

**HEBER CITY CORPORATION  
75 North Main Street  
Heber City, UT 84032  
Heber City Council Meeting**

**May 7, 2024**

**4:00 p.m. Work Meeting - Budget Workshop #2  
6:00 p.m. Regular Meeting**

**TIME AND ORDER OF ITEMS ARE APPROXIMATE AND MAY BE CHANGED AS TIME PERMITS**

**I. WORK MEETING - 4:00 P.M.**

1. 2024-2025 Fiscal Year Budget Workshop #2 (Sara Nagel, Finance Manager) - *1 hr 20 min*
2. Discuss Process for the Central Heber Overlay Zone Implementation (Tony Kohler, Community Development Director) - *30 min*

**II. BREAK - 10 MIN**

**III. REGULAR MEETING - 6:00 P.M.**

1. Call to Order
2. Pledge of Allegiance (Sid Ostergaard, Council Member)
3. Prayer/Thought by Invitation (Yvonne Barney, Council Member)

**IV. CONFLICT OF INTEREST DISCLOSURE:**

**V. AWARDS, RECOGNITION, and PROCLAMATIONS:**

1. Formal Award of Heber City Trails, Arts, and Parks (TAP) tax Revenue to Grant Recipients
2. Proclamation of Professional Municipal Clerks Week

**VI. CONSENT AGENDA:**

1. April 16, 2024, City Council Meeting Minutes and May 1, 2024, Special City Council Meeting Fiscal Year 2024-2025 Budget Workshop #1 (Trina Cooke, City Recorder)
2. Fleet Liquidation Proposal (Glenn Parman, Fleet Manager)

**VII. PUBLIC COMMENTS: (3 min per person/20 min max)**

**VIII. GENERAL BUSINESS ITEMS:**

1. Back to the Fifties Car Show (Marci Harvey) - *5 min*
2. Renewal of Timpanogos Valley Theater (TVT) Lease for use of the Social Hall (Trudi Harter) - *5 min*

3. Monthly Development Report (Jamie Baron, Planning Manager) - *10 min*

**IX. ACTION ITEMS:** (Council can discuss; table; continue; or approve items)

1. Children's Justice Center Annual Request for Contribution (Kurt Hoffman) - *10 min*
2. Main Street Banners (Matthew Kennard, Public Works Director) - *15 min*
3. Tentatively Adopt the Tentative Budget for Fiscal Year 2024-2025 and Establish Public Hearing Date to Consider Adoption of Tentative Budget (Sara Nagel, Finance Manager) - *10 min*
4. Ordinance 2024-10, Park Landscape Drawings and Specifications (Jamie Baron, Planning Manager) - *20 min*
5. Contract Modification for Heritage Farms Parkway Construction Engineering Services Agreement with Horrocks Engineers (Russ Funk, City Engineer) - *10 min*
6. Discuss Process for the Central Heber Overlay Zone Implementation (Tony Kohler, Community Development Director) - *30 min*

**X. COMMUNICATION:**

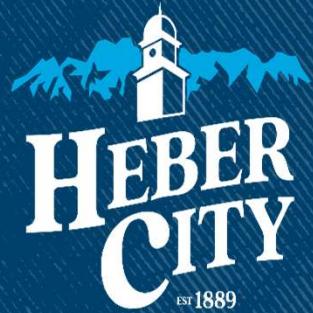
**XI. ADJOURNMENT:**

Ordinance 2006-05 allows Heber City Council Members to participate in meetings via telecommunications media.

In accordance with the Americans with Disabilities Act, those needing special accommodations during this meeting or who are non-English speaking should contact Trina Cooke at the Heber City Offices 435.657.7886 at least eight hours prior to the meeting.

Posted on May 2, 2024, in the Heber City Municipal Building located at 75 North Main, the Heber City Website at [www.heberut.gov](http://www.heberut.gov), and on the Utah Public Notice Website at <http://pmn.utah.gov>. Notice provided to the Wasatch Wave.

HEART OF THE WASATCH BACK



# *Heber City FY 2024-2025 Annual All-Funds Budget*

Budget Workshop 2

May 7, 2024

# Discussion Overview

- Part 1: Follow-up from Budget Workshop #1
- Part 2: Decision Points
- Part 3: Next Steps



# Budget Workshop #1-- Follow-up Items

Part 1



# Budget Workshop #1—Follow-up Items

- 1) Report from Mountain Lands Housing at future Council meeting on how they are handling deed restrictions.
- 2) Sales tax projections seem to be budgeted at 6%.
- 3) Finish discussing business license fees at May 7<sup>th</sup> budget work meeting and include comparison with several sister cities
- 4) Evaluate including parks administration building in parks impact fee study.
- 5) Verify where IT internal service charges are posted.
- 6) Verify whether we are adhering to computer replacement program.
- 7) Present utility study dollar values impact on average household at May 7<sup>th</sup> budget work meeting
- 8) Water fund capital deficit.
- 9) Professional services increase in several departments are large and need to be explained.
- 10) Send digital copies of business license and utility rate studies.



# Sales Tax Projections

- Sales Tax Projections include a forecasted increase from the new Smith's Marketplace opening in FY25.

	Projected		YOY Change	
	Sales Tax Distribution		FY 2024	FY 2025
JULY	\$536,659.02	\$547,392.20	98%	102%
AUGUST	\$540,997.15	\$551,817.09	98%	102%
SEPTEMBER	\$594,404.51	\$606,292.60	102%	102%
OCTOBER	\$495,675.50	\$505,589.01	101%	102%
NOVEMBER	\$648,325.32	\$661,291.83	116%	102%
DECEMBER	\$523,109.06	\$533,571.24	92%	102%
JANUARY	\$507,739.81	\$517,894.61	110%	102%
FEBRUARY	\$515,376.25	\$525,683.78	113%	102%
MARCH	\$587,404.51	\$599,152.60	101%	102%
APRIL	\$482,467.58	\$492,116.93	101%	102%
MAY	\$528,291.12	\$538,856.94	101%	102%
JUNE	\$662,622.58	\$675,875.03	101%	102%
<b>TOTAL</b>	<b>\$6,623,072.40</b>	<b>\$7,055,533.85</b>		
<b>Percent Change</b>	Sara Nagel: includes anticipated sales tax from Smith's Marketplace		102.78%	

# Business License Fees

## Summary of Business License Study

- In reviewing the fees of similarly sized and surrounding cities, the new proposed fees from the study are in line with what neighboring cities are charging.
- Adding in some portion of the disproportionate fees is important to ensure that businesses utilizing more city services cover, in part, their share of the additional costs.
- The increase could be spread over the next 3-5 years instead of implementing a large one-time increase.



# Utility Rates

Current Approved Rate Increase Schedule						
	2024	2025	2026	2027	2028	2029
Water	5%	5%	4%	4%	4%	4%
Storm	20%	20%	18%	18%	3%	3%
Sewer	7%	7%	7%	7%	7%	3%
PI	15%	15%	15%	7%	7%	7%
	2024					
	Current Bill	2025	2026	2027	2028	2029
Water	32.36	33.98	35.68	37.10	38.59	40.13
Storm	15.20	18.24	21.89	25.83	30.48	31.39
Sewer	29.90	31.99	34.23	36.63	39.19	41.94
PI	19.29	22.18	25.51	29.34	31.39	33.59
Total Utilities	96.75	106.39	117.31	128.90	139.65	147.05
YoY% Change	0%	10%	10%	10%	8%	5%

Current Utility Rate Study projects average bill increasing to \$146.81 by 2029



# Culinary Water Capital Fund

- Draft budget showed a fund deficit of \$875,814.
- Staff appropriately reallocated ARPA/Covid 19 Funding to Culinary Fund.
- Recalculated projected FY25 ending fund balance is \$1,039,936.



# Misc. Budget Line-Item Questions

- Professional Services

- Admin

- NEW ClearGov
    - Legal Services Increase
    - PIO Services Increase
    - New allocation procedures

- IT

- NEW City Works
    - NEW ESRI (GIS Software)
    - Civic Plus Increase
    - Executech Increase
    - New allocation procedures

- Building Department

- WC3

- Police Department

- Reallocating Dispatch fees



# Misc. Budget Line-Item Questions

- IT Internal Service Charges

A	B	G
1	2	
1	General Information	FY25 In Progress
2	Account Description	Value
3	10.4376 INTERNAL SERVICE CHARGE - FLEET	14,350.00
4	10.4476 INTERNAL SERVICE CHARGE - FLEET	5,800.00
5	10.5176 INTERNAL SERVICE CHARGE - FLEET	10,110.00
6	10.5476 INTERNAL SERVICE CHARGE - FLEET	657,120.00
7	10.5576 INTERNAL SERVICE CHARGE - FLEET	21,520.00
8	10.6076 INTERNAL SERVICE CHARGE - FLEET	485,610.00
9	10.6476 INTERNAL SERVICE CHARGE - FLEET	90,810.00
10	10.6676 INTERNAL SERVICE CHARGE - FLEET	92,840.00
11	21.4074 EQUIPMENT	58,040.00
12	21.4074 Internal Service Charge	56,040.00
13	21.4077 INTERNAL SERVICE CHARGE - IT	5,025.00
14	21.4078 INTERNAL SERVICE CHARGE - ADMIN	4,800.00
15	51.4074 EQUIPMENT	202,280.00
16	51.4074 Internal Service Charge	164,000.00
17	51.4077 INTERNAL SERVICE CHARGE-IT	17,550.00
18	51.4078 INTERNAL SERVICE CHARGE - ADMIN	16,700.00
19	52.4074 EQUIPMENT	228,830.00
20	52.4074 Internal Service Charge	167,030.00
21	52.4077 INTERNAL SERVICE CHARGE - IT	12,525.00
22	52.4078 INTERNAL SERVICE CHARGE - ADMIN	12,000.00
23	54.4074 EQUIPMENT	79,940.00
24	54.4074 Internal Service Charge	64,290.00
25	54.4077 INTERNAL SERVICE CHARGE - IT	5,025.00
26	54.4078 INTERNAL SERVICE CHARGE - ADMIN	4,800.00
27	55.4074 EQUIPMENT	38,130.00
28	55.4074 Internal Service Charge	28,940.00
29	55.4077 INTERNAL SERVICE CHARGE - IT	2,525.00
30	55.4078 INTERNAL SERVICE CHARGE - ADMIN	2,400.00

# Misc. Budget Line-Item Questions

- Computer Replacement Program
  - Current process: as-needed, utilizing current budget
  - Future process: replacement charge like Fleet



# Decision Points

Part 2



# Decision Points

- General Fund Property Tax Increase
- General Fund Business License Fee Update
- Utility Rates Update
- Increase Employer HSA contributions to meet new IRS deductible threshold
- .7% subsidy for Tier II Hybrid Employees



# Next Steps...

- No Property Tax Increase
  - Public Hearing June 4, 2024
  - Budget Adoption June 18, 2024
- Property Tax Increase
  - Public Hearing June 4, 2024
  - Truth-in-Taxation Public Hearing Mid-August
  - Budget Adoption Mid-August



# Discussion

& Next Steps



	41	42	46	47	48	56	57	58	61	66	67	68	69	Grand Total	
	Airport Capital Improvements	General Capital Improvements	Street Impact Fees	Parks Impact Fees	Transportation Tax	Culinary Water Impact	Sewer Water Impact	Pressurized Irrigation Impact	Internal Service	Culinary Water Capital	Sewer Capital	Stormwater Capital	Presurized Irrigation Capital		
Projected Beginning Fund Balances	96,617.00	4,897,055.00	1,705,848.00	3,827,161.00	1,302,308.00	4,828,338.00	2,532,545.00	265,886.00	852,330.00	1,636,066.00	8,409,988.00	11,820.00	4,956,003.00	35,321,965.00	
Total Operating Expenses	(116,000.00)					(5,000.00)	-		(707,575.00)					(828,575.00)	
Total Projected Revenue	1,335,603.00		755,851.00	1,214,117.00	2,185,000.00	796,897.00	590,788.00	318,904.00	1,858,480.00						9,055,640.00
Total Available Funds	1,316,220.00	4,897,055.00	2,461,699.00	5,041,278.00	3,487,308.00	5,620,235.00	3,123,333.00	584,790.00	2,003,235.00	1,636,066.00	8,409,988.00	11,820.00	4,956,003.00	43,549,030.00	
Total CIP Requests	(1,602,640.00)	(4,485,000.00)	(2,304,000.00)	(4,746,000.00)	(1,146,000.00)	(89,000.00)	(498,000.00)	(347,000.00)	(1,651,340.00)	(4,036,880.00)	(5,450,600.00)	(269,200.00)	(7,157,720.00)	(33,783,380.00)	
Reserve Percentage						25%	25%	25%	25%						
Operating Reserve	-					(199,224.25)	(147,697.00)	(79,726.00)	-					(426,647.25)	
Interfund Transfers	385,000.00	151,000.00								1,525,000.00	2,600,000.00	265,000.00	3,370,000.00	8,296,000.00	
Debt Service			(20,686.00)		(287,392.00)	(13,528.00)	(12,967.00)	(3,351.00)						(337,924.00)	
Bond Proceeds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Restricted Funds for Future Years														-	
Projected Ending Fund Balance, net	98,580.00	563,055.00	137,013.00	295,278.00	2,053,916.00	5,318,482.75	2,464,669.00	154,713.00	351,895.00	(875,814.00)	5,559,388.00	7,620.00	1,168,283.00	17,297,078.75	
<b>Fleet &amp; Equipment</b>															
10 wheel dump/snowplow with salt spreader										266,000.00				266,000.00	
2 YEAR Lease-Ford F-150 Hybrid #1										8,000.00				8,000.00	
2 YEAR Lease-Ford F-150 Hybrid #2										8,000.00				8,000.00	
2 YEAR Lease-Ford F-150 Hybrid #3										8,000.00				8,000.00	
2 YEAR Lease-Ford F-150 Hybrid #4										8,000.00				8,000.00	
2 YEAR Lease-Ford F-150 Hybrid #5										8,000.00				8,000.00	
Airport Loader Lease										27,000.00				27,000.00	
Airport, V-Plow for loader										38,000.00				38,000.00	
Backhoe Lease #1										25,000.00				25,000.00	
Backhoe Lease #2										25,000.00				25,000.00	
Backhoe Lease #3										25,000.00				25,000.00	
Ford F-550, Flatbed Dump, Snowplow, Salt Spreader										103,000.00				103,000.00	
Freightliner 4X4 dump truck/snowplow										291,000.00				291,000.00	
John Deere Gator XUV835M										26,500.00				26,500.00	
Loader lease #1										27,000.00				27,000.00	
Loader lease #2										27,000.00				27,000.00	
Police Department Leases Program										473,550.00				473,550.00	
Replacement Vehicle for Reserve Unit										59,740.00				59,740.00	
CAT skid Steer Yearly Trade Out										3,000.00				3,000.00	
CAT backhoe lease										10,850.00				10,850.00	
<b>General Government Projects</b>															
American Chiller HVAC Unit for Public Safety (Second Unit)		42,600.00												42,600.00	
Computers for Conference Room and Council Chambers														-	
Dark Sky Initiative and Installation		100,000.00												100,000.00	
GPS Unit		3,600.00									2,880.00	3,600.00	1,200.00	720.00	12,000.00
Motorola Handheld Radios		21,000.00												21,000.00	
New Computers for Proposed Comm Dev Customer Window														-	
Planning Computer and Tablet														-	
Police Department Carport Repair														-	
Refinishing Floor at Public Works														-	
Section B Landscaping (Construction/Maint Fund 2)		200,000.00												200,000.00	
<b>Heber Valley Airport</b>															
Environmental Studies (Phase 1)	800,000.00													800,000.00	
Pavement Preservation (Federally Funded)	376,900.00													376,900.00	
Pavement Preservation (Locally Funded)	88,140.00													88,140.00	
Pavement Preservation (State Funded)	237,600.00													237,600.00	
Phase II ESA	100,000.00													100,000.00	

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<b>Parks Cemetery and Trails</b>														-	
Cemetery Administration Building		2,500,000.00												2,500,000.00	
Ford F-350, Parks and Cemetery									72,200.00					72,200.00	
John Deere RC72B Rotary Brush Hog									9,000.00					9,000.00	
John Deere side x side with snow plow, Parks & Cemetery									28,000.00					28,000.00	
John Deere side x side with snow plow, Parks & Cemetery									4,500.00					4,500.00	
Kubota Tractor									70,000.00					70,000.00	
Lely Fertilizer Spreader		7,800.00												7,800.00	
P-050 - 1000 North Trail - Mill Rd to 550 E				23,000.00										23,000.00	
P-070 - Coyote Springs Park				2,521,000.00										2,521,000.00	
P-082 - Muirfield Park Expansion				200,000.00										200,000.00	
P-083 - Main Street Park Improvements (Bandshell & Ped Plaza)		1,405,000.00		2,002,000.00						155,000.00				3,562,000.00	
<b>Pressurized Irrigation</b>														-	
I-003 1200 West - 430 S to 500 S								225,000.00						225,000.00	
I-011 300 East - East Bypass to 1600 N (12-inch)							122,000.00							122,000.00	
I-028 - Citywide PI Meter Replacement													5,192,000.00	5,192,000.00	
I-029 - Central Heber Irr Improvements - Phase 1													1,965,000.00	1,965,000.00	
<b>Storm Water</b>														-	
D-015 - Annual Ditch / Storm Drain Improvements												268,000.00		268,000.00	
S-004 - 600 East - 1200 S to 1900 S (Hidden Ci Ln) (15")							332,000.00							332,000.00	
S-047 Central Heber Sewer Replacement - Phase 1											5,387,000.00			5,387,000.00	
<b>Transportation</b>														-	
T-029 - 600 East - 1300 S to Hidden Creek Lane			775,000.00											775,000.00	
T-041 Southfield Rd - 100 S to 1200 S			445,000.00											445,000.00	
T-046 - 100 West - 500 North to 1000 South				261,000.00										261,000.00	
T-057a East Bypass - Sec B 1050 East to 550 East		35,000.00	99,000.00											134,000.00	
T-057b - East Bypass - Sec B 1050 East to Roundabout			253,000.00											253,000.00	
T-058a - East Bypass - Sec A (Smiths Cost Share AG)		151,000.00												151,000.00	
T-060 Annual Road Maintenance, Seal, Stripe, Cracks					475,000.00									475,000.00	
T-061 - Annual Sidewalk New Construction and Repair					210,000.00									210,000.00	
T-069 - 1900 South - Mill Road to 500 East			101,000.00											101,000.00	
T-088 - 150 East 1000 S to 1200 S		19,000.00	631,000.00			200,000.00								650,000.00	
T-091 - Annual Traffic Calming Improvements														200,000.00	
<b>Waste Water</b>														-	
Callaway Drive Easement Road											60,000.00			60,000.00	
S-024 - 1500 W - 100 S to 1200 S (12")							166,000.00							166,000.00	
<b>Water</b>														-	
Badger Ultrasonic/LTE Water Meters												260,000.00		260,000.00	
Broadhead Facility Driveway Replacement											15,000.00			15,000.00	
Composite Meter Lids											80,000.00			80,000.00	
Hospital Well Generator											300,000.00			300,000.00	
W-008 - 1900 South - US 40 to Mill Road (12-inch)					89,000.00									89,000.00	
W-061 US40 or W-061A Ostler Peak Rd - 1600 N to 900 N (12-inch)											224,000.00			224,000.00	
W-071 Central Heber Water Replacement - Phase 1										3,000,000.00				3,000,000.00	
<b>Capital Improvement Program Total</b>	1,602,640.00	4,485,000.00	2,304,000.00	4,746,000.00	1,146,000.00	89,000.00	498,000.00	347,000.00	1,651,340.00	4,036,880.00	5,450,600.00	269,200.00	7,157,720.00	33,783,380.00	



# Heber City Council Staff Report

<b>MEETING DATE:</b>	5/7/2024
<b>SUBJECT:</b>	Discuss Process for the Central Heber Overlay Zone Implementation
<b>RESPONSIBLE:</b>	Tony Kohler
<b>DEPARTMENT:</b>	Planning
<b>STRATEGIC RELEVANCE:</b>	Community Development

## SUMMARY

As a result of the Central Heber Vision adoption, several Code related upgrades were suggested. These include adding some flexibility for infill with the Central Heber Neighborhoods, expanding and modifying the west Gateway/Midway Lane area overlay, and creating a transition zone from the C-3 zone (Main Street area) to 200 West and 200 East which allows for additional infill options.

Due to the need to notify property owners within these areas and the fact that all three parts of the Overlay are intended to implement the Vision, they have been combined into one Overlay, with three parts. Drafting of the content of the Overlays is underway, but some mapping questions need to be addressed prior to completion of those drafts.

## RECOMMENDATION

As a CC/PC work session, no action is required. Staff is looking for input to guide the extent of the boundaries of the Overlays prior to refinements of a draft. The anticipated process is: complete a rough draft, send a notice to property owners that explains the Overlays and notifies them of an open house and the date of the PC public hearing. After a PC hearing/recommendation, the Council would have the opportunity to review and adopt

## BACKGROUND

The Central Heber Vision was adopted last year and has embedded within it many suggestions for zoning related text changes and new zoning provisions. The Council has already adopted a new C-3 zone as part of the Vision implementation and will be reviewing changes to the C-2 and C-4 zones in the near future.

The Vision suggested changes to the Residential/Commercial Overlay area along Midway Lane. It

suggested expanding the overlay to Center Street and opening the area to more hospitality type uses, without promoting larger commercial type developments. Midway Lane becomes the Neighborhood Mixed-Use Corridor, connecting from the West Gateway/railroad area to downtown.

In the Central Heber neighborhoods, mostly zoned R-2 and R-3, the Vision suggested some additional flexibility for infill while retaining the single-family home as the dominant housing type. Accessory Dwelling units (ADUs), flag lots and a series of interior lots on a private right-of-way are suggested to be included in that portion of the Overlay.

For the Downtown Residential Transition Overlay zone, the Vision suggested a greater mix of uses could occur to the 200's on both sides of Main Street. This area would be defined as the areas beyond the C-3 zone and corresponds to the boundaries of the CRA. The mix would include medium to higher densities with the potential to consider, as a conditional use, corners on blocks for low intensity commercial uses.

In general, design standards would be introduced for the different building types.

## DISCUSSION

The overlay concepts proposed provide more flexibility for all the underlaying zones. Spatial standards (setbacks etc.) remain the same as the underlaying zone except for Flag Lots and Lots on a private ROW. The zones would be patterned after the existing Residential/Commercial overlay but obviously expanded to include more uses as per the Vision.

We would anticipate sending a notice to property owners for an open house and a public hearing, date specified, with the Planning Commission, as required by State Law. Unfortunately noticing got significantly more complicated and costly last year and although we were anticipating that this year's legislative session would fix or at least return noticing requirements to their previous provisions, that did not happen. In this case, for transparency's sake, notices to all the property owners may be prudent anyway.

Before the staff and consultant can complete the initial draft and provide for accurate noticing, some mapping questions need to be addressed:

1. In locating the Downtown Residential Transition Overlay zone, it is suggested that the overlay be imposed to the east and west of the Downtown, and extend to 300 North to 300 South. The Downtown area zoning (C-3) is envisioned as eventually expanding to about 150 East and 150 West. The current corresponding zone, the C-3 zone, does not reach those eventual proposed boundaries.
  - Should the City initiate rezoning to meet the Vision boundaries? This would make the downtown Residential Transition area just cover the 150 East and West to 200 East and West between 300 N and 300 S.
  - Expanding the C-3 zoning could be considered premature at this time. Besides obvious political issues, the Vision Plan really suggests that the City be open to rezone to C-3 out to the 150's if they are proposed.

- It could be worthwhile to begin the Downtown Residential Transition Overlay zone at the current C-3 boundary and realize that overtime the C-3 zone could replace it to the 150's.
- See maps attached

### ***Summary of very tentative draft components:***

1. For the Central Neighborhoods Overlay the addition of more flexible flag lot and lots on a private right-of-way are suggested. Within the lots on a private ROW, the concept of zero lot homes could be introduced. See exhibit below.
2. For the Neighborhood Mixed-Use Corridor area, new uses including hotels, missing middle types of housing (duplex, townhome, tri-plex, four-plex, and courtyard oriented development), small commercial with 5000 square foot footprints or smaller, restaurants w/o drive-ups, mixed-use, and some auto service related uses. Many of those could be restricted to just Midway Lane.
3. In addition, for the Neighborhood Mixed-Use Corridor, tri-plexes and four-plexes could appear as single family homes – with a new term (mansion homes) and associated design requirements.
4. For the Downtown Residential Transition area the idea is to introduce options for a greater mix of uses, mostly medium to higher densities, with an allowance for smaller commercial uses on corners.
5. Height is suggested to be limited to 35' in all the overlays.

### **FISCAL IMPACT**

Creates the potential for new development, which could have positive fiscal impacts.

### **CONCLUSION**

The Overlays would help implement the Central Heber Vision.

### **ALTERNATIVES**

None at this time.

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### **POTENTIAL MOTIONS**

N/A

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### **ACCOUNTABILITY**

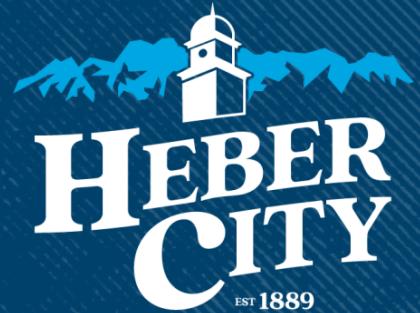
**Department:** Planning  
**Staff member:** Tony Kohler, Community Development Director

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## EXHIBITS

### 1. Envision Central Heber Implementation





PLANNING



# Heber City Council/Planning Commission Work Session

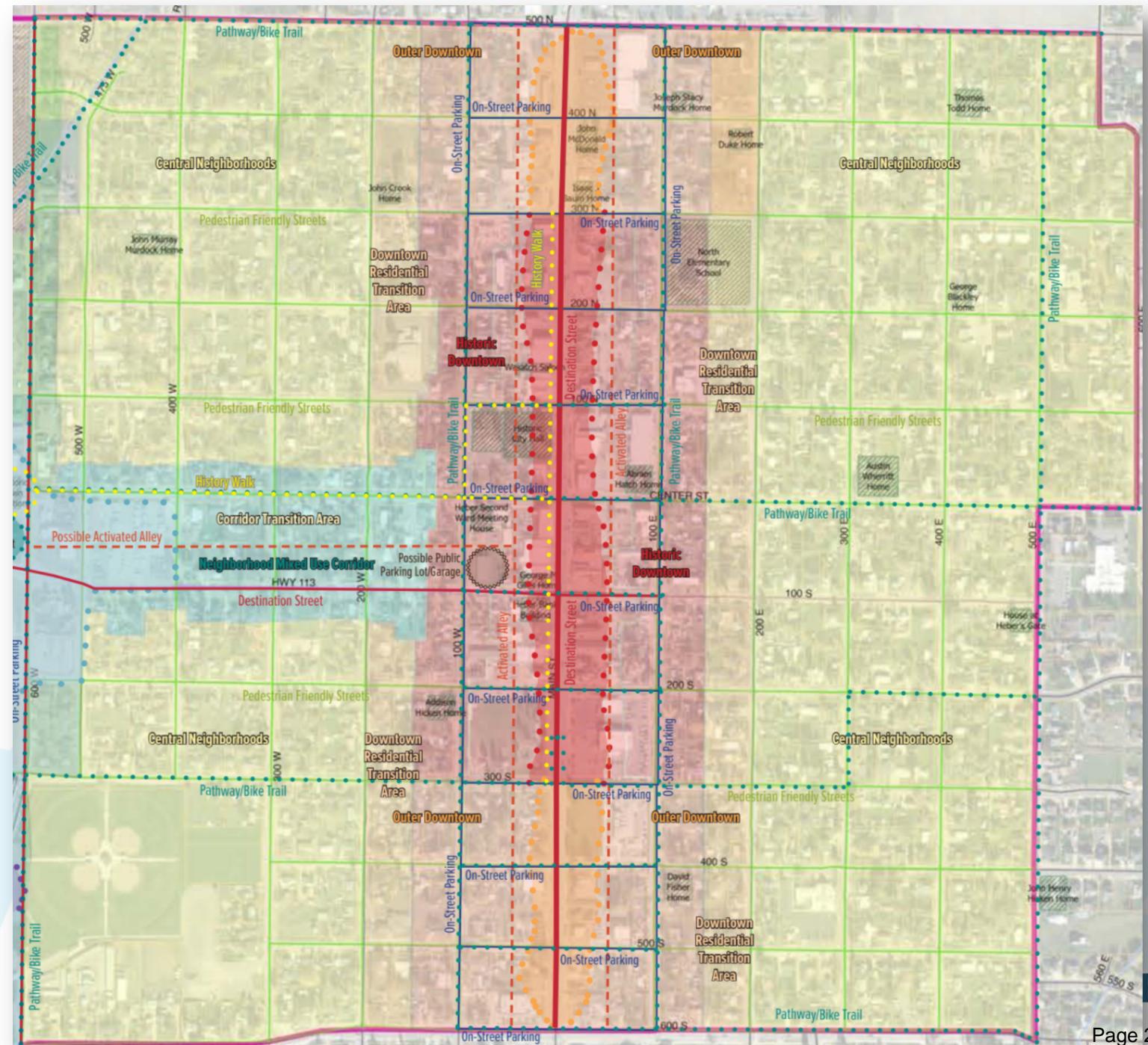
Envision Central Heber Implementation

# Central Heber Vision Suggested

- More Flexibility for the residential neighborhoods to allow for some infill options
- More Flexibility for the connecting corridor from the West Gateway along Midway Lane to the Downtown
- A Transition area from the downtown to the central neighborhoods with more flexibility



# Vision Map



# Mapping Overlay Issues for the Downtown Residential Transition Area – Alternative Actions

## Alternative 1

- Expand the C-3 zoning to its' ultimate suggested boundaries in the Vision – the 150's from 300 North to 300 South.
- If the City initiated rezoning to meet the Vision boundaries, this would make the Downtown Residential Transition area just cover the 150 East and West to 200 East and West between 300 North and 300 South
- C-2 and C-4 updates are a separate initiative

• *Alternative 1 Issues*

- *Expanding the C-3 zoning could be considered premature at this time. Besides obvious political issues, the Vision Plan really suggests that the City be open to rezones to C-3 out to the 150's if they are proposed.*

## Alternative 2

- It could be worthwhile to begin the Downtown Residential Transition Overlay zone at the current C-3 boundary and realize that overtime the C-3 zone could replace it to the 150's
- C-2 and C-4 updates are a separate initiative that is underway

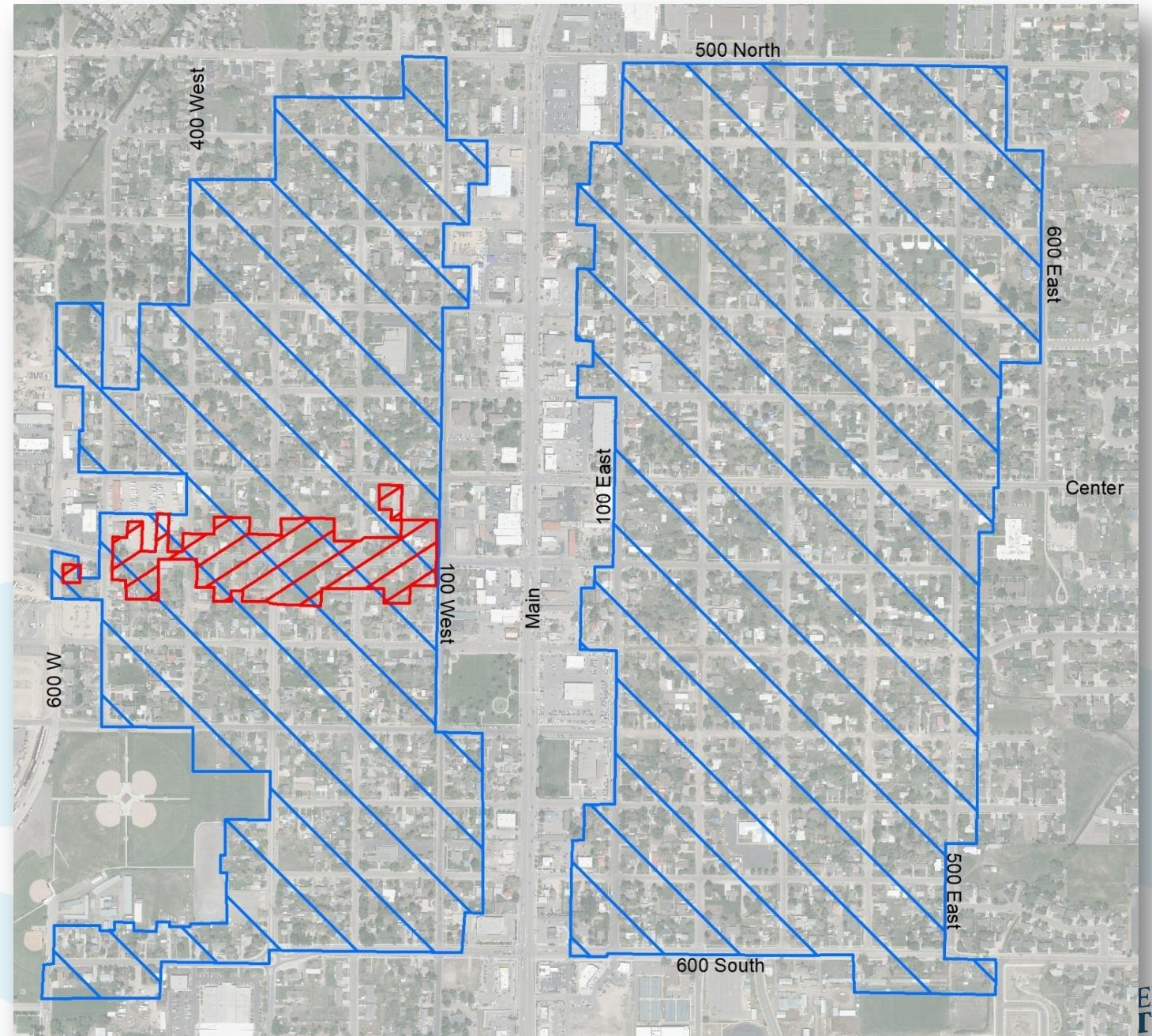
• *Alternative 2 Issues*

- *Overlays may be less problematic to establish as opposed to expanding the C-3 zone*

# Existing Overlay Zones

## Suggested Approach

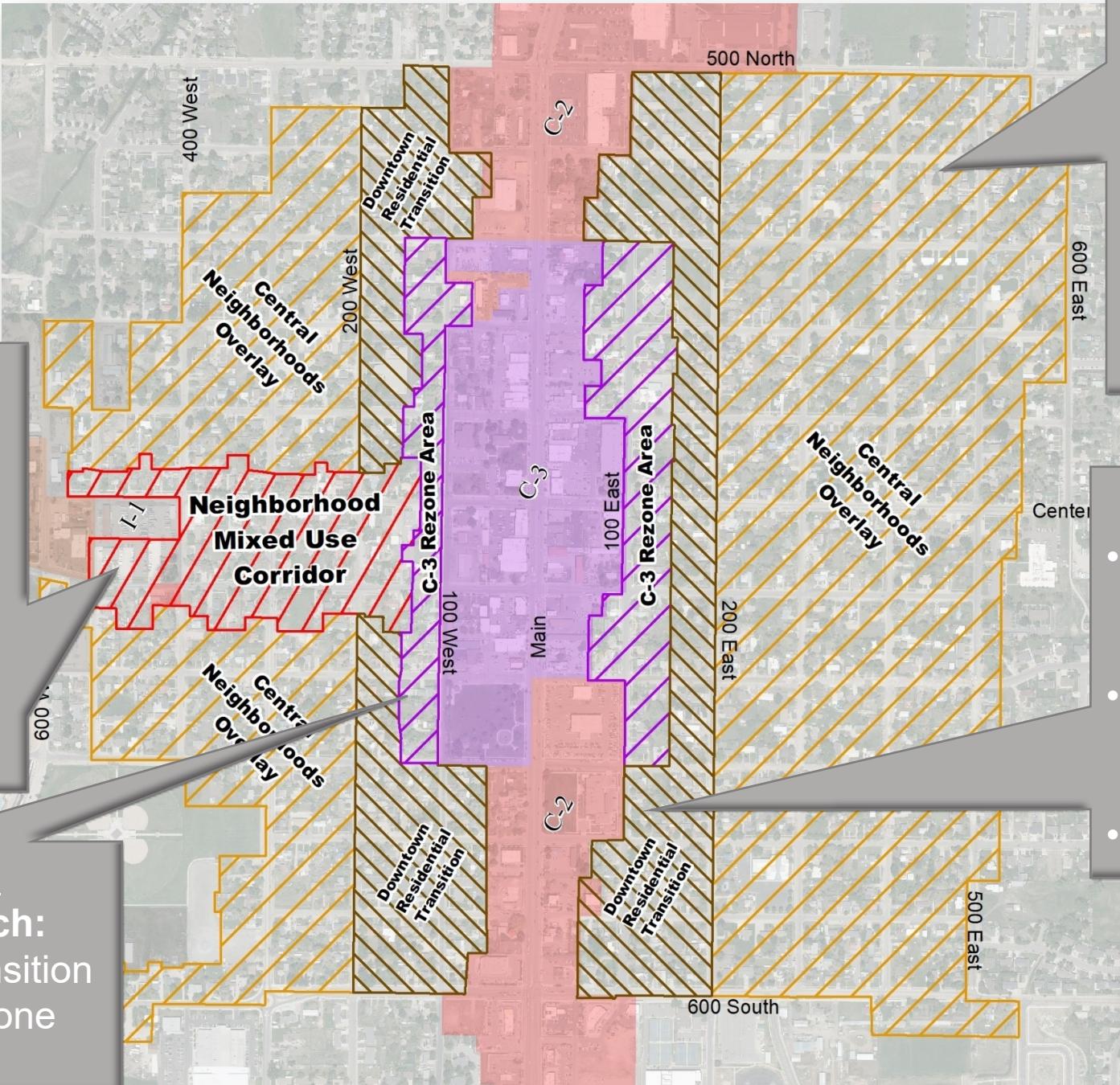
1. Modify existing Neighborhood Infill Overlay Zone to include:
  - Central Neighborhoods
  - Residential Transition
  - Neighborhood Mixed Use
2. Await rezone requests for the C-3 Zone
3. Repeal RC Overlay Zone



# Potential Modified Overlay Zone

## Mixed Use Corridor

- **Suggested Approach:** Modify existing Overlay Zone
- **Uses:** Hospitality, Small Commercial, Mixed Use, Missing Middle Residential
- **Height:** 35 feet



## Central Neighborhoods

- **Suggested Approach:** Modify existing Overlay Zone
- **Uses:** Flag Lots, Lots on Private ROW, Detached ADUs
- **Height:** 35 feet

## Residential Transition

- **Suggested Approach:** Modify existing Overlay Zone
- **Uses:** Missing Middle Residential, Corner Commercial
- **Height:** 35 feet

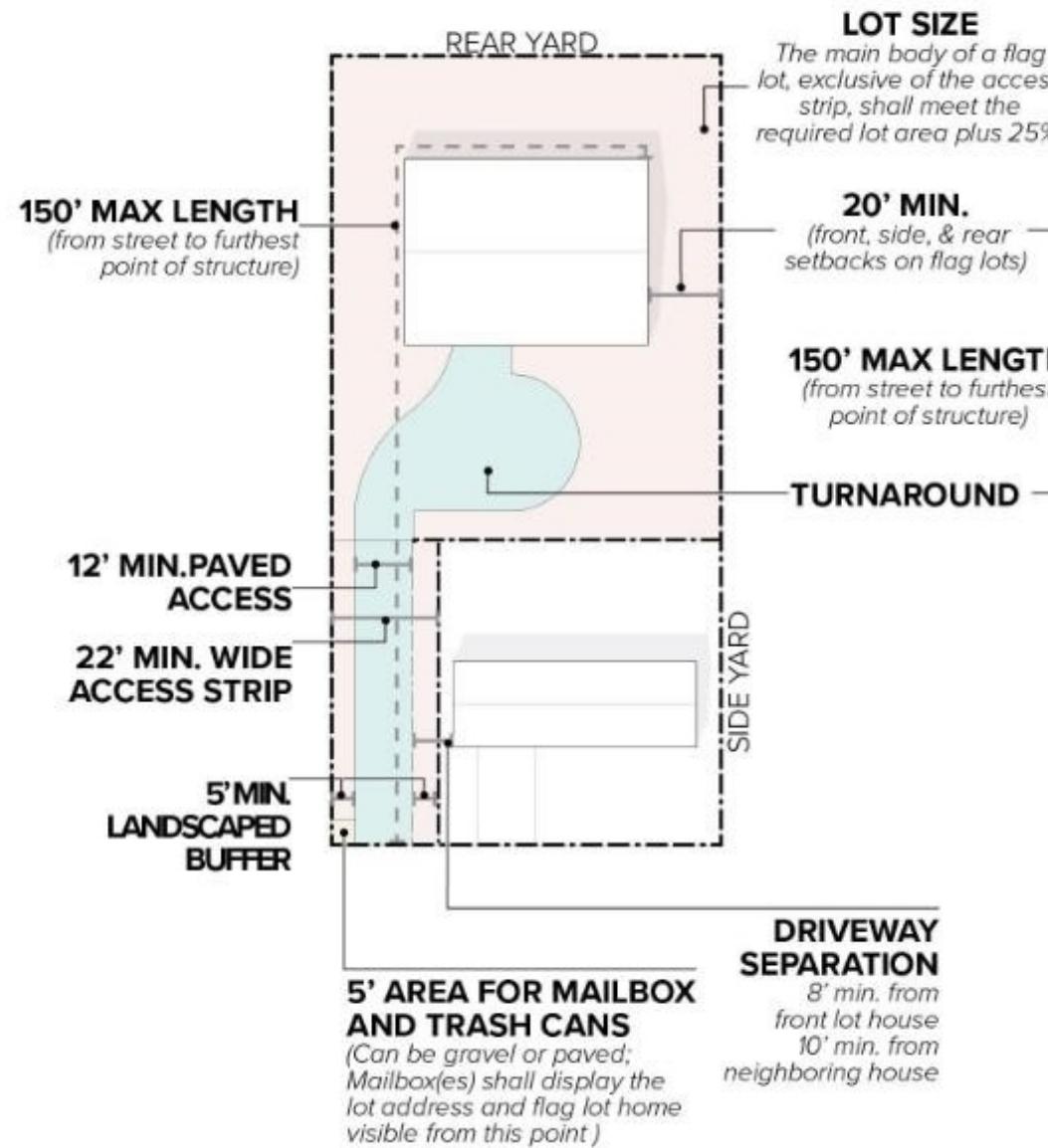
## Future C-3 Zone

- **Suggested Approach:**
  - Residential Transition
  - Await future rezone requests

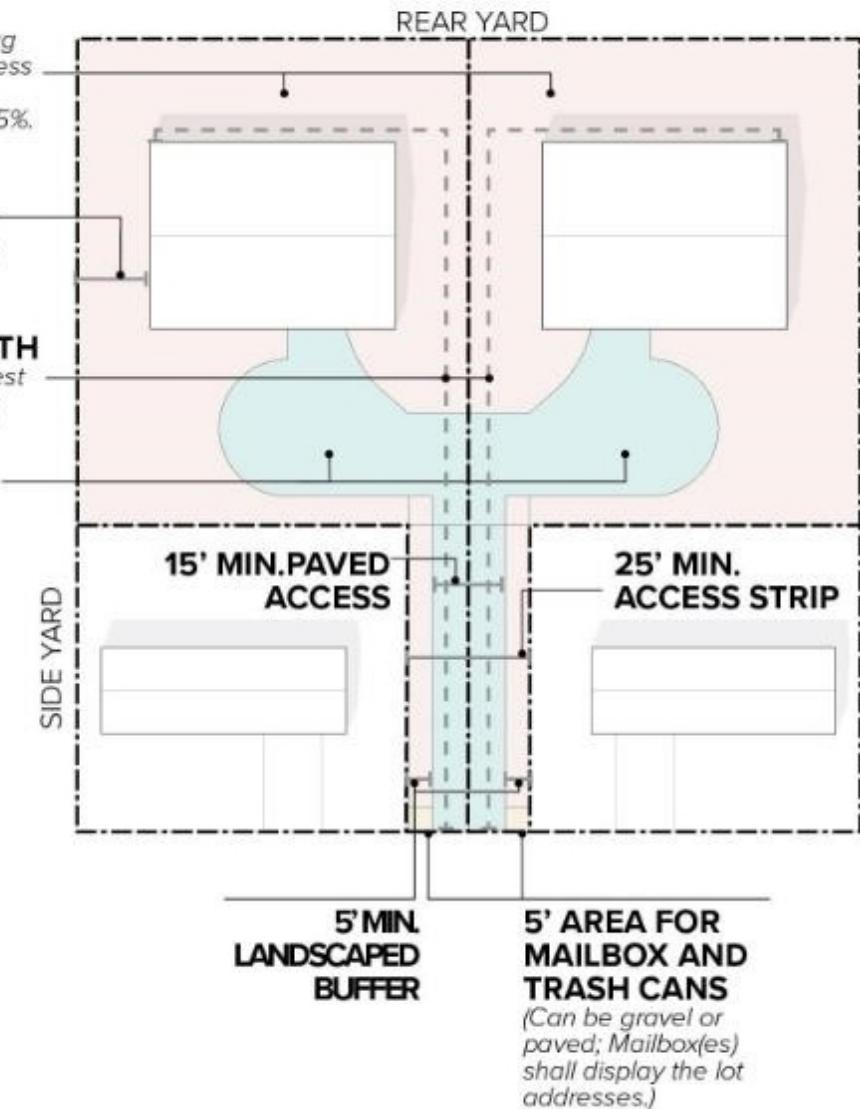
Overlay District	Base Zone
C-3 Rezone Area	C-2
Central Neighborhoods Overlay	C-3
Downtown Residential Transition	C-4
Neighborhood Mixed Use Corridor	I-1

# Flag Lots

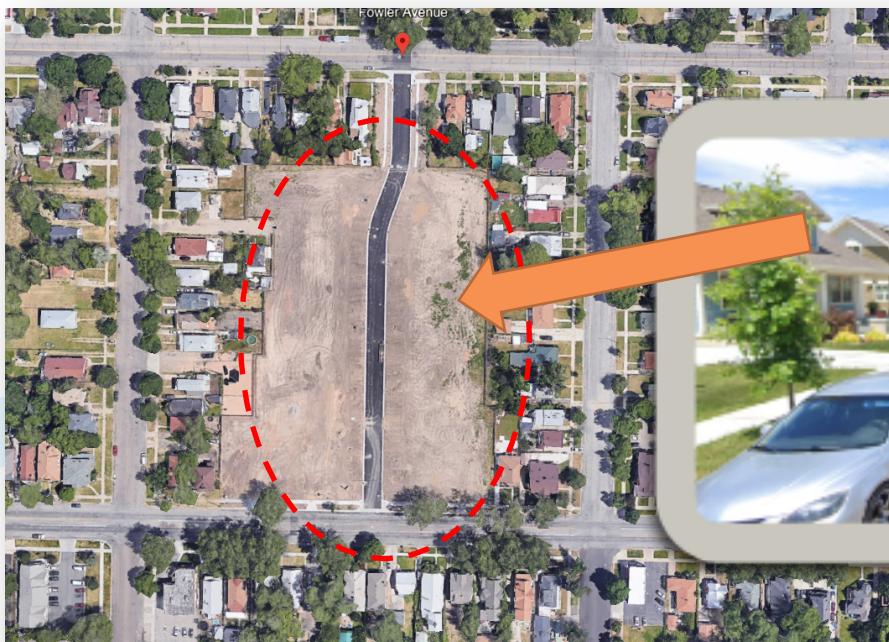
## SINGLE FLAG LOT



## 2 ADJOINING FLAG LOTS (SHARED ACCESS)

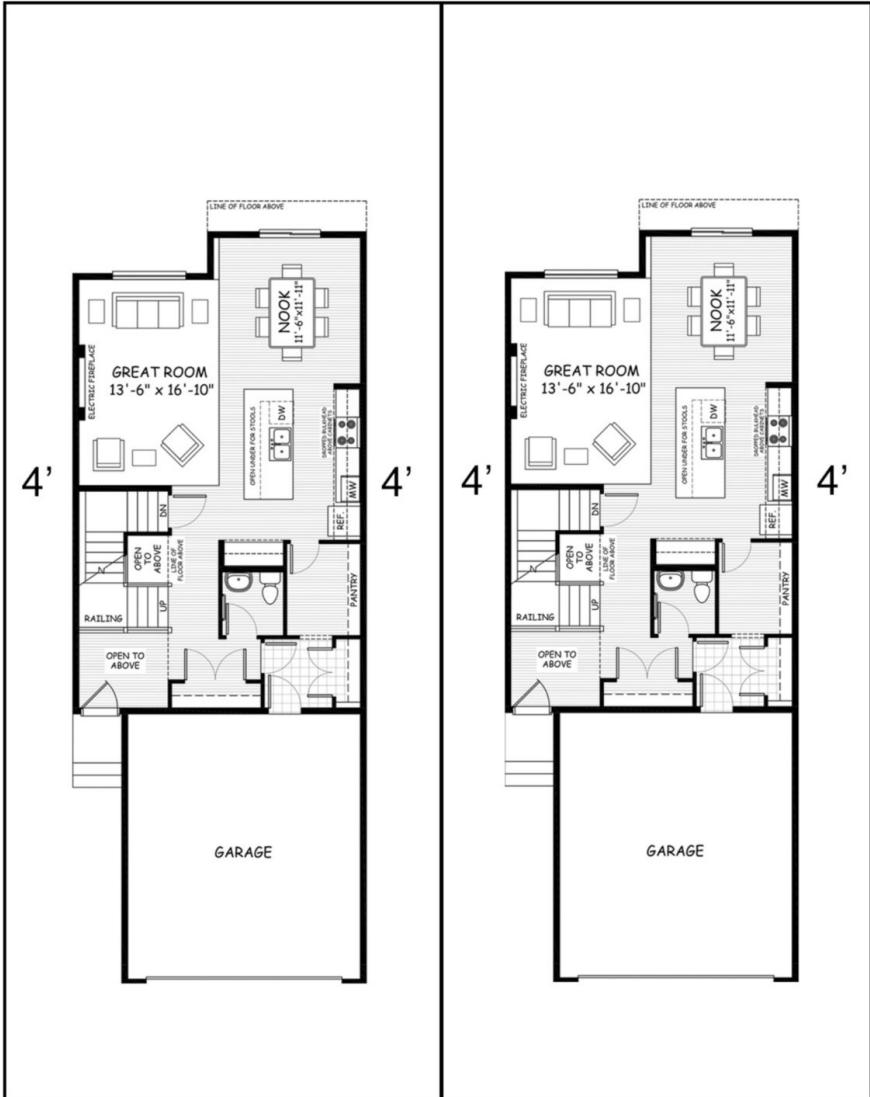


# Lots on Private Right of Way

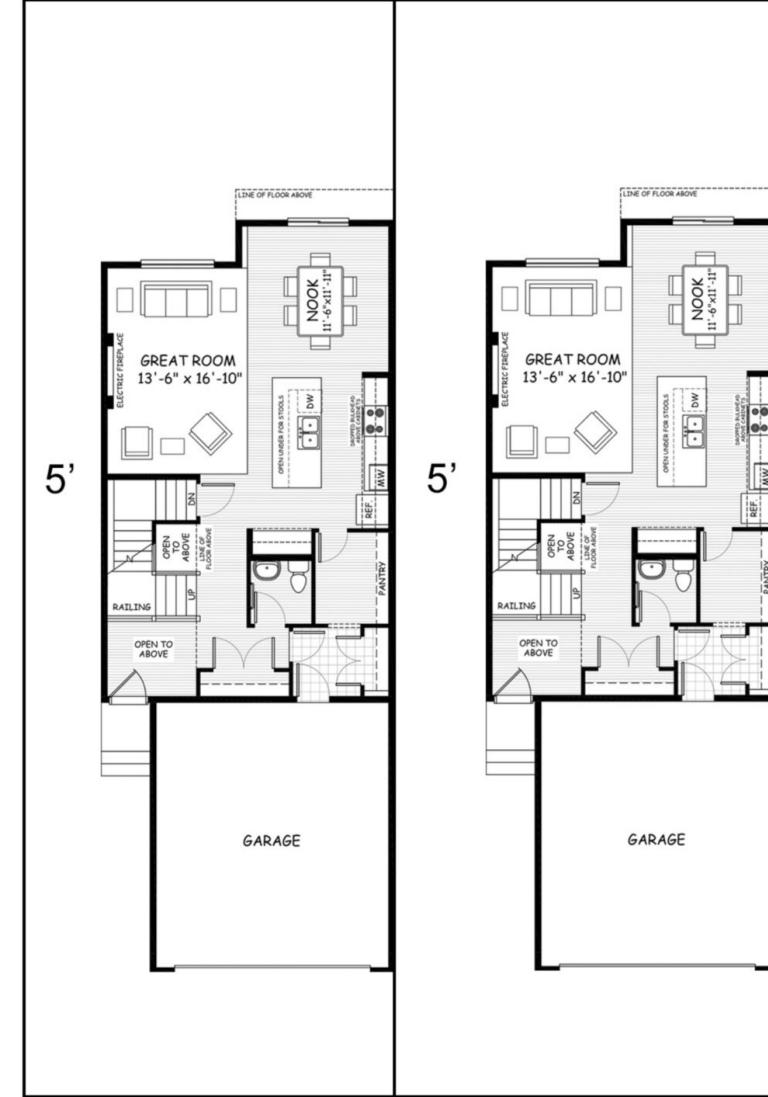


# Zero Lot Line

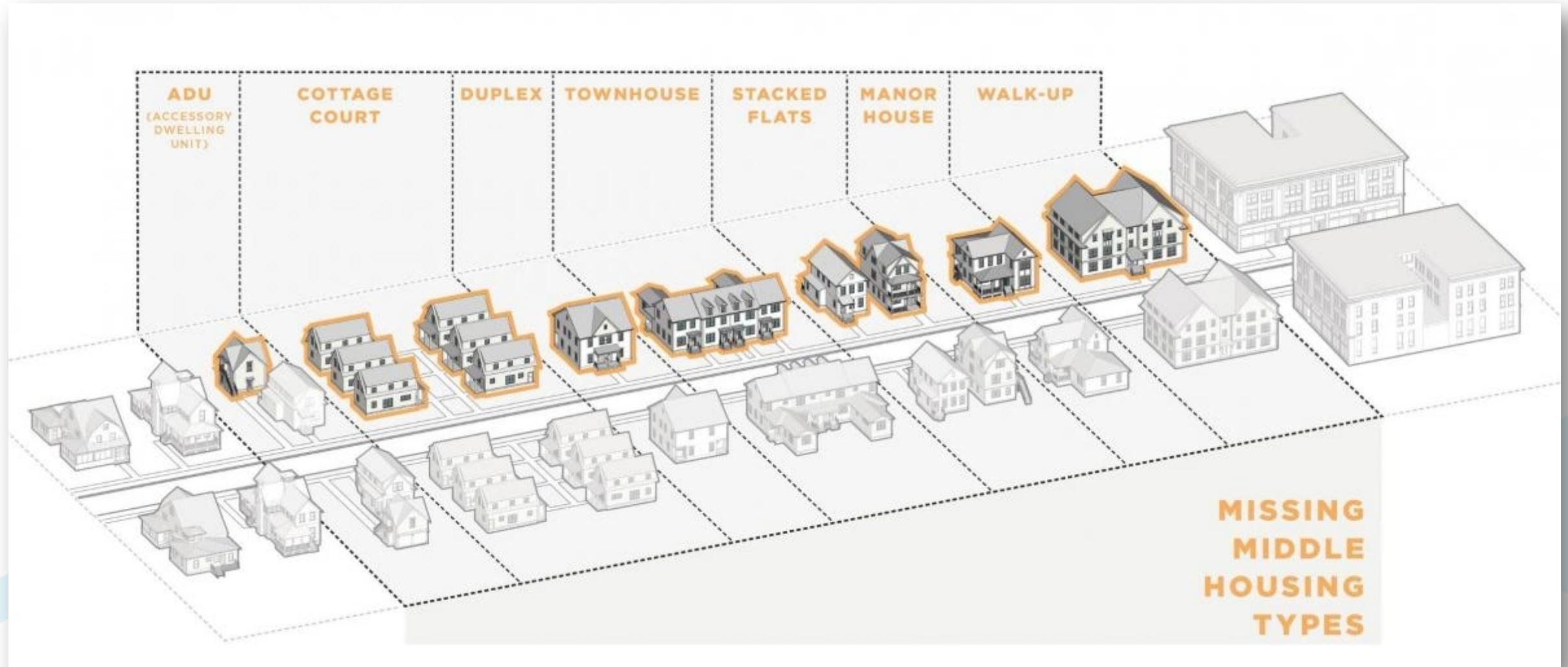
Traditional Lot



Zero Lot Line Lot



# Missing Middle Housing



# Tentative Process

- CC/PC Initial Review: May 2024
- CC/PC Work Session Draft Review: June - July 2024
- PC Public Open House: July - Aug 2024
- PC Public Hearing & Recommendation: Aug - Oct 2024
- CC Review & Adoption: Sept thru Dec 2024



2024

Roll-up Scores

Application #	Applicant	CM#1					CM#2					CM#3					CM#4					CM#5					Total	Request	Eligible	Match %	Recc Award	
		CM#1	CM#2	CM#3	CM#4	CM#5	CM#1	CM#2	CM#3	CM#4	CM#5	CM#1	CM#2	CM#3	CM#4	CM#5	CM#1	CM#2	CM#3	CM#4	CM#5	CM#1	CM#2	CM#3	CM#4	CM#5						
24_01	Cultural Fire Events																											\$ 0.00	-	\$ 0.00	-	\$ 0.00
24_02	Heber City Air Museum	305	345	265	235	375																						\$ 5,000.00	-	\$ 5,000.00	-	\$ 5,000.00
24_03	Heber Valley Childrens Choir	290	395	325	360	395																						\$ 5,000.00	-	\$ 4,000.00	-	\$ 4,000.00
24_04	Art Around The Square	340	450	420	360	410																						\$ 18,000.00	-	\$ 8,800.00	-	\$ 8,800.00
24_05	Timpanogos Valley Theater (TVT)	370	380	370	285	405																						\$ 18,100.00	-	\$ 6,000.00	-	\$ 6,000.00
24_06	Utah Wildlife Federation	360	450	430	245	445																						\$ 22,500.00	-	\$ 8,800.00	-	\$ 8,800.00
24_07	Wasatch Camerata Chamber Singers	310	360	320	320	370																						\$ 3,500.00	-	\$ 3,500.00	-	\$ 3,500.00
24_08	M&M Band	270	350	420	290	340																						\$ 6,035.00	-	\$ 6,035.00	-	\$ 6,035.00
24_09	Wasatch County Arts Council																											DQ				
		Totals					\$ 66,035.00										\$ 42,135.00															

# Proclamation

55th ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK  
May 5 - 11, 2024

*Whereas, The Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world, and*

*Whereas, The Office of the Professional Municipal Clerk is the oldest among public servants, and*

*Whereas, The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and*

*Whereas, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.*

*Whereas, The Professional Municipal Clerk serves as the information center on functions of local government and community.*

*Whereas, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.*

*Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.*

*Now, Therefore, I, \_\_\_\_\_, Mayor of \_\_\_\_\_, do recognize the week of May 5 through 11, 2024, as Professional Municipal Clerks Week, and further extend appreciation to our Professional Municipal Clerk, \_\_\_\_\_ and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.*

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2024

Mayor

Attest: \_\_\_\_\_

**HEBER CITY CORPORATION  
75 North Main Street  
Heber City, UT 84032  
Heber City Council Meeting  
May 1, 2024**

**DRAFT Minutes**

**6:00 p.m. Special Meeting  
Fiscal Year 2024-2025 Budget Workshop #1**

**I. SPECIAL MEETING - 6:00 P.M.**

**City Council Present:** Mayor Heidi Franco  
Council Member Yvonne Barney  
Council Member Aaron Cheatwood  
Council Member Mike Johnston  
Council Member Sid Ostergaard  
Council Member Scott Phillips - departed 8:13 p.m. and  
signed in online

**Staff Present:** City Manager Matt Brower  
Assistant City Manager Mark Smedley  
Community Development Director Tony Kohler  
Planning Manager Jamie Baron  
City Engineer Russ Funk  
City Recorder Trina Cooke  
Building Official Curtis Davis  
IT Director Anthon Beales  
Police Chief Parker Sever  
Parks and Cemetery Director Mark Rounds  
City Treasurer Mindy Kohler  
Public Works Director Matthew Kennard  
Finance Manager Sara Jane Nagel

**Staff Participating Remotely:** Assistant City Manager J. Mark Smedley and IT  
Director Anthon Beales.

**Also Present:** Grace Doerfler

**Also Attending Remotely:** (names are listed as signed in online) Grace KPCW and  
LES.

1. Call to Order (Heidi Franco, Mayor) -

Mayor Heidi Franco called the meeting to order at 6:05 p.m. and welcomed everyone present.

## II. AWARDS, RECOGNITION, and PROCLAMATIONS:

1. Proclamation of a National Day of Prayer on May 2, 2024 (Mayor Franco) - 5 min

Mayor Franco proclaimed Thursday, May 2, 2024, a National Day of Prayer.

## III. BUDGET WORKSHOP #1

1. Fiscal Year 2024-2025 Budget Workshop Part One (Sara Nagel, Finance Manager) - 4 hours

City Manager Matt Brower introduced the City's new Building Official Curtis Davis.

Mr. Brower thanked everyone involved in putting the budget together. He provided an overview of the budget discussion planned and reviewed the driving factors within the budget. Finance Director Sara Nagel shared the new budgeting and finance software the City had implemented to compile the 2024-2025 Fiscal Year Budget. She explained the many benefits and features of the software.

Mr. Brower reviewed the Council's Budget Priorities and the status of each as outlined in the PowerPoint presentation included in the meeting materials. He reviewed statistics reflecting the state of the economy and inflation. Mr. Brower and Ms. Nagel provided additional information outlined in the PowerPoint for the following:

- budget concerns
- budget initiatives
- budget allocation changes
- general budget details and assumptions
- employee salary increases for merit and Cost of Living Adjustment (COLA)
- new employee positions needed that were included in the budget as well as staff positions needed not included in the proposed budget
- the number of new employees added to the payroll in recent years
- employees needed
- employee benefits
- debt portfolio
- assembly of land for downtown central Heber vision
- summary of the 25 budget funds
- city-wide all funds budget

City Treasurer Mindy Kohler shared the results of the Business License Study completed by Zions Bank as included in the meeting materials. The findings showed that Heber City was undercharging in many business license categories.

Mr. Brower and Ms. Nagel proceeded to detail the 25 budget funds. Council discussion followed.

Parks and Cemetery Director Mark Rounds explained the that the lowest bid received for the construction of the new cemetery administration building was nearly double the budgeted amount. He shared discussions he had held with the bidders attempting to bring the estimated costs of construction down.

#### **IV. ADJOURNMENT:**

**Motion:** Council Member Phillips made the motion to adjourn. **Second:** Council Member Ostergaard made the second. The meeting adjourned at 8:40 p.m.

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Trina Cooke, City Recorder

**HEBER CITY CORPORATION  
75 North Main Street  
Heber City, UT 84032  
Heber City Council Meeting  
April 16, 2024**

**DRAFT Minutes**

**4:30 p.m. Work Meeting  
6:00 p.m. Regular Meeting**

**I. WORK MEETING - 4:30 P.M.**

Mayor Heidi Franco called the meeting to order at 4:30 p.m. and welcomed everyone present.

**City Council Present:** Mayor Heidi Franco  
Council Member Yvonne Barney  
Council Member Aaron Cheatwood  
Council Member Mike Johnston - arrived at 4:43 p.m.  
Council Member Sid Ostergaard  
Council Member Scott Phillips

**Staff Present:** Planning Manager Jamie Baron  
City Engineer Russ Funk  
City Attorney Jeremy Cook  
City Recorder Trina Cooke  
Heber Valley Airport Manager Travis Biggs  
Public Works Director Matthew Kennard  
Public Works Administrative Assistant Missy Luke  
IT Administrator Anthon Beales  
Police Lieutenant Branden Russel  
Chief of Police Parker Sever

**Staff Participating Remotely:** City Manager Matt Brower, Assistant City Manager Mark Smedley, Finance Manager Sara Jane Nagel, Deputy City Recorder Robin Raines-Bond, Engineering GIS Specialist Shiona Howard, Engineer Kyle Turnbow, Engineering Administrative Assistant Desiree Muheim, Public Works Foreman Chris Pederson, and IT Specialist Anthon Beales.

**Also Present:** Grace Doerfler, Nick Lopez, Terry Diehl, Joshua Jewkes, Marie Rust, Brian Balls, Steve Neal, Michael A. Neider, Tom Bonner, Rudy Riddle, Piper Riddle, Dave Johnson, Farah Sanders, Phil Jordan, Missy Maughan, Tori Broughton, and others who did not sign in or whose handwriting was illegible.

**Also Attending Remotely:** (names are shown as signed in online) Kelli, Aubrey Larsen LDI, Candace, Kamen Goddard, mckay, Pat Sweeney, Mark, and Phil Jordan.

1. Monument of the Americas (Steve Neal) - *30 min*

Artist Steven Neal described two sculpture parks the foundation hoped to install in Heber City. The land had been donated by the Jordanelle Ridge development near the location of the future performing arts building. He shared a video presentation, as can be accessed through the link found on the agenda, depicting the process used to craft the statues, similar sculpture installations at alternate locations, as well as a map with the approximate location the monument gardens would be built. Funding for the project was being raised through ongoing private donations. There would be a total of 71 sculptures Mr. Neal intended to create for the project. Eighteen of the sculptures had been created and were prepared for installation. Mr. Neal explained the hope to make the art installation accessible for everyone with no required cost for entrance, but rather a suggestion for donations.

2. Park Standards and Specifications (Aubrey Larsen , Planning Consultant) - *50 min*

Planning Consultant Aubrey Larsen provided a project overview, walked through the proposed Minimum Parks Standards Manual, and offered a timeline and objectives for the project as included in the meeting materials. Council discussion followed with each Council Member providing suggestions and feedback.

City Manager Matt Brower explained the importance of a parks guide, the high cost of maintenance for certain park amenities, and the different needs for different parks.

Council direction for Staff was to separate the landscaping from the other park standards and return to Council for landscaping standards approval independently of the remaining parks standards. Council felt the document should be a guideline of minimum standards rather than a requirement and additional amenities for each park should be negotiated during the development agreement process with developers.

**II. BREAK - 10 MIN**

**III. REGULAR MEETING - 6:00 P.M.**

1. Call to Order

Mayor Franco called the meeting to order at 6:07 p.m. and welcomed everyone present.

2. Pledge of Allegiance (Scott Phillips, Council Member)

Council Member Phillips led the recitation of the Pledge of Allegiance.

3. Prayer/Thought by Invitation (Heidi Franco, Mayor)

Mayor Heidi Franco shared a prayer.

**IV. CONFLICT OF INTEREST DISCLOSURE:**

Council Member Johnston explained he did not have a conflict but would recuse himself from the discussion and vote for agenda item four on the Action Items agenda regarding the Dickman Sewer connection request, as he had worked with them in the past.

**V. AWARDS, RECOGNITION, and PROCLAMATIONS:**

1. Proclamation of Public Works Week

Mayor Franco proclaimed Sunday, May 19, through Saturday, May 25, 2024, as Public Works Week. She reviewed the fun activities Public Works would be hosting for the community, including the Back-hoe Rodeo and a Party in the Park.

2. Mayor's Award for IT Director Anthon Beales

Mayor Franco presented IT Director Anthon Beales with the Mayor's Award for his outstanding service to the City by consistently keeping everyone's technology running.

**VI. CONSENT AGENDA:**

1. Approval of April 2, 2024, City Council Meeting Minutes (Trina Cooke, City Recorder)

**Motion:** Council Member Phillips moved to approve the Consent Agenda as presented.

**Second:** Council Member Barney made the second. **Voting Yes:** Council Members Phillips, Ostergaard, Cheatwood, Barney, and Johnston. **Voting No:** None. The **Motion Passed Unanimously, 5-0.**

**VII. PUBLIC COMMENTS: (3 min per person/20 min max)**

Heber City Resident and Marine Veteran Nick Lopez shared his passion for remembering, recognizing, and honoring fallen Veterans in the community. He described the Veteran Banner program he had begun to honor fallen local veterans by lining Main Street with a banner with a picture of each of them and their names. He explained he was having trouble securing the three weeks in May due to competing banners for alternate community events. He wanted the banners to hang between Memorial Day and Armed Forces Day.

Mr. Lopez was asking Council to ensure the Veteran's banners would not be bumped for other community events.

City Manager Matt Brower explained the conflict with competing interests from multiple entities that wanted to promote events during the same time frame. Council majority expressed support to return the item to Council in May for approval to block the dates requested to honor Veterans.

## **VIII. GENERAL BUSINESS ITEMS:**

### **1. Board Updates from Council (City Council Members) - 5 min (each)**

Council Member Ostergaard provided an update of the Wasatch County Housing Authority Board he served on. The AMI (average median income) in the Heber Valley had gone up to \$137,000.00 per household in the past year. He also served on the Heber Light and Power Board (HL&P). The City had asked HL&P to give the City first right of refusal for the purchase of their existing administration building as the company was building a new administration building. HL&P indicated a willingness to negotiate if the City's offer was fair market value.

Council Member Phillips provided the update from the Airport Advisory Board (AAB) including the updated landing fees. The AAB had also been addressing the impact to the airport when the Olympic games returned to Utah. He shared the amendments proposed for the Personnel Policy by the Personnel Policy Committee including tuition reimbursement; second language compensation; domestic partner benefits; cell phone reimbursement; and new employee referral compensation.

Council Member Barney served on three boards: the North Village Special Service District (NVSSD); the Parks Open Space, Trails, and Trees Committee (POSTT); and the Sewer Board. She indicated NVSSD were discussing the impending growth in the Valley. She had the opportunity to tour the underground mine and was impressed with the water sources. The POSTT Committee worked constantly to create a better environment for the community by ensuring amenities were provided. The Sewer Board was working on solutions to mitigate the smell of the sewer farms. Jim Goodly was the new Director of the Sewer District.

Council Member Cheatwood served on the Timpanogos Irrigation Board but the annual meeting had not yet been held. The Historic Preservation Committee was working to preserve the old railroad depot buildings. The Committee was also working to digitally preserve written histories in the Valley. HL&P had provided board training for new members. The Board worked to hedge the rates for the consumer by seeking to obtain energy at lower rates. They were working to understand future demands and being better stewards for the consumer.

Council Member Johnston served on the Wasatch County Regional Planning Committee. The Weed Board worked to mitigate invasive weed species.

County Weed Manager Quinton Lewis had expressed concern with the City's incoming developments not containing their on-site weeds. Council Member Johnston explained the weed bond required by the County to help with weed mitigation. The Wasatch Irrigation Company maintained ditches and flood channels. The Sewer Board had a civil engineer versed in sewer treatment.

A zoning map can be found on the Wasatch County website with different layers that shows all the designated conservation easements and agricultural protection areas throughout the county.

Mayor Franco served as the Chair of the Heber Light and Power. The new substation on Southfield Road would soon be functioning, providing additional power for the Valley. The new HL&P administration building had been issued a building permit by the City. Rates were expected to increase. The Heber Valley Special Service District (HVSSD) served Heber, Midway and Charleston and would be proposing an updated Memorandum of Understanding (MOU) soon. Wasatch Animal Control was working on an updated MOU for the entities it contracted services with.

Council agreed to provide bi-annual updates for the boards on which they served.

#### **IX. ACTION ITEMS: (Council can discuss; table; continue; or approve items)**

1. Wasatch County Parks Development Agreement (Tony Kohler, Community Development Director) - *30 min*

Planning Manager Jamie Baron reviewed a list of concerns with the County's new Cowboy Village RV rodeo campground. Wasatch County Parks and Recreation Director Tom Bonner described the ongoing efforts being made by the County to address the concerns of the City and shared the County's tree-planting intentions for the area. He stated the County was willing to sign the proposed Development Agreement contract that night.

**Motion:** Council Member Phillips moved to approve the Development Agreement for the County Event Center Grounds with the addition of language to indicate that with the construction of the sidewalk, adequate lighting would be provided on the wall. **Second:** Council Member Cheatwood made the second.

**Discussion:** City Engineer Russ Funk wanted clarification for the parking plan along the road for the area in question. He felt parking was needed. Council Member Barney asked for the motion to include that the County would work with Heber City Staff on a parking strategy.

**Amended Motion:** Council Member Phillips agreed to include the language in section two, Street Parking Restrictions, that the County would work with Heber City Staff on a parking strategy. The second stood.

**Discussion:** Mayor Franco asked what the material on the ground of the RV stalls was; if there would be evergreens included with the trees; and what would be done to prevent the dust blowing under the gap at the bottom of the fence.

Mr. Bonner said the stalls would be gravel and road-base; there would not be evergreens included in the tree plan; and the sidewalk would be installed to the bottom of the fence to prevent dust blowing beneath. Mayor Franco asked whether the City had charged the County an impact fee for the dump-station. Mr. Bonner advised there was not an impact fee and there would be no need for generators as the park would provide full hook-ups.

Council Member Phillips called the question.

City Attorney Jeremy Cook clarified the requested language to be included in the agreement "and the County will install dark-sky compliant low impact lighting for the sidewalk".

**Vote: Voting Yes:** Council Members Phillips, Ostergaard, Cheatwood, Barney, and Johnston. **Voting No:** None. The **Motion Passed Unanimously, 5-0.**

2. Arts Advisory Committee TAP (Trails, Arts, Parks) Grant Scorecard Final Recommendations (Phil Jordan, J. Mark Smedley, Asst. City Manager) - 45 min

The Trails, Arts, and Parks (TAP) tax approved in the 2023 County-wide election had generated \$44,000.00 in revenue for the City to apply towards the local trails, arts, and parks. The Arts Advisory Committee had been created to promote a grant opportunity to distribute the funds. Co-Chairs Phil Jordan, Farah Sanders, and Missy Maughan presented the information and shared the application process and the scoring system established for the TAP funding applicants as well as the applicant eligibility requirements. Ms. Sanders suggested the City consider developing its own TAP logo in order to be identified as contributors of the funding. The committee shared its recommendations for the TAP fund recipients.

**Motion:** Council Member Phillips moved to approve the items presented for funding. **Second:** Council Member Cheatwood made the second.

**Discussion:** Council Member Ostergaard expressed gratitude to the committee for their efforts. Ms. Sanders suggested that the Council invite the TAP fund recipients to a future Council Meeting to receive the award. City Manager Matt Brower informed that the funds were in the current year's budget and that the City did have a TAP logo. Mayor Franco and the Council expressed their appreciation for the committee's efforts. Mr. Jordan explained the sincerity with which the committee had accepted the responsibility. Mr. Brower agreed to extend an invitation to the TAP grant recipients for the first meeting in May.

**Vote: Voting Yes:** Council Members Phillips, Ostergaard, Cheatwood, Barney, and Johnston. **Voting No:** None. The **Motion Passed Unanimously, 5-0.**

3. Ordinance 2024-09 School House Academy Development Agreement (Jamie Baron, Planning Manager) - *15 min*

Planning Manager Jamie Baron reviewed the City's code requirements outlined in the development agreement. He reviewed the project request to open a commercial daycare and listed the state's requirements.

**Motion:** Council Member Phillips moved to approve Ordinance 2024-09 as presented. **Second:** Council Member Ostergaard made the second. **Voting Yes:** Council Members Phillips, Ostergaard, Cheatwood, Barney, and Johnston. **Voting No:** None. **The Motion Passed Unanimously, 5-0.**

4. Amended and Restated Sewer Connection Agreement [Dickman Legacy Ranch] (Jeremy Cook, City Attorney ) - *20 min*

Council Member Johnston recused himself from the discussion and departed.

City Attorney Jeremy Cook explained the request for additional sewer connections at Dickman Ranch. The proposal had been previously supported by Council. The amended agreement would allow two more sewer connections at a 1.5 times higher rate due to being located outside City limits.

**Moved:** Council Member Phillips moved to approve as presented with the findings and conditions listed in the conclusion. **Second:** Council Member Cheatwood made the second. **Voting Yes:** Council Members Phillips, Ostergaard, Cheatwood, and Barney. **Voting No:** None. Council Member Johnston was recused. The **Motion Passed 4-0.**

## X. COMMUNICATION:

Mayor Franco reminded Council of the Main Street Park Bandshell project groundbreaking the following Wednesday, April 24. [this was later changed to Thursday, April 25]

City Manager Matt Brower asked Council to add the following events and dates to their calendars:

- Wednesday, April 23, CRA (Community Reinvestment Agency) presentation to the School Board
- Saturday, May 11, 9:00 a.m. to noon Annual Spring Clean-up on Main Street
- Thursday, May 16, at noon: Graduation of the third Heber Leadership Academy class at Utah Valley University (UVU)
- Jun 3 - 8, Unity Week - Saturday, June 8 Flower planting, HLA Class Project, Rededication of Tabernacle and ribbon-cutting for the water feature

- June 6, 11:00 a.m. - 1:00 p.m. Inaugural Safety Committee Carnival for the City employees

**XI. ADJOURNMENT:**

**Motion:** Council Member Phillips made the motion to adjourn. **Second:** Council Member Cheatwood made the second. The meeting adjourned at 8:03 p.m.

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Trina Cooke, City Recorder



# Heber City Council Staff Report

**MEETING DATE:** 5/7/2024  
**SUBJECT:** Fleet Liquidation Proposal  
**RESPONSIBLE:** Glenn Parman  
**DEPARTMENT:** Public Works  
**STRATEGIC RELEVANCE:** Infrastructure Sustainability

## SUMMARY

The intent of this staff report is to seek City Council's support for sending fleet vehicles and equipment that is at, or near, the end of its life cycle to surplus sale at auction. Under the Heber City Fleet Policy, all vehicles and equipment listed below have met the requirements for replacement.

## RECOMMENDATION

It is our recommendation that we send all vehicles and equipment noted below to auction, and subsequently return the proceeds back to the appropriate funds.

## BACKGROUND

The following vehicles and equipment, organized by department below, are recommended to be sold/surplussed at auction:

### Administrative/City Hall

- 2004 Ford Ranger Super Cab - ID# 04-07
- 2012 Chrysler 200 - ID# 12-03

### Parks & Cemetery

- 2009 Ford F250 Super Duty - ID# 08-07
- 2014 Ford F150 - ID# 14-08
- Bobcat Snowblower Attachment
- Grasshopper Mower

- Toro Groundmaster Mower
- Sprinkler Wheel Line w/ Motor

## Police Department

- 2015 Dodge Durango - ID# 16-01
- 2015 Dodge Durango - ID# 16-03
- 2017 Ford Explorer - ID# 17-05
- 2017 Ford Explorer - ID# 17-06
- 2018 Dodge Durango - ID# 18-11
- 2019 Dodge Durango - ID# 19-07
- 2019 Dodge Durango - ID# 19-08
- 2008 Titan Enclosed Trailer

## Public Works

- 2016 Flat Bed Truck Bed Only from Ford F550 - ID# 16-06
- 2011 Ford Explorer - ID# 11-02
- 2004 Sterling Acterra Snowplow/Bobtail Dump Truck - ID# 04-05
- 2005 Ford F350 - ID# 05-05
- John Deere 85 670A Grader - ID# 94-01
- 2014 International TerraStar SFA 4x4 - ID# 14-07
- 2000 Ford F550 Super Duty Boom Truck - ID# 14-09
- 1998 Haulmark Sewer Video Trailer - ID# 98-03
- Backup Generator
- Hydraulic Press
- Large Air Compressor Pulled from Truck# 05-05
- Small Air Compressor
- 2004 Sterling Dump Truck - ID# 04-06
- Used Tires (Misc)
- Henderson Wing Plows

The above-noted vehicles and equipment are recommended for auction due to their age, condition, and depreciation status. The majority of vehicles/equipment for Public Works and the Police Department are classified as Emergency Response Vehicles; as such, they must be in top working condition and reliable. As vehicles/equipment age, they generally require many more repairs and decline in reliability. Consequently, we propose that these vehicles and equipment be liquidated via the Public Surplus Auction.

The majority of the vehicles on the list have been, or will soon be, replaced with newer model, leased or purchased vehicles. The mowers and other Parks/Cemetery equipment on the list have been, or will soon be, replaced, as well, with newer, more efficient models.

## DISCUSSION

As mentioned above, both the Public Works and Police Department vehicles fall under the designation of emergency response vehicles. As such, these vehicles must be extremely reliable and in top condition. One way to ensure reliability, while keeping mechanic costs down, is by rotating the vehicles out before their reliability is diminished by their age and high-usage factors.

As noted on the vehicle/equipment list, many of these vehicles date back as far as 1998-2017. Based upon our Fleet standard of never allowing repair costs to exceed the value of an asset, unless the equipment is unique in nature, it has become imperative that these vehicles be replaced in order to ensure reliable operations of the Public Works and Police Department. As for the Parks/Cemetery and City Hall vehicles and equipment, they were considerably aged and worn through day-to-day operations, rendering them less reliable and in need of frequent and/or significant repairs and maintenance.

We do not recommend continuing to repair and maintain these aging vehicles and equipment, as they would likely continue to require multiple repairs in the future. Further, due to the age of the vehicles/equipment, it is very difficult, if not impossible, to find replacement repair parts for several of them. Replacement is the best option, according to our Fleet policy.

## FISCAL IMPACT

The majority of the vehicles and equipment on the liquidation list have already been replaced during the past 1-2 years. Most of the remaining vehicles/equipment have been budgeted and approved for replacement in the near future. It is most feasible and beneficial to the City to liquidate these vehicles and equipment due to the aforementioned reasons. Staff currently does not have an estimate of what the surplus value (aka auction value) of the assets might be at this time, but the City's Public Surplus Auction account allows our Fleet Manager to set parameters for minimum acceptable bids, thereby ensuring an acceptable market value price will be received at auction.

## CONCLUSION

Glenn Parman, Fleet Manager, recommends that these vehicles should be sent to public auction, and the proceeds returned to their applicable accounts.

## ALTERNATIVES

The only realistic alternative to selling these vehicles/equipment would be to re-purpose and continue attempting to utilize them, as needed. This alternative is certainly not ideal, as multiple repairs would undoubtedly be required in the future to keep the equipment operational. And, as noted previously, due to the age of the vehicles/equipment, it is very difficult, if not impossible, to find replacement parts for them.

1. Approve as proposed
2. Approve as amended

3. Continue
4. Deny

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## POTENTIAL MOTIONS

### Alternative 1 - Approval - Staff Recommended Option

I move to **approve** the item as presented, with the findings and conditions as presented in the conclusion above.

### Alternative 2 - Approve as Amended

I move to **approve** the item as amended, as follows.

### Alternative 3 - Continue

I move to **continue** the item to another meeting on , with direction to the applicant and/or Staff on information and / or changes needed to render a decision, as follows:

### Alternative 4 - Denial

I move to **deny** the item with the following findings.

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## ACCOUNTABILITY

**Department:** Public Works  
**Staff member:** Glenn Parman, Fleet Manager

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## EXHIBITS

1. Exhibit 1 Spring 2024 Fleet Liquidation - Ford Ranger Supercab 04-07
2. Exhibit 2 Spring 2024 Fleet Liquidation - Chrysler 200 City Hall Car 12-03
3. Exhibit 3 Spring 2024 Fleet Liquidation - Ford F250 08-07
4. Exhibit 4 Spring 2024 Fleet Liquidation - Ford F150 14-08
5. Exhibit 5A Spring 2024 Fleet Liquidation - Bobcat Snowblower Attachment
6. Exhibit 5B Spring 2024 Fleet Liquidation - Bobcat Snowblower Attachment
7. Exhibit 6A Spring 2024 Fleet Liquidation - Grasshopper Mower
8. Exhibit 6B Spring 2024 Fleet Liquidation - Grasshopper Mower
9. Exhibit 7A Spring 2024 Fleet Liquidation - Toro Grandmaster Mower
10. Exhibit 7B Spring 2024 Fleet Liquidation - Toro Grandmaster Mower
11. Exhibit 7C Spring 2024 Fleet Liquidation - Toro Grandmaster Mower
12. Exhibit 7D Spring 2024 Fleet Liquidation - Toro Grandmaster Mower
13. Exhibit 7E Spring 2024 Fleet Liquidation - Toro Grandmaster Mower
14. Exhibit 7F Spring 2024 Fleet Liquidation - Toro Grandmaster Mower
15. Exhibit 8A Spring 2024 Fleet Liquidation - Sprinkler Wheel Line with Motor
16. Exhibit 8B Spring 2024 Fleet Liquidation - Sprinkler Wheel Line with Motor
17. Exhibit 9 Spring 2024 Fleet Liquidation - PD Dodge Durango 16-01
18. Exhibit 10 Spring 2024 Fleet Liquidation - PD Dodge Durango 16-03

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19. Exhibit 11 Spring 2024 Fleet Liquidation - PD Ford Explorer 17-05
20. Exhibit 12 Spring 2024 Fleet Liquidation - PD Ford Explorer 17-06
21. Exhibit 13 Spring 2024 Fleet Liquidation - PD Dodge Durango 18-11
22. Exhibit 14 Spring 2024 Fleet Liquidation - PD Dodge Durango 19-07
23. Exhibit 15 Spring 2024 Fleet Liquidation - PD Dodge Durango 19-08
24. Exhibit 16 Spring 2024 Fleet Liquidation - Titan Enclosed Trailer
25. Exhibit 17 Spring 2024 Fleet Liquidation - Flatbed Trailer from 16-06
26. Exhibit 18 Spring 2024 Fleet Liquidation - Ford Explorer 11-02
27. Exhibit 19 Spring 2024 Fleet Liquidation - Sterling Acterra Snowplow Bobtail Dump 04-05
28. Exhibit 20 Spring 2024 Fleet Liquidation - Ford F350 05-05
29. Exhibit 21 Spring 2024 Fleet Liquidation - John Deere 85 670A Grader 94-01
30. Exhibit 22 Spring 2024 Fleet Liquidation - International Terrastar SFA 4x4 Dump 14-07
31. Exhibit 23 Spring 2024 Fleet Liquidation - Ford F550 Boom Truck 14-09
32. Exhibit 24 Spring 2024 Fleet Liquidation - Haulmark Sewer Video Trailer 98-03
33. Exhibit 25 Spring 2024 Fleet Liquidation - Backup Generator
34. Exhibit 26 Spring 2024 Fleet Liquidation - Hydraulic Press
35. Exhibit 27 Spring 2024 Fleet Liquidation - Large Air Compressor from 05-05
36. Exhibit 28 Spring 2024 Fleet Liquidation - Small Air Compressor
37. Exhibit 29 Spring 2024 Fleet Liquidation - Sterling Dump Truck 04-06
38. Exhibit 30 Spring 2024 Fleet Liquidation - Used Tires
39. Exhibit 31 Spring 2024 Fleet Liquidation - Henderson Wing Plows
40. Fleet Liquidation Auction List Spring 2024























GROUNDMASTER  
POWER

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FOLLOWING: 249,267 4,246,803  
4,807,727  
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30230 - 90210

THE TORO CO.  
MINNEAPOLIS, MN 55420



TORO

1083E-<sup>1</sup><sub>10</sub>



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## Vehicles & Equipment to Be Liquidated/Auctioned Spring 2024 (See Fleet Staff Report 240507)

Exhibit #	City ID	Fleet Name	Dept.	Make	Model	Year
1	<b>04-07</b>	Light Maintainer	City Hall	Ford	Ranger Super Cab	2004
2	<b>12-03</b>	Car	City Hall	Chrysler 200	200	2012
3	<b>08-07</b>	F250	Parks / Cemetery	Ford	F250 Super Duty	2009
4	<b>14-08</b>	F150	Parks / Cemetery	Ford	F150	2014
5	<b>Bobcat Snowblower Attach.</b>	Bobcat Snowblower Attachment	Parks / Cemetery	Bobcat		
6	<b>Mower - Grasshopper</b>	Mower - Grasshopper	Parks / Cemetery			
7	<b>Mower - Toro Groundmaster</b>	Mower - Toro Groundmaster	Parks / Cemetery	Toro	Groundmaster 225	
8	<b>Sprinkler Wheel Line w/ Motor</b>	Sprinkler Wheel Line w/ Motor	Parks / Cemetery			
9	<b>16-01</b>	Police Car	PD	Dodge	Durango	2015
10	<b>16-03</b>	Police Car	PD	Dodge	Durango	2015
11	<b>17-05</b>	Police Car	PD	Ford	Explorer	2017
12	<b>17-06</b>	Police Car	PD	FORD	EXPLORER	2017
13	<b>18-11</b>	Police Car	PD	Dodge	Durango	2018
14	<b>19-07</b>	Police Car	PD	Dodge	Durango	2019
15	<b>19-08</b>	Police Car	PD	Dodge	Durango	2019
16	<b>Old Enclosed PD Trailer</b>	Trailer	PD	Titan		2008
17	<b>16-06 - Bed Only</b>	Flatbed Only	Public Works		Bed Only/From 16-06	2016
18	<b>11-02</b>	Explorer	Public Works	Ford	Explorer	2011
19	<b>04-05</b>	Snowplow/Bobtail-Dump	Public Works	Sterling	Acterra	2004
20	<b>05-05</b>	Maintainer	Public Works	Ford	F350	2005
21	<b>94-01</b>	Grader	Public Works	John Deere	85 670A	
22	<b>14-07</b>	Terrastar Dump	Public Works	International	Terrastar SFA 4x4	2014
23	<b>14-09</b>	Boom Truck	Public Works	Ford	F550 Super Duty	2000
24	<b>98-03</b>	Sewer Video / Trailer	Public Works	Haulmark		1998
25	<b>Backup Generator</b>	Old Back-up Generator	Public Works			
26	<b>Hydraulic Press</b>	Old Hydraulic Press	Public Works			
27	<b>Old Air Compressor - Large</b>	Air Compressor	Public Works		Pulled from 05-05	
28	<b>Old Air Compressor - Small</b>	Air Compressor	Public Works			
29	<b>04-06</b>	Sterling Dump Truck	Public Works	Sterling		2004
30	<b>Tires</b>	Used Tires	Public Works			
31	<b>Wing Plows</b>	Wing Plows	Public Works	Henderson		



# Heber City Council Staff Report

**MEETING DATE:** 5/7/2024  
**SUBJECT:** Back to the Fifties Car Show  
**RESPONSIBLE:** Marci Harvey  
**DEPARTMENT:** Administrative  
**STRATEGIC RELEVANCE:**

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## SUMMARY

## RECOMMENDATION

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## BACKGROUND

## DISCUSSION

## FISCAL IMPACT

## CONCLUSION

## ALTERNATIVES

1. Approve as proposed
2. Approve as amended

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3. Continue
4. Deny

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## POTENTIAL MOTIONS

### Alternative 1 - Approval - Staff Recommended Option

I move to **approve** the item as presented, with the findings and conditions as presented in the conclusion above.

### Alternative 2 - Approve as Amended

I move to **approve** the item as amended, as follows.

### Alternative 3 - Continue

I move to **continue** the item to another meeting on , with direction to the applicant and/or Staff on information and / or changes needed to render a decision, as follows:

### Alternative 4 - Denial

I move to **deny** the item with the following findings.

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## ACCOUNTABILITY

**Department:** Administrative  
**Staff member:**

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## EXHIBITS

None

## SOCIAL HALL LEASE AGREEMENT

THIS AGREEMENT is made and entered into this 14<sup>th</sup> day of April,  
2020, by and between HEBER CITY MUNICIPAL CORPORATION, hereinafter referred to  
as "the City," and Timpanogos Valley Theatre, hereinafter referred to as "TVT".

### W I T N E S S E T H :

INASMUCH as the City considers it a benefit to the community to encourage and  
support the arts, and TVT uniquely and directly promotes this component of culture;

NOW THEREFORE, in consideration of the covenants and agreements set forth herein,  
the Parties to this Agreement agree as follows:

1. The City leases to TVT that certain property known as the Heber Social Hall, (*sometimes referred to as Venue or Social Hall*), in accordance with the following terms and conditions:
2. The City shall have the right to terminate this Lease if TVT does not cure any claimed default within a reasonable time, except in the case of an emergency circumstance or in the event that the City determines a shorter notice period is prudent in the case of an issue of health, safety or public interest. *See Paragraph 5.*
3. Term.
  - A. The initial term of this Lease shall be a period of four (4) years at the rental rate of one dollar (\$1.00) per year. TVT shall be allowed to extend the lease an additional two (2), two-year terms, for a total possible term of eight (8) years.
  - B. TVT shall have the right to enter into negotiations with the City to renew the Lease at the end of the eight (8) year term (initial 4-year term and two, 2-year extension periods), provided TVT is not in violation of any terms of the Lease. Notwithstanding TVT's right to approach the City about renewing the Lease, the City shall not be bound to renew.

C. TTVT shall have a first right of refusal to re-negotiate a new lease upon the condition that TTVT matches the competing Lessee offer. Said first right of refusal is limited in scope in that it merely allows TTVT the opportunity to negotiate a re-lease with the City pursuant to similar terms of any competing potential Lessee. TTVT's said first right of refusal in no way obligates the City to lease the Venue premises to TTVT.

4. Obligations – Material and Financial Obligations of TTVT:

A. During the first term of four years, TTVT shall average thirty five (35) performances per year, encompassing a minimum of six (6) TTVT productions per year (this does not include performances of third parties). During extension years (two, two- year extensions), TTVT shall average forty (40) performances per year. Performances are described as live theater performances or shows. The intent is for TTVT to draw people to downtown with quality shows.

- (i) Associated with said performances, TTVT shall invest a minimum of \$25,000 during the initial term in the Hall Venue and surrounding area with the intent of improving the theater experience. The investment can be in the form of actual dollars, donations and/or direct volunteer hours. Volunteer hours dedicated to Venue improvements must be documented by tracking total hours, tasks performed and attaching a reasonable value to the donated hours.
- (ii) Maintain an active relationship and membership with CAMS, Heber Valley Chamber of Commerce and the City.
- (iii) Work with Community Alliance for Main Street (CAMS) and the Chamber of Commerce on marketing and synergistic opportunities. For example, performances should attempt to incorporate partnering with and downtown restaurants, and develop and maintain an effective promotions program, encompassing ideas such as “dinner and show” partnerships.
- (iv) Assume responsibility for the Venue when TTVT is using the Premises, including the normal maintenance; normal wear and tear excepted.
- (v) Be responsible to remodel the premises as needed, subject to the approval of the City and in compliance with City Ordinances. All improvements that the Parties agree are not considered personal property and are

reasonably determined to be permanently attached to the building will be designated as the property of the City at the conclusion of the Lease (examples: stage, curtains, tech booth, risers, etc.).

- (vi) Be responsible for cleaning the Venue during and immediately following periods of TVT's occupancy and keeping the premises free of trash and debris.
- (vii) Be responsible to pay all utilities, except Heber City will provide water and sewer and reimburse TVT for one half of the Dominion Energy Gas expenses.
- (viii) Be responsible for all theater operating and programming costs of TVT events.
- (ix) Recognize City in all TVT promotions as sponsor of all TVT events.
- (x) Subject to City approval, TVT shall seek and install, at its sole expense, signage for the exterior of the building.
- (xi) TVT shall hold the City harmless from any and all liability that may arise out of the use and occupancy of the premises by TVT, its guests, invitees or its assigns.
- (xii) **INSURANCE.** Concurrent with the execution of this Lease and as partial performance of the obligations assumed by TVT, TVT shall obtain and verify to the City that it has liability insurance from a reliable insurance company or companies authorized to do business in the State of Utah, in such minimum amount as may be required by the City pursuant to reasonable exercise of its municipal powers.
  - i. TVT shall provide appropriate additional insurance coverages, such as renters insurance and workers compensation for paid employees.
  - ii. The above insurance policy or policies shall contain an endorsement which provides TVT is named insured as it pertains to said leasehold. TVT shall provide the City with written evidence of said insurance (with the insurance

company's name and telephone number) at all times this Lease is in effect.

iii. All insurance policies secured by TTVT providing the coverage which affect the leasehold premises required under this Lease shall require each insurer to notify the City by registered or certified mail of any modification, termination or cancellation of any policy of insurance that affects the leasehold premises no less than thirty (30) days prior to the effective date of such modification, termination or cancellation. Notice by the insurer shall be effective upon the receipt of said notice by the City. In addition to this Lease, TTVT's modification which affects the leasehold premises, termination or cancellation or any policy of insurance secured by TTVT should be communicated to the City as soon as TTVT learns of any such modification, termination or cancellation. Each of said policies shall provide that the policy coverage is not subordinate to, nor contributing with any other insurance coverage held or maintained by the City. The procuring of such policy or policies of insurance shall not be construed to be a limitation upon TTVT's liability or a waiver of performance on TTVT's part of the indemnification and hold harmless provisions of this Lease; and TTVT understands and agrees that notwithstanding any policy or policies of insurance it remains TTVT's obligation to protect, indemnify and hold harmless the City hereunder for the full and total amount of any damage, injuries, loss, expense, costs or liabilities caused by or in any manner connected with or attributed to the negligent acts or omissions of TTVT, or TTVT's use, misuse or neglect of the premises described herein.

B. Obligations of the City:

- (i) City will be responsible for building maintenance, excluding normal wear and tear, negligence, and modifications made for TTVT operations.

- (ii) The City shall be responsible to maintain all exterior grounds and shall be responsible for all snow removal of the parking lot and main sidewalks, to include a path out to the street.
- (iii) Provide appropriate insurance coverage for the Venue Hall such as liability and real property.
- (iv) Cleaning the Venue following any City events or periods of City occupancy.
- (v) Pay operating costs and programming costs of and for City events.

5. Duty to Perform.

- A. Lease shall terminate if any obligations of TVT are not met. In the event of any such default, the City can evict within sixty (60) days if TVT does not cure default within the time period provided below.

- (i) Reasonable period of time to cure. In the event that the City perceives a default by TVT, City shall give TVT written notice to cure said default within thirty (30) days. Said written notice shall set forth in sufficient detail in which TVT has failed to perform. If the nature of TVT's obligation is such that more than thirty (30) days are reasonably required for performance or cure, TVT shall not be in default if TVT commences performance within thirty (30) days of notice (or, if such commencement is impossible due to Events of Force Majeure, and the default or cure is completed or resolved within a reasonable time). If the default is not cured within said thirty (30) days, or a reasonable time thereafter pursuant to this provision, this Agreement shall terminate, TVT shall vacate immediately and the City shall take possession.

- 6. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Utah.
- 7. Accounting Matters. TVT shall provide an annual accounting to the City Council of attendance numbers, agreement compliance concerns, challenges and issues and possible solutions to reasonably ensure anticipated benefits are being achieved. Volunteer hours dedicated to Venue improvements must be documented by tracking total hours, tasks

performed and attaching a reasonable value to the donated hours. Efforts to partnership with CAMS and the Chamber of Commerce should also be accounted for.

8. Intended Uses.

A. TTVT shall be the primary, non-exclusive user of the Venue for its classes and productions. Proposed uses of Venue by TTVT are expected to include:

- (i) Instruction classes for dance, acting, and singing;
- (ii) Live theater performances/productions;
- (iii) Rehearsals;
- (iv) Organization meetings and fundraisers;
- (v) Subleasing to organizations to undertake similar uses as those listed above.

B. City retains the right to use the Venue during the duration of the lease by scheduling use with TTVT in advance. City uses may include:

- (i) Community meetings;
- (ii) City meetings or functions.

9. Miscellaneous Terms.

C. TTVT shall have unrestricted access to the building subject to the requirement that TTVT shall make the premises available for lease for either community or private third party events at least twenty per cent (20%) or seventy two (72) days of the calendar year.

D. The City shall have the right to use Premises free of charge.

E. TTVT's contact information shall be filed with the City Recorder's Office.

10. This Agreement contains the entire agreement between the Parties, and no statement, promise or inducement made by either Party hereto, or agent of either Party hereto which is not contained in this Agreement shall be valid or binding; and this Agreement may not be enlarged, modified or altered except in writing approved by the Parties.

11. The Parties each agree that should they default in any of the covenants or agreements contained herein, that the defaulting Party shall pay all costs and expenses, including a reasonable attorney's fee, which may arise or accrue in enforcing this Agreement.

IN WITNESS WHEREOF, the Parties hereto have hereunto set their hands the day and year this agreement was first above written.

CLERK AND RECORDER  
HEBER CITY MUNICIPAL  
CORPORATION



Attested:

Trina Cooke  
Trina Cooke, City Recorder

By: Kelleen Potter  
Kelleen Potter, Mayor

Timpanogos Valley Theatre

By: Brad Harten  
Title: President of the Board



## 2020

### **Lease Agreement Requirement: Section 4. A.**

**TVT shall average 35 performances per year and minimum of 6 TVT productions per year**  
(Until Mid March - shutdown due to COVID restrictions)

- 4 Productions
- 16 Performances
- 1670 + in attendance

### **Other Uses:**

- Scouts Meet weekly (10 times)
- Ballet Classes weekly (10 times)
- Homeschool group (11 times)

**Lease Agreement Requirement: Section 4. A. (i) TVT shall invest a minimum of \$25,000 during the initial term (4 years) in the Hall Venue and surrounding area with the intent of improving the theater experience. The investment can be in the form of actual dollars, donations and/or direct volunteer hours**

### **Investment:**

- \$3700 + in dollars
- \$600 in kind
- 181 hours = \$2200

**Lease Agreement: Maintain an active relationship and membership with CAMS, Heber Valley Chamber of Commerce and the City,**

- 6 hours in meetings
- 3 hours Clean up in Heber
- 60 hours planning outdoor production in Heber City
- Awarded Business of the Month by Chamber of Commerce

### **Agreement concerns?**

Heber City has been forthcoming with helping with the needs as they arise. They were very helpful when TVT presented their outdoor production and allowed us to use the lawn space, and help from the city workers in cordoning off areas for ticketing

### **Need for the premises?**

Gas heater needs to be fixed in the kitchen of the hall or replaced  
Outside Wood Trim needs to be repainted

### **Challenges or Issues?**

COVID made it difficult to produce shows (especially indoors), and many of the people who volunteered were overwhelmed while trying to homeschool youth, there were also differences of opinions on how to move forward while under restrictions

Kitchen sink clogged, the city fixed it, then an issue with leaking pipes which required a certified plumber and took 3 months to resolve. Thank you to the city for dealing with that issue, and for also funding for the plumber to install a mop sink in a closet on the north side of the building which is very useful

## **2021**

**Lease Agreement Requirement: Section 4. A.**

**TVT shall average 35 performances per year and minimum of 6 TVT productions per year** (TVT opened their doors again in May of 2021, after COVID restrictions were lifted)

- 5 Productions
- 33 Performances = 3600 Attendance plus Cast: 182 + Crew 81

Other Uses:

- Scouts meet weekly (~ 30)
- Scouts: Pinewood Derby
- Belvederes Improv: Rehearse weekly (16 +)
- Belvederes performances: 2 shows
- Private Music Rental 2 days/week - rental began in Nov of 2020
- Private group provides a Shakespeare production
- Private group provides 2 free shows for the community
- Private group rents hall for a recital

**Lease Agreement Requirement: Section 4. A. (i) TVT shall invest a minimum of \$25,000 during the initial term (4 years) in the Hall Venue and surrounding area with the intent of improving the theater experience. The investment can be in the form of actual dollars, donations and/or direct volunteer hours**

**Investment:**

- \$26,748 in dollars
- 39.5 hours in kind = \$1260 +
- Nov/Dec began to replace fluorescent bulbs with LED bulbs

**Lease Agreement: Maintain an active relationship and membership with CAMS, Heber Valley Chamber of Commerce and the City,**

- 8 Hours - Fall Halloween Festival; provided a free production to community (2 shows)
- 3 hours - Heber City Spring Clean up
- 8 Hours - North side garden maintenance @ TVT

**Agreement concerns?**

Heber City has been forthcoming with helping with the needs as they arise.

**Needs for the premises?**

Heater needs to be replaced as they no longer make parts for that model

Outside Wood Trim needs maintenance

## **Challenges or Issues?**

COVID was still a major concern, with vaccinations finally coming to ease the restrictions by April/May. TVT was able to go back into regular production by June

## **2022**

### **Lease Agreement Requirement: Section 4. A.**

**TVT shall average 35 performances per year and minimum of 6 TVT productions per year**

- 9 productions
- 53 performances
- $6200 + \text{attendance} (\text{cast } 302 + \text{crew } 103) = 6600 +$

Other Uses:

- Scouts meet weekly (45 + meetings)
- Scouts theater camp (6 weeks)
- Belvederes rehearse weekly (45 +)
- Belvederes Perform (6 times)
- Community Talent Show
- Eagle Scout Project in May
- Church Volunteer group
- Homeschool bootcamp (2 weeks daily plus performances)
- 3 daily rentals
- Band rehearsal rental
- Heber City Halloween Fest (with free talent show)
- 2 Choral rentals
- Free theater performance for community by private group
- Private party rental
- Cottages for the Children

**Lease Agreement Requirement: Section 4. A. (i) TVT shall invest a minimum of \$25,000 during the initial term (4 years) in the Hall Venue and surrounding area with the intent of improving the theater experience. The investment can be in the form of actual dollars, donations and/or direct volunteer hours**

### **Investment:**

- \$119,800 + in dollars
- \$200 Eagle Scout in supplies
- $83 \text{ hours} = \$7185$

**Lease Agreement: Maintain an active relationship and membership with CAMS, Heber Valley Chamber of Commerce and the City,**

- 3 hours meetings with CAMS
- Spring talent show
- 5 hours Heber City Halloween Fest, provided candy, fall talent show free to community
- 4 hours Chamber Luncheons
- Heber City Clean Up -
- Cottages for the Children

**Agreement concerns?**

Heber City has been forthcoming with helping with the needs as they arise. Have had conversations with Matt Brower and Mark Rounds regarding grant work being done to improve the hall, to keep communications open

**Needs for the premises?**

Heater in kitchen needs to be replaced  
Outside Wood Trim needs maintenance

**Challenges or Issues?**

Fulfilling the grant work has required attentiveness to the scheduling as there have been many different uses of the building this year, and we want to ensure that everyone is safe while demo-ing parts of the building. We also want to be sure that everything is done to code and safely to maintain the history and aesthetics of the building.

## 2023

**Lease Agreement Requirement: Section 4. A.****TVT shall average 35 performances per year and minimum of 6 TVT productions per year**

- 9 productions
- 49 performances
- 6169 (cast 361 + crew 104 + 97 mentors)

Other Uses:

- Scout weekly meetings (45 + meetings)
- Scouts Pinewood Derby
- Scouts Blue & Gold Banquet
- Belvederes Improv rehearsals (45 +)
- Belvederes Improv Shows: 10
- Private rental (2 days/week) = 48 x 2
- HS club volunteers day
- 3 Free Community performances by private group
- Church volunteer day
- Heber City Halloween Festival (hand out candy and free community movie)
- Cottages for the Children

**Lease Agreement Requirement: Section 4. A. (i) TVT shall invest a minimum of \$25,000 during the initial term (4 years) in the Hall Venue and surrounding area with the intent of improving the theater experience. The investment can be in the form of actual dollars, donations and/or direct volunteer hours****Investment:**

- \$23,500.00 in dollars
- 47 hours = \$2500

**Lease Agreement: Maintain an active relationship and membership with CAMS, Heber Valley Chamber of Commerce and the City,**

- Coordinated dinner theater with the Old Goat
- 2 hours meetings with CAMS

- July 4th Heber City Celebration
- Heber City Halloween Fest, provided trick or treat candy and a free movie
- 2 hours Heber City Clean Up -
- Cottages for the Children
- Organized dinner theater for Heber City Employees

### **Agreement concerns?**

Currently there are no agreement compliance concerns. We appreciate the support and help from the City, CAMS organization and the Chamber of Commerce.

### **Needs for the premises?**

Thank you to Heber City for securing a contract to have the exterior wooden trim painted, the building looks so much better, the contracted group was able to work around our schedule and it has preserved the integrity of the building. There is still a large gap between the soffits/fascia and the sandstone of the building where birds are able to creep in and create nests. It would be good to seal those areas. Also, the kitchen is still without heating (which is important in winter). The parking areas could use handicapped spaces labeled. We have appreciated all the employees at Heber City, and the ease with which they help and accommodate the theater.

### **Challenges or Issues?**

Remodeling in the building while keeping a robust schedule of events and performances has taken more time than expected.. We extended our deadlines for the grant work and things are nearing completion. Improvements to the building are increasing the charm factor of the premises and adding to the function of the building for usage by TTV and also for rentals.

May 6, 2024

To Whom It May Concern,

I am writing on behalf of Timpanogos Valley Theatre Company. Their lease of the Heber City Social Hall is being considered for renewal. I highly recommend the city renew TVT's right to use this old historic building.

I am one of the founders of the Timpanogos Valley Theatre Company and remember moving into the building after Parks and Recreation moved their headquarters to its current location.

From the time TVT moved into the building in 2010 until now, the theatre company has worked hard to maintain and even upgrade the value of the hall. With the help of grants many improvements have been made.

- The window and door trim were painted, and now need painted again.
- Restrooms have been improved two times, upon immediately moving into the building, and in the year 2023 they were improved again.
- Old ceiling tiles have been removed, with new lighting installed.
- The ceiling was painted.
- The interior of the building has been repainted three times.
- The front entrance porch has been improved with hand railings and new entrance ways accommodating those with special needs.
- A new carpet was installed in the main hall.
- The old box office was restored to functionality.
- The concessions area was improved and is now in use.
- A floor sink was installed for cleaning purposes.
- The stage has been extended significantly for full use in shows.
- New signage alerts the public as to the purpose of the building.
- A new wall was installed just inside the entrance of the building.
- A flowerbed has been planted and maintained by TVT.
- A new light and sound booth have been created.
- New blackout curtains were installed along with an attractive valance.
- Seating has been improved, with risers built, and newly covered chairs.

- Dressing rooms for cast members have been created.
- Thanks to Heber City the roof was replaced.

This is a listing of many building improvements that have been made since TVT first signed a lease to occupy the Historic Social Hall.

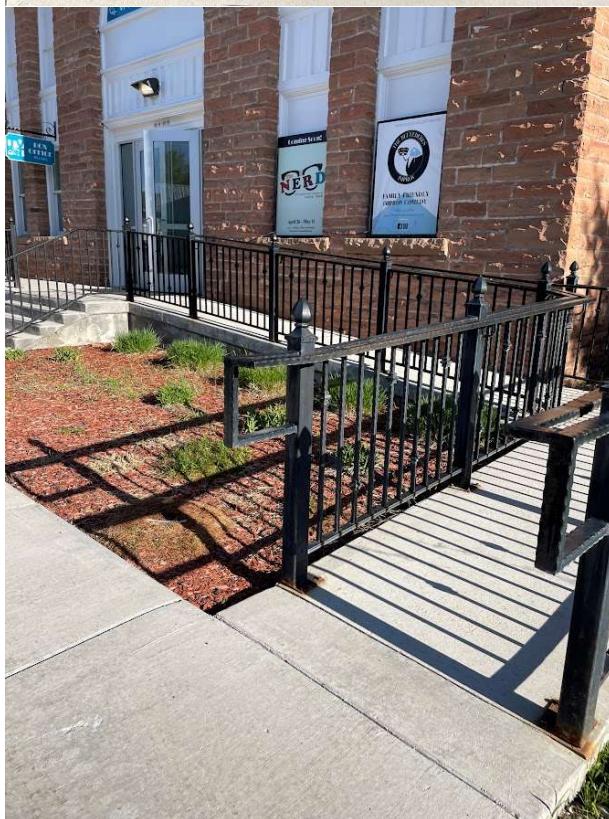
The impact of Timpanogos Valley Theatre Company on the community has exceeded the expectations of its founders. Thousands of citizens have participated in production. Thousands of residents and nonresidents have been audience there.

Whereas TVT was the only theatre company in Heber Valley for many years there are now approximately five companies producing theatre. The arts have increased immensely due to Timpanogos Valley Theatre's presence.

Theater is one of the greatest tools for promoting friendship and unity in our community. Participating Individuals are involved in maintaining the building, singing, dance, drama, directing, giving technical support, producing, advertising, and playwriting. TVT helps promote mental, social, and physical health in Heber Valley.

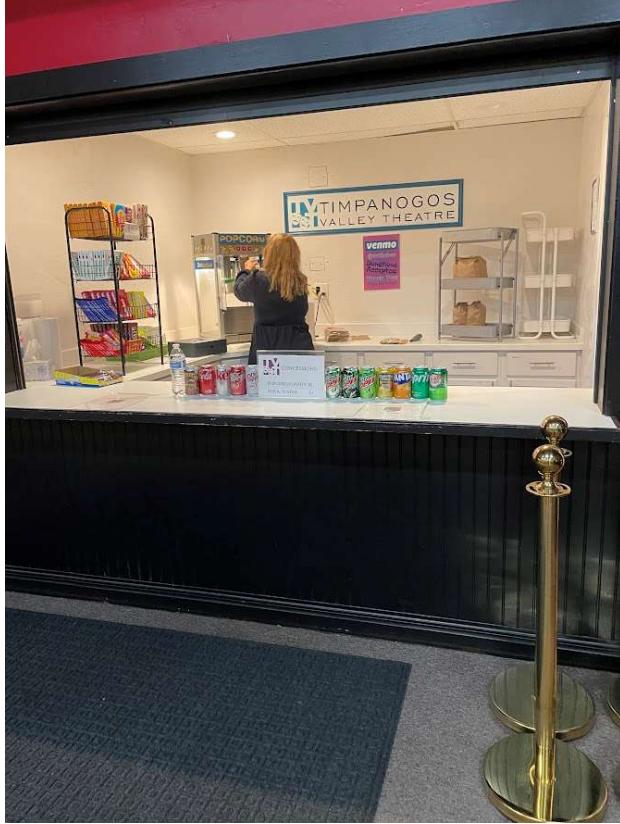
I believe the historic Social Hall first built in 1907 still meets the use for which our forefathers envisioned it. It is a place of sociality where children, teens, adults, senior citizens, leaders, and families meet to develop talents; laugh, weep, sing, dance, and play together.

Warm Regards,  
Ann Moulton  
A TVT Founder and Heber City Resident



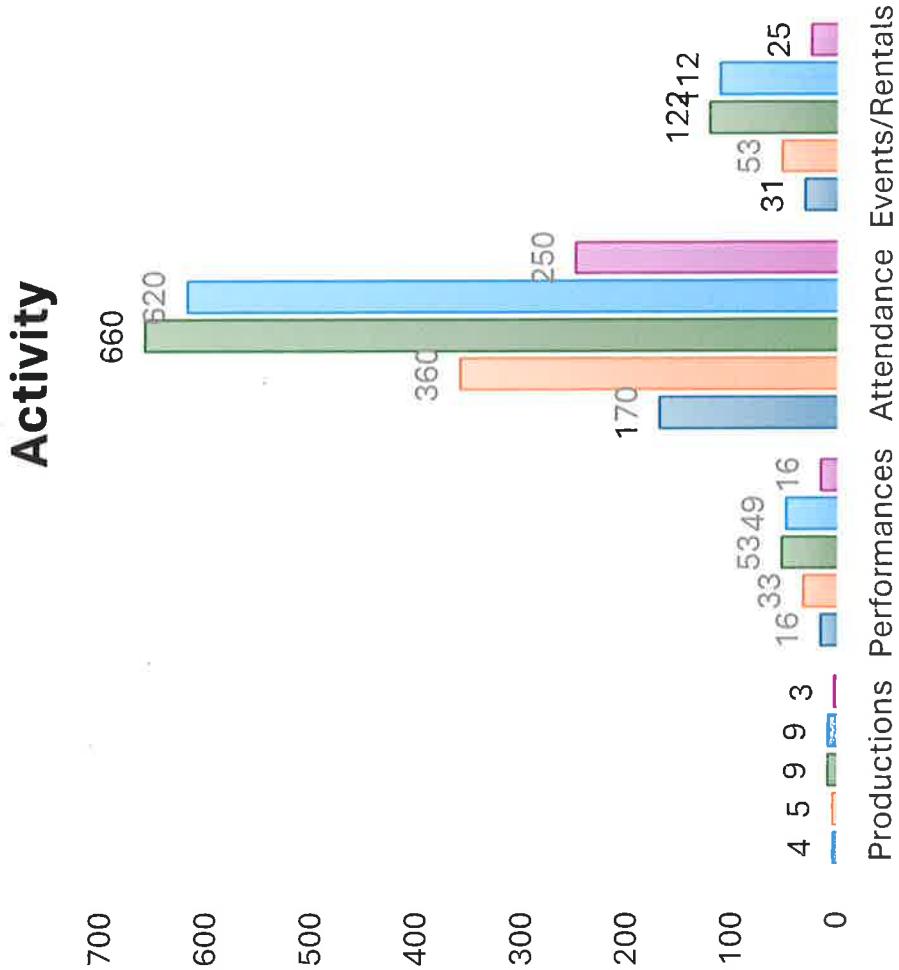








# Timpanogos Valley Theater 2020-2024



**Notes: Attendance x 10**  
*Rentals don't include twice a week music lessons*  
*2024 information is thru 6 May 2024*

## Projects

- Removed suspended ceiling, sealed and painted original ceiling, created electrical and cable conduit runs and added four large ceiling fans (grant)
- Changed out 76 fluorescent fixtures (280 bulbs) to LED
- Renovated bathrooms (grant)
- Relocating tech booth off the floor (grant on-going)
- Expanded seating capacity, added additional risers
- Replaced blackout curtains, rebuilt window transoms
- Purchased all new sound system and new sound board
- Installed a light bar for hanging stage lights from ceiling
- Installed a main stage curtain which opens and closes
- Added new exterior signage and lighted placard boards
- Expanded and built out the backstage area
- Added costume racks, storage shelves and mop closet
- Created a rehearsal/small meeting room

## Potential Upcoming

- Removing and constructing a new stage
- AC for West Side
- Renovate Kitchen, add bathroom to West Side
- New audience chairs



# Heber City Council Staff Report

**MEETING DATE:** 5/7/2024  
**SUBJECT:** Monthly Development Report  
**RESPONSIBLE:** Jamie Baron  
**DEPARTMENT:** Planning  
**STRATEGIC RELEVANCE:**

---

## SUMMARY

## RECOMMENDATION

---

## BACKGROUND

## DISCUSSION

## FISCAL IMPACT

## CONCLUSION

## ALTERNATIVES

1. Approve as proposed
2. Approve as amended

---

3. Continue
4. Deny

---

## POTENTIAL MOTIONS

### Alternative 1 - Approval - Staff Recommended Option

I move to **approve** the item as presented, with the findings and conditions as presented in the conclusion above.

### Alternative 2 - Approve as Amended

I move to **approve** the item as amended, as follows.

### Alternative 3 - Continue

I move to **continue** the item to another meeting on , with direction to the applicant and/or Staff on information and / or changes needed to render a decision, as follows:

### Alternative 4 - Denial

I move to **deny** the item with the following findings.

---

## ACCOUNTABILITY

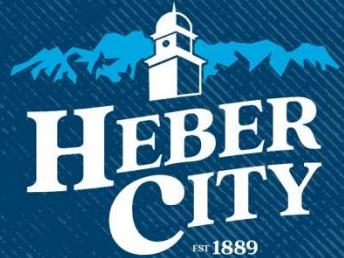
**Department:** Planning  
**Staff member:**

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## EXHIBITS

1. Monthly Development Report

HEART OF THE WASATCH BACK



# Monthly Development Report

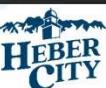
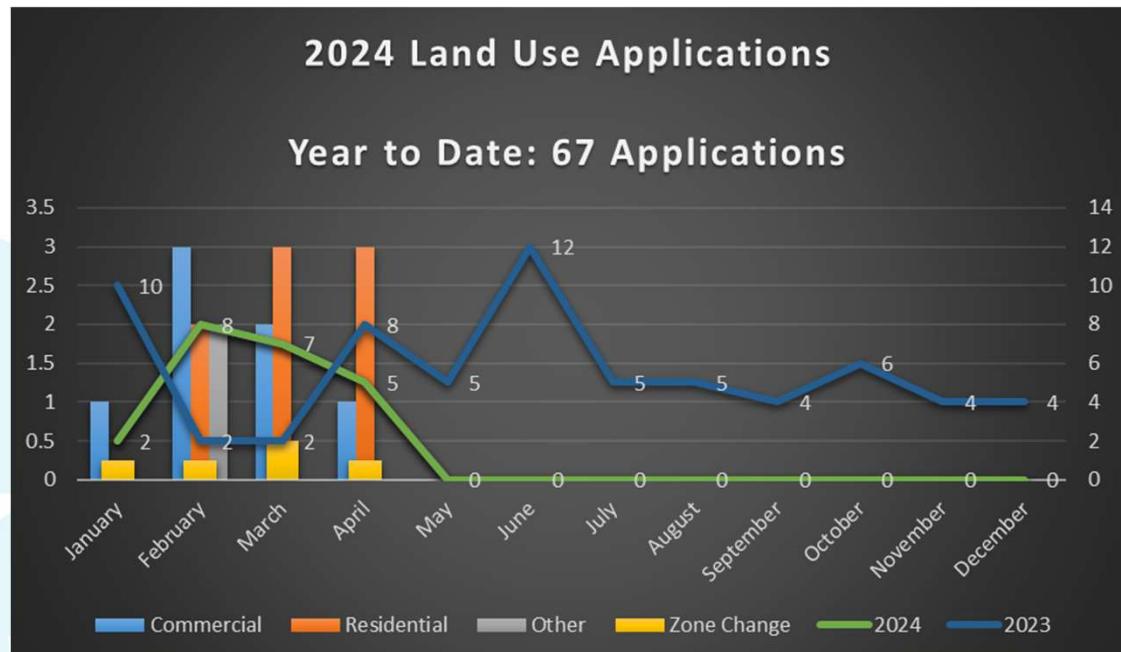
May 2024

Date: 5/7/24

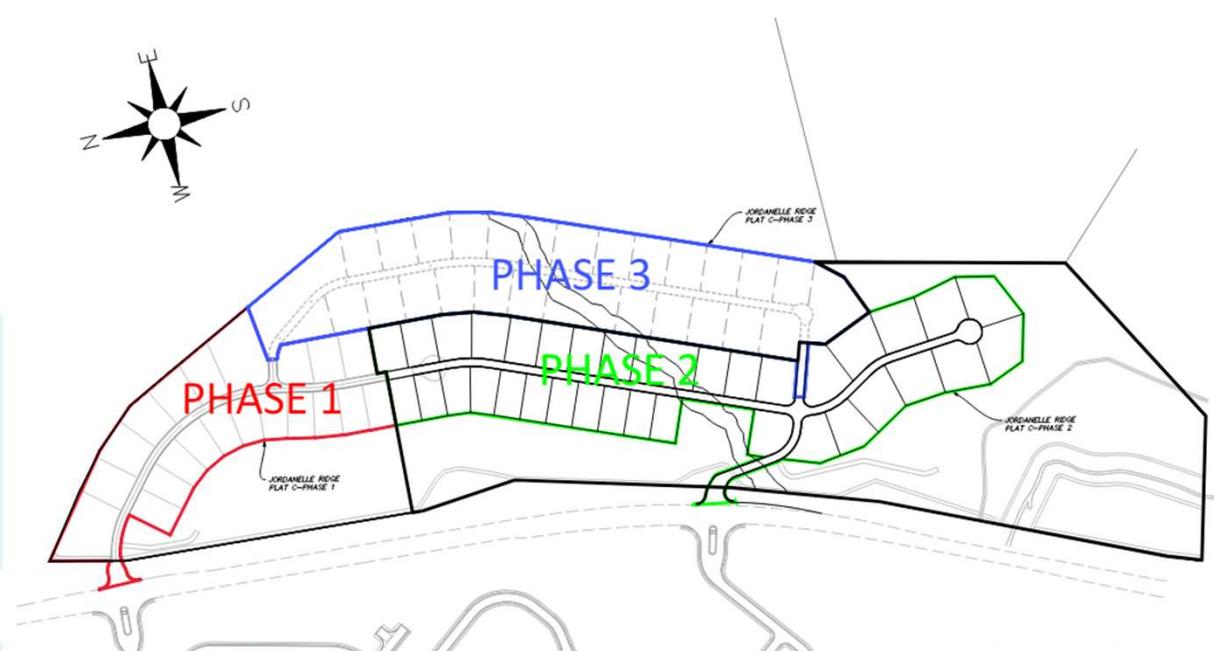
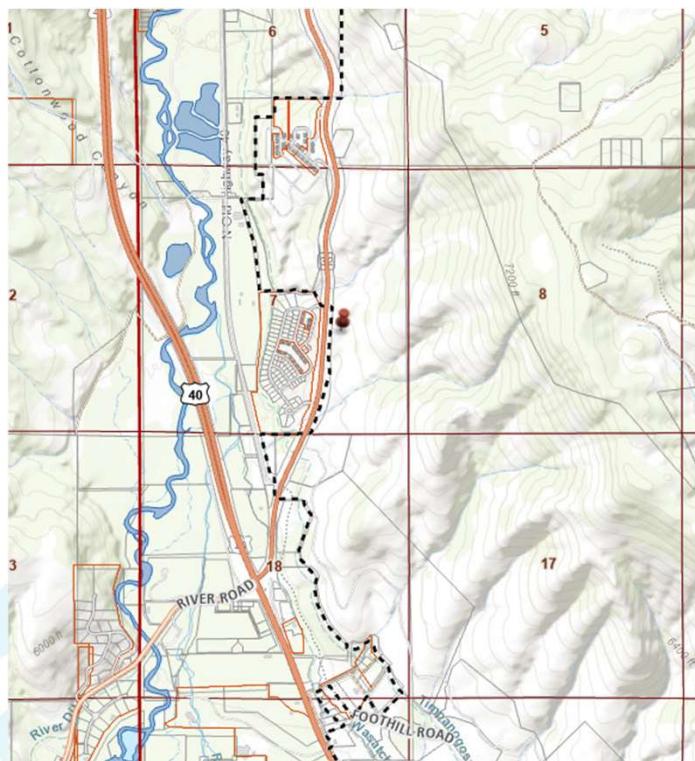
# New Applications

- Concept – 0
- Site Plan/Amendments – 1
- Subdivision Concept – 0
- Preliminary Plat – 2
- Final Plat – 0
- Zone Change/MDA – 1
- Other (Plat Amendments, Lot Line Adjustments, etc.) – 1

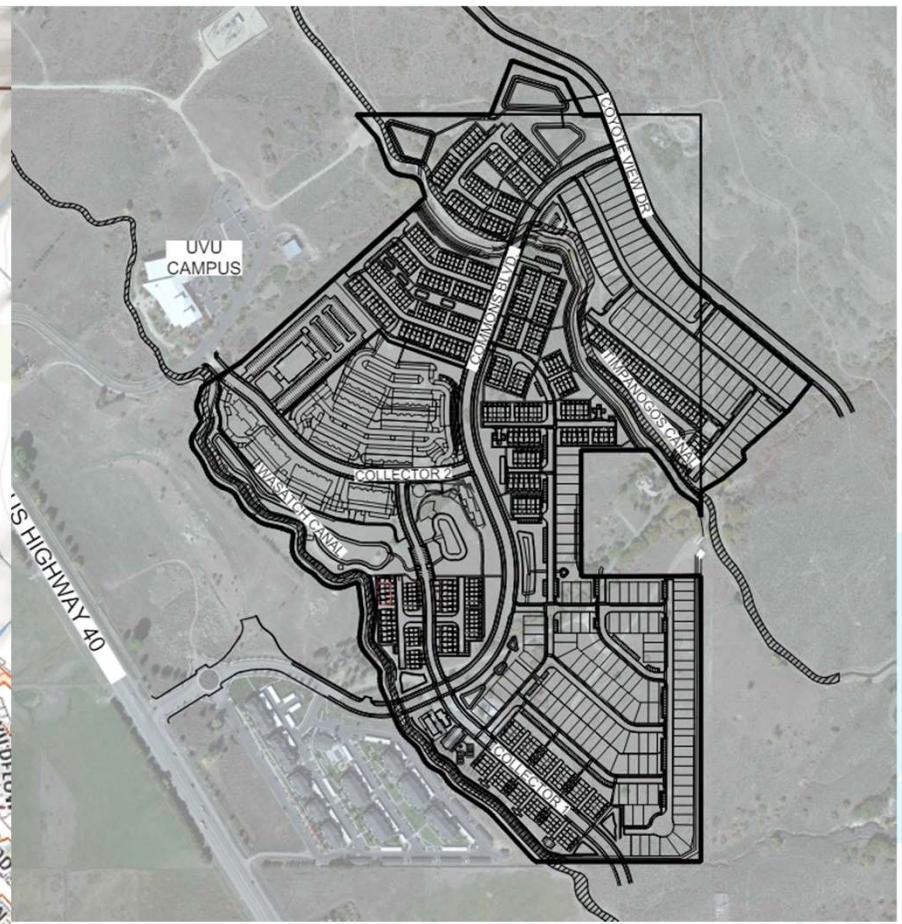
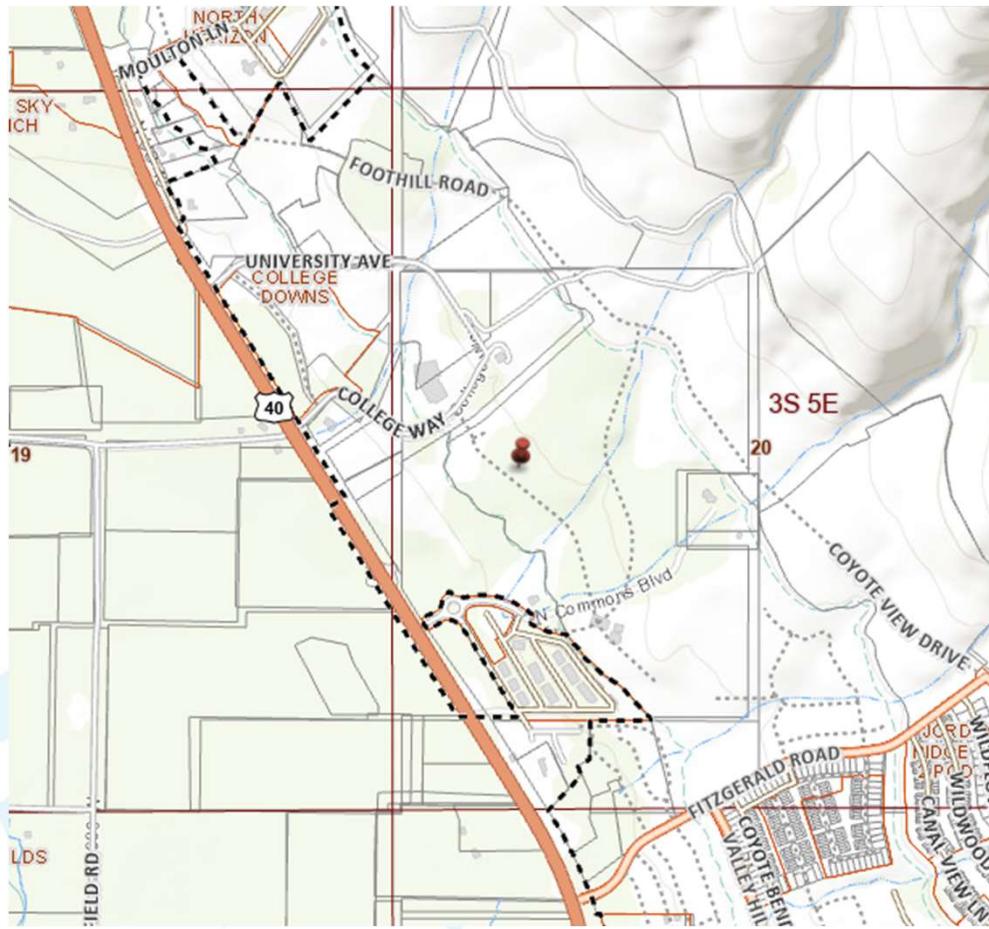
Applications Year to Date			
2024	2023	2022	2021
22	22	34	33



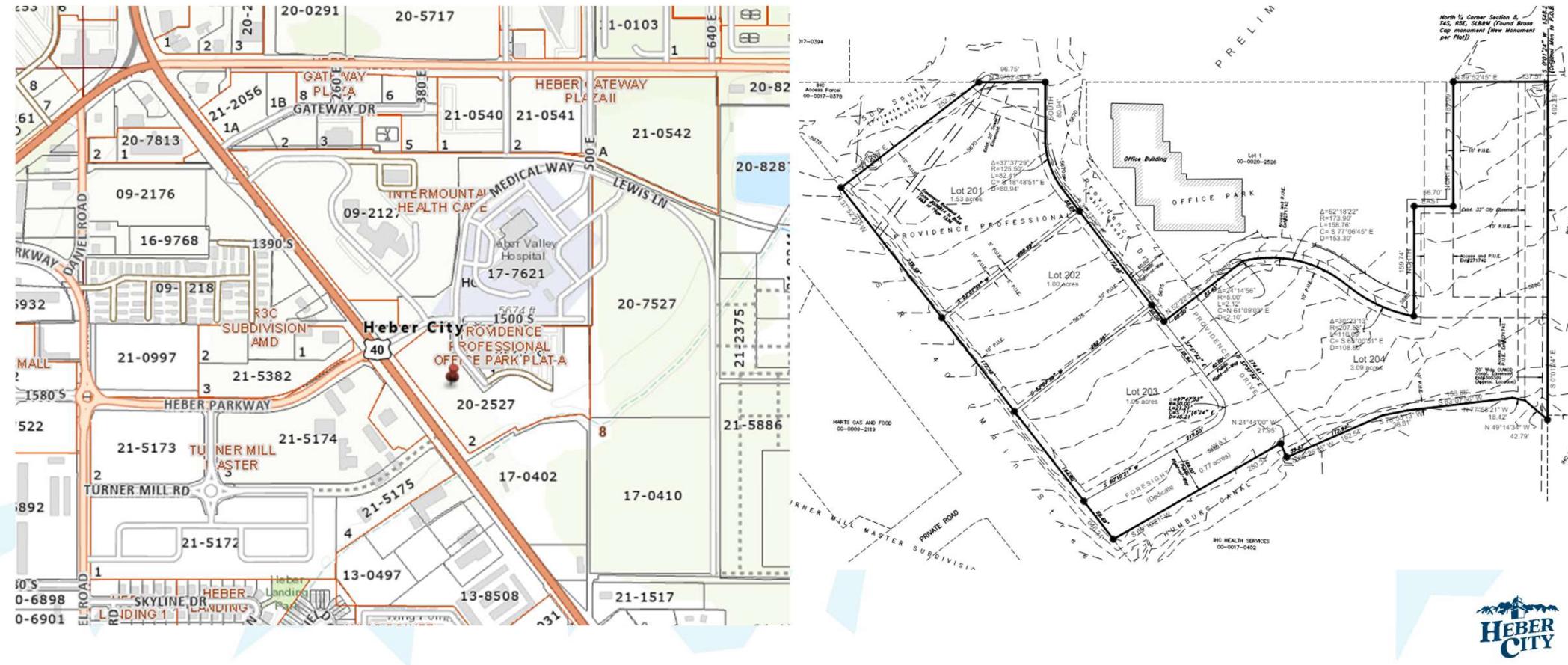
# Preliminary Plat – JR Plat C Phase 2



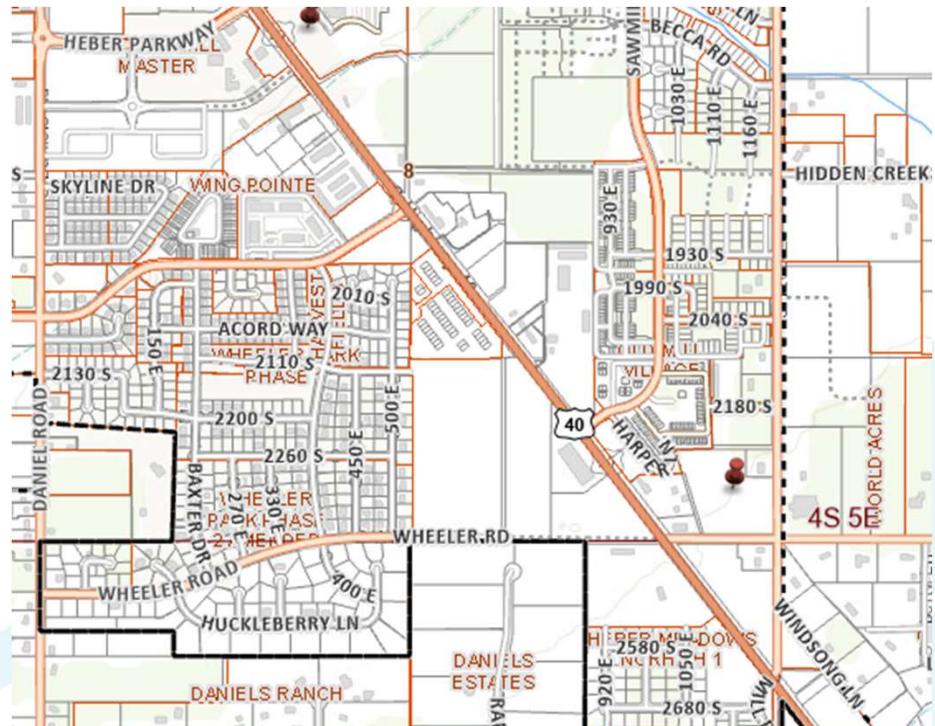
# Preliminary Plat—Highlands



# Plat Amendment – Providence Office Park



# Zone Change – Center Creek Commercial





# Honorable Mentions

- Hicken Field House
- Heber City Cemetery Site Plan
- Puppy Palace CUP
- MTEC Annexation
- Wasatch County Courthouse Site Plan



# PC Agendas

4/9/24

- Annexation Policy Plan

4/23/24

- Smith's Sign Public Hearing
- 167 W Center Zone Change



## Wasatch County Children's Justice Center Annual Donation Request from Heber City May 2024

- Calander Year 2023 Wasatch County CJC conducted 147 Forensic Interviews
- July 1, 2023, Wasatch County CJC hired a Forensic Interview Specialist partnering with Summit County to share costs
- 51% of the child victims interviewed were Heber City residents.
- Heber City has supported the Children's Justice Center since its beginning in 2001. The Heber City Police Chief serves on our advisory board.
- The National Children's Alliance reaccredited the Wasatch County CJC in January 2024 after demonstrating compliance with national standards set for child advocacy centers.
- Children's Justice Centers are established in state statute, and the Utah Attorney General's Office administers the program. Centers are set up to operate under a blended funding model.



# The CJC Model



## File a Report

When abuse is suspected, an individual reports it to child protective services or law enforcement.

*Role of law enforcement: public safety. Response immediate.  
Role of CPS: ensure child is safe. Response: Priority assigned (24-72 hours).  
CJCs do not have the authority to accept a child abuse report or open a case.*

## Child Visits CJC

Instead of a child having to visit each agency in an investigation, the CJC model brings each agency to one child-friendly setting. This design minimizes trauma, increases access to services, and improves coordination during the investigative process.

## Joint Investigation Begins

- Forensic Interview
- Evidence Collective
- Witnesses Interviewed
- Medical Treatment & Exam if needed

## CJC Coordinated Case Review with Team Members

• Law Enforcement	• Mental Health Provider
• Prosecutor	• Victim Advocate
• Child Protective Services	• CJC Professional
• Medical Provider	

## Case Presented to County Attorney

**A**

Suspect charged or case declined.

**B**

Case opened for services or case closed.

## Support Services

Abused children and their families receive referrals for support services such as mental health treatment, medical care, and victim resources. Professionals work with the family to provide support as the case moves through the justice system



# Heber City Council Staff Report

**MEETING DATE:** 5/7/2024  
**SUBJECT:** Main Street Banners  
**RESPONSIBLE:** Matthew Kennard  
**DEPARTMENT:** Public Works  
**STRATEGIC RELEVANCE:** Community Vibrancy

## SUMMARY

Heber City updated its streetlight banner standards in 2020. The policy provides clear criteria for the prioritization and placement of banners on City streetlight poles located on Hwy 40 between 500 N and 1200 S. The policy ultimately gives the City "complete discretion to decide when and for how long the banners may be displayed." In the spring of '23, numerous organizations (chamber, City and County) and an individual requested to have banners placed on the City's light poles during the month of May. One of the banner requests, for example, would have occupied all 108 banner arms for a period of three weeks, preventing many of the competing banner requests from having any access to the banner arms. In an attempt to balance the competing requests, Public Works staff executed a strategy to balance the competing demands, affording each banner request placement during their priority time(s). Staff is seeking Council's support to continue administering Heber City Code 12.32 governing Main Street banner placement, maintaining as much flexibility and discretion as possible.

## RECOMMENDATION

Allow Public Works to continue overseeing Main Street banner placement in accordance with the established policy. This includes maintaining the flexibility to collaborate with various organizations that have completed the application process and meet the necessary requirements for banner placement. However, to manage workload and ensure equitable access, it is proposed to implement a cap of three banner placement requests per calendar year per organization.

Furthermore, it is recommended to review and adjust the current fee of \$300 as listed in the Consolidated Fee Schedule. This adjustment should better align with the actual costs associated with the installation and removal of banners, ensuring fairness and sustainability in the provision of this service. Additionally, modifying the Banner Application to provide clearer guidance to applicants is

suggested, enhancing their understanding of the requirements and facilitating smoother processing of requests.

---

## BACKGROUND

Heber City received a request from Nick Lopez to prioritize banners honoring local veterans from May 13 through May 28, 2024, aligning with Armed Forces Day (May 18) and Memorial Day (May 27). Under this proposal, no other events would be permitted to display their approved banners on intervening weekdays, despite having completed the necessary application process and receiving approval. This would ensure uninterrupted display of Veteran Banners throughout both holiday weekends. Additionally, the request sought to establish this as a permanent exception to the City's ordinance for these holidays, prohibiting any other events from displaying banners during those weeks indefinitely. In response, the Council scheduled an agenda item for the May 7 Council Meeting to consider staff recommendations, engage in an informed discussion, and make a decision on the matter.

## DISCUSSION

### Discussion Summary:

According to Heber City's Main Street Banner Policy, Public Works has effectively upheld the schedule for installing and removing banners along Main Street. Despite the considerable number of competing organizations and special interest groups, this has been achieved with minimal difficulty or disagreement. The success can be attributed to the policy's inherent flexibility and the cooperative spirit among involved parties.

Events often coincide, leading to overlapping time-frames and limited banner arms (108 in total) being available for display. In such scenarios, compromise and flexibility become essential. The policy's flexibility has enabled Public Works to collaborate with stakeholders and find accommodations, even resulting in instances where Heber City willingly relinquished banner time for its events or reduced the number of banners displayed. While this may impact City event advertising, it allows other organizations opportunities for exposure.

Last year, with six events requesting banner displays throughout May, Public Works demonstrated flexibility in scheduling yet again. Veteran Banners were prioritized, ensuring they were displayed for the entire Armed Forces Day weekend. The banners for three separate events which took place during the week of the 22nd were accommodated for 4 days by temporarily removing the Veteran Banners. City employees then returned to work on Friday, to ensure the Veteran Banners were reinstalled for the entire Memorial Day weekend.

To further enhance the banner placement process, it is recommended to revise the Banner Application to help requesters understand Heber City's requirements and fees associated with installing and removing banners. Additionally, an update to the Consolidated Fee Schedule should take place, as the current fee of \$300 is insufficient to cover the cost of this service.

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Moreover, to reduce the demands on staff that this service requires, a new limit of 3 requests per calendar year for organizers/individuals to request banner installation & removal should also be considered.

Should the Council support maintaining Public Works' flexibility in managing the banner schedule, a similar approach is recommended. This involves prioritizing Veteran Banners for the entire holiday weekends of Armed Forces Day and Memorial Day, while accommodating other significant events in the intervening four days.

## **FISCAL IMPACT**

Cost of equipment and employee hours.

## **CONCLUSION**

Based on the considerations outlined, Matthew Kennard, Public Works Director, emphasizes the importance of adhering to the Streetlight Banner Standards outlined in Chapter 12.32 of the Heber City Code. Public Works should continue to administer the banner policy as currently written within this framework. This approach ensures the commemoration of the valley's fallen veterans during requested holiday weekends while also accommodating the display of other approved banners. This balanced approach honors veterans while respecting the interests and events of the broader community.

Additionally, it is recommended to implement a limit that should be placed on outside organizations/individuals of three requests per calendar year. Modification of the Banner Application is necessary to clarify requirements, and a review of the \$300 fee should occur to better reflect the costs associated with this service.

## **ALTERNATIVES**

1. Approve as proposed
2. Approve as amended
3. Continue
4. Deny

---

## **POTENTIAL MOTIONS**

### **Alternative 1 - Approval - Staff Recommended Option**

I move to **approve** the item as presented, with the findings and conditions as presented in the conclusion above.

### **Alternative 2 - Approve as Amended**

I move to **approve** the item as amended, as follows.

### **Alternative 3 - Continue**

I move to **continue** the **item** to another meeting on , with direction to the applicant and/or Staff on information and / or changes needed to render a decision, as follows:

### **Alternative 4 - Denial**

I move to **deny** the **item** with the following findings.

---

## **ACCOUNTABILITY**

**Department:** Public Works

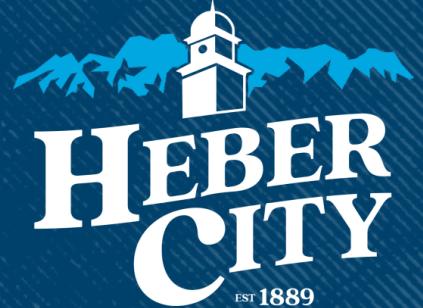
**Staff member:** Matthew Kennard, Public Works Director

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## **EXHIBITS**

1. Main Street Banners PowerPoint
2. Chapter 12.32 Streetlight Banner Standards
3. Banner Application (Suggested Modifications)

HEART OF THE WASATCH BACK



# Main Street Banners

# Heber City's Banner Policy

## 12.32 Streetlight Banner Standards

- Section 12.32.020 Administration Banners proposed to be displayed on City light standards which include Main Street light poles shall be reviewed by the Heber City Manager or designee pursuant to the criteria set forth in this Chapter and administered by Heber City Public Works as directed by the City Manager. Appeals and questions about compliance with this Section shall be resolved by the City Council. Fees for banner placement and removal will be included in the City's consolidated fee schedule.
- Section 12.32.050 Period of Display The City has complete discretion to decide when and for how long the banners may be displayed.

# May 2023 Compromise

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Apr 30	May 1	2	3	4	5	6
7	8	9	10	11	12	13
				First Responder's Banners		
				Mental Health Banners		
14	15	16	17	18	19	20
		First Responder's Banners				Armed Force Day
		Mental Health Banners				
					Veterans Banners & Flags	
21	22	23	24	25	26	27
		Veterans Banners & Flags			Veterans Banners & Flags	
			High School Rodeo State Finals Banners			
			Mental Health Banners			
			Public Works Week Banners			
28	29	30	31	Jun 1	2	3
		Veterans Banners & Flags				
		Memorial Day		Market on Main Banners		To Aug 31 →
				Unity Banners		To Jul 3 →
			High School Rodeo State Finals Banners			To Jun 13 →
						Page



# 2024 Banner Requests

Event Date	Event	Requested Hanging Date	Requested Removal Date	Organization	# of Banners
May 1- 31	Mental Health Awareness	5/1/2024	5/31/2024	Celeste - Mayor of Midway	15
May 12- 18	First Responders Banners	5/1/2024	5/20/2024	Wasatch County	55
May 24-27	Soldier Hollow Sheep Dog	5/6/2024	5/28/2024	Soldier Hollow	27
Armed Force Day 5/18	Veteran's Banners	5/16/2024	5/28/2024	Nick Lopez	108
Memorial Day 5/27	Veteran's Banners	5/16/2024	5/28/2024	Nick Lopez	108
May 20-23	Public Works Week	5/20/2024	5/23/2024	Public Works	60
May 23-25	JR High School Rodeo Finals	5/21/2024	5/28/2024	Chamber of Commerce	10
June 1- 30	Unity Month	5/28/2024	7/1/2024	Heber City	60
June 6- August 22	Market on Main	5/28/2024	8/26/2024	Heber City	50
June 3-8	High School Rodeo Finals	6/3/2024	6/10/2024	Chamber of Commerce	10
July 4	Red, White & Blue Festival	6/4/2024	7/5/2024	Chamber of Commerce	60

# May 2024 Proposed

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Apr 28	29	30	May 1	2	3	4
5	6	7	8	9	10	11
			First Responder's Banners			
			Mental Health Awareness Banners			
			Soldier Hollow Sheep Dog Banners			
12	13	14	15	16	17	18
			First Responder's Banners			
			Mental Health Awareness Banners			
			Soldier Hollow Sheep Dog Banners			
			Possible Extension for Veterans Banners		Veterans Banners & Flags	
19	20	21	22	23	24	25
			Veterans Banners & Flags		Veterans Banners & Flags	
			High School Rodeo State Finals Banners			
			Public Works Week Banners			
			Soldier Hollow Sheep Dog Banners			
26	27	28	29	30	31	Jun 1
			Veterans Banners & Flags			
			Memorial Day		Market on Main Banners	To Aug 29 →
					Unity Month Banners	To Jul 1 →
					High School Rodeo State Finals Banners	To Jun 10 →

# Discussion

## **12.32 Streetlight Banner Standards**

### CHAPTER 12.32 Banners on City Light Standards.

Section 12.32.010 Purpose Statement Pursuant to its substantial governmental interests in protecting property values, promoting the economic vitality and historic character of the City, and contributing to the City's year-round recreation atmosphere, Heber City finds it advisable to allow from time to time the display of certain banners on City light standards for the purpose of promoting certain events and messages that the City, on behalf of its citizens, deems to be in the public interest. It is not the purpose of the City by so doing to designate its light standards as a public forum of any degree or type.

Section 12.32.020 Administration Banners proposed to be displayed on City light standards, which include Main Street light poles, shall be reviewed by the Heber City Manager, or designee, pursuant to the criteria set forth in this Chapter and administered by Heber City Public Works as directed by the City Manager. Appeals and questions about compliance with this Section shall be resolved by the City Council. Fees for banner placement and removal will be included in the City's consolidated fee schedule.

Section 12.32.030 Eligibility Entities or events eligible to apply to have their banners displayed on City light standards shall be limited to Heber City, Wasatch County, and the Heber Valley Chamber of Commerce. Eligible events are limited to those sponsored by the above-named entities. Eligible sponsored events are those that are non-profit and non-political, whose primary purpose is the offering of civic services, public events, or entertainment enrichment to the community. Further, banners dedicated to highlighting recognized Federal and State holidays are permissible. A banner approval grants permission to temporarily occupy designated banner locations on City property for the purpose of providing notice to residents and visitors of Heber City about City, County, or Chamber sponsored or funded events, and recognized Federal and State holidays.

Section 12.32.040 Display Locations Banners are eligible to be displayed on light poles located along Highway 40 from 500 north to 1200 south.

Section 12.32.050 Period of Display The City has complete discretion to decide when and for how long the banners may be displayed.

Section 12.32.060 Liability Eligible organizations shall agree to assume full liability and indemnify the City for any damage to persons or property arising from the display of banners by the City. The City is not responsible for any damage that may occur to the banners from any cause.

### HISTORY

Adopted by Ord. [2020-37](#) Adopting Streetlight Banner Standards on 8/18/2020



HEBER CITY CORPORATION  
**Main Street Banner Application**

Organization/Individual Requesting Banner Posting: \_\_\_\_\_

Address: \_\_\_\_\_

Office Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Requested Posting Date: \_\_\_\_\_ Requested Removal Date: \_\_\_\_\_

Reason for Display: \_\_\_\_\_

Sponsoring (Please mark):  Heber City  Wasatch County  Heber Valley Chamber of Commerce

Banner Posting (Please mark):  Civic Service  Public Event  Entertainment  
 Federal Holiday  State Holiday  Message

**Heber City Requirements (Please initial each stipulation below.):**

\_\_\_\_\_ Banners must comply with Heber City Ordinance [12.32 Streetlight Banner Standards.](#)

\_\_\_\_\_ Applicant is responsible for all costs associated with designing & printing banners.

\_\_\_\_\_ The City requires the banners to be delivered to the office of Heber City Public Works at 749 West 300 South two (2) weeks prior to the posting date as determined by Public Works.

\_\_\_\_\_ Banners must be printed to the attached banner measurement specifications.

\_\_\_\_\_ The banners will be available at the Heber City Public Works Office once they have been taken down and must be picked up within two weeks or the banners will be discarded. (One courtesy call will be made to notify you that the banners are ready for pick up.)

\_\_\_\_\_ Heber City requires all banners to be cleaned before delivery to Public Works. Unclean banners will not be posted.

**\*IMPORTANT:** Banner posting dates are up to the discretion of Heber City Public Works. Requested posting dates may not be approved if they conflict with regular office hours or with other banner requests. Banners may be posted simultaneously with banners requested by other entities at the discretion of Heber City Public Works. In situations when there are more banners requested than banner poles on which to hang them, some banners may be excluded. \*

**By signing below, I have agreed to all terms of 12.32 Streetlight Banner Standards/Ordinance, along with the fees associated with the application.**

---

Name (Please Print)  
Date

Signature

**\*Please attach a mock-up or sample of your banner\***

PLEASE RETURN FORMS TO ATTN CANDACE BUFTON:  
Heber City Public Works • 749 West 300 South • Heber City, Utah 84032 • (435) 654.3275 • [cbufton@heberut.gov](mailto:cbufton@heberut.gov)

---

City Manager/ Designee's Signature

Date

<b>*OFFICE USE ONLY*</b>		
<b>AUTHORIZATION STATUS:</b>		<input type="checkbox"/> <b>APPROVED</b> Posting Date: _____ Removal Date: _____ <input type="checkbox"/> <b>DENIED</b>
<b>FEES</b>		
Banner Application Fee (Non-refundable)	<b>\$25.00</b>	
Banner Posting Fee for Installation & Removal (Non-refundable)	<b>\$300.00</b>	
	<b><u>Total Due:</u></b>	

**\*All fees payable to Heber City Corporation. A non-refundable 3% processing fee will be charged for all credit card payments.\***



# Heber City Council Staff Report

**MEETING DATE:** 5/7/2024  
**SUBJECT:** Tentatively Adopt the Tentative Budget for Fiscal Year 2024-2025 and Establish Public Hearing Date to Consider Adoption of Tentative Budget  
**RESPONSIBLE:** Sara Nagel  
**DEPARTMENT:** Administrative  
**STRATEGIC RELEVANCE:** Necessary Administrative Action

## SUMMARY

Utah State Code requires that on or before the first regular May meeting a tentative budget be filed with the governing body. At the meeting in which the tentative budget is tentatively adopted by the governing body, it shall establish the time and place of a public hearing to consider its adoption and order that notice of the public hearing be published at least seven (7) days prior to the hearing. Budget workshop date(s) to review the tentative budget must also be set.

## RECOMMENDATION

Staff recommends that City Council: 1) Adopt the tentative budget for Heber City for FY 24/25 and 2) Establish the public hearing date of Tuesday, June 4, 2024, to consider the adoption of the tentative budget.

## BACKGROUND

Section 10-6-111 of Utah State Code establishes that before the first regularly scheduled meeting of the City Council in the last May of the current fiscal year, the City Manager shall file with the Council a tentative budget for each fund required to have a budget. Additionally, Section 10-6-113 further establishes “at the meeting at which each tentative budget is adopted, the governing body shall establish the time and place of a public hearing to consider its adoption and shall order that notice of the public hearing be published at least seven days prior to the hearing.” And finally, the City must make available the final tentative budget for public inspection for a period of at least 10 days prior to the adoption of a final budget (10-6-112).

## DISCUSSION

At the May 7, 2024, Council meeting, staff will file with the City Council a copy of the FY 24/25 all-funds tentative budget. Council is required to tentatively adopt the FY 24/25 tentative budget and establish a public hearing date to receive public input on the tentative budget prior to its adoption. To provide sufficient time to conduct a public hearing on the tentative budget and make the final tentative budget available for public review 10 days prior to the public hearing (10-6-112), staff recommends Council set the public hearing date for June 4, 2024, at 6:00 p.m.

## **FISCAL IMPACT**

## **CONCLUSION**

## **ALTERNATIVES**

1. Approve as proposed
2. Approve as amended
3. Continue
4. Deny

---

## **POTENTIAL MOTIONS**

### **Alternative 1 - Approval - Staff Recommended Option**

I move to tentatively adopt the FY 24/25 tentative budget for Heber City and establish a public hearing date of June 4, 2024, at 6:00 p.m.

### **Alternative 2 - Approve as Amended**

I move to **approve** **the item** as amended, as follows.

---

## **ACCOUNTABILITY**

**Department:** Administrative  
**Staff member:** Matt Brower, City Manager

---

## **EXHIBITS**

1. Budget PP
2. CIP Summary FY25 DRAFT

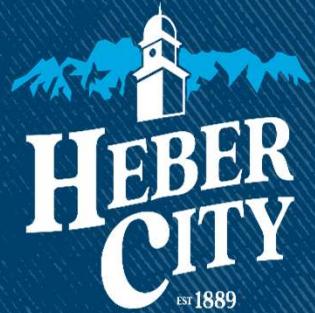
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 75 N Main Street  
Heber City, UT 84032

 Phone: 435-657-0757  
Fax: 435-657-2543

 [heberut.gov](http://heberut.gov)

HEART OF THE WASATCH BACK



# *Heber City FY 2024-2025 Annual All-Funds Budget*

Budget Workshop 2

May 7, 2024

# Discussion Overview

- Part 1: Follow-up from Budget Workshop #1
- Part 2: Decision Points
- Part 3: Next Steps



# Budget Workshop #1-- Follow-up Items

Part 1



# Budget Workshop #1—Follow-up Items

- 1) Report from Mountain Lands Housing at future Council meeting on how they are handling deed restrictions.
- 2) Sales tax projections seem to be budgeted at 6%.
- 3) Finish discussing business license fees at May 7<sup>th</sup> budget work meeting and include comparison with several sister cities
- 4) Evaluate including parks administration building in parks impact fee study.
- 5) Verify where IT internal service charges are posted.
- 6) Verify whether we are adhering to computer replacement program.
- 7) Present utility study dollar values impact on average household at May 7<sup>th</sup> budget work meeting
- 8) Water fund capital deficit.
- 9) Professional services increase in several departments are large and need to be explained.
- 10) Send digital copies of business license and utility rate studies.



# Sales Tax Projections

- Sales Tax Projections include a forecasted increase from the new Smith's Marketplace opening in FY25.

	Projected		YOY Change	
	Sales Tax Distribution		FY 2024	FY 2025
JULY	\$536,659.02	\$547,392.20	98%	102%
AUGUST	\$540,997.15	\$551,817.09	98%	102%
SEPTEMBER	\$594,404.51	\$606,292.60	102%	102%
OCTOBER	\$495,675.50	\$505,589.01	101%	102%
NOVEMBER	\$648,325.32	\$661,291.83	116%	102%
DECEMBER	\$523,109.06	\$533,571.24	92%	102%
JANUARY	\$507,739.81	\$517,894.61	110%	102%
FEBRUARY	\$515,376.25	\$525,683.78	113%	102%
MARCH	\$587,404.51	\$599,152.60	101%	102%
APRIL	\$482,467.58	\$492,116.93	101%	102%
MAY	\$528,291.12	\$538,856.94	101%	102%
JUNE	\$662,622.58	\$675,875.03	101%	102%
<b>TOTAL</b>	<b>\$6,623,072.40</b>	<b>\$7,055,533.85</b>		
<b>Percent Change</b>	<b>Sara Nagel:</b> includes anticipated sales tax from Smith's Marketplace		<b>102.78%</b>	

# Business License Fees

## Summary of Business License Study

- In reviewing the fees of similarly sized and surrounding cities, the new proposed fees from the study are in line with what neighboring cities are charging.
- Adding in some portion of the disproportionate fees is important to ensure that businesses utilizing more city services cover, in part, their share of the additional costs.
- The increase could be spread over the next 3-5 years instead of implementing a large one-time increase.



# Utility Rates

Current Approved Rate Increase Schedule						
	2024	2025	2026	2027	2028	2029
Water	5%	5%	4%	4%	4%	4%
Storm	20%	20%	18%	18%	3%	3%
Sewer	7%	7%	7%	7%	7%	3%
PI	15%	15%	15%	7%	7%	7%
	2024					
	Current Bill	2025	2026	2027	2028	2029
Water	32.36	33.98	35.68	37.10	38.59	40.13
Storm	15.20	18.24	21.89	25.83	30.48	31.39
Sewer	29.90	31.99	34.23	36.63	39.19	41.94
PI	19.29	22.18	25.51	29.34	31.39	33.59
Total Utilities	96.75	106.39	117.31	128.90	139.65	147.05
YoY% Change	0%	10%	10%	10%	8%	5%

Current Utility Rate Study projects average bill increasing to \$146.81 by 2029



# Culinary Water Capital Fund

- Draft budget showed a fund deficit of \$875,814.
- Staff appropriately reallocated ARPA/Covid 19 Funding to Culinary Fund.
- Recalculated projected FY25 ending fund balance is \$1,039,936.



# Misc. Budget Line-Item Questions

- Professional Services

- Admin

- NEW ClearGov
    - Legal Services Increase
    - PIO Services Increase
    - New allocation procedures

- IT

- NEW City Works
    - NEW ESRI (GIS Software)
    - Civic Plus Increase
    - Executech Increase
    - New allocation procedures

- Building Department

- WC3

- Police Department

- Reallocating Dispatch fees



# Misc. Budget Line-Item Questions

- IT Internal Service Charges

A	B	G
1 General Information		FY25 In Progress
2 Account Description		Value
3 10.4376 INTERNAL SERVICE CHARGE - FLEET	14,350.00	
4 10.4476 INTERNAL SERVICE CHARGE - FLEET	5,800.00	
5 10.5176 INTERNAL SERVICE CHARGE - FLEET	10,110.00	
6 10.5476 INTERNAL SERVICE CHARGE - FLEET	657,120.00	
7 10.5576 INTERNAL SERVICE CHARGE - FLEET	21,520.00	
8 10.6076 INTERNAL SERVICE CHARGE - FLEET	485,610.00	
9 10.6476 INTERNAL SERVICE CHARGE - FLEET	90,810.00	
10 10.6676 INTERNAL SERVICE CHARGE - FLEET	92,840.00	
11 21.4074 EQUIPMENT	58,040.00	
12 21.4074 Internal Service Charge	56,040.00	
13 21.4077 INTERNAL SERVICE CHARGE - IT	5,025.00	
14 21.4078 INTERNAL SERVICE CHARGE - ADMIN	4,800.00	
15 51.4074 EQUIPMENT	202,280.00	
16 51.4074 Internal Service Charge	164,000.00	
17 51.4077 INTERNAL SERVICE CHARGE-IT	17,550.00	
18 51.4078 INTERNAL SERVICE CHARGE - ADMIN	16,700.00	
19 52.4074 EQUIPMENT	228,830.00	
20 52.4074 Internal Service Charge	167,030.00	
21 52.4077 INTERNAL SERVICE CHARGE - IT	12,525.00	
22 52.4078 INTERNAL SERVICE CHARGE - ADMIN	12,000.00	
23 54.4074 EQUIPMENT	79,940.00	
24 54.4074 Internal Service Charge	64,290.00	
25 54.4077 INTERNAL SERVICE CHARGE - IT	5,025.00	
26 54.4078 INTERNAL SERVICE CHARGE - ADMIN	4,800.00	
27 55.4074 EQUIPMENT	38,130.00	
28 55.4074 Internal Service Charge	28,940.00	
29 55.4077 INTERNAL SERVICE CHARGE - IT	2,525.00	
30 55.4078 INTERNAL SERVICE CHARGE - ADMIN	2,400.00	

# Misc. Budget Line-Item Questions

- Computer Replacement Program
  - Current process: as-needed, utilizing current budget
  - Future process: replacement charge like Fleet



# Decision Points

Part 2



# Decision Points

- General Fund Property Tax Increase
- General Fund Business License Fee Update
- Utility Rates Update
- Increase Employer HSA contributions to meet new IRS deductible threshold
- .7% subsidy for Tier II Hybrid Employees



# Next Steps...

- No Property Tax Increase
  - Public Hearing June 4, 2024
  - Budget Adoption June 18, 2024
- Property Tax Increase
  - Public Hearing June 4, 2024
  - Truth-in-Taxation Public Hearing Mid-August
  - Budget Adoption Mid-August



# Discussion

& Next Steps



	41	42	46	47	48	56	57	58	61	66	67	68	69	Grand Total	
	Airport Capital Improvements	General Capital Improvements	Street Impact Fees	Parks Impact Fees	Transportation Tax	Culinary Water Impact	Sewer Water Impact	Pressurized Irrigation Impact	Internal Service	Culinary Water Capital	Sewer Capital	Stormwater Capital	Presurized Irrigation Capital		
Projected Beginning Fund Balances	96,617.00	4,897,055.00	1,705,848.00	3,827,161.00	1,302,308.00	4,828,338.00	2,532,545.00	265,886.00	852,330.00	1,636,066.00	8,409,988.00	11,820.00	4,956,003.00	35,321,965.00	
Total Operating Expenses	(116,000.00)					(5,000.00)	-		(707,575.00)					(828,575.00)	
Total Projected Revenue	1,335,603.00		755,851.00	1,214,117.00	2,185,000.00	796,897.00	590,788.00	318,904.00	1,858,480.00					9,055,640.00	
Total Available Funds	1,316,220.00	4,897,055.00	2,461,699.00	5,041,278.00	3,487,308.00	5,620,235.00	3,123,333.00	584,790.00	2,003,235.00	1,636,066.00	8,409,988.00	11,820.00	4,956,003.00	43,549,030.00	
Total CIP Requests	(1,602,640.00)	(4,485,000.00)	(2,304,000.00)	(4,746,000.00)	(1,146,000.00)	(89,000.00)	(498,000.00)	(347,000.00)	(1,651,340.00)	(4,036,880.00)	(5,450,600.00)	(269,200.00)	(7,157,720.00)	(33,783,380.00)	
Reserve Percentage						25%	25%	25%	25%						
Operating Reserve	-					(199,224.25)	(147,697.00)	(79,726.00)	-					(426,647.25)	
Interfund Transfers	385,000.00	151,000.00								1,525,000.00	2,600,000.00	265,000.00	3,370,000.00	8,296,000.00	
Debt Service			(20,686.00)		(287,392.00)	(13,528.00)	(12,967.00)	(3,351.00)						(337,924.00)	
Bond Proceeds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Restricted Funds for Future Years														-	
Projected Ending Fund Balance, net	98,580.00	563,055.00	137,013.00	295,278.00	2,053,916.00	5,318,482.75	2,464,669.00	154,713.00	351,895.00	(875,814.00)	5,559,388.00	7,620.00	1,168,283.00	17,297,078.75	
<b>Fleet &amp; Equipment</b>															
10 wheel dump/snowplow with salt spreader										266,000.00				266,000.00	
2 YEAR Lease-Ford F-150 Hybrid #1										8,000.00				8,000.00	
2 YEAR Lease-Ford F-150 Hybrid #2										8,000.00				8,000.00	
2 YEAR Lease-Ford F-150 Hybrid #3										8,000.00				8,000.00	
2 YEAR Lease-Ford F-150 Hybrid #4										8,000.00				8,000.00	
2 YEAR Lease-Ford F-150 Hybrid #5										8,000.00				8,000.00	
Airport Loader Lease										27,000.00				27,000.00	
Airport, V-Plow for loader										38,000.00				38,000.00	
Backhoe Lease #1										25,000.00				25,000.00	
Backhoe Lease #2										25,000.00				25,000.00	
Backhoe Lease #3										25,000.00				25,000.00	
Ford F-550, Flatbed Dump, Snowplow, Salt Spreader										103,000.00				103,000.00	
Freightliner 4X4 dump truck/snowplow										291,000.00				291,000.00	
John Deere Gator XUV835M										26,500.00				26,500.00	
Loader lease #1										27,000.00				27,000.00	
Loader lease #2										27,000.00				27,000.00	
Police Department Leases Program										473,550.00				473,550.00	
Replacement Vehicle for Reserve Unit										59,740.00				59,740.00	
CAT skid Steer Yearly Trade Out										3,000.00				3,000.00	
CAT backhoe lease										10,850.00				10,850.00	
<b>General Government Projects</b>															
American Chiller HVAC Unit for Public Safety (Second Unit)		42,600.00												42,600.00	
Computers for Conference Room and Council Chambers														-	
Dark Sky Initiative and Installation		100,000.00												100,000.00	
GPS Unit		3,600.00									2,880.00	3,600.00	1,200.00	720.00	12,000.00
Motorola Handheld Radios		21,000.00												21,000.00	
New Computers for Proposed Comm Dev Customer Window														-	
Planning Computer and Tablet														-	
Police Department Carport Repair														-	
Refinishing Floor at Public Works														-	
Section B Landscaping (Construction/Maint Fund 2)		200,000.00												200,000.00	
<b>Heber Valley Airport</b>															
Environmental Studies (Phase 1)	800,000.00													800,000.00	
Pavement Preservation (Federally Funded)	376,900.00													376,900.00	
Pavement Preservation (Locally Funded)	88,140.00													88,140.00	
Pavement Preservation (State Funded)	237,600.00													237,600.00	
Phase II ESA	100,000.00													100,000.00	

	41	42	46	47	48	56	57	58	61	66	67	68	69	Grand Total	
	Airport Capital Improvements	General Capital Improvements	Street Impact Fees	Parks Impact Fees	Transportation Tax	Culinary Water Impact	Sewer Water Impact	Pressurized Irrigation Impact	Internal Service	Culinary Water Capital	Sewer Capital	Stormwater Capital	Presurized Irrigation Capital		
Projected Beginning Fund Balances	96,617.00	4,897,055.00	1,705,848.00	3,827,161.00	1,302,308.00	4,828,338.00	2,532,545.00	265,886.00	852,330.00	1,636,066.00	8,409,988.00	11,820.00	4,956,003.00	35,321,965.00	
Total Operating Expenses	(116,000.00)					(5,000.00)	-		(707,575.00)					(828,575.00)	
Total Projected Revenue	1,335,603.00		755,851.00	1,214,117.00	2,185,000.00	796,897.00	590,788.00	318,904.00	1,858,480.00						9,055,640.00
Total Available Funds	1,316,220.00	4,897,055.00	2,461,699.00	5,041,278.00	3,487,308.00	5,620,235.00	3,123,333.00	584,790.00	2,003,235.00	1,636,066.00	8,409,988.00	11,820.00	4,956,003.00	43,549,030.00	
Total CIP Requests	(1,602,640.00)	(4,485,000.00)	(2,304,000.00)	(4,746,000.00)	(1,146,000.00)	(89,000.00)	(498,000.00)	(347,000.00)	(1,651,340.00)	(4,036,880.00)	(5,450,600.00)	(269,200.00)	(7,157,720.00)	(33,783,380.00)	
Reserve Percentage						25%	25%	25%	25%						
Operating Reserve	-					(199,224.25)	(147,697.00)	(79,726.00)	-					(426,647.25)	
Interfund Transfers	385,000.00	151,000.00								1,525,000.00	2,600,000.00	265,000.00	3,370,000.00	8,296,000.00	
Debt Service			(20,686.00)		(287,392.00)	(13,528.00)	(12,967.00)	(3,351.00)						(337,924.00)	
Bond Proceeds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Restricted Funds for Future Years														-	
Projected Ending Fund Balance, net	98,580.00	563,055.00	137,013.00	295,278.00	2,053,916.00	5,318,482.75	2,464,669.00	154,713.00	351,895.00	(875,814.00)	5,559,388.00	7,620.00	1,168,283.00	17,297,078.75	
<b>Parks Cemetery and Trails</b>														-	
Cemetery Administration Building		2,500,000.00												2,500,000.00	
Ford F-350, Parks and Cemetery									72,200.00					72,200.00	
John Deere RC72B Rotary Brush Hog									9,000.00					9,000.00	
John Deere side x side with snow plow, Parks & Cemetery									28,000.00					28,000.00	
John Deere side x side with snow plow, Parks & Cemetery									4,500.00					4,500.00	
Kubota Tractor									70,000.00					70,000.00	
Lely Fertilizer Spreader		7,800.00												7,800.00	
P-050 - 1000 North Trail - Mill Rd to 550 E				23,000.00										23,000.00	
P-070 - Coyote Springs Park				2,521,000.00										2,521,000.00	
P-082 - Muirfield Park Expansion				200,000.00										200,000.00	
P-083 - Main Street Park Improvements (Bandshell & Ped Plaza)		1,405,000.00		2,002,000.00						155,000.00				3,562,000.00	
<b>Pressurized Irrigation</b>														-	
I-003 1200 West - 430 S to 500 S								225,000.00						225,000.00	
I-011 300 East - East Bypass to 1600 N (12-inch)							122,000.00							122,000.00	
I-028 - Citywide PI Meter Replacement													5,192,000.00	5,192,000.00	
I-029 - Central Heber Irr Improvements - Phase 1													1,965,000.00	1,965,000.00	
<b>Storm Water</b>														-	
D-015 - Annual Ditch / Storm Drain Improvements												268,000.00		268,000.00	
S-004 - 600 East - 1200 S to 1900 S (Hidden Ci Ln) (15")							332,000.00							332,000.00	
S-047 Central Heber Sewer Replacement - Phase 1											5,387,000.00			5,387,000.00	
<b>Transportation</b>														-	
T-029 - 600 East - 1300 S to Hidden Creek Lane			775,000.00											775,000.00	
T-041 Southfield Rd - 100 S to 1200 S			445,000.00											445,000.00	
T-046 - 100 West - 500 North to 1000 South				261,000.00										261,000.00	
T-057a East Bypass - Sec B 1050 East to 550 East		35,000.00	99,000.00											134,000.00	
T-057b - East Bypass - Sec B 1050 East to Roundabout			253,000.00											253,000.00	
T-058a - East Bypass - Sec A (Smiths Cost Share AG)		151,000.00												151,000.00	
T-060 Annual Road Maintenance, Seal, Stripe, Cracks					475,000.00									475,000.00	
T-061 - Annual Sidewalk New Construction and Repair					210,000.00									210,000.00	
T-069 - 1900 South - Mill Road to 500 East			101,000.00											101,000.00	
T-088 - 150 East 1000 S to 1200 S		19,000.00	631,000.00			200,000.00								650,000.00	
T-091 - Annual Traffic Calming Improvements														200,000.00	
<b>Waste Water</b>														-	
Callaway Drive Easement Road											60,000.00			60,000.00	
S-024 - 1500 W - 100 S to 1200 S (12")							166,000.00							166,000.00	
<b>Water</b>														-	
Badger Ultrasonic/LTE Water Meters												260,000.00		260,000.00	
Broadhead Facility Driveway Replacement											15,000.00			15,000.00	
Composite Meter Lids											80,000.00			80,000.00	
Hospital Well Generator											300,000.00			300,000.00	
W-008 - 1900 South - US 40 to Mill Road (12-inch)					89,000.00									89,000.00	
W-061 US40 or W-061A Ostler Peak Rd - 1600 N to 900 N (12-inch)											224,000.00			224,000.00	
W-071 Central Heber Water Replacement - Phase 1										3,000,000.00				3,000,000.00	
<b>Capital Improvement Program Total</b>	1,602,640.00	4,485,000.00	2,304,000.00	4,746,000.00	1,146,000.00	89,000.00	498,000.00	347,000.00	1,651,340.00	4,036,880.00	5,450,600.00	269,200.00	7,157,720.00	33,783,380.00	



# Heber City Council Staff Report

<b>MEETING DATE:</b>	5/7/2024
<b>SUBJECT:</b>	Ordinance 2024-10, Park Landscape Drawings and Specifications
<b>RESPONSIBLE:</b>	Jamie Baron
<b>DEPARTMENT:</b>	Planning
<b>STRATEGIC RELEVANCE:</b>	Community and Economic Development

## SUMMARY

The City desires to establish minimum standards for the landscaping and irrigation systems for public parks.

### Policy Questions

1. Should the City adopt standards for the landscaping and irrigation systems within public parks.

## RECOMMENDATION

Staff recommends the City Council adopt Ordinance 2024-10.

## BACKGROUND

The City began working on park standards to ensure a minimum standard for City Parks. It was the desire of the City to create world-class parks. The park standards were presented to the POSTT committee on August 14, 2023. A public hearing was held at the Planning Commission on September 26, 2023. A positive recommendation was provided at the same meeting. The park standards were presented to the City Council in October of 2023, but was continued until after the new council members took office.

On April 16, 2024 staff brought the park standards back to the City Council at a work meeting. The Council discussed the amenities portion of the standards and directed staff to bring the Landscaping Standards and Specs to the Council for adoption why they continue to work on the rest of the park standards.

## DISCUSSION

The Landscape Standards and Specs pertain mainly to the landscaping, irrigation, and tree protection during construction. These standards will allow for the consistency and quality of our park systems.

## **FISCAL IMPACT**

N/A

## **CONCLUSION**

The City has desired to adopt minimum standards for landscaping, irrigation, and tree protection. The planning Commission has forwarded a positive recommendation. Staff is recommending approval with the following findings:

1. The Planning Commission held a public hearing on September 26, 2023.
2. The Planning Commission forwarded a public hearing on Spetember 26, 2023.

## **ALTERNATIVES**

1. Approve as proposed
2. Approve as amended
3. Continue
4. Deny

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## **POTENTIAL MOTIONS**

### **Alternative 1 - Approval - Staff Recommended Option**

I move to **approve** Ordinance 2024-10 as presented, with the findings and conditions in the conclusion of the staff report.

---

## **ACCOUNTABILITY**

**Department:** Planning  
**Staff member:** Jamie Baron, Planning Manager

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## **EXHIBITS**

1. Ord 2024-10 Landscape Standards Drawings and Specifications
2. Heber Standard Land Details 2023 09 25
3. Heber Standard Land Specs 2023 06 20
4. Tree Measurements changes to Heber std specs

5. 4.16.24 Staff Report

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 75 N Main Street  
Heber City, UT 84032

 Phone: 435-657-0757  
Fax: 435-657-2543

 [heberut.gov](http://heberut.gov)

## **ORDINANCE NO. 2024-10**

### **AN ORDINANCE ADOPTING THE PARK LANDSCAPE DRAWINGS AND SPECIFICATIONS.**

WHEREAS, the City Council of Heber City finds that it is in the public interest to establish minimum standards for the landscape and irrigation systems of public parks.

BE IT ORDAINED by the City Council of Heber City, Utah, the Landscape Standards Drawings and Specifications in Exhibit A, is hereby adopted.

PASSED, APPROVED and ORDERED TO BE PUBLISHED BY THE HEBER CITY COUNCIL this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

	AYE	NAY	ABSENT	ABSTAIN
Sid Ostergaard	____	____	____	____
Michael Johnston	____	____	____	____
Aaron Cheatwood	____	____	____	____
Scott Phillips	____	____	____	____
Yvonne Barney	____	____	____	____

APPROVED:

\_\_\_\_\_  
Mayor Heidi Franco

ATTEST:

\_\_\_\_\_  
RECODER Date: \_\_\_\_\_

## **EXHIBIT A**

# STANDARD LANDSCAPE DRAWINGS

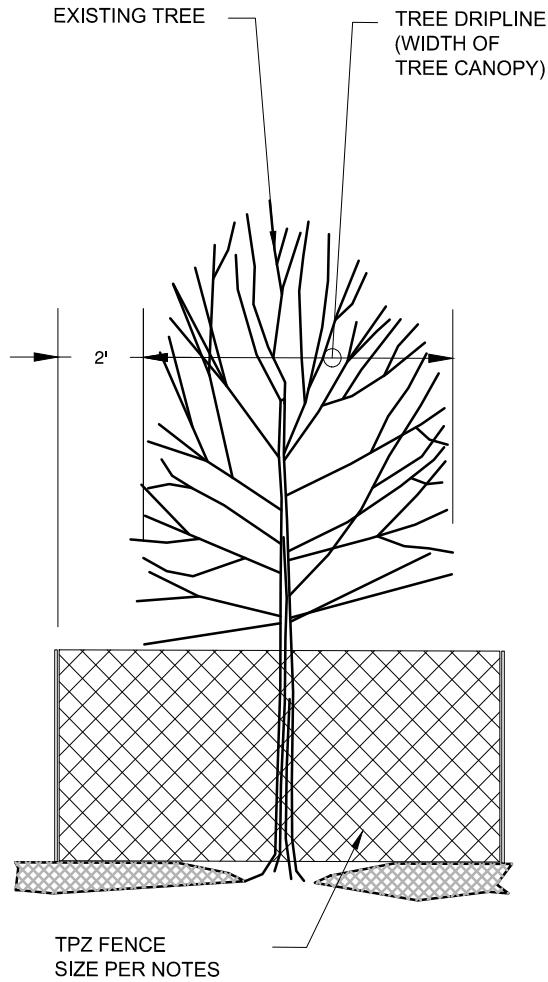
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Landscape Irrigation-1	06/23	Point of Connection (POC) Schematic – PI Larger than 2"
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Landscape Irrigation-3	06/23	Point of Connection (POC) Schematic – Culinary Larger than 2"
Landscape Irrigation-4	06/23	Point of Connection (POC) Schematic – Culinary 2" and Smaller
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Landscape Irrigation-28	06/23	WeatherTRAK Optiflow XR Front Entry Enclosure
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Landscape Irrigation-30	06/23	Irrigation 2-Wire Grounding

# STANDARD LANDSCAPE DRAWINGS

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Landscape Planting-2	06/23	Deciduous Tree Staking
Landscape Planting-3	06/23	Evergreen Tree Planting
Landscape Planting-4	06/23	Evergreen Tree Guying
Landscape Planting-5	06/23	Shrub Planting
Landscape Planting-6	06/23	Planting Bed Preparation



#### EXISTING TREE PROTECTION

1. EXISTING TREES WITHIN CONTRACT LIMIT LINE SHALL BE PROTECTED WITH A TREE PROTECTION FENCE.
2. CONTRACTOR TO SUBMIT A TREE PROTECTION PLAN FOR APPROVAL. PLAN TO INCLUDE METHODS OF FENCING, EMPLOYEE EDUCATION, SIGNAGE, TEMPORARY IRRIGATION, ETC.
3. ENGAGE A CERTIFIED ARBORIST FOR ANY REQUIRED PRUNING, ANALYSIS, AND RECOMMENDATIONS. ARBORIST MUST VISIT THE PROJECT AT LEAST MONTHLY AND PROVIDE AN OBSERVATION REPORT.
4. TREE PROTECTION FENCE TO BE GENERALLY TWO FEET PAST THE DRIP LINE OF THE TREE. CONTRACTOR TO COORDINATE WITH HEBER CITY ARBORIST AND PROJECT MANAGER FOR EXACT LOCATIONS.
5. PRUNING AND ANY TIEBACK OF LIMBS WILL BE COMPLETED BY HEBER CITY WITH PROJECT FUNDING.
6. PROVIDE FENCING (4' MINIMUM HEIGHT) AND SIGNAGE INDICATING THE FENCE IS FOR TREE PROTECTION.
7. PROVIDE TEMPORARY IRRIGATION. CONTRACTOR TO WATER AS NOTED IN TREE PROTECTION PLAN.
8. DO NOT STORE OR PLACE CONSTRUCTION MATERIALS, VEHICLES, OR MACHINERY WITHIN THE FENCED PROTECTION AREA.
9. TREE PROTECTION FENCING MUST BE IN PLACE BEFORE DEMOLITION AND GRADING ACTIVITIES BEGIN.

#### TEMPORARY TREE PROTECTION

DATE:	APRIL 2023
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75 NORTH MAIN STREET  
HEBER CITY, UTAH 84032  
(435) 654-0757



#### HEBER CITY STANDARD DRAWING

# Tree Protection Zone

DO NOT REMOVE, ADJUST, OR  
ENCROACH ON THIS FENCING.

NO CONSTRUCTION RELATED MATERIALS, SUPPLIES OR  
EQUIPMENT ARE PERMITTED WITHIN THE FENCED AREA.

FOR MORE INFORMATION CALL:

OWNER'S AUTHORIZED REPRESENTATIVE -  
XXX-XXX-XXXX

CONTRACTOR'S REPRESENTATIVE -  
XXX-XXX-XXXX

## TREE PROTECTION ZONE SIGNAGE INSTRUCTIONS

SIGN TO BE 8.5" X 11" MINIMUM.

REPRODUCE THIS SIGN ENOUGH TIMES THAT IT CAN BE PLACED ON EACH LINEAR SPAN OF TREE PROTECTION FENCE .

PLASTIC LAMINATE THE SIGNS FOR WEATHER RESISTANCE.

AFFIX THE FILLED IN AND LAMINATED SIGNS TO THE TREE PROTECTION FENCING USING ZIP OR TWIST TIES.

PLACE SIGN ON FENCING SO IT IS VISIBLE TO CONSTRUCTION PERSONNEL AND FROM THE SIDEWALK.

KEEP THE SIGN IN READABLE CONDITION FOR THE ENTIRE DURATION OF THE PROJECT.

## TEMPORARY TREE PROTECTION - SIGN

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## HEBER CITY STANDARD DRAWING

## TREE PROTECTION NOTES

PROJECT CONSTRUCTION DOCUMENTS REQUIRE THE PROTECTION OF TREES DURING CONSTRUCTION.

THE URBAN FOREST CONTRIBUTES GREATLY TO THE ENVIRONMENT, QUALITY OF LIFE AND PROPERTY VALUE. TREE PROTECTION IS DESIGNED TO PRESERVE AND PROTECT TREE HEALTH BY AVOIDING DAMAGE TO TREE ROOTS, TRUNK AND CROWN. PROTECTING AND PRESERVING TREES WILL REDUCE LONG TERM MAINTENANCE COSTS AND TREE REPLACEMENT COST.

TREE ROOTS SERVE FOUR PRIMARY FUNCTIONS: ABSORPTION, CONDUCTION, STORAGE, AND ANCHORAGE. ALTHOUGH ROOT CUTTING USUALLY DOES NOT RESULT IN IMMEDIATE VISIBLE CHANGES TO THE TREE, CONSTRUCTION ACTIVITIES CAN CAUSE IRREPARABLE DAMAGE TO TREES SUCH AS THE DEATH OF THE ENTIRE TREE OR LARGE PORTIONS OF THE TREE, AND COMPROMISED ANCHORAGE FROM DESTROYED ROOT SYSTEMS, ALL OF WHICH ARE GREAT PUBLIC SAFETY CONCERNs BECAUSE OF THE INCREASE OF THE LIKELIHOOD OF TREE FAILURE.

TREE ROOTS OFTEN SPREAD TWO TO THREE TIMES WIDER THAN THE DRIP LINE OF THE CANOPY. NINETY PERCENT OF A TREE'S ROOTS ARE FOUND IN THE TOP EIGHTEEN INCHES OF SOIL. THESE FACTS ILLUSTRATE WHY IT IS SO IMPORTANT TO USE CARE WHEN WORKING NEAR EXISTING TREES.

### TREE PROTECTION GUIDELINES FOR CONSTRUCTION SITES

PRIOR TO BEGINNING DEMOLITION OR CONSTRUCTION WORK NEAR TREES ON SITE, THE FOLLOWING TREE PROTECTION PLAN SHALL BE IMPLEMENTED:

**1. TREE PROTECTION PRACTICES WILL INCLUDE ESTABLISHING THE TREE PROTECTION ZONE (HEREIN KNOWN AS TPZ). THE TPZ WILL BE THE AREA WITHIN THE DRIP LINE PLUS 2-FEET. WHEN TREES ARE IN THE PARKSTRIP OR NARROW LANDSCAPE, THE TPZ WILL BE THE ENTIRE LANDSCAPE AREA OF THE PARKSTRIP FROM CURB TO SIDEWALK OR BUILDING.** THE TPZ WILL BE DEFINED BY 6' TALL CHAIN LINK FENCING. FENCING WILL BE ERECTED WITH FREE STANDING POSTS, NOT POSTS DRIVEN INTO THE GROUND/ROOT SYSTEM. THERE SHALL BE APPROPRIATE SIGNAGE POSTED ON EACH LINEAR SPAN OF THE FENCE (SEE DETAIL). THE TPZ FENCING AND SIGNAGE WILL REMAIN UNTIL THE PROJECT IS COMPLETE OR CERTIFICATE OF OCCUPANCY HAS BEEN AUTHORIZED.

**THERE WILL BE NO MECHANICAL DIGGING, TRENCHING, OR GRADING; AND NO STORING OF MATERIALS OR EQUIPMENT IN THE TPZ.**

**2. ALL TREES ARE TO REMAIN PROTECTED, UNLESS GIVEN APPROVAL AND PERMITTED FOR REMOVAL BY THE OWNER'S AUTHORIZED REPRESENTATIVE. IF TREES ARE DAMAGED OR DESTROYED (ABOVE GROUND OR BELOW GROUND) DUE TO CONSTRUCTION ACTIVITY, THE CONTRACTOR WILL BE ASSESSED THE APPRAISED VALUE OF THE TREES PAYABLE TO THE OWNER.**

**3. TREES TO BE PRESERVED DURING ALL CONSTRUCTION ACTIVITIES SHALL HAVE A TPZ AS SHOWN ON ALL PLANS.**

**4. ONLY TUNNELING OR BORING WILL BE ALLOWED IN THE TPZ AT A DEPTH OF 36 INCHES MINIMUM. THE ACCESS PIT MUST BE LOCATED OUTSIDE OF THE TPZ. IF THIS IS NOT FEASIBLE, WRITTEN AUTHORIZATION MUST BE OBTAINED FROM THE OWNER'S AUTHORIZED REPRESENTATIVE PRIOR TO ALTERING THE TPZ.**

**5. NO EQUIPMENT (EXCEPT FOR A SOD CUTTER) SHALL BE ALLOWED INSIDE THE TREE PROTECTION ZONE. IF SPECIAL PROVISION FOR EXCAVATION IS APPROVED BY THE OWNER'S AUTHORIZED REPRESENTATIVE, IT SHALL BE DONE BY HAND OR A SOIL VACUUM.**

**6. USE TUNNELING OR BORING FOR IRRIGATION AND UTILITIES. NO ROOTS LARGER THAN 4" IN DIAMETER WILL BE CUT. ALL ROOTS WILL BE CUT CLEANLY WITH A SAW. IN SITUATIONS WHERE A ROOT HAS BEEN**

DAMAGED, A CLEAN CUT SHALL BE MADE ON THE ROOT AT THE EDGE OF THE TRENCH CLOSEST TO THE TREE TRUNK.

**7. IF REPLACING THE PAVEMENT, NO ROOTS LARGER THAN 4" IN DIAMETER SHALL BE CUT. OTHER ALTERNATIVES SUCH AS RAMPLING OR A RADIUS OR ARCH AROUND THE EXISTING TREES WILL BE USED. ROOTS WILL NOT BE RIPPED OUT WITH A BACK HOE. CUTS ON TREE ROOTS SHALL BE SMOOTH AND CLEAN, MADE WITH A SAW. ANY EXPOSED CUT ROOTS WILL BE COVERED AS QUICKLY AS POSSIBLE TO PREVENT THEM FROM DRYING OUT AND THE TREE SHOULD BE WATERED IMMEDIATELY. IF TREE ROOTS ARE TO REMAIN EXPOSED FOR MORE THAN FOUR TO SIX HOURS, THEY MUST BE COVERED WITH BURLAP AND KEPT MOIST AT ALL TIMES.**

**8. TREES SHALL NOT BE USED TO SUPPORT ANY SCAFFOLDING, SIGNS, TEMPORARY UTILITY, OR ANY OTHER DEVICE. SIDEWALKS AND PAVING LEVELS SHOULD BE CONTOURED WHENEVER POSSIBLE TO AVOID ROOT CUTTING. IF DAMAGE OCCURS TO A PROTECTED TREE, IMMEDIATE CONTACT SHALL BE MADE WITH THE OWNER'S AUTHORIZED REPRESENTATIVE.**

**9. DO NOT CHANGE THE SOIL GRADE BY CUTTING OR FILLING IN THE TPZ.**

**10. MINIMIZE EXCAVATION FOR PLANTING IN TPZ.**

**11. TREES SHALL BE WATERED ACCORDING TO THE FOLLOWING GUIDELINES:**

- A. ESTABLISHED TREES NEED DEEP WATERING ONCE EVERY TWO WEEKS WITH LOW PRESSURE AT THE DRIP LINE TO ENSURE THAT THE GROUND IS SOAKED TO A DEPTH OF AT LEAST 8 INCHES. GENERALLY 5 GALLONS PER INCH OF TRUNK DIAMETER AT BREAST HEIGHT.**
- B. YOUNG OR NEWLY PLANTED TREES NEED TO BE WATERED EVERY 3-4 DAYS, DEPENDING ON TEMPERATURE.**

### UNDERGROUND UTILITY WORK

WHEN GIVEN APPROVAL BY THE OWNER'S AUTHORIZED REPRESENTATIVE TO WORK IN THE TPZ TO REPLACE OR RESTORE UNDERGROUND UTILITIES, USE ONLY A SOIL VACUUM OR HAND DIG, LEAVING ROOTS LARGER THAN 4" IN DIAMETER UNTOUCHED.

**1. WHERE POSSIBLE WHEN REPLACING EXISTING UTILITIES SUCH AS WATER OR SEWER LINES VERY NEAR TO PRESERVED TREES, ABANDON THE LINES AND REINSTALL FARTHER AWAY FROM THE TREE.**

**2. TUNNELING OR BORING WILL ALWAYS BE DONE AT A MINIMUM DEPTH OF 36". THIS SHALL BE PERFORMED IN A MANNER AND LOCATION LEAST DAMAGING TO TREE ROOTS.**

**3. WHERE LARGE ANCHORAGE ROOTS ARE ENCOUNTERED, HAND DIGGING AND BRIDGING OF ROOTS SHALL BE DONE, LEAVING ROOTS INTACT.**

**4. WHEN ENCOUNTERING ROOTS OVER 4" IN DIAMETER THE OWNER'S AUTHORIZED REPRESENTATIVE WILL BE CONSULTED PRIOR TO CUTTING TO FIND SOME OTHER COURSE OF ACTION. ANY CUTTING OF TREE ROOTS SHALL GIVE DUE CONSIDERATION TO FUTURE WELFARE OF THE TREE. PROPER ACTION SHALL BE TAKEN SO AS TO PROTECT, AND PRESERVE THE ROOTS. ROOTS WILL NOT BE RIPPED OUT WITH A BACK HOE. CUTS ON TREE ROOTS SHALL BE SMOOTH AND CLEAN, MADE WITH A SAW.**

### TREE PRUNING

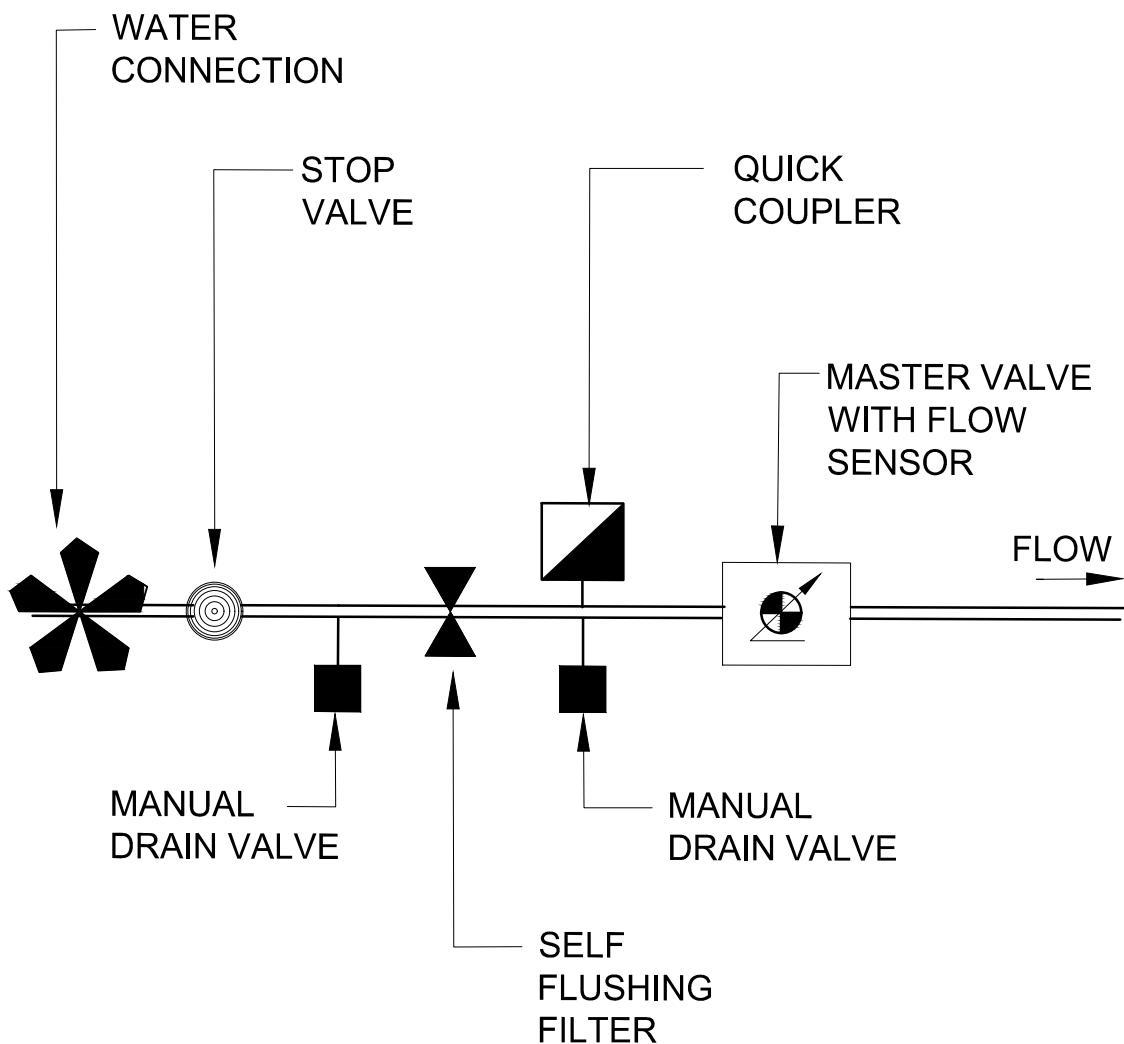
ALL PRUNING ON TREES WILL BE APPROVED AND COMPLETED BY THE HEBER CITY ARBORIST. NO PRUNING WILL BE ALLOWED THAT WILL COMPROMISE THE AESTHETICS OR STRUCTURAL INTEGRITY OF A PRESERVED TREE.

## TEMPORARY TREE PROTECTION - NOTES

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## HEBER CITY STANDARD DRAWING



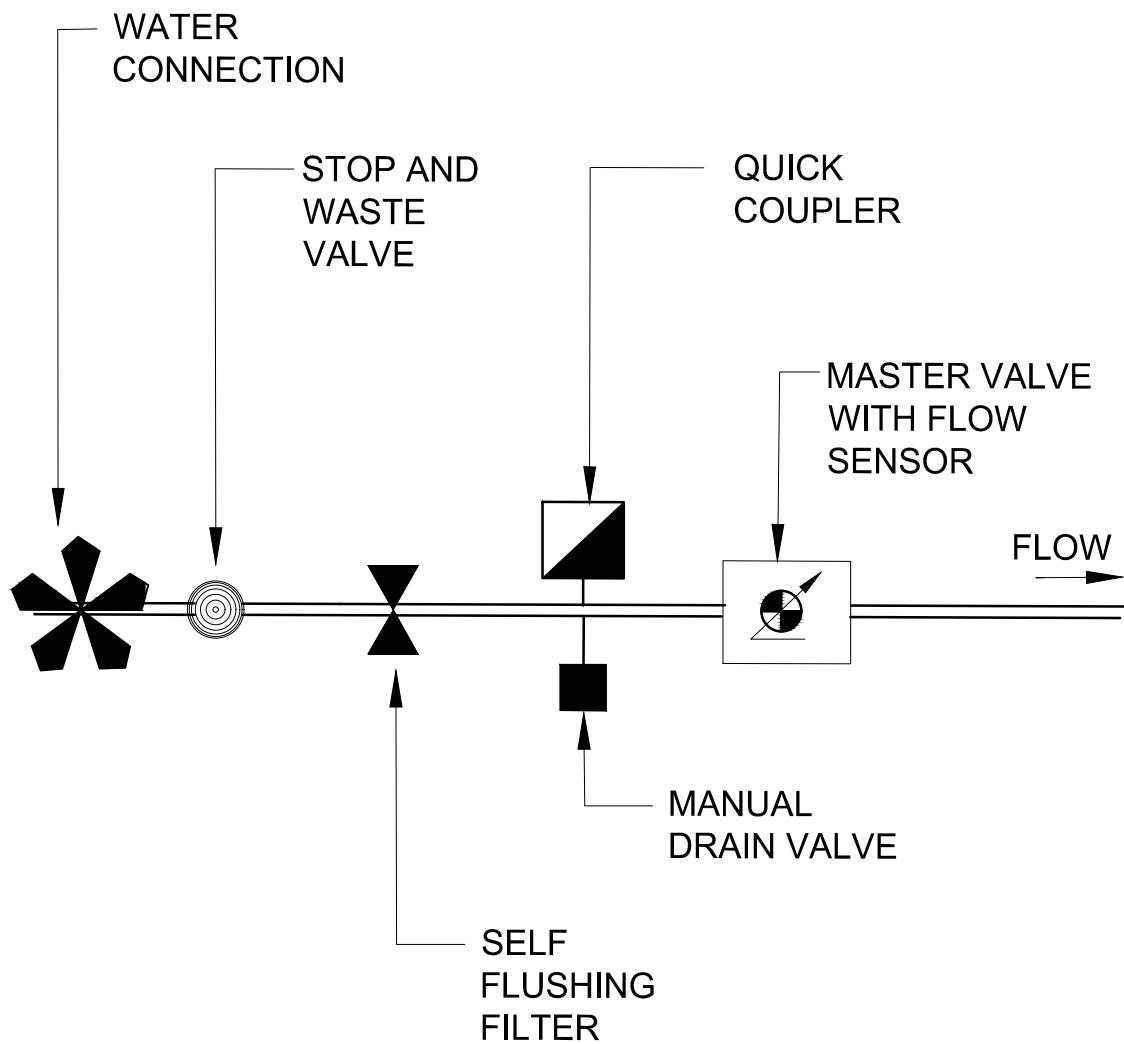
POINT OF CONNECTION (POC) SCHEMATIC -  
PRESSURIZED IRRIGATION WATER (PI), LARGER THAN 2"

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LANDSCAPE IRRIGATION-1



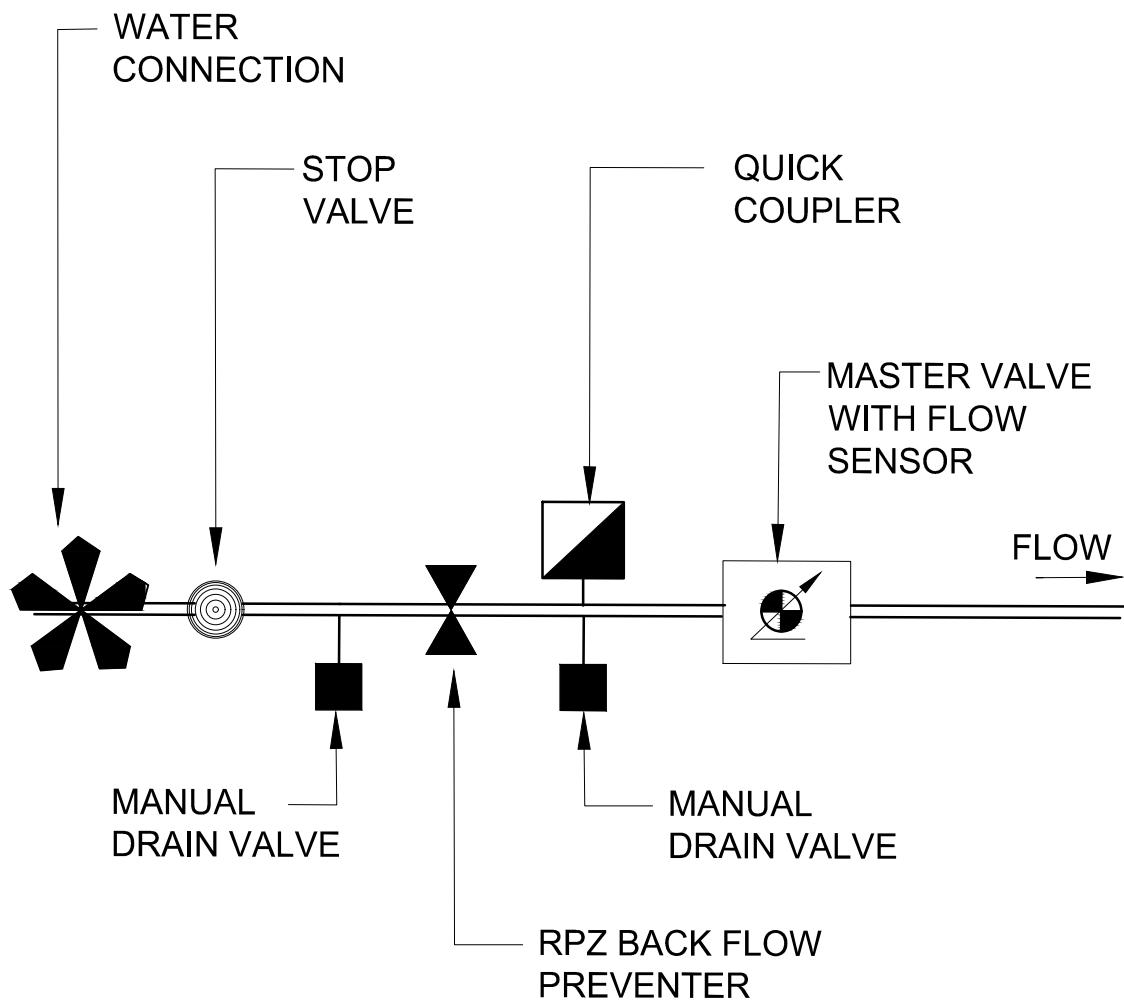
POINT OF CONNECTION (POC) SCHEMATIC -  
PRESSURIZED IRRIGATION WATER (PI), 2" AND SMALLER

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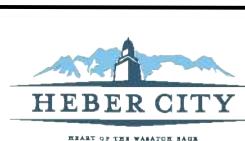
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LANDSCAPE IRRIGATION-2  
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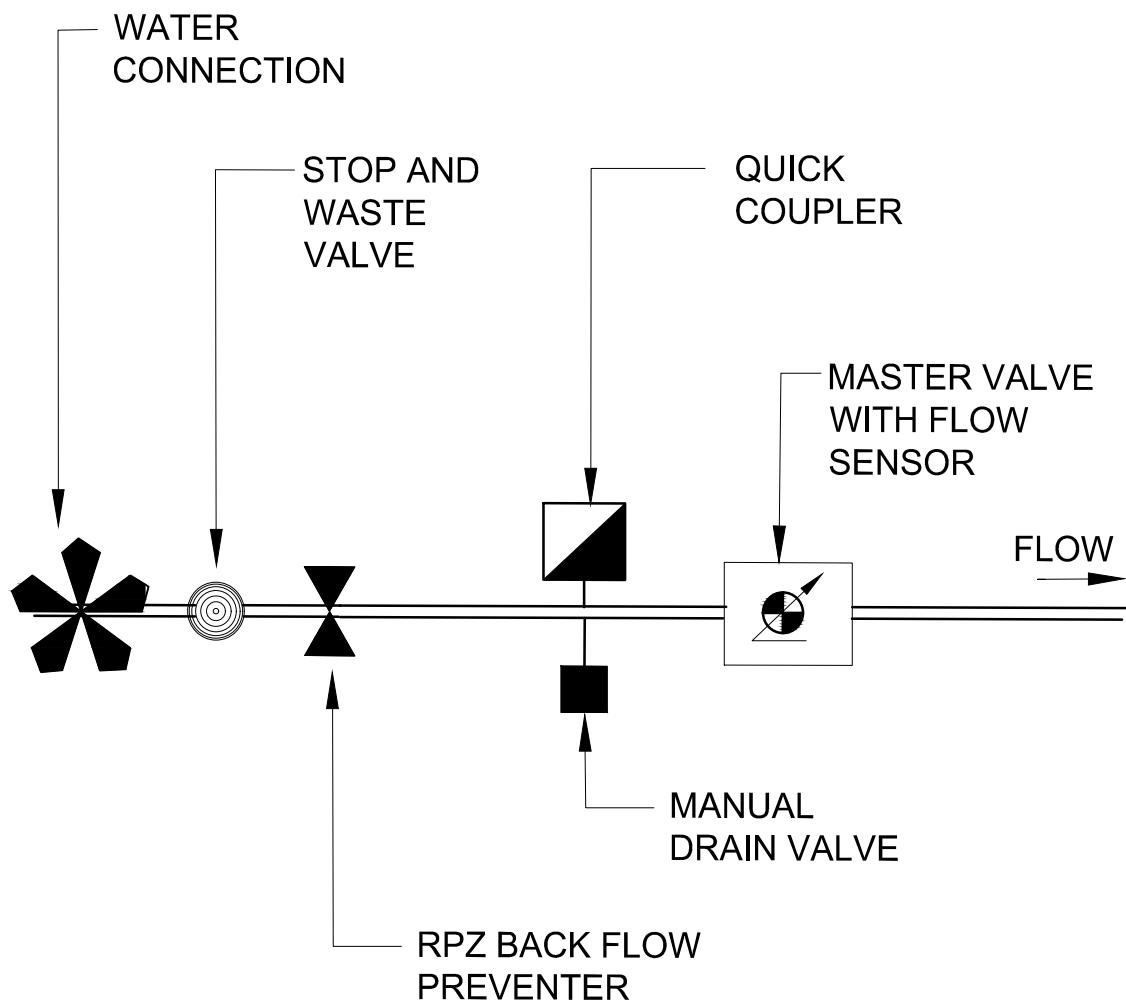
POINT OF CONNECTION (POC) SCHEMATIC -  
CULINARY WATER, LARGER THAN 2"

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LANDSCAPE IRRIGATION-3

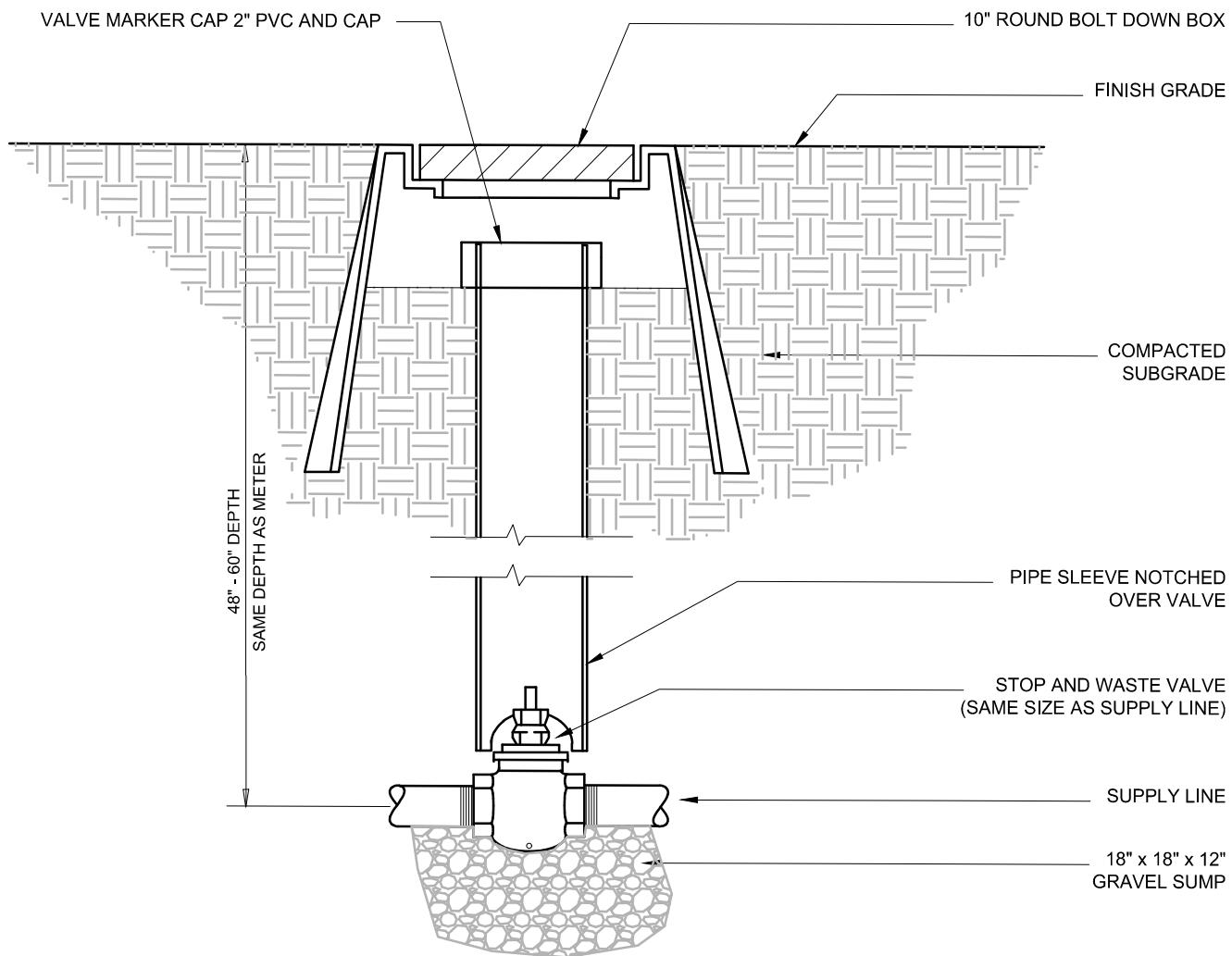


POINT OF CONNECTION (POC) SCHEMATIC -  
CULINARY WATER, 2" AND SMALLER

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LANDSCAPE IRRIGATION-4

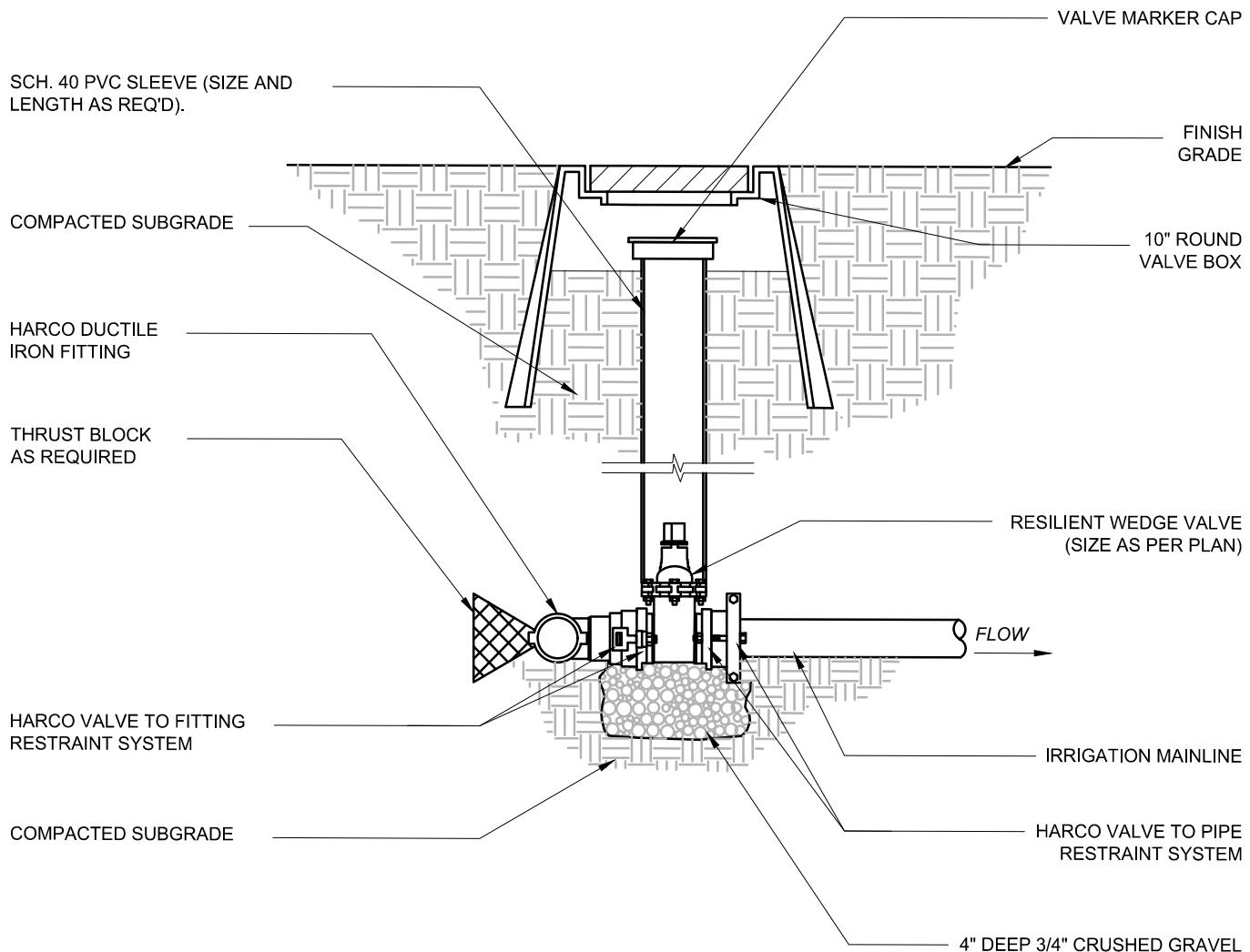


### STOP AND WASTE VALVE

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### HEBER CITY STANDARD DRAWING



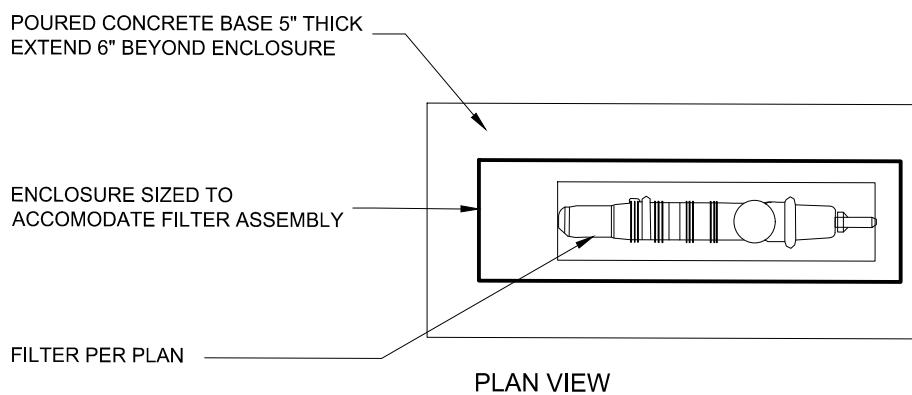
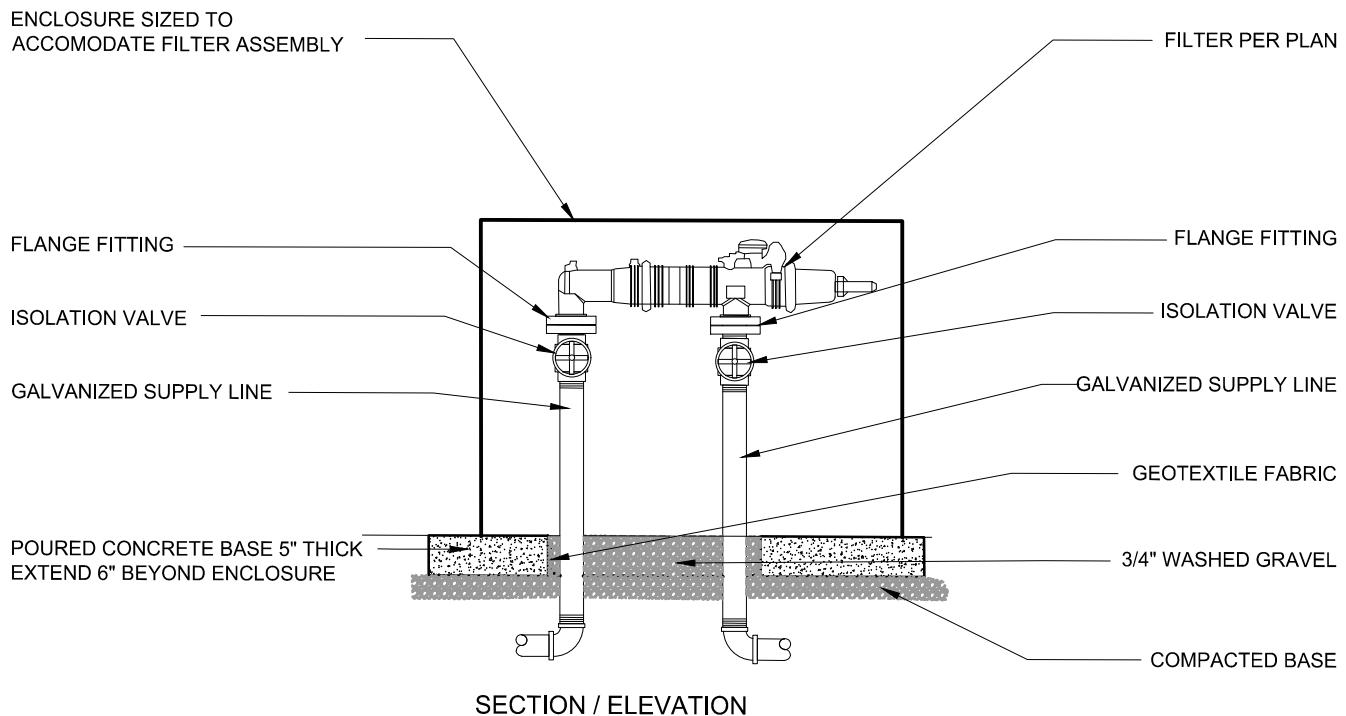
COMPACT SOIL AROUND VALVE BOX TO SAME DENSITY AS UNDISTURBED ADJACENT SOIL.

## ISOLATION VALVE

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## HEBER CITY STANDARD DRAWING



### MAIN LINE FILTER

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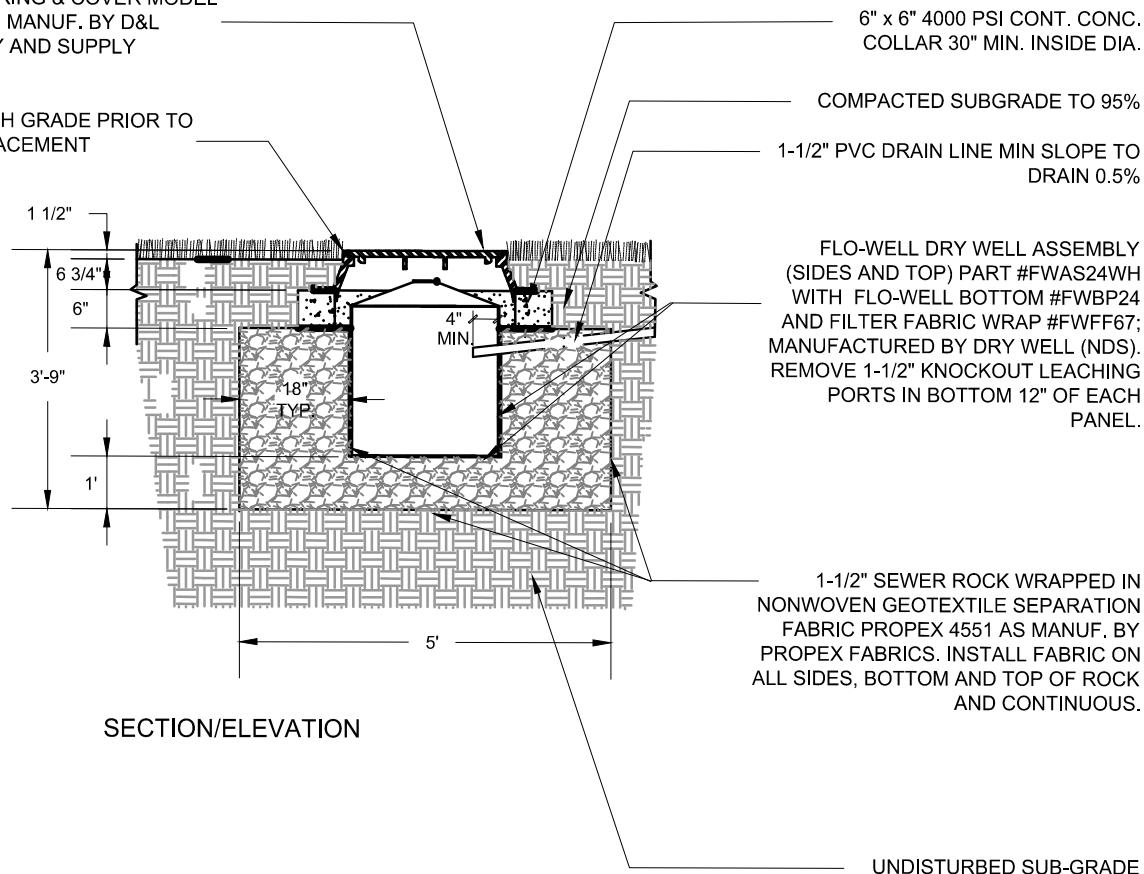


**HEBER CITY  
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MANHOLE RING & COVER MODEL  
#A-1180 AS MANUF. BY D&L  
FOUNDRY AND SUPPLY

1-1/2" FINISH GRADE PRIOR TO  
MULCH PLACEMENT



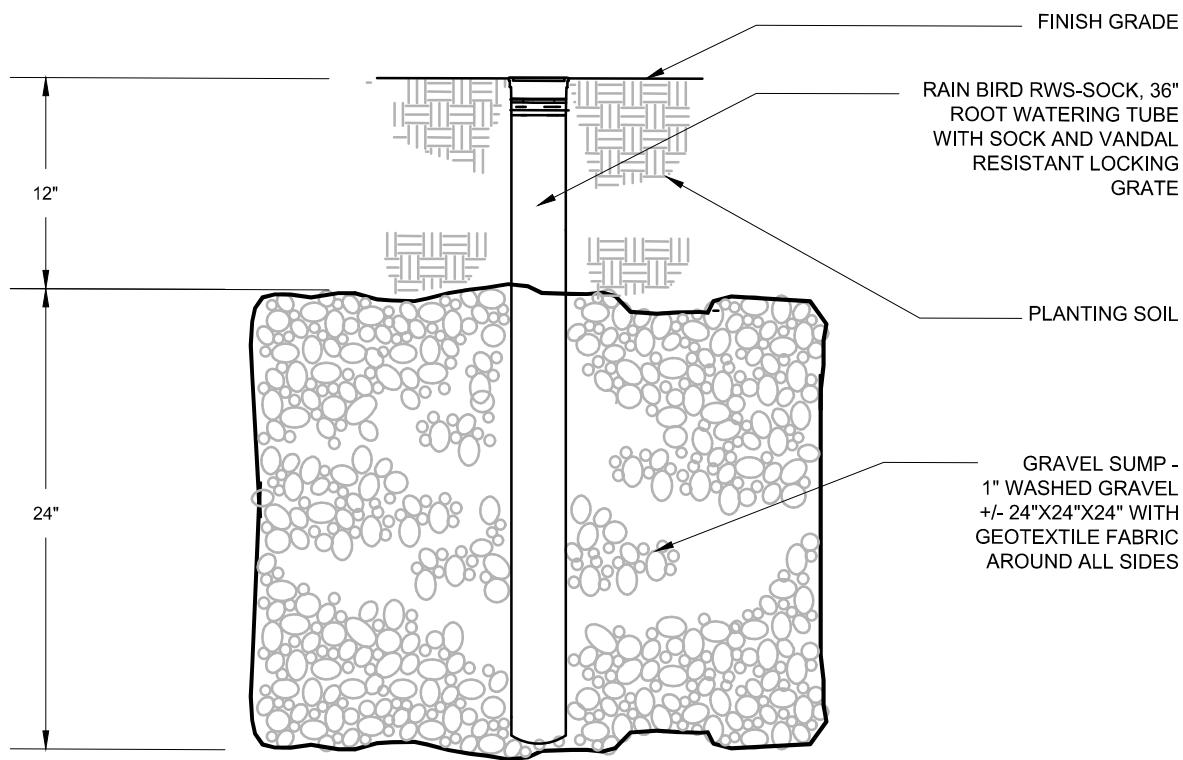
### FILTER FLUSH SUMP - LARGE

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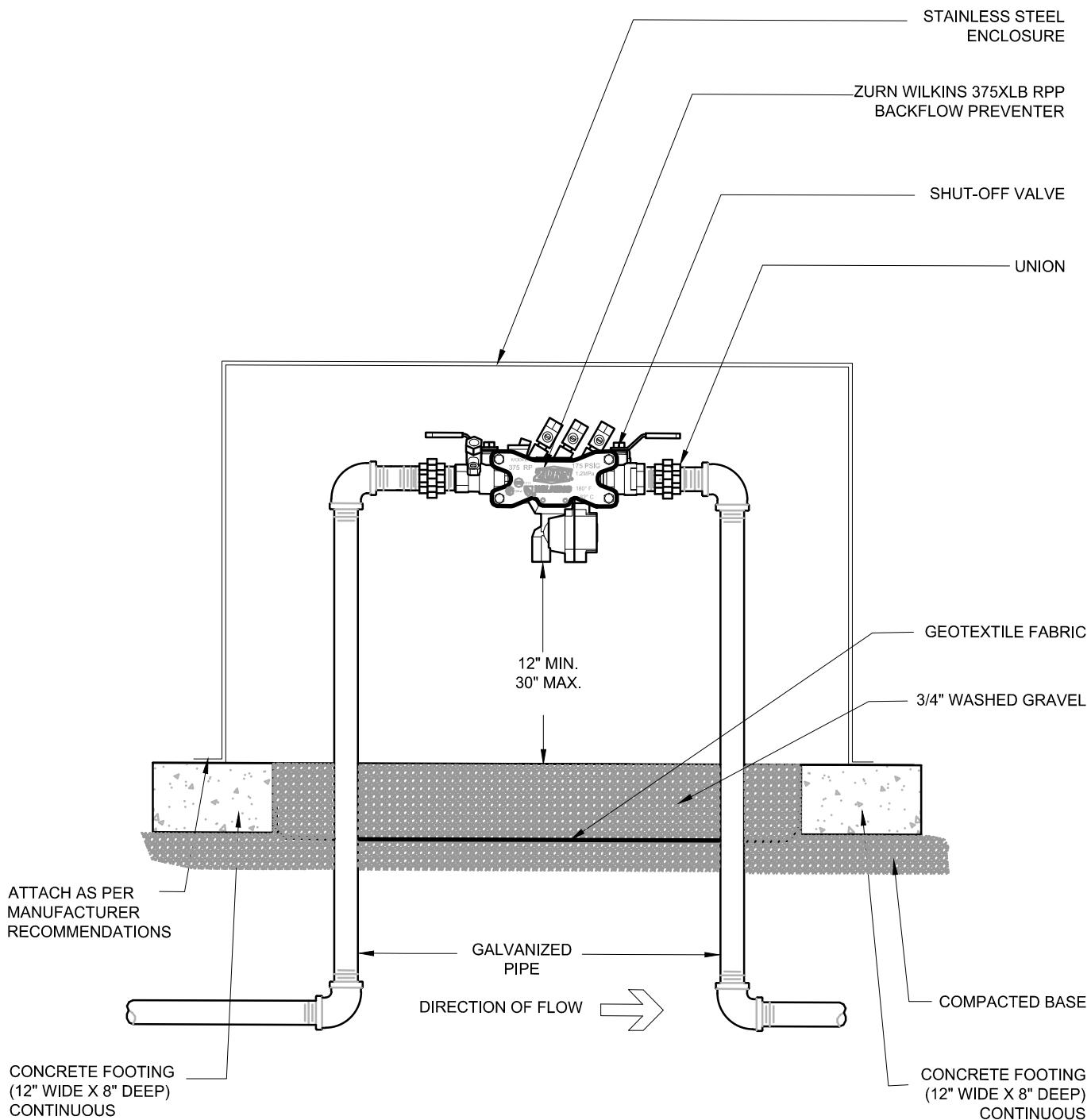
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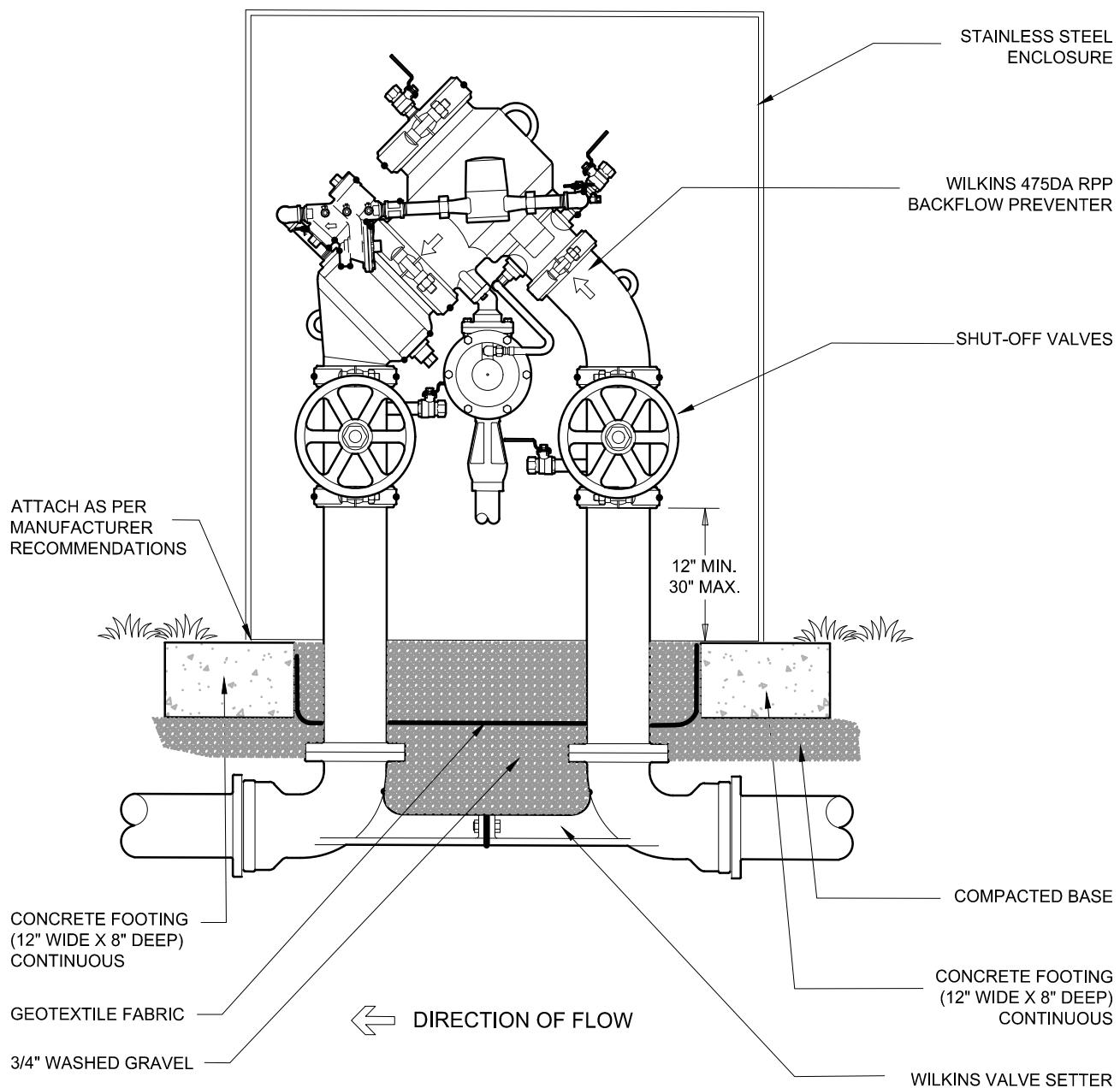


FILTER FLUSH SUMP - SMALL

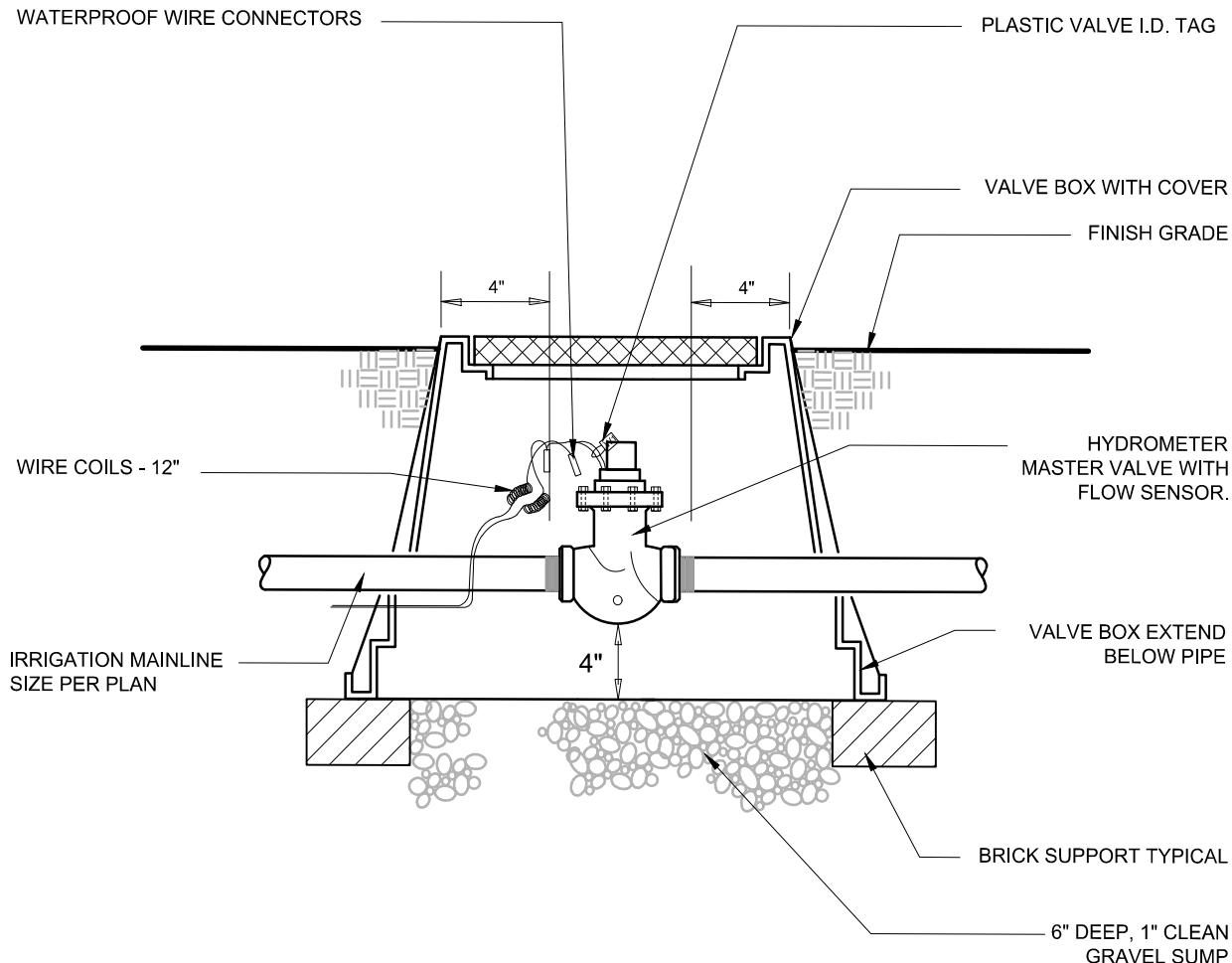
<p>DATE: APRIL 2023</p> <p>SCALE: N.T.S.</p> <p>75 NORTH MAIN STREET HEBER CITY, UTAH 84032 (435) 654-0757</p>	 <p>HEBER CITY HEART OF THE WASATCH BACK</p>	<p>HEBER CITY STANDARD DRAWING</p>
		<p>LANDSCAPE IRRIGATION</p>



BACKFLOW PREVENTER (1" - 2")



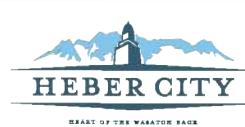
BACKFLOW PREVENTER (4" - 8")



NOTE:  
VALVE END CONNECTIONS:  
1  $\frac{1}{2}$ " - MALE PIPE THREADS  
2" - FEMALE PIPE THREADS  
3", 4", 6", 8" - FLANGED

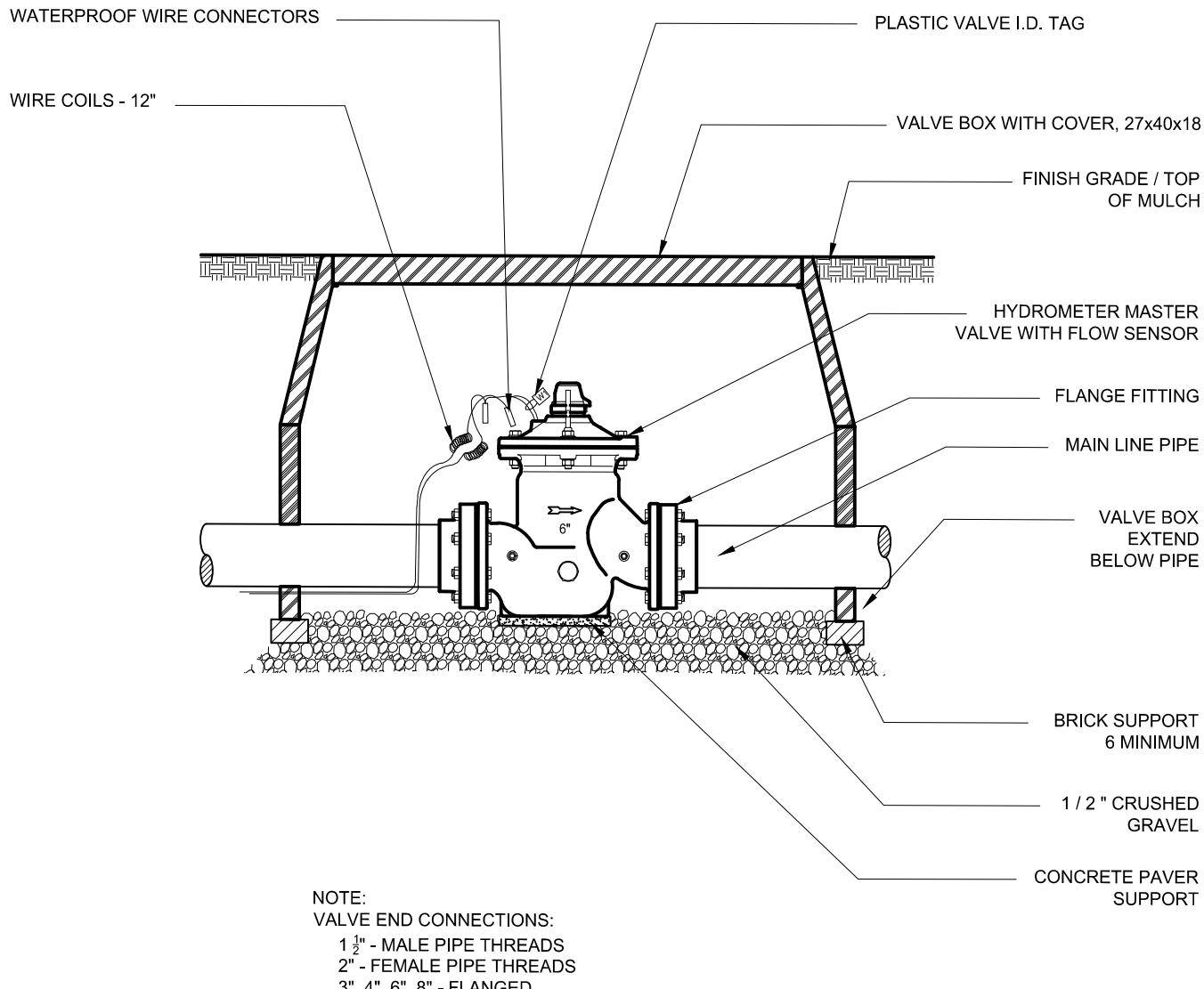
1-1/2" - 2" MASTER VALVE / FLOW SENSOR

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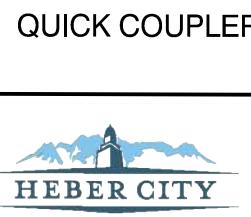
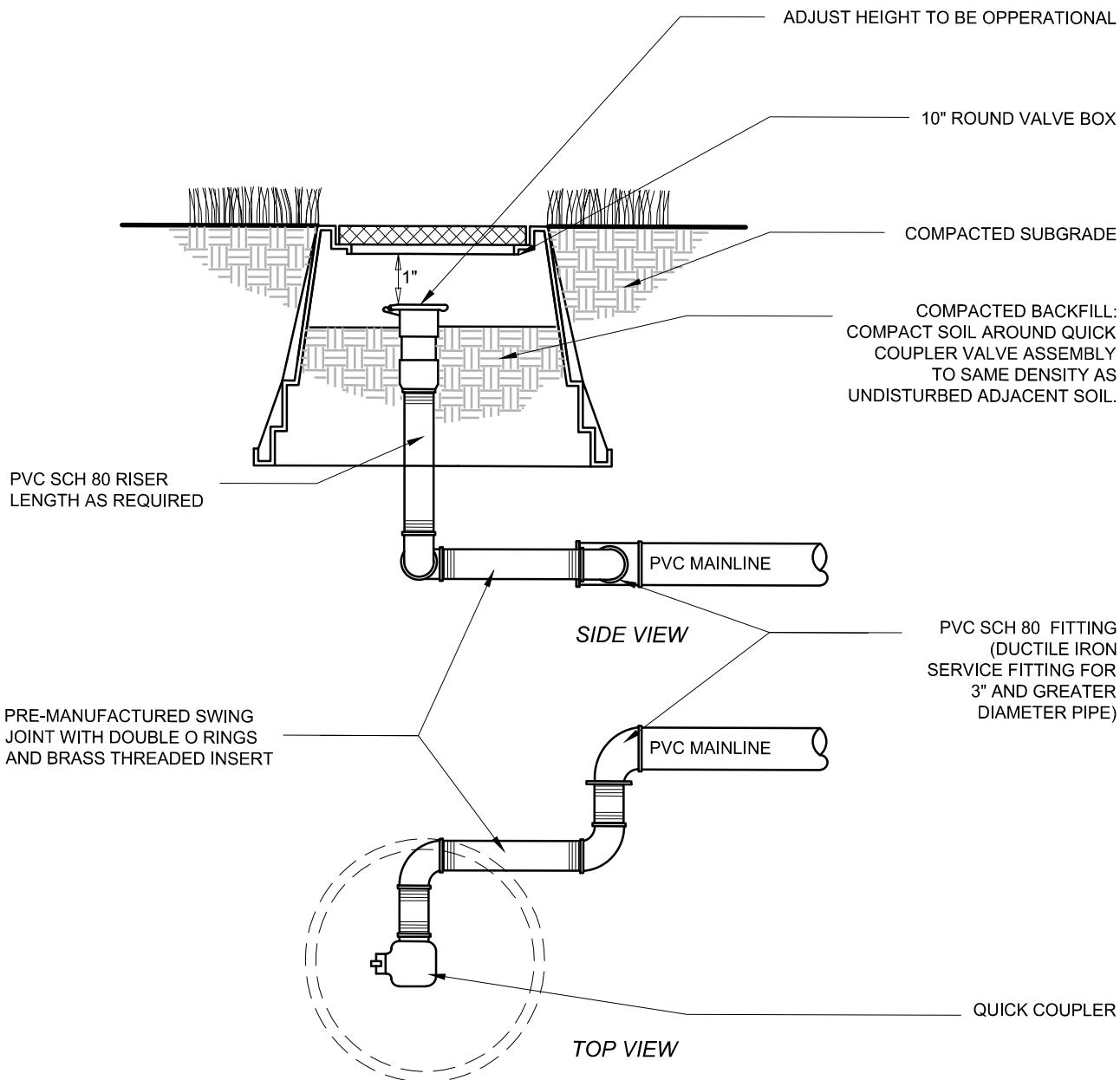


HEBER CITY  
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3" - 6" MASTER VALVE / FLOW SENSOR



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DATE: APRIL 2023  
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10" ROUND CARSON VALVE BOX WITH BOLT DOWN "T" TYPE LID

COMPACTED SUBGRADE

FINISH GRADE

4" MIN.

1 1/2" PVC SLIP CAP

GRAVEL SETTING BED TO SECURE SLEEVE

1 1/2" SCH. 40 PVC SLEEVE  
(LENGTH AS REQ'D.), FEMALE  
THREAD X SLIP

6" PVC SCH 80 NIPPLE

MUELLER 3/4" STOP VALVE

PVC MAINLINE AS  
PER PLAN

SCH. 80 TEE  
MAINLINE SIZE

MARLEX STREET ELL TURNED  
DOWNWARD

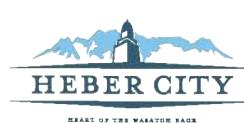
GRAVEL SUMP - 1 1/2" DRAIN ROCK,  
4 CU. FT. MIN.

### MANUAL DRAIN VALVE

DATE:  
APRIL 2023

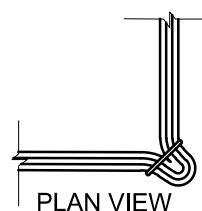
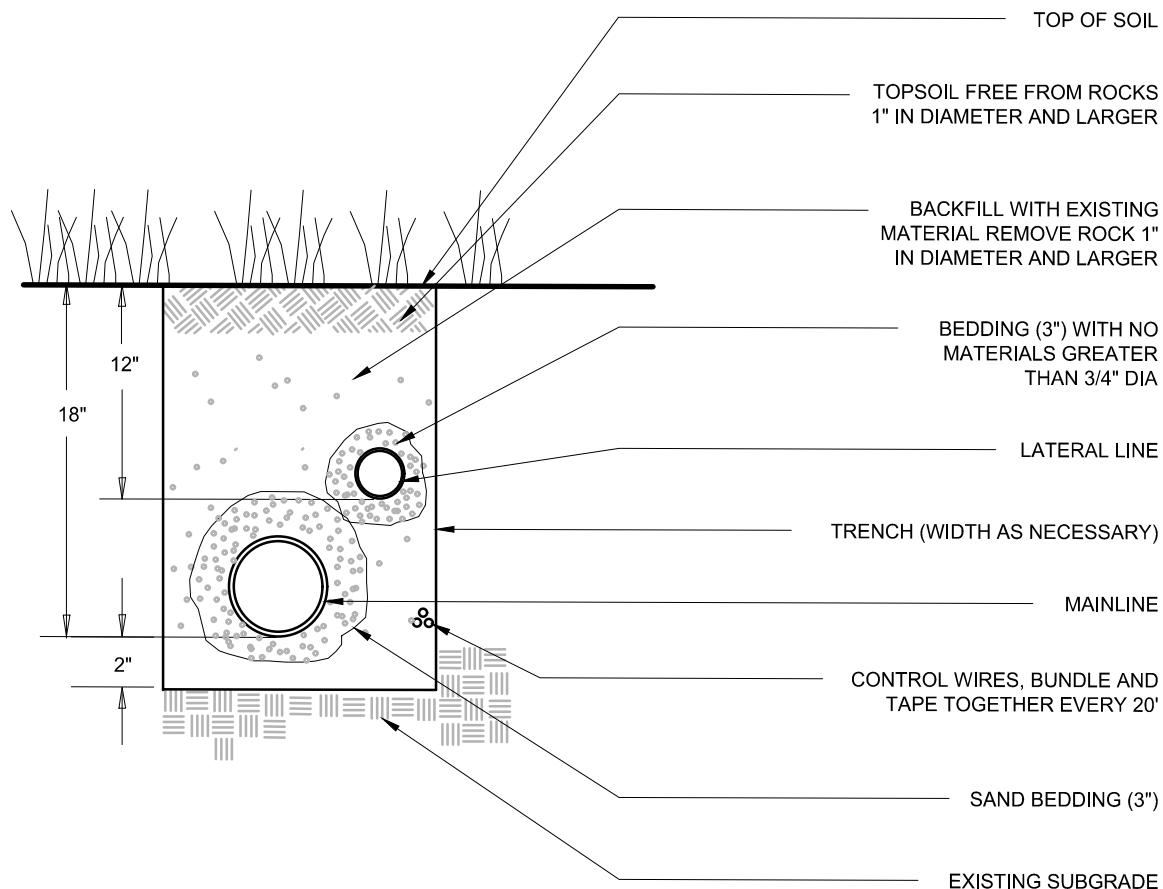
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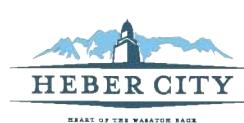
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TIE A LOOSE 20" LOOP IN ALL WIRING AT CHANGES OF DIRECTION GREATER THAN 30 DEGREES. UNTIE ALL LOOPS AFTER CONNECTIONS HAVE BEEN MADE.

## PIPE TRENCHING

DATE:	APRIL 2023
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## HEBER CITY STANDARD DRAWING

### SLEEVE SIZE CHART

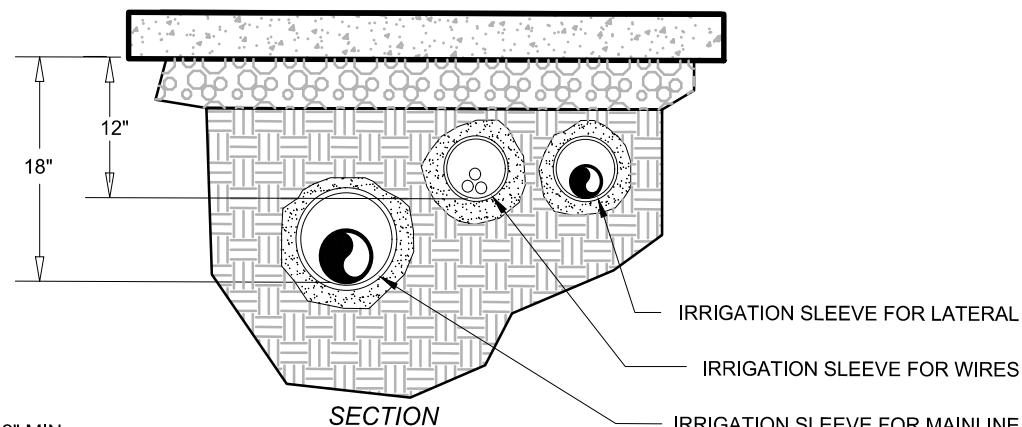
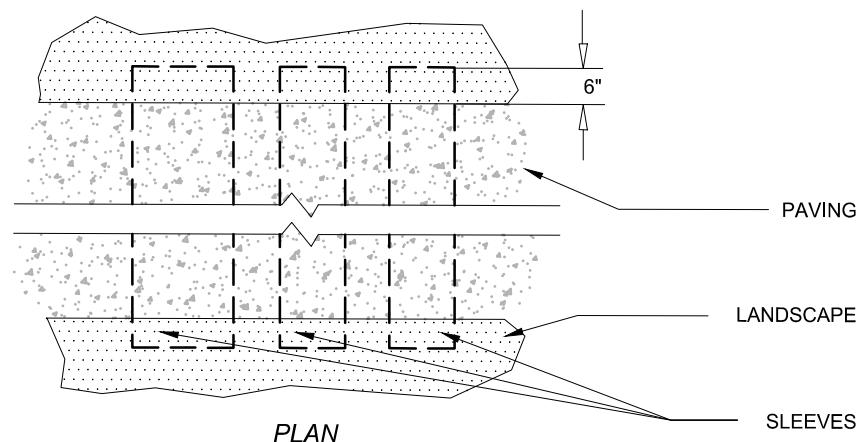
PIPE SIZE	MIN. SLEEVE SIZE
3/4"	1 1/2"
1"	2"
1 1/4"	2 1/2"
1 1/2"	3"
2"	4"
2 1/2"	4"
3"	6"
4"	8"
6"	8"
8"	10"

\*WHEN MULTIPLE PIPES OCCUR IN ONE TRENCH, ADD REQUIRED SLEEVE SIZES TOGETHER FOR 1 SLEEVE SIZE.

### WIRE CONDUIT SIZES

NUMBER OF WIRES	MIN. CONDUIT SIZE
1 - 4	3/4"
5 - 7	1"
8 - 11	1 1/2"
12 - 22	2"
23 - 31	2 1/2"
32 - 36	3"

\*WIRES SHALL BE IN SEPARATE CONDUIT AS PER CHART BELOW.



SURROUND ALL SLEEVES IN 2" MIN.  
SAND ALL AROUND

SIZE ALL SLEEVES AND CONDUIT  
ACCORDING TO PROVIDED SIZING  
CHARTS UNLESS OTHERWISE NOTED.

### PIPE SLEEVES

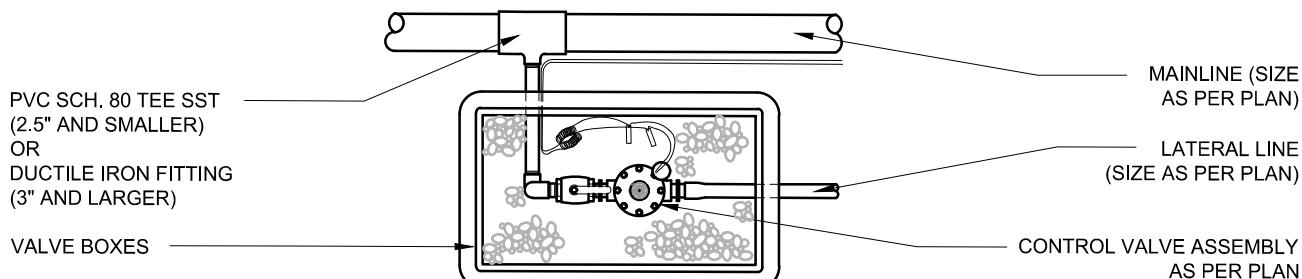
DATE:  
APRIL 2023

SCALE:  
N.T.S.

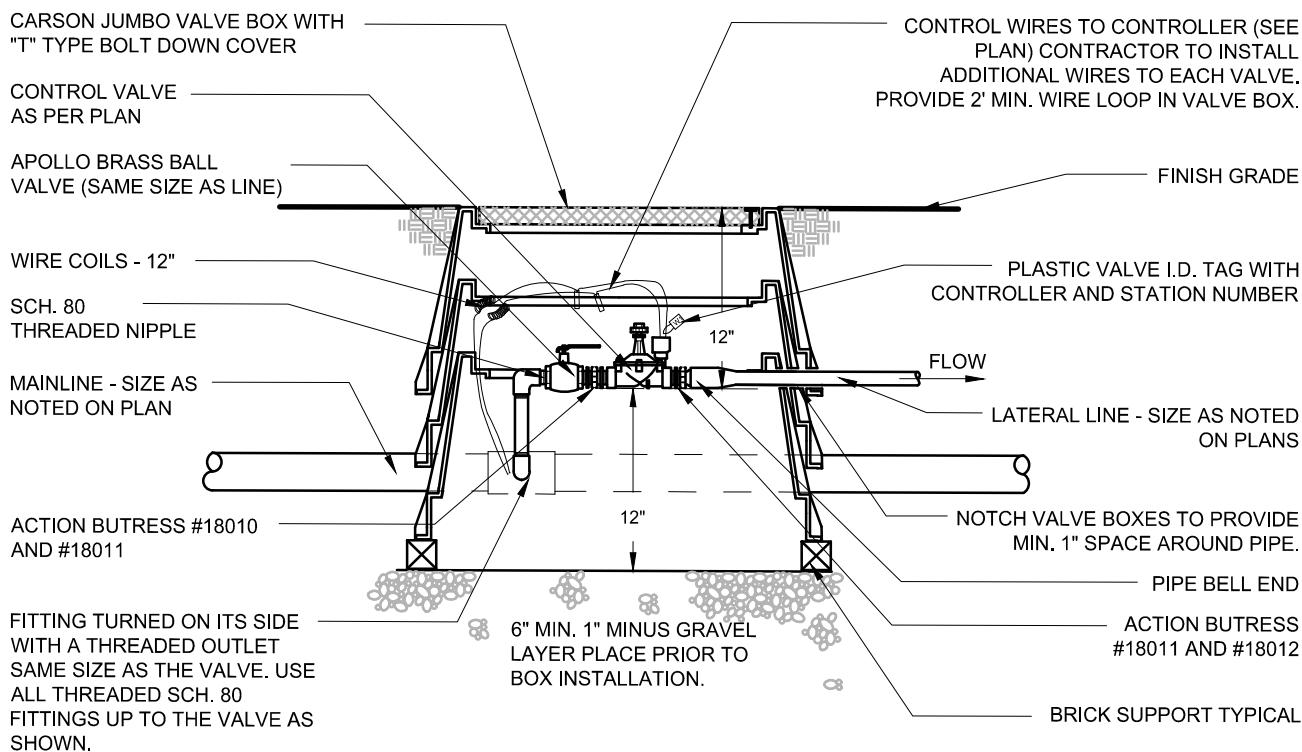
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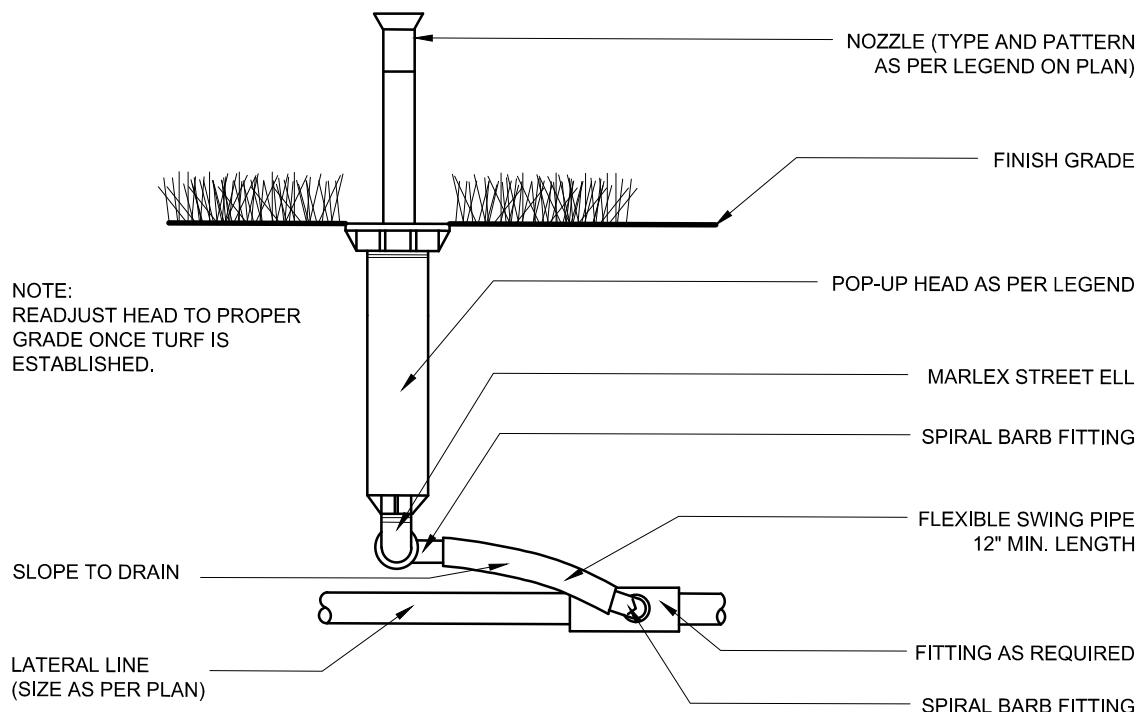
PLAN



SECTION

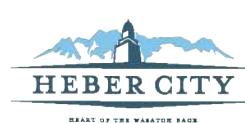
### AUTOMATIC CONTROL VALVE

	<p>DATE: APRIL 2023</p> <p>SCALE: N.T.S.</p> <p>75 NORTH MAIN STREET HEBER CITY, UTAH 84032 (435) 654-0757</p>		<p><b>HEBER CITY</b> <b>STANDARD DRAWING</b></p> <p>LANDSCAPE IRRIGATION-18</p>
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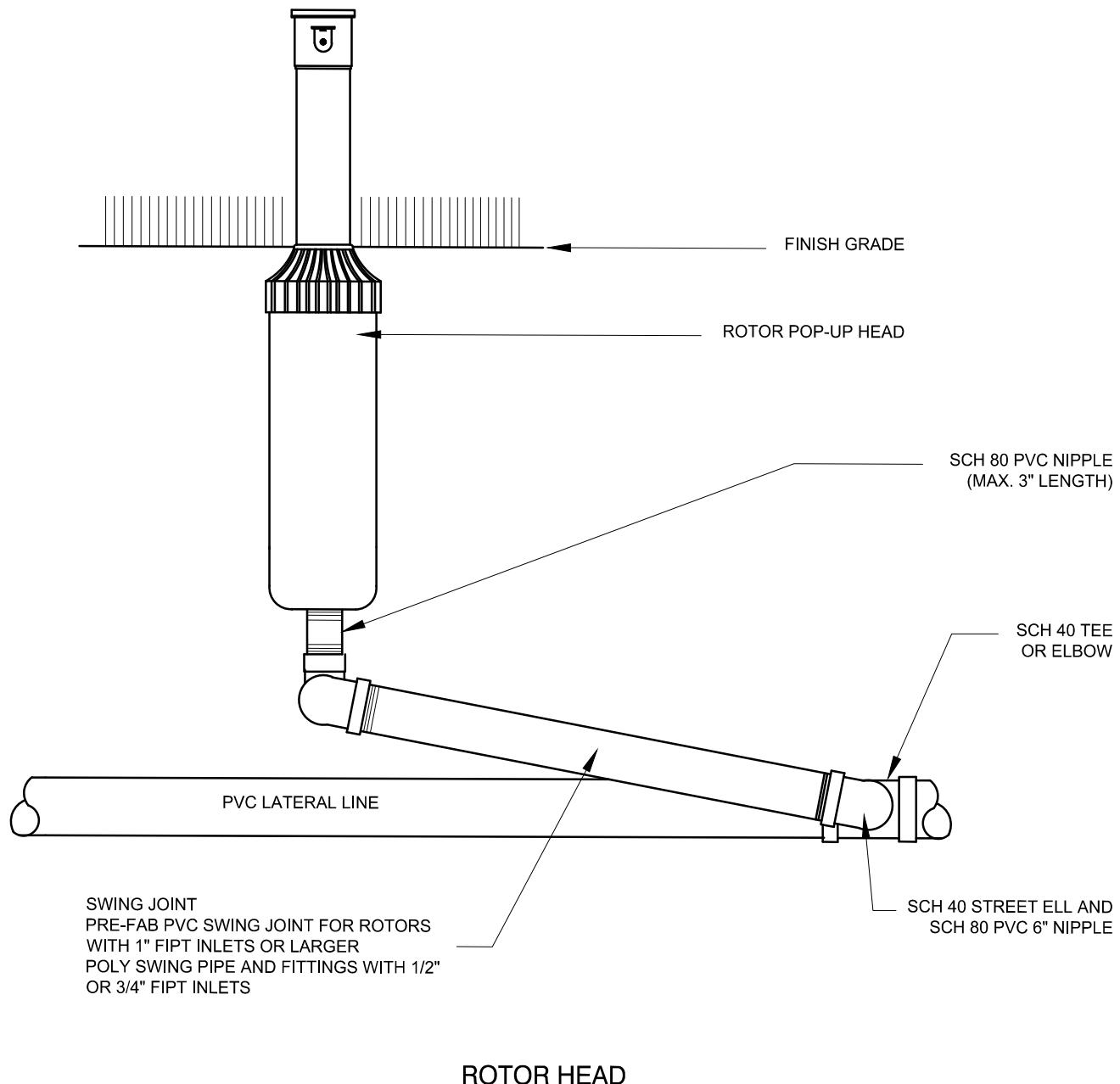


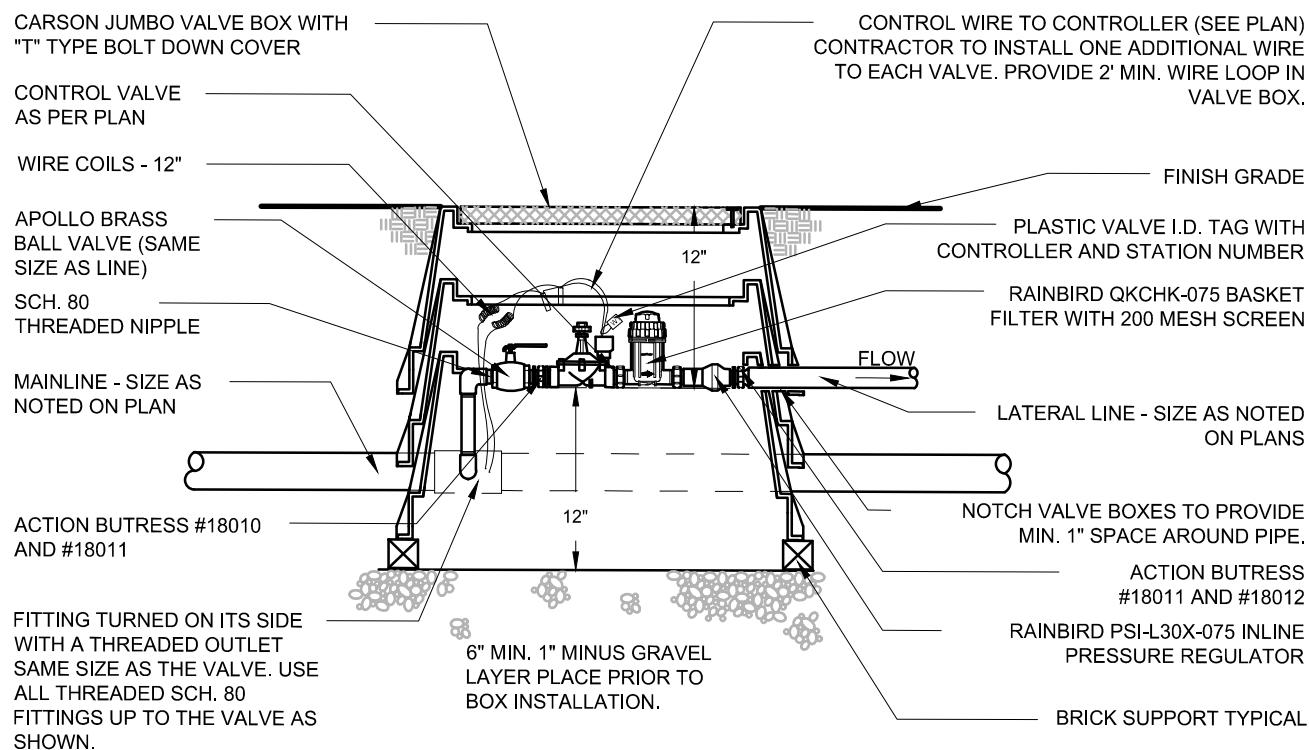
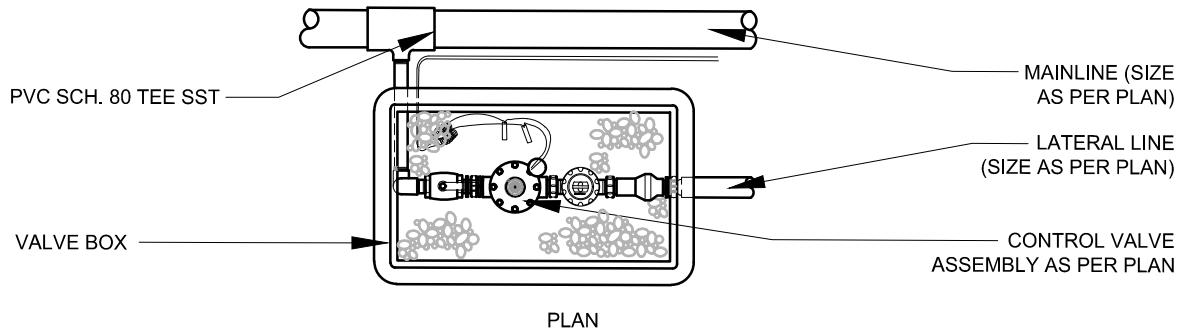
### SPRAY / BUBBLER / ROTORY HEAD

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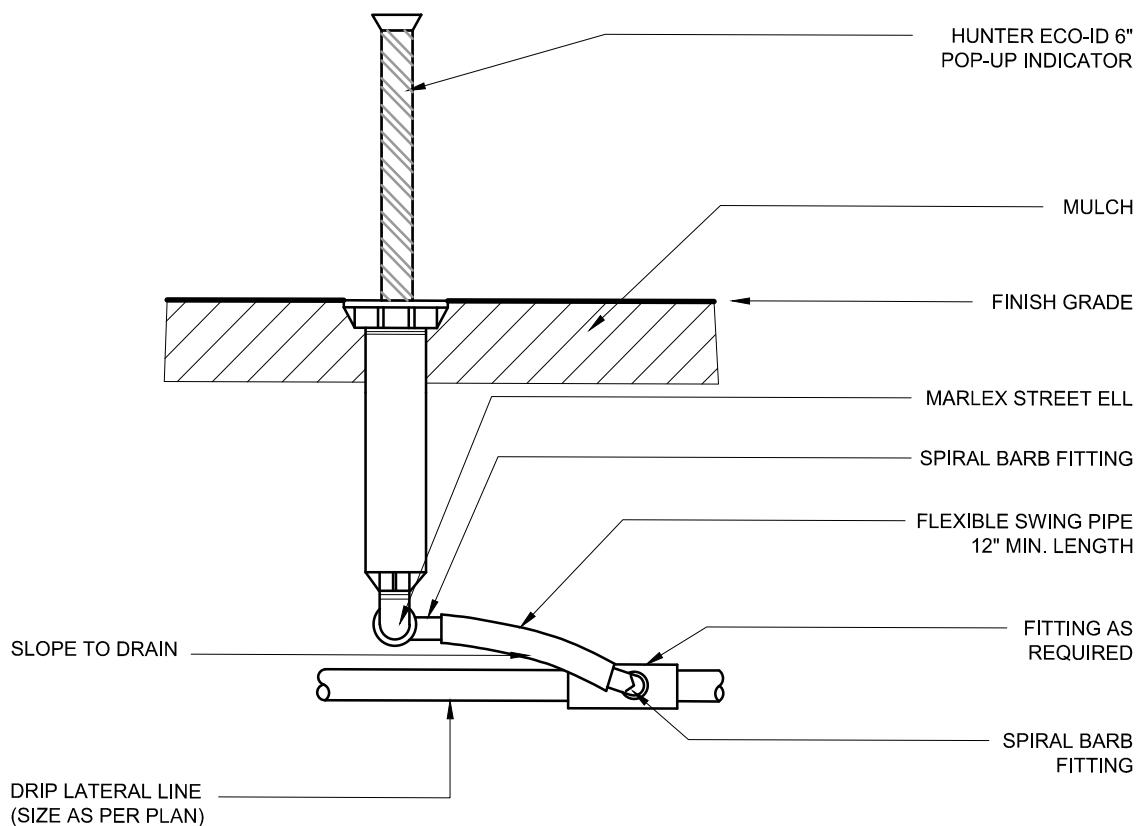
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## AUTOMATIC DRIP CONTROL VALVE

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	SCALE: N.T.S.		
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PLACE ONE INDICATOR HEAD PER DRIP ZONE  
IN A VISIBLE LOCATION AWAY FROM WALKS

### POP-UP DRIP SYSTEM INDICATOR

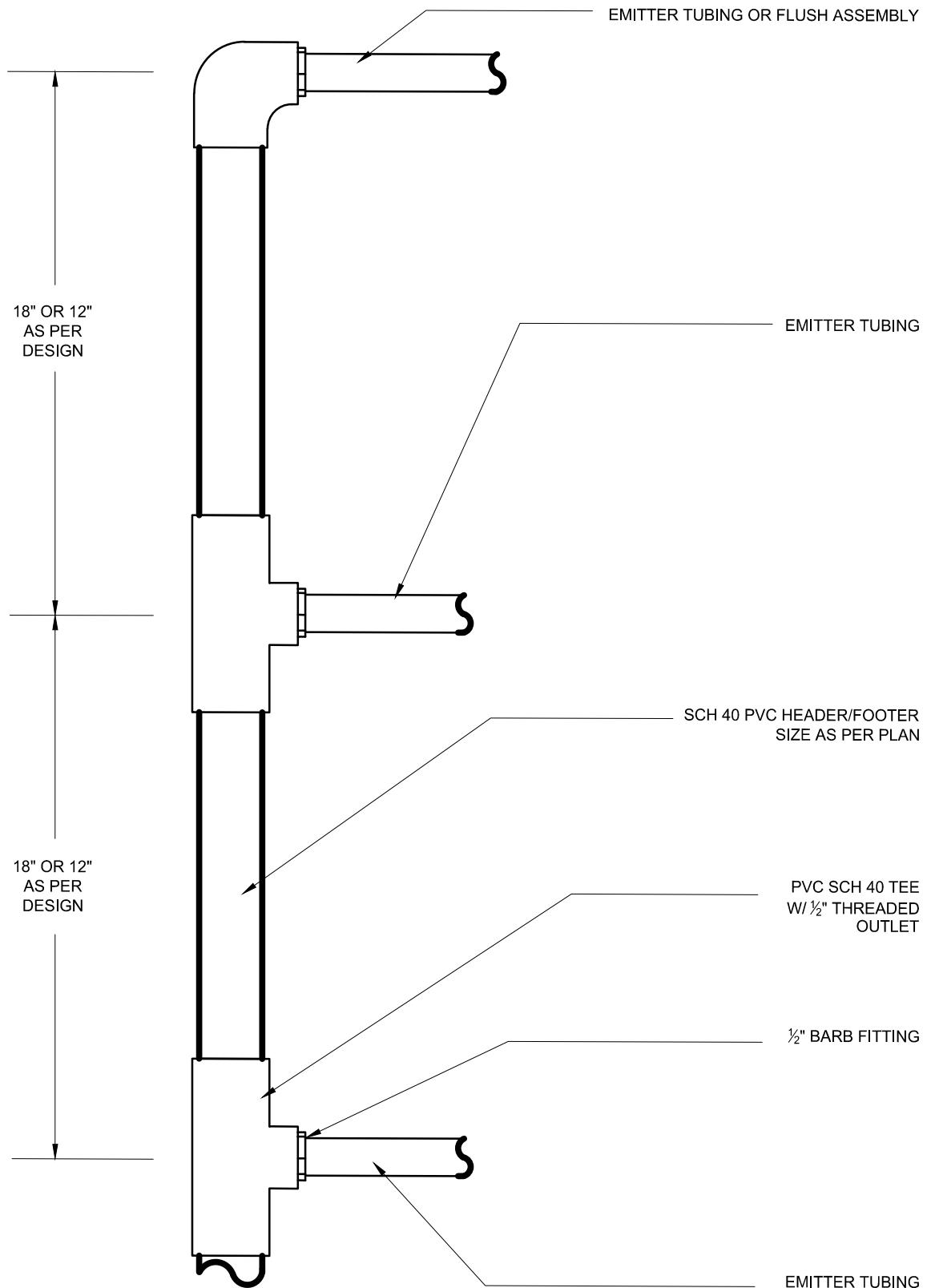
DATE: APRIL 2023  
SCALE: N.T.S.

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### PVC HEADER AND EMITTER TUBING

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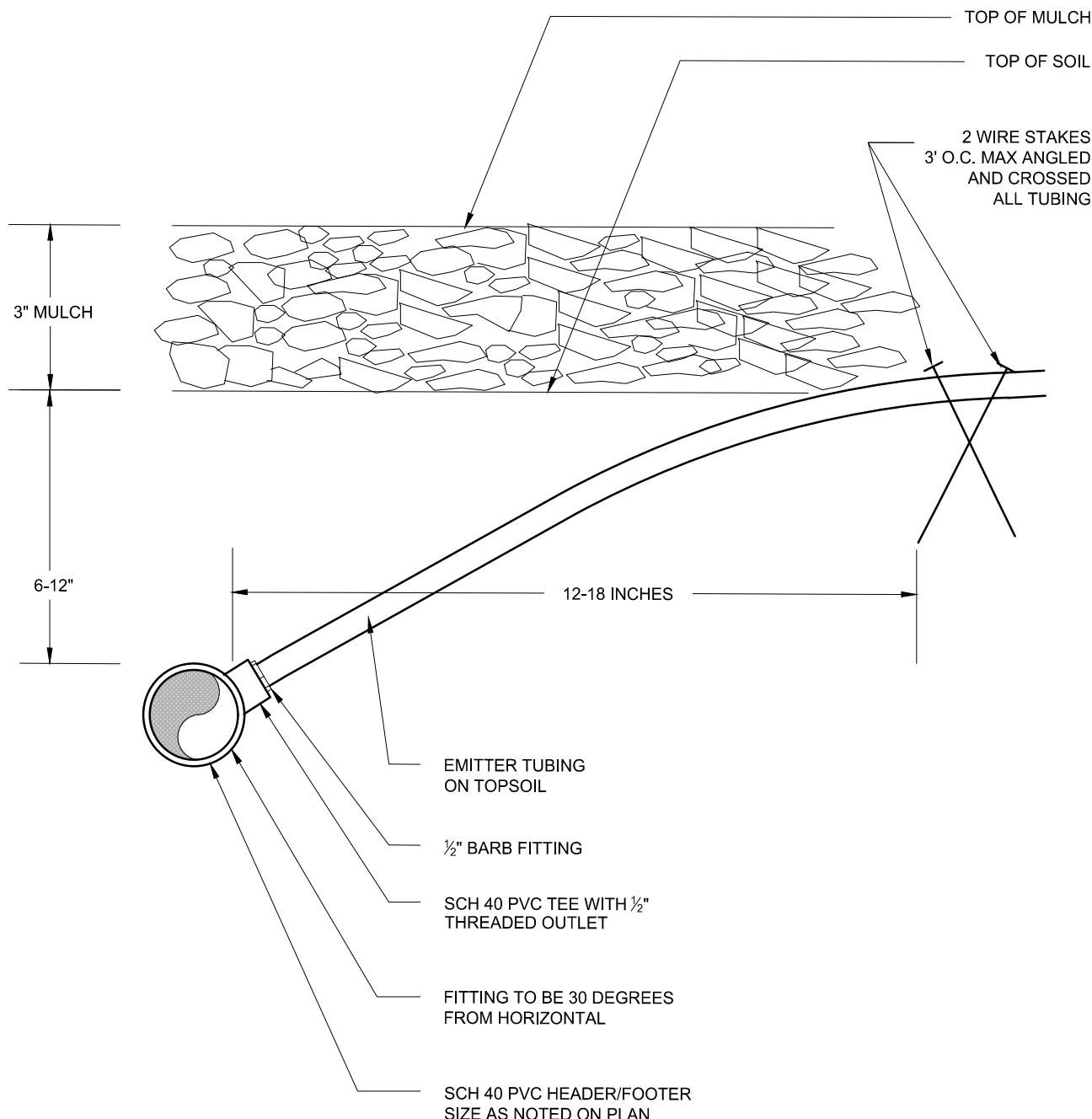
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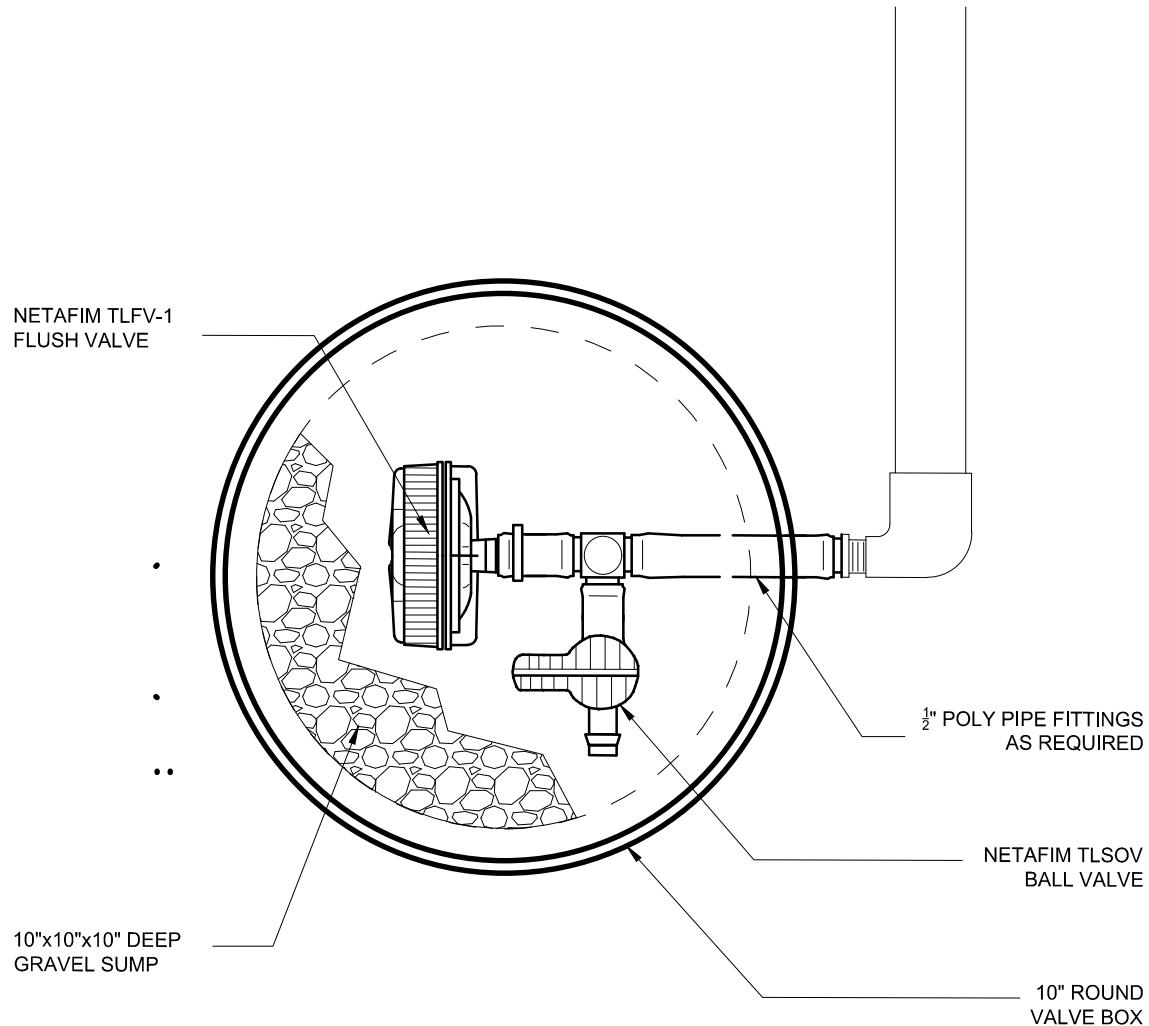
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PVC-EMITTER TUBING TRANSITION AND STAKING

	DATE: APRIL 2023	 <b>HEBER CITY</b> <small>HEART OF THE WASATCH BACK</small>	<b>HEBER CITY</b> <b>STANDARD DRAWING</b> LANDSCAPE IRRIGATION
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### DRIP LINE FLUSH VALVES

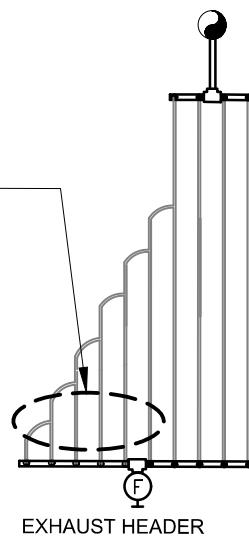
DATE:	APRIL 2023
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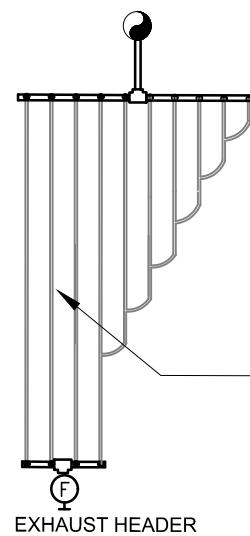
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TOTAL THE COMBINED LENGTH OF THESE LATERALS AND COMPARE IT AGAINST THE MAXIMUM LENGTH OF SINGLE LATERAL DESIGN CRITERIA.

SUPPLY HEADER.



SUPPLY HEADER.



BRANCHING OUT LATERALS

JOINING LATERALS

TOP OF SLOPE.  
PVC SUPPLY HEADER.

MANUAL LINE FLUSHING VALVE.

54" MAX. ELEVATION CHANGE  
REMOTE CONTROL VALVE ASSEMBLY.

LATERAL TUBING. LATERALS PARALLEL TO THE CONTOURS OF THE SLOPE.

PVC EXHAUST HEADER.

TOE OF SLOPE.

TOP 1/3 OF SLOPE:  
CONVENTIONAL SPACING.

BOTTOM 1/3 OF SLOPE  
CONVENTIONAL SPACING  
PLUS 25%

SLOPE FEED LAYOUT

TYPICAL DRIPLINE LAYOUT

DATE: APRIL 2023

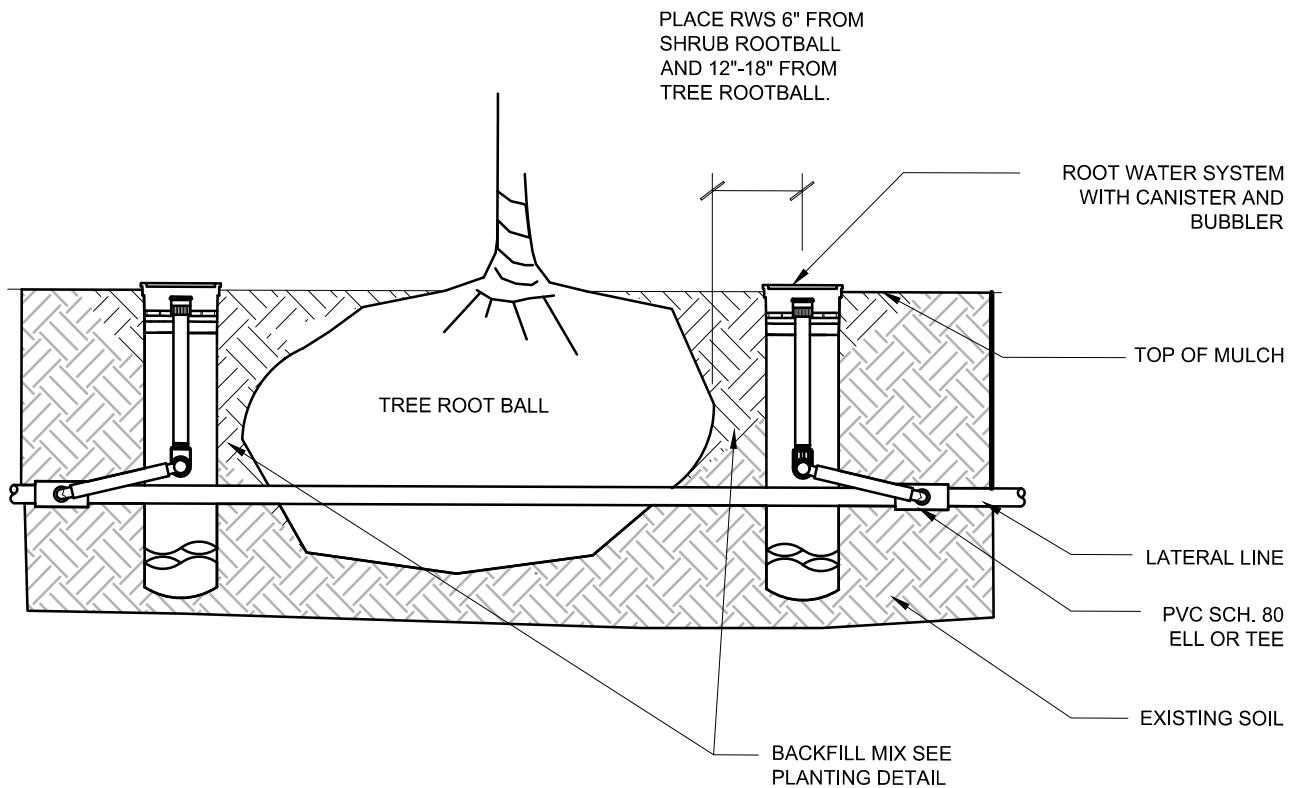
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NOTES:

1. TREE ROOT WATERING SYSTEM (RWS) - THREE RWS PER TREE TYP. PLACE TWO ROOT WATERING SYSTEMS ON UPHILL SIDE OF TREE ROOTBALL IF SLOPE EXISTS.
2. DO NOT USE TREE ROOT WATERING SYSTEMS IN LAWN AREAS.

TREE ROOT WATERING SYSTEM

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NOTE: ALL CONTROLLER WORK SHALL BE  
DONE BY INDIVIDUALS WITH  
WEATHERTRAK LEVEL 2 TRAINING  
CERTIFIED BY HYDROPOINT. PROOF OF  
TRAINING IS REQUIRED.

RAIN SENSOR WITHIN VIT RAIN SENSOR  
ENCLOSURE (PT# RGVRSS) PER SPEC.

1" PVC SWEEP ELL AND  
CONDUIT FOR 120 VAC FROM  
METERED POWER SUPPLY.

3" PVC SWEEP ELL AND  
CONDUIT FOR CONTROL WIRES.

2" PVC SWEEP ELL AND  
CONDUIT FOR OPTIONAL  
CONVENTIONALLY WIRED  
FLOW SENSOR AND MASTER  
VALVE WIRES.

1" PVC SWEEP ELL AND  
CONDUIT FOR GROUNDING  
WIRE. WIRE SHALL BE AS  
STRAIGHT AS POSSIBLE.  
GROUND CONTROLLER  
PER ASIC GUIDELINES.

FLOW SENSOR CABLE AND  
MASTER VALVE WIRES PER  
SPECIFICATIONS.

FINISH GRADE. 2" BELOW  
TOP OF CONCRETE BASE.

POURED CONCRETE  
BASE. SLOPE TO DRAIN.

FILL Voids WITH  
CONCRETE SLURRY MIX.

1" PVC SWEEP ELL AND CONDUIT FOR  
GROUNDING WIRE. WIRE SHALL BE AS  
STRAIGHT AS POSSIBLE. GROUND  
CONTROLLER PER ASIC GUIDELINES.

2" PVC SWEEP ELL AND CONDUIT FOR  
OPTIONAL CONVENTIONALLY WIRED FLOW  
SENSOR AND MASTER VALVE WIRES.

LOW PROFILE ANTENNA

STAINLESS STEEL AUTOMATIC CONTROLLER  
ENCLOSURE ASSEMBLY. SEE IRRIGAITON  
LEGEND FOR MAKE AND MODEL.

WEATHERTRAK OPTIFLOW XR SERIES  
CONTROLLER. SEE DRAWINGS AND  
SPCS FOR ADDITIONAL INFORMATION.

UNIVERSAL RADIO REMOTE  
INTERFACE (TYPICAL).

NEATLY BUNDLE WIRES AND  
SECURE WITH WIRE TIES  
(TYPICAL).

CONTROLLER  
TRANSFORMER.

GFI ON/OFF POWER SWITCH  
RECEPTACLE. (OPTIONAL)

1" PVC SWEEP ELL AND  
CONDUIT FOR 120 VAC FROM  
METERED POWER SUPPLY.

3" PVC SWEEP ELL AND  
CONDUIT FOR CONTROL WIRES.

NOTE: MINIMUM CONCRETE BASE REQUIREMENTS. CONTRACTOR SHALL VERIFY  
NUMBER AND SIZE OF CONDUITS REQUIRED FOR EACH ENCLOSURE INSTALLATION. USE  
ENCLOSURE MANUFACTURER'S TEMPLATE FOR PROPER LAG BOLT PLACEMENT. PROVIDE A  
MINIMUM 2" OF CONCRETE FROM LAG BOLT TO OPENING IN CONCRETE BASE FOR CONDUITS.

## WEATHERTRAK OPTIFLOW XR FRONT ENTRY ENCLOSURE

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PLACE 100 LB POWER SET SOIL AMENDMENT TO EACH PLATE AS PER MANUFACTURER'S RECOMMENDATIONS.

COPPER GROUND PLATE  
(4" X 96" X .0625")

#6 AWG SOLID BARE COPPER WIRE (TYP.)

CONTROLLER

NOTE:  
REQUIRED GROUNDING KIT  
CONSISTS OF GROUNDING ROD,  
COPPER GROUND PLATE, AND  
EXOTHERMIC WELD  
CONNECTION.

CONTRACTOR TO TIE EXISTING  
UTILITY GROUND TO NEW  
IRRIGATION GROUND TO MEET  
NEC COMPLIANCE.

DO NOT BACK FILL OVER  
GROUND PLATE UNTIL  
INSPECTED BY OWNER  
CONTRACTOR TO PROVIDE  
GROUNDING TEST CERTIFICATION  
OF 10 OHM OR LESS.

ELECTRODE SPHERE OF  
INFLUENCE BOUNDARIES  
1.5'X24' AND 10' DIAMETER

DO NOT INSTALL ANY OTHER  
WIRES OR CABLE WITHIN THE  
SPHERE OF INFLUENCE

10' MIN

10'

PLAN VIEW

GROUND ROD

CONTROLLER. SEE PLAN FOR UNIQUE  
INSTRUCTIONS AND LOCATIONS.

CARSON 10" RND. VALVE BOX WITH "T"  
TYPE BOLT DOWN COVER. PLACE 6"  
GRAVEL LAYER UNDER SIDES OF BOX.

CONCRETE PAD

12" MIN

30" MIN

FINISH GRADE

PVC SWEEP ELL  
(1 1/2" OR LARGER)

#6 AWG SOLID BARE  
COPPER WIRES

EXOTHERMIC WELD CONNECTION

EARTH CONTACT MATERIAL

COPPER GROUND PLATE

GROUND ROD

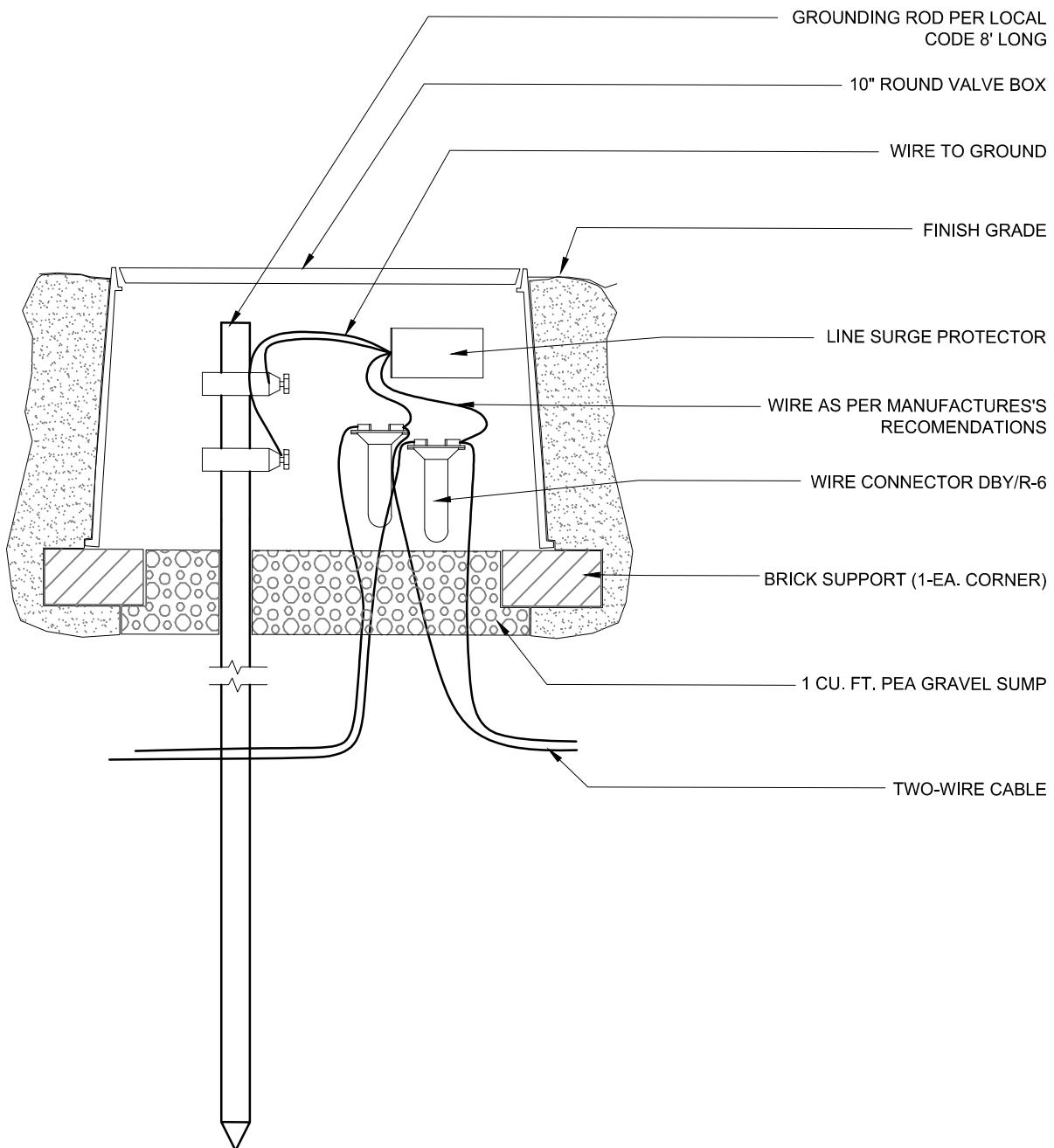
SECTION

## IRRIGATION CONTROLLER GROUNDING

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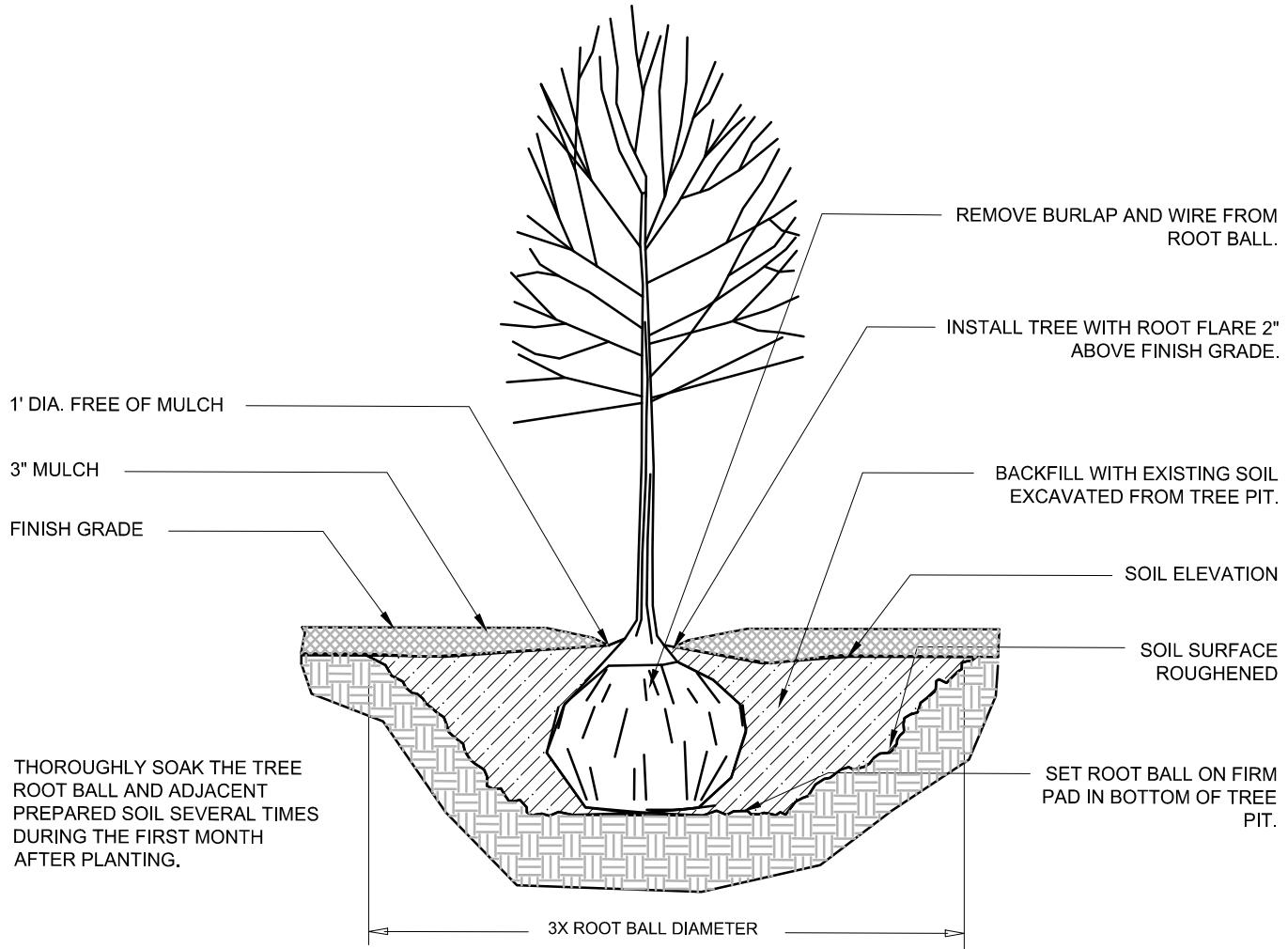
IRRIGATION 2-WIRE GROUNDING

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#### STAKING TREES

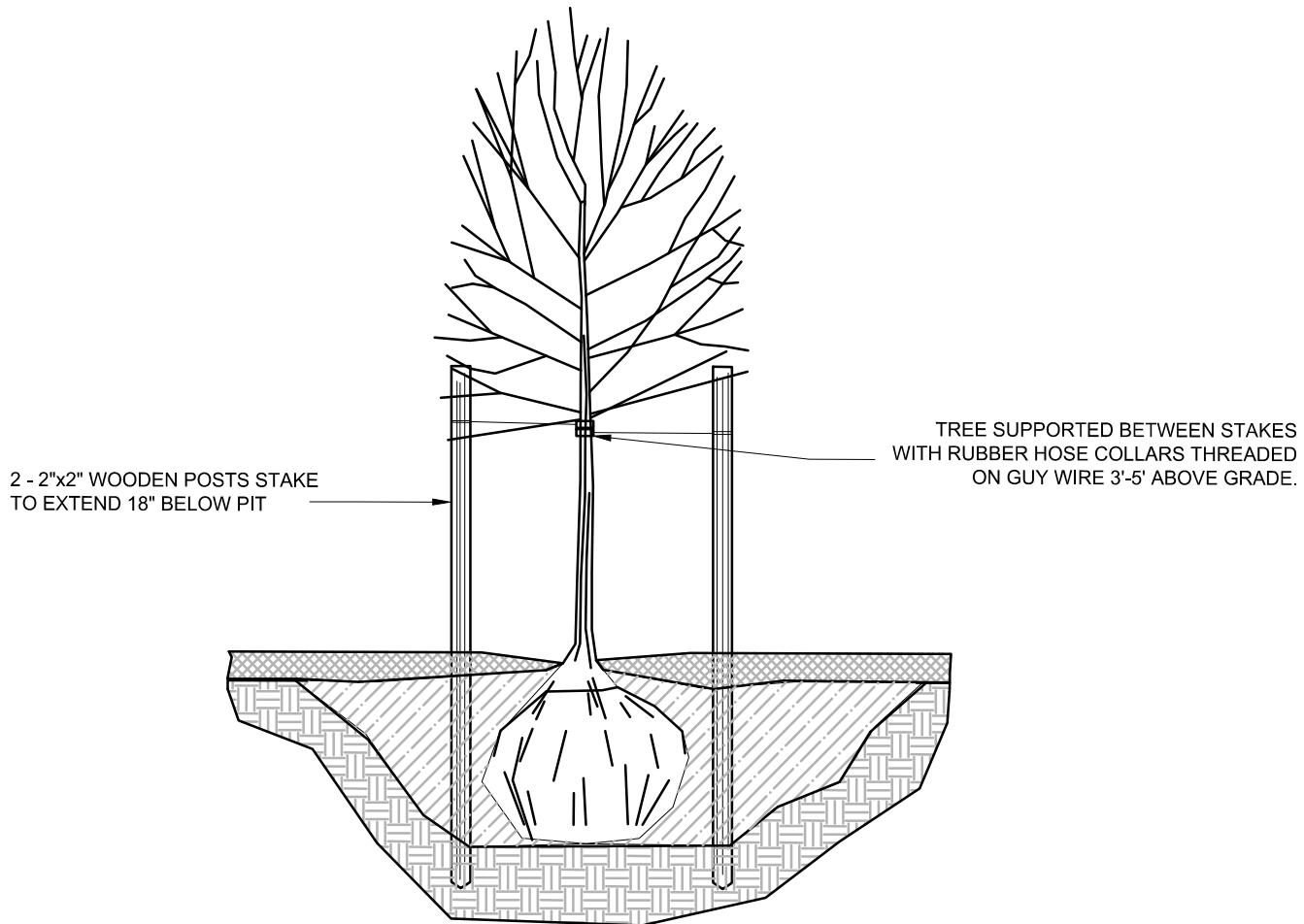
1. STAKING IS NOT GENERALLY REQUIRED FOR ALL TREE PLANTING. IF CONDITIONS ARE PRESENT WHERE THE CONTRACTOR DEEMS IT NECESSARY TO STAKE TREES TO ENSURE VIABILITY THROUGH THE GUARANTEE PERIOD, THE CONTRACTOR MAY STAKE THE TREES AT NO ADDITIONAL COST TO THE OWNER.
2. ANY STAKING WILL BE IN ACCORDANCE WITH CURRENT HORTICULTURE PRACTICE. STAKING OF TREES WILL BE WITH WOODEN STAKES PLACED OUTSIDE OF THE ROOT BALL

## DECIDUOUS TREE PLANTING

DATE:	APRIL 2023
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## HEBER CITY STANDARD DRAWING



NOTE

ANY STAKING WILL BE IN ACCORDANCE WITH CURRENT HORTICULTURE PRACTICE. STAKING OF TREES WILL BE WITH WOODEN STAKES PLACED OUTSIDE OF THE ROOT BALL

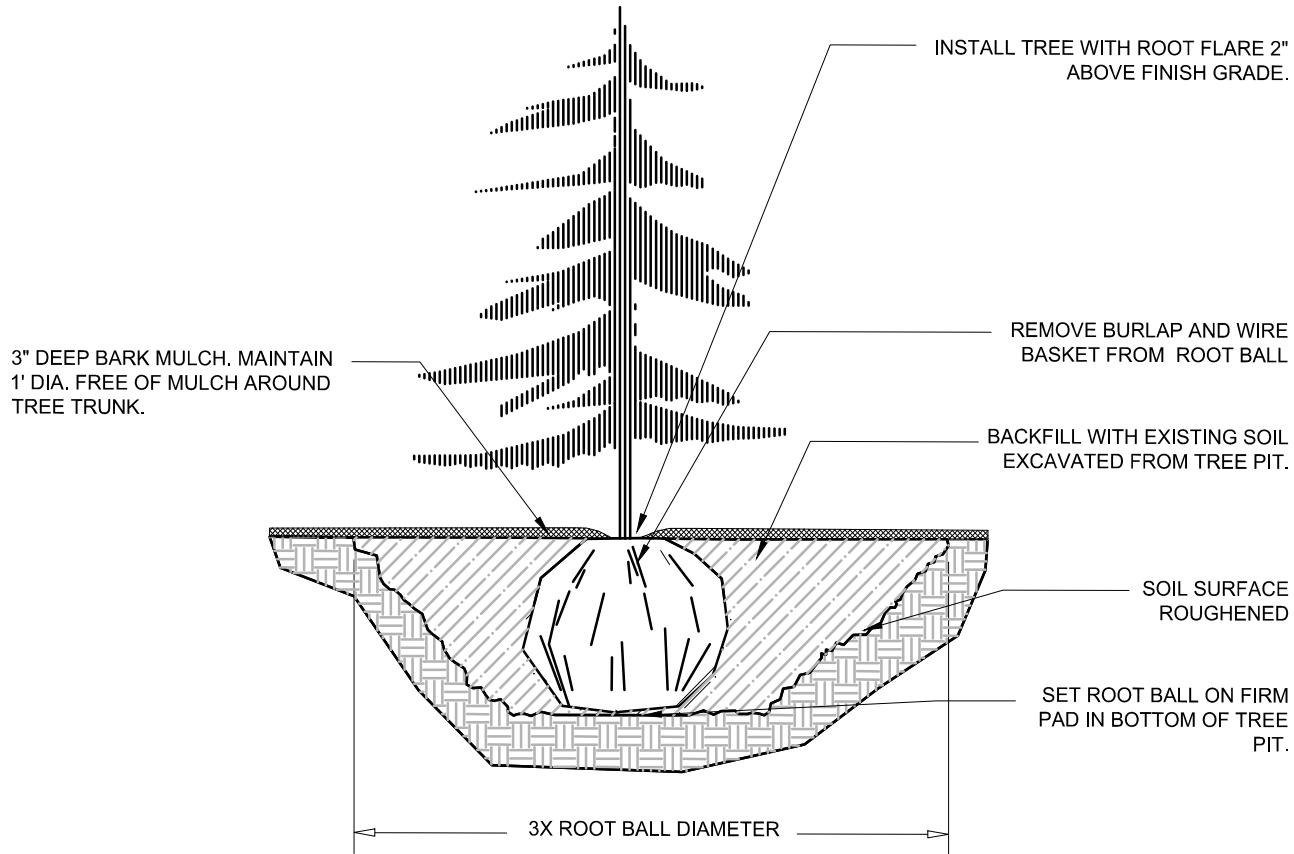
SEE DETAILS FOR TREE PLANTING

**DECIDUOUS TREE STAKING**

DATE:	APRIL 2023
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NOTE:

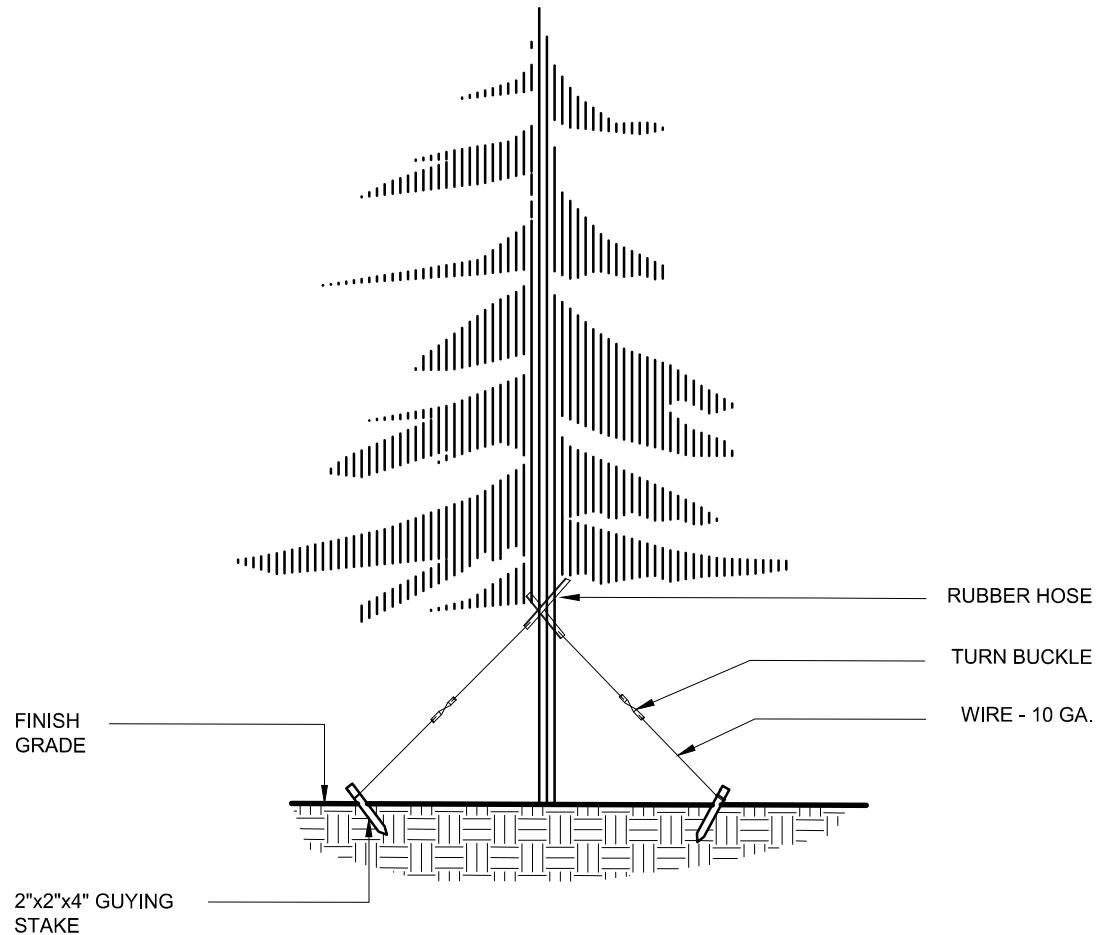
1. STAKING/GUYING IS NOT GENERALLY REQUIRED. FOR ALL TREE PLANTING, IF CONDITIONS ARE PRESENT WHERE THE CONTRACTOR DEEMS IT NECESSARY TO STAKE TREES IN ORDER TO ENSURE VIABILITY THROUGH THE GUARANTEE PERIOD, THE CONTRACTOR MAY STAKE THE TREES AT NO ADDITIONAL COST TO THE OWNER.
2. STAKING/GUYING WILL BE IN ACCORDANCE WITH CURRANT HORTICULTURE PRACTICE.

### EVERGREEN TREE PLANTING

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**HEBER CITY  
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LANDSCAPE PLANTING-3

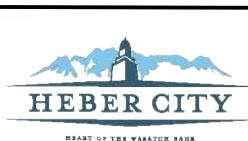


NOTE:

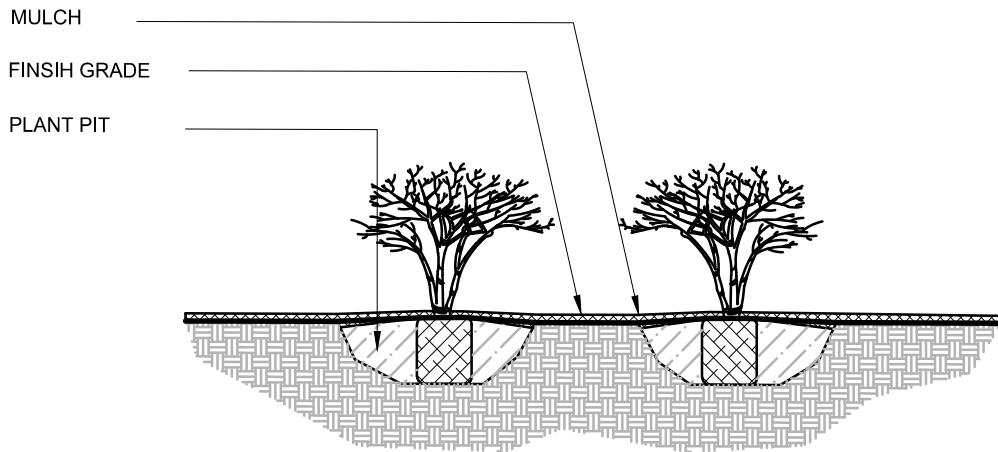
1. STAKING / GUYING WILL BE IN ACCORDANCE WITH CurrANT HORTICULTURE PRACTICE. S
2. THREE EQUALLY SPACED WIRES ARE TO BE USED IN GUYING.
3. SEE DETAILS FOR TREE PLANTING.

EVERGREEN TREE GUYING

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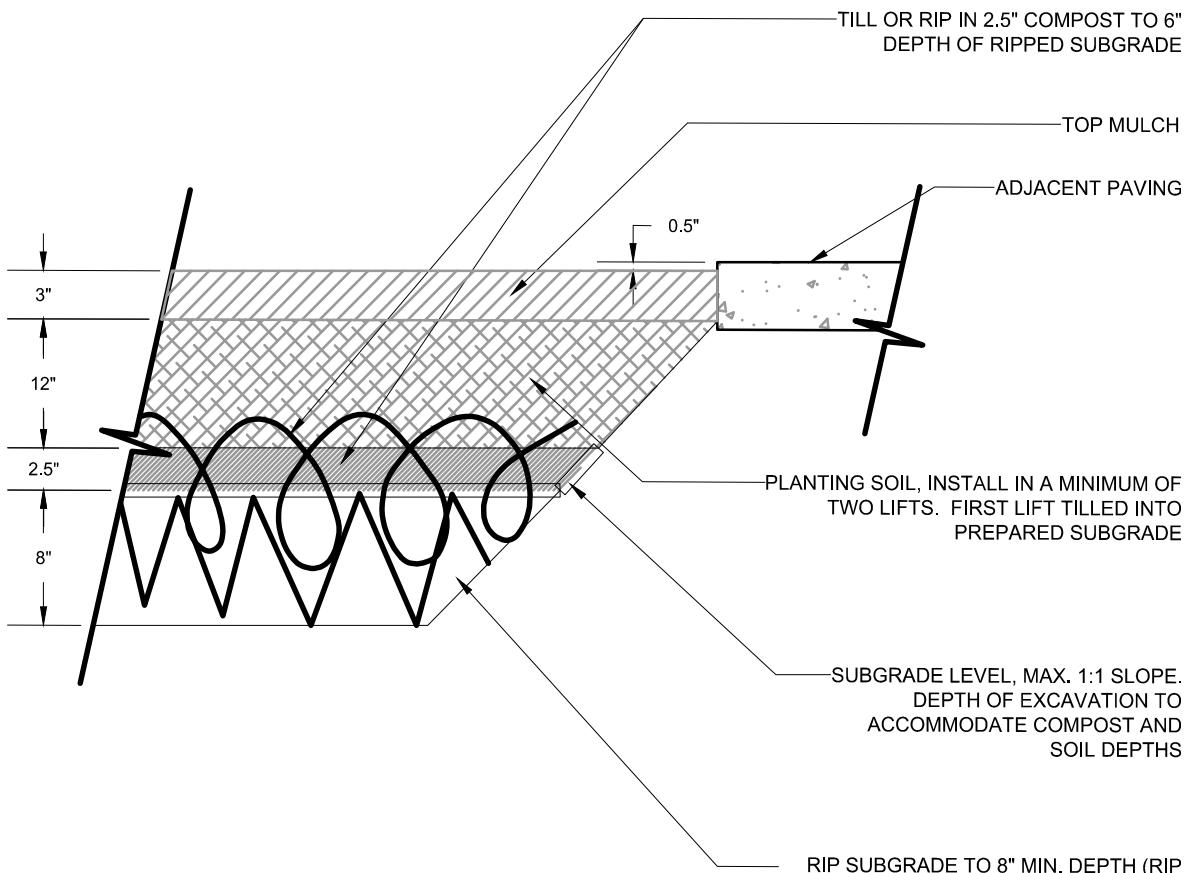
SOAK TOPSOIL AND ALLOW TO PERCOLATE PRIOR TO PLANTING. SET PLANT AT SAME RELATIONSHIP TO FINISH GRADE AS IN CONTAINER.

### SHRUB PLANTING

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NOTES:

- A. FINISH SURFACE OF MULCH TO BE 1/2" BELOW ADJACENT PAVEMENT.
- B. ALL AREAS IMPACTED BY CONSTRUCTION ACTIVITY OF ANY KIND, INCLUDING STORAGE OF MATERIALS, SHALL RECEIVE FULL SUBGRADE PREPARATION.

### PLANTING BED PREPARATION

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### HEBER CITY STANDARD DRAWING

# STANDARD LANDSCAPE SPECIFICATIONS

## TABLE OF CONTENTS

<u>Specification Section No.</u>	<u>Last Rev.</u>	<u>Specification Name</u>
01 5639	06/2023	Temporary Tree Protection
11 6813	06/2023	Playground Equipment
32 8400	06/2023	Irrigation Systems
32 9030	06/2023	Plants
32 9113	06/2023	Soil and Subgrade Preparation

**SECTION 01 5639**  
**TEMPORARY TREE PROTECTION**

**PART 1 - GENERAL**

**1.1 RELATED DOCUMENTS**

- A. Section 32 8400 - Irrigation Systems
- B. Section 32 9030 - Plants

**1.2 SUMMARY**

- A. This Section includes trimming, protection, and irrigation of trees that are to remain. Trees which are to remain and must be protected are indicated on the drawings.

**1.3 SUBMITTALS**

- A. Tree Protection Plan: Contractor to submit a 'Tree Protection Plan' for approval by the Owner's Authorized Representative prior to beginning construction. The tree protection plan shall include information including fencing, barricades, temporary irrigation, employee education, public education, etc.

**1.4 QUALITY ASSURANCE**

- A. Coordinate with the Heber City Authorized Representative to perform the following work:
  - 1. Remove branches from trees that are to remain, if required.
  - 2. Recommend procedures to compensate for loss of roots and perform initial pruning of branches and stimulation of root growth to accommodate new construction.
  - 3. Recommend procedures for excavation and grading work juxtaposed to established plants.
  - 4. Perform tree repair work for damage incurred by new construction.
  - 5. Determine the location of the tree protection fencing.

**1.5 PROJECT CONDITIONS**

- A. Temporary Protections: Provide fencing located outside the drip-line (outer perimeter of branches plus two feet) to protect trees and other plants that are to remain from damage for any tree within fifty feet of construction activity.

1. Tree protection fence that is protecting trees on adjoining properties needs only be on this project site and not on the adjoining property unless otherwise noted.
- B. Protect Root Systems: Do not store construction materials, debris, or excavated material within the drip-line of trees to remain. Do not permit vehicles within drip-line. Restrict foot traffic within fenced area to prevent excessive compaction of soil over root systems.
- C. Watering: Provide irrigation to the landscape and trees to remain.

#### 1.6 CERTIFIED ARBORIST OBSERVATIONS:

- A. A contracted certified Arborist or Heber City Arborist shall visit the site a minimum of once each month throughout the growing season to advise the Contractor and Owner's Authorized Representative of changes or modifications to the protection and maintenance procedures.
  1. The Arborist may provide a Tree Monitoring Report for each site visit indicating tree damage, soil moisture/irrigation, color of foliage, canopy density, trunk and limb discoloration, and pest presence.
  2. The Arborist may provide a Post-Construction Management Plan for the trees indicating tree assessments, fertilizing recommendations, and other long term maintenance recommendations.

### PART 2 - MATERIALS

#### 2.1 FENCING:

- A. Tree protection fence shall be sturdy and highly visible to discourage entrance and disturbance.
  1. Fence to be 4 ft high minimum high visibility nylon or chain link.
  2. Fence to be constructed using free standing posts, not post driven into the tree root systems.
  3. Signage – fencing shall be signed indicating the fence as a tree protection fence with the Owner's Authorized Representative and Contractor contact information. Arborist information may be included.

#### 2.2 TREE WATERING

- A. Provide water to trees as required and as directed by the Heber City Arborist. Watering to be applied by hand or by a temporary irrigation system.
  1. Hand watering to be by hose or pipe and water applied on a regular as needed basis.
  2. Temporary irrigation system to include pipe, fittings, risers, nozzles, and valve(s) as needed to ensure proper application of water. Temporary irrigation system shall be connected to an automatic controller or timer.

## 2.3 ROOT PROTECTION MULCH

- A. Temporary construction within the tree protection fence requires additional root protection to minimize soil compaction and mechanical root damage. The methods of root protection are to be determined by the arborist, and may include the following;
  - 1. Apply 4 inches of woodchip mulch to the area.
  - 2. Use  $\frac{3}{4}$  inch plywood sheets
  - 3. Use large wood beams
  - 4. Use 4 inches of gravel mulch over a landscape fabric
  - 5. Use commercial road mats
- B. Temporary applications of root protection to be removed and the tree protection fence re-installed as soon as construction activity near the tree is completed.

## PART 3 - EXECUTION

### 3.1 GENERAL

- A. Install fencing at the Tree Protection Zone (TPZ) which is defined as at the drip line of the canopy plus 2 feet. Install fence at the TPZ of the trees to remain prior to construction in the area. Install two notification signs (minimum) at each tree or every 100 feet if a group of trees are fenced together.
- B. Protect tree root systems from damage due to noxious materials caused by run-off or spillage during mixing, placement, or storage of construction materials. Protect root systems from flooding, eroding, or excessive wetting resulting from dewatering operations.
- C. Do NOT allow fires under or adjacent to trees or other plants that are to remain.
- D. Remove branches from trees that are to remain, if required, in order to accommodate new construction.
  - 1. Where directed by Owner's Authorized Representative and arborist, extend pruning operation to restore natural shape of entire tree.
  - 2. Cut branches and roots, if required, with sharp pruning instruments; do not break or chop.
- E. Watering: Water trees with temporary irrigation system at a rate that allows each tree to receive adequate water as directed by the arborist.
  - 1. Irrigation system to the trees and landscaping shall be operated by an automatic controller.
  - 2. Provide temporary irrigation to landscape and trees to remain if irrigation systems are not in operation.

3. Irrigation water should penetrate the soil to a depth of 18 inches with a minimum of 1 inch of irrigation water weekly in the absence of rainfall.

### 3.2 EXCAVATION AROUND TREES

- A. Excavate within proximity of trees only where indicated. Do not machine excavate within drip line.
- B. Where excavating for new construction is required within drip line of trees, hand excavate to minimize damage to root systems. Provide protective plywood sheeting at excavations if required. Use narrow-tine spading forks and comb soil to expose roots.
  1. Relocate roots in backfill areas wherever possible. If large, main lateral roots are encountered, expose beyond excavation limits as required to bend and relocate without breaking. If encountered immediately adjacent to location of new construction and relocation is not practical, cut roots approximately 3 inches back from new construction.
- C. Do not allow exposed roots to dry out before permanent backfill is placed; provide temporary earth cover or pack with peat moss and wrap with burlap. Water and maintain in moist condition and temporarily support and protect from damage until permanently relocated and covered with earth.
- D. Where trenching for utilities is required within drip line, tunnel under or around roots by hand digging. Do not cut main lateral roots or tap roots; cut only smaller roots that interfere with installation of new work. Cut roots with sharp pruning instruments; do not break or chop.
- E. Prune branches to balance loss to root system caused by damage or cutting of roots.

### 3.3 GRADING AND FILLING AROUND TREES

- A. Maintain existing grade within drip line of trees.
- B. Lowering Grades: Where existing grade is above new finish grade shown around trees, gradually slope grade away from trees as recommended by Arborist. Do not reduce grade within drip line.
  1. Prune the branches to stimulate root growth and to compensate for loss of roots. Provide subsequent maintenance during the contract period as recommended by arborist. Provide Owner with typed instructions for recommended long-range maintenance procedures to be followed after completion of construction operations.

### 3.4 RAISING GRADES:

- A. Minor Fills: Where existing grade is 6 inches or less below elevation of indicated finish grade, use topsoil fill material specified. Place in single layer and do not compact; hand grade to require finish elevations. Do not place soil material against trunk of tree.
- B. Raising Grades: Where existing grade is greater than 6" below elevation of indicated finish grade, provide stone retaining walls or adjust grading to maintain existing grading within drip lines.

Coordinate work with owner's authorized representative and arborist.

### **3.5 REPAIR AND REPLACEMENT OF TREES**

- A. Repair trees damaged by construction operations. Make repairs promptly after damage occurs to prevent progressive deterioration of damaged trees.
- B. If a tree is damaged, the Arborist and Owner's Authorized Representative shall determine if the tree can be restored to normal growth pattern. When it is determined that a tree cannot be restored, the following shall occur:
  1. Provide a new tree of the same species as those being replaced. Plant and maintain in accordance with current horticultural requirements.
  2. If trees over 6 inches in caliper measurement (taken 12 inches above grade) are required to be replaced, provide new trees with 2-inch caliper size and of species selected by the Owner.
  3. A tree appraisal shall be conducted by a third-party certified arborist using the latest guide for tree appraisal and the contractor will compensate the owner the agreed amount as a settlement.

### **3.6 DISPOSAL**

- A. Burning removed trees and branches is not permitted on the site.
- B. Removal from Owner's Property: Remove excess excavation, displaced trees, and trimmings in a legal manner. These actions are to be provided at no additional expense to the Owner.

### **END OF SECTION**

## **SECTION 11 6813**

### **PLAYGROUND EQUIPMENT**

#### **PART 1 - GENERAL**

##### **1.1 SUMMARY**

- A. Furnish and deliver from a qualified manufacturer(s), all materials required to install playground equipment, subsurface drainage, base materials, and resilient surfacing.
- B. Layout and install playground equipment meeting current safety standards.
- C. Any minor items of labor or materials not specifically noted on the drawings or specifications, but necessary for the proper completion of the work, shall be considered incidental to and are to be included in the work.

##### **1.2 COORDINATION**

- A. Coordinate and cooperate with other contractors as necessary to enable the work to proceed as rapidly and efficiently as possible.
- B. Inspection of Site: The Contractor shall be acquainted with all site conditions. Should utilities not shown on the plans be found during excavations immediately notify the Owner's Authorized Representative. Failure to do so will make the Contractor liable for any and all damage thereto arising from his/her operations subsequent to discovery of such utilities not shown on plans.
- C. Existing Utilities: Before any trenching, excavation or digging below the surface for any reason is begun, the Contractor shall have the area "Blue Staked" in order to determine as close as possible the location of all underground utilities. The Contractor will conduct the work in such a manner to protect all utilities from damage. It is the responsibility of the Contractor to repair or replace any damage incurred by the Contractor or the Contractor's employees at no expense to the Owner.

##### **1.3 SUBMITTALS**

- A. Playground Equipment
  - 1. The Contractor/Manufacturer's Representative shall submit the following; play capacity of each component prior to installation, scaled drawings of each specified component including dimensioned plans, color charts, erection drawings, installation details, parts list, and technical data for correct assembly of all components, clamp details, and anchoring details.
- B. Resilient Safety Surfacing
  - 1. Data and test information meeting playground safety and accessibility guidelines.

C. Shade Structures

1. Shop Drawings including:
  - a. Column layout for applicable anchor bolts or buried columns.
  - b. Foundation design.
  - c. Three dimensional views of frame.
  - d. Member sizes and locations.
  - e. Structural connection details, including bolt sizes and plate thicknesses
  - f. Fabric roof and connection details for installation clarity.

D. Warranty / Guarantee

1. The Contractor/Manufacturer's Representative shall provide information on the equipment manufacturer's warranty/guarantee with bid.

1.4 QUALITY ASSURANCE

- A. The Manufacturer and supplier furnishing the play equipment and structures must have a minimum of 10 years of experience in the manufacturing and supply of play equipment with the personnel, facilities, and equipment adequate for the products specified, and shall produce written proof of such with bid.
- B. The Contractor installing the play equipment and structures must have a minimum of 5 years of experience in the installing of play equipment with the personnel, facilities, and equipment adequate for the products specified, and shall produce written proof of such with bid.
- C. The Contractor installing the play equipment must be certified as a Certified Playground Safety Inspector in good standing with the National Playground Safety Institute

1.5 SAFETY GUIDELINES AND STANDARDS

- A. All materials and equipment shall conform to the current issue of the "Public Playground Safety Handbook" published by the U.S. Consumer Product Safety Commission (C.P.S.C. Publication No. 325), and ASTM F1487-11. The manufacturer shall be responsible for correcting any product violations of the C.P.S.C. Guidelines and ASTM F1487-11, to the satisfaction of the Owner, should they be found after installation.
  1. Related Information:
    - a. ASTM F1487 – Standard Consumer Safety Performance Specification for Playground Equipment for Public Use
    - b. ASTM F1292 – Standard Specification for Impact Attenuation of Surfacing Materials Within the Use Zone of Playground Equipment
    - c. ASTM F1951 – Standard Specification for Determination of Accessibility of Surface Systems Under and Around Playground Equipment
    - d. ASTM F2075 – Standard Specification for Engineered Wood Fiber for Use as a Playground Safety Surface Under and Around Playground Equipment
    - e. ADA Accessibility Guidelines (ADAAG)
- B. Playground shall be accessible in accordance with the latest ADA Accessibility Guidelines (ADAAG) Section 15.6 Play Areas.

- C. Playground Equipment must hold the International Play Equipment Manufacturers Association (IPEMA) certification.

## PART 2 - MATERIAL

### 2.1 PLAYGROUND EQUIPMENT – OWNER PROVIDED, CONTRACTOR INSTALLED

- A. Material: All materials shall be structurally sound and suitable for safe play. Durability shall be ensured on all steel parts by the use of time-tested coatings such as zinc plating, galvanizing, finish coatings, etc. All metal components to be coated and/or powder coated.
- B. Fasteners: Primary fasteners shall be socketed and pinned tamperproof in design, stainless steel (SST) per ASTM F 879. Manufacturer to provide special tools for pinned tamperproof fasteners.
- C. Footings: Bury depth on all footings shall be 34" minimum below Finished Grade (FG) on all in-ground play events/posts. As per Manufacture's requirements.
- D. Submit layout shop drawings and equipment list for review

### 2.2 COLORS

- A. Colors:
  - 1. Colors of play equipment and surfacing may be suggested but will be selected by the Owner.

### 2.3 CONCRETE FOR FOOTINGS

- A. Concrete Post Mix: 3000 PSI mix
- B. Water: Potable

### 2.4 PLAYGROUND RESILIENT SAFETY SURFACING

- A. Grass Resilient Surfacing
  - 1. Owner Preferred
  - 2. Playground Grass Ultra by ForeverLawn
    - a. Synthetic Grass that meets fall height safety requirements
    - b. IPEMA certified to ASTM F1292
    - c. Local Sales Representative, Paul Daniels, ForeverLawn Mountain West, C: (208)283-8638, UT: (801)503-0949
- B. Rubber Resilient Surfacing
  - 1. To be used with Owner Permission Only

2. Solid Bonded Rubber Resilient Surfacing will be installed as a poured in place rubberized material base and  $\frac{1}{2}$ " minimum resilient top surface.
3. Aliphatic Binder Required
4. Surface material to be in compliance with ADA requirements and meet ASTM standards F1292 for field and laboratory tests specified for designated fall height and impact.
5. Solid surfacing to be installed over compacted drainage and base materials.
  - a. Full color surfacing required.
  - b. Multiple colors required.
  - c. Colors, design and patterns as detailed

C. Engineered Wood Fiber Material

1. To be used with Owner Permission Only
2. Engineered wood fiber comprised of softwoods and/or hardwoods, consisting of randomly sized wood fibers the majority of which do not exceed 1.5" in length and containing 10% to 20% fines to aid in compaction. (It is generally understood that the manufacturing process allows a few oversized pieces.)
3. Product depth, after installation, must be in accordance with the procedure described in ASTM F-1292-04 and meet guidelines for critical height as set forth by the CPSC for use of wood products for protective surfacing.
4. Product testing and data sheet submittal required.

2.5 SUBSURFACE DRAINAGE

- A. Perforated pipe – 3 inch minimum diameter and/or panel pipe 12 inches wide.
- B. Drain pipes to be covered on all sides with a non-woven filter fabric.
- C. Connectors and fittings as required.
- D. Sand backfill material: course washed sand less than 5% retained on #10 and less than 5% passing #30 U.S. standard sieves.

2.6 SHADE STRUCTURE

- A. General: The pre-engineered package shall be pre-cut and pre-fabricated to include all parts necessary for field construction. The shelter shall be shipped knocked-down with complete assembly instructions, and ready for field installation.
- B. Engineering Data:
  1. Structures are engineered to meet or exceed the requirements of International Building Code (IBC), and the following *standard* specifications:
    - **Wind Speed (Frame only):** 150 m.p.h.
    - **Wind Speed (Frame w/ canopy):** 90 m.p.h.

• <b>Live Load:</b>	None
• <b>Snow Load:</b>	None

C. Reinforced Concrete Footings:

1. Footings shall be designed per stringent International Building Code (IBC) for the specific structure.
2. Concrete shall have minimum 28-day compressive strength of 3,000 psi and slump of 4" (+/- 1"), unless otherwise noted on the drawings or calculations.
3. Reinforcing shall be ASTM A615, grade 60.

D. Material:

1. All materials shall be structurally sound and appropriate for safe use.
2. Product durability shall be ensured by the use of corrosion-resistant metals such as stainless steel, and coatings such as zinc-plating, galvanizing, and powder-coating on steel parts, subject to the Project-Specific requirements below.
3. Fabrics used shall include UV-stabilizers and fire retardants for longevity and safety.

E. Posts, Structural Framing, And Hardware:

1. All tubing used shall be cold-formed and milled per ASTM A-135 and ASTM A-500. Material testing is in accordance with ASTM E-8. Minimum yield is 40,000 psi with a minimum tensile strength of 45,000 psi on all posts.
2. All tubing shall be pre-cut to appropriate lengths, and where applicable all outside surfaces shall be galvanized, with an interior corrosion-resistant zinc-rich coating. Where required, support pipes shall be schedule 40 hot-dip galvanized or powder-coated black steel.
3. All tubing members are factory-welded by Certified Welders to American Welding Society (AWS) specifications and to the highest standards of quality workmanship.
4. Weldments are finished with a zinc-rich galvanized coating. No field welding is required in the assembly of Shade Systems products.
5. All fastening hardware shall be stainless steel.

F. Fastening System Requirements:

1. Shade fabric shall be delivered complete with independent cables pre-inserted in fabric hems.
2. Each cable shall be looped and clamped at each end.
3. Product must be delivered complete with an instructional video on DVD media. Video must show the viewer the exact procedure for removing and re-attaching canopy using an actual shade structure in the field.

G. Roofing Materials:

1. SHADE FABRIC: Knitted of monofilament and tape construction high density polyethylene with Ultra Violet (U.V.) stabilizers and flame retardant.
  - a. UV-Block Factor varies by standard color offered from 91% to 99%.
  - b. Properties:
    - Nominal Thickness: 0.057 inches
    - Light Fastness: Min. 337 g/m<sup>2</sup>
    - Weather Fastness: 7-8 (Blue Wool Scale)
    - Tear Resistance: 4-5 (Grey Scale Test)
    - Breaking Force: Warp 210N, Weft 276N
    - Bursting Pressure: Mean 3125kPa
    - Bursting Force: Mean 1775N
  - c. All hems and seams are double row lock stitched using exterior grade UV-stabilized polyethylene GORE™ TENARA™ sewing thread (GORE and TENARA are trademarks of W. L. Gore & Associates).
2. Shade Fabric is treated with fire retardants, and passes the requirements established under the NFPA 701 Test Method 2 test standards for flammability, including the accelerated water leaching protocol.
  - a. Written evidence of compliance with this standard, including the accelerated water leaching protocol, must be furnished with bid proposal.
3. Fabric is attached to frame using a vinyl covered minimum 1/4" diameter stainless steel and clear vinyl coated cable.
  - a. Cable fasteners are zinc-plated copper for maximum corrosion resistance.

H. Polyester Powder-Coating Process:

1. All powder-coated parts are completely cleaned and a hot zinc phosphate pretreatment with non-chromic sealer is applied.
2. Powder-coating is then electrostatically applied and oven-cured at 375 to 425 degrees Fahrenheit.
3. Polyester powders shall meet or exceed ASTM standards for Adhesion, Hardness, Impact, Flexibility, Overbake Resistance, and Salt Spray Resistance.
4. Colors shall be specified by Owner.

## PART 3 - EXECUTION

### 3.1 COORDINATION

- A. The contractor shall coordinate his work with that of the Owner, other contractors on site, and shall cooperate to the fullest extent to see that the work is completed in a timely and workmanship like manner.
- B. The Contractor shall be responsible for assuring that the installed playground equipment meets all safety requirements and shall have the structure inspected and certified by a Certified

Playground Inspector. The playground equipment shall be installed using the Manufacturers Installation Instructions.

- C. Install approved play equipment and footings per manufacture's specifications. Backfill, compact, and clean area as necessary to restore sub-base.
- D. Repair any and all damage to playground components and/or site improvements that was caused during playground installation.

### 3.2 DOCUMENTATION

- A. Contractor to inventory and document equipment.

### 3.3 INSTALLATION

- A. Contractor shall at all times be responsible for providing and maintaining a clean, safe, and secure working area. Contractor shall be responsible for providing barriers, signage, etc., in order to achieve this secure area. Contractor shall be responsible for the proper disposal of any and all earth, concrete, gravel, etc., removed in the process of installation.
- B. Contractor shall provide the following for each installation upon completion: one owner's manual, one parts inventory, a collection of spare bolts/fasteners and tools needed to replace, and "clear/concise inspection, maintenance, and repair instructions including, but not limited to, what, when, and how to inspect, maintain, and repair" as stated in the ASTM standards.
- C. Contractor shall submit in writing a schedule of the projected start and completion dates for all installations for approval. Contractor shall be responsible for completing installations in a timely and orderly fashion according to the approved schedule submitted.
- D. Playground contractor to install drainage and play equipment and re-contour and re-compact base material as required.
- E. Install subsurface drainage per reviewed shop drawings, submittals and details.
- F. Install playground equipment as per manufacture's recommendations and requirements.
- G. Install resilient surfacing as per manufacture's recommendations and requirements to comply with all applicable playground safety regulations and guidelines.
- H. Contractor shall be responsible for coordinating with the City for a playground safety audit prior to opening playgrounds for use. Final payment will not be authorized until audit is complete and found to be/or is corrected to be in compliance with design standards, recommendations, and requirements.
- I. Playground Safety Audit Certificates for each playground to be provided for Heber City, the contractor and the designer.
- J. Contractor to layout the playground equipment with adequate safety and fall distances. The contractor shall be responsible for assuring that the installed playground equipment meets all safety requirements and shall have the structure inspected and certified by a Certified Playground Safety Inspector (CPSI).

**3.4 SHADE SAIL ERECTION**

- A. Install all components according to manufacturer's installation instructions and these specifications.

**3.5 CLEAN-UP**

- A. During work, store materials and equipment where directed. Keep pavements clean and work area in an orderly condition.
- B. The Contractor shall keep the site free from accumulation of waste material. At the time of completion, all areas must be swept or washed clean and all rubbish removed to the satisfaction of the Owner's Authorized Representative.
- C. The Contractor shall keep roads, shoulders, walks, clean.
- D. Remove from the site all debris resulting from work of this section.

**3.6 WARRANTY: PLAYGROUND EQUIPMENT**

- A. The Contractor shall warranty the installation for a period of one-year minimum following substantial completion and acceptance.

**END OF SECTION**

## **SECTION 328400**

### **IRRIGATION SYSTEMS**

#### **PART 1 - GENERAL**

##### **1.1 SUMMARY**

###### **A. Section Includes:**

1. These specifications, together with the accompanying drawings and reference materials convey the design intent to accomplish the work of installing an irrigation system that will operate in an efficient and satisfactory manner according to the workmanlike standards established for the irrigation industry.
  - a. As-built Irrigation Drawings: The contractor shall prepare as-built drawings which shall show deviations from the contract documents made during construction affecting the main line pipe, controller locations, remote control valves, manual drain valves, and all irrigation heads. The drawings shall also indicate and show approved substitutions of size, materials and manufacturer's name and catalog number. The Contractor will keep a record of all departures from the contract drawings that occur during construction. These shall be kept on a clean set of prints of the contract drawings.
  - b. As-built Drawings shall be furnished to the Owner's Authorized Representative at the time of the Inspection before any Substantial Completion Date will be issued.
2. The work consists of furnishing and installing an underground irrigation system as shown on the drawings and specifications. Include all labor, equipment and materials and perform all operations in connection with the construction of the irrigation system.
3. It will be the Contractor's responsibility to report to the Owner's Authorized Representative any deviations between the drawings, specifications and the site. Failure to do so prior to the installing of equipment, and resulting in replacing, and/or relocating, will be done at the Contractor's expense.
4. Permits and Fees: Obtain all permits and pay required fees to any governmental agency having jurisdiction over the work. Inspections required by local ordinances during the course of construction shall be arranged as required. On completion of the work, satisfactory evidence shall be furnished to the Owner's representative to show that all work has been installed in accordance with the ordinances and code requirements. See existing utilities paragraph below.
5. Coordination: Coordinate and cooperate with other contractors to enable the work to proceed as rapidly and efficiently as possible.
6. Inspection of Site: Installer shall acquaint himself with all site conditions. Should utilities not shown on the plans be found during excavations notify the Owner's Authorized Representative. Failure to do so will make installer liable for any and

all damage thereto arising from his operations subsequent to discovery of such utilities not shown on plans.

7. Existing Utilities: Before any trenching, excavation or digging below the surface for any reason is begun, the Contractor shall have the area "Blue Staked" and coordinate with the Owner in order to determine as close as possible the location of all underground utilities. The Contractor will conduct his work in such a manner to protect all utilities from damage. It is the responsibility of the Contractor to repair or replace any damage incurred by the Contractor's work or workers at no expense to the owner.
8. Protection of Existing Site Conditions: The Contractor shall take necessary precautions to protect site conditions to remain. Should damage be incurred, the Contractor shall repair the damage to its original condition at his own expense.
9. Irrigation Point of Connection: Irrigation sources include pressurized irrigation; where the pressurized irrigation connections are not available, culinary water may be required. All culinary water connections must include a backflow preventer meeting state and local codes.
10. Guarantee: All work shall be guaranteed for compliance with the drawings and specifications for a period of one year after the date of substantial completion. The Contractor shall make good any deficiencies at the time he is notified of any faults, and place in satisfactory condition any damage to the buildings or grounds without cost to the Owner. All guarantees shall be in writing and approved by the Owner's Authorized Representative before submitting to the Owner.
11. The work covered by this section of the specifications consists of furnishing all labor, material, equipment and supplies in performing all operations in connection with irrigation system and all site work in strict accordance with this section of specifications and applicable drawings.
12. Any minor items of labor or materials not specifically noted on the drawings or specifications; but obviously necessary for the proper completion of the work, are to be considered as incidental to and are to be included in the contract.
13. Specification and installation details may be modified at the direction of the Heber City Parks Director on a specific project basis.

## 1.2 DEFINITIONS

- A. Circuit Piping (Lateral Lines): Downstream from control valves to sprinklers, specialties, and drain valves. Piping is under pressure during flow.
- B. Main Piping: Downstream from point of connection to water distribution piping to, and including, control valves. Piping is under water-distribution-system pressure.
- C. Low Voltage: As defined in NFPA 70 for circuits and equipment operating at less than 50 V or for remote-control, signaling power-limited circuits.

### 1.3 PERFORMANCE REQUIREMENTS

- A. Irrigation zone control shall be automatic operation with controller and automatic control valves.
- B. Location of Sprinklers and Specialties: Design location is approximate. Make minor adjustments necessary to avoid plantings and obstructions such as signs and light standards. Maintain 100 percent irrigation coverage of areas indicated.

### 1.4 SUBMITTALS

- A. Product Data: For each type of product indicated. Include rated capacities, operating characteristics, electrical characteristics, and furnished specialties and accessories.
- B. Qualification Data: For qualified Installer.
- C. Controller Timing Schedule: Indicate timing settings for each automatic controller zone.
- D. Maintenance Data: Submit maintenance data and parts lists for irrigation system materials and products.
- E. Supplier: Submit names, addresses, and phone numbers of the distributors of the materials and products used.
- F. Site Map showing all final control systems, valves, heads, and irrigation zones.

### 1.5 QUALITY ASSURANCE

- A. Installer Qualifications: Project site Foreman or Supervisor has at least five consecutive years of commercial irrigation installation experience. This person shall be a current Certified Irrigation Contractor in good standing as set forth by the Irrigation Association. This person shall be on project site at least 75% of each working day.

### 1.6 DELIVERY, STORAGE, AND HANDLING

- A. Deliver and store piping to prevent pipe-end damage and to prevent entrance of dirt, debris, and moisture.
- B. Store plastic piping protected from direct sunlight. Support to prevent sagging and bending.

### 1.7 PROJECT CONDITIONS

- A. Interruption of Existing Water Service: Do not interrupt water service to facilities occupied by Owner or others unless permitted under the following conditions and then only after arranging to provide temporary water service according to requirements indicated:

1. Notify Owner no fewer than two days in advance of proposed interruption of water service.
2. Do not proceed with interruption of water service without Owner's written permission.

## PART 2 - PRODUCTS

### 2.1 PIPES, TUBES, AND FITTINGS

- A. Comply with requirements in the piping schedule for applications of pipe, tube, and fitting materials, and for joining methods for specific services, service locations, and pipe sizes.
- B. PVC Pipe:
  1. Main Line and Lateral pipes 3 inches and smaller in size to be PVC SCH 40, Main line pipes 4 inches and larger to be C900 DR 18 (225 psi) compression gasket ring joints. Ratings to be printed on pipe.
  2. All fittings for Mainline PVC SCH 40 pipe shall be PVC SCH 80
  3. All fittings for Mainline C900 pipe shall be ductile iron gasketed fittings.
  4. All joints of change of direction of pipe larger than 2" shall have thrust blocks or joint restraints.
  5. All fittings for lateral PVC pipe shall be PVC SCH 40 and PVC SCH 80 as detailed.
  6. All sprinkler heads (1/2" or 3/4" FIPT inlets) to be installed on swing pipe with two 1/2" spiral barbed ells and one street ell.
  7. All rotor heads with 1" FIPT or larger to be installed on pre-manufactured PVC swing joints.
  8. All quick couplers shall be installed on pre-assembled swing joints with brass threaded inserts. Lasco SnapLok Swing Joint (1"x12" minimum)
- C. See Heber City Engineering Standard Specifications and Details for thrust blocking.

### 2.2 PIPING JOINING MATERIALS

- A. Solvent Cements for Joining PVC Piping shall be IPS Weld-On-Line - No. P-70 Primer and No. 711 Cement, for PVC socket fittings for use on all pipe fittings.

2.3 ENCASEMENT FOR PIPING (SLEEVES)

A. Standard: PVC Schedule 40

2.4 MANUAL VALVES

A. Stop and Waste Valve: (2" and smaller) Mueller Orseal, Valve box and sleeve as required.

B. Gate Valves (Isolation Valves): Matco-Norca 200RTD Ductile Iron Epoxy Coated Resilient wedge type with 2" operating nut.

C. Manual Drain Valves: 3/4" Apollo CII Bronze Ball Valve, Valve box and sleeve as required.

D. Quick Coupler Assembly

1. Quick Coupler Valves: Rain Bird 44-LRC
2. Lasco SnapLok Swing Joint
3. Quick Coupler Key: Rain Bird 44K
4. Quick Coupler Hose Swivel: Rain Bird SH1

2.5 POINT OF CONNECTION

A. Pressurized Irrigation Connection

1. Amiad Mini-Sigma Automatic Flush Filter
  - a. Stainless Steel Smooth Touch Enclosure by Strong Box
    - 1) Lockable
    - 2) Contractor to verify size
  - b. Sump or drain as required.
  - c. Approved by Heber City Parks Director

B. Culinary Water Connection

1. Zurn Wilkins 375XLB Reduced Pressure Principle Backflow Preventer (3/4"-2")
  - a. Stainless Steel Smooth Touch Enclosure by Strong Box
    - 1) Lockable
    - 2) Contractor to verify size
  - b. Approved by Heber City Parks Director

C. Master Valve / Flow Sensor – Netafim Hydrometer Globe Valve NC W/ Reed Switch (TL-LHM2TG1-MEL, TL-LHM4FG1-MEL), decoder as compatible with controller.

2.6 AUTOMATIC CONTROL VALVES

A. Automatic Control Valves: Rain Bird PESB, Electric scrubber valve size as noted on

plans

1. Solenoids compatible with controller and valves.
2. Valve manifold assembly: Action Machining buttress and transition fittings

## 2.7 SPRINKLERS

- A. General Requirements: Designed for uniform coverage over entire spray area indicated at available water pressure. Nozzle patterns are to provide complete coverage and be compatible with the adjacent heads and nozzles. Contractor shall adjust patterns to provide adequate coverage.
- B. Spray Bodies and Nozzles -
  1. Rain Bird 1804 PRS - 4" pressure regulating bodies
    - a. Rain Bird Spray Nozzles - Type as noted on drawing.
    - b. Rain Bird Rotory Nozzles – Type as noted on drawings
    - c. Rain Bird Bubblers – Type as noted on drawings
- C. Rotor Heads
  1. Heads as manufactured by Rain Bird Corp.
  2. Use rotor heads of largest radius minimizing overspray to have fewest number of heads in the irrigated area.
    - a. 3500 Series – 15 to 35 feet radius
    - b. 5000 Series – MPR, PRS – 25 to 50 feet radius with matched precipitation nozzles and 45 psi pressure regulator
    - c. Falcon 6504 Series - Rotors

## 2.8 DRIP EQUIPMENT

- A. Drip Valve – Pre-assembled Control Zone Kit with control valve, pressure regulator and filter.
  1. Rain Bird XCZ-100-PRB-COM Wide Flow Drip Assembly – Flows 0.3-20 gpm
    - a. Rain Bird 1" PESB Valve
    - b. Filter, 200 mesh
    - c. Pressure regulator, 40-PSI
    - d. Ball Valve required
    - e. Action Buttress Unions required
    - f. Valve box(s) as required
  2. Rain Bird XCZ-150-PRB-COM
    - a. Rain Bird 1-1/2" PESB Valve - Flows 15-40 gpm
    - b. Filters, 200 mesh
    - c. Pressure regulator, 40-PSI
    - d. Ball Valve required

- e. Action Buttress Unions required
  - f. Valve box(s) as required
- 3. Rain Bird XCZ-150-LCS
  - a. Rain Bird 1-1/2" PESB Valve - Flows 15-62 gpm
  - b. Filters, 120 mesh
  - c. Pressure regulator, 40-PSI
  - d. Ball Valve required
  - e. Action Buttress Unions required
  - f. Valve box(s) as required
- B. Inline Drip Emitters - Rain Bird XFS-CV, dripline with check valve
- C. Drip Emitter Systems – As manufactured by Rain Bird Corp
- D. Root Watering System (RWS) - As manufactured by Rain Bird Corp
- E. Poly pipe (lateral piping), fittings, tubing, flush valves, valve boxes, and stakes as detailed – compatible with equipment
- F. Drip System Indicator – Hunter ECO-ID-6, 6" tall indicator with 1/2" FPT connection with 15-100 psi operating pressure.

## 2.9 CONTROLLER

- A. Controller – HydroPoint WeatherTRAK 2-wire controller compatible with Heber City systems. Verify model and connectivity with Heber City PRIOR to irrigation design.
- B. WeatherTRAK Controller WT-WTPRO3-C-#-CWM conventional wire for retrofit), (WT-WTPRO3-C-H2O48-CWM for new 2-wire control), Site Consultation Required.
- C. Grounding
  - 1. #6 AWG solid bare copper wire.
  - 2. Copper ground plate 4 inches wide, 96 inches long, 0.0625 inches thick with 25 feet continuous length of 6 AWG solid bare copper wire attached by the manufacturer.
  - 3. Copper clad steel ground rod 5/8 inch diameter, 10 feet long, UL listed.
  - 4. Cadweld GR1161G ‘One-Shot’ welding kit.
  - 5. Power Set earth contact material by Paige Electric, 1-800-327-2443.
  - 6. Ground network shall be 10 ohms or less when tested.
  - 7. Grounding Rod – 5/8" diameter minimum bare copper 8' long minimum
    - a. CADWELD connection exothermic weld kit.
    - b. Ten inch round valve box

8. 10" round valve box

D. Control Wire Two-wire – Paige P7072D

1. Dedicated master valve two-wire to controller.
2. Secondary or redundant two-wire, different colors from primary two-wires
3. All wire to be continuous. For all wire connections to remote control valves and all splices of wire in the field, use 3M DBY connectors. If splices are necessary, they are to be installed in a standard size valve box.
4. All irrigation wiring under asphalt, concrete, or any other hard surface needs to be in its own conduit.
5. Provide secondary or redundant two-wire spare pair from to each valve from controller and label as such.
6. Three foot (3') expansion loop required at all corners.
7. All wires labeled in the controller and at the valve boxes.
8. Solenoids / Surge Protection – compatible with control systems

## 2.10 BOXES FOR AUTOMATIC CONTROL VALVES

A. Control Valve Boxes shall be 'T' Type bolt down lid, as manufactured by Carson-Brooks, Ametek, Rain Bird or approved equal.

B. Size:

1. Rectangular size as required.
2. Round 10" diameter minimum

C. Color of valve box lid shall be:

1. Green in turf areas.
2. Brown or tan in shrub areas with bark mulch.
3. Gray in rock or stone mulch areas.

D. Drain Material:  $\frac{3}{4}$ " clean washed gravel

E. Geotextile Fabric: DeWitt Pro 5 or equal

## PART 3 - EXECUTION

3.1 PIPE LOCATION: The contractor, prior to installing the system, must verify existing system pipe, valves, and wire location.

### 3.2 EARTHWORK

- A. Trenches shall be dug as deep and wide as necessary to properly place the irrigation piping. All trenches shall be backfilled and tamped sufficiently to insure no settling of the surface.
- B. The contractor, in placing the irrigation lines, etc. may uncover material not suitable for finish grading. This material shall be removed from the site. After the installation of the lines, the finished grading shall be smoothed over and restored to its original condition, using additional topsoil where necessary.
- C. Where existing pavements must be cut to install irrigation system, cut smoothly to straight lines 6" wider than trench. Repair or replace pavement cuts with equivalent materials and finishes.

### 3.3 PIPING INSTALLATION

- A. Install pipes as detailed in drawings.
- B. Location and Arrangement: The plans show the general areas for irrigation only. Contractor to repair irrigation in all areas disturbed or affected by this construction.
- C. Bedding Material: A bedding material shall be placed a minimum of 3" in all directions around all pipes prior to backfilling.
- D. Install piping at minimum uniform slope of 0.5 percent down toward drain valves.
- E. Install piping free of sags and bends.
- F. Main line pipe and lateral pipes shall not be in the same trench. Multiple lateral pipes in the same trench shall be separated by 6" out-to-out minimum.
- G. Install fittings for changes in direction and branch connections.
- H. Lay piping on solid subbase, uniformly sloped without humps or depressions.
- I. Install PVC piping in dry weather when temperature is above 40 deg F. Allow joints to cure at least 24 hours at temperatures above 40 deg F before testing.
- J. Install piping in sleeves under parking lots, roadways, sidewalks, dry stream bed, and other hardscape materials.
- K. Install sleeves as detailed.

### 3.4 JOINT CONSTRUCTION

- A. Ream ends of pipes and tubes and remove burrs.
- B. Remove scale, slag, dirt, and debris from inside and outside of pipe and fittings before assembly.
- C. Threaded Joints: Thread pipe with tapered pipe threads according to ASME B1.20.1. Cut threads full and clean using sharp dies. Ream threaded pipe ends to remove burrs and restore full ID. Join pipe fittings and valves as follows:
  - 1. Apply appropriate tape or thread compound to external pipe threads unless dry seal threading is specified.
  - 2. Damaged Threads: Do not use pipe or pipe fittings with threads that are corroded or damaged. Do not use pipe sections that have cracked or open welds.
- D. Flanged Joints: Select rubber gasket material, size, type, and thickness for service application. Install gasket concentrically positioned. Use suitable lubricants on bolt threads.
- E. Ductile-Iron Piping Gasketed Joints: Comply with AWWA C600 and AWWA M41.
- F. PVC Piping Solvent-Cemented Joints: Clean and dry joining surfaces. Join pipe and fittings according to the following:
  - 1. Comply with ASTM F 402 for safe-handling practice of cleaners, primers, and solvent cements.
  - 2. PVC Pressure Piping: Join schedule number, ASTM D 1785, PVC pipe and PVC socket fittings according to ASTM D 2672. Join other-than-schedule-number PVC pipe and socket fittings according to ASTM D 2855.
  - 3. PVC Nonpressure Piping: Join according to ASTM D 2855.

### 3.5 VALVE INSTALLATION

- A. Underground Curb Valves: Install in curb-valve casings with tops flush with grade.
- B. Aboveground Valves: Install as components of connected piping system.
- C. Manual Drain Valves: Install manual drain valves at all low points and at each valve cluster on irrigation pressure line. Handle keys shall operate all manual drain valves. Drain valves shall be provided with a gravel sump not less than 12" X 12" X 18" in size and with gravel  $\frac{3}{4}$ " to 1" in size to insure continued dependable drainage. Cover drain material with landscape filter fabric and backfill remainder with excavated material. Install manual drain valve at all low points along mainline.
- D. Quick Coupler Valve: Install as per details with brass riser and pre-manufactured swing joint. Place one quick coupler where noted on the plans.

3.6 SPRINKLER SYSTEM HEADS

- A. Install sprinkler system as detailed and as per manufacturer's recommendations to provide complete coverage in landscape areas.

3.7 DRIP IRRIGATION

- A. Drip emitter shall be installed as detailed and as per manufacturer's recommendations.

3.8 AUTOMATIC IRRIGATION-CONTROL SYSTEM INSTALLATION

- A. Controller, Grounding, and Wires: Installation as per details.

3.9 FIELD QUALITY CONTROL

- A. Tests and Inspections:
  1. Leak Test: After installation, charge system and test for leaks. Repair leaks and retest until no leaks exist.
  2. Operational Test: After electrical circuitry has been energized, operate controllers and automatic control valves to confirm proper system operation.
  3. Test and adjust controls and safeties. Replace damaged and malfunctioning controls and equipment.
- B. Any irrigation product will be considered defective if it does not pass tests and inspections.
- C. Prepare test and inspection reports.

3.10 STARTUP SERVICE

- A. Perform startup service.
  1. Complete installation and startup checks according to manufacturer's written instructions.
  2. Verify that controllers are installed and connected according to the Contract Documents.
  3. Verify that electrical wiring installation complies with manufacturer's submittal.

3.11 ADJUSTING

- A. Adjust settings of controllers.

- B. Adjust automatic control valves to provide flow rate at rated operating pressure required for each sprinkler circuit.
- C. Adjust sprinklers and devices, except those intended to be mounted aboveground, so they will be flush with finish grade.

**3.12 CLEANING**

- A. Flush dirt and debris from piping before installing sprinklers and other devices.

**3.13 DEMONSTRATION, TRAINING, AND DOCUMENTATION**

- A. At the time of final inspection the entire system must be tested in the presence of the Owner's Authorized Representative.
- B. Before the final inspection is complete the contractor must furnish as-built drawings. These should be updated on a daily basis to assure accuracy. The drawings must show the location of all control systems, valves, pipe, heads, and drain valves used on the job. These drawings and maintenance manuals must be submitted at the time of final inspection or in accordance to the general conditions.
- C. Provide a Site Map with Irrigation Control Systems, Valves, Heads, and Irrigation Zones of the entire site including new and existing systems.

**3.14 GUARANTEE**

- A. 1 year warranty required.

**END OF SECTION**

## **SECTION 32 9030**

### **PLANTS**

#### **PART 1 - GENERAL**

##### **1.1 SUMMARY**

- A. Section Includes:**
  - 1. Plants.
  - 2. Tree stabilization.
- B. Related Sections:**
  - 1. Section 01 5639 - "Temporary Tree Protection" for protecting, trimming, pruning, repairing, and replacing existing trees to remain that interfere with, or are affected by, execution of the Work.
  - 2. Section 32 9113 - "Soil and Subgrade Preparation" for planting soils.
  - 3. Section 32 8400 - "Irrigation Systems" for irrigation systems.

##### **1.2 DEFINITIONS**

- A. Backfill:** The earth used to replace or the act of replacing earth in an excavation.
- B. Balled and Burlapped Stock:** Plants dug with firm, natural balls of earth in which they were grown, with ball size not less than sizes indicated; wrapped with burlap, tied, rigidly supported, and drum laced with twine with the root flare visible at the surface of the ball as recommended by ANSI Z60.1.
- C. Balled and Potted Stock:** Plants dug with firm, natural balls of earth in which they are grown and placed, unbroken, in a container. Ball size is not less than sizes indicated.
- D. Bare-Root Stock:** Plants with a well-branched, fibrous-root system developed by transplanting or root pruning, with soil or growing medium removed, and with not less than minimum root spread according to ANSI Z60.1 for type and size of plant required.
- E. Container-Grown Stock:** Healthy, vigorous, well-rooted plants grown in a container, with a well-established root system reaching sides of container and maintaining a firm ball when removed from container. Container shall be rigid enough to hold ball shape and protect root mass during shipping and be sized according to ANSI Z60.1 for type and size of plant required.
- F. Duff Layer:** The surface layer of native topsoil that is composed of mostly decayed leaves, twigs, and detritus.
- G. Finish Grade:** Elevation of final finished surface.

- H. Manufactured Topsoil: Soil produced off-site by homogeneously blending mineral soils or sand with stabilized organic soil amendments to produce topsoil or planting soil.
- I. Pesticide: A substance or mixture intended for preventing, destroying, repelling, or mitigating a pest. This includes insecticides, miticides, herbicides, fungicides, rodenticides, and molluscicides. It also includes substances or mixtures intended for use as a plant regulator, defoliant, or desiccant.
- J. Pests: Living organisms that occur where they are not desired, or that cause damage to plants, animals, or people. These include insects, mites, grubs, mollusks (snails and slugs), rodents (gophers, moles, and mice), unwanted plants (weeds), fungi, bacteria, and viruses.
- K. Planting Area: Areas to be planted.
- L. Planting Soil: Standardized topsoil; existing, native surface topsoil; existing, in-place surface soil; imported topsoil; or manufactured topsoil that is modified with soil amendments and perhaps fertilizers to produce a soil mixture best for plant growth.
- M. Plant; Plants; Plant Material: These terms refer to vegetation in general, including trees, shrubs, vines, ground covers, ornamental grasses, bulbs, corms, tubers, or herbaceous vegetation.
- N. Root Flare: Also called "trunk flare." The area at the base of the plant's stem or trunk where the stem or trunk broadens to form roots; the area of transition between the root system and the stem or trunk.
- O. Stem Girdling Roots: Roots that encircle the stems (trunks) of trees below the soil surface.
- P. Subgrade: Surface or elevation of subsoil remaining after excavation is complete, or the top surface of a fill or backfill before planting soil is placed.
- Q. Subsoil: All soil beneath the topsoil layer of the soil profile, and typified by the lack of organic matter and soil organisms.
- R. Surface Soil: Soil that is present at the top layer of the existing soil profile at the Project site. In undisturbed areas, the surface soil is typically topsoil; but in disturbed areas such as urban environments, the surface soil can be subsoil.

### 1.3 SUBMITTALS

- A. Product Data: For each type of product indicated.
  - 1. Plant Materials: Include quantities, sizes, quality, and sources for plant materials.
  - 2. Pesticides and Herbicides: Include product label and manufacturer's application instructions specific to the Project.
- B. Samples for Verification: For each of the following:
  - 1. Mulch: 1-gallon volume of each mulch required; in sealed plastic bags labeled with composition of materials by percentage of weight and source of mulch. Each Sample

shall be typical of the lot of material to be furnished; provide an accurate representation of color, texture, and organic makeup if applicable.

- C. Product Certificates: For each type of manufactured product, from manufacturer, and complying with the following:
  - 1. Manufacturer's certified analysis of standard products.
  - 2. Analysis of other materials by a recognized laboratory made according to methods established by the Association of Official Analytical Chemists, where applicable.
- D. Material Test Reports: For native topsoil and imported topsoil.
- E. Warranty: Sample of special warranty.

#### 1.4 QUALITY ASSURANCE

- A. Installer Qualifications: A qualified landscape Installer whose work has resulted in the successful establishment of plants.
  - 1. Professional Licensure: Contractor to be licensed in the State of Utah to do the work.
  - 2. Membership: Installer shall be a member in good standing of either the Professional Landcare Network or the American Nursery and Landscape Association.
  - 3. Experience: Five years of experience in landscape installation.
  - 4. Installer's Field Supervision: Require Installer to maintain an experienced full-time supervisor on Project site when work is in progress.
  - 5. Pesticide Applicator: State licensed, commercial.
- B. Provide quality, size, genus, species, and variety of plants indicated, complying with applicable requirements in ANSI Z60.1.
- C. Measurements: Measure according to ANSI Z60.1. Do not prune to obtain required sizes.
  - 1. Trees and Shrubs: Measure with branches and trunks or canes in their normal position. Take height measurements from or near the top of the root flare for field-grown stock and container grown stock. Measure main body of tree or shrub for height and spread; do not measure branches or roots tip to tip. Take caliper measurements 6 inches above the root flare for trees up to 4-inch caliper size, and 12 inches above the root flare for larger sizes.
  - 2. Other Plants: Measure with stems, petioles, and foliage in their normal position.
- D. Plant Material Observation: Owner's authorized representative may observe plant material either at place of growth or at site before planting for compliance with requirements for genus, species, variety, cultivar, size, and quality. Owner's authorized representative retains the right to observe trees and shrubs further for size and condition of balls and root systems, pests, disease symptoms, injuries, and latent defects and to reject unsatisfactory or defective material

at any time during progress of work. Remove rejected trees or shrubs immediately from Project site.

1. Notify Owner's authorized representative of sources of planting materials seven days in advance of delivery to site.

## 1.5 DELIVERY, STORAGE, AND HANDLING

- A. Packaged Materials: Deliver packaged materials in original, unopened containers showing weight, certified analysis, name and address of manufacturer, and indication of conformance with state and federal laws if applicable.
- B. Bulk Materials:
  1. Do not dump or store bulk materials near structures, utilities, walkways and pavements, or on existing turf areas or plants.
  2. Provide erosion-control measures to prevent erosion or displacement of bulk materials, discharge of soil-bearing water runoff, and airborne dust reaching adjacent properties, water conveyance systems, or walkways.
  3. Accompany each delivery of bulk fertilizers and soil amendments with appropriate certificates.
- C. Do not prune trees and shrubs before delivery. Protect bark, branches, and root systems from sun scald, drying, wind burn, sweating, whipping, and other handling and tying damage. Do not bend or bind-tie trees or shrubs in such a manner as to destroy their natural shape. Provide protective covering of plants during shipping and delivery. Do not drop plants during delivery and handling.
- D. Handle planting stock by root ball.
- E. Deliver plants after preparations for planting have been completed, and install immediately. If planting is delayed more than six hours after delivery, set plants and trees in their appropriate aspect (sun, filtered sun, or shade), protect from weather and mechanical damage, and keep roots moist.
  1. Water root systems of plants stored on-site deeply and thoroughly with a fine-mist spray. Water as often as necessary to maintain root systems in a moist, but not overly-wet condition.

## 1.6 PROJECT CONDITIONS

- A. Field Measurements: Verify actual grade elevations, service and utility locations, irrigation system components, and dimensions of plantings and construction contiguous with new plantings by field measurements before proceeding with planting work.
  1. Determine location of underground utilities and perform work in a manner which will avoid possible damage. Hand excavate, as required, to minimize possibility of damage to

underground utilities. The Contractor shall have the area "Blue Staked" prior to digging. It is the responsibility of the Contractor to repair or replace any damage incurred by the Contractor or the Contractor's employees at no expense to the Owner. In the event of a conflict between utility lines and plant locations, promptly notify the Owner's Authorized Representative. Failure to follow this procedure places the responsibility and expense upon the Contractor for making any and all repairs.

- B. Planting Restrictions: Coordinate planting periods with maintenance periods to provide required maintenance from date of Substantial Completion. Contractor is responsible to ensure plants are watered adequately.
- C. Weather Limitations: Proceed with planting only when existing and forecasted weather conditions permit planting to be performed when beneficial and optimum results may be obtained. Apply products during favorable weather conditions according to manufacturer's written instructions and warranty requirements.
- D. Coordination with Turf Areas (Lawns): Plant trees, shrubs, and other plants after finish grades are established and before planting turf areas unless otherwise indicated.
  - 1. When planting trees, shrubs, and other plants after planting turf areas, protect turf areas, and promptly repair damage caused by planting operations.

## 1.7 WARRANTY

- A. Special Warranty: Installer agrees to repair or replace plantings and accessories that fail in materials, workmanship, or growth within specified warranty period.
  - 1. Failures include, but are not limited to, the following:
    - a. Death and unsatisfactory growth, except for defects resulting from abuse, lack of adequate maintenance, or neglect by Owner, or incidents that are beyond Contractor's control.
    - b. Structural failures including plantings falling, bending, or blowing over.
    - c. Faulty performance of any plant or material.
    - d. Deterioration of metals, metal finishes, and other materials beyond normal weathering.
  - 2. Warranty Periods from Date of Landscape Substantial Completion
    - a. Trees, Shrubs, Vines, and Ornamental Grasses: 12 months.
    - b. Ground Covers, Biennials, Perennials, and Other Plants: 12 months.
  - 3. Include the following remedial actions as a minimum:
    - a. Immediately remove dead plants and replace unless required to plant in the succeeding planting season.
    - b. Replace plants that are more than 25 percent dead or in an unhealthy condition at end of warranty period.
    - c. A limit of one replacement of each plant will be required except for losses or replacements due to failure to comply with requirements.
    - d. Provide extended warranty for period equal to original warranty period, for replaced plant material.

## 1.8 MAINTENANCE SERVICE

- A. Initial Maintenance Service for Trees, Shrubs, Ground Covers, and other plants: Provide maintenance by skilled employees of landscape Installer. Maintain as required in Part 3. Begin maintenance immediately after plants are installed and continue until plantings are acceptably healthy and well established but for not less than maintenance period below.
  - 1. Maintenance Period: 30 days from date of Landscape Substantial Completion. Landscape Substantial Completion is defined as time of acceptance by owner.

## PART 2 - PRODUCTS

### 2.1 PLANT MATERIAL

- A. General: Furnish nursery-grown plants true to genus, species, variety, cultivar, stem form, shearing, and other features indicated in Plant Schedule or Plant Legend shown on Drawings and complying with ANSI Z60.1; and with healthy root systems developed by transplanting or root pruning. Provide well-shaped, fully branched, healthy, vigorous stock, densely foliated when in leaf and free of disease, pests, eggs, larvae, and defects such as knots, sun scald, injuries, abrasions, and disfigurement.
  - 1. Trees with damaged, crooked, or multiple leaders; tight vertical branches where bark is squeezed between two branches or between branch and trunk ("included bark"); crossing trunks; cut-off limbs more than 3/4 inch in diameter; or with stem girdling roots will be rejected.
  - 2. Collected Stock: Do not use plants harvested from the wild, from native stands, from an established landscape planting, or not grown in a nursery unless otherwise indicated.
- B. Provide plants of sizes, grades, and ball or container sizes complying with ANSI Z60.1 for types and form of plants required. Plants of a larger size may be used if acceptable to Owner's authorized representative, with a proportionate increase in size of roots or balls.
- C. Root-Ball Depth: Furnish trees and shrubs with root balls measured from top of root ball, which shall begin at root flare according to ANSI Z60.1. Root flare shall be visible before planting.
- D. Labeling: Label at least one plant of each variety, size, and caliper with a securely attached, waterproof tag bearing legible designation of common name and full scientific name, including genus and species. Include nomenclature for hybrid, variety, or cultivar, if applicable for the plant as shown on Drawings.
- E. If formal arrangements or consecutive order of plants is shown on Drawings, select stock for uniform height and spread.

### 2.2 SOD

- A. Sod: Furnish viable sod of uniform density, color, and texture, strongly rooted, and capable of

vigorous growth and development when planted. Sod to be free of weeds and other foreign plants and materials.

1. Turf Grass Sod: Bluegrass and Rye Grass Mix

## 2.3 SEED

- A. The seed mixture shall meet the minimum tested requirements of any Utah State Seed Law. The seed shall be the current year's crop, guaranteed by the supplier. The seed mix is based on a Pure Live Seed (PLS) basis with no noxious weeds and no more than 1/10% weed seed.
- B. Seed Mix – Supply seed as specified on the Drawings.
  1. Seed shall be fresh, clean, new crop seed complying with tolerance for purity and germination established by Official Seed Analysts of North America. Provide an analysis of the seed mix as specified.
- C. Hydroseeding Mulch: Mulch material shall be 'Silva-fiber' as manufactured by Weyerhauser Company, Silva Products Department, Tacoma, Washington, and applied at a rate of 2000 pounds per acre or approved equal.

## 2.4 MULCHES

- A. Bark Mulch:
  1. Type: This material shall be a clean medium coarseness shredded pine, fir, or cedar bark free of sticks, stones, clay or foreign materials.
  2. Size Range: Maximum thickness 5/8 inch, maximum length 4 inches.
  3. Color: Natural.

## 2.5 EDGING

- A. Steel Edging:
  1. 3/16" x 6" steel bar
  2. #3 Rebar (3/8") stakes – 12" long
- B. Concrete Edging
  1. Concrete: 4000 psi compressive strength mix.
  2. #4 Rebar (1/2")

## 2.6 WEED-CONTROL BARRIERS

- A. Woven Geotextile Filter Fabric: Polypropylene fabric, 5 oz./sq. yd. minimum. DeWitt Pro 5 or equivalent.

## 2.7 FERTILIZERS

- A. Superphosphate: Commercial, phosphate mixture, soluble; a minimum of 20 percent available phosphoric acid.
- B. Sustaine Bolster Granular 4-4-4 + 3Fe with Mycorrhizae or equal.
- C. Commercial Fertilizer: Commercial-grade complete fertilizer of neutral character, consisting of fast- and slow-release nitrogen, 50 percent derived from natural organic sources of urea formaldehyde, phosphorous, and potassium in the following composition:
  - 1. Composition: Nitrogen, phosphorous, and potassium in amounts recommended in soil reports from a qualified soil-testing laboratory.
- D. Slow-Release Fertilizer: Granular or pelleted fertilizer consisting of 50 percent water-insoluble nitrogen, phosphorus, and potassium in the following composition:
  - 1. Composition: Nitrogen, phosphorous, and potassium in amounts recommended in soil reports from a qualified soil-testing laboratory

## 2.8 PESTICIDES / HERBICIDES

- A. General: Pesticide registered and approved by EPA, acceptable to authorities having jurisdiction, and of type recommended by manufacturer for each specific problem and as required for Project conditions and application. Do not use restricted pesticides unless authorized in writing by authorities having jurisdiction.
- B. Pre-Emergent Herbicide (Selective and Non-Selective): Effective for controlling the germination or growth of weeds within planted areas at the soil level directly below the mulch layer.
- C. Post-Emergent Herbicide (Selective and Non-Selective): Effective for controlling weed growth that has already germinated.

## 2.9 TREE STABILIZATION MATERIALS

- A. Tree Anchoring and Protection
  - 1. Peeled wood pole – 2" diameter
  - 2. Tree tie –  $\frac{3}{4}$ " polypropylene lock stitch 900 lb. minimum tensile strength

## PART 3 - EXECUTION

### 3.1 EXAMINATION

- A. Examine areas to receive plants for compliance with requirements and conditions affecting installation and performance.
  - 1. Verify that no foreign or deleterious material or liquid such as paint, paint washout, concrete slurry, concrete layers or chunks, cement, plaster, oils, gasoline, diesel fuel, paint thinner, turpentine, tar, roofing compound, or acid has been deposited in soil within a planting area.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.
- C. If contamination by foreign or deleterious material or liquid is present in soil within a planting area, remove the soil and contamination as directed by Owner's authorized representative and replace with new planting soil.
- D. Modifications to the specifications and drawings including fertilizer application products and rates may be adjusted based on soil testing and approved by the Heber City Parks Director.

### 3.2 PREPARATION

- A. Protect structures, utilities, sidewalks, pavements, and other facilities and turf areas and existing plants from damage caused by planting operations.
- B. Install erosion-control measures to prevent erosion or displacement of soils and discharge of soil-bearing water runoff or airborne dust to adjacent properties and walkways.
- C. Submit a Storm Water Pollution Prevention Plan in accordance with state and local requirements.

### 3.3 PLANTING AREA ESTABLISHMENT

- A. Before planting, obtain Owner's authorized representative's acceptance of finish grading; restore planting areas if eroded or otherwise disturbed after finish grading.

### 3.4 EXCAVATION FOR TREES AND SHRUBS

- A. Planting Pits: As detailed
- B. Drainage: Notify Owner's authorized representative if subsoil conditions evidence unexpected water seepage or retention in tree or shrub planting pits.
- C. Fill excavations with water and allow to percolate away before positioning trees and shrubs.

### 3.5 TREE, SHRUB, AND VINE PLANTING

- A. Before planting, verify that root flare is visible at top of root ball according to ANSI Z60.1. If root flare is not visible, remove soil in a level manner from the root ball to where the top-most root emerges from the trunk. After soil removal to expose the root flare, verify that root ball still meets size requirements.
- B. Remove stem girdling roots and kinked roots. Remove injured roots by cutting cleanly; do not break.
- C. Set balled and burlapped stock plumb and in center of planting pit or trench with root flare 2 inches above adjacent finish grades.
  - 1. Use planting soil for backfill.
  - 2. After placing some backfill around root ball to stabilize plant, carefully cut and remove burlap, rope, and wire baskets from tops of root balls and from sides, but do not remove from under root ball. Remove pallets, if any, before setting. Do not use planting stock if root ball is cracked or broken before or during planting operation.
  - 3. Backfill around root ball in layers, tamping to settle soil and eliminate voids and air pockets. When planting pit is approximately one-half filled, water thoroughly before placing remainder of backfill. Repeat watering until no more water is absorbed.
  - 4. Incorporate  $\frac{1}{4}$  pound of Sustaine 4-4-4+Fe Bolster Granular into top half of backfill soil.
  - 5. Continue backfilling process. Water again after placing and tamping final layer of soil.
- D. Set container-grown stock plumb and in center of planting pit or trench with root flare 1 inch above adjacent finish grades.
  - 1. Use planting soil for backfill.
  - 2. Carefully remove root ball from container without damaging root ball or plant.
  - 3. Backfill around root ball in layers, tamping to settle soil and eliminate voids and air pockets. When planting pit is approximately one-half filled, water thoroughly before placing remainder of backfill. Repeat watering until no more water is absorbed.
  - 4. Incorporate  $\frac{1}{4}$  pound of Sustaine 4-4-4+Fe Bolster Granular into top half of backfill soil.
  - 5. Continue backfilling process. Water again after placing and tamping final layer of soil.

### 3.6 TREE, SHRUB, AND VINE PRUNING

- A. Prune, thin, and shape trees, shrubs, and vines as directed by Owner's authorized representative.
- B. Prune, thin, and shape trees, shrubs, and vines according to standard professional horticultural and arboricultural practices. Unless otherwise indicated by Owner's authorized representative, do not cut tree leaders; remove only injured, dying, or dead branches from trees and shrubs; and

prune to retain natural character.

- C. Do not apply pruning paint to wounds.

### 3.7 TREE STABILIZATION

- A. Install rootball stabilization as detailed

### 3.8 WEED-CONTROL BARRIERS

- A. Install weed-control barrier before installing stone mulch according to manufacturer's written instructions. Completely cover area to be mulched. Overlapping edges a minimum of 6 inches and secure seams with galvanized pins.

### 3.9 GROUND COVER AND PLANT PLANTING

- A. Set out and space ground cover and plants other than trees, shrubs, and vines according to drawings.
- B. Use planting soil for backfill.
- C. Dig holes large enough to allow spreading of roots and as detailed in drawings.
- D. Work soil around roots to eliminate air pockets and leave a slight saucer indentation around plants to hold water.
- E. Water thoroughly after planting, taking care not to cover plant crowns with wet soil.
- F. Protect plants from hot sun and wind; remove protection if plants show evidence of recovery from transplanting shock.

### 3.10 SODDING AND SEEDING PREPARATION

- A. Protect structures, utilities, sidewalks, pavements, and other facilities, trees, shrubs, and plantings from damage caused by planting operations.
- B. Install erosion-control measures to prevent erosion or displacement of soils and discharge of soil-bearing water runoff or airborne dust to adjacent properties and walkways.
- C. Limit sod and seed subgrade preparation to areas to be planted.
- D. Newly Graded Subgrades: Loosen subgrade to a minimum depth of 4 inches. Remove stones larger than 1 inch in any dimension and sticks, roots, rubbish, and other extraneous matter and legally dispose of them off Owner's property.
  - 1. Spread amended soil to a depth of 8 inches but not less than required to meet finish grades after light rolling and natural settlement. Do not spread if planting soil or subgrade is frozen, muddy, or excessively wet.

- a. Spread approximately 1/2 the thickness of amended soil over loosened subgrade. Mix thoroughly into top 4 inches of subgrade. Spread remainder of amended soil.
- b. Apply Sustaine Bolster Granular at a rate of 25 lbs. per 1000 square feet and till in to a depth of 4 inches.
- c. Compact placed amended soil to 85% to 90%.
- d. Reduce elevation of planting soil to allow for soil thickness of sod.

2. Finish Grading: Grade planting areas to a smooth, uniform surface plane with loose, uniformly fine texture. Grade to within plus or minus 1/2 inch of finish elevation. Roll and rake, remove ridges, and fill depressions to meet finish grades. Limit finish grading to areas that can be planted in the immediate future.
3. After finish grading and immediately before placing sod apply Sustaine Bolster Granular at a rate of 25 lbs. per 1000 square feet on top of bare soil.
4. Moisten prepared area before planting if soil is dry. Water thoroughly and allow surface to dry before planting. Do not create muddy soil.
5. Before planting, obtain Owner's authorized representative's acceptance of finish grading; restore planting areas if eroded or otherwise disturbed after finish grading.

### 3.11 SODDING

- A. Lay sod within 24 hours of harvesting. Do not lay sod if dormant or if ground is frozen or muddy.
- B. Lay sod to form a solid mass with tightly fitted joints. Butt ends and sides of sod; do not stretch or overlap. Stagger sod strips or pads to offset joints in adjacent courses. Avoid damage to subgrade or sod during installation. Tamp and roll lightly to ensure contact with subgrade, eliminate air pockets, and form a smooth surface. Work sifted soil or fine sand into minor cracks between pieces of sod; remove excess to avoid smothering sod and adjacent grass. Sod to be  $\frac{1}{2}$ " below top of adjacent concrete.
- C. Saturate sod with fine water spray within two hours of planting. During first week after planting, water daily or more frequently as necessary to maintain moist soil to a minimum depth of 1-1/2 inches below sod.

### 3.12 SEEDING

- A. Grade seeded areas and remove debris. Uniform and smooth grades are required.
- B. Apply Sustane 4-4-4+Fe Bolster Granular at a rate of 25 lbs per 1000 square feet on top of bare soil immediately prior to seed application.
- C. If a crust has formed on the soil, loosen the ground surface to a depth of one inch. The soil shall be moist enough to permit it to be worked properly. It shall not be so dry it is powdery nor so wet that it will puddle or become hard when it dries.
- D. Remove all weeds from areas to be seeded. All areas to be seeded shall be weed free at the time

of seeding.

- E. The Contractor shall prepare only enough ground that can be seeded within 24 hours thereafter.
- F. No seeding shall be done immediately after a rain or if the prepared surface has been compacted without first loosening the surface.
- G. Broadcast Seed and Mulch
  - 1. Use the two step hydro-seeding method of seeding.
    - a. Prepare the seed bed as specified
    - b. Combine the seed mixture as specified with Silva Fiber Mulch at a rate of 300 pounds per acre and seed mix of the rate noted on the seed mix.
    - c. Fill the tank(s) with water, agitating of these materials into a well-mixed slurry suspension, and spraying the mixture under pressure onto the prepared seedbed of all disturbed areas.
    - d. Apply mulch within 24 hours after seeding or before precipitation falls.
    - e. Apply wood fiber mulch at a rate of 2000 lbs with 5000 gallons per acre. Apply mulch to form an even cover over the seeded area.
    - f. No seeding shall be done when the wind velocities exceed 5 miles per hour.
    - g. The area to be seeded shall be staked in segments to control application rates and verify coverage.

### 3.13 PLANTING AREA MULCHING

- A. Mulch backfilled surfaces of planting areas and other areas indicated.
  - 1. Mulch in Planting Areas: Apply 3-inch thickness of stone mulch over entire surface of planting area, and finish level with adjacent finish grades. Do not place mulch within 6 inches of trunks of trees or 2 inches of stems of shrubs and perennials.

### 3.14 PLANT MAINTENANCE

- A. Maintain plantings by pruning, cultivating, watering, weeding, fertilizing, mulching, restoring planting saucers, adjusting and repairing tree-stabilization devices, resetting to proper grades or vertical position, and performing other operations as required to establish healthy, viable plantings. Spray or treat as required to keep trees and shrubs free of insects and disease.
- B. Fill in as necessary soil subsidence that may occur because of settling or other processes. Replace mulch materials damaged or lost in areas of subsidence.
- C. Apply treatments as required to keep plant materials, planted areas, and soils free of pests and pathogens or disease. Use integrated pest management practices whenever possible to minimize the use of pesticides and reduce hazards. Treatments include physical controls such as hosing off foliage, mechanical controls such as traps, and biological control agents.

### **3.15 PESTICIDE APPLICATION**

- A. Apply pesticides and other chemical products and biological control agents in accordance with authorities having jurisdiction and manufacturer's written recommendations. Coordinate applications with Owner's operations and others in proximity to the Work. Notify Owner before each application is performed.
- B. Pre-Emergent Herbicides (Selective and Non-Selective): Apply to tree, shrub, and ground-cover areas in accordance with manufacturer's written recommendations. Do not apply to seeded or sod areas.
- C. Post-Emergent Herbicides (Selective and Non-Selective): Apply only as necessary to treat already-germinated weeds and in accordance with manufacturer's written recommendations.
- D. Herbicides not allowed in bioretention areas.

### **3.16 CLEANUP AND PROTECTION**

- A. During planting, keep adjacent paving and construction clean and work area in an orderly condition.
- B. Protect plants from damage due to landscape operations and operations of other contractors and trades. Maintain protection during installation and maintenance periods. Treat, repair, or replace damaged plantings.
- C. After installation and before Substantial Completion, remove nursery tags, nursery stakes, tie tape, labels, wire, burlap, and other debris from plant material, planting areas, and Project site.

### **3.17 DISPOSAL**

- A. Remove surplus soil and waste material including excess subsoil, unsuitable soil, trash, and debris and legally dispose of them off Owner's property.

**END OF SECTION**

**SECTION 32 9113**

**SOIL AND SUBGRADE PREPARATION**

**PART 1 - GENERAL**

**1.1 SUMMARY**

- A. Section includes planting soils specified by composition of the mixes.
- B. Related Requirements:
  - 1. Section 329030 "Plants" for placing plants.
- C. Soil Testing
  - 1. Soil Sampling
  - 2. Preconstruction soil testing
  - 3. Amendment testing

**1.2 DEFINITIONS**

- A. Backfill: The earth used to replace or the act of replacing earth in an excavation. This can be amended or unamended soil as indicated.
- B. CEC: Cation exchange capacity.
- C. Compost: The product resulting from the controlled biological decomposition of organic material that has been sanitized through the generation of heat and stabilized to the point that it is beneficial to plant growth.
- D. Duff Layer: A surface layer of soil, typical of forested areas, that is composed of mostly decayed leaves, twigs, and detritus.
- E. Imported Soil: Soil that is transported to Project site for use.
- F. Layered Soil Assembly: A designed series of planting soils, layered on each other that together produce an environment for plant growth.
- G. Manufactured Soil: Soil produced by blending soils, sand, stabilized organic soil amendments, and other materials to produce planting soil.
- H. NAPT: North American Proficiency Testing Program. An SSSA program to assist soil-, plant-, and water-testing laboratories through interlaboratory sample exchanges and statistical evaluation of analytical data.
- I. Organic Matter: The total of organic materials in soil exclusive of undecayed plant and animal

tissues, their partial decomposition products, and the soil biomass; also called "humus" or "soil organic matter."

- J. Planting Soil: Existing, on-site soil; imported soil; or manufactured soil that has been modified as specified with soil amendments and perhaps fertilizers to produce a soil mixture best for plant growth.
- K. Subgrade: Surface or elevation of subsoil remaining after excavation is complete, or the top surface of a fill or backfill before planting soil is placed.
- L. Subsoil: Soil beneath the level of subgrade; soil beneath the topsoil layers of a naturally occurring soil profile, typified by less than 1 percent organic matter and few soil organisms.
- M. Surface Soil: Soil that is present at the top layer of the existing soil profile. In undisturbed areas, surface soil is typically called "topsoil"; but in disturbed areas such as urban environments, the surface soil can be subsoil.

### 1.3 ACTION SUBMITTALS

- A. Product Data: For each type of product.
  - 1. Include recommendations for application and use.
  - 2. Include test data substantiating that products comply with requirements.
  - 3. Include sieve analyses for aggregate materials.
  - 4. Material Certificates: For each type of imported soil and soil amendment and fertilizer before delivery to the site, according to the following:
    - a. Manufacturer's qualified testing agency's certified analysis of standard products.
    - b. Analysis of fertilizers, by a qualified testing agency, made according to AAPFCO methods for testing and labeling and according to AAPFCO's SUIP #25.
    - c. Analysis of nonstandard materials, by a qualified testing agency, made according to SSSA methods, where applicable.
- B. Samples: For each bulk-supplied material, 1-gal. volume of each in sealed containers labeled with content, source, and date obtained. Each Sample shall be typical of the lot of material to be furnished; provide an accurate representation of composition, color, and texture.

### 1.4 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For each testing agency.
- B. Preconstruction Test Reports: For preconstruction soil analyses specified in "Preconstruction Testing" Article.
- C. Field quality-control reports.

## 1.5 QUALITY ASSURANCE

- A. Testing Agency Qualifications: An independent, state-operated, or university-operated laboratory; experienced in soil science, soil testing, and plant nutrition; with the experience and capability to conduct the testing indicated; and that specializes in types of tests to be performed.
- B. Pre-installation Conference: Conduct conference at Project site. Prior to commencement of the work by the Landscape Subcontractor, the Owner's Representative, General Contractor, Landscape Architect, and Civil Engineer shall meet on-site to discuss at a minimum:
  1. Existing condition of sub-grade to receive topsoil: General Contractor to certify that excavated sub-grade meets the depth and conditions required for planting, irrigation and topsoil placement.
- C. Compost Testing Laboratory Qualifications: An independent Seal of Testing Assurance (STA) Program certified laboratory with the experience and capability to conduct the testing indicated.

## 1.6 PRECONSTRUCTION TESTING

- A. Preconstruction Testing Service: Engage a qualified testing agency to perform preconstruction soil analyses on imported soil.
- B. Preconstruction Soil Analyses: For each unamended soil type, perform testing on soil samples and furnish soil analysis and a written report containing soil-amendment and fertilizer recommendations by a qualified testing agency performing the testing according to "Soil-Sampling Requirements" and "Testing Requirements" articles.
  1. Have testing agency identify and label samples and test reports according to sample collection and labeling requirements.
  2. Testing methods and written recommendations shall comply with USDA's Handbook No. 60.
  3. The soil-testing laboratory shall oversee soil sampling; with depth, location, and number of samples to be taken per instructions from Architect. A minimum of three representative samples shall be taken from varied locations for each soil to be used or amended for planting purposes.
  4. Report suitability of tested soil for plant growth.
    - a. Based upon the test results, state recommendations for soil treatments and soil amendments to be incorporated. State recommendations in weight per 1000 sq. ft. or volume per cu. yd. for nitrogen, phosphorus, and potash nutrients and soil amendments to be added to produce satisfactory planting soil suitable for healthy, viable plants.
    - b. Report presence of problem salts, minerals, or heavy metals. If such problem materials are present, provide additional recommendations for corrective action.

## 1.7 SOIL-SAMPLING REQUIREMENTS

- A. General: Extract soil samples according to requirements in this article.
- B. Sample Collection and Labeling: Have samples taken and labeled by state-certified or registered soil scientist under the direction of the testing agency.
  - 1. Number and Location of Samples: Minimum of three representative soil samples from varied locations for each soil to be used or amended for landscaping purposes.
  - 2. Procedures and Depth of Samples: As directed by Soil Scientist.
  - 3. Labeling: Label each sample with the date, location keyed to a site plan or other location system, visible soil condition, and sampling depth.

## 1.8 TESTING REQUIREMENTS

- A. General: Perform tests on soil samples according to requirements in this article.
- B. Testing shall be performed on the planting soil mixes and components not more than 3 months prior to installation.
- C. Physical Testing:
  - 1. Soil Texture: Soil-particle, size-distribution analysis by the following methods according to SSSA's "Methods of Soil Analysis - Part 1-Physical and Mineralogical Methods":
    - a. Hydrometer Method: Report percentages of sand, silt, and clay.
- D. Chemical Testing:
  - 1. CEC: Analysis by sodium saturation at pH 7 according to SSSA's "Methods of Soil Analysis - Part 3- Chemical Methods."
  - 2. Clay Mineralogy: Analysis and estimated percentage of expandable clay minerals using CEC by ammonium saturation at pH 7 according to SSSA's "Methods of Soil Analysis - Part 1- Physical and Mineralogical Methods."
- E. Fertility Testing: Soil-fertility analysis according to standard laboratory protocol.
  - 1. Testing to include the following:
    - a. Percentage of organic matter
    - b. CEC, calcium percent of CEC, and magnesium percent of CEC.
    - c. Soil reaction (acidity/alkalinity pH value).
    - d. Buffered acidity or alkalinity.
    - e. Nitrogen ppm.
    - f. Phosphorous ppm.
    - g. Potassium ppm.
    - h. Sodium ppm and sodium absorption ratio.
    - i. Soluble-salts ppm.
    - j. Presence and quantities of problem materials including salts and metals cited in the Standard protocol. If such problem materials are present, provide additional

recommendations for corrective action.

k. Other deleterious materials, including their characteristics and content of each.

F. Organic-Matter Content: Analysis using loss-by-ignition method according to SSSA's "Methods of Soil Analysis - Part 3- Chemical Methods."

G. Soil Nutrient Analysis: Report suitability of tested soil for plant growth of each planting soil mix.

1. Soil Nutrient Analysis to include levels of the following nutrients at a minimum: Nitrogen, Phosphorus, Potassium, and Iron.
2. Based upon the test results, state recommendations for soil treatments and soil amendments to be incorporated. State recommendations in weight per 1000 sq. ft., or volume per cu. yd. for nitrogen, phosphorus, and potash nutrients, and soil amendments to be added to produce satisfactory planting soil suitable for healthy, viable plants.
3. Report presence of problem salts, minerals, or heavy metals. If such problem materials are present, provide additional recommendations for corrective actions.
4. Analysis of heavy metals and other toxics per EPA Test Method and Practical Quantitation Level.

H. Infiltration Test/Hydraulic Conductivity: Provide test results for bioretention soil mix per ASTM D2434 at 85% compaction per ASTM D1557.

I. Compost Analysis: tests to be performed not more than 3 months before planting.

1. Provide test results for the following:
  - a. Organic content by percent of dry weight LOI (loss on ignition), ASTM D 2974 Method D
  - b. Moisture content
  - c. C:N Ratio
  - d. pH
  - e. Soluble Salt Concentration
  - f. Ammonium nitrogen
  - g. Nitrate nitrogen
  - h. Particle size Sieve analysis per USDA soil texture classification
  - i. Stability - Carbon Dioxide Evolution Rate
  - j. Maturity
  - k. Seed Emergence and Seedling Vigor
  - l. Bulk density
  - m. Nutrient content of N-P-K
  - n. Provide verification of manufactured compost meeting the US Composting Council's "Seal of Testing Assurance"(STA) program.

J. Recommendations: Based on the test results, state recommendations for soil treatments and soil amendments to be incorporated to produce satisfactory planting soil suitable for healthy, viable plants indicated. Include, at a minimum, recommendations for nitrogen, phosphorous, and potassium fertilization, and for micronutrients.

1. Fertilizers and Soil Amendment Rates: State recommendations in weight per 1000 sq. ft. for 6-inch depth of soil.

## 1.9 DELIVERY, STORAGE, AND HANDLING

- A. Packaged Materials: Deliver packaged materials in original, unopened containers showing weight, certified analysis, name and address of manufacturer, and compliance with state and Federal laws if applicable.
- B. Bulk Materials:
  1. Do not dump or store bulk materials near structures, utilities, walkways and pavements, or on existing turf areas or plants.
  2. Provide erosion-control measures to prevent erosion or displacement of bulk materials, discharge of soil-bearing water runoff, and airborne dust reaching adjacent properties, water conveyance systems, or walkways.
  3. Do not move or handle materials when they are wet or frozen.
  4. Accompany each delivery of bulk fertilizers and soil amendments with appropriate certificates.

## 1.10 PROJECT CONDITIONS

- A. Field Measurements: Verify actual grade elevations, service and utility locations, irrigation system components, and dimensions of plantings and construction contiguous with new plantings by field measurements before proceeding with planting soil and subgrade work.
- B. Interruption of Existing Services or Utilities: Do not interrupt services or utilities to facilities occupied by Owner or others unless permitted under the following conditions and then only after arranging to provide temporary services or utilities according to requirements indicated:
  1. Notify Owner's Representative no fewer than four days in advance of proposed interruption of each service or utility.
  2. Do not proceed with interruption of services or utilities without Owner's Representative written permission.
- C. Weather Limitations: Proceed with soil excavation, amending or placement only when existing and forecasted weather conditions permit activities to be performed when beneficial and optimum results may be obtained. Apply products during favorable weather conditions according to manufacturer's written instructions and warranty requirements.
  1. When in the opinion of the Owner's Representative the weather is such that satisfactory results cannot be obtained, the contractor shall suspend operations until the weather is favorable.
  2. No materials shall be placed or worked in snow or when subgrade is soft, muddy, frozen, or saturated.

D. Excavation: When conditions detrimental to plant growth are encountered, such as rubble fill, adverse drainage conditions, or obstructions, notify Owner's Representative before planting. Do not proceed with planting activities until drainage conditions have been fixed such that plants will thrive. Installation of soil or plants in such adverse conditions is at contractor's risk. Owner reserves the right to require immediate removal of all materials and reinstallation of all materials.

## PART 2 - PRODUCTS

### 2.1 PLANTING SOILS

A. Planting Soil: Imported topsoil or manufactured topsoil from off-site sources. Obtain topsoil displaced from naturally well-drained construction or mining sites where topsoil occurs at least 4 inches deep; do not obtain from, bogs, or marshes.

1. All planting soils to be screened to remove 3/4" and greater sized materials.
2. Additional Properties of Imported Topsoil or Manufactured Topsoil: Screened and free of stones 3/4 inch or larger in any dimension; free of roots, plants, sod, clods, clay lumps, pockets of coarse sand, paint, paint washout, concrete slurry, concrete layers or chunks, cement, plaster, building debris, oils, gasoline, diesel fuel, paint thinner, turpentine, tar, roofing compound, acid, and other extraneous materials harmful to plant growth; free of obnoxious weeds and invasive plants including quackgrass, Johnsongrass, poison ivy, nutsedge, nimblewill, Canada thistle, bindweed, bentgrass, wild garlic, ground ivy, perennial sorrel, and bromegrass; not infested with nematodes; grubs; or other pests, pest eggs, or other undesirable organisms and disease-causing plant pathogens; friable and with sufficient structure to give good tilth and aeration. Continuous, air-filled pore space content on a volume/volume basis shall be at least 15 percent when moisture is present at field capacity. Soil shall have a field capacity of at least 15 percent on a dry weight basis.
3. Mix imported topsoil or manufactured topsoil, soil amendments, and fertilizers as recommended by soil laboratory to produce planting soil.
4. Soil to be amended to meet the following minimum requirements:

PH	6.0 – 8.2
C:N Ratio	< 20:1
Soluble Salts	<4 ds/m or mmho/cm
Sodium Absorption Ratio (SAR)	3 – 7
Organic Matter	>3%
Sand	<80%
Silt	<50%
Clay	<20%

### 2.2 ORGANIC SOIL AMENDMENTS

A. Organic compost shall be used for:

1. Subgrade preparation - medium or coarse compost

2. A component of planting soil mix - fine compost
- B. Compost: Well-composted, stable, and weed-free organic matter produced by composting feedstock, and bearing USCC's "Seal of Testing Assurance," and as follows:
  1. Reaction: pH of 5.5 to 8.
  2. Soluble-Salt Concentration: Less than 4 dS/m.
  3. Moisture Content: 35 to 55 percent by weight.
  4. Organic-Matter Content: 30 to 50 percent of dry weight.
  5. Particle Size: Minimum of 98 percent passing through a 1-inch sieve.
- C. Wood Derivatives: Shredded and composted, nitrogen-treated sawdust, ground bark, or wood waste; of uniform texture and free of chips, stones, sticks, soil, or toxic materials.
- D. Manure: Well-rotted, unleached, stable or cattle or poultry manure containing not more than 25 percent by volume of straw, sawdust, or other bedding materials; free of toxic substances, stones, sticks, soil, weed seed, debris, and material harmful to plant growth.

### 2.3 FERTILIZERS

- A. Superphosphate: Commercial, phosphate mixture, soluble; a minimum of 20 percent available phosphoric acid.
- B. Sustaine Bolster Granular 4-4-4 + Fe with Mycorrhizae
- C. Commercial Fertilizer: Commercial-grade complete fertilizer of neutral character, consisting of fast- and slow-release nitrogen, 50 percent derived from natural organic sources of urea formaldehyde, phosphorous, and potassium in the following composition:
  1. Composition: Nitrogen, phosphorous, and potassium in amounts recommended in soil reports from a qualified testing agency.
    - a. Iron Sulfate: Granulated ferrous sulfate containing a minimum of 20 percent iron and 10 percent sulfur.
    - b. Aluminum Sulfate: Commercial grade, unadulterated
- D. Slow-Release Fertilizer: Granular or pelleted fertilizer consisting of 50 percent water-insoluble nitrogen, phosphorus, and potassium in the following composition:
  1. Composition: Nitrogen, phosphorous, and potassium in amounts recommended in soil reports from a qualified testing agency.
- E. Do NOT use fertilizers in bioretention areas.

## PART 3 - EXECUTION

### 3.1 GENERAL

- A. Place planting soil and fertilizers according to requirements in other Specification Sections.
  - 1. Sod and seeded areas to have 8" minimum depth of planting soil.
  - 2. Shrub, perennial, and ground cover areas to have 12" minimum depth of planting soil.
- B. Verify that no foreign or deleterious material or liquid such as paint, paint washout, concrete slurry, concrete layers or chunks, cement, plaster, oils, gasoline, diesel fuel, paint thinner, turpentine, tar, roofing compound, or acid has been deposited in planting soil area.
- C. Proceed with placement only after unsatisfactory conditions have been corrected.
- D. Do not mix or place soils and soil amendments in frozen, wet, or muddy conditions.
  - 1. Suspend soil spreading, grading, and tilling operations during periods of excessive soil moisture until the moisture content reaches acceptable levels to attain the required results.
  - 2. Uniformly moisten excessively dry soil that is not workable or too dusty.
- E. Proceed with installation only after unsatisfactory conditions have been corrected.
- F. If contamination by foreign or deleterious material or liquid is present in soil within a planting area, remove the soil and contamination as directed by Landscape Architect and replace with new planting soil.

### 3.2 PROTECTION

- A. Protection Zone: Identify protection zones according to Section 015639 "Temporary Tree Protection."
- B. Protect areas of in-place soil from additional compaction, disturbance, and contamination. Prohibit the following practices within these areas except as required to perform planting operations:
  - 1. Storage of construction materials, debris, or excavated material.
  - 2. Parking vehicles or equipment.
  - 3. Vehicle traffic.
  - 4. Foot traffic.
  - 5. Erection of sheds or structures.
  - 6. Impoundment of water.

7. Excavation or other digging unless otherwise indicated.
- C. If planting soil or subgrade is overcompacted, disturbed, or contaminated by foreign or deleterious materials or liquids, remove the planting soil and contamination; restore the subgrade as directed by Architect and replace contaminated planting soil with new planting soil.

### 3.3 PREPARATION

- A. Unacceptable Materials: Clean soil of concrete slurry, concrete layers or chunks, cement, plaster, building debris, oils, gasoline, diesel fuel, paint thinner, turpentine, tar, roofing compound, acid, and other extraneous materials that are harmful to plant growth.
- B. Protect structures, utilities, sidewalks, pavements, and other facilities and turf areas and existing plants from damage caused by planting operations.
- C. Install erosion-control measures to prevent erosion or displacement of soils and discharge of soil bearing water runoff or airborne dust to adjacent properties, walkways and stormwater utilities.

### 3.4 SUB-GRADE PREPARATION FOR PLANTING AREAS

- A. Planting Beds:
  1. Establish sub-grade elevations that will accommodate final planting soil depths per Planting Soil Depth Schedule (shown below}, compost, and top mulch depth where applicable.
  2. Entire surface is to be disturbed and loosened to a depth of 8 inches by scarification, discing or ripping to enable a rototiller to fully incorporate required compost.
  3. Do not scarify within drip line of existing trees.
  4. Remove cobbles, rocks, concrete, asphalt and other debris over 1 inch in any dimension and legally dispose of them off Owner's property.
  5. Apply two and a half (2.5) inches of medium compost onto ripped subgrade.
  6. Tilling:
    - a. Till in medium compost into sub-grade to a depth of 8 inches.
    - b. Tilling the compost into the soil shall be accomplished by tilling it twice, the second time perpendicular to the first.
    - c. When preparing subgrade near existing vegetation protect existing vegetation by limiting tilling/discing to no closer than 10 feet from existing trees and 6 feet from existing shrubs.
  7. Proceed with planting and installation only after approval of subgrade preparation has been provided by Owner.

### 3.5 PLANTING SOIL PLACEMENT

- A. Owner reserves the right to reject material that does not satisfy requirement at any time. Contractor shall remove material immediately with no cost to Owner.
- B. Before mixing, clean planting soil of roots, plants, sod, stones, clay lumps, and other extraneous materials harmful to plant growth.
- C. Remove all temporary erosion control seeding prior to installation of planting soil and planting.
- D. Mix soil amendments and fertilizers with planting soil at rates per test results. Delay mixing fertilizer if planting does not follow placing of planting soil within a few days.
- E. Planting Beds for Shrub and Groundcover Areas:
  - 1. Mix planting soil either prior to placement or apply on surface of planting beds and mix thoroughly before planting.
  - 2. Place approximately 1/2 the minimum depth of planting soil mixture required but not more than 6 inches. Rototill thoroughly into top 2 to 3 inches of loosened, prepared subgrade to create a transition layer.
  - 3. Spread remaining planting soil mixture to depth required to meet thickness, grades, and elevations shown, after natural settlement
- F. Finish Grading: Grade planting areas to a smooth, uniform surface plane with loose, uniformly fine texture, roll and rake, remove ridges, and fill depressions to meet finish grades.
- G. Before planting, obtain Landscape Architect's acceptance of sub-grade preparation and finish grading; restore planting areas if eroded or otherwise disturbed after finish grading.

### 3.6 SUBGRADE PREPARATION FOR AREAS IMPACTED BY CONSTRUCTION ACTIVITY

- A. Subgrade preparation as described above, including the addition of compost, is required for any area impacted by construction activity, including lay down areas, areas used by equipment at any time, and any visible impact to the surface such as tire tracks or compacted areas.

### 3.7 CLEANUP AND PROTECTION

- A. During sub-grade preparation and soil placement, keep adjacent paving and construction area clean and work area in an orderly condition.

### 3.8 DISPOSAL

- A. Remove surplus soil and waste material including excess subsoil, unsuitable soil, trash, and debris and legally dispose of them off Owner's property.

## **END OF SECTION**

## 1.4 QUALITY ASSURANCE

A. Installer Qualifications: A qualified landscape Installer whose work has resulted in the successful establishment of plants.

1. Professional Licensure: Contractor to be licensed in the State of Utah to do the work.
2. Membership: Installer shall be a member in good standing of either the Professional Landcare Network or the American Nursery and Landscape Association.
3. Experience: Five years of experience in landscape installation.
4. Installer's Field Supervision: Require Installer to maintain an experienced full-time supervisor on Project site when work is in progress.
5. Pesticide Applicator: State licensed, commercial.

B. Provide quality, size, genus, species, and variety of plants indicated, complying with applicable requirements in ANSI Z60.1.

C. Measurements: Measure **new plants** according to ANSI Z60.1. Do not prune to obtain required sizes.

1. Trees and Shrubs: Measure **new plants** with branches and trunks or canes in their normal position. Take height measurements from or near the top of the root flare for field-grown stock and container grown stock. Measure main body of tree or shrub for height and spread; do not measure branches or roots tip to tip. Take caliper measurements 6 inches above the root flare for trees up to 4-inch caliper size, and 12 inches above the root flare for larger sizes.

## 3.5 REPAIR AND REPLACEMENT OF TREES

A. Repair trees damaged by construction operations. Make repairs promptly after damage occurs to prevent progressive deterioration of damaged trees.

B. If a tree is damaged, the Arborist and Owner's Authorized Representative shall determine if the tree can be restored to normal growth pattern. When it is determined that a tree cannot be restored, the following shall occur:

1. Provide a new tree of the same species as those being replaced. Plant and maintain in accordance with current horticultural requirements.
2. If **existing** trees over 6 inches in caliper measurement (**as measured 4.5 feet above the ground on the uphill side of the tree taken 12 inches above grade**) are required to be replaced, provide new trees with 2-inch caliper size and of species selected by the Owner.

3. A tree appraisal shall be conducted by a third-party certified arborist using the latest guide for tree appraisal and the contractor will compensate the owner the agreed amount as a settlement.



# Heber City Council Staff Report

**MEETING DATE:** 4/16/2024  
**SUBJECT:** Park Standards and Specifications  
**RESPONSIBLE:** Aubrey Larsen  
**DEPARTMENT:** Planning  
**STRATEGIC RELEVANCE:** Community Vibrancy

## SUMMARY

Heber City desires to establish a world-class park, trails, and open space system. As an emerging recreational destination and rapidly growing community, ensuring that all parks in the City reflect an acceptable standard is a critical step for achieving this goal. The Heber City Park Standards and Specifications create a coordinated and comprehensive park design and development framework for existing and future parks in order to meet the needs and expectations of the City and its current and future residents. The Heber City Park Standards and Specifications consist of the following three components:

1. Standard Landscape Drawings
2. Standard Landscape Specifications
3. Heber City Park Standards Manual

## RECOMMENDATION

Staff recommends that the City Council review and discuss the Heber City Park Standards and Specifications at the work session meeting.

## BACKGROUND

Project Timeline:

**1. March 16, 2023:** project kickoff with LDI planning consultants Mark Vlasic, Hugh Holt, and Aubrey Larsen, and Heber City staff Mark Rounds and Jamie Baron. Main discussion items included:

- The desire for the guide to be easy to understand with clear distinctions between "rules" and "guidelines" e.g. fixed vs. flexible.
- Needs and requirements for park irrigation, planting, amenities, signage, and fencing standards.
- Since the project kickoff, regular coordination and project check-in meetings have been held.

**2. April 18, 2023:** Jamie Baron provided the City Council with a project update during a working meeting. Key takeaways from the working meeting are as follows:

### **Fixed Standards**

- Comfortable moving forward with the fixed standards.

### **Flexible Standards**

#### **a- Notes and Talking Points of Areas of Agreement**

- Aesthetics and brand are important. Want something that says, "This is the Heber Valley".
- Comfortable with North Village themes but want a lot of flexibility.
- There should be some sort of "fingerprint" on the flexible standards.
- Don't think we need to reinvent the wheel; take a look at some of the parks and park systems that are interesting. St. George, such as Treehouse Park, and Ninja Parkour Park are examples.
- Lighting should be dark sky compliant, and possibly solar-powered.
- Want open green spaces, and keeping green lawns will be important, especially considering the increased density that is approaching.
- Waterwise considerations are important.

#### **b- Notes and Talking Points of Areas of Difference**

- Aesthetics are very subjective; recommend against a city-wide standard as all parks are individual and different. Should be careful to not over-regulate them. Against standardizing design themes, but would support standardization of signs.
- Wondering if we want to have more of a fixed look for signs, for example (maybe have a tweak depending on the location or area in the city a 'la SLC wayfinding signage). It is important to have variety and create places with different feelings and functions. But recommend a unified sign system.
- Have all parks include ADA/all-ability accessible play; however, might have one all-abilities park or one all-abilities playground as well.

#### **c- Neutral Areas**

- Brown Canyon sandstone is Heber iconic and should be a component of all signs (in addition to other materials) and in the parks.
- Olympic theme in Main Street Park (a nod to the Olympics).
- Recommend an agriculture-themed park, an airport park, and other themes specific to Heber (Provo River, Olympics, railroads, Fitzgerald Park with a historical theme and an interpretive center, etc.). NOTE: may want to develop some potential themes for all of the park sites in the city as a sort of starting/programming point of departure.
- Like the Blueways sign for the river as a starting point.

**3. August 14, 2023:** a draft of the Park Standards Manual and accompanying standard drawings and specifications were presented to the POST committee. The committee was generally happy with the guide and most comments pertained to the minimum standards/ point system. Since meeting with the committee, staff have continued to refine the guidebook's language and layout and integrate feedback from the POST committee.

**4. September 12, 2023:** A draft of the Heber City Park Design Standards was presented to the

Planning Commission during a working meeting.

**5. September 26, 2023:** The Planning Commission held a public hearing. No input was received, and the Commission forwarded a positive recommendation to the City Council with the following findings and conditions:

**Findings:**

1. The Planning Commission held a public hearing on September 26, 2023.
2. The Planning Commission forwarded a positive recommendation on September 26, 2023.
3. The proposed Heber City Park Design Standards are consistent with the General Plan.

**Conditions:**

1. Verify how tree calipers are measured.

## DISCUSSION

There are two main discussion items for this Project:

**1. Park Amenity Requirements:**

In order to meet the needs and expectations of the City and its residents, all parks are required to provide a minimum level of amenities based on the size of each park in acres. To encourage quality park designs that encompass a range of appropriate amenities, a park amenity point system has been proposed. *At least 10 points per 0.1 acre or 100 points per acre are required in the design of Heber parks.* Staff have evaluated the point system against existing parks and have found that the point requirements are achievable. Some additional fine-tuning is expected. Staff is seeking feedback and direction on the proposed point system.

**2. Signage:**

Since a city-wide park signage system has not yet been developed, staff recommends that park signage standards be limited to *Naming Signs* (also known as Entry Signs). The Park Design Manual provides two different options: (1) stone monument/ landscape entry signs or (2) mixed material entry signs. Staff is seeking guidance on which direction the City Council would like to go with the park signage standard.

## FISCAL IMPACT

The contract is \$28,250 and has been executed. Some additional cost for remaining work may be negotiated.

## CONCLUSION

Staff and the City's consultants are working to finalize the Park Standards and are seeking input from the City Council on the proposed draft document and accompanying standard drawings and specifications.

## ALTERNATIVES

N/A

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## POTENTIAL MOTIONS

N/A

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## ACCOUNTABILITY

**Department:** Planning  
**Staff member:** Jamie Baron, Planning Manager

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## EXHIBITS

1. Heber City Park Standards DRAFT 04-10-2024
2. Heber Standard Land Details 2023 09 25
3. Heber Standard Land Specs 2023 06 20
4. Tree Measurements changes to Heber std specs



# Heber City Council Staff Report

**MEETING DATE:**

5/7/2024

**SUBJECT:**

Contract Modification for Heritage Farms Parkway Construction  
Engineering Services Agreement with Horrocks Engineers

**RESPONSIBLE:**

Russ Funk

**DEPARTMENT:**

Engineering

**STRATEGIC RELEVANCE:**

Necessary Administrative Action  
Infrastructure Sustainability

## SUMMARY

The purpose of this item is to seek Council approval for a contract modification for Horrocks Engineers in the amount of \$48,150.23 for additional Construction Engineering Services relating to construction of Section B (Cemetery Section) of Heritage Farms Parkway.

## RECOMMENDATION

That the Council authorize staff to execute the proposed contract modification for Horrocks Engineering in the amount of \$48,150.23

## BACKGROUND

In the summer of 2023, through a partnership with UDOT, Heber City commenced construction of Section B (Cemetery Section) of Heritage Farms Parkway. With support of the City, MC Contractors was awarded the project through UDOTs standard contracting procedures. In addition, Horrocks Engineers was awarded a contract to provide Construction Engineering Services for the project in the amount of \$197,781.23.

Unfortunately, the weather turned cold earlier than anticipated, and paving work on the project had to be shut down for the winter. With the project being extended into 2024, an extension of the Construction Engineering Services agreement with Horrocks Engineers is necessary. The details of the contract modification are attached.

## DISCUSSION

## FISCAL IMPACT

Total Engineering design services for the project were \$274,120

Total Construction Engineering Services for the project are estimated to be \$245,932. (includes proposed modification)

The construction cost for MC Contractors is Estimated at \$2,736,000

The construction cost for the Wasatch Canal Box Culvert was \$210,407

The Budget for Other Miscellaneous Costs (UDOT, Utility Relocations, Etc) is \$25,000

These costs are in line with the total approved FY23/24 Budget for the project of \$3,627,000. The approved Budget Breakdown is as follows:

Project P-050 (900 N Trail - Mill Rd to 550E) - \$136,000 - Park Impact Fees

Project T-057a (E Bypass - Section B) - \$1,420,000 - Street Impact Fees

Project T-057a (E Bypass - Section B) - \$500,000 - General Fund

Project T-057a (E Bypass - Section B) - \$1,285,000 - UDOT Grant

Project I-018 (E Bypass Pressurized Irr) - \$286,000 - Press Irr Impact Fees

## CONCLUSION

Based on the need to complete the project per UDOTs contracting requirements, Staff recommends that the Council approve the request and authorize staff to execute the contract modification.

## ALTERNATIVES

1. Approve as proposed
2. Approve as amended
3. Continue
4. Deny

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## POTENTIAL MOTIONS

### Alternative 1 - Approval - Staff Recommended Option

I move to **approve** the item as presented, with the findings and conditions as presented in the conclusion above.

### Alternative 2 - Approve as Amended

I move to **approve** the item as amended, as follows.

### Alternative 3 - Continue

I move to **continue** the item to another meeting on , with direction to the applicant and/or Staff on information and / or changes needed to render a decision, as follows:

### Alternative 4 - Denial

I move to **deny** the item with the following findings.



75 N Main Street  
Heber City, UT 84032



Phone: 435-657-0757  
Fax: 435-657-2543



heberut.gov

## ACCOUNTABILITY

**Department:** Engineering  
**Staff member:** Russ Funk, City Engineer

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## EXHIBITS

1. CES Contract Modification Summary

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**Utah Department of Transportation**  
**Project Name: Heber City Bypass – Cemetery Section B**  
**UDOT Project No: F-LC51(21)**  
**PIN: 19344**

### **Executive Summary**

#### **Description**

This contract modification is for additional Construction Engineering Services for Heber City Bypass – Cemetery Section B. Horrocks Engineers will provide additional Construction Engineering Services for Utah Department of Transportation (UDOT) and Heber City due to the extension of the construction contract. The contractor was required to achieve substantial completion by November 18, 2023. Due to the HMA paving temperature requirements the work was not completed by the required substantial completion date. The contractor continued to work until December 15, 2023. The remaining work consisting of HMA paving, UTBC final installation, concrete flatwork, fencing, and landscaping are to be completed in 2024. It is expected that the contractor will start work in April 2024 and will reach substantial completion within four (4) weeks.

The additional Horrocks work in this contract modification includes the additional work of project administration, meetings, inspection, documentation, and material testing.

The additional work will be performed by engineers, technicians, and administrative personnel during construction.

#### **Unknowns**

The revised contractor schedule is unknown.

#### **Assumptions**

Horrocks Engineers assumes once the work is started the work will be performed continuously to completion. It is assumed the contractor will work five days per week, 10 hours per day for 26 Calendar Days = 20 working days.

It is assumed there will be one (1) additional change order.

#### **Estimated Hours**

##### **Construction:**

Horrocks Engineers will conduct inspection, testing, documentation, and acceptance of the work; using a Field Engineer, one full-time inspector, and the materials testing lab for the project.

RE will work 60 hours

FE will work 14 hours

Inspectors will work 201 hours.

Office Manager will work 43 hours

---

Lab staff will work a combined 30 hours

**Mileage:**

Inspectors 20 days at 130 miles per day = 2,600 miles

RE 125 per week for 6 weeks = 750 miles

Lab 4 trips to gravel pit = 160 miles

Total = 3,510 miles

**Fee Type**

The contract is a Cost-Plus Fixed Fee.

## General Summary (MOD)

<b>CLIENT:</b>	UDOT Region 3 / Heber City	<b>Client PM:</b> Craig Hancock / Russell Funk
<b>Project Number:</b>	F-LC51(21)	<b>Consultant PM:</b> Lee Nitchman
<b>Project Name:</b>	PIN 19344	<b>Consultant:</b> Horrocks
<b>PRIME CONSULTANT</b>		
Horrocks Engineers	\$	48,069.08
<b>SUBCONSULTANTS</b>		
0	\$	-
0	\$	-
0	\$	-
<b>Total Subcontractors</b>	<b>\$</b>	<b>-</b>
<b>TOTAL FEE</b>	<b>\$</b>	<b><u>48,069.08</u></b>

Please explain in a footnote on this form any variances between "Current Actual Rate of Pay" and "Rate on Cost Proposal". Example: "ABC Corporation implements raises in March, the 'Rate on Cost Proposal' is a prorated rate over the life of the contract." NOTE: In a Cost Plus Fixed Fee contract, consultants must bill at actual rates.

CLIENT: UDOT Region 3 / Heber City  
 Project Number: F-LC51(21)  
 Project Name: PIN 19344

Consultant PM: Lee Nitchman  
 Client PM: Craig Hancock / Russell Funk  
 Consultant: Horrocks

## LABOR

Name	Position	Hours	Actual Rate	Adjusted Rate **	Total
Brandon Klenk	Resident Engineer	60	\$ 72.90	\$ 72.90	\$ 4,374.00
Willa Motley	Project Engineer	14	\$ 79.32	\$ 79.32	\$ 1,110.48
Cory Conlin	Lead Inspector	201	\$ 32.55	\$ 32.55	\$ 6,542.55
Megan Jacques	Office Manager	43	\$ 35.00	\$ 35.00	\$ 1,505.00
Travis Bair	Materials Lab Manager	6	\$ 58.98	\$ 58.98	\$ 353.88
Adam Arriola	Lab Technician	24	\$ 30.83	\$ 30.83	\$ 739.92
Chay Ryan	Accounting	4	\$ 39.71	\$ 39.71	\$ 158.84
Cathy Laycock	Administrative	3	\$ 38.93	\$ 38.93	\$ 116.79
Melanie Monkurai	IT	1	\$ 33.65	\$ 33.65	\$ 33.65
0		0	\$ -	\$ -	\$ -
0		0	\$ -	\$ -	\$ -

\*\* Rate adjustment 0% adjustment is proposed for this contract period

Subtotal	356	\$ 14,935.11
Overhead		176.93%
Direct Labor plus Overhead		\$ 26,424.69
Fee		10.50%
Total Labor Cost		\$ 41,359.80
		4,342.78

## REIMBURSABLE EXPENSES

	Unit Cost	Unit	Quantity	Cost
Travel - Mileage	\$ 0.670	mile	3,510	\$ 2,351.70
Personal Milage		Mile		\$ -
Lodging		day		\$ -
Survey Equipment		hr		\$ -
FCCM (Cost of Money)	0.000991	Lump	1	\$ 14.80
SUE		hr		\$ -
Potholes		each		\$ -
Total Reimbursable Expenses				\$ 2,366.50

## SUBCONSULTANTS

Total Subcontractors	\$ -
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<b>TOTAL</b>	<b>\$ 48,069.08</b>
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Estimate of Person Hours

TASK NO.	TASK DESCRIPTION	NAME AND LABOR CATEGORY												HOURS PER TASK
		Brandon Klenk Resident Engineer	Willa Motley Project Engineer	Cory Conlin Lead Inspector	Megan Jacques Office Manager	Travis Bair Materials Lab Manager	Adam Arriola Lab Technician	Chay Ryan Accounting	Cathy Laycock Administrative	Melanie Monkurai IT				
		\$ 223.08	\$ 242.73	\$ 99.61	\$ 107.10	\$ 180.48	\$ 94.34	\$ 121.52	\$ 119.13	\$ 102.97	\$ -	\$ -	\$ -	
<b>CONSTRUCTION ENGINEERING MGT</b>		60	14	201	43	6	24	4	3	1	0	0	0	356
85C	Pre-Construction 85C	0	0	0	0	0	0	0	0	0	0	0	0	0
	Review Plans, Specs and Quantities													0
	Pre-Bid Meeting													0
	Pre-Bid RFIs													0
	Contractor Selection Process													0
	Pre-Construction Meeting													0
	Railroad Safety Training													0
	Submittals- Schedule and TC plan													0
	Set up project documentation													0
87C	Construction Management 87C	38	14	6	18	0	0	0	0	0	0	0	0	76
	Weekly project update and partnering meetings (6 weekly meetings)	18	6	6	18									48
	Review Submittals	8	4											12
	Change Orders (1)	6												6
	RFIs	6	4											10
	Process Reviews													0
	Traffic Control and MOT Review													0
	Railroad Coordination													0
	Final inspection and Post construction conference													0
	Corrdination with utilities, R/W and other stake holders													0
89C	Project Administration 89C	8	0	0	21	0	0	4	3	1	0	0	0	37
	Project documentation/billing	4						4	3	1				12
	Set materials tacking software													0
	Project Wise inputs					4								4
	Pay Estimates					3								3
	Status of Contract Time					2								2
	Review and check quantities	4				2								6
	DBE, EEO and Payroll checks					10								10
	Sub Contract review and approval													0
91C	Field Inspection 91C	10	0	195	4	0	0	0	0	0	0	0	0	209
	Daily inspection of the work (active construction 4 weeks)	5		90										95
	Daily diary entries and Item comment entries	5		20										25
	Traffic Control and MOT inspection			20										20
	Environmental inspection (BMP)			5										5
	Sampling/Testing of soils			10										10
	Concrete Testing in the field and sand and agg sample from pit			5										5
	Survey /Asset Tracking GIS					4								0
	Tickets					20								4
	Density testing in the field					20								20
	Sampling/Testing of HMA					20								0
	Safety inspections			5										5

**Estimate of Person Hours**

TASK NO.	TASK DESCRIPTION	NAME AND LABOR CATEGORY											HOURS PER TASK
		Brandon Klenk Resident Engineer	Willa Motley Project Engineer	Cory Contin Lead Inspector	Megan Jacques Office Manager	Travis Bair Materials Lab Manager	Adam Arriola Lab Technician	Chay Ryan Accounting	Cathy Laycock Administrative	Melanie Monkurai IT	0	0	
93C	Materials Tesing 93C	0	0	0	0	6	24	0	0	0	0	0	30
	Soils Testing						2						2
	HMA/SMA Testing												0
	Concrete Strength						6						6
	Sampling of materials at plants						8						8
	Lab Documentation					2	8						10
	Lab Test Result Reviews						4						4
95C	Public Involvement 95C	2	0	0	0	0	0	0	0	0	0	0	2
	Project Management	2											2
	Stakeholder Communications (responses to concerns)												0
	Implement Public Involvement Plan												0
97C	QC/QA 97C	2	0	0	0	0	0	0	0	0	0	0	2
	Monthly QC												0
	Lab Test Result Reviews	2											2
													0
99C	Construction Closeout 99C	0	0	0	0	0	0	0	0	0	0	0	0
	Final forms and documentation												0
	Punch list Inspection												0
	Project Wise review												0
	Close out check list												0
	Materials review												0
	Post construction conference												0
	Submit to Central Construction												0
	<b>Direct Labor Total Hours</b>	60	14	201	43	6	24	4	3	1	0	0	356

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**Utah Department of Transportation**  
**Project Name: Heber City Bypass – Cemetery Section B**  
**UDOT Project No: F-LC51(21)**  
**PIN: 19344**

## **Work Plan**

### **General**

This contract modification is for Construction Engineering Services for the Heber City Bypass – Cemetery Section B. Horrocks Engineers will provide additional Construction Engineering Services for Utah Department of Transportation (UDOT) and Heber City due to the construction schedule extension. The work tasks are listed below.

### **Work Tasks**

The basic work categories include Construction Management activities. The specific activities are as follows:

#### **Construction Management 87C**

- Weekly project update and partnering meetings
  - Horrocks will prepare agendas, schedule and conduct meetings, take meeting minutes and place meeting minutes into ProjectWise. Horrocks will have RE, Field Engineer, Inspector, and Office Manager in attendance at all meetings.
- Monthly project update to PM
  - Horrocks will provide the UDOT PM and City Representative a monthly update with project progress updates, upcoming activities, change orders, potential risks, and the project budget.
- Facilitate Partnering
  - Horrocks will plan and hold partnering trainings and reviews during each Weekly Meeting.
- Change Orders
  - Horrocks will review all requests for change orders to determine if a change order is warranted. Horrocks will complete the PCO form in Masterworks and submit for signature, prepare a justification and Engineer's Estimate, review schedule impacts for any time adjustments, prepare the Change Order in Masterworks and submit for signatures and processing.
  - Horrocks assumes one (1) change order due to the extension of contract time.
- Requests for Information (RFI's)
  - Horrocks will review and respond to all RFI's submitted on the project.
- Review of Submittals
  - Horrocks will review and accept all submittals on the project including, but not limited to, materials certifications, Buy America certifications, Critical

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Path Method (CPM) schedules, and material testing source suitability and targets.

## Project Administration 89C

- Submittal and Material Testing Tracking
  - Horrocks uses tracking software as a part of our Quality Management Plan (QMP) to ensure all material documentation has been submitted. Horrocks will import all the pay items and submittal requirements from the Acceptance and Documentation (A&D) guide and project special provisions into the software.
- Project documentation
  - Horrocks will review and accept project documentation such as material certifications, prompt payment, subcontracts, etc. As applicable this documentation will be placed in ProjectWise once it has been approved or accepted.
- ProjectWise inputs
  - Horrocks will revise, attribute and place all documentation in UDOT ProjectWise under the Region folder. Horrocks will use the most current version of UDOT's standard attribute table.
- Pay Estimates
  - Horrocks will review and process monthly partial payment requests. This work will include meeting with the contractor and agreeing on quantities for each monthly payment request.
- Status of Contract Time
  - Horrocks will enter calendar days into UDOT Masterworks and generate monthly status of time reports.
- Review and check quantities
  - As a part of our QMP, Horrocks will review and check all quantities measured for payment on the project weekly.

## Field Inspection 91C

- Daily Inspection of the work
  - Horrocks will have a full-time inspector on site each day while the contractor is working to inspect and document the contractor's work.
    - The Lead Inspector will be on site for critical inspections and testing such as the soil nail pull tests.
    - Daily inspection will be performed by a CITP Level III or greater Inspector.
  - Complete field documentation and measurement of quantities including Visual Inspections.
- Daily Progress Reports
  - The Horrocks inspector will enter Daily Progress Reports and pay item entries in Masterworks for each pay item to properly document the

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contractor work and progress. The inspector will also document in the Daily Progress Report any activity or conversation that does not pertain to a pay item.

- Traffic Control and MOT inspection
  - Horrocks will perform daily traffic control inspection to ensure the traffic control is in accordance with the approved traffic control plan.
- Environmental Compliance
  - Environmental Compliance is very important on all projects. Horrocks will continually observe contractor to make sure BMPs are set and MS4 commitments are followed.
- Concrete Testing in the field
  - Horrocks will test all concrete materials placed on the project as per UDOT MS&T.
- Tickets
  - Horrocks will gather all material tickets and total them for quantity and payment.
- Complete Forms C-258 and C-348
  - Horrocks will complete forms for aggregate physical properties (Form C-258) and density (Form C-348) as required by UDOT MOI.
- Density testing in the field
  - Horrocks inspectors will perform density testing on materials incorporated into the project using a Nuclear Density Gauge per UDOT MS&T.
- Safety inspections
  - Safety of workers and the traveling public is very important on all projects. Horrocks will continually observe contractor work for safety.
  - Horrocks will work with Region Three's safety officer and complete formal safety inspections at the start of the project and at major milestones.

## Materials Testing 93C

- Aggregates Testing
  - Horrocks will use our American Fork lab to perform materials testing on concrete sand and aggregate, Granular Borrow, and Untreated Base Course (UTBC) as per UDOT MOI. All material testing will be completed and shared with the contractor.
- Concrete/Grout Strength
  - Horrocks will use our American Fork lab to perform concrete/grout strength test as per UDOT MOI. All material testing will be completed and shared with the contractor.
- Sampling of Materials at Plants
  - Horrocks will sample concrete/grout sand and aggregate from the plant supplying cementitious materials.
- Lab Documentation and Test Results
  - Horrocks will place all documentation in Masterworks and/or ProjectWise as per UDOT MOI.

- Coordinate with the RE and Inspector for all test results.

#### Public Involvement 95C

- Coordinate public communications with UDOT and City and other projects as needed.
  - Coordinate with and update through meetings, phone calls, and/or email.

#### QC/QA 97C

- Monthly QC
  - RE and FE will verify testing documentation meets UDOT MS&TR.

**Project Name: Heber City Bypass - Cemetery Section B - MOD  
UDOT Project No: F-LC51(21)  
PIN: 19344**

Pre Construction 85C  
Construction Management 87C  
Project Admin 89C  
Field Inspection 91C  
Materials Testing 93C  
Public Involvement 95C  
Construction Close Out 99C

Substantial Completion  
Physical Completion  
Contract Completion  
Submit to RCS

A 10x10 grid of squares. The squares at positions (9,9), (8,9), (7,9), and (6,9) are filled with red. All other squares are white.



# Heber City Council Staff Report

<b>MEETING DATE:</b>	5/7/2024
<b>SUBJECT:</b>	Discuss Process for the Central Heber Overlay Zone Implementation
<b>RESPONSIBLE:</b>	Tony Kohler
<b>DEPARTMENT:</b>	Planning
<b>STRATEGIC RELEVANCE:</b>	Community Development

## SUMMARY

As a result of the Central Heber Vision adoption, several Code related upgrades were suggested. These include adding some flexibility for infill with the Central Heber Neighborhoods, expanding and modifying the west Gateway/Midway Lane area overlay, and creating a transition zone from the C-3 zone (Main Street area) to 200 West and 200 East which allows for additional infill options.

Due to the need to notify property owners within these areas and the fact that all three parts of the Overlay are intended to implement the Vision, they have been combined into one Overlay, with three parts. Drafting of the content of the Overlays is underway, but some mapping questions need to be addressed prior to completion of those drafts.

## RECOMMENDATION

As a CC/PC work session, no action is required. Staff is looking for input to guide the extent of the boundaries of the Overlays prior to refinements of a draft. The anticipated process is: complete a rough draft, send a notice to property owners that explains the Overlays and notifies them of an open house and the date of the PC public hearing. After a PC hearing/recommendation, the Council would have the opportunity to review and adopt

## BACKGROUND

The Central Heber Vision was adopted last year and has embedded within it many suggestions for zoning related text changes and new zoning provisions. The Council has already adopted a new C-3 zone as part of the Vision implementation and will be reviewing changes to the C-2 and C-4 zones in the near future.

The Vision suggested changes to the Residential/Commercial Overlay area along Midway Lane. It

suggested expanding the overlay to Center Street and opening the area to more hospitality type uses, without promoting larger commercial type developments. Midway Lane becomes the Neighborhood Mixed-Use Corridor, connecting from the West Gateway/railroad area to downtown.

In the Central Heber neighborhoods, mostly zoned R-2 and R-3, the Vision suggested some additional flexibility for infill while retaining the single-family home as the dominant housing type. Accessory Dwelling units (ADUs), flag lots and a series of interior lots on a private right-of-way are suggested to be included in that portion of the Overlay.

For the Downtown Residential Transition Overlay zone, the Vision suggested a greater mix of uses could occur to the 200's on both sides of Main Street. This area would be defined as the areas beyond the C-3 zone and corresponds to the boundaries of the CRA. The mix would include medium to higher densities with the potential to consider, as a conditional use, corners on blocks for low intensity commercial uses.

In general, design standards would be introduced for the different building types.

## DISCUSSION

The overlay concepts proposed provide more flexibility for all the underlaying zones. Spatial standards (setbacks etc.) remain the same as the underlaying zone except for Flag Lots and Lots on a private ROW. The zones would be patterned after the existing Residential/Commercial overlay but obviously expanded to include more uses as per the Vision.

We would anticipate sending a notice to property owners for an open house and a public hearing, date specified, with the Planning Commission, as required by State Law. Unfortunately noticing got significantly more complicated and costly last year and although we were anticipating that this year's legislative session would fix or at least return noticing requirements to their previous provisions, that did not happen. In this case, for transparency's sake, notices to all the property owners may be prudent anyway.

Before the staff and consultant can complete the initial draft and provide for accurate noticing, some mapping questions need to be addressed:

1. In locating the Downtown Residential Transition Overlay zone, it is suggested that the overlay be imposed to the east and west of the Downtown, and extend to 300 North to 300 South. The Downtown area zoning (C-3) is envisioned as eventually expanding to about 150 East and 150 West. The current corresponding zone, the C-3 zone, does not reach those eventual proposed boundaries.
  - Should the City initiate rezoning to meet the Vision boundaries? This would make the downtown Residential Transition area just cover the 150 East and West to 200 East and West between 300 N and 300 S.
  - Expanding the C-3 zoning could be considered premature at this time. Besides obvious political issues, the Vision Plan really suggests that the City be open to rezone to C-3 out to the 150's if they are proposed.

- It could be worthwhile to begin the Downtown Residential Transition Overlay zone at the current C-3 boundary and realize that overtime the C-3 zone could replace it to the 150's.
- See maps attached

### ***Summary of very tentative draft components:***

1. For the Central Neighborhoods Overlay the addition of more flexible flag lot and lots on a private right-of-way are suggested. Within the lots on a private ROW, the concept of zero lot homes could be introduced. See exhibit below.
2. For the Neighborhood Mixed-Use Corridor area, new uses including hotels, missing middle types of housing (duplex, townhome, tri-plex, four-plex, and courtyard oriented development), small commercial with 5000 square foot footprints or smaller, restaurants w/o drive-ups, mixed-use, and some auto service related uses. Many of those could be restricted to just Midway Lane.
3. In addition, for the Neighborhood Mixed-Use Corridor, tri-plexes and four-plexes could appear as single family homes – with a new term (mansion homes) and associated design requirements.
4. For the Downtown Residential Transition area the idea is to introduce options for a greater mix of uses, mostly medium to higher densities, with an allowance for smaller commercial uses on corners.
5. Height is suggested to be limited to 35' in all the overlays.

### **FISCAL IMPACT**

Creates the potential for new development, which could have positive fiscal impacts.

### **CONCLUSION**

The Overlays would help implement the Central Heber Vision.

### **ALTERNATIVES**

None at this time.

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### **POTENTIAL MOTIONS**

N/A

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### **ACCOUNTABILITY**

**Department:** Planning  
**Staff member:** Tony Kohler, Community Development Director

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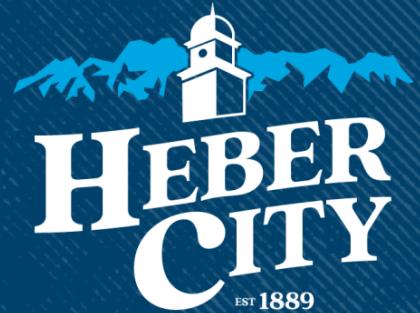
## EXHIBITS

### 1. Envision Central Heber Implementation

 75 N Main Street  
Heber City, UT 84032

 Phone: 435-657-0757  
Fax: 435-657-2543

 [heberut.gov](http://heberut.gov)



PLANNING



# Heber City Council/Planning Commission Work Session

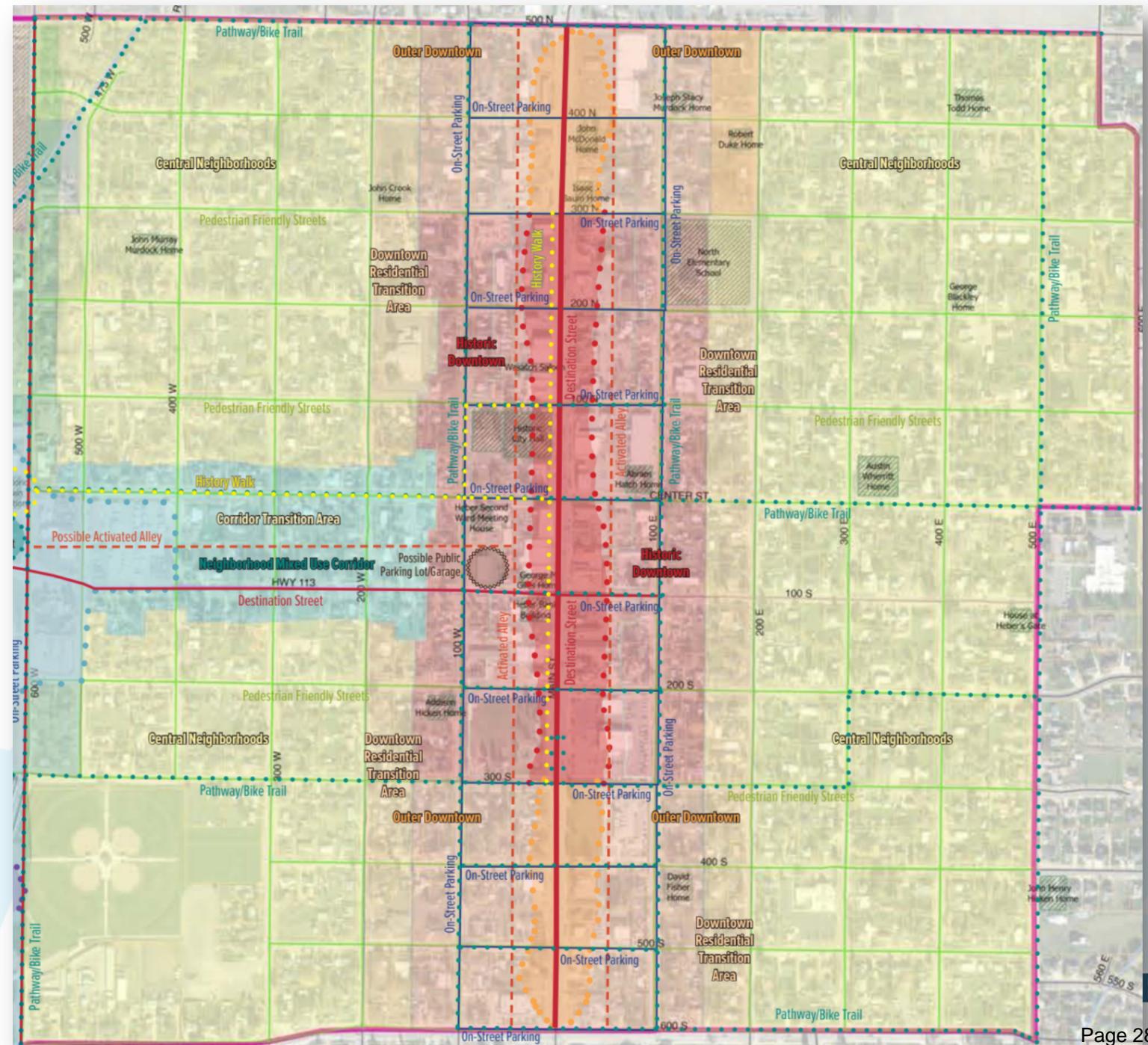
Envision Central Heber Implementation

# Central Heber Vision Suggested

- More Flexibility for the residential neighborhoods to allow for some infill options
- More Flexibility for the connecting corridor from the West Gateway along Midway Lane to the Downtown
- A Transition area from the downtown to the central neighborhoods with more flexibility



# Vision Map



# Mapping Overlay Issues for the Downtown Residential Transition Area – Alternative Actions

## Alternative 1

- Expand the C-3 zoning to its' ultimate suggested boundaries in the Vision – the 150's from 300 North to 300 South.
- If the City initiated rezoning to meet the Vision boundaries, this would make the Downtown Residential Transition area just cover the 150 East and West to 200 East and West between 300 North and 300 South
- C-2 and C-4 updates are a separate initiative

• *Alternative 1 Issues*

- *Expanding the C-3 zoning could be considered premature at this time. Besides obvious political issues, the Vision Plan really suggests that the City be open to rezones to C-3 out to the 150's if they are proposed.*

## Alternative 2

- It could be worthwhile to begin the Downtown Residential Transition Overlay zone at the current C-3 boundary and realize that overtime the C-3 zone could replace it to the 150's
- C-2 and C-4 updates are a separate initiative that is underway

• *Alternative 2 Issues*

- *Overlays may be less problematic to establish as opposed to expanding the C-3 zone*

# Existing Overlay Zones

## Suggested Approach

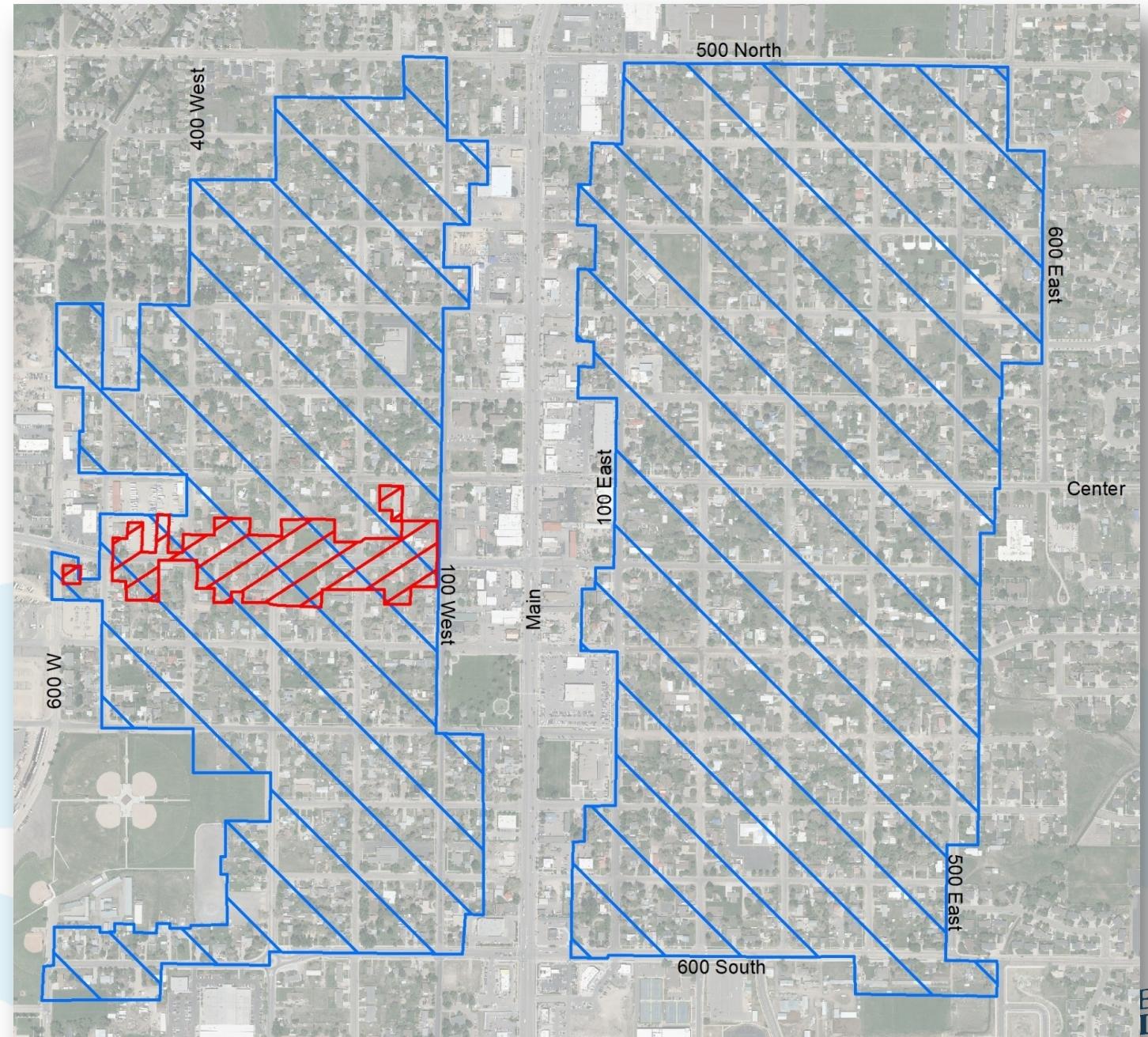
1. Modify existing Neighborhood Infill Overlay Zone to include:
  - Central Neighborhoods
  - Residential Transition
  - Neighborhood Mixed Use
2. Await rezone requests for the C-3 Zone
3. Repeal RC Overlay Zone

### Legend



Residential Commercial

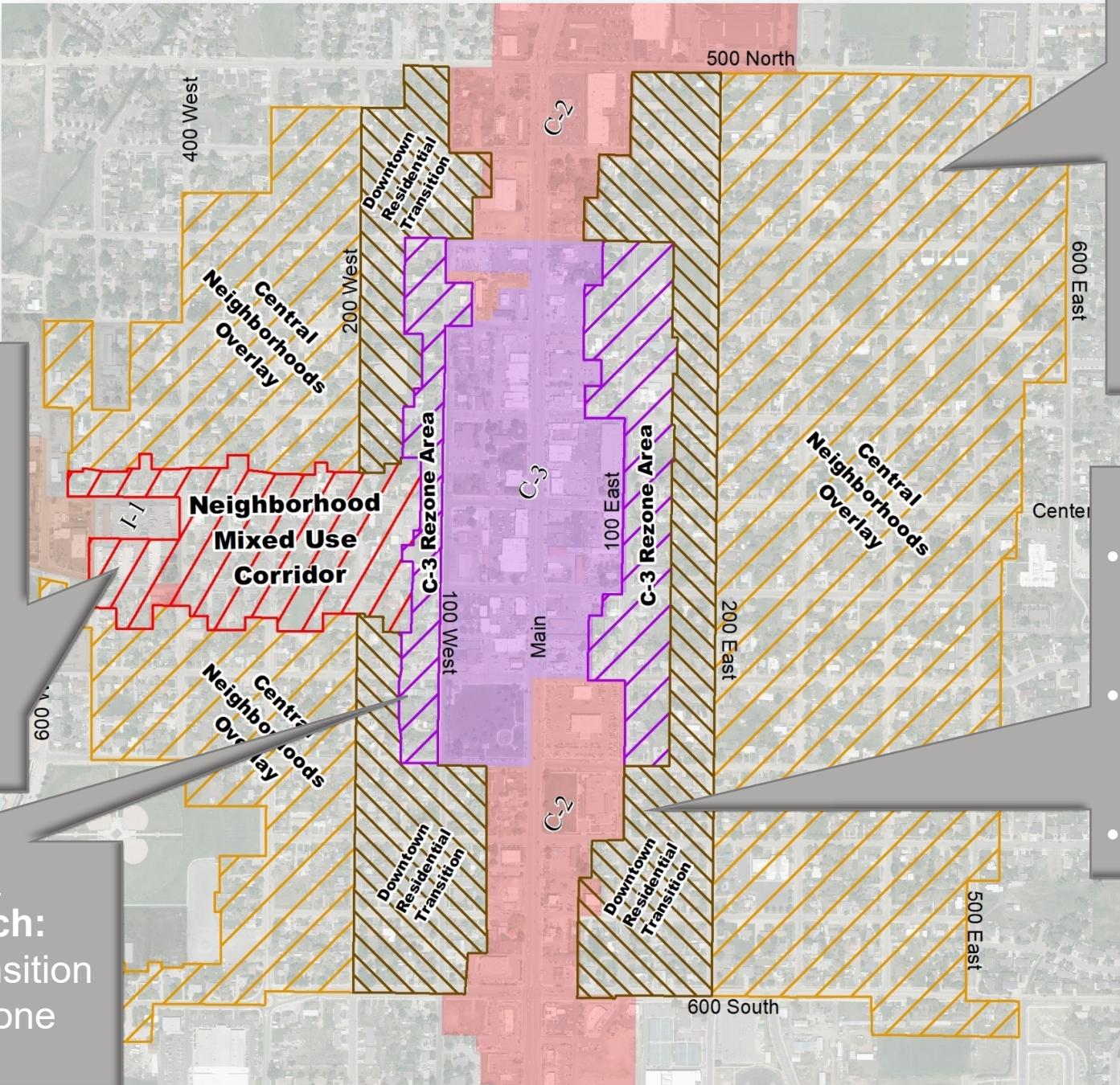
Neighborhood Infill



# Potential Modified Overlay Zone

## Mixed Use Corridor

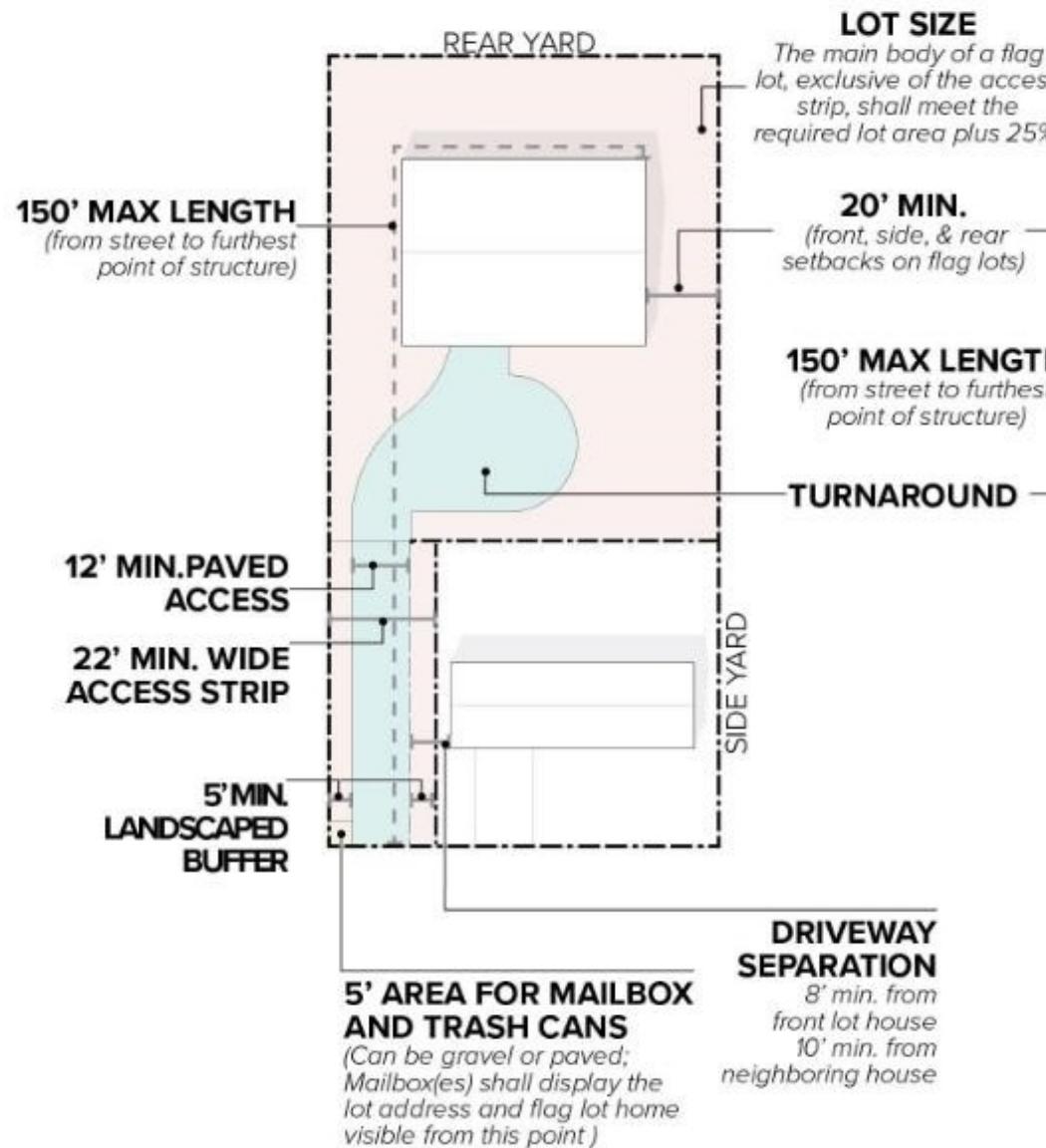
- **Suggested Approach:** Modify existing Overlay Zone
- **Uses:** Hospitality, Small Commercial, Mixed Use, Missing Middle Residential
- **Height:** 35 feet



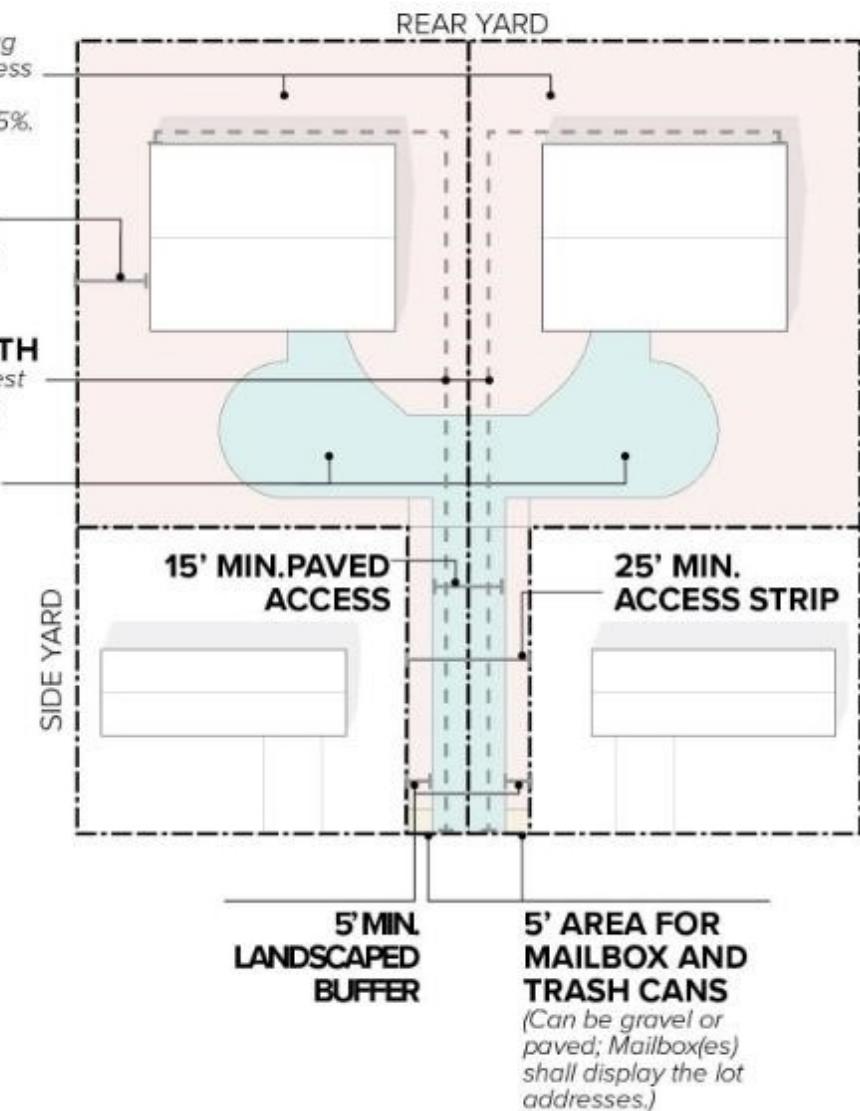
Overlay District	Base Zone
C-3 Rezone Area	C-2
Central Neighborhoods Overlay	C-3
Downtown Residential Transition	C-4
Neighborhood Mixed Use Corridor	I-1

# Flag Lots

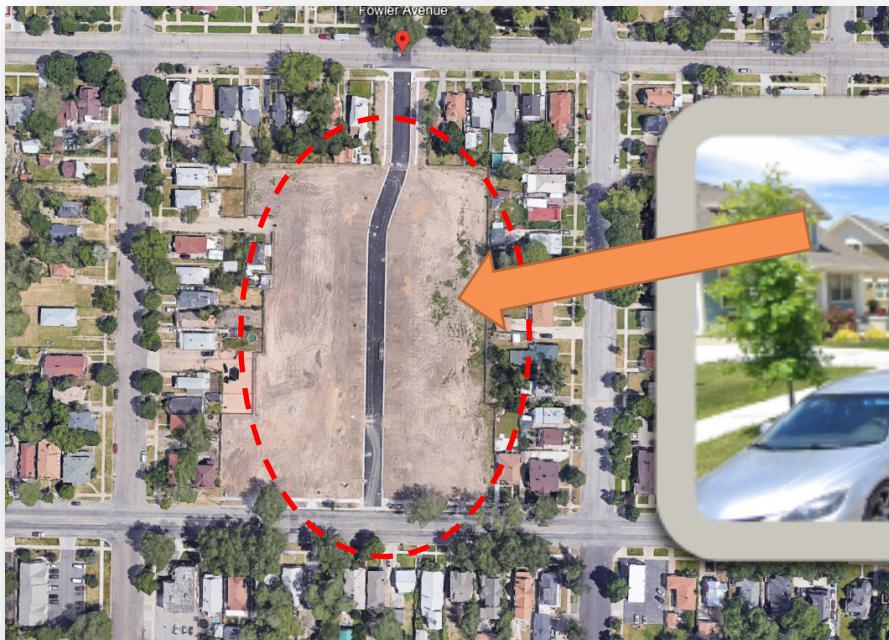
## SINGLE FLAG LOT



## 2 ADJOINING FLAG LOTS (SHARED ACCESS)

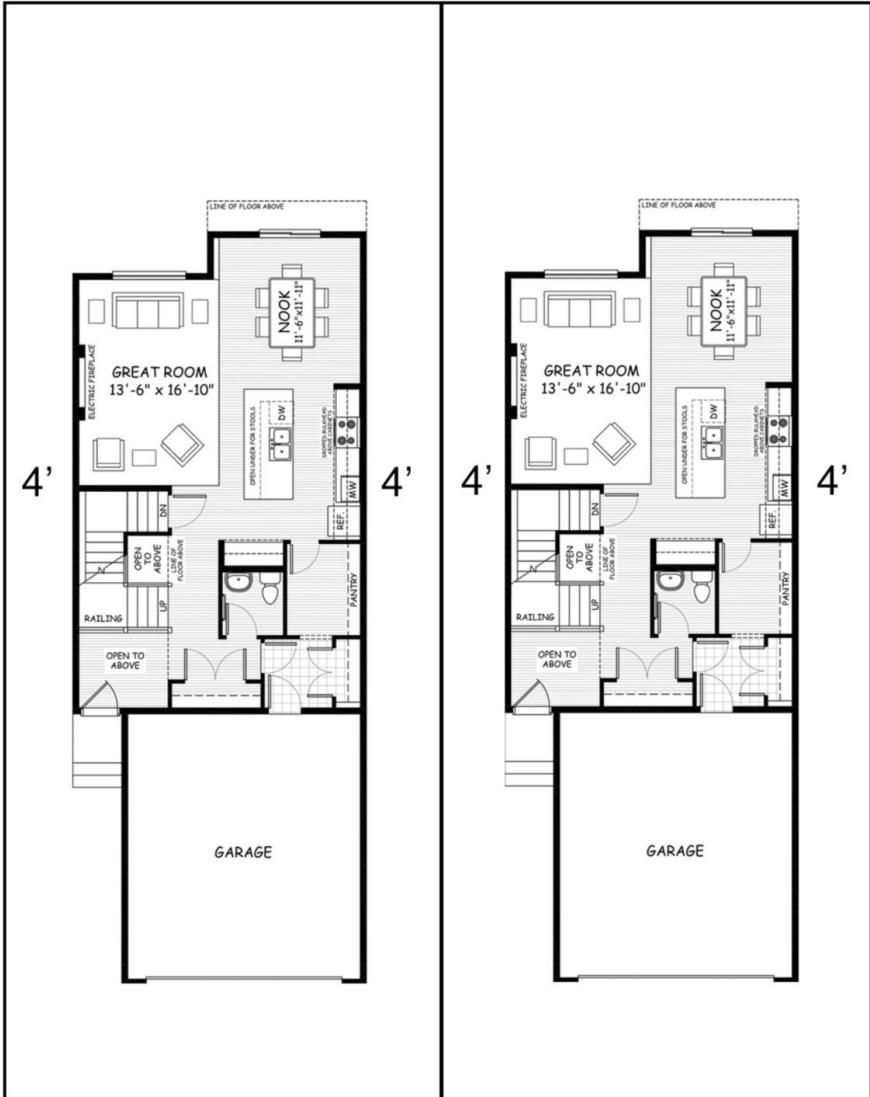


# Lots on Private Right of Way

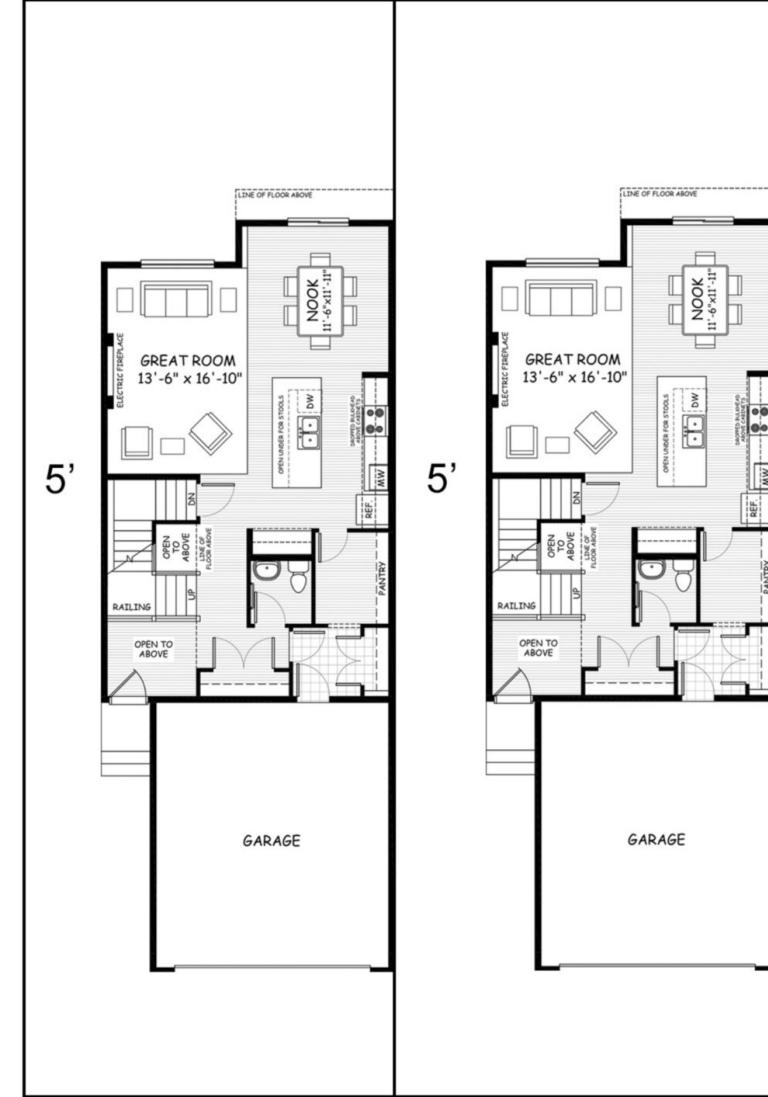


# Zero Lot Line

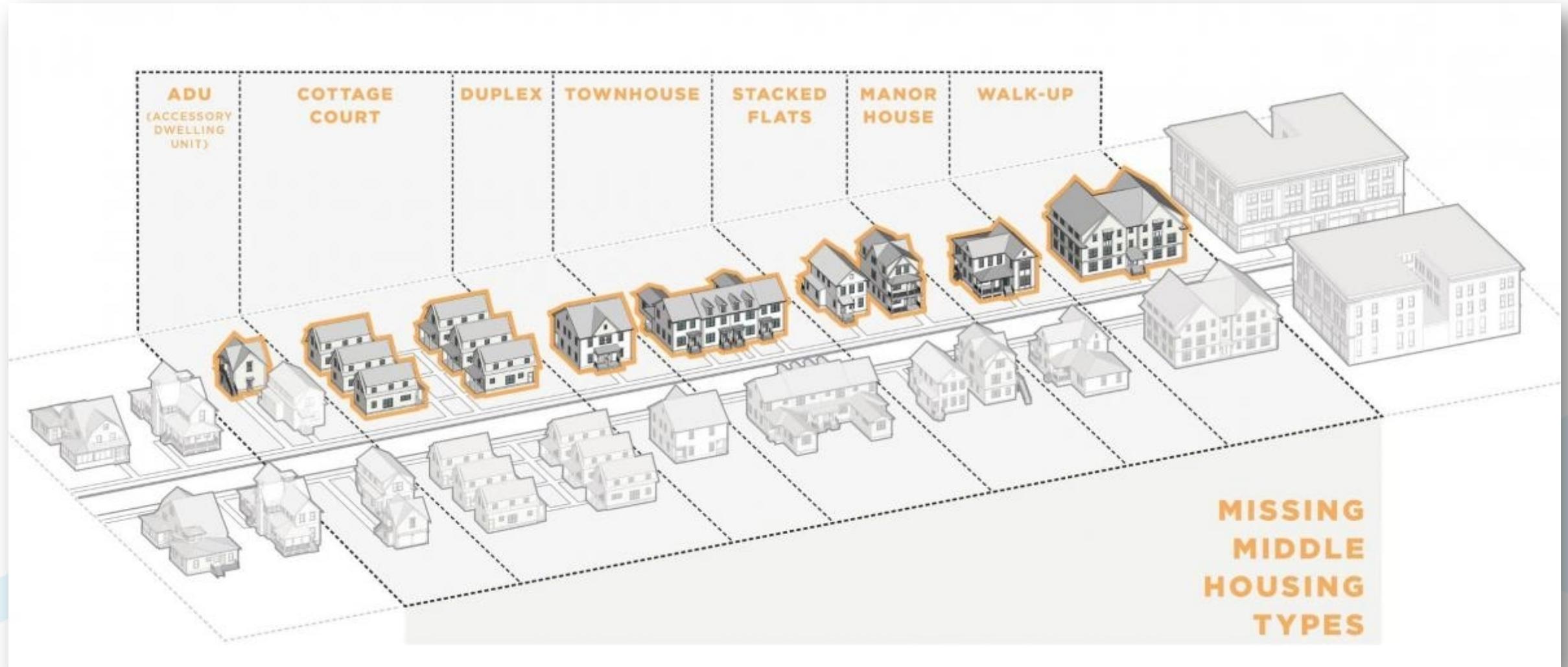
Traditional Lot



Zero Lot Line Lot



# Missing Middle Housing



# Tentative Process

- CC/PC Initial Review: May 2024
- CC/PC Work Session Draft Review: June - July 2024
- PC Public Open House: July - Aug 2024
- PC Public Hearing & Recommendation: Aug - Oct 2024
- CC Review & Adoption: Sept thru Dec 2024