

NOTICE AND AGENDA
SANTA CLARA CITY COUNCIL MEETING
Wednesday, January 24, 2024
Time: 5:00 p.m.

AGENDA

Public Notice is hereby given that the Santa Clara City Council will hold a Regular Meeting in the City Council Chambers, located at 2603 Santa Clara Drive, Santa Clara, Utah on Wednesday January 24, 2024 commencing at 5:00 PM. The meeting will be broadcast via You Tube linked on our website at <https://santaclarautah.gov>

1. **Call to Order:**

2. **Opening Ceremony:**

- Pledge of Allegiance: Dave Pond
- Opening Comments: Bruce Anderson, The Church of Jesus Christ of Latter-day Saints; St.George Interfaith Council.

3. **Conflicts and Disclosures:**

4. **Working Agenda:**

A. Public Hearing(s) 5:00 p.m. (None)

B. Consent Agenda:

1. **Approval of Claims and Minutes:**

- Jan. 2, 2024, Special City Council Meeting
- Jan. 10, 2024 Regular City Council Meeting
- Claims through Jan. 24, 2024

2. **Calendar of Events**

- Jan. 25, 2024 Combined City Council Meeting W/Ivins City
- Feb. 14, 2024, Regular City Council Meeting
- Feb. 21, 2024 City Council Work Meeting
- Feb. 28, 2024 Regular City Council Meeting.

C. General Business:

1. Discussion and action to approve Ordinance 2024-02 amending Title 17, Chapter 17.92, Water Efficient Landscaping & Conservation Standards. Presented by Jim McNulty, City Planner.
2. Review and discussion regarding the Fiscal Year 2024-2025 Budget Calendar. Presented by Debbie Bannon, Finance Officer.
3. Appoint Council Assignments. Presented by Mayor Rosenberg.
4. Appoint Mayor Pro-Tem. Presented by Mayor Rosenberg.

5. **Reports:**

a. Mayor / Council Reports

6. **Executive Session**

7. **Adjournment**

Note: In compliance with the Americans with Disabilities Act, individuals needing special accommodation during this meeting should notify the city no later than 24 hours in advance of the meeting by calling 435-673-6712. In accordance with State Statute and Council Policy, one or more Council Members may be connected via speakerphone or may by two-thirds vote to go into a closed meeting.

Zoom Meeting Participants: Participants on the Zoom call are limited to City Staff, Council Members, and applicants on the agenda. Email calendar invitations will be sent out in advance of the meeting. Instructions for each meeting will include the meeting ID, and password to join. When joining the meeting your screen name must show your full name. Each applicant will be accepted into the meeting when their item is up for discussion. Please contact Chris Shelley at (435)673-6712 Ext. 203 with any questions regarding public meetings. .

The undersigned, duly appointed City Recorder does hereby certify that the above notice and agenda was posted within the Santa Clara City limits on this 18th day of Jan.2024 at Santa Clara City Hall, on the City Hall Notice Board, at the Santa Clara Post Office, on the Utah State Public Notice Website, and on the City Website at <http://www.sccity.org>. The 2024 meeting schedule was also provided to the Spectrum on January 1, 2024.

Chris Shelley – City Recorder

**SANTA CLARA CITY COUNCIL MEETING
WEDNESDAY, JANUARY 10, 2024
MINUTES**

THE CITY COUNCIL FOR THE CITY OF SANTA CLARA, WASHINGTON COUNTY, UTAH, met for a Regular Meeting on Wednesday, January 10, 2024, at 5:00 p.m. in the City Council Chambers of the Town Hall at 2603 Santa Clara Drive, Santa Clara, Utah. Notice of the time, place, and agenda of the meeting was provided to *The Spectrum* and to each member of the governing body by emailing a copy of the Notice and Agenda to *The Spectrum* and also, along with any packet information, to the mayor and each council member, at least two days before the meeting. The meeting will be broadcast via YouTube linked on our website at <https://sccity.org/meetings>.

Mayor: Rick Rosenberg

Council Members: Janene Burton
Christa Hinton
Dave Pond
Ben Shakespeare
Jarrett Waite

City Manager: Brock Jacobsen

City Recorder: Chris Shelley

Others Present: Jim McNulty, Planning and Economic Development Manager
Matt Ence, City Attorney
Cody Mitchell, City Engineer
Dustin Mouritzen, Public Works Director
Gary Hall, Power Director
Ryan VonCannon, Parks Director
Andrew Parker, Fire Chief

1. Call to Order.

In the absence of Mayor Rick Rosenberg, Mayor Pro Tempore, Jarrett Waite, called the Santa Clara City Council Meeting to order at 5:02 p.m. and welcomed those present. It was noted that Mayor Rosenberg was still listening in on the Santa Clara City Council Meeting via Zoom.

2. Opening Ceremony.

A. Pledge of Allegiance: Council Member Hinton.

B. Opening Comments: Council Member Hinton.

3. Conflicts and Disclosures.

There were no conflicts or disclosures shared.

4. Working Agenda.

A. Consent Agenda.

i. Approval of Claims and Minutes:

- **December 13, 2023, Regular City Council Meeting Minutes.**
- **December 20, 2023, City Council Work Meeting Minutes.**
- **Claims through January 10, 2024.**

ii. Calendar of Events:

- **January 17, 2024, City Council Work Meeting.**
- **January 24, 2024, Regular City Council Meeting.**
- **January 25, 2024, Combined Meeting with Ivins City.**
- **February 8, 2024, City Council Budget Meeting.**

Discussions were had about the combined meeting with Ivins City that was scheduled for January 25, 2024. The meeting would focus on Fire, EMS, and Police, and would be held at the Ivins City Hall at 5:30 p.m. As for the February 8, 2024, meeting listed, that would be the budget meeting. Mayor Pro Tem Waite noted that he had a Mosquito Abatement Meeting that same afternoon.

Council Member Shakespeare moved to APPROVE the Consent Agenda. Council Member Hinton seconded the motion. Vote on Motion: Council Member Pond-Aye; Council Member Hinton-Aye; Council Member Waite-Aye; Council Member Burton-Aye; Council Member Shakespeare-Aye. The motion passed unanimously.

B. General Business

i. Discussion and Action to Consider Amending Title 12, Chapter 12.24.110, Vaults, to Allow Approved Burial Vaults that are Made of Different Materials and Approve Ordinance 2024-01. Presented by Ryan VonCannon, Parks & Trails Director.

Parks Director, Ryan VonCannon, explained that the item had been presented to the City Council at the last Work Meeting. Approximately one month ago, he was approached by Robert Kenworthy, the owner of Kenworthy Monuments. He would start providing polyethylene burial vaults. There were a few reasons for that, including mobility and the fact that it could save hundreds of dollars in funeral expenses. Mr. VonCannon noted that the historical section was an example of a tight area where it could be difficult to navigate equipment. The polyethylene burial vaults could be carried by two people and there were lowering devices that could be carried over as well. The current Santa Clara ordinance only allowed for concrete burial vaults for traditional

burials. The polyethylene burial vaults had been used in other areas for decades, as the material was five times stronger and ten times lighter than concrete once it was all put together. Additionally, polyethylene burial vaults had a rubber gasket, which made it water and airtight seal.

Mr. VonCannon had recently reached out to one of the cemeteries in St. George, and the polyethylene burial vaults would be allowed, as there were certain areas that were difficult to navigate. Washington was also taking the matter to the City Council to consider an amendment. He shared images of the polyethylene burial vaults for reference. The lid had a honeycomb design. There was also a more heavy-duty option, which was what he believed should be requested, because the other design had a lip on the side. If a grave was being dug up next to a polyethylene burial vault, the backhoe might catch that lip and cause damage to occur. The heavier duty design that was shown would not lead to the same issue due to the way that way was designed.

The current ordinance, 12.24.110, stated: “Before a casket is accepted for burial, it must be housed within a concrete vault having a fixed top and side panel edge restraints incorporated into the construction and having a strength capable of uniformly withstanding a stress of seven and one-half pounds per square inch.” The desire was to add the following language to that sentence: “...or an equivalent light weight burial container that meets industry strength standards.” The current ordinance, as far as cremation burials, already allowed for other materials, but polyethylene was not specified. It was requested by the Mayor that language also be added to the cremation vaults.

Council Member Hinton wondered whether there should be a requirement about the type of polyethylene burial vault referenced. Mr. VonCannon explained that he could reach out to Mr. Kenworthy about that. He reiterated that the City preferred the heavy-duty design. Council Member Hinton asked about the difference in costs. According to Mr. Kenworthy, it would likely be several hundreds of dollars less than a concrete vault, which would be more affordable and a good alternative to consider. Council Member Pond wanted to know about the stress limit on the polyethylene burial vaults. Mr. VonCannon reported that it met the strength standards. Depending on the manufacturer, the polyethylene vaults were actually stronger than the concrete vaults.

Council Member Hinton asked if polyethylene was the same as fiberglass. This was denied. Mr. VonCannon clarified that polyethylene was a hybrid blend between fiberglass and plastic. A fraction of it would also be recycled materials. The materials would last forever. Mayor Pro Tem Waite believed this would be a good option, especially in the older part of the cemetery. Council Member Shakespeare pointed out that a polyethylene burial vault would outlast a concrete vault. Mr. VonCannon noted that it might be possible to discuss making the polyethylene burial vaults mandatory for the historical section in the future, because there were a lot of challenges there.

Council Member Hinton moved to APPROVE the Amendments to Title 12, Chapter 12.24.110, Vaults, to Allow Approved Burial Vaults that are Made of Different Materials and Approve Ordinance 2024-01. Council Member Burton seconded the motion. Vote on Motion: Council Member Pond-Aye; Council Member Hinton-Aye; Council Member Waite-Aye; Council Member Burton-Aye; Council Member Shakespeare-Aye. The motion passed unanimously.

ii. Discussion and Action to Update Line Extensions and Connection Fees. Presented by Gary Hall, Power Director.

Power Director, Gary Hall, reported that Intermountain Consumer Professional Engineers ("ICPE") had completed a new Connection Fee and Line Extension Policy for the Power Department. The last one was approved in 2014. The new policy reflected updated labor and material costs associated with connection fees and power line extensions to new undeveloped properties. Mr. Hall explained that there was a policy in place for the electrical connection fees (how much a customer was charged when there was a sign up for an electrical service) and a line extension property (what would be charged to run power to a property without any). What would impact customers the most was the connection fee, which was the most significant change.

Mr. Hall reiterated that the policies had not been updated for 10 years, so this was overdue. The prices had jumped considerably as a result of labor and material costs. He explained that the material costs had more than doubled in the last 10 years and the prices reflected those changes. Residential: Table 1 – New Point of Delivery was reviewed. The first column showed the new connection fee proposed, the 2014 number, and the difference between the two. Most of the services were now underground and it was rare that an overhead service occurred. Mr. Hall reviewed the Commercial section as well, which included information about different meter types.

Mayor Pro Tem Waite asked about Table 2 – Existing Point of Delivery. Mr. Hall shared an example scenario where there was a meter on the home, but an upgrade had been requested. There was already an existing point of delivery there. Council Member Shakespeare noted that the cost of materials had likely quadrupled in price over the last 10 years. He wondered whether the prices shown were adequate to cover all of the services. Mr. Hall reported that ICPE had obtained the material costs to determine appropriate fees. There were also clauses included in the policy. For instance, if the distance was more than 100 feet, the City had the ability to charge for the actual costs of materials. City Attorney, Matt Ence, reported that the item should be adopted by Resolution. That Resolution number had not been added to the agenda, but there was a Resolution that had been prepared and that had been distributed to the City Council ahead of the meeting.

City Engineer, Cody Mitchell, noted that an effective date needed to be established. Mr. Ence stated that the Resolution that had been prepared said it would be effective upon approval. If a completed application had been submitted, that person would be entitled to pay the previous fee rather than the new fee. Otherwise, what was proposed would go into effect immediately.

Council Member Hinton moved to APPROVE Resolution 2024-02R to Adopt the Connection Fee Schedule and Line Extension Policy. Council Member Pond seconded the motion. Vote on Motion: Council Member Pond-Aye; Council Member Hinton-Aye; Council Member Waite-Aye; Council Member Burton-Aye; Council Member Shakespeare-Aye. The motion passed unanimously.

iii. Discussion and Action to Update Title 5, Chapter 5.04, Business Licenses, and Title 9, Chapter 9.12.021, Excessive Noise Prohibited and Approve Ordinance 2024-05. Presented by Jim McNulty, City Planner.

Planning and Economic Development Manager, Jim McNulty, explained that it was proposed that updates be made to Chapter 5.04, Business Licenses and Regulations, and Chapter 9.12.021, Excessive Noise Prohibited. He explained that recently, there had been concerns with commercial businesses and food trucks within close proximity of residential properties in the City. This was an item that had been discussed previously, on November 15, 2023, during a Work Meeting, and on December 13, 2023. The City Council asked City Staff to take a closer look at setting a decibel limit within Chapter 9.12.021. He reviewed the draft ordinance language with the City Council:

- 5.04.190: Commercial Businesses:
 - Any commercial business within one hundred feet (100') of residential property is required to meet the following:
 - The business may be open no earlier than 6:00 a.m. and no later than 10:00 p.m. Sunday through Thursday;
 - The business may be open no earlier than 6:00 a.m. and no later than 12:00 a.m. (midnight) on Friday and Saturday;
 - The use of a drive-up or drive-thru pickup window service must meet the requirements of Chapter 9.12.021 Excessive Noise Prohibited, of the City Code.
- 5.04.200: Food Trucks/Trailers:
 - Any food truck/trailer is required to meet the following:
 - A food truck/trailer is required to get a Business License as well as an annual Health Department inspection. Verification of a Business License and annual Health Department inspection from other Utah jurisdiction's are required during the Business License process. A food truck/trailer must meet the requirements of Chapter 9.12.021, Excessive Noise Prohibited, of City Code.

Mayor Pro Tem Waite asked about the hours of operation listed. Mr. McNulty explained that the intention was to lessen the disturbance and impacts on homeowners that were adjacent to the use. An adjustment could be made to 5:30 a.m. if the City Council were comfortable with that, but the focus was on commercial businesses in close proximity to residences. Mr. McNulty next reviewed Chapter 9.12.021, Excessive Noise Prohibited. There had been some discussions at a previous City Council Meeting about setting a decibel level. Some research had been conducted and according to Decibel Pro, "Any noise exceeding 70 decibels is considered disturbing. Residential limits usually start at 60 or 55 decibels (the equivalent noise of a regular vacuum cleaner). Time limits usually apply after 10:00 p.m. and until 7:00 a.m." There was some information about how to measure decibels, but references were made to meters rather than feet. However, it stated that there was usually a difference between decibel readings near the source of the noise or reading. 10 meters would be 33.7 feet and 100 meters would be the length of a football field at 300 feet.

In the case of food trucks, there had been discussions about what was an acceptable level from the property line or the zoning boundary from commercial to residential. Mr. McNulty reported that City Staff had proposed 60 decibels. Previously, there had been discussions about 50 decibels, but 60 decibels seemed to be the norm. Under 9.12.021 B, there was a reference made to 60 decibels. He explained that the other amendments proposed there were standard clean up. Item C also made a reference to 60 decibels. Item N, Item O, and Item P had also been added, which stated:

- N: The use of a drive-up or drive-thru pickup window service before 6:00 a.m. or after 10:00 p.m. daily for commercial businesses within one hundred feet (100') of residential property, which may also include a menu board and speaker system.
- O: The use of a drive-up or drive-thru speaker system shall emit no more than sixty decibels (60 dB) when measured at four feet directly in front of the speaker and shall not be audible above daytime ambient noise levels beyond the property boundaries.
- P: The use of a food truck/trailer with or without a generator within seventy-five feet (75') of residential property. Use of a food truck/trailer with or without a generator within this distance is prohibited. The noise levels associated with such use beyond this distance shall emit no more than sixty decibels (60 dB) as measured at the property boundary.

Mr. McNulty reported that he had gone out with a decibel meter to better understand the noise levels. One food trailer was previously in the parking area between the dollar store and the auto parts store. Last week, it was in the corner of the shopping center, behind the dollar store and next to Rachel Drive. Mr. McNulty parked his vehicle seven spaces away. Each parking space was 9-foot-wide. From approximately 65 feet away, the decibel measurements were 57 to 60 decibels. That fell within the limit that was proposed, which was 60 decibels. However, if the language was adopted, that food trailer owner would not be in compliance, because the food truck or trailer would need to be moved 75 feet away and it was currently 30 to 35 feet from that wall. He had done the measurements there a few times since and there was a similar decibel reading each time.

Mayor Pro Tem Waite asked about the hours referenced in Item N. The new restaurant, Alfredo's A, was open until midnight. Mr. McNulty explained that it had been a concern that close to the homes there. Originally, the restaurant owner wanted it to be open until 2:00 a.m. because that was what the hours were at the Bluff Street and Riverside Drive locations. He pointed out that the other two locations were located next to major arterial roadways and did not abut single-family homes. The concern in Santa Clara related to the residential homes that were less than 50 feet away. It made sense to have some limitations in place to protect the homeowners in the area. Council Member Hinton wondered whether it would be possible for them to close the drive-thru at an earlier time and be open in-store until midnight instead. Mayor Pro Tem Waite believed the business owners would want to keep the drive-thru open for all of the hours the store was open.

Council Member Shakespeare asked about the legality of restricting hours, as a business had opened with certain expectations, and there were now discussions about changing what was permitted. Mr. Ence could not guarantee that someone would not challenge the changes, but the issues at hand related to noise and potential nuisances to residential neighborhoods. He believed the City Council had the right to regulate. Discussions were had about other businesses in the City. Mr. Ence explained that it would be possible to allow businesses to stay open later but place some limits on the drive-thru hours of operation. A lot would come down to what the City Council felt was appropriate. Council Member Shakespeare thought that the decibel language made sense. The questions that still remained had to do with the hours of operations and the drive-thrus. Of all of the buildings, the one with Alfredo's A would have the most impact on the neighbors.

Mayor Pro Tem Waite thought there should be a discussion about open hours to make sure the City was not inhibiting business. As for a drive-thru window, as long as it did not break the noise limits that were being established, he did not necessarily care about the hours of operation. Discussions were had about uses that were open 24 hours a day, such as gas stations, but it was noted that those were not next to residential areas. Council Member Shakespeare believed the original intention was to address the decibels. Mr. McNulty thought it would be nice to put something in the code. If there were complaints or issues, the matter could be looked at again. Mayor Pro Tem Waite believed it would be possible to make some edits and approve the language.

Mr. Ence noted that he had the language in front of him and could make adjustments as needed. Council Members discussed the current hours of operation for Alfredo A's, which were 6:00 a.m. to 12:00 a.m. Originally, there was a desire for the restaurant to be open until 2:00 a.m., which he was concerned about. It was important to protect the nearby residents. Mayor Pro Tem Waite believed a decision should be made about 5.04.190 and whether a change should be made to the potential business hours. Additionally, a decision needed to be made about drive-thru hours.

Mayor Rosenberg shared comments about the food truck. He worried about impacting an existing business and worried about Santa Clara appearing to be unfriendly to commercial businesses. Commercial growth was needed in the community to assist with the sales tax base. He did not want Santa Clara to be perceived as anti-commercial. Mayor Rosenberg asked about the hours of operation language in St. George and Washington and if there were limitations relative to location. He reiterated that there was no desire to negatively impact existing businesses or create obstacles for potential businesses in Santa Clara. Mr. McNulty explained that he had not had the opportunity to see what the other cities had drafted but reiterated that the other Alfredo A's locations were open until 1:00 a.m. or 2:00 a.m. depending on the evening. At the Santa Clara location, the proposed hours were listed as 6:00 a.m. to 12:00 a.m. It would take some time to see what other cities allowed. It is not uncommon for businesses to be open until 1:00 a.m. or 2:00 a.m. but usually those were seen near major roadways and were not close to a single-family neighborhood.

Council Member Pond pointed out that if specific business hours were defined, that could impact businesses like Harmons during the week. Once the residential development took place behind Harmons, he was concerned that the development would impact the hours of operation. Council Member Hinton noted that if the intention were to address the noise, the hours of operation did not need to be defined. She wondered if potential noise issues would only be enforced if there was a complaint. Mr. McNulty explained that he would need to speak to the City Manager and City Attorney about enforcement as a lot of the enforcement was complaint based. Council Member Shakespeare noted that for the hours of operation, some of the current businesses could be considered, if there was a desire to keep the hours of operation in the language. It might make sense to have a limit of 12:00 a.m. on weekdays and 1:00 a.m. on weekends to allow for different uses. He believed that would provide direction moving forward and consider existing businesses.

Mr. McNulty noted that there was a desire for businesses to be successful, but it was also necessary to consider the proximity of businesses to residential homes. Council Member Shakespeare thought it made sense to shift the hours of operation from 5:30 a.m. to 12:00 a.m. on weekdays and 5:30 a.m. to 1:00 a.m. on Fridays and Saturdays. Other Council Members were supportive of that suggestion. Mayor Rosenberg wondered whether what was being discussed would impact deliveries. Mr. McNulty explained that deliveries were not currently being considered. Mr. Ence noted that deliveries could be addressed under the existing ordinance, because there were some restrictions related to mechanical and amplified sound at certain hours of the night. That being said, the changes currently being discussed by the Council were not directly related to that issue.

Mayor Pro Tem Waite asked about the drive-thru window times. Council Member Shakespeare believed those should be the same as the operating hours. It made sense for the decibels to be the focus as opposed to the actual hours of operation. Mayor Pro Tem Waite referenced Item O, which stated, "...sixty decibels (60 dB) when measured at four feet directly in front of the speaker." Mr. Ence had suggested potentially changing that to reference the property line. Council Member Shakespeare was supportive of the language as it was written. The last line, "The system shall be designed to compensate for ambient noise levels in the immediate area," had already been proposed to be removed from the language as it was repetitive in nature. Mr. Ence believed the current suggestion was to make the limits on drive-up or drive-thru pickup windows the same, meaning 5:30 a.m. to 1:00 a.m. That could be until 12:00 a.m. and it would not impact existing businesses. The Dominos that was open until 1:00 a.m. did not have a drive-thru window.

Council Member Hinton wondered whether businesses would be able to ask for a variance for hours if there was a reasonable request. Mr. McNulty explained that there could not be a variance, but a code amendment could be requested, and the City Council could determine whether that was something there was a desire to address in the code. Mr. Ence confirmed that there was no provision in the current code for any kind of exception. Additional discussions were had about the hours of operation for the drive-thrus. Mayor Pro Tem Waite noted that the current discussions related to uses that were next to residential areas. Council Member Burton wondered whether Harmon's would be allowed to be open 24 hours in the future under the proposed language. Mr. McNulty pointed out that there was not residential within 100 feet of the commercial building.

Mr. Ence summarized the changes that were proposed. On the limit to operating hours for commercial businesses within 100 feet of residential property, the hours had been changed to no earlier than 5:30 a.m. and no later than 12:00 a.m. on Sunday through Thursday and no earlier than 5:30 a.m. and no later than 1:00 a.m. on Friday and Saturday. In the section that talked about the time limit on the use of a drive-up or drive-thru pickup window, those hours were changed to restrict it to no earlier than 5:30 a.m. and no later than 12:00 a.m. The sentence at the end of Item O was removed, which stated: "The system shall be designed to compensate for ambient noise levels in the immediate area." It was confirmed that those were the ones desired by the Council.

Council Member Shakespeare moved to APPROVE an Update to Title 5, Chapter 5.04, Business Licenses, and Title 9, Chapter 9.12.021, Excessive Noise Prohibited, and APPROVE Ordinance 2024-05, as amended. Council Member Hinton seconded the motion. Vote on Motion: Council Member Pond-Aye; Council Member Hinton-Aye; Council Member Waite-

Aye; Council Member Burton-Aye; Council Member Shakespeare-Aye. The motion passed unanimously.

DRAFT

iv. Discussion and Action to Consider Ordinance 2024-03, an Ordinance Amending Title 15 Chapters 15.20.010, Adoption; and 15.20.060, Fire Prevention and Adopt Title 2, Chapter 28.140 General Fire and Standby Fees and Ambulance Billing Rates. Presented by Andrew Parker, Fire Chief.

Fire Chief, Andrew Parker, reported that there had been a discussion at the last City Council Meeting about amendments and additions. The first was 15.20.010. He explained that a new International Fire Code was developed every three to five years and was subsequently adopted by the State of Utah. The current City Code specifically recognized the 2018 Fire Code but should more clearly reflect compliance with what was done at a State level. The State recently adopted the 2021 International Fire Code, so instead of referencing that specifically, language would be added to reference compliance with the State. The next section was 15.20.060. It was recommended that the City Council approve an amendment to the current Fire Prevention code language to allow Santa Clara-Ivins Fire Rescue to assess fees for Fire Prevention. Lastly, 2.28.140 was newly drafted code to allow the Santa Clara-Ivins Fire Rescue to assess fees for General Fire and Standby Fees and Ambulance Billing. There had been discussions with the County and there was the Utah Code that allowed for assessment beyond regular transport. That fee would be billed to the insurance company. He shared some example scenarios with the Council.

City Manager, Brock Jacobsen, referenced Utah Code 11.48.103, which stated that “municipalities and counties shall ensure an adequate level of 911 ambulance services are provided or contract to provide the ambulance service.” That was something there had been a push for, as the County could contract with the department. It was something he felt needed to be addressed at some point within the County, as the taxpayers were covering that service. There should be assistance there by contracting for the work that is being done. Chief Parker reported that it would be possible to bill the County or the insurance, which was included in the Resolution language before the Council. Council Member Hinton wondered how it would be determined which entity to bill. Chief Parker explained that it would be dependent on what situation occurred. For instance, if it related to the transportation of hazardous materials, whoever had the authority of where the incident occurred would be billed. The carrier, such as the trucking corporation, would also be assessed. There would not be double billing, but the billing would depend on the circumstances. He would bring back the agreement with Fire Recovery USA, who oversaw that process nationally.

Council Member Shakespeare wondered whether the County would receive a bill in the future. Chief Parker confirmed that this could happen, but it would depend on the authority where an incident occurred. If a service was provided, the appropriate entity would receive a bill for that. Council Member Shakespeare believed there should be a sit down with the County to discuss what was being contemplated. Mayor Pro Tem Waite wondered whether this would be applied to people who lived in town. Currently, in the ordinance, it did not say anything about only unincorporated or only outside the City limits. Chief Parker noted that there was language related to the billing rate. In that section, there was information about mitigation not in Santa Clara or Ivins. However, the fire prevention fees would occur within the City boundaries as would the standby fees.

Mayor Pro Tem Waite asked for additional clarity. If there was a fire in a residential home, he wanted to know whether a bill would be received from the Fire Department. This was denied. Chief Parker reviewed the list of fees, specifically the Unincorporated Response Mitigation rates. Mayor Pro Tem Waite asked him to define mitigation. Chief Parker read the Mitigation Rate Notes, which stated that they reserved the option to bill each incident outside of the City of Santa Clara and the City of Ivins boundary limits. Mayor Pro Tem Waite asked what standby and unincorporated response fees meant. Chief Parker shared examples of those kinds of events.

Mr. Ence clarified that the mitigation language at the end of the schedule stated that the department reserved the option to bill each incident outside of the City of Santa Clara and the City of Ivins boundary limits, “for independent events with custom mitigation rates for each incident using itemized rates deemed usual, customary, and reasonable.” The way he read that was that for events outside of the City limits, the right was reserved to charge a higher rate based on the type of event, the number of people that needed to respond, and other factors. Chief Parker explained that there was some discretion there. Additional discussions were had about fees that would be charged for incidents in the unincorporated areas outside of the City limits. Mayor Pro Tem Waite noted that “standby” was not defined anywhere. Chief Parker stated that there was an EMS rate set for population. For instance, if there was an event with over 500 people, there was a requirement to provide certain services. There could potentially be a fee assessed for that, because people would need to be paid to be at the event for however many hours. Mayor Pro Tem Waite pointed out that there was a combined Resolution even though the Meeting Materials Packet showed 02R and 01R.

Mr. Ence reported that the first action the City Council would take was to consider approval of the ordinance. If the ordinance were approved, the Council could consider the resolution. Council Member Hinton wondered whether Ivins needed to pass a similar ordinance as well. Mr. Ence clarified that Ivins did not need to approve an ordinance. Chief Parker had not made a presentation, but the City Manager of Ivins was aware of the discussions that were taking place and what was proposed. Mr. Ence thought it would be appropriate for Ivins to take a vote in support, but that was not actually required. Fees were based on the location of the response and not residence.

Mayor Pro Tem Waite reminded Council Members that two motions needed to be made. The first was an amendment to the ordinances and the second was a resolution that would accept the rates.

Council Member Hinton moved to APPROVE Ordinance 2024-03, an Ordinance Amending Title 15, Chapters 15.20.010, Adoption; and 15.20.060, Fire Prevention, and Adopt Title 2, Chapter 28.150, General Fire and Standby Fees and Ambulance Billing Rates. Council Member Shakespeare seconded the motion. Vote on Motion: Council Member Pond-Aye; Council Member Hinton-Aye; Council Member Waite-Aye; Council Member Burton-Aye; Council Member Shakespeare-Aye. The motion passed unanimously.

- v. **Discussion and Action to Consider Approval of Resolution 2024-01, Adopting General Fire, Standby Fee Rates and EMS Billing Rates and Resolution 2024-02 Amending the Fire Prevention Fee Rates. Presented by Andrew Parker, Fire Chief.**

Council Member Shakespeare moved to APPROVE Resolution 2024-01R, Adopting General Fire, Standby Fees Rates, and EMS Billing Rates, and Amending the Fire Prevention Fee Rates. Council Member Burton seconded the motion. Vote on Motion: Council Member Pond-Aye; Council Member Hinton-Aye; Council Member Waite-Aye; Council Member Burton-Aye; Council Member Shakespeare-Aye. The motion passed unanimously.

- vi. **Discussion and Action to Consider Approval of the Ambulance Agreements with Gold Cross. Presented by Andrew Parker, Fire Chief.**

Chief Parker explained that costs were increasing and the Fire Department had looked into ways to increase revenues without resulting in more costs to the taxpayers through property taxes. He had asked that the existing contracts be examined to determine whether there were options there. Currently, for ambulance billing, a third-party vendor was used, which was Med USA out of Salt Lake. Med USA primarily oversaw medical billing and not 911 emergency transport. During the previous presentation, the providers that moved to Gold Cross Services had been listed. It was recommended that the City Council approve the Ambulance Medical Billing Business Service Agreement and Business Associate Agreement with Gold Cross Services, effective January 29, 2024. The approval would provide subsequent termination of the existing Ambulance Medical Billing Business Service Agreement with Med USA, effective January 28, 2024. The agreement with Gold Cross Services would increase the collection service fee from 4.95% to 5.5%.

There had been a meeting with the manager at Gold Cross Services and the process of how billing occurred was reviewed. Chief Parker explained that there would be a move to an ePCR system as opposed to using paper reporting. There was a delay of two to three weeks with Med USA, but the electronic system and software would make it possible to submit to the insurance provider in a timelier fashion. Starting the following day, there would be a paramedic at each station. When paramedic service was provided, the rate was higher, which was included in the projections. Discussions were had about the collection amounts that were anticipated in the future. Mayor Pro Tem Waite noted that the agenda referenced Gold Cross, but it was actually Gold Cross Services.

Council Member Shakespeare moved to APPROVE the Ambulance Medical Billing Business Service Agreement and Business Associate Agreement with Gold Cross Services, effective January 29, 2024. Council Member Pond seconded the motion. Vote on Motion: Council Member Pond-Aye; Council Member Hinton-Aye; Council Member Waite-Aye; Council Member Burton-Aye; Council Member Shakespeare-Aye. The motion passed unanimously.

- vii. **Appoint New Member to the Solid Waste Board.**

Mayor Rosenberg reported that Council Members served on different boards within the County when Santa Clara had a seat at the table to participate. He had spoken to Council Member Pond about being appointed as the Santa Clara representative on the Solid Waste Board. Council Member Pond would replace Denny Drake, who had served in that role previously. Mayor Rosenberg had also reached out to Council Member Burton about serving on the Snow Canyon Advisory Board. There was a meeting later in the month where there would be discussions about activities, proposed projects, and improvements in Snow Canyon. Mayor Pro Tem Waite enjoyed serving on Mosquito Abatement and Council Member Shakespeare would remain on Flood Control. As for Council assignments, he wanted to speak to Council Members about that at the next Work Meeting when he was there in person. Additional details would be shared at that time.

Mr. Ence explained that these kinds of appointments were made by the Mayor but were generally done with the advice and consent of the City Council. That was what was before the Council.

Council Member Hinton moved to APPROVE the Appointments Made by the Mayor to the Solid Waste Board, Snow Canyon Board, Mosquito Abatement Board, and Flood Control Board, as presented by the Mayor. Council Member Burton seconded the motion. Vote on Motion: Council Member Pond-Aye; Council Member Hinton-Aye; Council Member Waite-Aye; Council Member Burton-Aye; Council Member Shakespeare-Aye. The motion passed unanimously.

viii. Appoint Council Assignments.

It was suggested that Items 8 and 9 on the City Council agenda be tabled to the next meeting.

ix. Appoint Mayor Pro-Tem.

Council Member Waite moved to TABLE Item 8 and Item 9 on the City Council Meeting Agenda. Council Member Shakespeare seconded the motion. Vote on Motion: Council Member Pond-Aye; Council Member Hinton-Aye; Council Member Waite-Aye; Council Member Burton-Aye; Council Member Shakespeare-Aye. The motion passed unanimously.

5. Reports.

A. Mayor/Council Reports.

Council Member Shakespeare reported that he and members of City Staff had spent the last three days in Cedar City at a Water Conference for Washington County. It was a hands-on and goal-driven conference that urged cities to look at water usage. Even though Santa Clara did not receive accolades for implementing AMI meters first, it was clear that Santa Clara was ahead of a lot of cities when it came to different ways to save and conserve water. He was confident that the software and apps would be implemented before many other cities, because it was something in the works for years. He explained that conference attendees had broken out into groups for discussions. Most cities were struggling with the same things. However, though Santa Clara was at over 4% growth, Santa Clara was down 2.5% in use. Some dates had been set and some short-term goals had been established. Additional details about those short-term goals would be shared.

Council Member Burton attended a luncheon earlier in the week and Rabbi Helene Ainbinder had spoken. She had hoped that Rabbi Ainbinder would have been able to share opening comments during the current City Council Meeting, because she was a prominent member of the community. Council Member Burton reported that she had attended the Utah League of Cities and Towns (“ULCT”) crash course and came home with stacks of study materials that she would review.

Council Member Hinton attended the Prayer Over The City interfaith event on New Years Day. She also attended the ULCT Legislative Policy Committee earlier in the week. The Committee would be watching for legislation throughout the session that would potentially address housing. There may be some implications for cities, so that was something that would be closely monitored. She reminded Council Members that the Legislative Session started on January 16, 2024, and would end on March 1, 2024. Councils were asked to reach out to Representatives to let them know what was being done with respect to housing and let them know partnership was supported.

Council Member Pond reported that he had also participated in the ULCT crash course training.

Mayor Pro Tem Waite had not attended any meetings since the last City Council Meeting. He reminded those present about the What’s Up Down South Economic Summit would take place on January 11, 2024, for those who had registered. Mayor Pro Tem Waite reported that the Director of Shakespeare in the Park had a death in the family and the event would be postponed one year.

Mr. Jacobsen reported that Council Members would receive emails in the future from the Legislative Bill tracking software with information about bills that could impact municipalities. He asked Council Members to read those when received and reach out with comments so it would be possible to understand the position of the City. Mr. Jacobsen noted that he and Council Member Hinton would attend the Local Officials Day at the State with the Youth Council. As a result, they will be unable to attend the next City Council Meeting. Discussions were had about whether or not there would be a quorum at the next meeting as Council Member Shakespeare would be away. Mayor Rosenberg pointed out that the Work Meeting could be cancelled. The Council assignment and Mayor Pro Tem discussion could both be moved to the next Regular City Council Meeting.

Mayor Rosenberg thanked everyone who had stepped in while he was recovering. He planned to attend the next City Council Meeting in person. He had previously registered for the What’s Up Down South event, but would not be able to attend, so there was one registration available. Council Member Burton was interested in attending. It was determined that she would use his ticket.

Mr. Hall shared information about the generator that there had been issues with. The cylinders had been scoped and some scarring had been found on the cylinder walls. A proposal was received to address that issue. He had given approval to start ordering the parts needed so that generator would be back up and running as quickly as possible. The worst-case scenario was that it would cost approximately \$150,000 for the repairs, which was only if every cylinder needed some work.

6. Executive Session.

There was no Executive Session.

Council Member Shakespeare moved to CANCEL the January 17, 2024, Work Meeting. Council Member Burton seconded the motion. Vote on Motion: Council Member Pond-Aye; Council Member Hinton-Aye; Council Member Waite-Aye; Council Member Burton-Aye; Council Member Shakespeare-Aye. The motion passed unanimously.

7. Adjournment.

Council Member Pond moved to ADJOURN. Council Member Shakespeare seconded the motion. The motion passed with the unanimous consent of the Council.

The City Council Meeting adjourned at 6:58 p.m.

Chris Shelley
City Recorder

Approved: _____

**SANTA CLARA CITY COUNCIL SPECIAL MEETING MINUTES
TUESDAY, JANUARY 2, 2024**

THE CITY COUNCIL FOR THE CITY OF SANTA CLARA, WASHINGTON COUNTY, UTAH, met for a Special Meeting on Tuesday January 2, 2024 at 10:00 a.m. at the City Hall located at 2603 Santa Clara Drive, Santa Clara, Utah.

Present: Mayor: Rick Rosenberg
City Council: Christa Hinton, Jarett Waite,
Dave Pond, Janene Burton
City Manager: Brock Jacobsen
Deputy City Recorder: Selena Nez

Others Present: Dustin Mouritsen, Public Works Director; Ryan Vonnannon, Parks Director; Andrew Parker, Fire Chief; Cody Mitchell, Building Official; Fred Fage, Ty Hansen, Adam Heyder, Phil & Linda Anderschat.

1. **Call to Order:** Mayor Rosenberg welcomed everyone in attendance, friends, and family members of the new city council members. and introduced the council members; he excused council member Leina Mathis from the meeting.

2. **Working Agenda:**

1. Swearing in of Candidates.

- Mayor invited the new council members to come forward so Selena Nez, Deputy City Recorder, could swear them in.
- Selena Nez administered the Oath Of Office to the newly elected Officials.
- Mayor congratulated them and they were seated on the bench. Mayor said he looks forward to working with each of them.

3. **Adjournment**

Motion by Janene, seconded by Dave with all members present voting aye. The motion passed with the unanimous consent of the Council.

The City Council Meeting adjourned at 10:07 a.m.

Selena Nez – Deputy City Recorder

Date Approved

DRAFT

**City of Santa Clara
Check Register
Checking 1889 - 01/11/2024 to 01/11/2024**

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account	Activity Code
BLAKE, LOGAN	ACH.01112409	PC- JULY-SEPT 2	01/09/2024	01/11/2024	75.00	PC MTG ATTENDANCE JUL-SEP 2023	104240-370 - PROFESSIONAL SERVI	
					\$75.00			
BUCKS ACE SANTA CLARA	70893	3628	01/03/2024	01/11/2024	21.77	TOILET HANDLE FOR SHOP	535310-260 - BUILDING MAINTENAN	
					\$21.77			
CHILD SUPPORT SERVICES	70894	011024-873789	01/08/2024	01/11/2024	206.77	CASEY-C000873789 PAY PERIOD END 1/10/24	102595-000 - GARNISMENTS PAYABL	
					\$206.77			
CITY OF ST GEORGE - UTILITIES	70895	011024-SC SNW	12/29/2023	01/11/2024	0.10	SANTA CLARA SNW CYN	515110-275 - SNOW CANYON OP CO	
CITY OF ST GEORGE - UTILITIES	70895	011024-SC WELL	12/29/2023	01/11/2024	19,753.28	SNOW CANYON WELL 6	515110-271 - WELLS UTILITY COSTS	
CITY OF ST GEORGE - UTILITIES	70895	011024-SC WELL	12/29/2023	01/11/2024	66.25	SNOW CANYON WELL 7	515110-271 - WELLS UTILITY COSTS	
CITY OF ST GEORGE - UTILITIES	70895	011024-WTR TA	12/29/2023	01/11/2024	14,705.72	WTR TANK AT MOUTH OF	515110-275 - SNOW CANYON OP CO	
					\$34,525.35			
					\$34,525.35			
ERICKSON, M. RICK	70896	DEC 2023-CITY	01/08/2024	01/11/2024	1,500.00	CITY PROSECUTOR DEC 2023	104120-330 - LEGAL SERVICES	
					\$1,500.00			
ESO SOLUTIONS, INC	ACH	ESO-130365	01/11/2024	01/11/2024	6,154.50	FIRE REPORTING SOFTWARE	104230-600 - RESPONSE PLANNING	
					\$6,154.50			
HARRIS, MICHELLE R.	ACH.01112409	PC JULY-SEPT 2	01/09/2024	01/11/2024	75.00	PC MTG ATTENDANCE JUL-SEP 2023	104240-370 - PROFESSIONAL SERVI	
					\$75.00			
HEALTHEQUITY	ACH011124	PR011124-10533	01/11/2024	01/11/2024	15.00	Family HSA	102255-000 - HSA-HEALTH EQUITY P	
HEALTHEQUITY	ACH011124	PR011124-10533	01/11/2024	01/11/2024	145.00	Single HSA	102255-000 - HSA-HEALTH EQUITY P	
					\$160.00			
					\$160.00			
HENDRICKSON, MARK W	ACH.01112409	PC JULY-SEPT 2	01/09/2024	01/11/2024	75.00	PC MTG ATTENDANCE JUL-SEP 2023	104240-370 - PROFESSIONAL SERVI	
					\$75.00			
HORROCKS	70897	82131	12/11/2023	01/11/2024	5,072.00	SANTA CLARA CITY MTP 2023	104410-320 - ENGINEERING SERVIC	
HORROCKS	70897	82789	01/05/2024	01/11/2024	5,592.50	SANTA CLARA CITY MTP 2023	104410-320 - ENGINEERING SERVIC	
					\$10,664.50			
					\$10,664.50			
INTERMOUNTAIN WORKMED	70898	SG3481792	12/01/2023	01/11/2024	280.00	MEDICAL TESTING - DAVID ZITTING	104230-350 - HEALTH & WELLNESS	
					\$280.00			
KRISTEN WALTON	ACH.01112409	PC-JULY-SEPT 2	01/09/2024	01/11/2024	100.00	PC QUARTERLY PMT JULY-SEPT 2023	104240-370 - PROFESSIONAL SERVI	
					\$100.00			
MOUNT OLYMPUS WATERS (1385	70899	10221385-12272	12/27/2023	01/11/2024	10.50	COOLER RENT & 5 GAL WATERS	104130-260 - BUILDING MAINTENAN	
MOUNT OLYMPUS WATERS (1385	70899	10221385-12272	12/27/2023	01/11/2024	60.46	COOLER RENT & 5 GAL WATERS	104410-260 - BUILDING MAINTENAN	
MOUNT OLYMPUS WATERS (1385	70899	10221385-12272	12/27/2023	01/11/2024	85.55	COOLER RENT & 5 GAL WATERS	104240-260 - BUILDING MAINTENAN	
MOUNT OLYMPUS WATERS (1385	70899	10221385-12272	12/27/2023	01/11/2024	141.40	COOLER RENT & 5 GAL WATERS	104510-260 - BUILDING MAINTENAN	
MOUNT OLYMPUS WATERS (1385	70899	10221385-12272	12/27/2023	01/11/2024	288.27	COOLER RENT & 5 GAL WATERS	104230-775 - STATIONS OPERATION	
					\$586.18			
					\$586.18			
PLATT, BRADFORD & EMMARY	70900	Refund: 123504	01/10/2024	01/11/2024	30.48	Refund: 123504 - PLATT, BRADFORD & EMMARY	531311-000 - ACCOUNTS RECEIVABL	
					\$30.48			

City of Santa Clara
Check Register
Checking 1889 - 01/11/2024 to 01/11/2024

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account	Activity Code
RYAN ANDERSON	ACH.01112409	PC JULY -SEPT 2	01/09/2024	01/11/2024	25.00	PC MTG ATTENDANCE JUL-SEP 2023	104240-370 - PROFESSIONAL SERVI	
					\$25.00			
STUART C. IRBY CO.	ACH011124	S013857340.001	01/10/2024	01/11/2024	774.00	MISC.POLE HARDWARE	535310-466 - POWER LINES/POLES/	
					\$774.00			
UTAH BARRICADE CO	70901	36444	09/30/2023	01/11/2024	3,488.00	POLICE BARRICADE FOR 2023 SWISS DAYS	104610-016 - RENTALS	
					\$3,488.00			
VALVOLINE INSTANT OIL CHANGE	70902	1084	01/03/2024	01/11/2024	98.97	2020 F-150 OIL CHANGE ERIKS TRUCK	535310-252 - SUPPLIES & METERS	
VALVOLINE INSTANT OIL CHANGE	70902	1086	01/03/2024	01/11/2024	106.16	OIL CHANGE FOR 2012 F-250	535310-252 - SUPPLIES & METERS	
VALVOLINE INSTANT OIL CHANGE	70902	1088	01/03/2024	01/11/2024	188.99	FUEL FILTER FOR SMALL BUCKET TRUCK	535310-252 - SUPPLIES & METERS	
VALVOLINE INSTANT OIL CHANGE	70902	1091	01/03/2024	01/11/2024	106.16	2015 F-350 OIL CHANGE	535310-252 - SUPPLIES & METERS	
VALVOLINE INSTANT OIL CHANGE	70902	1092	01/03/2024	01/11/2024	391.47	OIL CHANGE FOR 2003 F-550 DUMPTRUCK	535310-252 - SUPPLIES & METERS	
VALVOLINE INSTANT OIL CHANGE	70902	1093	01/03/2024	01/11/2024	152.99	OIL CHANGE FOR 2013 F-550 FORD SD	535310-253 - VEH/EQUIP REPAIR	
VALVOLINE INSTANT OIL CHANGE	70902	1094	01/03/2024	01/11/2024	152.99	OIL CHANGE FOR SMALL BUCKET TRUCK	535310-252 - SUPPLIES & METERS	
					\$1,197.73			
					\$1,197.73			
WASH. COUNTY WATER CONSER	70903	53481	01/01/2024	01/11/2024	4,515.57	REG.PIPELINE BOND PAYMENT	515110-822 - DEBT PAYMENT TO WA	
					\$4,515.57			
WASHINGTON COUNTY	70904	SC G-2023	12/15/2023	01/11/2024	10,107.00	2023 REGISTERED VOTERS PER BALLOT \$2.25	104130-235 - ELECTIONS	
					\$10,107.00			
WESTON, MARK	ACH.01112409	PC JULY-SEPT 2	01/09/2024	01/11/2024	75.00	PC MTG ATTENDANCE JUL-SEP 23	104240-370 - PROFESSIONAL SERVI	
					\$75.00			
WHITAKER CONSTRUCTION CO.	70906	2024-0111	01/03/2024	01/11/2024	32,326.26	VINEYARD DR PH 2	545410-730 - IMPROVEMENTS	
WHITAKER CONSTRUCTION CO.	70906	2024-0111	01/03/2024	01/11/2024	112,235.23	VINEYARD DR PH 2	494410-730 - STREETS IMPROVEME	105
					\$144,561.49			
					\$144,561.49			
WHITEHEAD, CURTIS K.	ACH.01112409	PC JULY-SEPT 2	01/09/2024	01/11/2024	75.00	PC ATTENDANCE JUL-SEP 2023	104240-370 - PROFESSIONAL SERVI	
					\$75.00			
					\$219,273.34			

City of Santa Clara
Check Register
Checking 1889 - 01/18/2024 to 01/18/2024

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account	Activity Code
ALPHA ENGINEERING	70907	37655	01/10/2024	01/18/2024	446.25	SANTA CLARA SOUTH VILLAGE @ BLACK DESE	104240-320 - ENGINEERING	
					\$446.25			
ENCE ELECTRIC, INC.	70908	35617	01/17/2024	01/18/2024	63,450.00	MAIN CITY BUILDING LIGHTING CHANGE	104240-260 - BUILDING MAINTENAN	
					\$63,450.00			
EQUITABLE	EFT	1517349	01/18/2024	01/18/2024	3,381.97	DENTAL INSURANCE	102251-000 - DENTAL PAYABLE	
					\$3,381.97			
MARY JO HAFEN	70909	336549	12/31/2023	01/18/2024	225.00	BANQUET ROOM COORDINATOR DEC 2023	104130-370 - PROFESSIONAL SERVI	
					\$225.00			
NOVELTY HOMES	70910	011724-BR	01/17/2024	01/18/2024	79,123.80	BOND RELEASE FOR THE HILLS LOT 318 RETE	102585-000 - SUBDIVISION SECURIT	
					\$79,123.80			
STRIVE WORKPLACE SOLUTIONS	70911	OE-52645-1	01/11/2024	01/18/2024	403.87	TONER/OFFICE PAPER	104130-240 - OFFICE SUPPLIES	
					\$403.87			
SUNRISE ENGINEERING, INC.	70912	0137207	09/20/2023	01/18/2024	929.50	SANTA CLARA CULINARY & IRRIGATION MASTE	515110-320 - ENGINEERING SERVIC	
					\$929.50			
WASHINGTON COUNTY SOLID WA	70913	2044365	01/11/2024	01/18/2024	87.65	COM CLEAN DIRT-LEAVES	545410-250 - OPERATING SUPPLIES	
					\$87.65			
WASHINGTON COUNTY SOLID WA	70914	153708	10/31/2023	01/18/2024	12,875.80	2947 UNITS-GARBAGE @ 12.83 & 2164 BLUCAN	103445-000 - RECYCLING CHARGE	
WASHINGTON COUNTY SOLID WA	70914	153708	10/31/2023	01/18/2024	37,810.01	2947 UNITS-GARBAGE @ 12.83 & 2164 BLUCAN	104130-311 - SOLID WASTE DISPOS	
WASHINGTON COUNTY SOLID WA	70914	158544	12/31/2023	01/18/2024	13,066.20	2975 UNITS-GARBAGE @ 12.83 & 2196 BLUCAN	103445-000 - RECYCLING CHARGE	
WASHINGTON COUNTY SOLID WA	70914	158544	12/31/2023	01/18/2024	38,169.25	2975 UNITS-GARBAGE @ 12.83 & 2196 BLUCAN	104130-311 - SOLID WASTE DISPOS	
					\$101,921.26			
					\$101,921.26			
WESTERN UNITED ELECTRIC SU	70915	6105296	01/16/2024	01/18/2024	229.90	INSULATED GUY LINK	535310-466 - POWER LINES/POLES/	
					\$229.90			
					\$250,199.20			

Mayor

Rick Rosenberg

City Manager

Brock Jacobsen



City Council

Denny Drake

Leina Mathis

Ben Shakespeare

Jarett Waite

Christa Hinton

CITY COUNCIL

Meeting Date: 24/Jan/24

Agenda Item: 1

Applicant: Santa Clara City

Requested by: Jim McNulty

Subject: Chapter 17.92, Water Efficient Landscaping & Conservation Standards

Description:

City staff has been working on updates to Chapter 17.92, Water Efficient Landscaping & Conservation Standards. On August 7, 2023, the Washington County Water Conservancy District, WCWCD Board adopted a new resolution requiring communities to accept some updated standards allowing for participation in the Water Efficient Landscape (lawn replacement) Rebate Program. As a result, the WCWCD is requesting that communities update their applicable ordinances by March 31, 2024.

Recommendation: Approval

Attachments: N/A

Cost: N/A

Legal Approval: Yes

Finance Approval: N/A

Budget Approval: N/A



TO: Santa Clara City Council
FROM: Jim McNulty, Planning Manager
DATE: January 24, 2024
RE: Chapter 17.92, Water Efficient Landscaping & Conservation Standards

City staff has been working on updates to Chapter 17.92, Water Efficient Landscaping & Conservation Standards. The City Council will recall that the city adopted **Ordinance #2022-05 on February 23, 2022**. Santa Clara City was one of the first communities in Washington County to adopt the recommended standards put in place by the Washington County Water Conservancy District, WCWCD.

On **August 7, 2023, the WCWCD Board** adopted a new resolution requiring communities to accept some updated standards allowing for participation in the Water Efficient Landscape (lawn replacement) Rebate Program. As a result, the WCWCD is requesting that communities update their applicable ordinances by March 31, 2024, allowing for ongoing program participation.

On November 9, 2023, the Planning Commission held a public hearing and forwarded a recommendation of Approval to the City Council. Previously, City staff had an opportunity to discuss this item with the City Council on October 18, 2023. Additionally, this item was discussed with the Planning Commission on September 28, 2023.

A draft working copy which includes updates to Chapter 17.92 has been attached for your review.

State Code Requirements:

Utah State Code, Section 10-9a-205 includes requirements for land use ordinance amendments. To amend an ordinance, a city Planning Commission must hold at least one public hearing. Additionally, a public hearing to consider an ordinance amendment requires a 10-day notice which requires the date, time, and place of the public hearing. City staff has determined that all State Code requirements have been met.

Recommendation:

City Staff recommends that the City Council approve the proposed Code Amendment to Chapter 17.92, Water Efficient Landscaping & Conservation Standards.

CHAPTER 17.92
WATER EFFICIENT LANDSCAPING AND CONSERVATION STANDARDS

SECTION:

17.92.010: Applicability

17.92.020: Definitions

17.92.030: Single Family ~~And~~ Multiple Family Residential Water Efficiency Standards

17.92.040: Nonresidential Water Efficiency Standards

17.92.050: Landscape ~~And~~ Irrigation Design ~~And~~ Operation Standards

17.92.060: Restrictive Covenants ~~In~~ Conflict ~~With~~ Water Efficiency Standards

17.92.010: APPLICABILITY:

The provisions of this title are applicable to all new construction, development (including redevelopment), and landscape improvements in the city, except for (a) permitted uses in the Open Space zone; (b) permitted agricultural, horticultural, and gardening uses (including fruit trees) in any zone; (c) public parks or playgrounds, or public or school-owned active recreation areas, in any zone; however, all new uses which fall under (c) must be required to be served by secondary and not culinary municipal water. ~~Landscape improvements to be irrigated solely with private, non-municipal water may be exempt from certain provisions of this chapter as noted.~~ The provisions of this chapter are severable and if any provision, clause, sentence, word, or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability must not affect or impair any of the remaining provisions, clauses, sentences, sections, words, or parts of this chapter or their applicability to other persons or circumstances. (Ord. 2022-05¹)

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17.92.020: DEFINITIONS:

ACTIVE RECREATION AREA:

~~An area that is dedicated to active play where lawn may be used as the playing surface. Examples of active recreation areas include sports fields, play areas, and other similar uses designated for physical activity. Dedicated active play areas where irrigated lawn is used as the playing surface, such as a sports field designed for public use. Active recreation areas shall be:~~

- ~~1. A minimum of 1,500 contiguous square feet of lawn area.~~
- ~~2. Not less than 30 feet in dimension.~~

3. Not less than 10 feet from areas dedicated to vehicular use, such as a street or parking lot.
4. Designed and located to be accessible to large populations, such as at a school, daycare, recreation center, senior center, public park, private park, water park or religious institution.
5. Co-located with amenities, including but not limited to trash bins, benches, tables, walking paths, drinking water, playground equipment and/or other recreational amenities.

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CONTROLLER:

A device used in irrigation systems to automatically control when and how long sprinklers or drip irrigation systems operate.

DRIP IRRIGATION:

An irrigation system that delivers water by adding water at the plant's base and root zone, usually measured in gallons per hour. Drip irrigation exhibits a droplet, trickle, ~~umbrella~~umbrella, or short stream pattern, to reduce evaporation, overspray, and water use, and improving water conservation.

DRIP EMITTER:

A drip irrigation fitting that delivers water slowly at the root zone of the plant, usually measured in gallons per hour.

GRADING PLAN:

The grading plan shows all finish grades, spot elevations, drainage as necessary, and new and existing contours with the developed landscaped area.

GROUND COVER:

Material planted in such a way as to form a continuous cover over ground that can be maintained at a height no more than twelve inches (12").

HARDSCAPE:

Elements of landscape constructed from non-living materials such as concrete, boulders, brick, blacktop, and lumber. Includes patios, decks, and paths, but does not include driveways and sidewalks.

HYDROZONE:

Portion of landscape area having plants with similar water needs and rooting depth. A hydrozone may be irrigated or non-irrigated.

IRRIGATION PLAN:

A plan that shows the components of the irrigation system with water meter size, backflow prevention, precipitation rates, flow rate, and operating pressure for each irrigation circuit, and identification of all irrigation equipment.

IRRIGATION RUNOFF:

Irrigation water that is not absorbed by the soil or landscape area to which it is applied, and that flows onto other areas.

LANDSCAPE ARCHITECT:

A person who holds a professional license to practice landscape architecture in the state of Utah. Pursuant to Utah Code, licensed landscape architects, licensed architects, licensed land surveyors, and licensed engineers can professionally stamp plans that fall under the practice of landscape architecture. This includes commercial landscape and irrigation plans.

LANDSCAPE AREA:

Area of a Lot not including any building footprints, driveways, sidewalks, and patios; ~~also~~, not including areas of agricultural, horticultural, or gardening uses which are permitted by applicable zoning.

LANDSCAPE DESIGNER:

A person who may or may not hold professional certificates for landscape design/architecture, and who generally focuses on residential design and horticultural needs of home landscapes. Landscape designers may assist developers and property owners with landscape design but may not submit landscape plans for multifamily residential or nonresidential properties and projects under this chapter unless certified by a landscape architect.

LANDSCAPE DOCUMENTATION PACKAGE:

The documentation of graphic and written criteria, specifications, and detailed plans to arrange and modify the effects of natural features to comply with the provisions of this chapter. The Landscape Documentation Package must include a project data sheet, a site plan, a planting plan, an irrigation plan, construction details, and a grading plan.

LANDSCAPE OR LANDSCAPING:

Any combination of berms; living plants, such as trees, shrubs, vines, ground cover, annuals, perennials, ornamental grass, or seeding; natural features such as rock, stone, or bark chips; and structural features, including but not limited to, fountains, reflecting pools, outdoor artwork, screen walls, fences, or benches that create an attractive and pleasing environment.

LANDSCAPE OR LANDSCAPING MAINTENANCE:

Maintaining or keeping any landscaping, or any area required to be landscaped:

A. In a live and thriving condition, with consideration for normal growth and water needs; and

B. Fertilized, mowed, trimmed, edged, mulched and free from weeds, dead plants, litter, refuse, or debris in compliance with regionally accepted horticultural practice and city ordinances.

LANDSCAPE PLAN:

A plan that clearly and accurately identifies the location and species of new and existing trees, shrubs, ground cover, and other plants on a site, and any other landscape element, and includes an irrigation plan.

LAWN:

A surface layer of earth containing mowed grass with its roots; includes grass turf. Irrigated nonagricultural land planted in closely mowed, managed grasses.

MULCH:

Any organic material such as leaves, bark, wood chips, straw; inorganic material such as crushed stone or gravel; other materials left loose and applied to the soil surface for the beneficial purpose of controlling weeds and conserving soil moisture. Material (such as, but not limited to, rock, bark, wood chips) uniformly applied upon the surface of the soil to reduce evaporation and weed growth. Mulches must allow penetration of water and air. For purposes of these standards, ungrouted pavers, steppingstones and artificial turf manufactured to be permeable to air and water may be considered mulch.

MULTIFAMILY:

Any residential use comprised of a dwelling or dwellings designed for occupation by more than one family in any zone, but for purposes of this Chapter, excludes single-family dwellings, two-family dwellings, dwellings containing an approved internal accessory dwelling unit, or dwellings which are an approved accessory dwelling unit to a primary dwelling.

PARK STRIP:

A typically narrow landscaped area located between the back-of-curb and sidewalk.

PLANTING BED:

Areas of the landscape that consist of plants, such as trees, ornamental grasses, shrubs, perennials, and other regionally appropriate plants.

A typically narrow landscaped area located between the back-of-curb and sidewalk.

PLANTING PLAN:

A planting plan that clearly and accurately identifies the type, size, and locations for new and existing trees, shrubs, planting beds, ground cover, lawn areas, driveways, sidewalks, hardscape features, and fences.

PRECIPITATION RATE:

The depth of water applied to a given area, usually measured in inches per hour.

PRESSURE REGULATING VALVE:

A valve installed in an irrigation mainline that reduces a higher supply pressure at the inlet down to a regulated lower pressure at the outlet.

REHABILITATED LANDSCAPE:

Landscape area in which over fifty percent (50%) of existing landscaping is removed and replaced. Includes all landscaping funded in part, or completely, by Washington County Water Conservancy District's landscape conversion program.

SECONDARY IRRIGATION WATER:

Non-potable water that is untreated and used for irrigation of outdoor landscaping.

SINGLE FAMILY:

Any residential use comprised of a dwelling designed for occupation by only one family in any zone, and for purposes of this Chapter includes primary dwellings, dwellings containing an approved internal accessory dwelling unit, and approved accessory dwelling units.

SLOPE:

A vertical rise in feet measured over a horizontal distance, expressed as a percentage, measured generally at right angles to contour lines.

TWO-FAMILY:

Any residential use comprised of a dwelling designed for occupation by two families in any zone, but for purposes of this Chapter excludes dwellings containing an approved internal accessory dwelling unit, or dwellings which are an approved accessory dwelling unit to a primary dwelling.

WATER-CONSERVING PLANT:

A plant that can generally survive with available rainfall once established, with possible supplemental irrigation needed or desirable during spring and summer months or during drought periods. (Ord. 2022-05)

17.92.030: SINGLE FAMILY AND TWO-FAMILY RESIDENTIAL WATER EFFICIENCY STANDARDS:

The provisions of this section are applicable to all new single family or two-family residential development or redevelopment in any zone.

A. Construction Standards:

1. New single family or two-family dwellings, including accessory dwelling units, having at least one thousand (1,000) square feet of living space must have installed a hot water recirculation system or systems, unless hot water delivery can be demonstrated to occur without first displacing more than 0.5 gallons of system water.

2. New single family or two-family residential dwellings, including accessory dwelling units, must use WaterSense labeled fixtures, including but not limited to faucets, showerheads, toilets, and urinals.

B. Landscape Standards: For all residential construction and development which is subject to this section, ~~except where landscaping will be irrigated solely with a private, non-municipal water source,~~ landscaping must meet the following requirements:

~~1. — 1.~~ The total irrigated ~~landscape area must not exceed sixteen percent (16%) of the lot square footage.~~ ~~L~~awn area must not exceed eight percent (8%) of the lot square footage, up to a maximum of two thousand five hundred (2,500) square feet of lawn area. ~~Lots less than 7,500 square feet are allowed up to 600 square feet of lawn.~~

~~2. Single-family homes with limited common areas designated for the exclusive use of the adjacent dwelling shall have the same allowances as a single-family home.~~

~~3.2.~~ Lawn is prohibited in park strips, in all landscape areas less than eight feet wide, and on any slope that exceeds twenty percent (20%).

~~4.3.~~ Any lot in any zone which is larger than one-half (½) acre must use secondary irrigation to irrigate any agricultural, horticultural, or gardening uses which are permitted in the applicable zone. (Ord. 2022-05)~~1~~

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17.92.040: MULTIFAMILY RESIDENTIAL AND NONRESIDENTIAL WATER EFFICIENCY STANDARDS:

The provisions of this section are applicable to all new multifamily residential and nonresidential development or redevelopment in any zone.

A. Construction Standards:

1. Hot water recirculation systems must be ~~installed, unless installed unless~~ hot water delivery can be demonstrated to occur without first displacing more than 0.5 gallons of system water.

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2. ~~WaterSense labeled fixtures must be installed, including but not limited to faucets, showerheads, toilets, and urinals. New and future installations of plumbing fixtures must meet or exceed the water conservation requirements specified in the building code as adopted by Santa Clara City.~~

3. All units located partially or completely on a ground floor, and which are individually subdivided, must be separately metered, sub metered, or equipped with alternative technology capable of tracking the water use of the individual unit, and the information must be made available to the resident of each unit. Individually platted condominium units are excepted if a condominium owners' association owns and maintains the water lines and meters. All nonresidential projects require separate water meters for all outdoor water usage, including landscaping.

4. All commercial car washes must utilize a wastewater recirculation system and limit water use to a maximum amount of thirty-five (35) gallons per vehicle washed.

5. ~~Exterior, decorative Manmade ornamental water features, are limited to in any project must be limited to an aggregate capacity of twenty-five fifty (250) square feet per parcel and are limited to the parcel gallons or less for all features in the project, and recirculating pumps are required in each feature.~~

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6. All golf courses using water district or municipal water supplies ~~shall have a separate meter and must~~ irrigate with secondary irrigation water ~~and must have separate water meters for the golf course~~. Irrigation with potable water is prohibited. Each golf course development must submit and follow a water budget with the Landscape Documentation Package and identify water conservation measures for city approval.

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7. Outdoor misting systems may only be operated during the May through September time period where the daily high temperature is ninety degrees (90°) Fahrenheit or greater.

B. Landscape Standards: For all multifamily residential and nonresidential development subject to this section, ~~except where landscaping will be irrigated solely with a private, non-municipal water source~~, landscaping must meet the following requirements:

1. ~~1. Lawn is not permitted outside of an active recreation area.~~ Lawn is prohibited in park strips, all landscape areas less than eight feet wide, and on any slope that exceeds twenty percent (20%).

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2. ~~Attached multi-family residential units may have up to 100 square feet of lawn per dwelling unit. Properties with less than 6 dwelling units are allowed up to 600 square feet of lawn.~~

3. ~~Lawn areas are prohibited for nonresidential uses except where an Active Recreation Area is appropriate, such as a childcare center or athletic complex.~~

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42. Landscape and irrigation installers must follow plans that have been signed and approved by the city.

53. Each project must propose and comply with an approved planting plan that has a minimum of forty percent (40%) vegetative cover of a landscaped area with water-efficient shade trees and bushes adequate in number and configuration to visually enhance the project, prevent heat islands, and prevent soil erosion. The city has sole discretion to approve or require adjustments to the configuration of vegetation in the planting plan.

64. If secondary irrigation water is available, each project shall connect to the system for all outdoor water use. The city may make minor exceptions, allowing use of treated water for outdoor plantings in small beautification areas, in its sole discretion.

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C. Required Documentation:

1. Landscape Documentation Package: A copy of a Landscape Documentation Package must be submitted to and approved by the city prior to the issue of any building permit. A copy of the approved Landscape Documentation Package must be provided to the property owner or site manager. The Landscape Documentation Package must be prepared by a professional landscape architect (PLA) and must consist of the following items:

a. Project Data Sheet containing the following:

- (1) Project name and address;
- (2) Applicant or applicant agent's name, address, phone number, and email address;
- (3) Landscape architect's name, address, phone number, and email address; and
- (4) Landscape contractor's name, address, phone number and email address, if available currently.

b. Planting Plan. A detailed planting plan must be drawn at a scale that clearly identifies the following:

- (1) Location of all plant materials, a legend with common and botanical names, and size of plant materials;
- (2) Property lines and street names;
- (3) Existing and proposed buildings, walls, fences, utilities, paved areas, and other site improvements;
- (4) Existing trees and plant materials to be removed or retained;
- (5) Scale: graphic and written;
- (6) Date of design;
- (7) Designation of hydrozones; and

(8) Details and specifications for tree staking, soil preparation, and other planting work.

c. Irrigation Plan. A detailed irrigation plan must be drawn at the same scale as the planting plan and contain the following information:

(1) Layout of the irrigation system and a legend summarizing the type and size of all components of the system, including manufacturer name and model numbers;

(2) Static water pressure in pounds per square inch (psi) at the point of connection to the public water supply;

(3) Flow rate in gallons per minute and design operating pressure in psi for each valve and precipitation rate in inches per hour for each valve with irrigation equipment (i.e., sprinklers, drip emitters, bubblers, etc.); and

(4) Installation details for irrigation components.

d. Grading Plan. A grading plan must be drawn at the same scale as the planting plan and must contain the following information:

(1) Property lines and street names, existing and proposed buildings, walls, fences, utilities, paved areas, and other site improvements; and

(2) Existing and finished contour lines and spot elevations as necessary for the proposed site improvements, as well as drainage.

2. Plan Review, Construction Inspection, and Post-Construction Monitoring:

a. As part of the building permit approval process, a copy of the Landscape Documentation Package must be submitted with a city provided pre-submittal checklist completed for the city to initiate a review and approval process before construction begins.

b. All installers and designers must meet state and local license, insurance, and bonding requirements, and be able to show proof of such.

c. During construction, site inspection of the landscaping may be performed by the Building Department or other city official tasked with such inspections.

d. Following construction and prior to issuing an occupancy permit, an inspection must be scheduled with the Building Department or other city official tasked with such inspections to verify compliance with the approved landscape plans. The Certificate of Substantial Completion must be completed by the property owner, developer, contractor, or landscape architect and submitted to the city. The Certificate of Substantial Completion must be accompanied by a certification from the landscape architect that the landscaping, irrigation, and related improvements have been installed consistent with the approved Landscape Documentation Package.

e. The Building Department or other city official tasked with such inspections reserves the right to perform site inspections at any time before, during, or after the

irrigation system and landscape installation, and to require corrective measures if requirements of this chapter are not satisfied. (Ord. 2022-05)

17.92.050: LANDSCAPE AND IRRIGATION DESIGN AND OPERATION STANDARDS:

The provisions of this section shall apply to all new landscaping and irrigation in the CityCity, which is subject to this chapter, except where landscaping will solely be irrigated with a private, non-municipal source of water. Any landscape area to be converted from private, non-municipal to municipal water, whether culinary or secondary, must first be brought into compliance with this section.

A. Plants must be well-suited to the microclimate and soil conditions at the project site. Native, locally adaptable, and environmentally sustainable plants are acceptable. See the Washington County Water Conservancy District's recommended plant list on <https://wcwcd.org>. Plants with similar water needs must be grouped together as much as possible into hydrozones for efficient irrigation. Invasive plant species as identified by Washington County must not be planted.

1. Areas with slopes greater than twenty percent (20%) slope must be landscaped with deep-rooting, water-conserving plants that do not include lawn.

2. Park strips and other landscaped areas less than eight feet (8') wide must be landscaped with water-conserving plants and/or mulch that do not include lawn.

B. Tree species must be selected based on growth characteristics and site conditions, including available space, overhead clearance, soil conditions, exposure, and desired color and appearance. Trees should be suited for water-efficient landscapes; however, fruit trees are allowed where permitted by zoning. Trees must be selected and planted in accordance with the following city guidance:

1. Broad canopy trees may be selected where shade or screening of tall objects is desired.

2. Low-growing trees must be selected for spaces under utility wires.

3. Select trees from which lower branches will be trimmed to maintain a healthy growth habit where visual clearance and natural surveillance is a concern.

4. Narrow or columnar trees are recommended for small spaces, or where awnings or other building features limit growth, or where greater visibility is desired between buildings and the street for natural surveillance.

5. Tree placement must provide canopy cover (shade) and avoid conflicts with existing trees, retaining walls, above and below ground utilities, lighting, and other obstructions.

C. Irrigation Design Standards:

1. Pressure Regulation. A pressure regulating valve must be installed by the builder or developer, and maintained by the owner, if the static service pressure exceeds ninety (90)

pounds per square inch (psi). The pressure regulating valve must be located between the meter and the first point of water use, or first point of division in the pipe, and must be set at the manufacturer's recommended pressure for the sprinklers.

2. Irrigation Controller. It is required that landscaped areas use a WaterSense labeled smart irrigation controller, which automatically adjusts the frequency and/or duration of irrigation events in response to changing weather conditions. All controllers must be equipped with automatic rain delay or rain shut-off capabilities. All controllers must have memory retention capability to ~~retained~~retain pre-programmed irrigation schedules. Sites are not exempt from water waste prohibitions.

3. Low-volume irrigation equipment (i.e., drip emitters, bubblers) must be provided for each tree.

4. Drip irrigation must be used to irrigate plants in non-lawn areas.

5. High conservation efficiency spray nozzles are required for sprinkler applications.

6. Sprinkler heads must have matched precipitation rates with each control valve circuit.

7. Filters and end-flush valves must be provided for drip irrigation lines.

D. Irrigation Operation Standards:

1. Landscape watering with potable (treated) water is prohibited from 10 a.m. to 8 p.m., from June 1 to October 1, to maximize irrigation efficiency.

2. Water waste is prohibited. Waste includes overwatering, irrigating during a precipitation event, water that sprays or flows off your property, failure to comply with drought restrictions and/or a failure to repair irrigation system leaks and/or malfunctions in a timely manner.

3. Overwatering can be avoided by following the water district's recommended irrigation schedule and practices as noted on wcwcd.org. The generally recommended schedule is:

a. Winter (Nov - Feb) - sprinkler and drip irrigation up to 1 day a week. Irrigation is typically not needed in December and January

b. Spring (Mar - April) - sprinkler irrigation up to 3 days a week and drip irrigation up to 2 days a week

c. Summer (May - Aug) - sprinkler irrigation up to 4 days a week and drip irrigation up to 3 days a week

d. Fall (Sept - Oct) - sprinkler irrigation up to 3 days a week and drip irrigation up to 2 days a week

4. Program valves for multiple repeat cycles are required to reduce runoff on slopes and for soils with slow infiltration rates. (Ord. 2022-05)

17.92.060: RESTRICTIVE COVENANTS IN CONFLICT WITH WATER EFFICIENCY STANDARDS:

Any homeowners', condominium owners', or property owners' association governing documents, such as bylaws, operating rules, covenants, conditions, and restrictions that govern the operation of a common interest development, recorded after passage of this chapter, are void and unenforceable if they conflict with the water efficiency standards in this chapter, or if they have the effect of prohibiting or restricting compliance with this chapter. (Ord. 2022-05)

Mayor

Rick Rosenberg

City Manager

Brock Jacobsen



City Council

Denny Drake

Leina Mathis

Ben Shakespeare

Jarett Waite

Christa Hinton

CITY COUNCIL

Meeting Date: 24/Jan/24

Agenda Item: 2

Applicant: Debbie Bannon

Requested by: N/A

Subject: Fiscal Year 2024-2025 - Budget Preparation Calendar

Description:

Presenting the proposed dates to the City Council for approval on the suggested Budget Preparation Calendar.

Recommendation: Approval

Attachments: N/A

Cost: 0

Legal Approval: N/A

Finance Approval: N/A

Budget Approval: N/A

2603 Santa Clara Drive, Santa Clara, Utah 84765

Phone (435) 673-6712 Fax (435) 628-7338

CITY OF SANTA CLARA
FISCAL YEAR 2024-2025 - BUDGET PREPARATION CALENDAR

DATE	EVENT DESCRIPTION
January 24	Approval of budget preparation schedule by Mayor & City Council
February 8	City Manager Conducts Budget Workshop with Council & Staff Mayor & Council Budget and Fiscal Year Goals Due
February & March	City Manager Conducts Budget Reviews with Directors
March 21	Capital Project Budgets, Operating Budgets and Salaries & Benefits requests due
March 28	County notified of date, time and place of public hearing for any potential tax levy increase (59-2-919 (7) (a))
March 1 through March 31	City Manager completes preparation of the Tentative Budget and computes the Tentative Millage Rate necessary to support the proposed Tentative Budget
April 17	Work Meeting to Review and Discuss the Proposed Tentative Budget
May 8	Tentative Budget and Tentative Millage Rate submitted to City Council (10-6-111(1)) Tentative Budget tentatively adopted by City Council (10-6-111(3)) and Public Hearing date set for adoption of Tentative Budget (10-6-113) Issue notice to Spectrum of Public Hearing (Published 7 days prior to Public Hearing) to consider adoption of Tentative Budget for FY 2024-2025 (10-6-113)
May 15	Work Meeting to Review Budget
May 22	Public Hearing on Tentative Budget for FY 2024-2025 Issue notice to Spectrum of Public Hearing (Published 7 days prior to Public Hearing) to consider adoption of Tentative Budget for FY 2024-2025 (10-6-113) Tentative budget made available for public inspection a minimum of 10 days prior to adoption of final budget (10-6-112)

DATE	EVENT DESCRIPTION
June 12	Public Hearing on the Final Budget for FY 2024-2025 (10-6-114) If no increase in tax levy, legislative body may adopt Final Budget by Ordinance for FY 2024-2025 (10-6-113-118) Adopt proposed <u>or</u> final tax rate by resolution or ordinance (59-2-912) (10-6-133)
June 19	If necessary, due to input received at public hearing, City Council adopts Budget and Tax Rate
June 14	Forward proposed or certified Tax Rate to County Auditor (10-6-134)
Prior to July 13	Final certified copy of budget filed with State Auditor within 30 days after adoption (10-6-118)
	<u>NOTE:</u> If the City decides to increase the tax levy, the City would not adopt the budget in June. In the event of an increase in the tax levy, the following additional steps would be undertaken:
July 12	Last day for County Auditor to notify each owner of real estate within City Limits regarding proposed increase in Tax Levy (59-2-919 (4))
July 12	Issue public notice of Public Hearing for adoption of FY 2024-2025 Tax Levy (59-2-919)
August 14	Mayor and Council hold Public Hearing on proposed augmented tax levy (59-2-919) Mayor and Council adopt Resolution approving augmented tax levy (59-2-919) Mayor and Council adopt Ordinance approving Final Budget
August 15	Forward resolution adopting augmented Tax Levy to County Auditor (59-2-920)