms and offices.

Longford Office Building and Parking Garage
Las Vegas, NV

The 132,000 square-foot, four-story office building includes offices, an imaging center, a surgery center, and coffee shop. An adjacent three level 607 space parking garage is connected to the office building by a conditioned bridge that spans eighty feet across the drive. A "wide module/skip joist" system was used to frame the floors to reduce construction cost and time.

BEN ROGERS PE, SE PRINCIPAL
WRIGHT ENGINEERS

Ben Rogers is a principal in Wright Engineers' Las Vegas office and is licensed as a structural engineer in Arizona, and Nevada. Ben holds BS and MS degrees in engineering from the University of Nevada, Las Vegas. Ben focuses on establishing and maintaining company-wide engineering and drawing standards, mentors, and trains engineers, and also manages the structural engineering of some of our most complex and challenging projects. Ben is the treasurer for the Structural Engineers Association of Southern Nevada.

PROJECT EXPERIENCE

Founders Academy
Las Vegas, NV

A 58,745 square foot facility at the Las Vegas Founders Academy campus in Las Vegas. The building houses a gym and cafeteria as well as classrooms and offices.

Longford Office Building and Parking Garage –
Las Vegas, NV

The 132,000 square-foot, four-story office building includes offices, an imaging center, a surgery center, and coffee shop. An adjacent three level 607 space parking garage is connected to the office building by a conditioned bridge that spans eighty feet across the drive. A "wide module/skip joist" system was used to frame the floors to reduce construction cost and time.

Clark County School District
Sandy Valley Gym
Las Vegas, NV

22,000 SF one-story gymnasium building for ClarkCounty School District in Sandy Valley, Nevada. Building includes til -up walls with steel roof framing and slabongrade floor, and spread footings. Desert Parkway Behavioral Health Hospital



EDUCATION:
MS, Civil Engineering Brigham Young
University BS, Civil Engineering
Brigham Young University

REGISTRATION
SE CA, NV
#17179, UT

PE CA, NV
#17179, UT

PROFESSIONAL AFFILIATIONS
Board Member, Structural Engineers
Association of Southern Nevada



EDUCATION:
MS Engineering
University of Nevada

BS Civil/Structural
Engineering University of Nevada

REGISTRATION
Licensed SE
AZ, NV #17402

P.E. AZ, CA, NV #17402

PROFESSIONAL AFFILIATIONS
Structural Engineers Association
of Southern Nevada

American Institute of Steel

VINEYARD CITY HALL CONCEPTUAL DESIGN



SUMMARY

The New Vineyard Downtown City Hall is a once-in-a-generation transformative opportunity to create a hub that will activate Downtown.

The Knighton/GTS Development Services Team are well suited to deliver the Conceptual Design Study and want to meet and exceed the City's expectations. Our Team has both the local knowledge and widespread expertise in delivering complex Civil Urban Design projects. Our Team is committed to the success of this project for Vineyard City.

VINEYARD CITY HALL CONCEPTUAL DESIGN

The assembled GTS/KNIGHTON Team has the capacity and resources to complete the project. Our current workload allows us this project to be a primary firm focus. The firm has NOT engaged in litigation, arbitration or mediation as a result of design errors of omission.

REFERENCES

GTS Development Services

Ralph Becker
Former Mayor Salt Lake City
Executive Director
Central Wasatch Commission
ralph@cw.utah.gov
801.550.2812

David Everitt*
Former Deputy Manager Park City
Municipal Corporation
[801-865-1260](tel:801-865-1260)

John Ballard
President
Magic Space Entertainment
2750 Rasmussen Road – Suite 205
Park City, UT 84098
John@magicspace.net
801-870-0929

Phil Jordan*
Former Director Salt Lake County
Center for the Arts
pjordanxc@gmail.com
801-244-1962

Knighon Architecture

Marie TeVelde
Dairy Farmers of America
Senior Director
970.305.2191
mtevelde@dfamilk.com

Steven Bond
Broker/Owner
Capital Advisors Real Estate
801-400-6580
steve@capitaladvisorsre.com

Ivan Utrera
Founder/CEO
Phoenix Franchise Group, Rodizio Grill
801-755-2394
ivan@rodizio.com

Patrick Walmsley
Liberty Santa Monica Properties
310.990.3717
pwalsley@libertysantamonica.com

VINEYARD CITY HALL CONCEPTUAL DESIGN

SUPPLEMENTAL MATERIALS

JACKIE BISKUPSKI
MAYOR
EXECUTIVE DIRECTOR, RDA



LARA FRITTS
DIRECTOR
CHIEF EXECUTIVE OFFICER, RDA

DEPARTMENT of ECONOMIC DEVELOPMENT

April 18, 2019

To Whom it May Concern:

On behalf of the Redevelopment Agency of Salt Lake City (RDA), I am writing to confirm the RDA has provided financial support for the development of the George S. and Dolores Dore Eccles Theater (Eccles Theater) by GTS Development.

During the past nine years, Steve Swisher of GTS Development has worked closely with Justin Belliveau, former Chief Operating Office of the RDA to plan, design, finance, and manage the construction of a 2500 seat performing arts theater in downtown Salt Lake City. This \$123M project was the result of over a decade of planning, and brought to fruition because of the tenacity of GTS Development.

Throughout the development process, Justin, served as the City's representative on the theater development and provided technical expertise. From facilitating the issuance of \$116 million bond financing in the form of Sales Tax Revenue bonds and Tax Increment Revenue Bonds to managing the day-to-day decisions on behalf of the RDA, Justin has a skill to manage complex projects while keeping stakeholders informed.

I hope you will consider engaging GTS Development for your theater and hotel project in Albuquerque, New Mexico. Projects such as the Eccles Theater are complex and it is imperative to have a team that has the requisite experience. I am confident that you will find the expertise in GTS Development.

Please do not hesitate to reach out if I can be of any assistance.

Sincerely,

Lara L. Fritts
Chief Executive Officer
Redevelopment Agency of Salt Lake City



SLCRDA

WWW.SLCRDA.COM



BUSINESS
DEVELOPMENT

WWW.SLCGOV.COM



WWW.SALTLAKEARTS.ORG

FEE PROPOSAL

Architectural services for the new Vineyard City Hall Conceptual Design Study

- Needs Assessment
- Site Analysis
- Concept design/Renderings
- Project Economics
- Development Strategy
- Public Engagement
- Report to Council

\$96,800.00

OPTIONAL SERVICES

- | | |
|--------------------------------|--|
| • Public Presentations | Hourly |
| • Consultant Narratives | \$7,500- \$15,000 Depending on scope of work |
| • Alta Survey | \$5,000- \$7,000 Depending on scope of work |
| • Geotechnical Study | \$6,000- \$10,000 Depending on scope of work |
| • Phase I Environmental Report | \$6,000- \$10,000 Depending on scope of work |
| • Traffic Impact Study | TBD |



VINEYARD CITY COUNCIL STAFF REPORT

Meeting Date: June 28, 2023

Agenda Item: 6.6 Contract for Mural Design and Services

Department: Community Development

Presenter: Cache Hancey, Planner & Business Advocate

Background/Discussion:

The Mural Selection Committee reviewed 6 proposals and is recommending Aljay Fuimaono, a local Vineyard resident and muralist to complete the water tank mural. The proposed mural will be 5628 sq/ft on the northeast façade of the newly constructed water tank. This mural will be highly visible from Frontrunner providing a northern gateway into the city and downtown.

The selection committee found that Mr. Fuimaono is well qualified and has experience with similar projects throughout the area. Additionally, his proposal was the lowest cost to the city allowing for site improvements.

Fiscal Impact:

Mural design and construction: \$67,536

Site Improvements: \$32,464

Total Impact: \$100,000

Recommendation:

Staff recommends authorizing the City Manager to sign an agreement with Aljay Fuimaono for \$67,536 to provide design and installation of a mural.

Staff additionally recommends approving funds not to exceed \$32,464 for site improvements adjacent to the mural.

Sample Motion:

"I move to adopt resolution 2023-33 authorizing the City Manager to sign an agreement with Aljay Fuimaono for \$67,536 to provide design and installation of a mural and approving funds not to exceed \$32,464 for site improvements adjacent to the mural

Attachments:

Resolution 2023-33

Proposal from Aljay Fuimaono

RESOLUTION NO. 2023-33

A RESOLUTION OF THE VINEYARD CITY COUNCIL AUTHORIZING THE CITY
MANAGER TO SIGN A CONTRACT WITH ALJAY FUIMAONO TO PROVIDE DESIGN
AND INSTALLATION OF A MURAL AND TO APPROVE FUNDS FOR SITE
IMPROVEMENTS ADJACENT TO THE MURAL.

WHEREAS, after consideration of bids filed, it was determined that Aljay Fuimaono was the best bidder for the design and installation of a mural on the Vineyard water tank at a cost of \$67,536; and

WHEREAS, city staff also requests approval of funding for site improvements adjacent to the mural at a cost of \$32,464; and

WHEREAS, the Vineyard City Council has determined that it is in the public interest and welfare of its residents, desires to allow the city manager to enter into an agreement with Aljay Fuimaono for the design and installation of a mural on the Vineyard water tank.

NOW THEREFORE BE IT RESOLVED BY THE GOVERNING BODY OF
VINEYARD, UTAH AS FOLLOWS:

Section 1. Approval. The City Council of Vineyard, Utah, hereby authorizes the city manager to enter into an agreement with Aljay Fuimaono for the design and installation of a mural on the Vineyard water tank at a cost of \$67,536; and approve additional funds for site improvements adjacent to the mural at a cost of \$32,464; and.

Section 2. Severability. If any section, part or provision of this Resolution is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Resolution, and all sections, parts and provisions of this Resolution shall be severable.

Section 3. Effective Date. This Resolution shall become effective immediately upon its approval by the City Council.

Passed and dated this 28th day of June 2023.

Julie Fullmer, Mayor

Attest:

Pamela Spencer, City Recorder

VINEYARD CITY

WATER TANK

MURAL PROPOSAL

ALJAY FUIMAONO

Aljay Fuimaono

Manusina Art

191 N 50 E

Vineyard, UT 84059

808-783-3701

manusinaart@gmail.com

Dear Vineyard City,

I am writing to express my interest in painting the Vineyard Water Tank Mural. Art has always been a passion of mine, and I've learned so much in the process. I graduated with a Bachelor of Fine Arts from BYU Hawaii in 2009 and have worked hard since then to perfect my craft. It wasn't an easy journey, but consistency landed me massive projects in cities such as Park City, Herriman, and a couple in Hawaii. I also worked with large organizations such as BOSE, NFL, Utah Jazz, BYU Hawaii, and UVU. I've worked with many small businesses and homeowners to bring their vision to life with the artwork.

When the Vineyard water tank project was brought to my attention, I immediately got excited! I've wanted to paint a mural in my home city. Vineyard is a new and growing city, and it would be an honor to paint a large mural representing who we are. It would be something to leave behind for my kids to take pride in, being that this is their hometown.

I understand the scale of this project and how large it will be. I am very familiar with the work of executing such a large-scale project. I live 5 mins from the project location and have a home-field advantage. My largest project was a temporary street mural 300 ft by 20 ft commissioned by Park City.

I have included my portfolio of Some of my Mural artwork. I look forward to hearing back from you.

Thank you for your time and consideration.

Sincerely,

Aljay Fuimaono

Mural Concept

My approach to this project comes with contrasting colors to make this mural really pop. Hi-Vis colors will be used to grab the attention of passer Byers. As seen in the mockup design, I have decided to combine realism and colorful abstract to give a clear message to the mural.

My vision to represent the theme of “stay connected” is a collage of images found in Vineyard. *See included mockup.

- **Connecting the Past, Present, and future.**
 - Images representing Geneva Steel (past)
 - Image of Construction worker building (present)
 - Image of Child pointing to the sky (future)
- **Connected to our environment**
 - The color scheme is divided into 4 even wall sections. It will represent the colors of the 4 seasons.
 - It will have images of local birds, fish, and animals.
 - Some of our local vegetation, such as grapes and pumpkins.
 - Abstract design Texture and lines representing the surrounding mountain range and lake.
- **Connected as a diverse city**

Different cultural representations of our local community. I want to set up a Photoshoot with some of our locals of different cultural backgrounds and use those images as references for the mural. What you see on the mockup design is the placement of photos of people from our community.
- Block letter design that says “Vineyard City” runs across the foreground. Sub lettering saying, “Stay connected.”

Mural Mockup

*Some images of people on this mockup are for the idea and placement. Once approved, I will take original photos to replace these.



Estimated Timeline

Day1-2

- Boom Lift and PPE inspection
- Set up the Paint gun and power source
- Setup workstation, Paint, and organize colors
- Start with a primer application KILZ 2 Exterior Primer to the entire wall

Day 3-4

- Project the approved design to the wall and trace the outline of the entire artwork.
- Use 2X Rustoleum Spray Paint light grey (Approx. 25 cans)

Day 5-10

- Apply Base colors to the entire mural.
- Using VALSPAR STORMFLEX exterior paint. Colors Premixed

Day 11- 21

- Details, highlights, and shadows. Clean up lines on images.
- 2X Rustoleum Spray Paint fine tip. VALSPAR STORMFLEX Exterior Paint fine tip attachment on the spray gun. Use paintbrush

Day 22-23

- Touchups

Day 24-26

- 3x Sealant coat to protect from weather conditions. Easy to clean off Vandalism. MINWAX POLYURETHANE Semi-Gloss 3 coats

Days off are on Saturdays and Sundays.

Cost and process breakdown

This project will be priced per square ft. (5628 sq ft)

**I have a passion for my work and love working with clients on ways to stay within a client's budget. Price and design may be adjusted to fit the budget.*

Total Project Cost Estimation:		\$67,536 (\$12/sq ft X 5,628 ft)
<i>Boom lift Type 1 (for uneven ground level)</i>		\$6000
<i>Latex paint</i>		\$6200
<i>Spray paint</i>		\$5500
<i>Weather Sealant and primer</i>		\$2800
<i>Brush and rollers</i>		\$600
<i>Paint sprayer and maintenance</i>		\$1100
<i>Mock-up of the original design, including photoshoot of original references</i>		\$3000
<i>Vehicle and Generator Gas</i>		\$1000
<i>Labor and Skill:</i>		\$41,336
- Detailed realism large scale - Application with a brush for the complexity of the design. - Application with Brush and Spray - Pre-Mixing of Multiple colors - Original photo references - Moving of lift on uneven ground - On and off the lift maneuvers - OSHA-approved safety and lift operation certified - Ground boom lift assistant. To ensure the safety of operation.		

PORTFOLIO



Fuimaono, Aljay
Kobe Mural
2022
Acrylic & Spray Paint
801 Basketball Training facility
Herriman, UT

30ft X 22ft \$8,000



Fuimaono, Aljay
Jordan Mural
2022
Acrylic & Spray Paint
801 Basketball
Herriman, UT

30ft X 22ft \$8,000



Fuimaono, Aljay
Pacific Heritage Mural
2016
Acrylic & Spray Paint
Pacific Heritage Academy
Rose Park, UT
30ft x 60ft \$18,000



Fuimaono, Aljay
Lion Mural
Acrylic Brush
Home gym
Springville, UT
10ftx12ft \$4000





Fuimaono, Aljay
Black Lives Matter Mural
2020

Acrylic & Spray Paint
Park City, UT

300ft x 20ft



Fuimaono, Aljay

Palu Ava

2022

Acrylic & Spray Paint

Haleakava

Lahaina, Maui

10ft X 30ft \$6,000



Fuimaono, Aljay

Dunked Cookies

2021

Acrylic & Spray Paint

Dunked Cookies LLC

Eagle Mountain, UT

10ft x10ft \$2,000



Fuimaono, Aljay
Sagato Bakery
2016
Acrylic & Spray Paint
Sagato Bakery LLC
Sandy, UT
30ftx8ft - \$6,000



Fuimaono, Aljay
Nipsey and Kobe Mural
2017
Acrylic & Spray Paint
Pacific Kuts Barbershop
Provo, UT
10ftx15ft \$2500



Fuimaono, Aljay
Salt Lake mural
2021
Spray Paint
OISH LLC
West Valley, UT
20FT X 8FT \$2500



Fuimaono, Aljay
BOSE NFL DRAFT
2021
Laytex & Spray Paint
Zach Wilson Mural
Provo, UT
15ftx15ft \$12,000



Detailed Brush Work



Hi biscus

Portraiture Work

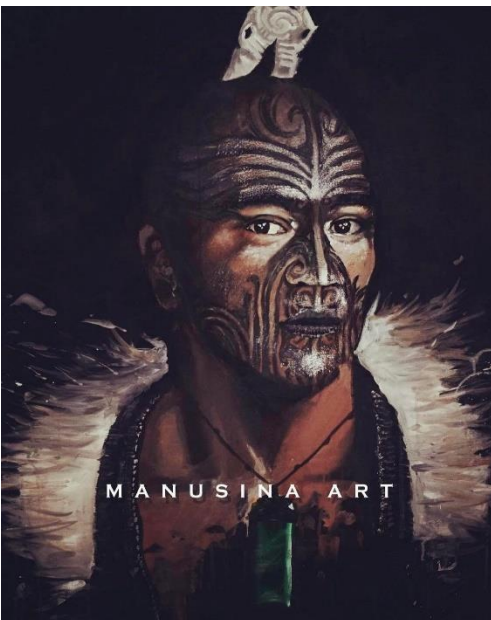


Hongi

Hawaii Protector



Maori Protector





Rough Edge Collective
mjlindoart@gmail.com
www.themural-project.org
Joshua Lawyer
MJ Lindo-Lawyer
707-508-8254

ROUGH EDGE COLLECTIVE
Maria-Jose & Joshua Lawyer - Artists & Muralist

📍 Santa Rosa, CA 95407 📞 707-508-8254 ✉ mjlindoart@gmail.com 📧 elthumbz@yahoo.com

05/04/23

Vineyard City
Utah

To whom it may concern,

The City of Utah along with its Arts & Recreation/Parks, Cultural & Heritage Advisory Commission have been highly regarded as organizations that value an unwavering commitment to originality and vision, which is why we were delighted when the Vineyard City Water Tank Project was announced. Rough Edge collective has crafted rich, engaging public pieces with proven success in mural design development and installation. We would love the opportunity to add value to the history of success in the Utah area by showcasing our exceptional artistic talent and work ethic.

With 20+ years of expertise in creative illustration, brand/product design, contemporary arts, art lighting, and public art, we are confident that our background makes us a top muralist for the Vineyard City Public Art Call. Currently, we offer considerable experience in conducting creative illustration and expedient design solutions for high-budget complex projects.

Some of our most notable accomplishments are the following:

- Facilitated a mural festival in Santa Rosa, CA and are currently working with a \$250,000 budget 2023
- Currently working with the Caltrans and the City of Salinas on a \$300,000 budget for their beautification program in 2023
- Collaborated with the Santa Rosa Junior College for their first on campus mural in 2022

Our dedication to crafting high-level pieces that are meticulously researched and representative of the community, coupled with a knack for illustration and mural design/installation, will significantly benefit this project. We look forward to discussing this opportunity in further detail if a meeting could be to our mutual advantage.

Thank you in advance for your time and consideration!

Sincerely,

MJ Lindo Lawyer & Joshua Lawyer

Enclosure: Resume



Rough Edge Collective
mjlindoart@gmail.com
www.themural-project.org
Joshua Lawyer
MJ Lindo-Lawyer
707-508-8254

Mural : noun – defined as any piece of graphic artwork that is painted or applied directly to a wall, ceiling, or other permanent substrate.

To us, it is so much more. It is inspiration, empowering, an anchor to the community, wonder in the eyes of a young creative. It is meaningful discussion, your favorite part of walking your dog, the last step in the direction to your location, the art we all can share, the backdrop to a memorable photo, it is a tradition that dates back to the cave walls. It is where art innovates.

We are Rough Edge Collective : Maria-Jose (MJ) Lindo-Lawyer and Joshua Lawyer, a married couple who met in a small gallery in the Mission district of San Francisco over 10 years ago. Both of us being the art kid in school, we were obsessed with creating. Being children of immigrant parents who didn't know the next steps to take, led us to becoming self-taught artists. We know first hand how impactful public art can be, I ([MJ](#)) was forced to move frequently due to the civil war in Nicaragua, my family relocated to Toronto Canada and it was there that I was captivated by the mural work while riding the subway as a child. Meanwhile 2600 miles away, in East Palo Alto, [Joshua](#), growing up in a strong Tongan culture, although beautiful and rich, was not in a traditional Tongan career path in pursuing the arts. Through the 90's bay area graffiti/street art scene and seeing artists like Barry McGee transform the public space is where he would find inspiration and his life's passion.

Our professional careers started in Bay area galleries and would span across the country over the next 15 years. In late 2018 we attempted our first mural and were immediately hooked. Since then, we have been able to travel across the country, providing artwork for communities and growing rapidly as muralists and public artists.

Rough Edge Collective specializes in outdoor, and indoor murals with a focus on traditional techniques while using materials that allows for longevity, weather resistance, uv resistance, and pigment retention. We achieve this by using [high quality acrylic](#) latex paint that is guaranteed for long term exposure in an outdoor environment ([Sherwin willaims](#)) , and using a hand brushed mural style. To date, we have had no issues of fading corrosion or peeling on any of our mural installations. We've have proven our artistic merit through our aesthetic quality, including content, craftsmanship, uniqueness and relevance to its environment. We have worked hand in hand with municipalities, public art boards, college students and faculty, youth organizations, individual communities and private businesses in the development process of public art. Most recently we worked with [Santa Rosa community college](#) and their Intercultural center to install their first campus mural standing over 30 ft tall and 100 ft wide, we are also currently working with the [City of Santa Rosa](#) and with Caltrans on a \$300,000 budget that prioritizes community involvement. We have also worked on the community side, where we have volunteered on artist panels to choose artists for RFQs, and we run a non-profit ([The Mural Project](#)) that hosts 15-20 murals annually in a short span of time with a \$250,000 budget.



Rough Edge Collective
mjlindoart@gmail.com
www.themural-project.org

Joshua Lawyer
MJ Lindo-Lawyer
707-508-8254

When trying to envision a design and the location in which it will go, we first try to take in the history of the area, whether that be learning about the indigenous people who came before us, to learning about farming migration, and how that explains the diversity we see in the current day. We also research the local wildlife and plant life with the hopes of using these things as a narrative tool in our design. When creating the design we want the main figure to be modern so the community can see themselves in it. We also want to highlight the rich history that came before and how those moments shaped our present day. Lastly we hope to capture the dreams the community has for Vineyards City's future, we do this through subtle movement, a look in the figures eyes, a chin being held high, a bird taking flight.

Thank you for your time and consideration

- MJ & Joshua



Rough Edge Collective
mjlindoart@gmail.com
www.themural-project.org
 Joshua Lawyer
 MJ Lindo-Lawyer
 707-508-8254

Vineyard City Mural

Target budget	\$	100,000.00	Total	
	Artist Design Fee including concept refinement and construction coordination (30%)	\$	30,000.00	\$ 30,000.00
	Equipment Rental (10%)	\$	10,000.00	\$ 10,000.00
	Installation (labor,fabrication ,material analysis, permitting if needed) (40%)	\$	40,000.00	\$ 40,000.00
	Materials & Tools, and Travel (13.8%)		\$13,800	\$ 13,800.00
	Insurance (1.2%)	\$	1,200.00	\$ 1,200.00
	Contingency (5%)	\$	5,000.00	\$ 5,000.00
				\$ 100,000.00



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Rough Edge Collective
mjlindoart@gmail.com
www.themural-project.org

Joshua Lawyer
MJ Lindo-Lawyer
707-508-8254





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Annotated Image descriptions (In Order)

1. Our House – 2022 – Commission by the Santa Rosa Junior College Intercultural Center “Our House” – Santa Rosa, California 30’x 70’ - \$ 90,000
2. Color-Fall – 2022 Commissioned by the City of Eureka and Caltrans \$35,000 30’x60’
3. After a while - 2021 – Commissioned mural for the City of Clearwater Florida, \$50,000 - 25’x140’
4. Making Progress – 2022 – Commissioned by the City of Petaluma - \$70,000



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May 3rd, 2023

To Whom It May Concern:

It is with great enthusiasm that I recommend Maria-Jose (MJ) Lindo-Lawyer and Joshua Lawyer—known as the Rough Edge Collective—as mural artists for your public art project with Vineyard City, Utah. The team of student leaders and campus colleagues involved in vetting these proposals all unequivocally agreed that their work was exquisite, and that this dynamic duo of artists would be perfect to help us bring a representative vision of SRJC's student culture to life. MJ and Joshua were incredibly thoughtful and skillful in eliciting a collective vision for the mural's composition during several meetings with student leaders—a process that involved student storytelling and *testimonio* facilitated by the artists which proved highly meaningful and memorable for those involved. The translation of students' experiences and perspectives into a symbolic vision is now manifest as a gorgeous campus mural that welcomes students into the center and reflects their beauty and resilience.

The Our House mural project was a final "swan song" for me at SRJC as I transitioned from a staff position there to a full-time faculty role teaching Ethnic Studies at Solano Community College, which is my current affiliation. I would hire MJ and Joshua again in a second. Their work is of the highest quality, and they are both excellent communicators and collaborators who are delightful to work with.

Sincerely,

Amanda Morrison, Ph.D.
Ethnic Studies Instructor, Solano Community College
amanda.morrison@solano.edu
(707) 332-8108



Rough Edge Collective
mjlindoart@gmail.com
www.themural-project.org
Joshua Lawyer
MJ Lindo-Lawyer
707-508-8254

MELISSA ABERCROMBIE
CHAIR PETALUMA PUBLIC ART COMMITTEE

415 244 4796
mooabercrombie@gmail.com

May 3rd, 2023

Dear City of Utah,

Thank you for this opportunity to share my wholehearted recommendation of Rough Edge Collective. I have had the pleasure of working with MJ and Joshua on behalf of the City of Petaluma during the planning and execution of their piece "Making Progress" in 2021-22. Their non-profit, The Mural Project, in nearby Santa Rosa has also served to demonstrate their commitment to providing accessible public art and their support of fellow artists. The Rough Edge Collective went far beyond my expectations in their execution of our Small Artwork Grant and their mural is a great source of pride within our community.

The Petaluma Public Art Committee was very eager to work with this team when they applied for our grant. The professionalism and creative talents they share have been unparalleled. The Petaluma Public Art Committee did not have a specific location designated for the grant awarded to Rough Edge Collective. They were completely flexible with the challenging constraints of the cinder block building we ultimately chose due to its high visibility. They created work specific to building elevations, architecture, and use. The quality of the workmanship on "Making Progress" demonstrates their artistic caliber and inspires all who drive by or visit. They completed the mural well before the project deadline, were responsive in all communications and exceptional partners throughout the process.

MJ Lindo Lawyer and Joshua Lawyer are wonderful artists and producers. With every project they are awarded, I am increasingly impressed and grateful to have their works represented in Petaluma's public art collection. Together they are powerhouse creatives who can produce works which reimagine spaces which would otherwise be un-noteworthy to passersby. Their commitment to bringing art to communities is transformative.

Sincerely yours,

Melissa M Abercrombie



Rough Edge Collective
mjlindoart@gmail.com
www.themural-project.org
Joshua Lawyer
MJ Lindo-Lawyer
707-508-8254



JUNE 3, 2022

To Whom It May Concern:

It is with great pleasure that I recommend MJ Lindo-Lawyer and Joshua Lawyer for your upcoming mural project.

I had been following both MJ and Josh's work for quite some time before deciding that our downtown Santa Rosa taproom needed a bit of a facelift. Their expression of light, color and perspective is universally stunning and I can honestly say they were the only artists that came to mind.

Upon reaching out, I was met with a level of enthusiasm and professionalism that could not be beat. The two of them worked extremely quickly in developing a design unique to us and our business, as well as making any edits we requested. The entire process went so incredibly smoothly and the result is absolutely phenomenal.

MJ and Josh are fundamental figures in the Sonoma County and Bay Area art scenes and recently formed a non-profit organization to bring more focus and attention to our local art community. They both have a remarkable sense of integrity and firmly stand behind their work and the work of their fellow artists.

I personally cannot wait to see what else this dream team has to offer and truly hope you give them the opportunity to transform your space into a work of art. If you have any questions, please do not hesitate to contact me at (707) 720-8123 or events@shadyoakbarrelhouse.com

Sincerely,
Sarah Greer
Events and Logistics Manager
Shady Oak Barrel House



VINEYARD
STAY CONNECTED

Water Tank Mural

May 2, 2023

muros



mural activation

project overview

The city of Vinyard has approved the initial funding for a mural to be placed on a large water tank under construction on the north side of the city. This water tank will be visible from the regional train system, known as FrontRunner. The City desires this mural to provide an interesting viewpoint from Vineyard north gateway. The mural is intended for the east elevation of the water tank containing a length of approximately 268' and height of 21' (5628 sq/ft total). The mural project is expected to be painted on the entire concrete surface and will become Utah's largest mural.

By partnering with a local artist, not only will Vinyard create an impactful mural, but also show their commitment to the local community.

artist requirements

Local Utah Artist

dates

Start Date is July 2023

dimensions

268' x 21' (5628 SF)

mural activation

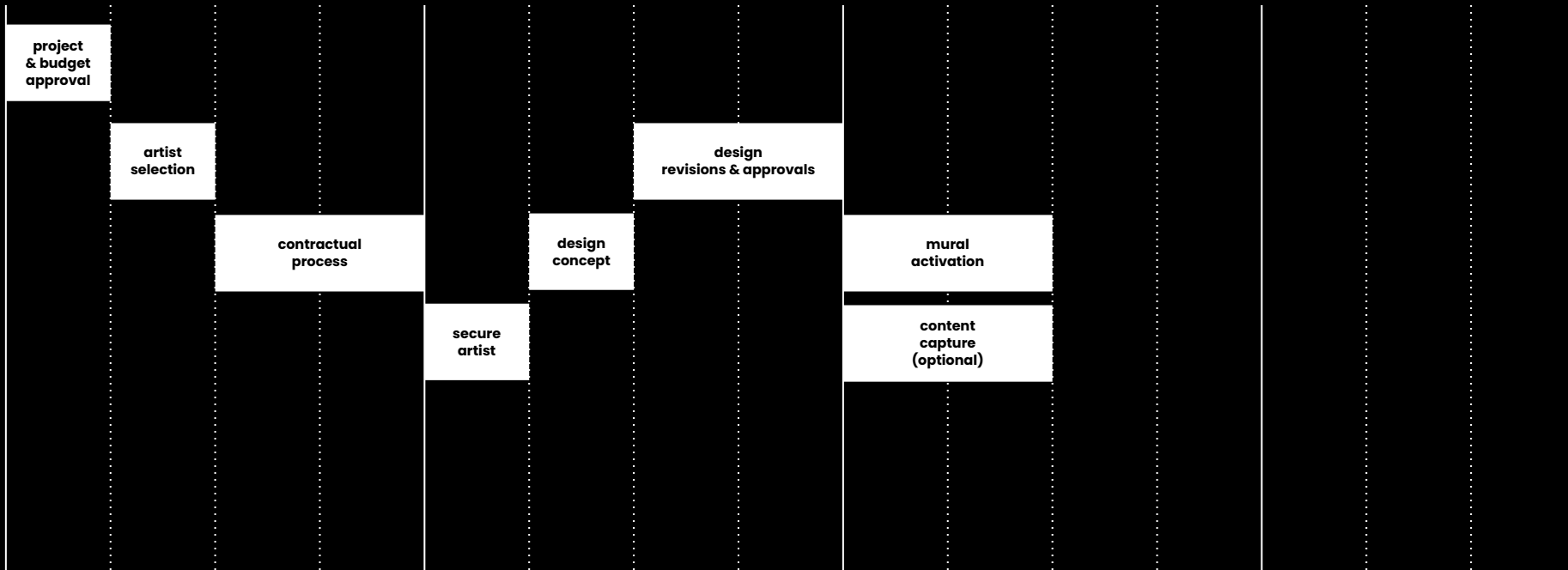
estimated timeline

may

june

july

august



mural activation

activation process



creative strategy

Together with Vinyard develop a strategy that allows for creativity, consistency, and differentiation.



artists & location sourcing

Identify a local artist to ensure that Vinyard showcases their commitment to the community, reaches their target audience and meets their activation goals.



art activation

Muros will manage the entire activation from start to finish including creative concepts, onsite logistics, artist contracts, equipment, supplies and post-campaign asset delivery.



content capture

Through HD video & photo capture, Vinyard can extend their campaign by developing a unique story that highlights not only the activation but also the artist and their partnership.



campaign extensions

Garner the attention of local media. From the city to the artist to the community members, we can create a special moment to create opportunities to build awareness.

mural activation

artist thought starters

vinyard

artist thought starter 1

about

This Utah based artist is emerging in the art world with a fresh take on Polynesian cultural fine art. The contemporary styled artist enjoys incorporating realism and abstract styles with rich colors and sketch-like strokes to create striking imagery with underlying cultural themes.

style

Portraiture / Realism

**additional work available upon request*



vinyard

artist thought starter 2

about

This illustrator and muralist has a BFA in Graphic Design from Utah Valley University. After five years of working in the consumer retail industry, she left her career as an in-house designer to pursue freelance full-time. She now focuses on murals and commercial illustration out of her studio in Salt Lake City, Utah. Her curiosity for lettering stems from believing in the power of words and its ability to uplift and create meaningful connections with viewers.

style

style goes here

**additional work available upon request*



vinyard

artist thought starter 3

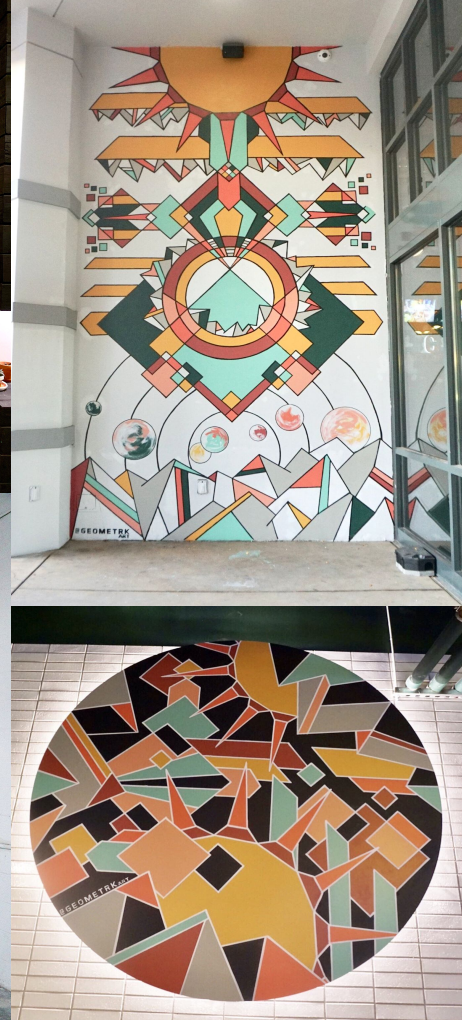
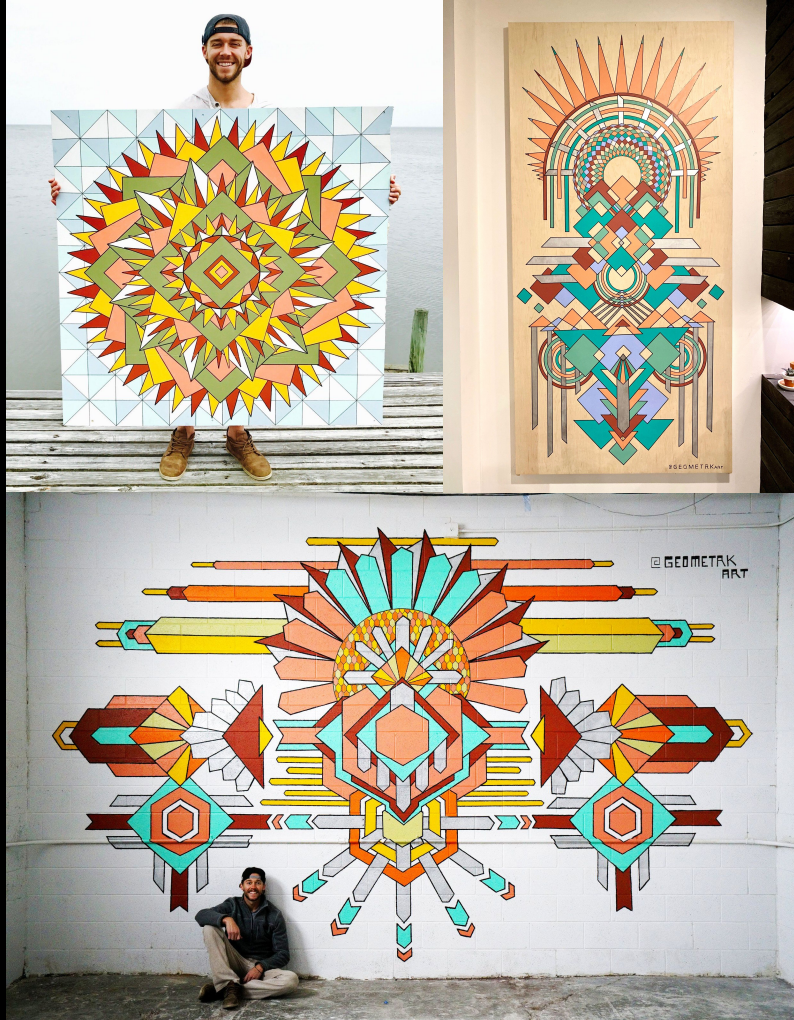
about

This visual painter and graphic designer was born in Birmingham, AL and currently lives and works in Salt Lake City, UT. His art expresses his curiosity of the physical world we live in. We are surrounded by shapes, patterns and symmetry in which he explores in a playful and heartening way. Also, his use of color, lines and negative space convey an inviting balance of simple, yet complex geometry.

style

Geometric

**additional work available upon request*



vinyard

artist thought starter 4

about

This artist grew up in the glorious mountains of Utah making bows & arrows and collecting unusual rocks. She reveled in her grandparents massive garden and workshop and drew artistic inspiration from the vintage items in their home, many of which she now keeps in her own home. Her work today is always created by hand and often has a vintage or natural feel.

style

Illustration

**additional work available upon request*



vinyard

artist thought starter 5

about

This mural artist comes from an illustration and graphic design background. Her favorite type of medium is painting large and elegant lettering murals. She enjoys using bold bright colors to capture one's attention. Her illustrations usually combine portraits of powerful women with her iconic typography.

style

Illustration / Lettering

**additional work available upon request*



vinyard

artist thought starter 6

about

This Salt Lake City artist is from the Guthrie Artist Studios. These historic studios have inspired many of the city's notable artists, and has served as home base to this artist's creative work since 2009. His expressive illustrative style not only evokes feeling, it pops with color, characters, nature, and storylines that keep the viewer returning to the art again and again.

style

Illustration

**additional work available upon request*



vinyard

artist thought starter 7

about

This Salt Lake City artist enjoys art with impact and large scale installations. She also enjoys evoking playfulness through color, linework, wordplay, and interactive design. She is most excited by texture, textiles and pattern work. She seeks to create pieces where geometry and organic shapes meet.

style

Illustration / Geometric

**additional work available upon request*



mural activation

pricing

total

\$70-80K

Wall Prime add \$15K

UV Varnish add \$15K

activations include

Project Management

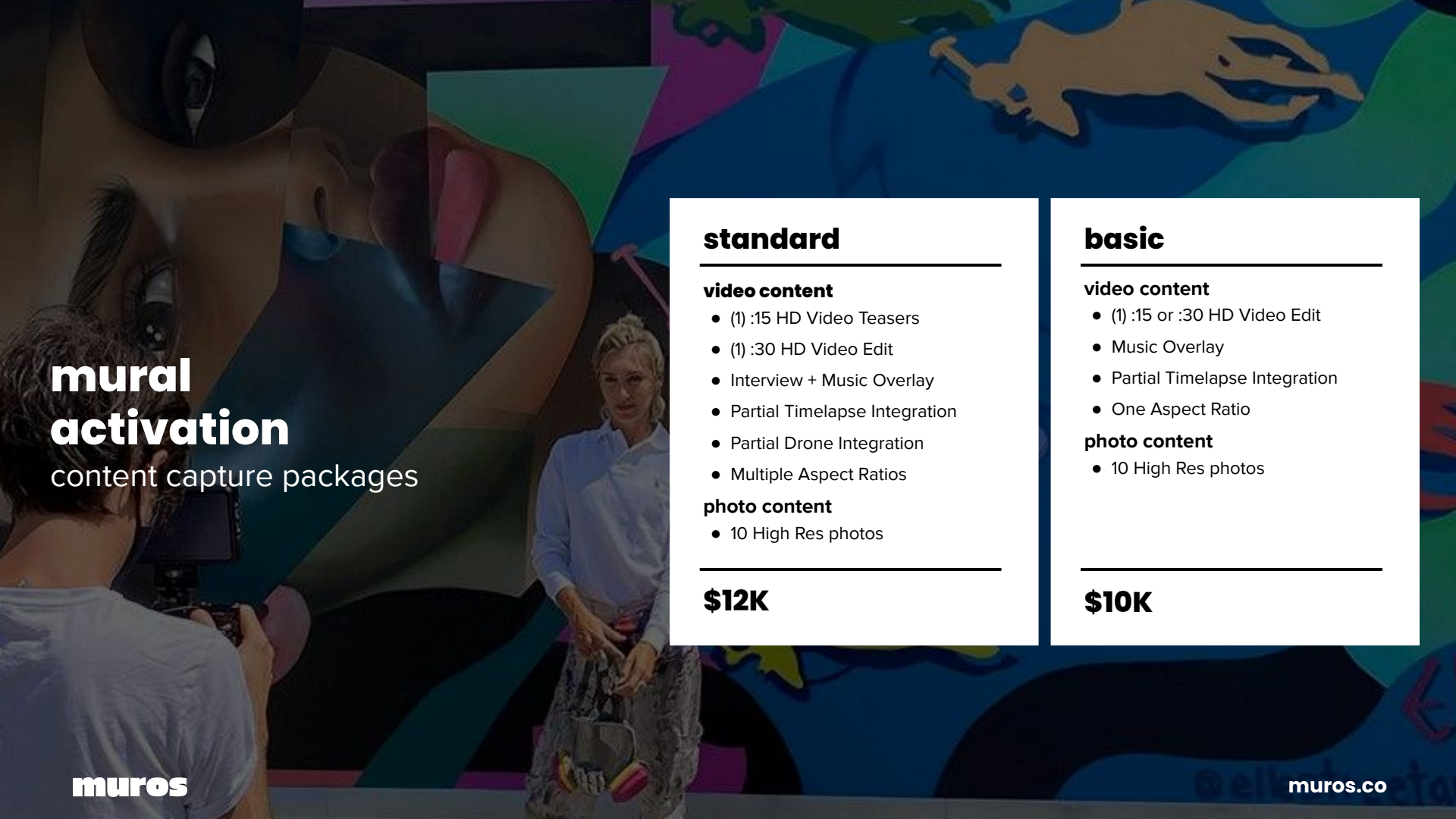
Legal & Contracts

Artist Sourcing & Vetting

(1) Creative Concept & (2) Revisions

Paint / Supplies / Equipment

Activation & Production



mural activation

content capture packages

standard

video content

- (1) :15 HD Video Teasers
- (1) :30 HD Video Edit
- Interview + Music Overlay
- Partial Timelapse Integration
- Partial Drone Integration
- Multiple Aspect Ratios

photo content

- 10 High Res photos

\$12K

basic

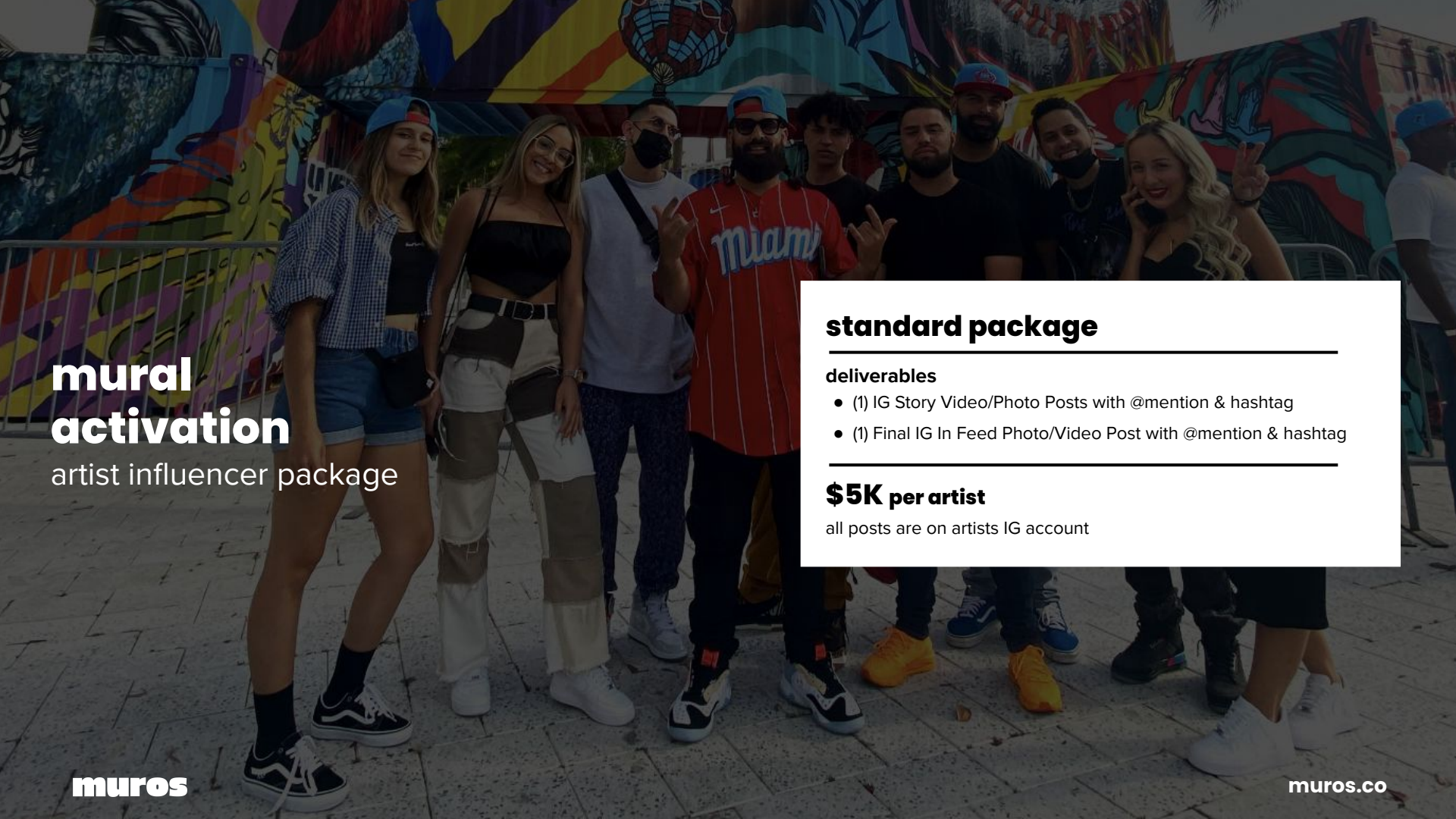
video content

- (1) :15 or :30 HD Video Edit
- Music Overlay
- Partial Timelapse Integration
- One Aspect Ratio

photo content

- 10 High Res photos

\$10K



mural activation

artist influencer package

standard package

deliverables

- (1) IG Story Video/Photo Posts with @mention & hashtag
- (1) Final IG In Feed Photo/Video Post with @mention & hashtag

\$5K per artist

all posts are on artists IG account



QR code integrations

Murals with QR code integrations can give your audience access to additional information and experiences to drive consideration and conversion.

thought starters

- Highlight Videos
- Teasers
- Immersive Experiences
- Deals/Promos

price

\$3K per location

augmented reality

AR will allow you to bring murals to life with unique multidimensional experiences, videos or interactive games.

thought starters

- Breakthroughs
- Animations and Storytelling
- Gaming experiences

price

\$40K+

depending on AR experience and scope



muros

Dave Seidler
Co-Founder
dave@muros.co
312.286.8184

Cover Letter

Please consider the attached document, resume and references as my formal submission and letter of interest to be considered.

I (Shae Petersen) have extensive experience creating large scale murals throughout Utah and the United States, the current largest mural in Utah I created in 2018, measuring roughly 3400sq ft.

I have also been voted “Best Mural Artist”, “Best Visual Artist” and “Best Public Artist” in 2022, 2020, 2019 as well and many other awards and honors.

I feel like I would be a fantastic fit for this project, as I am a resident of Lehi, Ut - only 15 minutes away from your project, and Utah’s only internationally recognized mural artist.

Thank you for your time and consideration, Please feel fre to reach out if you have any additional questions.

Shae Petersen
SRIL Art
www.Srilart.com

Resume / Qualifications

Shae Petersen , also known as SRIL. Arguably one of the most recognized and sought after mural / aerosol artists in the western United States.
Having created some of the most well known public mural’s in the Salt Lake City area, and voted Utah’s best visual artist in 2020 and and 2022.

He’s also completed commission murals an canvas’s for notable clients like the Utah Jazz, Post Malone, Dan Bilzerian, Patagonia, Ricky Rubio, Reddit, BYU and Mountain America Credit Union, among many others.

His work can also be found in Denver, Miami, LA, Las Vegas and Sacramento to name a few. It has also earned him the awards of Best Public artist in 2014, 2015, 2016, 2020 and 2022 Additionally his “Godlike” mural was the first ever mural to reach the #1 post on Reddit, and gained over 5 million views.

References

Julie Freed <jfreed@lagoonpark.com>
Bryce Lake <bryce_lake@byu.edu>
Danielle Ege < Danioelle.Egge@patagonia.com>
Kari Larson <kari.larson@utahjazz.com>

More available on request.



Project Scope

I propose the following:

- 1) design a mural for the site, with revisions as required in order to receive by-off by all stakeholders
- 2) execute the installation of the agreed upon design in a timely fashion.
- 3) Protect installation with a UV/Anti-Graffiti coating to ensure it’s longevity.
- 4) Include 24 months of maintenance at no additional cost due to my proximity to the project location.

Timeline

June 2023 - Pending deposit for project, mural will be designed prior to July 1, 2023
July 2023 - Installation begins.
August 2023 - Installation completed w/ UV coating.

Cost

Labor:	\$96,000
Equipment rental:	\$7,000
Material costs:	\$25,000
Travel / Gas:	\$1,000
Insurance:	\$1,000
Cost per sq ft:	~\$24

Total project cost: \$130,000

Aftercare

24 months of maintenance at no additional cost due to my proximity to the project location.

Examples of work

More available on request, or at srilart.com or instagram.com/srilart



Signed Letter - Timothy Robert Smith
2448 Michigan Dr. Claremont, CA 91711 Phone: 626-419-0672
timothyrobertsmithart@gmail.com www.timothyrobertsmith.com

To Whom It May Concern,

I am a public artist using realism and shifting perspective to create immersive, painted environments.

Working with the community is my favorite part of being a public artist. Each mural that I create is designed to maintain relevance to specific communities, incorporating local culture, iconic buildings, and the surrounding natural landscape. My murals are archival and come in all shapes and sizes, with images customized to fit each location. My proposal process starts with intensive research on the project's theme, the city's natural landscape, local history and the architectural specifications of the building. My proposal is always customizable. Working with a team of project developers, architects and curators, I can change elements to ensure that my design will best fit the location. All of my projects have strict deadlines that I make sure to meet. I also create small painting studies and location maquettes to see exactly how the final piece will look.

Each city's rich environment plays a key role in every mural's illustrated story. Viewers are invited to reexamine their surroundings and imagine what reality looks like from several points-of-view at once. This simple act of shifting perspective can help us to put aside our differences and work together to create a more fair and just society. By seeing from the viewpoints of others, diversity, tolerance and acceptance can occur.

Thank you very much for your consideration,
Timothy Robert Smith

A handwritten signature in black ink, appearing to read "Timothy Smith", written in a cursive style.

Project Understanding

My work fuses together multiple viewpoints into a cinematic story that explores perception of our surroundings. Luminous skies and dramatic viewing angles capture the public's attention, while enigmatic storylines inspire further investigation. Realistic, larger-than-life characters in extreme perspectives are used to create a 3-D depth that pops out of the frame. My murals are filled with a plethora of details and hidden gems, so every time viewers see it, they will notice a new part of the story. They are pieces that spark many conversations, giving viewers a new sense of wonder and possibility.

Statement of Experience

I have created a plethora of work for public spaces, universities and cities; working with city planners and community leaders to organize many large-scale art projects. I have designed and hand-painted over a hundred murals the United States and Japan. My art has been featured in various media outlets, including Juxtapoz, Artillery, NBC, and KCRW, and my paintings have shown in solo exhibitions at TEDx Conferences, Bergamot Station, the A+D Museum, and the Lancaster Museum of Art and History.

Selected Public Work

2023	<i>NFL Mural for Jacksonville Jaguars, TIAA Bank Field – Jacksonville, FL</i> <i>CalTrans Underpass Mural- Salinas, CA</i>
2022	<i>Passageway- Nelson, BC, Canada</i> <i>Whitney Community Center Mural- Las Vegas, NV</i> <i>Ripple Effect- Laguna Beach, CA</i>
2021	<i>Apparatus- Wilmington Municipal Building Mural, Wilmington, CA</i> <i>Nation Bus Company Mural, Detroit, MI</i>
2020	<i>Sugar Hill Mural, Kinston, NC</i> <i>Upside Downtown Toledo, Toledo, OH</i> <i>Moulton Ranch Center Mural, Laguna Hills, CA</i> <i>Beach Scene II, Pompano Beach, FL</i>
2019	<i>Beatnik Alley, Hermosa Beach, CA</i> <i>Beach Scene I, Laguna Beach, CA</i>
2018	<i>Bassline Street Wear Mural, Downtown Asahikawa, Hokkaido, JAPAN</i> <i>Revised Maps of the Present (Installation), Los Angeles, CA</i> <i>Revised Maps of the Present (Installation), Lancaster, CA</i> <i>Momentum, Laguna Beach, CA</i> <i>Glimpse, Laguna Beach, CA</i>
2017	<i>Wheeler Park Mural, Claremont, CA</i> <i>Upside Downtown Laguna Beach, Laguna Beach, CA</i> <i>Art Supply Warehouse, Westminster, CA</i>
2013	<i>Public Art Project, Silverlake Arts and Culture Committee, CA</i>
2012	<i>Art Director and Muralist, Silverlake Arts and Culture Committee, CA</i>
2011	<i>Curry Restaurant and Tropical Café, Downtown Asahikawa, Hokkaido, JAPAN</i>
2010	<i>Circus of Books Silverlake, Los Angeles, CA</i> <i>Big Art Lab Studios, Los Angeles, CA</i>

Awards

2022	Artist of the Year Nomination, Collector's Choice, Laguna Beach, CA
2021	Certificate of Congressional Recognition, 44 th Congressional District Certificate of Recognition, State of California SENATE Certificate of Recognition, California Legislature Assembly Certificate of Appreciation, City of Los Angeles Commendation, County of Los Angeles
2019	Muralist Recognition, Hermosa Beach Murals Project, Hermosa Beach, CA
2018	Artist Recognition, City of Fontana and Community Services Department, CA
2017	Muralist Achievement Awards, Laguna College of Art and Design, CA
2016	Artistic Achievement Award, Collector's Choice, Laguna Beach, CA

Proposed Scope of Work

I will attend all meetings necessary to the development of this mural, presenting concepts to the Vineyard City Staff and ARCH Commission and City Council. Once the design is finalized, I will coordinated with city staff to determine site preparation, coordination of schedules, and any other factors involved in mural creation.

I will work with the city to coordinate site maintenance. As my mural will be fully archival and protected from weather and graffiti, the only maintenance need will be the occasional cleaning.

The mural will be hand-painted on location with professional grade NOVA Color mural paint. All pigments that will be used are top rated for exterior use to prevent fading. Multiple coats of NOVA 216 exterior varnish will guarantee that all of the colors maintain saturation and vibrance over time. This is just the first layer of UV protection.

The top coat will be Vandlgaurd, a non-sacrificial anti-graffiti coat specifically designed for murals. I use a satin finish to create a sheen that is not too matte or glossy, making it perfect for viewing at any angle, at all times of day. Vandlgaurd is an IsoFree, Aliphatic Urethane resin, which is the toughest resin on the market. It creates a surface that is chemically resistant to any graffiti materials, from spray paint to sharpie ink. It also adds a resilient final coat of UV protection that protects against harsh weather, salt air and industrial gases. Graffiti can easily be washed off with citrus soap and water, as many times as necessary, causing no damage to the paint.

Keeping murals weather-resistant and graffiti-clean is very important in my practice. If there is ever any damage form vandalism, I will make sure to come down and clean it off immediately. If I am out of town on another project, I have a team of local artists who can do this for me.

The first step in the installation process is to thoroughly clean the wall with a pressure washer. Next, I apply two coats of primer to the wall. For this, I use a mix of NOVA Gesso and NOVA Matte Medium. More primer can be added if the wall surface is extra rough. Once the primer is dry, I project the image on the wall and trace the outline. I use a projector at night with full HD resolution to ensure that all details are captured and the mural looks exactly like the final design rendering.

All of my projects have strict deadlines that I make sure to meet. I plan out each step of the project thoroughly before the painting begins, keeping a schedule that indicates what needs to be accomplished for each day. I premix and label colors beforehand to save time on location. I also create a small study version of the design to understand exactly how the colors will be mixed.

Project Timeline *All dates can be changed to accommodate desired timeline of the proposal committee.

May-June

- Attend Meetings, Create Designs

July 15

- Equipment rental and delivery
- Wall preparation.
- Projections and outline sketching
- Apply underpainting colors
- Begin second coat application

Aug 1

- Apply multiple layers of colors
- Paint Details
- Finishing Touches

Sept 1

- Apply Exterior Varnish
- Apply Anti-Graffiti Coat

Sept 5 – Mural is Finished

Cost Proposal

Supply Fees

NOVA Color Professional Mural Paint, Gesso and Mediums

Gesso 200 (7 gallons)	\$250
Bismuth Yellow (3 gallons)	\$220
Organic Pyrrole Orange (1 gallon)	\$115
Pyrrole Red (3 gallons)	\$220
Alizarin Crimson Hue (1 gallon)	\$100
Indanthrone Blue (2 gallons)	\$258
Phthalo Blue Green Shade (1 gallon)	\$57
Cobalt Blue (1 gallon)	\$187
Chromium Oxide Green (1 gallon)	\$67
Permanent Green Light (1 gallon)	\$79
Titanium White (8 gallons)	\$327
Carbon Black (3 gallons)	\$184
Yellow Ochre (3 gallons)	\$202
Raw Umber Dark (3 gallons)	\$202
Burnt Sienna (1 gallon)	\$50
Transparent Red Iron Oxide (1 gallon)	\$97
Matte Medium 204 (7 gallons)	\$238

Mural Protection and Other Fees

NOVA color 216 Exterior Varnish	\$256
Vandlgaurd Anti-Graffiti Coat	\$1100
Brushes and rollers	\$200
Tape and plastic floor protection	\$150

Total Supply Fees **\$4559**

Installation Fees

Scissor Lift Rental \$2220

Travel Expenses (for artist and assistant)

Airfare	\$2000
Accommodations	\$2200

Assistant Fees \$7000

Total Installation Fees **\$11420**

Artist Fees

All Meetings \$1000

Designs and Modifications \$15000

Site Prep \$4000

Painting Fees \$62021

Total Installation Fees **\$82021**

Project Team Description

Lead Artist:

Timothy Robert Smith

Potential Assistants:

I have a team of up to 3 people that are trained in realistic mural painting and can work on any project. I will utilize any necessary assistants for this project. The number of assistants will be based on complication of design, and desired completion date.

Team Members:

Marcine Franckowiak- 2258 Riverdale Ave., Los Angeles, CA 90031

Christopher Gray Slaymaker- 1356 Douglas St. Apt 17, Los Angeles, CA 90026

Jordan Elise Tacker- 202 San Tropez Ct, Laguna Beach, CA 92651

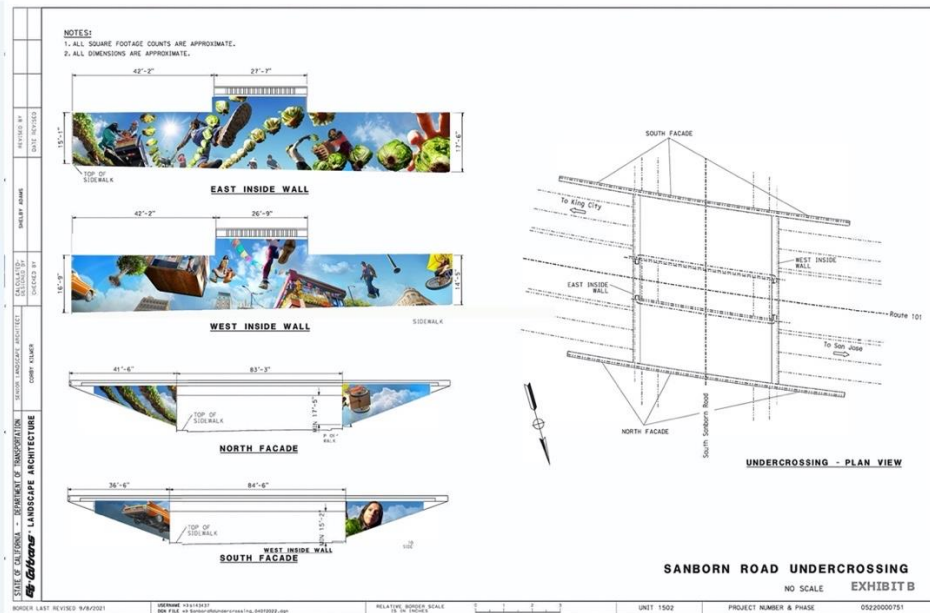
Aftercare Maintenance

The mural will be fully protected from weather and graffiti and should not need any maintenance for the first 24 month. It can be cleaned with water if it is dusty for has other residue.

Timothy Robert Smith

Portfolio

Selected Public Art

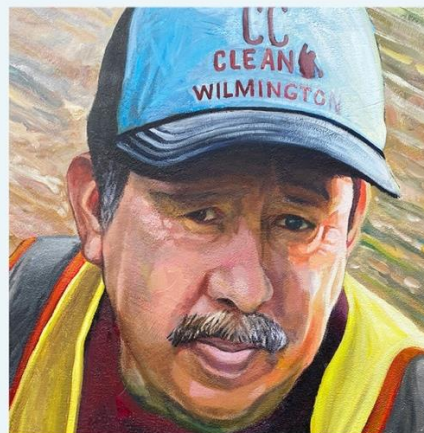


Artist: Timothy Robert Smith
Title: Salinas-Alisal Freeway Underpass Mural
To Be Completed: 2023
Dimensions: 17' x 375'
Material: Acrylic paint on concrete
Commissioning Entity: Caltrans, State of California
Budget: \$280,000
Location: Salinas, CA

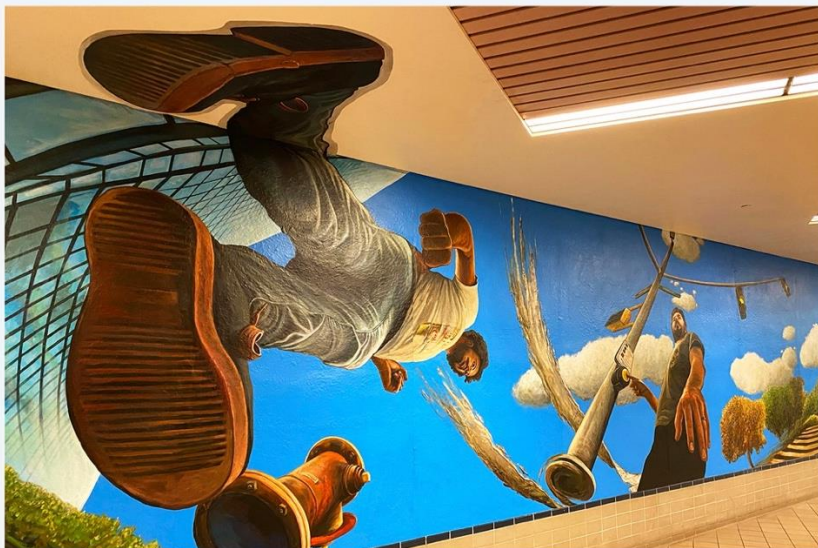
Description: This is a mock-up for a mural that will be painted in June 2023. It showcases farm-workers and residents of Salinas, CA.



Artist: Timothy Robert Smith
 Title: Apparatus
 Year Completed: 2021
 Dimensions: 25' x 70'
 Material: Acrylic paint on plaster wall
 Commissioning Entity: Department of Cultural Affairs
 Budget: \$66,109
 Location: Wilmington Municipal Building, Los Angeles, CA



Description: A mural commemorating the Port of Los Angeles and local Wilmington community leaders



Artist: Timothy Robert Smith
Title: Upside Downtown Toledo (details)
Year Completed: 2020
Dimensions: 8' x 256'
Material: Acrylic paint on Polytab (non-woven media)
Commissioning Entity: The Arts Commission, Toledo
Budget: \$27,000
Location: One Seagate Building, Toledo, OH

Description: A tunnel mural showing downtown Toledo, OH from several perspectives. Painted on the wall and ceiling.

References

Jacquie Atchison – Executive Director of Arts Council for Monterey County

E: jacquie@arts4mc.org P: (831) 622 9060 Ext. 104

Project: Salinas-Alisal Freeway Underpass Mural

Faye Baglin – Community Arts Project Board Member

E: fayebaglin@gmail.com P: (949) 533 7507

Project: “Ripple Effect”, Laguna Beach

Jonathan Burke – Former President of Laguna College of Art and Design, Laguna Beach, CA

E: bestpainter@yahoo.com P: (949) 278 0020

Projects: Several Murals for Laguna College of Art and Design



Brian Wentworth

ARTIST & OWNER AT WENTPAINT LLC.

P: (860)334-4469

E: Brianwentworth360@yahoo.com

A: Colchester CT

lizethluis18@gmail.com

Instagram: @wentpaint

To: Vineyard City Mural Services

I am writing in order to submit a proposal for the project "Vineyard City Water Tank Mural".

With 10 years of experience as a muralist and 15 years as fine artist with murals in multiple states in the USA and in Peru, I have the skills that requires this project from designing and executing the artwork. Also very excited for the scale of this project, it has been a dream of mine ever since I started painting at the age of 8 years old.

The following are some of my key skills :

- Efficiency and attention to detail.
- Working close with you to be able to express your vision with creativity and endless talent.
- I am not limited to any medium or size of the artwork.

My mental flexibility is one of the characteristics that set me apart from other candidates. Creative thinking during brainstorming for designing. If you believe I would make an excellent fit for your project, please do not hesitate to contact me for an interview. I thank you in advance for your consideration.

Sincerely,

Brian Wentworth

Brian Wentworth

Wentpaint LLC.

BRIAN WENTWORTH

Colchester CT

Mobile: (860) 334-4469

Office: (860) 422-0383

Instagram: @wentpaint

Date: May 2, 2023

To: Vineyard City Mural Services

Project Understanding:

I understand the sequence of task and timeline according to the Scope/ RFI provided and I agree to work close together to fulfill this amazing opportunity and bring to life your vision. Also, I agree to be open to any changes and modifications that might come up while in the process of working.

Statement of Experience:

As I mention in the cover letter, I have been working on murals for more than 10 years with murals in multiple states in the USA and internationally, I have also been working on fine art for about 15 years I will be attaching some examples of work to show you the scale and also the attention to detail that characterizes me as an artist.

Wentpaint LLC.

BRIAN WENTWORTH

Colchester CT
Mobile: (860) 334-4469
Office: (860) 422-0383
Instagram: @wentpaint

Date: May 2, 2023

To: Vineyard City Mural Services

Proposed Scope of Work:

- 1. Kick-off Meeting and Document Review** – I will be available to discuss timeframes, approval process, and coordinate efforts between the city and artist.
- 2. Art, Recreation & Parks, Cultural, and Heritage (ARCH) Advisory Commission Meeting.** I will be presenting designs to the ARCH Commission for review and feedback. Once the ARCH Commission has provided a positive recommendation, we will move forward to paint.
- 3. City Council.** I am responsible for obtaining support and approval of the mural from the city council. I will be providing presentation including the design and an itemized cost list.
- 4. Project Initiation and Completion** Once the design is approved, I will coordinate with city staff for site preparation, completion of the mural, and returning the site to pre-project conditions. I will be responsible for staying within the established timeframes agreed upon with city staff. Due to weather conditions, timeframes may be modified as agreed upon by the city and myself. The project will be deemed complete, following approval of an inspection performed by City staff.
- 5. Project Maintenance** From time-to-time, after care maintenance may be needed to ensure the mural maintains a presentable condition. Valid for 24 months.

Project Timeline:

This will be determined by the details of the design. But will work with the City to finish in a timely manner.

Colchester, CT
Mobile: 860-334-4469
Instagram: @wentpaint

PROPOSAL # T005223.1

To: Vineyard City Mural Services, Utah

PROJECT	REQUIRED DEPOSIT	BALANCE DUE DATE
Vineyard City Water Tank Mural Vineyard City, Utah	Half upfront	Upon Completion

DESCRIPTION	LINE TOTAL
Exterior Wall Mural	\$100,000.00
Includes:	
*Design, Materials, Travel, Insurance, Scaffolding and the artwork.	
TOTAL BEFORE TAXES	\$100,000.00
Sales Taxes	Exempt
TOTAL	\$100,000.00

** please see example of work attached.

** for the design of the mural we work closely with our clients to bring to life their vision.

Client signature

Artist signature











Mural brought to you by

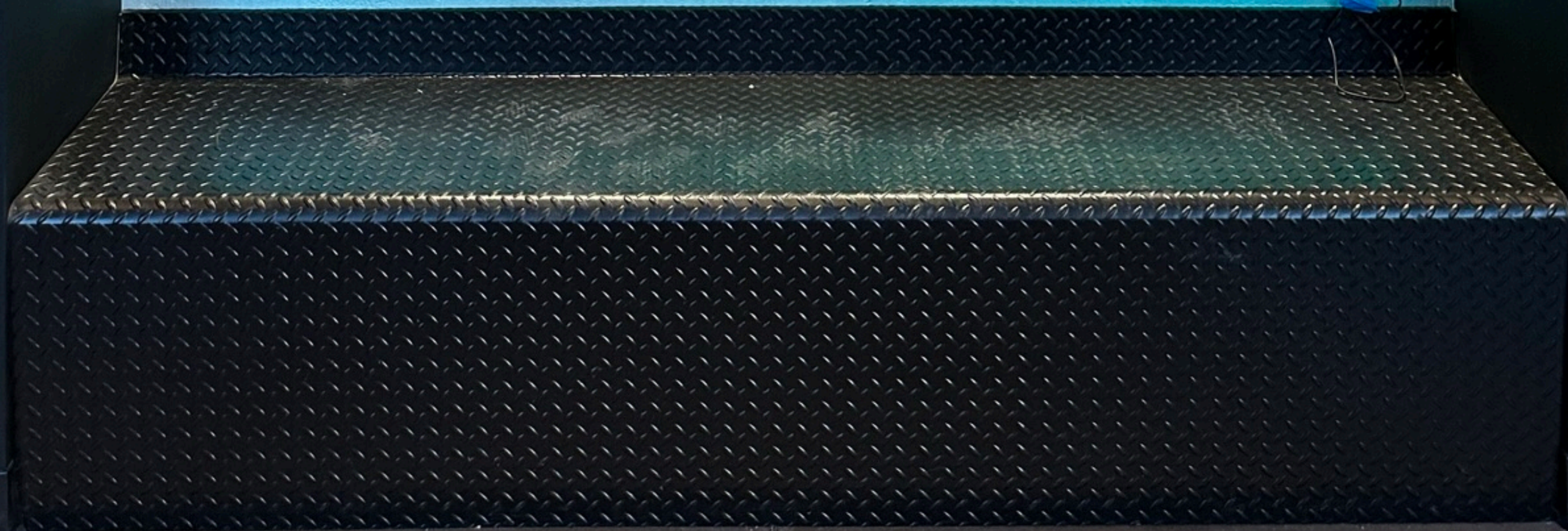
← **Muse**
PAINTBAR

bdub

#bubstyleart



URBAN WILD



FOOD ★ DRINK ★ LIVE

LUCKY STRIKE

SOCIAL

TITLE BOXING CLUB
TITLE ASSEMBLY COV

TITLE BOXING CLUB
TITLE ASSEMBLY COV

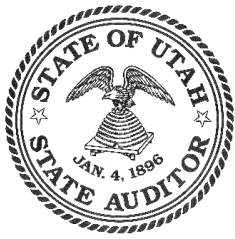
ASSEMBLY ROW

5 Year Anniversary!









OFFICE OF THE
STATE AUDITOR

Questionnaire

Revised December 2020

Fraud Risk Assessment

INSTRUCTIONS:

- Reference the *Fraud Risk Assessment Implementation Guide* to determine which of the following recommended measures have been implemented.
- Indicate successful implementation by marking “Yes” on each of the questions in the table. Partial points may not be earned on any individual question.
- Total the points of the questions marked “Yes” and enter the total on the “Total Points Earned” line.
- Based on the points earned, circle/highlight the risk level on the “Risk Level” line.
- Enter on the lines indicated the entity name, fiscal year for which the Fraud Risk Assessment was completed, and date the Fraud Risk Assessment was completed.
- Print CAO and CFO names on the lines indicated, then have the CAO and CFO provide required signatures on the lines indicated.

Fraud Risk Assessment

Continued

*Total Points Earned: 335 /395 *Risk Level: Very Low Low Moderate High Very High
> 355 316-355 276-315 200-275 < 200

	Yes	Pts
1. Does the entity have adequate basic separation of duties or mitigating controls as outlined in the attached Basic Separation of Duties Questionnaire?	200	200
2. Does the entity have governing body adopted written policies in the following areas:		
a. Conflict of interest?	5	5
b. Procurement?	5	5
c. Ethical behavior?	5	5
d. Reporting fraud and abuse?	0	5
e. Travel?	5	5
f. Credit/Purchasing cards (where applicable)?	5	5
g. Personal use of entity assets?	5	5
h. IT and computer security?	5	5
i. Cash receipting and deposits?	0	5
3. Does the entity have a licensed or certified (CPA, CGFM, CMA, CIA, CFE, CGAP, CPFO) expert as part of its management team?	20	20
a. Do any members of the management team have at least a bachelor's degree in accounting?	N/A	10
4. Are employees and elected officials required to annually commit in writing to abide by a statement of ethical behavior?	0	20
5. Have all governing body members completed entity specific (District Board Member Training for local/special service districts & interlocal entities, Introductory Training for Municipal Officials for cities & towns, etc.) online training (training.auditor.utah.gov) within four years of term appointment/election date?	20	20
6. Regardless of license or formal education, does at least one member of the management team receive at least 40 hours of formal training related to accounting, budgeting, or other financial areas each year?	20	20
7. Does the entity have or promote a fraud hotline?	20	20
8. Does the entity have a formal internal audit function?	20	20
9. Does the entity have a formal audit committee?	0	20

*Entity Name: Vineyard City

*Completed for Fiscal Year Ending: June 30, 2023 *Completion Date: June 22, 2023

*CAO Name: Julie Fullmer *CFO Name: David Mortensen

*CAO Signature: _____ *CFO Signature: 

*Required

Basic Separation of Duties

See the following page for instructions and definitions.

	Yes	No	MC*	N/A
1. Does the entity have a board chair, clerk, and treasurer who are three separate people?	X			
2. Are all the people who are able to receive cash or check payments different from all of the people who are able to make general ledger entries?	X			
3. Are all the people who are able to collect cash or check payments different from all the people who are able to adjust customer accounts? If no customer accounts, check "N/A".	X			
4. Are all the people who have access to blank checks different from those who are authorized signers?	X			
5. Does someone other than the clerk and treasurer reconcile all bank accounts OR are original bank statements reviewed by a person other than the clerk to detect unauthorized disbursements?	X			
6. Does someone other than the clerk review periodic reports of all general ledger accounts to identify unauthorized payments recorded in those accounts?	X			
7. Are original credit/purchase card statements received directly from the card company by someone other than the card holder? If no credit/purchase cards, check "N/A".	X			
8. Does someone other than the credit/purchase card holder ensure that all card purchases are supported with receipts or other supporting documentation? If no credit/purchase cards, check "N/A".	X			
9. Does someone who is not a subordinate of the credit/purchase card holder review all card purchases for appropriateness (including the chief administrative officer and board members if they have a card)? If no credit/purchase cards, check "N/A".	X			
10. Does the person who authorizes payment for goods or services, who is not the clerk, verify the receipt of goods or services?	X			
11. Does someone authorize payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	X			
12. Does someone review all payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	X			

* MC = Mitigating Control

Basic Separation of Duties

Continued

Instructions: Answer questions 1-12 on the Basic Separation of Duties Questionnaire using the definitions provided below.

☺ If all of the questions were answered “Yes” or “No” with mitigating controls (“MC”) in place, or “N/A,” the entity has achieved adequate basic separation of duties. Question 1 of the Fraud Risk Assessment Questionnaire will be answered “Yes.” 200 points will be awarded for question 1 of the Fraud Risk Assessment Questionnaire.

☹ If any of the questions were answered “No,” and mitigating controls are not in place, the entity has not achieved adequate basic separation of duties. Question 1 of the Fraud Risk Assessment Questionnaire will remain blank. 0 points will be awarded for question 1 of the Fraud Risk Assessment Questionnaire.

Definitions:

Board Chair is the elected or appointed chairperson of an entity’s governing body, e.g. Mayor, Commissioner, Councilmember or Trustee. The official title will vary depending on the entity type and form of government.

Clerk is the bookkeeper for the entity, e.g. Controller, Accountant, Auditor or Finance Director. Though the title for this position may vary, they validate payment requests, ensure compliance with policy and budgetary restrictions, prepare checks, and record all financial transactions.

Chief Administrative Officer (CAO) is the person who directs the day-to-day operations of the entity. The CAO of most cities and towns is the mayor, except where the city has a city manager. The CAO of most local and special districts is the board chair, except where the district has an appointed director. In school districts, the CAO is the superintendent. In counties, the CAO is the commission or council chair, except where there is an elected or appointed manager or executive.

General Ledger is a general term for accounting books. A general ledger contains all financial transactions of an organization and may include sub-ledgers that are more detailed. A general ledger may be electronic or paper based. Financial records such as invoices, purchase orders, or depreciation schedules are not part of the general ledger, but rather support the transaction in the general ledger.

Mitigating Controls are systems or procedures that effectively mitigate a risk in lieu of separation of duties.

Original Bank Statement means a document that has been received directly from the bank. Direct receipt of the document could mean having the statement 1) mailed to an address or PO Box separate from the entity’s place of business, 2) remain in an unopened envelope at the entity offices, or 3) electronically downloaded from the bank website by the intended recipient. The key risk is that a treasurer or clerk who is intending to conceal an unauthorized transaction may be able to physically or electronically alter the statement before the independent reviewer sees it.

Treasurer is the custodian of all cash accounts and is responsible for overseeing the receipt of all payments made to the entity. A treasurer is always an authorized signer of all entity checks and is responsible for ensuring cash balances are adequate to cover all payments issued by the entity.



VINEYARD CITY COUNCIL STAFF REPORT

Meeting Date: June 28, 2023

Agenda Item: 9.1 Vineyard City Fiscal Year 2022 – 2023 Budget Amendment #2

Department: Finance

Presenter: David Mortensen, Finance Director

Background/Discussion:

Utah Code Section 10-6-128 allows for the amendment of the City's budget up until the last day of the fiscal year for which the budget applies. City Staff recommends the amendment of the Vineyard City Fiscal Year 2022 – 2023 Budget for various items as outlined in the attached detail worksheet.

Fiscal Impact:

General Fund: \$393,500 (covered by property tax, sales tax, franchise tax, and interest revenues above original budget)

Water Fund: \$17,000

Sewer Fund: \$2,000

Storm Water Fund: \$1,000

Transportation Fund: \$2,000

Internal Services Fund: \$34,000

Recommendation:

Approval of the resolution.

Sample Motion:

I move to adopt resolution 2023-28 the Vineyard City Fiscal Year 2022 – 2023 Budget Amendment #2 as presented by staff.

Attachments:

Resolution 2023-28

Vineyard City Fiscal Year 2022 – 2023 Budget Amendment #2 detail

RESOLUTION NO. 2023-28

A RESOLUTION AMENDING THE VINEYARD CITY BUDGET FOR THE 2022-2023 FISCAL YEAR.

WHEREAS, the City Council of Vineyard, Utah has previously adopted a budget for the 2022-2023 fiscal year in accordance with the Utah Fiscal Procedures Act for cities; and

WHEREAS, the city needs to now amend that adopted said budget; and

WHEREAS, a public hearing was held on the 28th day of June 2023, on the proposed amendments to the 2022-2023 fiscal year budget for the city of Vineyard, Utah.

NOW THEREFORE BE IT RESOLVED BY THE VINEYARD CITY COUNCIL AS FOLLOWS:

1. The attached exhibit A shows the amendments to the Fiscal Year 2022-2023 budget for the city of Vineyard, Utah.
2. This resolution shall take effect upon passing.

Passed and dated this 28th day of June 2023.

Mayor Julie Fullmer

Attest:

Pamela Spencer, City Recorder

Vineyard City

Fiscal Year 2022 - 2023 Budget Amendment #2

General Fund

Account #	Account		Original Budget	Adjusted Budget	Change	Notes
10.1801.3001	Property Tax	\$	3,099,914	\$ 3,219,914	\$ 120,000	
10.1801.3004	Sales Tax		3,101,756	3,180,256	78,500	
10.1801.3051	Franchise Tax		685,000	750,000	65,000	
10.1801.3501	Interest Earnings		20,000	150,000	130,000	
			Total Revenue Adjustment		\$ 393,500	
10.0101.4002	Mayor & Council PT Wages	\$	52,260	\$ 85,560	\$ 33,300	Personnel Adjustment
10.0301.4001	Recorder FT Wages		73,273	75,273	2,000	Personnel Adjustment
10.0301.4002	Recorder PT Wages		29,695	30,595	900	Personnel Adjustment
10.0301.4051	Recorder Retirement & Taxes		20,547	27,047	6,500	Personnel Adjustment
10.0401.4352	Finance Bank Fees		5,000	8,000	3,000	Increase in Bank Fees
10.0501.4001	Human Resources Full Time Wages		60,840	68,840	8,000	Personnel Adjustment
10.0601.4001	Communications Full Time Wages		105,598	120,598	15,000	Personnel Adjustment
10.0701.4002	Planning Part Time Wages		-	41,000	41,000	Personnel Adjustment
10.0701.4105	Planning Membership Dues & Subscriptions		1,760	51,760	50,000	World Trade Center Utah Membership
10.0801.4301	Building Contract Services		-	1,000	1,000	Third Party Building Inspections
10.1201.4160	Public Works Salt		20,000	30,000	10,000	Increase due to Above Average Snow
10.1401.4808	Sanitation Bad Debt Expense		-	1,000	1,000	Write-Off of Old Accounts
10.1501.4201	Parks Water Charges		-	150,000	150,000	Irrigation of City Parks and Open Space
10.1601.4355	Recreation Miscellaneous		6,500	9,500	3,000	Additional Rec Center Pass Reimbursements
10.1601.4413	Recreation Training		700	1,700	1,000	Additional Rec Employee Training
10.1701.4001	Special Events Full Time Wages		59,458	62,658	3,200	Personnel Adjustment
10.1801.4410	Non-Departmental Employee Appreciation		8,000	12,000	4,000	Additional Employee Appreciation and Recognition
10.1801.6049	Transfer to Capital Projects Fund		325,000	385,600	60,600	Excess Revenues Above Expenditures
			Total Expenditure Adjustment		\$ 393,500	
			Total General Fund		\$ -	

Vineyard City

Fiscal Year 2022 - 2023 Budget Amendment #2

Water Fund

Account #	Account		Original Budget	Adjusted Budget	Change	Notes
51.5101.4157	Meters	\$	150,000	\$ 152,000	\$ 2,000	Additional Replacement Meters
51.5101.4808	Bad Debt Expense		-	15,000	15,000	Write-Off of Old Accounts
			Total Water Fund		\$ 17,000	

Sewer Fund

Account #	Account		Original Budget	Adjusted Budget	Change	Notes
52.5201.4808	Bad Debt Expense	\$	-	\$ 2,000	\$ 2,000	Write-Off of Old Accounts
			Total Sewer Fund		\$ 2,000	

Storm Water Fund

Account #	Account		Original Budget	Adjusted Budget	Change	Notes
53.5301.4808	Bad Debt Expense		-	1,000	1,000	Write-Off of Old Accounts
			Total Storm Water Fund		\$ 1,000	

Transportation Fund

Account #	Account		Original Budget	Adjusted Budget	Change	Notes
54.5401.4808	Bad Debt Expense	\$	-	\$ 2,000	\$ 2,000	Write-Off of Old Accounts
			Total Transportation Fund		\$ 2,000	

Vineyard City

Fiscal Year 2022 - 2023 Budget Amendment #2

Internal Services Fund

Account #	Account		Original Budget	Adjusted Budget	Change	Notes
61.6102.4204	Facilities Natural Gas Charges	\$	9,000	\$ 11,000	\$ 2,000	Increase in Service Charges
61.6102.4210	Facilities Cellular Phone Bills		12,000	16,500	4,500	Increase in Service Charges
61.6102.4301	Facilities Contract Services		30,500	50,500	20,000	Increase in Service Charges
61.6104.4151	Information Systems Equipment		250	2,750	2,500	Monitors, Printers, Docking Stations, Power Supply
61.6104.4301	Information Systems Contract Services		63,600	68,600	5,000	Additional Third Party Services
			Total Internal Services Fund	\$ 34,000		



VINEYARD CITY COUNCIL STAFF REPORT

Meeting Date: June 28, 2023

Agenda Item: 9.2 Vineyard City Fiscal Year 2023-2024 Budget and Certified Tax Rate

Department: Finance

Presenter: David Mortensen, Finance Director

Background/Discussion:

Utah Code Section 10-6-118 requires that a final budget be adopted by the governing body of the city before June 30 of each fiscal period for the ensuing fiscal period for each fund for which a budget is required. City Staff recommends adoption of the Vineyard City Fiscal Year 2023-2024 Budget as outlined in the attached detail worksheet.

Utah Code Section 10-6-133 requires that before June 30 of each fiscal period the governing body of the city shall by ordinance or resolution set the real and personal property tax levy for various municipal purposes. The certified tax rate for Vineyard City for Fiscal Year 2023-2024, as set by Utah County, is 0.002842.

Fiscal Impact (including transfers in/out from/to other funds):

General Fund - \$11,272,647 Total Revenues and Transfers In; \$1,021,387 Fund Balance Appropriation; \$12,294,034 Total Expenditures & Transfers Out

Impact Fee Fund - \$442,000 Total Revenues; \$170,000 Total Expenditures; \$272,000 Appropriation to Fund Balance

Capital Projects Fund - \$850,000 Total Transfers In; \$2,250,000 Beginning Fund Balance Appropriation; \$3,100,000 Total Expenditures

Water Fund - \$17,175,000 Total Revenues; \$25,005 Fund Balance Appropriation; \$17,200,005 Total Expenses & Transfers Out; \$150,000 Appropriation of Impact Fees to Fund Balance

Wastewater Fund - \$3,821,483 Total Revenues and Transfers In; \$3,646,483 Total Expenses & Transfers Out; \$175,000 Appropriation of Impact Fees to Fund Balance



VINEYARD CITY COUNCIL STAFF REPORT

Storm Water Fund - \$376,844 Total Revenues and Transfers In; \$65,000 Fund Balance Appropriation; \$441,844 Total Expenses & Transfers Out

Transportation Fund - \$928,110 Total Transfers In; \$276,500 Fund Balance Appropriation; \$1,204,610 Total Expenses & Transfers Out

Internal Services Fund - \$1,649,281 Total Revenues & Transfers In; \$1,649,281 Total Expenses

Recommendation:

Option 1: Adoption of the Vineyard City Fiscal Year 2023-2024 Budget and Certified Tax Rate as presented by staff.

Option 2: Adoption of the Vineyard City Fiscal Year 2023-2024 Budget and Certified Tax Rate as presented by staff with changes recommended by the Municipal Council.

Sample Motion:

Option 1: I move to adopt resolution 2023-29 the Vineyard City Fiscal Year 2023-2024 Budget as presented by Staff and the Certified Tax Rate of 0.002842.

Option 2: I move to adopt resolution 2023-29 the Vineyard City Fiscal Year 2023-2024 Budget as presented by staff with the following changes, and to adopt the Certified Tax Rate of 0.002842.

Attachments:

Resolution 2023-29

Vineyard City Fiscal Year 2023-2024 Budget detail

Certified Tax Rate Worksheet

RESOLUTION 2023-29

A RESOLUTION OF THE CITY COUNCIL OF VINEYARD, UTAH APPROVING AND ADOPTING A BUDGET FOR THE FISCAL YEAR 2023-2024 (FY24)

WHEREAS, the Finance Director David Mortensen of Vineyard, Utah, on May 24, 2023, presented a tentative budget for FY24 to the City Council; and

WHEREAS, the City Council, on due public notice, held a public hearing on June 14, 2023, to receive input regarding the budget prior to adopting the final FY24 budget; and

WHEREAS, the City Council has considered the budget as submitted and all information presented at the public hearing and has made all changes and amendments which the City Council desires to make; and

WHEREAS, the City Council, with appropriate sufficient revenues to finance and balance this budget; and

WHEREAS, the City Council desires to set a certified tax rate in accordance with Utah State Code 59-2-912; now

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF VINEYARD, UTAH AS FOLLOWS:

Section 1. The City Council hereby adopts the budget for FY24, effective July 1, 2023, which is attached hereto and incorporated herein by reference.

Section 2. A copy of the Vineyard City Budget shall be placed in the Vineyard City Offices and be available for review.

Section 3. The Certified Tax Rate is hereby set at 0.002842

Section 4. This resolution shall take effect immediately upon passage.

Section 5. All other resolutions, ordinances, and policies in conflict herewith, either in whole or in part, are hereby repealed.

PASSED and ADOPTED by the City Council of Vineyard, Utah this 28th day of June 2023.

Julie Fullmer, Mayor

ATTEST:

Pamela Spencer, City Recorder

Vineyard City

Fiscal Year 2023-2024 Final Budget

GENERAL FUND SUMMARY 2024

	ACTUALS	ADOPTED	PROPOSED
	FY 21-22	BUDGET	BUDGET
		FY 22-23	FY 23-24
BEGINNING FUND BALANCE:		\$ 3,351,453	\$ 3,325,449
REVENUES:			
PROPERTY TAXES	\$ 2,972,664	\$ 3,099,914	\$ 3,296,000
TRANSPORTATION TAXES	274,123	280,000	305,000
SALES TAXES	2,914,591	3,101,756	3,205,000
RAP TAX	207,967	210,000	215,000
FRANCHISE FEES	633,292	685,000	765,000
BUSINESS LICENSES AND PERMITS	14,264	15,000	20,000
BUILDING PERMITS	577,026	700,000	715,000
FIRE INSPECTION AND PLAN REVIEW FEES	11,930	20,000	15,000
CLASS C ROAD FUNDS	457,462	500,000	525,000
GRANT REVENUE	7,700	12,700	-
DEVELOPMENT FEES	242,372	250,000	260,000
SANITATION FEES	525,107	556,000	580,000
INSPECTION FEES	437,637	400,000	445,000
RECREATION FEES	155,874	240,000	202,000
FINES AND FORFEITURES	290	1,000	1,000
CREDIT CARD FEES	4,871	4,000	8,000
INTEREST EARNINGS	21,990	20,000	150,000
RENTS	25,755	30,000	35,000
LIBRARY FEES	406	-	-
SPONSORSHIPS	34,605	31,000	35,000
MISCELLANEOUS REVENUE	6,446	1,663	18,596
BEGINNING FUND BALANCE APPROPRIATION	-	26,004	1,021,387
TOTAL REVENUE	\$ 9,526,372	\$ 10,184,037	\$ 11,816,983
TRANSFERS IN:			
TRANSFER FROM RDA FUND	-	427,920	477,051
TOTAL TRANSFERS IN	\$ 0	\$ 427,920	\$ 477,051
TOTAL REVENUE & TRANSFERS IN	\$ 9,526,372	\$ 10,611,957	\$ 12,294,034

GENERAL FUND SUMMARY 2024

	ACTUALS	ADOPTED	PROPOSED
	FY 21-22	BUDGET	BUDGET
	FY 21-22	FY 22-23	FY 23-24
GENERAL FUND EXPENDITURES:			
MAYOR AND COUNCIL	Unknown	\$ 84,483	\$ 235,726
CITY MANAGER	Unknown	158,084	149,784
RECORDER	Unknown	183,993	237,911
FINANCE	Unknown	309,052	306,683
HUMAN RESOURCES	Unknown	124,482	0
COMMUNICATIONS	Unknown	145,471	178,776
PLANNING	Unknown	399,942	505,893
BUILDING	Unknown	662,957	597,135
POLICE	Unknown	2,531,166	2,913,984
FIRE	Unknown	1,577,295	1,511,067
LIBRARY	Unknown	48,376	62,839
PUBLIC WORKS	Unknown	850,030	666,424
ENGINEERING	Unknown	297,828	170,475
SANITATION	Unknown	489,100	541,942
PARKS	Unknown	622,936	866,667
RECREATION	Unknown	351,227	432,053
SPECIAL EVENTS	Unknown	156,086	177,217
NON-DEPARTMENTAL	Unknown	81,450	58,500
TOTAL DEPT ALLOCATIONS	\$ 7,189,902	\$ 9,073,956	\$ 9,613,075
TRANSFERS OUT:			
TRANSFER TO WASTEWATER FUND			16,483
TRANSFER TO STORMWATER FUND			26,844
TRANSFER TO TRANSPORTATION FUND	872,379	780,000	928,110
TRANSFER TO CAPITAL PROJECTS FUND	645,535	325,000	850,000
TRANSFER TO INTERNAL SERVICE FUND	445,700	433,001	859,522
TOTAL TRANSFERS OUT:	\$ 1,963,614	\$ 1,538,001	\$ 2,680,959
TOTAL EXP. & TRANS.OUT	\$ 9,153,516	\$ 10,611,957	\$ 12,294,034
OPERATING SURPLUS(DEFICIT)	\$ 372,856	\$ 0	\$ 0

GENERAL FUND REVENUES	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY23 Projected	FY24 Budget
Property Tax	\$ 2,384,599	\$ 2,485,579	\$ 2,790,395	\$ 2,972,664	\$ 3,099,914	\$ 3,200,000	\$ 3,296,000
Sales Tax	\$ 1,108,008	\$ 1,735,260	\$ 2,319,132	\$ 2,914,591	\$ 3,101,756	\$ 3,180,000	\$ 3,205,000
Transporation Tax		\$ 127,717	\$ 216,487	\$ 274,123	\$ 280,000	\$ 300,000	\$ 305,000
RAP Tax		\$ 30,876	\$ 156,692	\$ 207,967	\$ 210,000	\$ 210,000	\$ 215,000
Franchise Tax	\$ 421,859	\$ 451,679	\$ 434,241	\$ 633,292	\$ 685,000	\$ 750,000	\$ 765,000
Total Taxes	\$ 3,914,467	\$ 4,831,111	\$ 5,916,946	\$ 7,002,637	\$ 7,376,670	\$ 7,640,000	\$ 7,786,000
		23%	22%	18%		9%	2%
Business Licenses and Permits	\$ 20,681	\$ 21,088	\$ 21,622	\$ 14,264	\$ 15,000	\$ 20,000	\$ 20,000
Building Permits	\$ 909,973	\$ 1,058,300	\$ 1,303,302	\$ 577,026	\$ 700,000	\$ 350,000	\$ 715,000
Fire Inspection and Plan Review Fees		\$ 17,620	\$ 31,530	\$ 11,930	\$ 20,000	\$ 10,000	\$ 15,000
Total Licenses and Permits	\$ 930,654	\$ 1,097,007	\$ 1,356,454	\$ 603,220	\$ 735,000	\$ 380,000	\$ 750,000
Class B&C Road Funds	\$ 269,816	\$ 352,236	\$ 424,680	\$ 457,462	\$ 500,000	\$ 515,698	\$ 525,000
Grant Revenue	\$ 41,230	\$ 7,798	\$ 779,143	\$ 7,700	\$ 12,700	\$ 12,700	\$ -
Total Intergovernmental Revenue	\$ 311,046	\$ 360,034	\$ 1,203,822	\$ 465,162	\$ 512,700	\$ 528,398	\$ 525,000
Development Fees	\$ 319,747	\$ 350,588	\$ 352,976	\$ 242,372	\$ 250,000	\$ 210,000	\$ 260,000
Sanitation Fees	\$ 314,746	\$ 383,832	\$ 462,097	\$ 525,107	\$ 556,000	\$ 558,616	\$ 580,000
Inspection Fees	\$ 203,729	\$ 246,462	\$ 338,901	\$ 437,637	\$ 400,000	\$ 250,000	\$ 445,000
Recreation Fees	\$ 47,220	\$ 65,091	\$ 132,715	\$ 155,874	\$ 240,000	\$ 200,000	\$ 202,000
Fines & Forfeitures	\$ 1,700	\$ 1,984	\$ 351	\$ 290	\$ 1,000	\$ 1,000	\$ 1,000
Credit Card Fees			\$ 685	\$ 4,871	\$ 4,000	\$ 7,000	\$ 8,000
Interest Earnings	\$ 170,569	\$ 144,359	\$ 35,014	\$ 21,990	\$ 20,000	\$ 150,000	\$ 150,000
Rents	\$ 9,070	\$ 6,394	\$ 10,542	\$ 25,755	\$ 30,000	\$ 30,000	\$ 35,000
Library Fees	\$ 60		\$ 1,458	\$ 406	\$ -	\$ 10	\$ -
Sponsorships	\$ 24,373	\$ 28,801	\$ 19,676	\$ 34,605	\$ 31,000	\$ 31,000	\$ 35,000
Miscellaneous Revenues	\$ 7,676	\$ 706	\$ 3,044	\$ 6,446	\$ 1,663	\$ 28,000	\$ 18,596
Beg. Fund Appropriation					\$ 26,004	\$ 26,000	\$ 1,021,387
Total Misc Revenue	\$ 1,098,891	\$ 1,228,218	\$ 1,357,458	\$ 1,455,353	\$ 1,559,667	\$ 1,491,626	\$ 2,755,983
Transfer From RDA Fund					\$ 427,920	\$ 330,138	\$ 477,051
TOTAL GENERAL FUND REV	\$ 6,255,058	\$ 7,516,370	\$ 9,834,680	\$ 9,526,372	\$ 10,611,957	\$ 10,370,162	\$ 12,294,034
TOTAL GENERAL FUND EXPEND	\$ 6,810,878	\$ 6,580,374	\$ 8,590,052	\$ 9,153,516	\$ 10,611,957	\$ 10,310,000	\$ 12,294,034
Surplus (Deficit)	\$ (555,820)	\$ 935,996	\$ 1,244,629	\$ 372,856	\$ (0)	\$ 60,162	\$ (0)

MAYOR AND MUNICIPAL COUNCIL

				ADOPTED	PROPOSED
				BUDGET	BUDGET
FUND	ORG	ACCT	DESCRIPTION	FY 22-23	FY 23-24
Mayor & Council					
10	0101	4001	Full Time Regular		72,842
10	0101	4002	Part Time Regular	52,260	92,708
10	0101	4008	Compensation Adjustments	1,725	1,852
10	0101	4051	Retirement & Taxes	3,998	24,458
10	0101	4053	Insurance		20,651
10	0101	4105	Membership Dues & Subscriptions	500	500
10	0101	4108	Meetings	1,500	4,500
10	0101	4257	Programs	16,000	9,715
10	0101	4413	Training	3,000	3,000
10	0101	4414	Travel	5,500	5,500
Total Mayor & Council				84,483	235,726

CITY MANAGER

				ADOPTED	PROPOSED
				BUDGET	BUDGET
FUND	ORG	ACCT	DESCRIPTION	FY 22-23	FY 23-24
City Manager					
10	0201	4001	Full Time Regular	78,624	80,983
10	0201	4006	Other Compensation	960	960
10	0201	4007	Car Allowance	3,600	3,600
10	0201	4008	Compensation Adjustments	3,000	979
10	0201	4051	Retirement & Taxes	18,744	19,306
10	0201	4053	Insurance	14,156	14,456
10	0201	4105	Membership Dues & Subscriptions	18,900	12,400
10	0201	4108	Meetings	6,000	3,000
10	0201	4109	Special Events	3,000	3,000
10	0201	4413	Training	5,800	5,800
10	0201	4414	Travel	5,300	5,300
Total City Manager				158,084	149,784

RECORDER

				ADOPTED	PROPOSED
				BUDGET	BUDGET
FUND	ORG	ACCT	DESCRIPTION	FY 22-23	FY 23-24
Recorder					
10	0301	4001	Full Time Regular	73,273	139,085
10	0301	4002	Part Time Regular	29,695	-
10	0301	4006	Other Compensation	720	1,440
10	0301	4008	Compensation Adjustments	3,603	1,696
10	0301	4051	Retirement & Taxes	20,547	34,528
10	0301	4053	Insurance	15,005	35,973
10	0301	4103	Public Notices	7,000	5,000
10	0301	4105	Membership Dues & Subscriptions	600	900
10	0301	4108	Meetings	240	240
10	0301	4110	Postage		50
10	0301	4151	Equipment	30,000	
10	0301	4301	Contract Services		15,000
10	0301	4355	Miscellaneous	1,000	1,000
10	0301	4413	Training	810	1,000
10	0301	4414	Travel	1,500	2,000
Total Recorder				183,993	237,911

FINANCE

				ADOPTED	PROPOSED
				BUDGET	BUDGET
FUND	ORG	ACCT	DESCRIPTION	FY 22-23	FY 23-24
Finance					
10	0401	4001	Full Time Regular	128,239	111,697
10	0401	4002	Part Time Regular	51,106	53,442
10	0401	4003	Seasonal Employees	13,385	13,786
10	0401	4006	Other Compensation	2,040	2,040
10	0401	4007	Car Allowance	2,400	2,400
10	0401	4008	Compensation Adjustments	7,021	2,066
10	0401	4051	Retirement & Taxes	35,506	32,925
10	0401	4053	Insurance	24,666	18,170
10	0401	4105	Membership Dues & Subscriptions	680	830
10	0401	4108	Meetings	360	600
10	0401	4301	Contract Services	17,000	25,000
10	0401	4352	Bank Fees	5,000	10,000
10	0401	4353	Merchant Fees	14,500	20,000
10	0401	4355	Miscellaneous	1,225	2,025
10	0401	4413	Training	1,575	3,700
10	0401	4414	Travel	4,350	8,000
Total Finance				309,052	306,683

HUMAN RESOURCES

				ADOPTED	PROPOSED
				BUDGET	BUDGET
FUND	ORG	ACCT	DESCRIPTION	FY 22-23	FY 23-24
Human Resources					
10	0501	4001	Full Time Regular	60,840	
10	0501	4006	Other Compensation	960	
10	0501	4008	Compensation Adjustments	2,322	
10	0501	4051	Retirement & Taxes	14,504	
10	0501	4053	Insurance	14,546	
10	0501	4105	Membership Dues & Subscriptions	150	
10	0501	4355	Miscellaneous	25,760	
10	0501	4413	Training	5,000	
10	0501	4414	Travel	400	
Total Human Resources				124,482	-

HR Moved to Internal Services Fund in FY24

COMMUNICATIONS

				ADOPTED	PROPOSED
				BUDGET	BUDGET
FUND	ORG	ACCT	DESCRIPTION	FY 22-23	FY 23-24
Communications					
10	0601	4001	Full Time Regular	105,598	109,820
10	0601	4002	Part Time Regular	-	10,798
10	0601	4006	Other Compensation	1,680	1,680
10	0601	4008	Compensation Adjustments	4,029	1,441
10	0601	4051	Retirement & Taxes	25,174	27,007
10	0601	4053	Insurance	7,200	16,800
10	0601	4105	Membership Dues & Subscriptions		
10	0601	4108	Meetings	240	600
10	0601	4152	Supplies		500
10	0601	4151	Equipment	500	730
10	0601	4257	Communities that Care		7,000
10	0601	4355	Miscellaneous		600
10	0601	4413	Training	450	1,200
10	0601	4414	Travel	600	600
Total Communications				145,471	178,776

PLANNING

				ADOPTED	PROPOSED
				BUDGET	BUDGET
FUND	ORG	ACCT	DESCRIPTION	FY 22-23	FY 23-24
Planning					
10	0701	4001	Full Time Regular	234,089	270,114
10	0701	4002	Part Time Regular	-	65,798
10	0701	4006	Other Compensation	1,680	2,040
10	0701	4007	Car Allowance	1,200	1,200
10	0701	4008	Compensation Adjustments	8,872	3,978
10	0701	4051	Retirement & Taxes	53,920	71,641
10	0701	4053	Insurance	55,451	50,364
10	0701	4105	Membership Dues & Subscriptions	1,760	8,253
10	0701	4108	Meetings	500	8,000
10	0701	4301	Contract Services	25,000	-
10	0701	4355	Miscellaneous	5,500	4,800
10	0701	4413	Training	7,575	10,065
10	0701	4414	Travel	4,395	9,640
Total Planning				399,942	505,893

BUILDING

				ADOPTED	PROPOSED
FUND	ORG	ACCT	DESCRIPTION	BUDGET FY 22-23	BUDGET FY 23-24
Building					
10	0801	4001	Full Time Regular	399,993	360,130
10	0801	4002	Part Time Regular	27,539	-
10	0801	4003	Seasonal Employee	10,816	10,712
10	0801	4006	Other Compensation	3,120	3,120
10	0801	4007	Car Allowance	2,400	2,400
10	0801	4008	Compensation Adjustments	16,623	4,481
10	0801	4051	Retirement & Taxes	101,309	88,009
10	0801	4053	Insurance	64,028	70,103
10	0801	4105	Membership Dues & Subscriptions	3,800	2,760
10	0801	4108	Meetings	2,000	2,720
10	0801	4151	Equipment		2,000
10	0801	4152	Supplies	4,800	6,000
10	0801	4154	Uniforms	800	900
10	0801	4301	Contract Services		20,000
10	0801	4355	Miscellaneous	4,000	4,000
10	0801	4413	Training	9,680	9,800
10	0801	4414	Travel	12,048	10,000
Total Building				662,957	597,135

POLICE

				ADOPTED	PROPOSED
				BUDGET	BUDGET
FUND	ORG	ACCT	DESCRIPTION	FY 22-23	FY 23-24
	Police				
10	0901	4001	Full Time Regular		16,068
10	0901	4002	Part Time Regular	75,712	43,510
10	0901	4008	Compensation Adjustments	2,499	650
10	0901	4051	Retirement & Taxes	5,792	7,159
10	0901	4053	Insurance		2,874
10	0901	4151	Equipment		2,850
10	0901	4154	Uniforms	3,000	3,000
10	0901	4301	Contract Services	2,443,163	2,836,872
10	0901	4355	Miscellaneous	1,000	1,000
			Total Police	2,531,166	2,913,984

FIRE SERVICES

				ADOPTED	PROPOSED
				BUDGET	BUDGET
FUND	ORG	ACCT	DESCRIPTION	FY 22-23	FY 23-24
	Fire Services				
10	1001	4301	Contract Services	1,577,295	1,511,067
			Total Fire Services	1,577,295	1,511,067

LIBRARY

				ADOPTED	PROPOSED
				BUDGET	BUDGET
FUND	ORG	ACCT	DESCRIPTION	FY 22-23	FY 23-24
Library					
10	1101	4002	Part Time Regular	9,464	28,248
10	1101	4008	Compensation Adjustments	313	296
10	1101	4051	Retirement & Taxes	724	2,161
10	1101	4105	Membership Dues & Subscriptions		95
10	1101	4108	Meetings		220
10	1101	4151	Equipment		1,825
10	1101	4152	Supplies		1,850
10	1101	4255	Library Grant Operations	11,375	-
10	1101	4257	Programs	22,000	1,100
10	1101	4301	Contract Services	4,500	4,500
10	1101	4355	Miscellaneous		22,000
10	1101	4413	Training		225
10	1101	4414	Travel		320
Total Library				48,376	62,839

PUBLIC WORKS

				ADOPTED	PROPOSED
				BUDGET	BUDGET
FUND	ORG	ACCT	DESCRIPTION	FY 22-23	FY 23-24
Public Works Administration					
10	1201	4001	Full Time Regular	170,924	34,872
10	1201	4005	Overtime	7,510	5,231
10	1201	4006	Other Compensation	2,880	1,920
10	1201	4007	Car Allowance	3,600	3,600
10	1201	4008	Compensation Adjustments	6,521	424
10	1201	4051	Retirement & Taxes	40,748	8,504
10	1201	4053	Insurance	29,996	7,728
10	1201	4101	Maintenance	10,000	
10	1201	4105	Membership Dues & Subscriptions	21,500	14,900
10	1201	4108	Meetings	2,000	840
10	1201	4151	Equipment	20,000	20,200
10	1201	4152	Supplies	13,000	400
10	1201	4154	Uniforms	1,200	4,100
10	1201	4160	Salt	20,000	
10	1201	4205	Electric Charges	25,000	27,825
10	1201	4301	Contract Services	430,000	79,500
10	1201	4303	Software Maintenance	2,000	1,500
10	1201	4359	Signs	6,000	
10	1201	4365	Trees	25,000	
10	1201	4407	Certification and Testing	1,000	7,000
10	1201	4413	Training	6,050	7,200
10	1201	4414	Travel	5,100	-
Total Public Works Administration				850,030	225,743
Public Works Grounds Maintenance					
10	1202	4001	Full Time Regular		30,568
10	1202	4002	Part Time Regular		7,176
10	1202	4005	Overtime		4,585
10	1202	4006	Other Compensation		1,320
10	1202	4008	Compensation Adjustments		445
10	1202	4051	Retirement & Taxes		7,836
10	1202	4053	Insurance		12,391
10	1202	4101	Maintenance		20,000
10	1202	4103	Public Notices		250
10	1202	4105	Memberships		500
10	1202	4108	Meetings		500
10	1202	4151	Equipment		34,840
10	1202	4152	Supplies		19,535
10	1202	4154	Uniforms		1,285

PUBLIC WORKS

				ADOPTED	PROPOSED
				BUDGET	BUDGET
FUND	ORG	ACCT	DESCRIPTION	FY 22-23	FY 23-24
10	1202	4301	Contract Services		262,850
10	1202	4365	Trees		26,500
10	1202	4407	Certification and Testing		4,500
10	1202	4413	Training		3,000
10	1202	4414	Travel		2,600
Total Public Works Grounds Maintenance				-	440,681
Public Works Administration				850,030	225,743
Public Works Grounds Maintenance				-	440,681
Total Public Works				850,030	666,424

ENGINEERING

				ADOPTED	PROPOSED
				BUDGET	BUDGET
FUND	ORG	ACCT	DESCRIPTION	FY 22-23	FY 23-24
Engineering					
10	1301	4001	Full Time Regular	144,340	80,382
10	1301	4006	Other Compensation	2,640	1,320
10	1301	4007	Car Allowance	3,600	3,600
10	1301	4008	Compensation Adjustments	5,507	974
10	1301	4051	Retirement & Taxes	34,411	19,354
10	1301	4053	Insurance	31,031	21,151
10	1301	4105	Membership Dues & Subscriptions	1,450	4,795
10	1301	4108	Meetings	600	500
10	1301	4151	Equipment	2,100	1,500
10	1301	4154	Uniforms	1,200	
10	1301	4301	Contract Services	64,000	31,250
10	1301	4407	Certification and Testing	2,450	1,400
10	1301	4413	Training	2,800	1,450
10	1301	4414	Travel	1,700	2,800
Total Engineering				297,828	170,475

SANITATION

				ADOPTED	PROPOSED
				BUDGET	BUDGET
FUND	ORG	ACCT	DESCRIPTION	FY 22-23	FY 23-24
	Sanitation				
10	1401	4301	Contract Services	489,100	541,942
			Total Sanitation	489,100	541,942

PARKS

				ADOPTED	PROPOSED
				BUDGET	BUDGET
FUND	ORG	ACCT	DESCRIPTION	FY 22-23	FY 23-24
Parks					
10	1501	4001	Full Time Regular	231,324	256,210
10	1501	4002	Part Time Regular	9,250	6,160
10	1501	4003	Seasonal Employee	64,896	77,126
10	1501	4005	Overtime	30,512	8,000
10	1501	4006	Other Compensation	4,800	4,560
10	1501	4008	Compensation Adjustments	11,273	3,971
10	1501	4051	Retirement & Taxes	60,820	67,452
10	1501	4053	Insurance	73,412	57,558
10	1501	4101	Maintenance	86,000	94,800
10	1501	4105	Membership Dues & Subscriptions	500	500
10	1501	4108	Meetings	500	780
10	1501	4151	Equipment	10,000	55,000
10	1501	4152	Supplies	15,000	17,000
10	1501	4154	Uniforms	2,500	1,600
10	1501	4201	Water Charges		
10	1501	4205	Electric Charges	15,000	15,000
10	1501	4208	Miscellaneous Facilities Charges	3,000	4,000
10	1501	4301	Contract Services	-	176,950
10	1501	4355	Miscellaneous		8,000
10	1501	4413	Training	2,050	7,000
10	1501	4414	Travel	2,100	5,000
Total Parks				622,936	866,667

RECREATION

				ADOPTED	PROPOSED
				BUDGET	BUDGET
FUND	ORG	ACCT	DESCRIPTION	FY 22-23	FY 23-24
Recreation					
10	1601	4001	Full Time Regular	150,426	149,732
10	1601	4002	Part Time Regular	16,224	37,651
10	1601	4003	Seasonal Employee	30,285	32,136
10	1601	4005	Overtime		3,000
10	1601	4006	Other Compensation	1,440	1,080
10	1601	4008	Compensation Adjustments	5,290	2,542
10	1601	4051	Retirement & Taxes	36,023	41,035
10	1601	4053	Insurance	27,700	35,247
10	1601	4105	Membership Dues & Subscriptions	300	475
10	1601	4108	Meetings	240	360
10	1601	4154	Uniforms	200	300
10	1601	4257	Programs	75,099	116,125
10	1601	4355	Miscellaneous	6,500	6,500
10	1601	4413	Training	700	2,870
10	1601	4414	Travel	800	3,000
Total Recreation				351,227	432,053

SPECIAL EVENTS

				ADOPTED	PROPOSED
				BUDGET	BUDGET
FUND	ORG	ACCT	DESCRIPTION	FY 22-23	FY 23-24
Special Events					
10	1701	4001	Full Time Regular	59,458	62,837
10	1701	4006	Other Compensation	720	720
10	1701	4008	Compensation Adjustments	2,002	760
10	1701	4051	Retirement & Taxes	12,506	14,980
10	1701	4053	Insurance	9,600	9,600
10	1701	4105	Membership Dues & Subscriptions	2,000	2,300
10	1701	4108	Meetings		120
10	1701	4109	Special Events	63,500	78,800
10	1701	4151	Equipment	5,500	4,500
10	1701	4301	Contract Services		1,200
10	1701	4304	Marketing		1,200
10	1701	4413	Training	350	200
10	1701	4414	Travel	450	-
Total Special Events				156,086	177,217

NON-DEPARTMENTAL

				ADOPTED	PROPOSED
				BUDGET	BUDGET
FUND	ORG	ACCT	DESCRIPTION	FY 22-23	FY 23-24
Non-Departmental					
10	1801	4110	Postage		2,000
10	1801	4152	Supplies	19,500	17,500
10	1801	4154	Uniforms	7,500	7,500
10	1801	4301	Contract Services	12,000	3,500
10	1801	4355	Miscellaneous	26,000	-
10	1801	4356	Community Garden	8,450	-
10	1801	4410	Employee Appreciation	8,000	
10	1801	4855	General Fee Waivers	30,000	30,000
10	1801	6049	Transfer to Capital Projects	325,000	850,000
10	1801	6052	Transfer to Wastewater Fund		16,483
10	1801	6053	Transfer to Stormwater Fund		26,844
10	1801	6054	Transfer to Transportation Fund	780,000	928,110
10	1801	6061	Transfer to Internal Service Fund	433,001	859,522
Total Non-Departmental				1,649,451	2,739,459

IMPACT FEES**FUND 23**

				ADOPTED	PROPOSED
				BUDGET	BUDGET
FUND	ORG	ACCT	DESCRIPTION	FY 22-23	FY 23-24
Revenue					
23	2301	3754	Public Safety Impact Fees		
23	2302	3754	Roadway Facilities Impact Fees	600,000	400,000
23	2303	3754	Park Facilities Impact Fees		
23	2304	3754	Storm & Ground Water Facilities Impact Fees	50,000	30,000
23	2302	3501	Roadway Interest	5,000	12,000
Beginning Fund Balance Appropriation					
Total Revenue				655,000	442,000
Public Safety Facilities					
23	2301	4301	Contract Services		
23	2301	4651	Capital Expense		
TOTAL Public Safety Facilities				-	-
Roadway Facilities					
23	2302	4301	Contract Services	205,000	25,000
23	2302	4651	Capital Expense	200,000	130,000
23	2302		Appropriation To Fund Balance		257,000
TOTAL Roadway Facilities				405,000	412,000
Park Facilities					
23	2303	4301	Contract Services		
23	2303	4651	Capital Expense		
TOTAL Park Facilities				-	-

IMPACT FEES**FUND 23**

				ADOPTED	PROPOSED
				BUDGET	BUDGET
FUND	ORG	ACCT	DESCRIPTION	FY 22-23	FY 23-24
Storm & Ground Water Facilities					
23	2304	4301	Contract Services		
23	2304	4651	Capital Expense	25,000	15,000
23	2304		Appropriation To Fund Balance		15,000
TOTAL Storm & Ground Water Facilities				25,000	30,000
Public Safety Facilities				-	-
Roadway Facilities				405,000	412,000
Park Facilities				-	-
Storm & Ground Water Facilities				25,000	30,000
Total Impact Fees Fund				430,000	442,000
Surplus (Deficit)				225,000	-

REDEVELOPMENT AGENCY

FUND 25

				ADOPTED	PROPOSED
				BUDGET	BUDGET
FUND	ORG	ACCT	DESCRIPTION	FY 22-23	FY 23-24
Revenue					
25	2501	3001	Property Tax Increment	10,270,069	10,449,218
25	2501	3001	RDA Admin	427,920	477,051
25	2501	3501	Interest Income	300,000	1,000,000
25	2501	3704	Bond Proceeds	-	
25	2501	3205	Grant Revenue	3,000,000	3,000,000
			Beginning Fund Balance Appropriation	24,495,610	23,020,175
			Total Revenue	38,493,599	37,946,444
RDA					
25	2501	4103	Public Notices	2,000	2,000
25	2501	4301	Contract Services	838,200	387,750
25	2501	4414	Travel		-
25	2501	4457	TIFF Payments	2,387,124	3,799,641
25	2501	4651	Capital Expense	28,117,457	26,338,400
25	2501	4802	Principal on Debt	4,060,000	4,232,188
25	2501	4803	Interest on Debt	2,604,478	2,646,516
25	2501	6010	Transfer To General Fund (Admin)	427,920	477,051
25	2501	6061	Transfer To Internal Service Fund	56,420	62,898
			Total RDA	38,493,599	37,946,444
			Surplus (Deficit)	(0)	-

CAPITAL PROJECTS**FUND 49**

				ADOPTED	PROPOSED
				BUDGET	BUDGET
FUND	ORG	ACCT	DESCRIPTION	FY 22-23	FY 23-24
Revenue					
49	4901	5010	Transfer From General Fund	325,000	850,000
			Beginning Fund Balance Appropriation	791,250	2,250,000
			Total Revenue	1,116,250	3,100,000
Capital Projects					
49	4901	4301	Contract Services		-
49	4901	4651	Capital Expense	791,250	3,100,000
			Appropriation to Fund Balance		
			TOTAL Capital Projects	791,250	3,100,000
			Surplus (Deficit)	325,000	-

WATER
FUND 51

ADOPTED
BUDGET
FY 22-23

PROPOSED
BUDGET
FY 23-24

FUND	ORG	ACCT	DESCRIPTION	FY 22-23	FY 23-24
Revenue					
51	5101	3501	Interest income		
51	5101	3602	Utility Service Sales	2,423,000	3,400,000
51	5101	3754	Impact Fees	150,000	150,000
51	5101	3205	Grant Revenue	2,702,174	
51	5101	3803	Connection Fees	90,000	110,000
51	5101	3825	Late Fees	5,000	15,000
51	5101	3704	Bond Proceeds	6,000,000	13,500,000
			Beginning Fund Balance Appropriation	3,444,640	25,005
			Total Revenue	14,814,814	17,200,005
Water Distribution					
51	5101	4001	Full Time Regular	386,125	439,504
51	5101	4002	Part Time Regular	13,148	4,784
51	5101	4003	Seasonal Employee	1,785	2,757
51	5101	4005	Overtime	12,410	12,410
51	5101	4006	Other Compensation	3,840	2,880
51	5101	4007	Car Allowance	4,200	4,200
51	5101	4008	Compensation Adjustments	15,279	5,413
51	5101	4051	Retirement & Taxes	94,863	107,308
51	5101	4053	Insurance	83,956	104,172
51	5101	4101	Maintenance	50,000	85,000
51	5101	4105	Membership Dues & Subscriptions	1,670	2,500
51	5101	4108	Meetings	500	720
51	5101	4151	Equipment	7,000	24,800
51	5101	4152	Supplies	20,000	35,000
51	5101	4154	Uniforms	900	1,800
51	5101	4157	Meters	150,000	150,000
51	5101	4205	Electric Charges	26,000	25,000
51	5101	4301	Contract Services	1,294,950	1,365,000
51	5101	4355	Miscellaneous	100,000	-
51	5101	4407	Certification and Testing	3,000	7,500
51	5101	4413	Training		2,400
51	5101	4414	Travel	3,000	3,000

WATER
FUND 51

				ADOPTED	PROPOSED
				BUDGET	BUDGET
FUND	ORG	ACCT	DESCRIPTION	FY 22-23	FY 23-24
51	5101	4651	Capital Expense	11,704,348	13,500,000
51	5101	4802	Principal on Debt	200,000	350,000
51	5101	4803	Interest on Debt	200,000	350,000
51	5101	4805	Service Fees on Debt		
51	5101	4901	Depreciation	200,000	200,000
51	5101		Appropriation of Impact Fees to Fund Balance		150,000
51	5101	6061	Transfer to Internal Service Fund	237,841	263,856
Total Water Distribution				14,814,814	17,200,005
Surplus (Deficit)				0	0

**WASTEWATER
FUND 52**

				ADOPTED	PROPOSED
				BUDGET	BUDGET
FUND	ORG	ACCT	DESCRIPTION	FY 22-23	FY 23-24
Revenue					
52	5201	3602	Utility Service Sales	1,650,000	2,130,000
52	5201	3754	Impact Fees	175,770	175,000
52	5201	3851	Misc Revenue		
52	5201	3704	Bond Proceeds		1,500,000
52	5201	5010	Transfer From General Fund		16,483
			Beginning Fund Balance Appropriation	116,091	
			Total Revenue	1,941,861	3,821,483
Wastewater Collection					
52	5201	4001	Full Time Regular	282,203	235,519
52	5201	4002	Part Time Regular	4,383	-
52	5201	4003	Seasonal Employee	1,785	919
52	5201	4005	Overtime	5,368	5,368
52	5201	4006	Other Compensation	2,880	2,880
52	5201	4008	Compensation Adjustments	10,971	2,868
52	5201	4051	Retirement & Taxes	67,749	57,258
52	5201	4053	Insurance	61,322	56,003
52	5201	4101	Maintenance	55,500	155,500
52	5201	4105	Membership Dues & Subscriptions	1,500	2,000
52	5201	4108	Meetings		480
52	5201	4151	Equipment	60,000	33,200
52	5201	4152	Supplies	4,000	6,000
52	5201	4154	Uniforms	900	4,100
52	5201	4205	Electric Charges	25,000	20,360
52	5201	4210	Cellular Phone Bills	2,500	
52	5201	4301	Contract Services	825,750	805,750
52	5201	4407	Certification and testing	1,000	7,500
52	5201	4413	Training	2,000	2,400
52	5201	4414	Travel	2,000	2,000
52	5201	4651	Capital Expense		1,500,000
52	5201	4802	Principal on Debt		100,000
52	5201	4803	Interest on Debt		100,000
52	5201	4805	Service Fees on Debt		
52	5201	4901	Depreciation	400,000	400,000
52	5201		Appropriation of Impact Fees to Fund Balance		175,000
52	5201	6061	Transfer to Internal Service Fund	125,050	146,377
			Total Wastewater Collection	1,941,861	3,821,483
Surplus (Deficit)				0	(0)

STORMWATER**FUND 53****ADOPTED****PROPOSED****BUDGET****BUDGET****FUND****ORG****ACCT****DESCRIPTION****FY 22-23****FY 23-24****Revenue**

53	5301	3602	Utility Service Sales	310,000	350,000
53	5301	5010	Transfer From General Fund		26,844
			Beginning Fund Balance Appropriation	49,220	65,000
			Total Revenue	359,220	441,844

Stormwater Administration & Permitting

53	5301	4001	Full Time Regular	127,816	169,370
53	5301	4003	Seasonal Employee	892	919
53	5301	4005	Overtime	5,500	5,500
53	5301	4006	Other Compensation	360	-
53	5301	4008	Compensation Adjustments	4,906	2,064
53	5301	4051	Retirement & Taxes	30,540	41,068
53	5301	4053	Insurance	20,756	36,507
53	5301	4101	Maintenance	6,350	15,000
53	5301	4103	Public Notices	150	200
53	5301	4105	Membership Dues & Subscriptions	825	1,050
53	5301	4108	Meetings		180
53	5301	4152	Supplies	1,400	2,900
53	5301	4154	Uniforms	300	450
53	5301	4301	Contract Services	85,000	67,500
53	5301	4303	Software Maintenance	1,200	1,500
53	5301	4306	Public Engagement	1,000	1,350
53	5301	4407	Certification and Testing	2,750	3,200
53	5301	4413	Training	1,870	600
53	5301	4414	Travel	3,000	-
53	5301	4651	Capital Expense		-
53	5301	6061	Transfer to Internal Service Fund	59,605	92,486
			Total Stormwater Admin & Permitting	354,220	441,844

STORMWATER**FUND 53**

				ADOPTED	PROPOSED
				BUDGET	BUDGET
FUND	ORG	ACCT	DESCRIPTION	FY 22-23	FY 23-24
Stormwater Maintenance					
53	5302	4101	Maintenance	5,000	-
Total Stormwater Maintenance				5,000	-
Stormwater Admin & Permitting				354,220	441,844
Stormwater Maintenance				5,000	-
Total Stormwater				359,220	441,844
Surplus (Deficit)				0	0

TRANSPORTATION

FUND 54

ADOPTED

PROPOSED

BUDGET

BUDGET

FUND	ORG	ACCT	DESCRIPTION	FY 22-23	FY 23-24
Revenue					
54	5401	3757	Utility Transportation Fee		
54	5401	5010	Transfer From General Fund	780,000	928,110
			Beginning Fund Balance Appropriation	68,721	276,500
			Total Revenue	848,721	1,204,610
Transportation					
54	5401	4001	Full Time Regular	167,965	142,870
54	5401	4002	Part Time Regular		4,784
54	5401	4005	Overtime		25,445
54	5401	4006	Other Compensation	1,920	2,880
54	5401	4008	Compensation Adjustments	6,408	1,783
54	5401	4051	Retirement & Taxes	40,043	34,941
54	5401	4053	Insurance	30,033	29,385
54	5401	4101	Maintenance	31,000	35,000
54	5401	4105	Membership Dues & Subscriptions		5,500
54	5401	4108	Meetings		180
54	5401	4151	Equipment	88,000	22,900
54	5401	4152	Supplies	1,500	45,000
54	5401	4154	Uniforms	600	950
54	5401	4301	Contract Services	357,500	633,500
54	5401	4413	Training	500	3,400
54	5401	4414	Travel		1,950
54	5401	4651	Capital Expense		-
54	5401	6061	Transfer to Internal Service Fund	123,253	214,142
			TOTAL Transportation	848,721	1,204,610
			Surplus (Deficit)	(0)	(0)

INTERNAL SERVICE**FUND 61****ADOPTED****PROPOSED****BUDGET****BUDGET****FUND****ORG****ACCT****DESCRIPTION****FY 22-23****FY 23-24****Revenue**

61	6101	3807	Sale of Vehicles	30,000	10,000
61	6101	5010	Transfer From General Fund	433,001	859,522
61	6101	5051	Transfer From Water Fund	237,841	263,856
61	6101	5052	Transfer From Wastewater Fund	125,050	146,377
61	6101	5053	Transfer From Storm Water Fund	59,605	92,486
61	6101	5054	Transfer from Transportation Fund	123,253	214,142
61	6101	5025	Transfer from RDA Fund	56,420	62,898
			Beginning Fund Balance Appropriation	60,000	
			Total Revenue	1,125,170	1,649,281

Internal Service Administration

61	6101	4001	Full Time Regular	20,172	25,602
61	6101	4008	Compensation Adjustments	770	312
61	6101	4051	Retirement & Taxes	4,809	6,294
61	6101	4053	Insurance	3,850	3,597
61	6101	4301	Contract Services	127,250	151,500
			Total Internal Service Administration	156,851	187,305

Facilities

61	6102	4001	Full Time Regular	13,520	30,568
61	6102	4002	Part Time Regular	18,387	7,176
61	6102	4006	Other Compensation	-	1,320
61	6102	4008	Compensation Adjustments	1,123	445
61	6102	4051	Retirement & Taxes	4,630	7,836
61	6102	4053	Insurance	2,400	12,391
61	6102	4101	Maintenance	20,000	46,500
61	6102	4105	Memberships Dues & Subscriptions	5,000	-
61	6102	4107	Lease Payments	72,060	74,222
61	6102	4152	Supplies	15,000	12,400
61	6102	4204	Natural Gas Charges	9,000	13,000
61	6102	4205	Electric Charges	16,000	16,000
61	6102	4206	Telephone & Internet	20,000	24,000
61	6102	4208	Misc Facilities Charges	10,000	4,000
61	6102	4210	Cellular Phone Bills	12,000	14,500
61	6102	4301	Contract Services	30,500	66,430
61	6102	4355	Miscellaneous		2,000
			Total Facilities	249,620	332,787

INTERNAL SERVICE**FUND 61****ADOPTED****PROPOSED****BUDGET****BUDGET****FUND****ORG****ACCT****DESCRIPTION****FY 22-23****FY 23-24****Fleet Management**

61	6103	4101	Maintenance	16,200	27,590
61	6103	4107	Lease Payments	190,900	190,898
61	6103	4151	Equipment	3,000	4,500
61	6103	4301	Contract Services	12,000	12,361
61	6103	4751	Vehicle Replacement	225,000	225,000
61	6103	4759	Vehicle Repairs	15,000	15,000
61	6103	4760	Vehicle Fuel	60,000	67,400
61	6103	4901	Depreciation	54,670	88,920
Total Fleet Management				576,770	631,669

Information Systems

61	6104	4151	Equipment	250	5,000
61	6104	4301	Contract Services	63,600	77,600
61	6104	4303	Software Maintenance	116,100	112,100
61	6104	4551	Computer Replacement	35,950	35,500
Total Information Systems				215,900	230,200

Human Resources

61	6105	4001	Full Time Regular		137,756
61	6105	4006	Other Compensation		1,920
61	6105	4008	Compensation Adjustments		1,666
61	6105	4051	Retirement & Taxes		32,841
61	6105	4053	Insurance		29,967
61	6105	4105	Membership Dues & Subscriptions		750
61	6105	4108	Meetings		120
61	6105	4152	Supplies		100
61	6105	4355	Miscellaneous		37,400
61	6105	4410	Employee Appreciation		13,750
61	6105	4413	Training		7,450
61	6105	4414	Travel		3,600
Total Human Resources				-	267,320

INTERNAL SERVICE**FUND 61**

				ADOPTED	PROPOSED
				BUDGET	BUDGET
FUND	ORG	ACCT	DESCRIPTION	FY 22-23	FY 23-24
			Internal Service Administration	156,851	187,305
			Facilities	249,620	332,787
			Fleet Management	576,770	631,669
			Information Systems	215,900	230,200
			Human Resources	-	267,320
			Total Internal Services	1,199,141	1,649,281
			Surplus (Deficit)	(73,971)	(0)

Changes from 4/26/23 Version to 5/24/23 Tentative Version

General Fund:

General Fund Revenues

Increase Building Permit Revenue	90,000
Increase Miscellaneous Revenue	161
Total Revenues	90,161

General Fund Expenditures

Remove Primary Election from Recorder Budget	(15,000)
Add Rollover of Youth Council Unspent Budget	4,715
Change Sheriff Sergeant to Start July 1	100,446
Total Expenditures	90,161

Total General Fund	-
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Water Fund:

Water Fund Revenues

Add Bond Proceeds Revenue	13,500,000
Decrease Beginning Fund Balance Appropriation	(8,750,000)
Total Revenues	4,750,000

Water Fund Expenditures

Increase Capital Expense - Water Tank and Water Pipeline Projects	4,750,000
Total Expenditures	4,750,000

Total Water Fund	-
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Wastewater Fund:

Wastewater Revenues

Add Bond Proceeds Revenue	1,500,000
Decrease Beginning Fund Balance Appropriation	(1,150,000)
Total Revenues	350,000

Wastewater Expenditures

Increase Capital Expense - Sewer System Improvements	350,000
Total Expenditures	350,000

Total Wastewater Fund	-
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Changes from 5/24/23 Tentative Version to 6/14/23 Tentative Public Hearing Version

General Fund:

General Fund Revenues

Increase Property Tax Revenue	71,000
Decrease Sales Tax Revenue	(110,000)
Increase Franchise Tax Revenue	35,000
Decrease Credit Card Fees Revenue	(2,000)
Increase Interest Revenue	40,000
Decrease Miscellaneous Revenue	(2,082)
Decrease Beginning Fund Balance Appropriation	(208,018)
Total Revenues	(176,100)

General Fund Expenditures

Increase Mayor & Council Full-Time Wages	72,842
Decrease Mayor & Council Part-Time Wages	(23,300)
Decrease Mayor & Council Compensation Adjustments	(3,143)
Increase Mayor & Council Retirement & Taxes	15,583
Increase Mayor & Council Insurance	20,651
Increase City Manager Full-Time Wages	2,359
Decrease City Manager Compensation Adjustments	(2,916)
Increase City Manager Retirement & Taxes	562
Increase Recorder Full-Time Wages	4,051
Decrease Recorder Compensation Adjustments	(5,046)
Increase Recorder Retirement & Taxes	1,006
Increase Finance Full-Time Wages	3,253
Decrease Finance Part-Time Wages	(19,244)
Increase Finance Seasonal Wages	401
Decrease Finance Compensation Adjustments	(7,057)
Decrease Finance Retirement & Taxes	(632)
Decrease Communications Full-Time Wages	(12,402)
Decrease Communications Part-Time Wages	(9,950)
Decrease Communications Compensation Adjustments	(5,507)
Decrease Communications Retirement & Taxes	(3,718)
Decrease Communications Insurance	(2,874)
Decrease Communications Communities That Care	(3,000)
Increase Planning Full-Time Wages	3,188
Increase Planning Part-Time Wages	1,916
Decrease Planning Compensation Adjustments	(12,081)
Increase Planning Retirement & Taxes	971
Increase Building Full-Time Wages	6,329
Increase Building Seasonal Wages	312
Decrease Building Compensation Adjustments	(13,545)
Increase Building Retirement & Taxes	1,571
Increase Police Full-Time Wages	16,068
Increase Police Part-Time Wages	1,267
Decrease Police Compensation Adjustments	(1,169)
Increase Police Retirement & Taxes	3,927
Increase Police Insurance	2,874
Decrease Police Contract Services	(31,200)
Increase Library Part-Time Wages	896
Decrease Library Compensation Adjustments	(882)
Increase Library Retirement & Taxes	69
Decrease PW Admin Full-Time Wages	(13,028)
Decrease PW Admin Overtime	(1,954)
Decrease PW Admin Compensation Adjustments	(1,949)
Decrease PW Admin Retirement & Taxes	(2,915)
Decrease PW Admin Insurance	(1,347)
Increase PW Maintenance Full-Time Wages	891
Increase PW Maintenance Part-Time Wages	209
Increase PW Maintenance Overtime	133
Decrease PW Maintenance Compensation Adjustments	(1,325)

Increase PW Maintenance Retirement & Taxes	228
Decrease Engineering Full-Time Wages	(20,548)
Decrease Engineering Other Compensation	(360)
Decrease Engineering Compensation Adjustments	(4,304)
Decrease Engineering Retirement & Taxes	(4,708)
Increase Engineering Insurance	573
Increase Parks Full-Time Wages	7,463
Increase Parks Part-Time Wages	179
Increase Parks Seasonal Wages	2,246
Decrease Parks Compensation Adjustments	(11,833)
Increase Parks Retirement & Taxes	1,965
Increase Recreation Full-Time Wages	4,361
Increase Recreation Seasonal Wages	936
Decrease Recreation Compensation Adjustments	(6,398)
Increase Recreation Retirement & Taxes	1,112
Increase Special Events Full-Time Wages	7,759
Decrease Special Events Compensation Adjustments	(1,968)
Increase Special Events Retirement & Taxes	1,849
Decrease Transfer to Capital Projects Fund	(150,000)
Decrease Transfer to Wastewater Fund	(33,736)
Decrease Transfer to Stormwater Fund	(24,732)
Increase Transfer to Transportation Fund	450
Increase Transfer to Internal Service Fund	72,223
Rounding Adjustment	(2)
Total Expenditures	(176,100)
Total General Fund	-

Capital Projects Fund:

Capital Projects Revenue

Decrease Transfer from General Fund	(150,000)
Decrease Beginning Fund Balance Appropriation	(740,000)
Capital Projects Revenue Total	(890,000)

Capital Projects Expense

Decrease Capital Expense	(890,000)
Capital Projects Expense Total	(890,000)
Capital Projects Fund Total	-

Water Fund:

Water Revenue

Decrease Beginning Fund Balance Appropriation	(56,274)
Water Revenue Total	(56,274)

Water Expense

Decrease Water Full-Time Wages	(29,481)
Increase Water Part-Time Wages	139
Increase Water Seasonal Wages	80
Decrease Water Other Compensation	(960)
Decrease Water Compensation Adjustments	(17,948)
Decrease Water Retirement & Taxes	(7,391)
Decrease Water Insurance	(6,036)
Increase Transfer to Internal Service Fund	5,323
Water Expense Total	(56,274)
Water Fund Total	-

Wastewater Fund:

Wastewater Revenue

Decrease Transfer from General Fund

	(33,736)
Wastewater Revenue Total	(33,736)

Wastewater Expense

Decrease Wastewater Full-Time Wages

(18,728)

Increase Wastewater Seasonal Wages

27

Decrease Wastewater Compensation Adjustments

(9,810)

Decrease Wastewater Retirement & Taxes

(4,553)

Decrease Wastewater Insurance

(2,972)

Increase Transfer to Internal Service Fund

2,300

Wastewater Expense Total	(33,736)
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Wastewater Fund Total	-
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Stormwater Fund:

Stormwater Revenue

Decrease Transfer from General Fund

	(24,732)
Stormwater Revenue Total	(24,732)

Stormwater Expense

Decrease Stormwater Full-Time Wages

(15,365)

Increase Stormwater Seasonal Wages

27

Decrease Stormwater Compensation Adjustments

(7,146)

Decrease Stormwater Retirement & Taxes

(3,550)

Decrease Stormwater Insurance

(194)

Increase Transfer to Internal Service Fund

1,496

Stormwater Expense Total	(24,732)
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Stormwater Fund Total	-
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Transportation Fund:

Transportation Revenue

Increase Transfer from General Fund

	450
Transportation Revenue Total	450

Transportation Expense

Increase Transportation Full-Time Wages

3,882

Increase Transportation Part-Time Wages

139

Decrease Transportation Compensation Adjustments

(5,318)

Increase Transportation Retirement & Taxes

1,044

Decrease Transportation Insurance

(194)

Decrease Contract Services

(5,000)

Increase Transfer to Internal Service Fund

5,897

Transportation Expense Total	450
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Transportation Fund Total	-
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Internal Services Fund:

Internal Services Revenue

Increase Transfer from General Fund	72,223
Increase Transfer from Water Fund	5,323
Increase Transfer from Wastewater Fund	2,300
Increase Transfer from Stormwater Fund	1,496
Increase Transfer from Transportation Fund	5,897
Internal Service Revenue Total	87,239

Internal Services Expense

Increase Internal Service Admin Full-Time Wages	5,667
Decrease Internal Service Admin Compensation Adjustments	(676)
Increase Internal Service Admin Retirement & Taxes	1,542
Increase Internal Service Admin Insurance	572
Increase Internal Service Facilities Full-Time Wages	890
Increase Internal Service Facilities Part-Time Wages	209
Decrease Internal Service Facilities Compensation Adjustments	(1,325)
Increase Internal Service Facilities Retirement & Taxes	228
Decrease Information Systems Computer Replacement	(1,000)
Increase Internal Service HR Full-Time Wages	58,799
Increase Internal Service HR Other Compensation	960
Decrease Internal Service HR Compensation Adjustments	(2,245)
Increase Internal Service HR Retirement & Taxes	14,018
Increase Internal Service HR Insurance	9,600
Internal Service Expense Total	87,239

Internal Service Fund Total	-
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Changes from 6/14/23 Tentative Public Hearing Version to 6/28/23 Final Version

General Fund:

General Fund Revenues

Increase Miscellaneous Revenue	10,793
Increase Beginning Fund Balance Appropriation	15,521
Total Revenues	26,314

General Fund Expenditures

Decrease Engineering Full Time Wages	(7,445)
Decrease Engineering Compensation Adjustments	(90)
Decrease Engineering Retirement & Taxes	(1,775)
Decrease Engineering Insurance	(1,033)
Decrease Parks Overtime	(22,512)
Add Recreation Part Time Wages	37,651
Add Recreation Overtime	3,000
Increase Recreation Compensation Adjustments	395
Increase Recreation Retirement & Taxes	2,880
Increase Special Events	7,000
Increase Non-Departmental Contract Services	3,500
Increase Transfer to Wastewater Fund	219
Increase Transfer to Stormwater Fund	155
Increase Transfer to Transportation Fund	147
Increase Transfer to Internal Service Fund	4,222
Total Expenditures	26,314

Total General Fund	-
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Capital Projects Fund:

Capital Projects Revenue

Increase Beginning Fund Balance Appropriation	102,500
Capital Projects Revenue Total	102,500

Capital Projects Expense

Increase Capital Expense	102,500
Capital Projects Expense Total	102,500

Capital Projects Fund Total	-
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Water Fund:

Water Revenue

Increase Beginning Fund Balance Appropriation	12,911
Water Revenue Total	12,911

Water Expense

Increase Full Time Wages	7,445
Increase Compensation Adjustments	90
Increase Retirement & Taxes	1,775
Increase Insurance	1,032
Increase Transfer to Internal Service Fund	2,569
Water Expense Total	12,911

Water Fund Total	-
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Wastewater Fund:

Wastewater Revenue

Increase Transfer from General Fund

	219
Wastewater Revenue Total	219

Wastewater Expense

Increase Transfer to Internal Service Fund

	219
Wastewater Expense Total	219

Wastewater Fund Total	-
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Stormwater Fund:

Stormwater Revenue

Increase Transfer from General Fund

	155
Stormwater Revenue Total	155

Stormwater Expense

Increase Transfer to Internal Service Fund

	155
Stormwater Expense Total	155

Stormwater Fund Total	-
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Transportation Fund:

Transportation Revenue

Increase Transfer from General Fund

	147
Transportation Revenue Total	147

Transportation Expense

Increase Transfer to Internal Service Fund

	147
Transportation Expense Total	147

Transportation Fund Total	-
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Internal Services Fund:

Internal Services Revenue

Increase Transfer from General Fund

Increase Transfer from Water Fund

Increase Transfer from Wastewater Fund

Increase Transfer from Stormwater Fund

Increase Transfer from Transportation Fund

	4,222
	2,569
	219
	155
	147
Internal Service Revenue Total	7,312

Internal Services Expense

Increase Internal Service Admin Contract Services

Increase Internal Service Facilities Contract Services

Decrease Internal Service Human Resources Employee Appreciation

Decrease Internal Service Human Resources Training

	9,000
	1,312
	(2,000)
	(1,000)
Internal Service Expense Total	7,312

Internal Service Fund Total	-
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Tax Rate Summary (693) CTY

Data Entry (Auditor)	Auditor's Certified Rate Approved	Data Entry (Entity)	Proposed Rates Entity Approved	Proposed Rates County Approved	Proposed Rates USTC Approved "OK to Print"	Final Tax Rates USTC Approved	Rates Finalized
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Proposed Tax Rate Value: \$ 1,102,712,797

Budgeted Revenue / Proposed Tax Rate Value = Proposed Tax Rate

(1) Budget Code	(2) Budget Name	(3) Election Date	(4) Voted Rate Limit	(5) Utah Annotated Code	(6) Maximum By Law	(7) Calculated Certified Tax Rate	(8) Auditor's Certified Tax Rate	(9) Auditor's Certified Rate Revenue	(10) Proposed Tax Rate	(11) Budgeted Revenue	(12) Final Tax Rate	(13) Final Budgeted Revenue
10	General Operations			§11-5-112	.007	0.002842	0.002842	3,133,910	0.002842	3,133,910	0.002842	3,133,910
190	Discharge of Judgement			§59-2-1328 & 1330	Sufficient			0				
	Total Tax Rate					0.002842	0.002842	3,133,910	0.002842	3,133,910	0.002842	3,133,910

NOTES:



Community Development

Date: June 28, 2023
From: Cache Hancey, Planner & Business Advocate
To: City Council
Item: 9.3 Zoning Text Amendment:
15.34.120 Domestic Livestock and Fowl
Applicant: City-Initiated

BACKGROUND

The proposed ordinance provides greater allowance for domestic fowl (egg laying chickens). The current code limits domestic fowl in lots smaller than 1 acre. This change would permit a range of lot sizes to house domestic fowl. Surrounding cities have a tiered lot size in their allowance for domestic fowl. This zoning text amendment would follow that pattern with a tier as follows:

1. Greater than one acre (43,560) square feet, up to twenty-five (25) chickens
2. Between ten thousand five hundred (10,500) square feet and one acre (43,560) square feet, up to eight (8) chickens
3. Between five thousand five hundred (5,500) square feet and ten thousand five hundred (10,500) square feet, up to six (6) chickens. A minimum of three (3) chickens is encouraged.

Other requirements in the proposed code would ensure that all domestic fowl are secured in an outdoor enclosed area with proper setbacks and safety measures.

Updates since the previous City Council meeting include:

- Simplifying the lot size/domestic fowl tier list
- Increasing the required size of the coop and run
- Requiring that domestic fowl are only kept for personal use, i.e. cannot sell eggs or chicks
- Requiring a permit and inspection with an included fee
 - o A fee waiver reducing the permit fee by 50% if the applicant completes an educational course
- The city providing resources for residents in how to care for domestic fowl

Staff and Planning Commission Recommendation

Staff, along with the Planning Commission, recommend approval of Ordinance 2023-15 as it permits for a wider variety of lots to have chickens with standards in place to minimize impact on surrounding properties. The Planning Commission held a public hearing on the matter on April 5, 2023 in which they recommended approval.

City Council Options

"I move to adopt Ordinance 2023-15"

"I move to adopt Ordinance 2023-15 with the following conditions..."

ATTACHMENTS

- Proposed zoning text amendment

**VINEYARD
ORDINANCE 2023-15**

ORDINANCE NO. 2023-15

**AN ORDINANCE OF THE CITY OF VINEYARD UTAH TO MAKE
AMENDMENTS TO THE ZONING CODE TO REGULATE THE NUMBER OF
DOMESTIC FOWL PERMITTED. THIS ORDINANCE CREATES A TIERED
SYSTEM IN WHICH THE NUMBER OF DOMESTIC FOWL PERMITTED IN
SINGLE-FAMILY RESIDENTIAL ZONES IS DETERMINED BY THE LOT SIZE.**

WHEREAS, in compliance with the Utah State Municipal Land Use, Development, and Management Act (LUDMA), the City established an amendment to the Vineyard Zoning Code Section 15.34.120 Domestic Livestock and Fowl,

WHEREAS, the Vineyard City Zoning Code Amendment provides modifications for the number of domestic fowl permitted based on the square footage of lot sizes,

WHEREAS, the Planning Commission held a public hearing on April 5, 2023, and after fully considering public comment and staff recommendation, recommended approval to the City Council, and,

WHEREAS, the City Council reviewed the amended language within the Vineyard Zoning Code Amendment and held a public hearing on June 28, 2023, and after fully considering public comment, staff and Planning Commission's recommendations,

NOW THEREFORE, be it ordained by the Mayor and Council of the City of Vineyard, Utah, as follows:

SECTION 1: AMENDMENT “15.34.120 Domestic Livestock And Fowl”
of the Vineyard Zoning Code is hereby *amended* as follows:

A M E N D M E N T

15.34.120 Domestic Livestock And Fowl

The keeping of domestic livestock, limited to the domesticated horse (*Equus caballus*), domesticated cattle (*Bos taurus* and *Bos indica*), domesticated sheep (*Ovis aries*), domesticated goat (*Capra hircus*) and domestic fowl, but excluding the keeping of pigs (*Suidae*), shall be allowed subject to the following:

1. The keeping of domestic livestock and fowl may be allowed as a Permitted Use in the A-1, R&A-5 and single-family residential Zoning Districts, subject to the provisions of this Section.

2. No domestic livestock ~~or domestic fowl~~ shall be kept on any lot located in an A-1, R&A-5 and single-family residential Zoning Districts where the lot or parcel size is ~~not~~ less than one acre (43,560 square feet).
3. The number of domestic livestock ~~or fowl~~ that may be kept where the lot or parcel size is not less than one acre shall comply with the following:
 - a. Limited to a maximum of two (2) domestic animals for every 43,560 square feet of lot or parcel size.
 - b. ~~Fowl may be kept on lots equal to, or larger than one (1) acre (43,560 square feet), provided the number of fowl maintained does not exceed twenty-five (25) fowl for each acre.~~
4. The number of domestic fowl for the purpose of laying eggs that may be kept shall be limited on the size of the lot or parcel as follows:
 - a. Greater than one acre (43,560) square feet, up to twenty-five (25) chickens
 - b. Between ten thousand five hundred (10,500) square feet and one acre (43,560) square feet, up to eight (8) chickens
 - c. Between five thousand five hundred (5,500) square feet and ten thousand five hundred (10,500) square feet, up to six (6) chickens. A minimum of three (3) chickens is encouraged
5. Domestic fowl shall be confined within a secure outdoor enclosed area and are subject to the following conditions.
 - a. The enclosed area shall include a covered, ventilated, and predator-resistant coop.
 - i. The coop shall have a minimum floor area of at least three (3) square feet per domestic fowl.
 - ii. The chicken run shall have a minimum floor area of at least eight (8) square feet per domestic fowl.
 - b. The coop shall be located in a rear yard at least twenty (20) feet from any property line, and further than thirty (30) feet to any residential structure located on adjacent lots.
 - i. The coop and enclosed area shall be maintained in a neat and sanitary condition and shall be cleaned as necessary to prevent any odor detectable at a property line.
 - ii. No domestic fowl shall be permitted to roam outside the coop or enclosed area.
 - c. Any feed used for the domestic fowl must be stored and dispensed in a rodent- and predator- proof containers.
 - d. Slaughtering of domestic fowl is prohibited.
 - e. Roosters are prohibited.
 - f. Keeping of domestic fowl shall be for personal use only. The sale of eggs, baby poultry, and domestic fowl is prohibited
6. Permit. A domestic fowl permit is required in all single-family residential zoning districts. The permit shall be renewed biennially, subject to property inspection for code compliance by a Vineyard City staff member.
7. Fee. The permit fee shall be establish in accordance with Vineyard City's Fee Schedule. A partial fee waiver, of fifty (50) percent shall be granted if the applicant

completes a City approved course on the care of domestic fowl.

8. Care of Domestic Fowl. The City shall provide residents with resources regarding: the care of domestic fowl, code enforcement and compliance, and how to remove unwanted domestic fowl.

9. Domestic livestock, fowl, and other animals, but excluding all Prohibited Animals, may be kept on lots of five (5) acres or larger, and located in the A-1 and R&A-5 Zoning Districts, without restriction on the type or number of domestic livestock or animals kept.
10. Residents who have kept domestic livestock on legal lots smaller than one (1) acre (43,670 square feet) and who have those animals legally on the effective date of this Ordinance shall not be in violation of this Ordinance. However, the number of animals being kept shall not be increased, and the nonconforming use shall be deemed to have ceased when the keeping of domestic animals has been discontinued for a minimum period of one (1) year.
11. No barn, stable, shelter, corral, ~~coop~~, pen, or run in which domestic livestock ~~or fowl~~ are maintained shall be closer than one hundred (100) feet to any residential structure located on adjacent lots.
12. The required minimum side yard and rear yard setbacks for the zone in which a barn, stable, shelter, corral, ~~coop~~, pen, or run is located shall be met, or twenty (20) foot side and rear yard setbacks shall be provided, whichever is greater.
13. All yards, barns, shelters, cages, coops, areas, places, and premises where domestic livestock, animals, or fowl are kept shall be maintained in a clean and sanitary condition so that flies, dust, or odors do not disturb the health of any person or animal or create a nuisance to any adjoining property.
14. All pens, yards, shelters, cages, coops, areas, and premises where animals are held or kept shall be maintained so that no flies, insects, or vermin, rodent harborage, odors, ponded water, the accumulation of manure, garbage or other noxious materials do not disturb health and safety of any person or animal.

SECTION 2: REPEALER CLAUSE All ordinances or resolutions or parts thereof, which are in conflict herewith, are hereby repealed.

SECTION 3: SEVERABILITY CLAUSE Should any part or provision of this Ordinance be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the Ordinances a whole or any part thereof other than the part so declared to be unconstitutional or invalid.

SECTION 4: EFFECTIVE DATE This Ordinance shall be in full force and effect from June 28, 2023 and after the required approval and publication according to law.

PASSED AND ADOPTED BY THE VINEYARD COUNCIL

_____.

	AYE	NAY	ABSENT	ABSTAIN
Mayor Julie Fullmer	_____	_____	_____	_____
Tyce Flake	_____	_____	_____	_____
Amber Rasmussen	_____	_____	_____	_____
Mardi Sifuentes	_____	_____	_____	_____
Cristy Welsh	_____	_____	_____	_____

Presiding Officer

Attest

Julie Fullmer, Mayor, Vineyard

Pamela Spencer, City Recorder,
Vineyard

RESOLUTION 2023-32

Resolution Directing City Staff to Begin the Process of Revising Element 10 Technology Goal 2 of the General Plan to Address Privacy Concerns about Public Use of Personal Information.

WHEREAS, the City Council of Vineyard City, Utah, recognizes the significant role that technology plays in enhancing city services, improving communication, and facilitating public access to various services, planning, decision making, and activities; and

WHEREAS, the City Council acknowledges the importance of safeguarding individual privacy rights and the need to protect the personal information of residents, visitors, and businesses within the City; and

WHEREAS, it is crucial for the City to balance the benefits of technological advancements with the preservation and maintenance of privacy for all community members; and

WHEREAS, the City Council desires to update and amend Element 10, Goal 2 of the General Plan to reflect a commitment to prioritize privacy protection while utilizing and adopting advances in technology:

NOW, THEREFORE, BE IT RESOLVED by the City Council of Vineyard, Utah, as follows:

Section 1: General Plan Amendment

The City Council hereby directs the City staff to prepare a General Plan amendment to Element 10, Goal 2 – Technology – of the General Plan.

Subject to a public hearing and the recommendation of the Planning Commission, the City shall consider adding language to Element 10, Goal 2 about respecting individual rights and protecting personal information.

The amendment shall aim to integrate privacy considerations into all aspects of the City's utilization and adoption of technology, ensuring that privacy rights are respected and protected.

Section 2: Stakeholder Engagement

The City staff shall conduct a thorough review and analysis of existing privacy policies, guidelines, and best practices related to technology implementation.

City staff shall engage relevant stakeholders, including residents, community organizations, businesses, and technology experts, to gather input and feedback on privacy concerns, needs, and expectations related to the use of technology.

Section 3: Implementation and Monitoring

Upon completion of a public hearing and consideration by the Planning Commission, City staff shall present the proposed changes to the City Council for review and adoption.

City staff shall establish a mechanism for ongoing monitoring and evaluation of the City's technology initiatives to ensure continued compliance with privacy protection principles and address emerging privacy challenges.

Section 4: Severability

If any provision or part of this resolution is deemed invalid or unenforceable, it shall not affect the validity or enforceability of the remaining provisions.

Section 5: Effective Date

This resolution shall take effect immediately upon adoption by the City Council.

ADOPTED AND APPROVED by the City Council of Vineyard, Utah, this 28th day of June 2023.

Julie Fullmer, Mayor

ATTEST:

Pamela Spencer, City Recorder