



**EPHRAIM CITY COUNCIL
REGULAR MEETING AGENDA**
Council Chambers – Ephraim City Hall
5 South Main, Ephraim, Utah
Wednesday, June 3, 2026
7:00 PM

Today's meeting will be held in person in the Council Chambers and is open to the public. Members of the press and public are also invited to view this meeting live on YouTube.

To participate in the public comment period or any scheduled public hearings, please email cmaudsley@ephrain.gov before 3:00 PM on the day of the meeting.

Live Stream on YouTube at 7:00 P.M.

<https://www.youtube.com/@EphraimCityUtah/streams>

7:00 PM

CALL TO ORDER

- 1) ROLL CALL
- 2) PRAYER OR THOUGHT
- 3) PLEDGE OF ALLEGIANCE.

PUBLIC COMMENT

Members of the public may address the Council on items related to City business or the current agenda. A comment form must be submitted to the Mayor prior to the meeting. Comments are limited to three minutes per person. The Council cannot take action during this portion of the meeting but may respond briefly, refer the matter to staff, or place it on a future agenda. Please state your name and city of residence for the record.

I. Public Hearings and Related Action

A. Public Hearing Regarding Executive Municipal Officer Compensation Pursuant to Utah Code § 10-3-818, the Ephraim City Council will receive public comment regarding proposed compensation adjustments for executive municipal officers.

B. Public hearing regarding the proposed FY2027 interim budget, including the proposed property tax increase above the certified tax rate and a separate property tax impact schedule.

Pages 4-5

1. **ECR 26-08** Consideration and possible adoption of a resolution adopting the FY2027 interim budget, including the property tax impact schedule and proposed property tax increase above the certified tax rate. (Jon Knudsen)

C. Presentation and statement regarding Ephraim City's consideration of a property tax increase above the certified tax rate, including the estimated additional revenue, percentage increase, purpose of the increase, and future Truth in Taxation public hearing process. (Jon Knudsen)

Pages 6-7

1. **ECR 26- 09** Consideration and possible adoption of a resolution acknowledging the proposed property tax increase and property tax impact schedule, declaring the City's intent to consider a property tax increase above the certified tax rate for Fiscal Year 2027, and setting a Truth in Taxation public hearing date. (Jon Knudsen)

II. Consent Items

A. Ratification of Warrant Register between May 16, 2026, and May 29, 2026

Pages 8-12

B. Approval of May 20, 2026, City Council Meeting Minutes

III. Study Agenda

Page 13

A. UDOT Manti to Ephraim Trail (Jordan Howe)

- Pages 14-26 B. Sidewalk Management Program (Katie Witt)
- Pages 27-33 C. Driver Qualification Policy (Candice Maudsley)
- Pages 34-52 D. Drought Pricing (Katie Witt)

IV. Action Agenda

A. **ECO 26-08** Consideration and possible adoption of an ordinance amending the Ephraim City Consolidated Fee Schedule, including adjustments to water and sewer utility rates as well as other department fees. (Jon Knudsen)

V. City Manager Report

CLOSED SESSION

The City Council may vote to discuss matters in a closed session for reasons allowed by law, including, but not limited to, the provisions of Utah Code § 52-4-205 of the Open and Public Meetings Act, and for attorney-client matters that are privileged pursuant to Utah Code § 78B-1-137.

ADJOURNMENT

In Accordance with the Americans with Disabilities Act (ADA) this facility is wheelchair accessible and handicap parking is available. Request for accommodations and interpretive services must be made three (3) working days prior to the meeting. Please contact the city office at 283-4631 for information or assistance.

CERTIFICATE OF POSTING

I, the undersigned duly appointed City Recorder for Ephraim City, hereby certify that the above notice and agenda were posted in accordance with the Utah Open and Public Meetings Act on the 1st day of June 2026.

Notice was posted:

- On the Utah Public Notice Website;
- On the Ephraim City website (ephrain.gov); and
- At a physical location at Ephraim City offices, a place reasonably accessible to the public.

Candice Maudsley
Ephraim City Recorder

RESOLUTION NO. 26-08

A RESOLUTION ADOPTING AN INTERIM BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2026 AND ENDING JUNE 30, 2027 AND SETTING AUGUST 19, 2026, AS THE DATE FOR A PUBLIC BUDGET HEARING.

WHEREAS, the Ephraim City Manager has filed a proposed budget and a separately available Property Tax Impact Schedule with the Ephraim City Council for the fiscal year commencing July 1, 2026, and ending June 30, 2027; and

WHEREAS, the City Council agenda for the June 3, 2026, meeting included a separate agenda item notifying the public that the Interim Budget includes a proposed property tax increase and that a Property Tax Impact Schedule would be presented; and

WHEREAS, during the June 3, 2026, public meeting, the Budget Officer stated that the Interim Budget includes a proposed property tax increase and presented the Property Tax Impact Schedule as required by Utah Code §§59-2-919 and 59-2-924; and

WHEREAS, the City Council held a public hearing in compliance with state law on June 3, 2026, to receive public comment concerning the interim budget; and

WHEREAS, the City Council has carefully reviewed and considered the budget and has determined that it should be adopted; and

WHEREAS, Utah laws governing budget adoption and setting of tax rates and federal laws governing receipt and disbursement of federal funds have been or will be complied with; and

WHEREAS, it is the intent and desire of Ephraim City to comply with all applicable state and local laws regarding the adoption of the budget; and

WHEREAS, the City Council has determined that additional property tax revenue may be necessary to fund public safety equipment, recreation facility maintenance, park infrastructure improvements, and other municipal service needs identified in the FY2027 budget;

WHEREAS, the City Council of Ephraim City, Utah, hereby determines that it is in the best interests of the citizens of Ephraim City to adopt an interim budget for Ephraim City for the 2026-2027 fiscal year.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Ephraim City, as follows:

1. The budget attached hereto as Exhibit "A" (the "Interim Budget"), including the property tax impact schedule required by Utah Code §59-2-924, for the fiscal year beginning July 1, 2026, and ending June 30, 2027, is hereby adopted as the City's Interim Budget pending completion of the Truth in Taxation process and adoption of a final budget, in accordance with Utah Code §§10-6-113, 59-2-919, and 59-2-924, for the General Fund, Enterprise Funds, and any other funds identified therein.

2. A public hearing to consider the **proposed property tax increase, and final budget adoption** shall be held on **August 19, 2026, at 7:00 p.m.** in the Ephraim City Council chambers located at 5 South Main Street, Ephraim, Utah. This hearing shall also be conducted electronically. The City Recorder is hereby directed to give notice of said hearing as required by state law.

3. Citizens in attendance at the public hearing shall be permitted to provide written or oral comment regarding the Interim Budget, proposed property tax increase, and final budget adoption.

4. A copy of the Interim Budget and Property Tax Impact Schedule shall be placed on record in the City Recorder's Office and made available for public inspection at the same address indicated above, at least ten days prior to the adoption of the final Budget, for inspection by the general public during normal office hours.

5. The Property Tax Impact Schedule, presented as part of the Interim Budget and also as a separate item available apart from any other budget documents, is hereby adopted. The Property Tax Impact Schedule shall remain available for public inspection during normal office hours until all required hearings have occurred and a final budget is adopted for the 2026-2027 fiscal year.

6. The adopted Interim Budget shall be considered to be the "Interim Budget" as defined in Utah Code Section 59-2-924(1)(s).

PASSED, APPROVED, and MADE EFFECTIVE this 3rd day of June, 2026.

COUNCIL VOTE

Jack Dalene	Aye	___	Nay	___
Dennis Nordfelt	Aye	___	Nay	___
Loren Steck	Aye	___	Nay	___
Bud Powell	Aye	___	Nay	___
Anthony Beal	Aye	___	Nay	___

Chris Larsen, Mayor

ATTEST:

Candice Maudsley, City Recorder

RESOLUTION NO. ECR 26-09

**A RESOLUTION OF THE EPHRAIM CITY COUNCIL ACKNOWLEDGING
THAT THE BUDGET OFFICER PROPOSED A PROPERTY TAX INCREASE AND
PROPERTY TAX IMPACT SCHEDULE**

WHEREAS, Ephraim City is required to comply with the Truth in Taxation and budgeting provisions set forth in Utah Code § 59-2-919; and

WHEREAS, the City's Budget Officer has prepared an interim budget for the fiscal year 2027; and

WHEREAS, pursuant to Utah Code § 59-2-919, the Budget Officer has stated that the interim budget includes a proposed property tax increase and has presented a property tax impact schedule; and

WHEREAS, the City Council has determined that additional property tax revenue may be necessary to maintain service levels, fund public safety equipment needs, provide ongoing recreation facility maintenance, and address park infrastructure improvements.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Ephraim, Utah that:

1. The City Council hereby acknowledges that, pursuant to Utah Code § 59-2-919(4)(a)(i), the Budget Officer, during a public meeting, stated that the interim Fiscal Year 2027 budget includes a proposed property tax increase above the certified tax rate and presented a property tax impact schedule as defined in Utah Code § 59-2-924.
2. The City Council further acknowledges that the proposed property tax increase is estimated to generate approximately \$59,000 in additional ad valorem property tax revenue, representing an approximate increase of 16% above the prior year's ad valorem property tax revenue excluding eligible new growth. The additional revenue is proposed to fund public safety equipment, recreation facility maintenance, park infrastructure improvements, and other capital and operational needs identified in the FY2027 budget.
3. The City Council hereby directs the City Manager, Budget Officer, or their designee to make the property tax impact schedule available for public inspection and to include the property tax impact schedule as a separate document at each public hearing held prior to June 30 at which the City Council discusses the proposed Fiscal Year 2027 general fund budget.
4. The City Council hereby declares its intent to consider a property tax increase above the certified tax rate and hereby schedules a Truth in Taxation public hearing for August 19, 2026, at 7:00 p.m., or as soon thereafter as the matter may be heard, at Ephraim City Hall, 5 South Main Street, Ephraim, Utah, to receive public comment regarding the proposed property tax increase and proposed Fiscal Year 2027 budget.

5. City staff is directed to comply with all applicable notice, publication, and hearing requirements of Utah Code §§ 59-2-919 and 59-2-924 prior to the scheduled public hearing.

APPROVED AND ADOPTED this 3rd day of June 2026.

City of Ephraim:

(SEAL)

Mayor: Chris Larsen

ATTEST:

City Recorder: Candice Maudsley

MEETING MINUTES
EPHRAIM CITY COUNCIL
CITY COUNCIL CHAMBERS, EPHRAIM CITY HALL
5 SOUTH MAIN, EPHRAIM, UTAH
May 20, 2026
7:00 PM

CALL TO ORDER & ROLL CALL

The Ephraim City Council Meeting, having been properly noticed, was called to order at 7:00 p.m. by Mayor Larsen.

MEMBERS PRESENT

Chris Larsen; Mayor, Dennis Nordfelt; Mayor Pro Tem, Anthony Beal, Bud Powell, Loren Steck, Jack Dalene

MEMBERS EXCUSED

STAFF PRESENT

Katie Witt; City Manager, Candice Maudsley; City Recorder, Bryan Kimball; Community Development, Megan Spurling; Planner, Jon Knudsen; Finance Director, Jeff Jensen; Public Works

PLEDGE AND INVOCATION

The Pledge of Allegiance was led by Lexi Ogden.

The Invocation was offered by Sierra Curtis.

PUBLIC COMMENT

- No public comment presented.

PUBLIC HEARING & RELATED ACTION

City Finance Manager Jon Knudsen reviewed the background of the proposed water and sewer rate increases and summarized the rate studies completed for the utility systems. Bryan Kimball provided a comparison of county utility rates, and Jeff Jensen reviewed current and future infrastructure needs. Staff explained that a third-party contractor, RCAC, conducted the rate study to evaluate long-term financial sustainability and recommended phased sewer rate increases through 2031, along with a one-time increase to water base rates for both inside and outside city limits. Staff noted that the proposed rates remain within federal affordability guidelines.

Staff also reviewed major infrastructure needs, including replacement of aging asbestos cement and cast iron water lines and rehabilitation of existing water storage facilities. Discussion included the increasing difficulty of obtaining grant funding, the need for greater financial self-sufficiency, and the possibility of tying future rate increases to the Consumer Price Index (CPI) to avoid large periodic adjustments.

- Lelani Neilson: expressed concerns regarding the impact of utility increases on low- and fixed-income residents in Sanpete County and encouraged the Council to carefully consider growth and water usage policies.
- David Lambert: requested additional financial transparency regarding how utility revenues and reserves are spent.

Councilmember Nordfelt moved to close the public hearing. The motion was seconded by Councilmember Beal. The vote was unanimous. The motion carried.

The Council then postponed consideration of Ordinance 26-08, including the proposed fee schedule and rate adjustments, until the June 3rd meeting to allow additional review of financial details and implementation timelines.

Councilmember Beal moved to postpone ECO 26-08 amending the Ephraim City Consolidated Fee Schedule, including adjustments to water and sewer utility rates as well as other department fees to the June 3, 2026, city council meeting. The motion was seconded by Councilmember Steck. The vote was unanimous. The motion carried.

PRESENTATIONS

A) MEET THE NEW MISS EPHRAIM AND ATTENDANTS

The new Miss Ephraim royalty, Adelle Douglas, Sierra Curtis, and Alexa Ogden, were introduced to the Council and public in attendance. A councilmember volunteered funds to assist with repairs to the parade float.

B) PRESENTATION OF CCA CHRISTENSEN ARTWORK

Julie Lund, Diane Oberg, and Karl Christensen discussed the relocation of the CCA Christensen Cabin to Pioneer Park and presented the City with a CCA Christensen painting to be displayed in City Hall.

C) PRESENTATION OF THE CITY'S FRAUD RISK ASSESSMENT

Jon Knudsen presented the City's Fraud Risk Assessment and reviewed the findings, which indicated low levels of fraud risk for the City.

CONSENT AGENDA

CONSENT AGENDA ITEMS

A) APPROVAL OF WARRANT REGISTER

B) APPROVAL OF APRIL 29, 2026 AND MAY 6, 2026 MINUTES

Councilmember Beal moved to approve the Consent Agenda. The motion was seconded by Councilmember Nordfelt. The vote was unanimous. The motion carried.

ACTION AGENDA

A) ECO 26-04 CONSIDERATION AND POSSIBLE ADOPTION OF AN ORDINANCE AMENDING EPHRAIM CITY CODE REGARDING THE FREQUENCY OF REQUIRED FIRE INSPECTIONS.

City Manager Katie Witt presented Ordinance ECO 26-04, which had been discussed at multiple previous meetings. The ordinance amends Ephraim City Code regarding the frequency of required fire inspections. The Council approved the ordinance.

Councilmember Powell moved to adopt ECO 26-04 an ordinance amending Ephraim City Code regarding the frequency of required fire inspections. The motion was seconded by Councilmember Beal. The vote was unanimous. The motion carried.

B) CONDITIONAL USE PERMIT APPLICATION SUBMITTED BY ANTONIO JIMENEZ FOR CONSTRUCTION OF A DUPLEX AT APPROXIMATELY 150 SOUTH 200 WEST.

Megan Spurling presented the Conditional Use Permit application submitted by Antonio Jimenez to construct a duplex on vacant property located at approximately 150 South 200 West. Staff and the Planning Commission reviewed the application for compliance with Ephraim City Municipal Code and found it met the minimum requirements for approval. The Planning Commission unanimously recommended approval of the application.

Staff recommended approval of the Conditional Use Permit subject to conditions outlined in the staff report, including installation of a six-foot site-obscuring fence, provision of two paved parking spaces per unit, separate utility meters for each unit, required landscaping and open space, dark-sky compliant lighting, compliance with City standards, and completion of all required zoning and building permits and impact fees. The Council approved the Conditional Use Permit with the stated conditions.

Councilmember Nordfelt moved to approve a CUP for the construction of a duplex at 150 South 200 West with the conditions of approval met. The motion was seconded by Councilmember Steck. The vote was unanimous. The motion carried.

C) ECO 26-06 GREEN SPACE AND AMENITIES ORDINANCES FOR MULTI-FAMILY DEVELOPMENTS

Megan Spurling reviewed the proposed green space and amenities requirements for multi-family developments. The ordinance applies to all zones permitting multi-family residential uses, including commercial zones that allow residential units. Developments with 10 or more units would be required to provide additional amenities equal to 10% of the development area in addition to the standard 20% landscaping requirement. Developments with fewer than 10 units would also be required to provide tenant amenities, which may be incorporated within the existing landscaping

requirement. Staff reviewed acceptable amenities and noted that all amenities must be located in usable spaces and approved by staff.

Councilmember Steck moved to adopt ECO 26-06 Green Space and Amenities Ordinances for Multi-Family Developments. The motion was seconded by Councilmember Dalene. The vote was unanimous. The motion carried.

D) ECO 26-07 SHORT TERM RENTAL ORDINANCE

Staff presented a proposed Short-Term Rental Ordinance regulating Airbnb, VRBO, and similar rental properties within Ephraim City. The ordinance establishes requirements including local property management, annual business licensing, fire inspections, and collection of transient room taxes. Staff reported that the City currently has approximately 30 unlicensed short-term rentals and 5 licensed rentals and plans to issue compliance notices requiring operators to obtain proper licensing and inspections.

The ordinance limits short-term rentals to one unit within developments of 10 units or fewer and caps short-term rentals at 10% of units within larger developments. Properties not located within a subdivision or development would be limited to one short-term rental within two city blocks. Additional provisions require rentals to be licensed only to the legal property owner and allow the City to halt rentals that are not in compliance. The ordinance was presented as a way to protect residential neighborhoods while allowing limited short-term rental activity.

Councilmember Dalene moved to adopt ECO 26-07 Short Term Rental requirements. The motion was seconded by Councilmember Beal. The vote was unanimous. The motion carried.

E) ECO 26-09 WATER AND SEWER ASSISTANCE PROGRAM FOR QUALIFYING UTILITY CUSTOMERS

The Council discussed Ordinance ECO 26-09 establishing a Water and Sewer Assistance Program for qualifying utility customers. The program is limited to residents and principal residences and will use qualification for the HEAT program as the basis for eligibility. Councilmember Powell reviewed how the HEAT program operates and emphasized the importance of assisting senior citizens and residents on fixed incomes. The Council also discussed gathering information such as household size and age of the account holder to evaluate the program's effectiveness and increase awareness among eligible residents.

The program will provide a monthly utility credit of \$15 for water and \$5 for sewer services, for a total monthly assistance amount of \$20. Participants will be required to recertify annually, and assistance will be applied directly to utility accounts. Discussion also included how the program would interact with delinquent accounts and collections procedures.

Councilmember Powell moved to adopt ECO 26-09 establishing the Water and Sewer Assistance Program for qualifying utility customers for the 2026/2027 fiscal year with the effective dates being tied to the same date as the rate increase hits the accounts and authorized the program with one interlineating amendment to Section 2(F)(1) allowing the City to unilaterally terminate

assistance for an individual account with or without cause. The motion was seconded by Councilmember Beal. The vote was unanimous. The motion carried.

COUNCIL REPORTS

Dennis Nordfelt

- Scandinavian Festival preparations are complete following extensive planning efforts.

Anthony Beal

- The Library Board is seeking two new board members. Youth City Council members will assist with the Scandinavian Festival and help clean up the fairgrounds following the Take the Oath event.

Bud Powell

- A cleanup of the Pioneer Cemetery was completed the previous Saturday.
- Memorial Day flags and plaques were placed for veterans, and Knudt Kimball Peterson will be honored during the Memorial Day program at the cemetery.

CITY MANAGER REPORT

- Staff reported that current spring flow levels are unusually low for this time of year, creating concerns about water supply. Signage will be placed at the splash pad regarding closures and water conservation efforts.

ADJOURNMENT

There being no further business to come before the Council for consideration, Councilmember Nordfelt moved the Regular Council Meeting to adjourn at 8:51 p.m. The motion was seconded by Councilmember Powell. The vote was unanimous. The motion carried.

The next regular City Council meeting is scheduled to be held on Wednesday, June 3, 2026, starting at 7:00 p.m. in the Ephraim City Council room.

MINUTES APPROVED:

Chris Larsen, Mayor

Date

ATTEST:

Candice Maudsley, City Recorder

Date

EPHRAIM ... MANTI

POTENTIAL PAVED BIKE TRAIL

A connected, safe, and scenic route between two historic Utah communities.

PROMOTING HEALTH, CONNECTIVITY & COMMUNITY FOR GENERATIONS TO COME

- DISTANCE**
~7 MILES
Ephraim, UT to Manti, UT
- TRAIL WIDTH**
12 FT
Paved multi-use path
- MAINTENANCE**
EVERY 7-10 YEARS
Routine preservation for long-term quality
- BUILT FOR SAFETY. BUILT FOR THE FUTURE.**
Supporting recreation, transportation, and tourism
- COST PER MILE**
\$12,672-\$15,840
Based on \$0.20 - \$0.25 per square foot

TRAIL SIZE CALCULATIONS

- Trail Width: 12 ft
- Miles: 7 miles
- Square Footage per Mile: 5,280 ft x 12 ft = 63,360 sq ft
- TOTAL SQUARE FOOTAGE**
443,520 SQ FT
(63,360 sq ft per mile x 7 miles)

COST ESTIMATE

Road work cost range: \$0.20 - \$0.25 per square foot

LOW ESTIMATE \$0.20 / SQ FT	HIGH ESTIMATE \$0.25 / SQ FT
\$88,704 443,520 sq ft x \$0.20	\$110,880 443,520 sq ft x \$0.25
Estimated Project Cost Range \$88,704 - \$110,880	

Costs include paving and road work only. Does not include design, engineering, land acquisition, utilities signage, fencing, lighting, or other amenities.

FUNDING OPPORTUNITIES

- RAP TAX** (Recreational Access Program)
State gas tax funds dedicated to developing and maintaining recreational access, including trails and trailheads.
- RECREATION RESTORATION INFRASTRUCTURE GRANT** (RRI Grant)
Federal grant program that funds projects that create, restore, or enhance recreation opportunities in the outdoors.

Leverage state and federal funding to make this trail a reality.

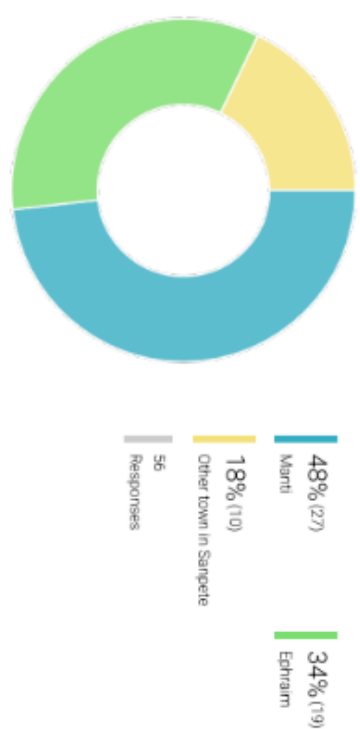
INVESTING IN CONNECTION. BUILDING A BETTER TOMORROW.

- HEALTHIER COMMUNITIES
- MORE RECREATION OPPORTUNITIES
- STRONGER LOCAL ECONOMY
- SUSTAINABLE FUTURE

1 Please rank the following trail types in order of your preference:

- 1 Paved trail connecting Ephraim & Manti 2.93
- 2 Paved loop trail around the towns 3.61
- 3 Paved Neighborhood connector trails (linking neighborhoods to parks, schools) 4.23
- 4 Dirt trails in nearby foothills 4.39
- 5 Dirt trails higher on the mountain 4.98
- 6 ADA-accessible walking paths (strollers and wheelchairs) 5
- 7 Dirt trail connecting Ephraim & Manti 5.2
- 8 Dirt loop trail around the towns

2 Where do you live?





EPHRAIM CITY COUNCIL

MEETING DATE:

TO: MAYOR AND COUNCIL

FROM: KATIE WITT, CITY MANAGER

SUBJECT: SIDEWALK MANAGEMENT, MAINTENANCE AND INSPECTION PROGRAM

AGENDA TYPE: STUDY

EXECUTIVE SUMMARY

Staff is presenting the proposed Sidewalk Management, Maintenance & Inspection Program for Council consideration. The program establishes a proactive and consistent process for identifying, rating, prioritizing, and repairing sidewalk and pedestrian infrastructure hazards. The purpose is to improve public safety, support ADA compliance, reduce liability exposure, and create defensible inspection and repair records. Staff recommends that the City Council approve the program and authorize staff to begin implementation.

BACKGROUND

Ephraim City maintains sidewalks, pedestrian pathways, curb ramps, crosswalks, and related pedestrian infrastructure throughout the community. Sidewalk defects can create trip hazards, accessibility barriers, drainage problems, and potential liability exposure for the City.

Historically, sidewalk concerns are often addressed after complaints, observed hazards, or related construction activity. The proposed Sidewalk Management, Maintenance & Inspection Program would move the City toward a more proactive, documented, and risk-based approach. The program includes sidewalk inventory, routine inspections, condition ratings, public reporting, work order tracking, and prioritized repairs.

ANALYSIS

The proposed program is designed to improve sidewalk safety and accessibility through a consistent inspection and maintenance process. The program applies to City-owned or maintained sidewalks, curb ramps, pedestrian pathways, crosswalks, pedestrian concrete infrastructure, parks, public facilities, parking lots, trails, and shared-use paths.

The program includes the following major components:

Asset Inventory: Sidewalks and pedestrian assets would be mapped and inventoried using GIS or another asset management system. Inventory data should include location, dimensions, surface type, age if known, adjacent land use, and ADA features.

Inspection Program: Sidewalks would be inspected on a recurring schedule based on risk and pedestrian use. Higher-use areas such as downtown, schools, transit areas, and other high pedestrian-volume locations would be inspected more frequently than low-use or rural areas.

Condition Rating System: Defects would be rated based on severity, pedestrian exposure, ADA impact, and complaint or claims history. The proposed system identifies four priority levels, ranging from no action required for minor variations to immediate hazard mitigation for defects greater than two inches.

Repair Standards: Approved repair methods may include panel replacement, grinding, concrete or asphalt patching, slab leveling, mud-jacking, and curb ramp upgrades. Repairs would follow applicable engineering and accessibility standards.

Prioritization Framework: Repairs would be prioritized based on safety risk, ADA impacts, pedestrian volume, proximity to schools and public buildings, and cost-benefit considerations. Priority 1 hazards would receive temporary mitigation, such as marking or barricading, within 24 hours and would be scheduled for repair as soon as practical.

Tracking and Documentation: Inspections, hazards, photos, work orders, repair types, completion dates, and crew or contractor information would be documented in a centralized system. This creates a stronger record for risk management, public communication, budgeting, and future capital planning.

Public Reporting: Citizen sidewalk complaints would be logged, inspected within 24 hours, assigned a risk level, and tracked through resolution.

The proposed program supports the City's broader goals of maintaining infrastructure, improving walkability, and providing consistent public service. It also gives staff a practical framework for making repair decisions when sidewalk needs exceed available funding.

FISCAL REVIEW

Approval of the program does not, by itself, authorize a specific construction project or expenditure beyond currently approved budget authority. However, implementation will require staff time for inspections, GIS or asset tracking, public response, documentation, and repair planning.

Future repair costs will depend on the number, severity, and location of defects identified through inspections. Potential funding sources may include existing streets, Class C Road, capital improvement, or other Council-approved sidewalk, curb, gutter, or pedestrian infrastructure funding.

Staff recommends that sidewalk repair needs identified through this program be incorporated into the annual budget process and capital improvement planning.

LEGAL REVIEW

No legal review is necessary for this report.

ALTERNATIVES

1. Approve the Sidewalk Management, Maintenance & Inspection Program.

This option establishes a proactive, consistent, and documented process for sidewalk inspection and repair. It improves safety, supports ADA compliance, and helps staff prioritize limited resources.

2. Approve the program with modifications.

Council may revise inspection frequency, response timelines, rating thresholds, repair methods, or reporting requirements before adoption.

3. Direct staff to bring back additional information.

Council may request additional cost estimates, legal review, implementation timelines, GIS options, or ordinance recommendations before acting.

4. Take no action.

The City would continue responding to sidewalk concerns on a more reactive basis. This option does not improve consistency, documentation, prioritization, or risk management.

CONCLUSION

The proposed Sidewalk Management, Maintenance & Inspection Program provides a practical framework for identifying sidewalk hazards, prioritizing repairs, improving accessibility, and documenting the City's response. Staff recommends that the City Council approve the program and authorize staff to begin implementation, subject to final legal and administrative review.

Recommended Motion:

"I move to approve the Sidewalk Management, Maintenance & Inspection Program and authorize staff to begin implementation."

Sidewalk Management, Maintenance & Inspection Program (SMMIP)

Purpose

The purpose of the Sidewalk Management, Maintenance, and Inspection Program (SMMIP) is to establish a proactive, systematic, and defensible approach to ensuring sidewalks are safe, accessible, and compliant with applicable standards. This program reduces liability exposure, improves public safety, supports ADA compliance, and extends the life of sidewalk infrastructure.

Program Objectives

The SMMIP is designed to:

- Identify and correct sidewalk hazards before they cause injury
 - Maintain compliance with ADA, PROWAG, and local accessibility requirements
 - Reduce slip, trip, and fall claims and associated legal exposure
 - Prioritize maintenance funding using risk-based decision making
 - Create defensible inspection records and repair histories
 - Improve walkability, mobility, and public confidence
-

Program Scope

This program applies to all sidewalks, curb ramps, pedestrian pathways, crosswalks, and pedestrian-related concrete infrastructure owned, operated, or maintained by the organization, including:

- Public rights-of-way
 - Parks, campuses, and public facilities
 - Parking lots and internal pedestrian routes
 - Trails and shared-use paths
-

Program Components

1. Asset Inventory

All sidewalks and pedestrian assets should be mapped and inventoried using GIS or an equivalent asset management system. Each segment should include:

- Location
- Length and width
- Surface type
- Age (if known)
- Adjacent land use
- ADA features (ramps, landings, detectable warnings)

2. Inspection Program

Sidewalks will be inspected on a defined cycle based on risk level:

Area Type	Inspection Frequency
Downtown, schools, transit, high pedestrian volume	1–2 times per year
Residential neighborhoods	Every 2–3 years
Low-use or rural areas	Every 3–5 years
After major storms or construction	As needed

Inspections will document:

- Vertical displacement (lips, cracks, heaving)
- Surface defects (spalling, potholes, broken panels)
- ADA compliance (cross slope, running slope, ramp condition)
- Obstructions (vegetation, poles, utility conflicts)
- Drainage and ponding
- Utility access covers, water meter and manhole covers

3. Condition Rating System

Each sidewalk segment will be assigned a **condition and risk score** based on:

- Size of defect

- Trip hazard severity
- Pedestrian exposure
- ADA impact
- History of complaints or claims

Ratings will fall into:

- **Priority 4** – <.25” of variation - No action required
- **Priority 3** – .25-1” of variation - Monitor and schedule repair if between .5”-1”
- **Priority 2** – 1-2” of variation - Repair required
- **Priority 1** – >2” of variation - Immediate hazard; temporary mitigation required

4. Maintenance & Repair Standards

Repairs will follow established engineering and accessibility standards including:

- [ADA](#) and [PROWAG](#) requirements
- Local sidewalk design standards

Approved repair methods may include:

- Panel replacement
- Grinding
- Asphalt or concrete patching
- Mud-jacking or slab leveling
- Curb ramp upgrades

5. Prioritization Framework

Projects will be prioritized using a risk-based model that considers:

- Safety risk (Priority 1 followed by Priority 2)
 - Within 24 hours:
 - Clearly mark with safety yellow paint or close and barricade section.

- Schedule for immediate repair/replacement as soon as possible
- ADA non-compliance
- Pedestrian volume
- Proximity to schools, transit, and public buildings
- Cost vs. benefit

This ensures funding is spent where it reduces the greatest risk and improves accessibility the most.

6. Work Order & Tracking System

All hazards, inspections, and repairs will be tracked in a centralized system that records:

- Date of inspection
- Inspector name
- Condition ratings
- Photos
- Repair type
- Date of completion
- Contractor or crew

This creates a defensible record for claims, audits, and ADA reviews.

7. Public Reporting & Response

A reporting system will allow the public to submit sidewalk concerns. All complaints will be:

- Logged
 - Inspected within 24 hours
 - Assigned a risk level
 - Tracked through resolution
-

8. Legal & Risk Management Integration

The SMMIP creates documented proof of reasonable care by demonstrating:

- Routine inspections
- Timely response to hazards
- Consistent repair standards
- ADA compliance efforts

This reduces exposure in personal injury and accessibility lawsuits.

Performance Metrics

The program will track:

- Miles of sidewalk inspected annually
 - Number of hazards identified
 - Percentage of high-risk defects repaired
 - Average response time
 - Reduction in claims and complaints
 - ADA compliance improvements
-

Conclusion

A formal Sidewalk Management, Maintenance, and Inspection Program allows the organization to move from reactive repairs to a proactive, data-driven system that protects the public, controls costs, improves accessibility, and reduces legal risk.

Sidewalk and Gutter Defects

Sidewalk and gutter defects refer to any sidewalk or gutter anomaly causing or potentially causing a safety risk or functionality issue. Defects are identified through inspections as well as individuals informing the organization of the issue. Each defect is inspected and the information is recorded. The Defect Rating System is as follows:

1. LOW - Defect is visible.
2. MODERATE - Defect is a potential hazard.
3. HIGH - Defect is a safety hazard or non-functional.
4. EXTREME - Defect is hazardous. Priority replacement.

Defect descriptions are divided into several categories.

1. **Cracking and Holes:** (Causes: Compaction issues, heavy drive loads, expansion)
 - Low - Crack or hole is visible but not causing unsafe conditions. (Hairline cracks)
 - Moderate - 1/4" - 1/2" separation, lift, settle or chipping.
 - High - Between 1/2" and 1" separation, lift, settle or chipping.
 - Extreme - Greater than 1" separation, lift, settle or chipping.



High - Cracking

2. **Settling and Heaving:** (Causes: Trees, utilities, poor compaction)

- Low - < 1/2".
- Moderate - 1/2" to 1".
- High - >1" to 2".
- Extreme - > than 2".



3. **Spalling:** (Causes: Weak surface, freeze/thaw cycles, poor mix design or over finishing)

- Low - Minimal shallow, random flaking.
- Moderate - Up to 25% of the slab is spalling. Exposed aggregate, 1/2" recesses.
- High - Up to 50% of the slab is spalling. Exposed aggregate, >1/2" recesses.
- Extreme - Over 50% of the slab is spalling. Exposed aggregate, > 3/4" recesses.



4. **Drainage:** (Causes: Settling, improper grade)

- Low - Small area puddle.
- Moderate - Water puddles to the road surface.
- High - Water puddles onto the road or approach causing damage or ice buildup or water backup.
- Extreme - Water puddles onto the road or sidewalk causing damage, flooding or ice buildup.



Staff Report

Agenda Item: Study (C) Driver Qualification Policy

Meeting Date: June 3, 2026

EPHRAIM CITY COUNCIL

TO: Mayor and City Council

FROM: Candice Maudsley

SUBJECT: Adoption of Revised Use of City Vehicles and Equipment Policy

AGENDA TYPE: Study Item

RECOMMENDATION

Staff recommends approval of the revised Use of City Vehicles and Equipment Policy. The proposed revisions incorporate driver qualification standards, motor vehicle record monitoring, and driver authorization requirements recommended by the Utah Local Governments Trust (The Trust). These changes strengthen risk management practices, improve employee and public safety, and help reduce the City's liability exposure.

BACKGROUND

Ephraim City's current Use of City Vehicles and Equipment Policy governs the use of City-owned vehicles, employee-owned vehicles used for City business, employee responsibilities, and accident reporting procedures. The policy has served as the City's framework for vehicle operations but does not include a formal driver qualification and monitoring program.

The Utah Local Governments Trust (The Trust), the City's liability insurance provider, recently recommended that member entities adopt enhanced driver qualification standards as part of their risk management practices. In response, staff reviewed the City's existing policy and worked to incorporate the recommended provisions into the updated policy.

The proposed revisions are intended to align the City's practices with current risk management standards and provide a consistent process for evaluating employees and volunteers who operate vehicles on behalf of the City.

ANALYSIS

The most significant addition to the policy is the implementation of a Driver Qualification Program. Under the revised policy, all employees and volunteers who operate City vehicles or conduct City business requiring vehicle use must be authorized drivers. Authorization

will be based on a review of each driver's Motor Vehicle Record (MVR), driving history, work-related vehicle incidents, and required licensing.

Drivers will be classified as Acceptable, Borderline, or Unacceptable based on established criteria. The policy also establishes ongoing monitoring procedures and identifies circumstances that may result in suspension or revocation of driving privileges.

Benefits of the proposed policy include:

- Reduced liability exposure for the City.
- Improved safety for employees and the public.
- Consistent standards for vehicle operation and driver authorization.
- Alignment with recommendations from the Utah Local Governments Trust.
- Enhanced documentation and accountability regarding vehicle use.

Potential considerations include:

- Additional administrative oversight required to review and monitor driver records.
- Possible restrictions on employees whose driving records do not meet qualification standards.

Staff believes the benefits of improved risk management and safety outweigh the limited administrative burden associated with implementing the program.

FISCAL REVIEW

The proposed policy is not expected to have a significant direct fiscal impact. The Trust already supplies a monthly Motor Vehicle Record.

The policy may provide long-term financial benefits by reducing vehicle-related claims, accidents, and liability exposure.

LEGAL REVIEW

The revisions are consistent with risk management practices recommended by the Utah Local Governments Trust and support the City's efforts to reduce liability exposure associated with vehicle operations. The City Attorney has reviewed the policy and can make any recommended changes prior to final adoption if desired.

ALTERNATIVES

1. Approve the revised Use of City Vehicles and Equipment Policy as presented.
2. Approve the revised policy with modifications directed by the City Council.
3. Table the item and direct staff to conduct additional review.

4. Take no action and retain the current policy.

CONCLUSION

The proposed revisions modernize the City's Use of City Vehicles and Equipment Policy by establishing formal driver qualification standards and ongoing driver monitoring procedures. These changes are recommended by the Utah Local Governments Trust to strengthen risk management practices and reduce potential liability exposure. Staff recommends approval of the revised policy as presented.

1.1 Use of City Vehicles and Equipment

City-owned vehicles may be provided to employees with demonstrated business needs. Additionally, employees may be compensated for using their own vehicles on City business. All such expenses will be compensated subject to the following guidelines.

Driver Qualifications:

All employees or volunteers operating City owned vehicles, or who may operate any vehicle while conducting business for or on behalf of the City must be authorized drivers. The authorization process requires an analysis of the employee's driving record to ensure compliance with the driver qualification standard as identified in this policy.

As part of the driver qualification process, all drivers or potential drivers' Motor Vehicle Record (MVR) will be screened and monitored on an ongoing basis to ensure the standard is met and maintained. Drivers will be qualified as "Acceptable," "Unacceptable" or "Borderline". Drivers qualified as "Borderline" may be authorized to drive on a probationary basis as determined by the City. Drivers whose records do not meet the driver qualification standard will not be authorized to operate any vehicle on behalf of City.

All drivers must possess a valid Drivers License. Required endorsements must also be maintained. The driver qualification evaluation will be based on the driver's MVR and will also take into account the results of skills assessments and work-related motor vehicle incidents, whether or not the incident has been recorded on the driver's MVR. All violations recorded on the MVR, whether they occurred on the job or not, are included in the driver qualification evaluation.

"Acceptable" or "Borderline" qualification will be determined using the following criteria. Any number of violations or accident in excess of the "Borderline" criteria constitutes a failure to meet the driver qualification standard resulting in revocation of driver authorization. (Note - DUI and DWI are not evaluated as a standard violation.)

Acceptable

- Up to 2 violations recorded on the MVR, or
- Up to 1 at fault work related accident in the prior three years, or
- A combination of 1 violation on the MVR and 1 at fault work related accident in the last three years

Borderline

- violations recorded on the MVR or,
- at fault work related accidents in the last three years, or
- DUI or DWI within the last 5 years, or
- Any violation for Careless, Reckless or Distracted driving

Unacceptable

- No valid driver license,
- Recent DUI conviction,
- 4 or more violations recorded on the MVR

A single major violation recorded on the MVR, or resulting from a work related incident, may result in revocation of the drivers' qualification and driver authorization. Major violations include, but are not limited to:

- DUI or DWI in the previous 24 months
- Failure to stop/report an accident
- Making a false accident report
- Attempting to elude a law enforcement
- Others as determined by the City.

City Vehicles:

City vehicles may be provided to employees as business needs warrant:

- Fuel, tolls, parking, and related expenses will be reimbursed when incurred for approved business activities and when appropriate documentation of the expense has been provided.
- City vehicles shall not be used for commuting or other personal purposes unless authorized by the City.
- All IRS regulations shall be followed if a City vehicle is used for commuting.
- Mileage Record. Employees permitted City vehicles for commuting must document miles and dates driven.
- Incidental use while traveling to and from work is permissible. Authorized employees may park the City vehicle overnight at their residence. The vehicle must remain in the City during work hours and may not leave the city during lunches or breaks unless authorized, in writing, by the department head. The geographic and lunch/break restrictions in this section do not apply to public safety employees, whose vehicle use is governed by operational and emergency-response needs.

Employee-Owned Vehicles:

Employees using their cars for business must receive prior authorization from their Department Director.

- There is an expectation that when on City business, errands, or travel, that employees will use City provided vehicles with few exceptions.
- Mileage Allowance. A mileage allowance for all costs related to vehicle operation will be provided, which may vary from year to year. The mileage reimbursement rate will be determined by the amount listed on the Utah State website.

- Mileage Record. The mileage will be determined by the round-trip miles from Ephraim City Hall to the final destination and recorded on the travel form.
- Related Compensation. Parking charges, tolls, and other related expenses are compensable upon presentation of receipts if incurred for business-related travel. However, all fuel, maintenance, and depreciation expenses are considered to be included in the standard mileage rate.
- Approval. The employee's Department Director or the City Manager must approve claims for mileage allowance and related reimbursement.
- Vehicle Allowance. A monthly vehicle allowance may be granted to those who travel regularly on City business. This allowance is instead of mileage and miscellaneous reimbursement allowance for all travel. Employees with vehicle allowances are expected to use the vehicle at no additional cost to the City for City related travel within a 50-mile radius of City Hall. Employees with vehicle allowances who use their vehicle and travel beyond a 50-mile radius of City Hall for City related business will be compensated at the mileage rate established by the City Finance Department. Employees who receive monthly allowances are prohibited from using a City-owned vehicle except in the case of an emergency. An emergency does not include the unavailability of the employee's car.
- Use of City vehicles for non-City business-related purposes is prohibited. Employees scheduled to respond on-call, outside of regular work hours, may be assigned an appropriate City vehicle to make such responses from their homes. Such assignments, except in case of emergencies, shall be approved by the City Manager. Commuting miles are subject to IRS regulations and must be reported annually on forms provided by the City.

Employee Responsibilities:

Employees are accountable for operating City cars, personal vehicles, rentals, or equipment when traveling or using them for City business purposes. An employee who drives any vehicle on City business must:

- Possess a current driver's license. Employees who have lost their driving privileges/license are obligated to immediately report the loss of license and/or privileges to their supervisor.
- Where appropriate, possess a current Commercial Driver's License (CDL)
- Maintain vehicle insurance coverage in at least the minimum amounts required by state law and carry proof of such coverage. The employee assumes liability for their vehicle in work-related travel.
- No employee may operate a City vehicle or City equipment while their performance is impaired by alcohol or any controlled substance or over-the-counter drug. An employee taking a prescription drug for a bona fide medical condition, which may impair the employee's ability to operate a vehicle safely, shall notify their supervisor. The supervisor shall notify their Department Director of the situation, and the Department Director may make reasonable accommodations for the condition or place the employee on sick leave to ensure the safety of the employee, co-workers, and the public, after consulting with the Human Resources Department and the City Attorney.
- Inspect the vehicle and confirm that it is in safe operating condition.
- Employees are required to drive safely and courteously.
- Employees and passengers are required to wear seat belts while operating a City vehicle.

- Employees are solely responsible for any traffic citations they may receive while driving a City vehicle or on City business. Employees are solely responsible for fines or parking violations incurred while driving on City business.
- Employees must comply with Utah Code § 41-6a-1716. While driving a City vehicle or driving on City business, employees may not manually text, email, dial, browse the internet, or otherwise enter data on a handheld device. Hands-free or voice-activated use and GPS navigation are permitted. This restriction does not apply to law enforcement or emergency personnel acting within the scope of their duties.
- Employees using City vehicles shall ensure they are kept clean and serviced according to fleet specifications.

Accidents:

An employee involved in an accident while traveling on City business must immediately report the incident (regardless of how minor) to their Department Director and the Police Department having jurisdiction.

Emergency Response Employees:

Due to the nature of their position or functional area of responsibility, Emergency Response Employees may be assigned a City vehicle to perform their job or function. Such vehicles may incidentally be used for commuting purposes and to facilitate expeditiously responding to after-hour calls or assisting with emergencies. To qualify as an Emergency Response Employee, an employee must live within Sanpete County. Each department with qualified employees will maintain its policies governing the use of City Vehicles.

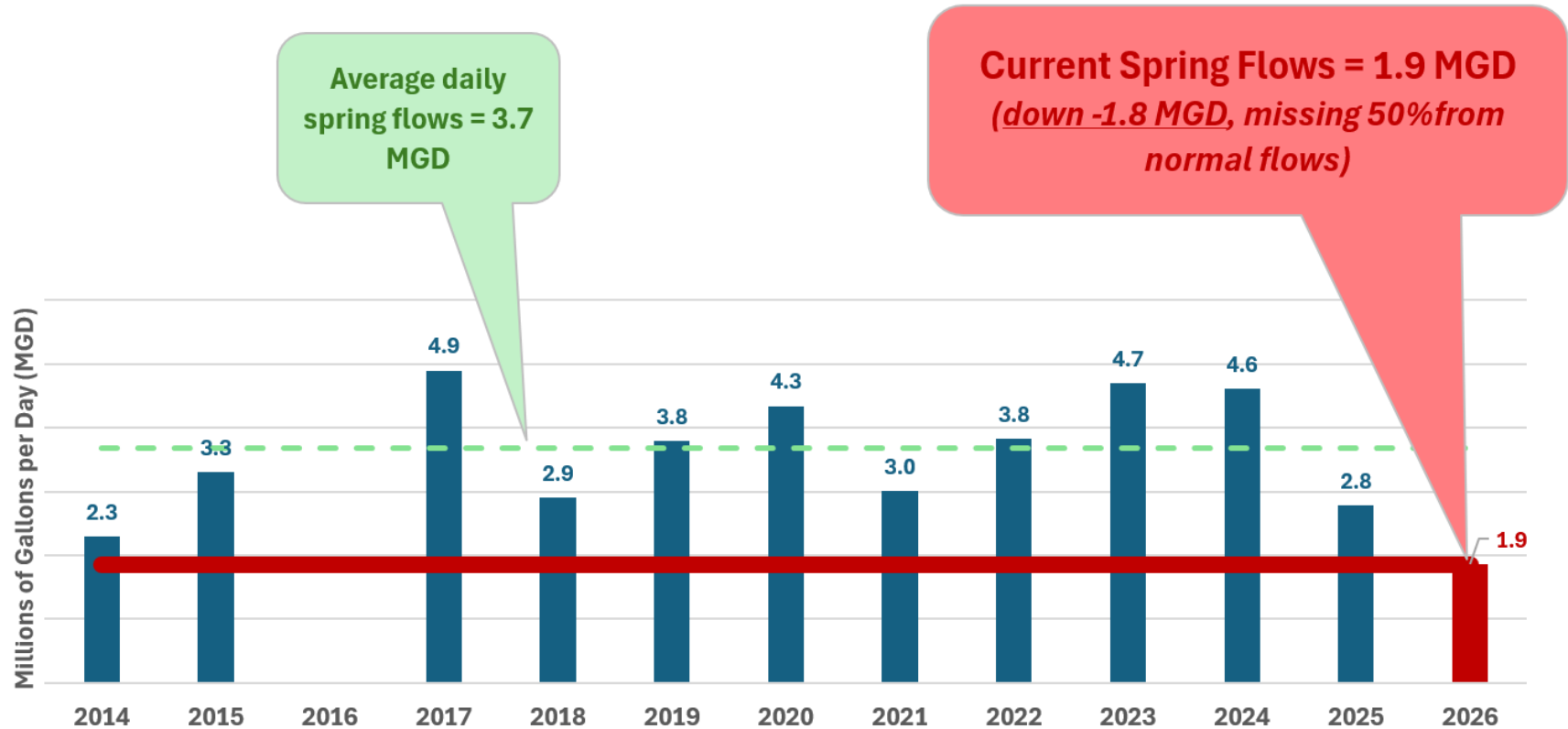
Emergency Response Employees requesting to live outside Sanpete County must obtain approval from the Department Head and City Manager.

Failure to comply with the Use of City Vehicles and Equipment policies may result in a loss of vehicle privileges and/or disciplinary action up to and including termination of employment. Employees are reminded to be liable for any personal federal or state income or benefits taxes that may apply to them through their use of City vehicles as provided in this program.

Ephraim Daily Spring Flow Comparison by Years

(Million Gallons per Day, MGD)

Comparing May 26 of each year



RESOLUTION NO. 2026-__

**A RESOLUTION AMENDING TITLE 12 SECTION 08 CHAPTER 200 OF THE
EPHRAIM CITY CODE REGARDING THE CONSOLIDATED FEE SCHEDULE
ALTERING WATER RATES DURING EXTREME DROUGHT CONDITIONS;
PROVIDING FOR REPEALER; PROVIDING FOR SEVERABILITY; AND
PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, the State of Utah and Sanpete County are experiencing extreme drought conditions that threaten water supplies and require immediate conservation efforts; and

WHEREAS, on May 21, 2026, Governor Spencer J. Cox issued a statewide drought declaration encouraging municipalities and residents to take necessary actions to preserve water resources; and

WHEREAS, the Ephraim City Council finds it necessary and in the best interest of the public health, safety, and welfare to encourage water conservation through temporary drought pricing measures; and

WHEREAS, the City Council believes that these temporary rate increases will encourage water conservation during the declared drought emergency and to preserve the integrity and sustainability of the Ephraim City water system during periods of high demand and limited water availability.; and

WHEREAS, the Ephraim City culinary water system must maintain adequate water reserves and sustainable usage levels throughout the summer irrigation season; and

WHEREAS, the City Council finds these amendments to further the general welfare, health, and security of Ephraim City and its citizenry.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF EPHRAIM, UTAH:

SECTION I: Repealer. If any provisions of the City's Code previously adopted are inconsistent herewith they are hereby repealed.

SECTION II: Enactment. Title 12.08.200 is hereby amended by inserting the following table shall be inserted after the table entitled “Water Rate Within City Limits” and prior to the table entitled “Water Rates Outside City Limits.”

WATER RATE WITHIN CITY LIMITS DURING EXTREME DROUGHT CONDITIONS	
Minimum for first 7,000 gallons	\$ 47.00
7,001 – 30,000 gallons	\$ 2.34/ 1,000 gallons

30,001 – 60,000 gallons	\$ 2.67/ 1,000 gallons
60,001 – 90,000 gallons	\$ 3.01/ 1,000 gallons
90,001 gallons and over	\$ 3.33/ 1,000 gallons
*These rates shall be effective from June 20, 2026 until October 1, 2026.	

The following table shall be inserted after the table entitled “Water Rates Outside City Limits” and prior to the table entitled “Non-Connected Daily Bulk Water Purchases **Subject to Availability.”

WATER RATES OUTSIDE CITY LIMITS DURING EXTREME DROUGHT CONDITIONS	
Minimum for first 7,000 gallons	\$ 70.50
7,001 – 30,000 gallons	\$ 3.53/ 1000 gallons
30,001 – 60,000 gallons	\$ 4.01/ 1,000 gallons
60,001 – 90,000 gallons	\$ 4.53/ 1,000 gallons
90,001 gallons and over	\$ 5.01/ 1,000 gallons
*These rates shall be effective from June 20, 2026 until October 1, 2026.	

SECTION III: Severability. If any section, subsection, sentence, clause or phrase of this ordinance is declared invalid or unconstitutional by a court of competent jurisdiction, said portion shall be severed and such declaration shall not affect the validity of the remainder of this ordinance.

SECTION IV: Effective Date. This ordinance being necessary for the peace, health and safety of the City, shall become effective October 1st, 2026.

PASSED AND ADOPTED by the City Council of Ephraim, Utah, this ___th **day of June, 2026.**

Chris Larsen, Mayor

ATTEST:

Candice Maudsley, City Recorder

Draft



EPHRAIM CITY COUNCIL

MEETING DATE: MAY 20, 2026

TO: MAYOR AND COUNCIL
FROM: KATIE WITT, CITY MANAGER
SUBJECT: CONSOLIDATED FEE SCHEDULE
AGENDA TYPE: ACTION

EXECUTIVE SUMMARY

Ordinance ECO 26-08 amends various fees in Title 12, Chapter 8 of the Ephraim City Municipal Code related to the City's Consolidated Fee Schedule. The proposed amendments update business license fees, planning and zoning fees, police department fees, electrical rates, sewer rates, and water rates. Staff recommends approval of Ordinance ECO 26-08.

BACKGROUND

Ephraim City maintains a consolidated fee schedule for municipal services, licenses, permits, utilities, and related charges. The ordinance states that the City conducts annual review and adjustment of fees to ensure accuracy and reflect changing circumstances, and that additional adjustments may be needed as municipal requirements and costs evolve.

Ordinance ECO 26-08 proposes amendments to the following sections of the Ephraim City Municipal Code:

- 12.08.040 — Business License Fees
- 12.08.130 — Planning and Zoning Fees
- 12.08.140 — Police Department Fees
- 12.08.160 — Electrical Fees and Rates
- 12.08.180 — Sewer Fees

- 12.08.200 — Water Fees and Rates

ANALYSIS

The proposed ordinance updates a broad range of City fees. The changes appear intended to better align fees with current service costs, administrative time, infrastructure needs, and utility operations.

Key amendments include:

Business License Fees. The ordinance increases several annual and renewal business license fees, including commercial/industrial licenses, rental licenses, home rental licenses, commercial beer licenses, seasonal vendor fees, transient vendor fees, and temporary/special event fees. For example, commercial/industrial business licenses increase from \$175 to \$225, with renewal increasing from \$65 to \$95.

Planning and Zoning Fees. Several zoning permit and land use application fees are increased. Examples include commercial zoning permits increasing from \$150 to \$300, residential permits increasing from \$100 to \$200, conditional use permits increasing from \$100 to \$150, and variance and zone change applications increasing from \$150 to \$300.

Police Department Fees. The ordinance updates police-related records and redaction fees. Research and redaction associated with audio/video records, including vehicle-mounted and body-worn cameras, increases from \$18 to \$25 per hour and from \$4.50 to \$6.25 per additional 15 minutes. The ordinance also updates the GRAMA-related employee time language to match the \$25 per hour/\$6.25 per 15 minutes structure.

Electrical Fees and Rates. The ordinance updates electrical rates effective July 1, 2026. Changes include increases to monthly base charges and demand charges, while certain energy charges decrease slightly. For example, the residential monthly base charge increases from \$12 to \$18, and commercial single-phase demand charges increase from \$6.50 to \$7.50 per KW.

Sewer Fees. The ordinance increases the monthly sewer minimum base rate from \$33 to \$38.25 for the first 10,000 gallons of culinary water. The ordinance notes the new sewer rates are effective July 1, 2026.

Water Fees and Rates. The ordinance increases the minimum water rate within City limits from \$30 to \$47 for the first 7,000 gallons and outside City limits from \$45 to \$70.50 for the first 7,000 gallons. The ordinance notes the new water rates are effective October 1, 2026.

FISCAL REVIEW

Approval of Ordinance ECO 26-08 is expected to increase revenue from certain licenses, permits, administrative services, and utility base charges. The exact fiscal impact will depend on the number of licenses, permits, applications, records requests, utility accounts, and customer usage patterns during the fiscal year.

The ordinance includes utility rate changes with different effective dates. Electrical and sewer rates are proposed to take effect July 1, 2026, while water rates are proposed to take effect October 1, 2026. Staff should coordinate implementation with billing, public notice, and customer communication timelines.

No expenditure appropriation is directly requested by this ordinance. However, increased revenues may support cost recovery for administrative services, public safety records processing, utility system operation, and long-term infrastructure needs.

LEGAL REVIEW

No legal review is necessary for this report.

ALTERNATIVES

1. Approve Ordinance ECO 26-08 as presented.

This would update the Consolidated Fee Schedule and allow the City to implement the proposed fee and rate changes according to the effective dates in the ordinance.

2. Approve Ordinance ECO 26-08 with amendments.

The Council may adjust individual fees, effective dates, or language before adoption. This option allows policy changes while still moving forward with fee schedule updates.

3. Take no action.

The current fee schedule will remain in place. This may limit the City's ability to recover costs for services and utility operations.

CONCLUSION

Ordinance ECO 26-08 updates multiple sections of the Ephraim City Consolidated Fee Schedule to reflect current municipal service and utility needs. Staff recommend that the

City Council approve Ordinance ECO 26-08, subject to final legal review and correction of formatting or scrivener's errors before publication.

POSSIBLE MOTIONS

Alternative 1: Approve as Presented

I move to approve Ordinance ECO 26-08, an ordinance amending various fees in Title 12, Chapter 8 of the Ephraim City Municipal Code regarding the Consolidated Fee Schedule, as presented, and authorize staff to make any non-substantive formatting or scrivener's corrections prior to publication.

Alternative 2: Approve with Amendments

I move to approve Ordinance ECO 26-08, an ordinance amending various fees in Title 12, Chapter 8 of the Ephraim City Municipal Code regarding the Consolidated Fee Schedule, with the following amendments: [state amendments], and authorize staff to make any non-substantive formatting or scrivener's corrections prior to publication.

**EPHRAIM CITY
ORDINANCE ECO 26-08**

**AN ORDINANCE AMENDING VARIOUS FEES OF TITLE 12 CHAPETER 8
REGARDING THE CONSOLIDATED FEE SCHEDULE**

WHEREAS, Ephraim City currently imposes fees for a variety of essential municipal services; and,

WHEREAS, in order to ensure accuracy and reflect changing circumstances, it is necessary to conduct an annual review and adjustment of the fees; and,

WHEREAS, additional adjustments to the fees may be required on an as-needed basis to accommodate evolving municipal requirements and costs;

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

SECTION 1: **AMENDMENT** “12.08.040 Business License Fees” of the Ephraim City Municipal Code is hereby *amended* as follows:

AMENDMENT

12.08.040 Business License Fees

All Businesses are subject to Fire Safety Inspection Fees in addition to Business License Fees. A Late fee of 1/2 the amount due is added to the Business License fee thirty (30) days after expiration date. * Conditional Use Permit Fees may apply in some zones.

Yearly	Fee	Renewal
Commercial/Industrial *	\$175.00 <u>225.00</u>	\$65.00 <u>95.00</u>
Apartments, Commercial Rentals & Home Rentals – 3 or more units	\$175.00 <u>225.00</u>	\$65.00 <u>95.00</u>
Home Rentals—2 or less units	\$ 100.00 <u>150.00</u>	\$40.00 <u>70.00</u>
Commercial Beer License *	\$ 50.00 <u>200.00</u> + \$ 1,000 Bond	\$ 50.00 <u>200.00</u> + \$ 1,000 Bond
Home Based Business -		

Exempt	No Charge	<u>No Charge</u>
Home Based Business – Requesting License	\$ 25.00 <u>35.00</u>	\$25 <u>35.00</u>
Business License Print Fee	\$ 10.00	\$10.00

Temporary	3-6 Months	Less than 3 Months
Seasonal Vendor	\$ 50.00 <u>75.00</u>	\$ 10 <u>20</u> per month
Transient Vendor (Door-to-door Background Check)		\$ 50 <u>70</u> a day (Requires Utah State BCI check for employee)
Temporary/Special Events 1-3 Days (Craft Fairs, Firework Stands, etc.)	\$ 50.00 <u>70.00</u> + \$50.00 Fire Inspection	

SECTION 2: AMENDMENT “12.08.130 Planning And Zoning Fees” of the Ephraim City Municipal Code is hereby *amended* as follows:

AMENDMENT

12.08.130 Planning And Zoning Fees

ZONING PERMITS		
Accessory Building	Less than 200 sq. ft	\$ 0.00
Accessory Building	200 sq. ft. or Larger	\$ 25.00 <u>50.00</u>
Commercial		\$ 150.00 <u>300.00</u>
House <u>Residential</u>		\$ 100.00 <u>200.00</u>
Multi-Unit Residential Dwellings		\$ 100.00 + \$ 15/unit <u>200.00</u> + <u>25/unit</u>
Remodel		\$ 25.00 <u>50.00</u>
Sign Permit - Permanent		\$ 25.00 <u>50.00</u>
Sign Permit - Temporary		\$ 15.00 <u>30.00</u>

APPLICATIONS	*All applications are subject to a pass-through cost	
3rd Party Technical Review		\$ 150.00 <u>actual cost</u>
Annexation		\$ 150.00 <u>500.00 + Passthrough Charges</u>
Appeal to Appeal Authority		\$ 50.00
Conditional Use Permit		\$ 100.00 <u>150.00</u>
Home Occupation (No Hard Copy License Desired)	Processing Fee	\$ 10.00 <u>0</u>
Home Occupation (Hard Copy License Desired)		\$ 150.00 <u>35.00</u>
Subdivision (<u>County Fee</u>)		\$ 50.00/sheet + \$2/lot
Variance		\$ 150.00 <u>300.00</u>
Zone Change		\$ 150.00 <u>300.00</u>

OTHER DEVELOPMENT RELATED FEES		
Demolition Permit		\$ 0.00
Excavation Permit		\$ 0.00
General Inspection Fees for City Infrastructure	sewer, water, roads	7% or actual cost
Road Cut Application Fee		\$ 200.00/cut + asphalt

SECTION 3: AMENDMENT “12.08.140 Police Department Fees” of the Ephraim City Municipal Code is hereby *amended* as follows:

AMENDMENT

12.08.140 Police Department Fees

Background Check	\$ 0.00
Fingerprint Cards	\$5.00/card
Letters of Good Conduct	\$ 0.00
Pictures	\$ 1.00 per page

Papers Served	\$ 25.00
Video Footage	\$ 10.00 due at time of request, will be credited against final fee
*DVD/Disc	\$ 25.00 each
Thumb Drives	2g- \$10, 8- \$15, 16g- \$20, 32g- \$30, 64g- \$50
Pictures	\$ 00/picture
Traffic Accident Reports (DI-9)	\$ 5.00
*Police Report (up to ten pages)	\$ 5.00
Additional Pages	\$ 0.10/page
*Research and redaction associated with audio/video including, but not limited to vehicle mounted and officer worn body cameras.	\$18.00 <u>25.00</u> /per hour and \$4.50 <u>6.25</u> per additional 15 minutes
Uniformed Officers for Security Purposes	\$ 75.00/hour per officer

* You may be billed for additional charges should the case/research required be extensive. In accordance with Utah Code Annotated 63G-2-203 Ephraim City Police Department will provide the first ¼ hour free of charge. Thereafter employee time will be at a cost of ~~\$4.00~~6.25 per 15 minutes or ~~\$16.00~~25.00 per hour. Items that are not readily available, items that require extensive review and/or redacting of information and other non-standard releases may be billed by the hour as well.

SECTION 4: AMENDMENT “12.08.160 Electrical Fees And Rates” of the Ephraim City Municipal Code is hereby *amended* as follows:

AMENDMENT

12.08.160 Electrical Fees And Rates

ELECTRICAL CONNECTION FEES	<u>Rates effective 7/1/2026</u>
Single Family Residential Connections <200 Amp	\$ 1,595.00
Residential Connections >=200 Amp	Actual Cost
Temporary Residential New Construction Hookup (first 3 months)	\$ 100.00
Temporary Residential New Construction per	\$ 25.00

month thereafter	
Commercial Single Phase	Actual Cost
Small 3-phase Commercial <45 KVA	Actual Cost
Large 3-phase Commercial =>45 KVA	Actual Cost
Temporary Commercial New Construction Hookup	\$ 500.00

ELECTRICAL RATES

SCHEDULE A	Residential Service (Rate Table 101)	
Energy Charge	First 50 KWH (ea)	\$ 0. 1297 .1270/KWH
	Next 150 KWH (ea)	\$ 0. 1297 .1270/KWH
	Over 200 KWH (ea)	\$ 0. 1297 1270/KWH
Base Charge	Monthly	\$ 12.0018.00

SCHEDULE B	Commercial Single-Phase (Rate Table 111)	
Demand Charge	Every KW of demand	\$ 6.50 7.50
Energy Charge	First 500 KWH (ea)	\$ 0. 1240 1218/KWH
	Next 500 KWH (ea)	\$ 0. 1240 1218/KWH
	Next 5000 KWH (ea)	\$ 0. 1240 1218/KWH
	Over 6000 KWH (ea)	\$ 0. 1240 1218/KWH
Base Charge	Single Phase: Monthly	\$ 32.0042.00
**The sum of the Demand and Energy charges will be billed monthly		

SCHEDULE C	Commercial Service 3-Phase (Rate Table 112)	
Demand Charge	Every KW of demand	\$ 6.50 7.50
Energy Charge	First 500 KWH (ea)	\$ 0. 1240 1218/KWH
	Next 500 KWH (ea)	\$ 0. 1240 1218/KWH

	Next 5000 KWH (ea)	\$ 0. 1240 1218/KWH
	Over 6000 KWH (ea)	\$ 0. 1240 1218/KWH
Base Charge	Poly-Phase: Monthly	\$ 34.00 46.00
**The sum of the Demand and Energy charges will be billed monthly		

SCHEDULE D	Pumping Service (Rate Table 113)	
Demand Charge	Per KW	\$ 6.50 7.50
Energy Charge	First 500 KWH (ea)	\$ 0. 1240 1218/KWH
	Over 1000 KWH (ea)	\$ 0. 1240 1218/KWH
Base Charge	Monthly	\$ 32.00 42.00
**The sum of the Demand and Energy charges will be billed monthly		

SCHEDULE E	In-County Commercial Service (Rate Table 115)	
Demand Charge	Every KW of demand	\$ 6.50 7.50
Energy Charge	First 500 KWH (ea)	\$ 0. 1240 1218/KWH
	Next 500 KWH (ea)	\$ 0. 1240 1218/KWH
	Next 5000 KWH (ea)	\$ 0. 1240 1218/KWH
	Over 6000 KWH (ea)	\$ 0. 1240 1218/KWH
Base Charge	Monthly	\$ 36.00 49.00
**The sum of the Demand and Energy charges will be billed monthly		

SOLAR (NET-METERING) ELECTRICAL RATES

SCHEDULE F	Solar Residential Service (Rate Table 102)	
Energy Charge	First 50 KWH (ea)	\$ 0. 1297 1270/KWH
	Next 150 KWH (ea)	\$ 0. 1297 1270/KWH
	Over 200 KWH (ea)	\$ 0. 1297 1270/KWH

Solar Interconnection Fee	Monthly	\$ 10.25 4.25
Base Charge	Monthly	\$ 12.00 18.00
Solar Production Rate	Monthly	\$ 0.0508
Meter Re-programming Fee	Once	\$ 25.00
Solar License Application Fee	Once	\$ 250.00

SCHEDULE G	Solar Commercial Service (Rate Table 114)	
Demand Charge	Every KW of demand	\$ 6.50 7.50
Energy Charge	First 500 KWH (ea)	\$ 0. 1240 1218/KWH
	Next 500 KWH (ea)	\$ 0. 1240 1218/KWH
	Next 5000 KWH (ea)	\$ 0. 1240 1218/KWH
	Over 6000 KWH (ea)	\$ 0. 1240 1218/KWH
Solar Interconnection Fee	Monthly	\$ 10.00 0.00
Base Charge	Monthly	\$ 32.00 42.00
Solar Production Rate	Monthly	\$ 0.0508
Meter Re-programming Fee	Once	\$ 25.00
Solar License Application Fee	Once	\$ 250.00
**The sum of the Demand and Energy charges will be billed monthly		

OTHER ELECTRICAL CHARGES

Additional Meter		Actual Cost
Franchise Fee	Monthly	6% of electric charge

FIRE PROTECTION SERVICES

Residential	Monthly	\$ 8.00 per meter
Commercial Up to 10,000 Sq. Ft.	Monthly	\$ 12.00
Commercial Over 10,000 Sq. Ft.	Monthly	\$ 0.00149
*Fire protection will be charged on all electric meters.		

SECTION 5: AMENDMENT “12.08.180 Sewer Fees” of the Ephraim City Municipal Code is hereby *amended* as follows:

AMENDMENT

12.08.180 Sewer Fees

SEWER CONNECTION FEES		
Cost Per Connection		Actual Cost
Sewer Inspection		\$ 50.00
SEWER CAMERA		
First Hour	Minimum Rate	\$ 200.00
Each Additional Hour		\$ 50.00
OTHER SEWER CHANGES		
Sewer Cleanout Lid (Required by State Code)		Actual Cost
SEWER RATES		
Monthly Minimum Base Rate	First 10,000 Gallons of Culinary Water	\$ 33.00 <u>38.25</u>
	Each additional 1,000 Gallons	\$ 2.00
*Based on the average from October through March of the preceding year. <u>**New Rates are effective 7/1/2026</u>		

SECTION 6: AMENDMENT “12.08.200 Water Fees And Rates” of the Ephraim City Municipal Code is hereby *amended* as follows:

AMENDMENT

12.08.200 Water Fees And Rates

WATER RATE WITHIN CITY LIMITS <u>*New rates effective 7/1/26, and will increase annually based on the CPI.</u>	
Minimum for first 7,000 gallons	\$ 30.00 <u>47.00</u>

7,001 – 30,000 gallons	\$ 1.87/ 1,000 gallons
30,001 – 60,000 gallons	\$ 2.14/ 1,000 gallons
60,001 – 90,000 gallons	\$ 2.41/ 1,000 gallons
90,001 gallons and over	\$ 2.67/ 1,000 gallons

WATER RATES OUTSIDE CITY LIMITS	
Minimum for first 7,000 gallons	\$ 45.00 <u>70.50</u>
7,001 – 30,000 gallons	\$ 2.82/ 1000 gallons
30,001 – 60,000 gallons	\$ 3.21/ 1,000 gallons
60,001 – 90,000 gallons	\$ 3.62/ 1,000 gallons
90,001 gallons and over	\$ 4.01/ 1,000 gallons

NON-CONNECTED DAILY BULK WATER PURCHASES **SUBJECT TO AVAILABILITY		
TRUCK LOAD	FEE TO BE PAID IN ADVANCE	
Inside City Limits	Up to 2,000 gallons	\$ 50.00/load
Outside City Limits	Up to 2,000 gallons	\$ 100.00/load
Refundable Bulk Meter Deposit	(Refund Subject to Equipment being Returned Intact)	\$ 1,000.00
Bulk water taken by the truck load is not potable drinking water		
All metered bulk water will be charged at the outside city water rate (see above)		

METER FEES **SUBJECT TO AVAILABILITY	
Meter Connection Fee	\$ 35.00
Additional Water Meter	\$ 300.00
City Water Purchased by Well Owners	\$ /gallon
<u>*Metered bulk water is billed monthly.</u>	

SECTION 7:**AMENDMENT** “12.08.120 Parks And Recreation Fees” of the Ephraim City Municipal Code is hereby *amended* as follows:

AMENDMENT

12.08.120 Parks And Recreation Fees

Pavilion Rental	Daily	\$ 65.00
Pavilion Rentals	Hourly	\$ 7.00
Sports Programs	Established Seasonally	
For Profit Park Use Fee	Daily	\$ 5.00
Amphitheater Rental	Hourly (up to 4 hours)	\$ 25.00
Amphitheater Rental	Daily	\$ 150.00
Community Fees		
Special Event Permit (No Admission Charged)	Per Application	\$ 25.00
Gym Use Fees	Per Athlete	\$ 10.00
Background Check	Per Coach	\$ 20.00
Special Event Permit (Admission Charged)	Per Application	\$ 50.00
<u>Sport Sign Up Late Fee</u>	<u>Per Child</u>	<u>\$ 10.00</u>

SECTION 8: REPEALER CLAUSE All ordinances or resolutions or parts thereof, which are in conflict herewith, are hereby repealed.

SECTION 9: SEVERABILITY CLAUSE Should any part or provision of this Ordinance be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the Ordinances a whole or any part thereof other than the part so declared to be unconstitutional or invalid.

SECTION 10: EFFECTIVE DATE This Ordinance shall be in full force and effect from 5/20/2026 and after the required approval and publication according to law.

PASSED AND ADOPTED BY THE EPHRAIM CITY COUNCIL

_____.

	AYE	NAY	ABSENT	ABSTAIN
Councilmember Nordfelt	_____	_____	_____	_____
Councilmember Beal	_____	_____	_____	_____
Councilmember Steck	_____	_____	_____	_____
Councilmember Dalene	_____	_____	_____	_____
Councilmember Powell	_____	_____	_____	_____

Presiding Officer

Attest

Chris Larsen, Mayor, Ephraim City

Candice Maudsley, Recorder,
Ephraim City