

Meeting Location: COURTHOUSE



## **AGENDA**

### **SUMMIT COUNTY COUNCIL**

**Wednesday, December 1, 2010**

NOTICE is hereby given that the Summit County Council will meet in regular session

**Wednesday, December 1, 2010, at the County Courthouse, 60 North Main Street, Coalville, UT 84017**

All times listed are general in nature and are subject to change by the Council Chair

#### **1:00 p.m. Work Session Conference Room #2**

- Review of County Revenue and Fund Balance; Blake Frazier, Auditor (2 hours)
- Continued Review and Discussion of Proposed Amendments to Chapter 2 of the Summit County Code regarding Boards and Commissions; Chief Deputy Attorney, Dave Thomas (1 hour)
- Distribution and discussion of Wasatch Back Emerging Area Transportation Plan; Sean Lewis, Planner (10 min)
- Coalville Facilities Project Scope and Cost Discussion; Derrick Radke, Engineer (30 minutes)
- County Carbon Footprint update; Ashley Koehler, Sustainability Coordinator (45 minutes)

#### **Convene as the Board of Equalization**

- Consideration of approval of Stipulations
- Requests for Property Tax Continuance

#### **5:30 p.m. Dismiss as the Board of Equalization and convene as the Summit County Council**

##### **Regular Session Consideration of Approvals, Council Chambers**

- Pledge of Allegiance
- Proposed County Vacation policy change; Brian Bellamy, Personnel Director
- Changes to Utah Retirement Systems / County Retirement policy; Brian Bellamy, Personnel Director
- Approval of Minutes: October 27, 2010 and November 3, 2010
- Manager's report
- Council comments and questions

#### **6:00 p.m. Council Chambers**

- Public Input
- 

Individuals with questions, comments, or needing special accommodations pursuant to the Americans with Disabilities Act regarding this meeting may contact Karen Brostrom, at 336-3025, 615-3025, 783-4351 x3025.

**Distribution:** A  
**Posted:** November 23, 2010  
**Next Regular Meeting:** December 8, 2010, at the Sheldon Richins Building

**Summit County Council**  
P.O. Box 128  
60 North Main  
Coalville, UT 84017  
(435) 336-3025  
[kbrostrom@co.summit.ut.us](mailto:kbrostrom@co.summit.ut.us)  
[www.summitcounty.org](http://www.summitcounty.org)



**Sean Lewis  
County Planner**

## **MEMORANDUM**

**Date:** November 22, 2010  
**To:** Summit County Council (SCC)  
**Bob Jasper, Summit County Manager**  
**From:** Sean Lewis, County Planner  
**Kent Wilkerson, County Engineer II**  
**Re.:** Distribution of Wasatch Back Emerging Area Plan

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Staff has spent the past several months working with UDOT on preparing the Wasatch Back Emerging Area Plan. Staff views this document as a possible reference to use in preparing potential future amendments to the Snyderville Basin Transportation Master Plan and creating the Eastern Summit County Transportation Master Plan. The plan also contains demographic and population projections as prepared by the State of Utah.

Staff views this plan as merely a reference item for informational purposes only. Staff will be able to answer any questions you might have during the work session.

County Engineer



Derrick A. Radke, P.E.

## MEMORANDUM

**Date: November 22, 2010**

**To: County Council**

**From: Derrick A. Radke, County Engineer**

**Re: Work Session Item, December 1, 2010  
Coalville Facilities Project - Coalville Hospital to Library Renovation & Courthouse Remodel**

As you are aware, Summit County received Proposals for the Design and Construction from interested teams of design and construction professionals for the renovation of the Coalville Hospital way back in May of this year. The selection committee chosen by the County Manager recommended the selection of three Teams to present their concepts for the project and the proposed cost to complete the projects to the County Manager. The County Manager concurred with the selection of the Teams of 1) Layton-ICS/CRSA, 2) R&O/Method Studios & 3) Elliot Workgroup/Newstar. After each of the Teams presented their concepts on June 8, 2010 and cost proposals, the committee recommended to the County Manager the selection of the Team of Layton-ICS/CRSA. The Manager accepted the recommendation.

Since June, the design-build Team has met with both the Library and the Health Department to develop a final floor plan and other needs for the Hospital, and with each of the affected Departments for the Courthouse remodel to determine any needs not contained within the RFP.

The proposal of ICS-CRSA had several alternates to enhance the project which were presented to the Department and the Manager and the project development meetings resulted in several other requested scope of work changes. The attached spreadsheet itemizes the original scope of work items (stared) and the enhancement items of work.

The original proposed base bid cost for the hospital building was \$1,008,154 and the Courthouse cost of \$313,198 for a total base cost of \$1,321,352. It should be noted that the County Advertised a budget of \$800,000 and \$300,000 (total of \$1,100,000).

**County Council, Work Session Item for December 1, 2010**  
**Coalville Facilities Proj. - Coalville Hospital to Library Renovation & Courthouse Remodel**  
**November 22, 2010**  
**Page 2 of 3**

The County Manager's Office, the Facilities Department and myself have been working the last few months to develop the final project scope and par down the cost of the project to that which is necessary to have functional space and still enhance the remodel of the Hospital into an attractive County Facility. The attached spreadsheet (noted previously) has several of the iterations that we have been through, and the recommendation on scope and budget.

The recommended base program/bid amount for the Hospital (Library & Health Department) is \$830,513. This amount includes the following:

- Renovation of the existing structure to the floor plan determined by the Team & Department Heads to meet their existing needs (copy attached for your information).
- New plumbing, electrical, data, phone, carpet, seismic upgrade, hazardous materials mitigation, ADA access, and a dumb waiter from the library reception desk to the storage area that is to be located in the basement.
- Basic, energy efficient, residential type HVAC system.
- Energy efficient basic lighting.
- Landscaping (allowance)
- Does not include parking lot improvements

There are a couple of enhancements to the project scope related to improving the energy efficiency of the facility that we are recommending at a total cost of \$186,271 which include the following:

- Replace existing windows (\$26,740)
- Change the HVAC System to a Ground Loop Heat Pump System (\$101,916)
- Fir out exterior walls for insulation (\$12,768)
- Upgrade Electrical system to include lighting controls, such as occupancy sensors, light level controls, LED's where appropriate, etc. (\$44,848) [

It is estimated by the Team's Mechanical Engineer that the "pay-back" for these items is 8 years. We believe these items to be essential to the project goals of being "sustainable".

There is one exterior enhancement of the exterior of the building that we are recommending at a cost of \$33,060.

The original Request for Proposals discussed the possibility that the County would want to require that the project be designed and built to LEED Silver standards and possibly seek LEED Silver Certification. The Design-Build Team included a cost for modeling the design/construction to LEED principles (\$12,500) and a cost to become LEED Silver certified (\$62,000). We are recommending that the project not model or seek LEED Silver certification because of budget constraints, but rather spend the money on actual sustainable (energy efficient installations). If the Council believe that LEED certification is important to the project, we will need to find \$62,000 in additional scope reductions.

The cost of the recommended project scope, including the energy efficient items, is \$1, 064,094.

**County Council, Work Session Item for December 1, 2010**  
**Coalville Facilities Proj. - Coalville Hospital to Library Renovation & Courthouse Remodel**  
**November 22, 2010**  
**Page 3 of 3**

The original scope for the remodel of the Courthouse included the following:

- Conversion of the old District Court into the new County Clerk Office
- Relocation/expansion of the IT Department into the existing County Engineer's Office (adjacent space) [minor remodeling].
- Conversion of the existing County Clerk space, hallway, and work rooms into new space for the County Engineer.
- Remodeling of the first floor restrooms and the second floor staff restrooms just outside the County Engineer's Office.
- Reconstruction of the West and South Entries
- Lining of the gutters on the North and East side of the 1980's addition
- Re-sealing and re-pointing of the exterior masonry.

The original base cost for these improvements was \$313,198. Please note that the Design-Build Team did not include a cost (\$65,000) for exterior masonry sealing and re-pointing as required by the RFP and that cost was requested to be added back in to the final contract amount. This is shown in columns 2 and 3 of the attached spreadsheet.

Because of budget constraints, we are recommending that the project scope be limited/reduced to only include interior remodeling. The revised/recommended cost proposal for all interior work is \$269,112.

There are several items of work that we have identified that County Forces may be able to accomplish at a reduced cost, and items of work not otherwise budgeted for in other line items.

These are:

- Fire Hydrant Installation [if required by Coalville City] (\$3000)
- Remove Modular Office (\$8,000)
- Furnishings Allowance [Library Book Shelves, etc.] (\$80,000)

The total recommended project scope and cost is \$1,406,956.

We look forward to discussing the project scope and cost with the Council. If you have any questions prior to the meeting, please let me know.

**Coalville Facilities Project  
Final Design Proposal Cost Summary**

Base Bid Items	Original	9-22-10	Staff Recom	11-16-10	
	ICS/CRSA	ICS/CRSA	Prog	Revised Prog ICS/CRSA	
Hospital Base Bid*	\$ 946,154	\$ 946,154	\$ 946,154	\$ 690,361	**
Performance & Payment Bonds*	???	\$ 11,879	\$ 11,879	\$ 8,300	
Site Work*	inc	inc		inc.	
Seismic Retrofit of Walls*	\$ 62,000	\$ 62,000	\$ 62,000	\$ 70,680	***
Landscaping Allowance*				\$ 50,000	***
ADA Access to Health Department		\$ 7,300	\$ 7,300	\$ 8,322	***
Upgrade Library Floor		\$ 9,140	\$ 8,500	inc.	
Solid Surface Countertops*				\$ 2,850	***
<b>Sub-Total, Base Bid</b>	<b>\$ 1,008,154</b>	<b>\$ 1,036,473</b>	<b>\$ 1,035,833</b>	<b>\$ 830,513</b>	

Energy Efficiency Alternatives					
Replace Windows (Energy Efficiency)		\$ 23,456	\$ 23,456	\$ 26,740	***
Ground Loop Heat Pump	???	\$ 97,400	\$ 97,400	\$ 101,916	***
Fir out Interior Walls				\$ 12,768	***
Upgraded Electrical Controls (Energy)				\$ 44,848	***
<b>Sub-Total, Energy Efficiency Items</b>	<b>\$ -</b>	<b>\$ 120,856</b>	<b>\$ 120,856</b>	<b>\$ 186,271</b>	

Other Alternative Items					
LEED Model*	\$ 12,500	\$ 12,500	\$ 12,500		
LEED SILVER	\$ 62,000	\$ 62,000			
LEED GOLD	\$ 79,000				
Enhanced Front Entry (Inc. Exterior Patio)		\$ 30,000	\$ 30,000	\$ 33,060	***
Vaulted Ceiling (Library)	\$ 115,000	\$ 49,100			
Enhanced Landscaping 1	\$ 29,000	\$ 29,000	\$ 12,500		
Enhanced Landscaping 2	\$ 24,000	\$ 24,000			
Fire Hydrant (if Req)	\$ 4,200	\$ 4,200	\$ 4,200		
Library Bench	\$ 12,900	\$ 9,475			
Second Access	\$ 79,533				
Curb & Gutter to Parking Lot		\$ 8,740	\$ 8,740		
Bike Rack & Shower (LEED Req shower?)		\$ 3,870			
Dumpster Enclosure		\$ 9,100			
<b>Sub Total, Other Alternative Items (less LEED Silver/Gold)</b>	<b>\$ 277,133</b>	<b>\$ 179,985</b>	<b>\$ 67,940</b>	<b>\$ 33,060</b>	
<b>Sub Total, Base Bid w/Recommended Scope Changes</b>	<b>\$ 1,285,287</b>	<b>\$ 1,337,314</b>	<b>\$ 1,224,629</b>	<b>\$ 1,049,844</b>	

Work Items by County Forces/Other					
County Forces - Fire Hydrant (if Req'd)				\$ 3,000	
County Forces - Modular Move				\$ 5,000	
Furnishings/Book Shelves				\$ 80,000	
<b>Sub-Total, County Forces/Other</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 88,000</b>	
<b>TOTAL HOSPITAL</b>	<b>\$ 1,285,287</b>	<b>\$ 1,337,314</b>	<b>\$ 1,224,629</b>	<b>\$ 1,137,844</b>	

Base Bid Items	Original	9-22-10	Staff Recom	11-16-10	
	ICS/CRSA	ICS/CRSA	Prog	Revised Prog ICS/CRSA	
Courthouse Base Bid*	\$ 313,198	\$ 313,198	\$ 313,198	\$ 269,112	
Performance & Payment Bonds*	???	\$ 4,120	\$ 4,120	\$ -	
Replace Restroom Fixtures/Low Flow	???	inc.			
Restroom Remodel	???	inc.			
Replace Single Pane Transoms	???	inc.		n/c	
Masonry Repoint/Seal-1980's*	???	\$ 65,000	\$ 65,000	n/c	
Masonry Repoint/Seal-1990's*	???	inc.	inc.	n/c	
Delete Windows (North & East Side)				inc.	
Delete Gutter Lining on North & East of 1980's Addition				inc.	
Delete Entries at South and West of 1980's Addition				inc.	
Delete Re-point & Seal of 1980's & 1990's Additions				inc.	
<b>Sub Total, Base Bid w/All required Items</b>	<b>\$ 313,198</b>	<b>\$ 382,318</b>	<b>\$ 382,318</b>	<b>\$ 269,112</b>	
<b>TOTAL, BUILDINGS 1 &amp; 2</b>	<b>\$ 1,598,485</b>	<b>\$ 1,719,632</b>	<b>\$ 1,606,947</b>	<b>\$ 1,406,956</b>	

\* Required in Base Bid  
 \*\* Revised Base Bid  
 \*\*\* Alternative Items Marked up @14% (fees, design, bond, ect.)

CRSA

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INTERIORS  
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STAMP

FOR REVIEW  
ONLY - NOT FOR  
CONSTRUCTION

COALVILLE

ADDRESS  
CITY, ST 00000

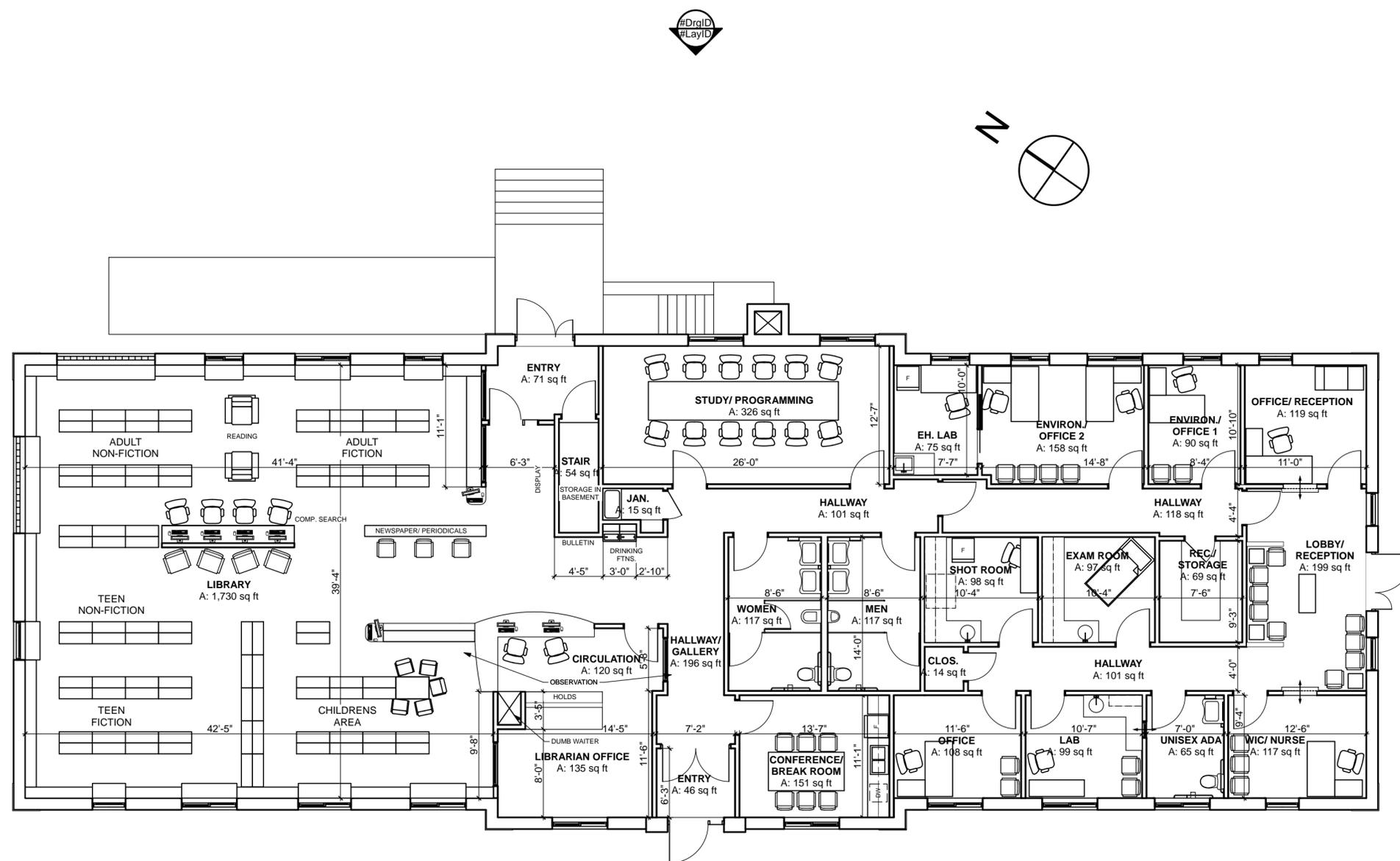
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DD	01/11/10	100% D.D.

PROJECT NO: 09-030  
MODEL FILE: B10-044 Coalville Hos  
DRAWN BY: jt, jc  
CHK'D BY: ah, kw

SHEET TITLE

Level 1 New  
Floor Plan

AE102

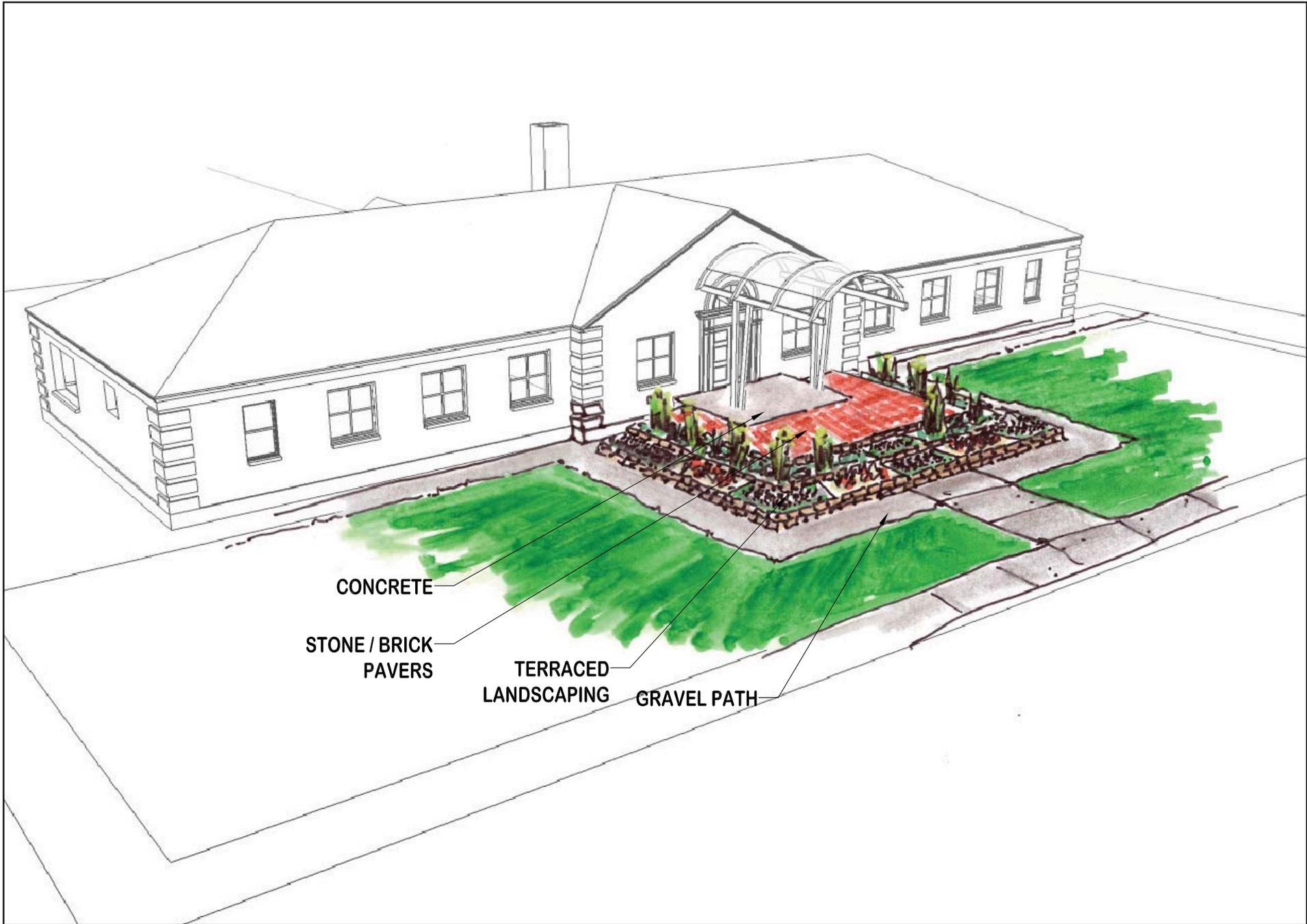




ADA SOUTH  
ENTRANCE

BUILT UP GRADE W/LANDSCAPING

DETENTION BASIN



CONCRETE

STONE / BRICK  
PAVERS

TERRACED  
LANDSCAPING

GRAVEL PATH



## Staff Report

**To:** Summit County Council  
**Report Date:** Tuesday, November 23, 2010  
**Meeting Date:** Wednesday, December 1, 2010  
**From:** Ashley Koehler, County Sustainability Coordinator  
**Project Name:** **County Sustainability Update**  
**Type of Item:** Work Session

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**EXECUTIVE SUMMARY:** County Staff met with the County Council in March and in May of this year to begin goal setting and to identify how the County can achieve balance between environmental, economic and social needs, therefore become sustainable. This report serves as an update to the Council regarding the County's energy and fuel baseline and discussion of the related goals.

### **Background:**

In March of 2010, County Staff briefed the Council on what Sustainability is and what the County and other communities across the nation are doing to be more sustainable. The impetus for this meeting is in response to the vision that the County Council set for 2010. Additionally, there has been a growing global interest and acknowledgement to find greater balance between our social, economic, and natural resource needs. The movement has been largely grassroots, as the effects of a poor economy, environmental degradation, or social injustice are seen first and dealt with at the local level. Local Mayors from across the U.S. have initiated their own responses and are addressing these factors head on with a plan to be sustainable and resilient. At the May meeting, the County Council defined sustainability for Summit County: *"As a sustainable community, Summit County considers the needs of the present without compromising the ability of future generations to meet their own needs, by integrating and balancing environmental, economic, and social values"*. We also reviewed the baseline energy and fuel usage data for total County operations and facilities in 2009. At this meeting it was concluded that a goal should be set by the County to reduce these numbers by 12% by December 31, 2012, therefore reducing our energy and fuel usage and save money. It was also requested that the County conduct a County-wide carbon inventory and move forward with a County Sustainability Plan.

### **County Baseline:**

Since the Council has stated that over the next two years, the County needs to promote and encourage sustainability, it's important to be a role model for the community and have a clear starting point to track progress. Attached in Exhibit A is the current and updated baseline for the County in 2009. This concludes that the County used approximately 12,108 short tons of CO2 equivalent to maintain all of its facilities, operations, fleet, bus transit system (excluding miles in Park City Municipal), and the County employee's commute. Total kWh, decatherms, gallons of water and gallons of fuel are all compared under a common metric of carbon, using EPA's eGRID conversion with specific electricity

grid data for Utah. The 2009 baseline also reports that the County paid approximately \$867,078 in utilities and fuel, excluding the diesel and bio-diesel costs for the transit system.

When the Council and Staff met in May of this year a goal was established for a 12% total reduction of our carbon footprint, which would result in a total of only 10,655 short tons of CO2 equivalent emissions generated by December of 2012. This goal would need to be reached despite the new Health Department in Quinn's Junction and the Coalville library renovation. The County has been moving forward with reduction strategies, including energy efficient upgrades funded through the EECBG funds, renewable energy generation projects, and the goal of a LEED rating for the new Coalville library. The renewable energy and EECBG projects amount to approximately 145,992 lbs reduction in CO2 equivalents for a total of an 81 ton reduction in our carbon footprint or close to 1%. In order to determine if this goal is realistic and aggressive there is a need to complete a forecast model of what our energy usage would be at business-as-usual (BAU). This can then be compared our 12% reduction goal and other goals that the State (2005 levels by 2020) and the Western Climate Initiative (15% below 2005 levels by 2020) have set. Park City Municipal Sustainability Staff has offered to assist the County in this forecasting work, as they have done similar modeling to better determine their reduction goal.

To expand efforts beyond the scope of County operations, Staff has contracted with The Brendle Group to complete an inventory of the entire County's carbon footprint. This inventory will take a comprehensive look at all emission sources in the County, including indirect electricity consumption, emissions from transportation fuels, emissions from solid waste generated, and emissions as a result of land use activity with a report ready by February 2011. They will complete a business-as-usual forecast of emissions for Summit County based on demographic information to understand the reductions necessary to meet possible reduction goals. They will also complete a qualitative roadmap of potential emission reductions, examine policy measures, and establish long-term measures with a mid-century timeframe. This effort was requested by the Council in May of this year and is key for the County to track our community's improvement. Surrounding communities have completed or are in the process of completing carbon inventories so we will have a greater opportunity to be a part of potential regional sustainability plans and help the State reach their reduction goal.

### **County Sustainability Plan**

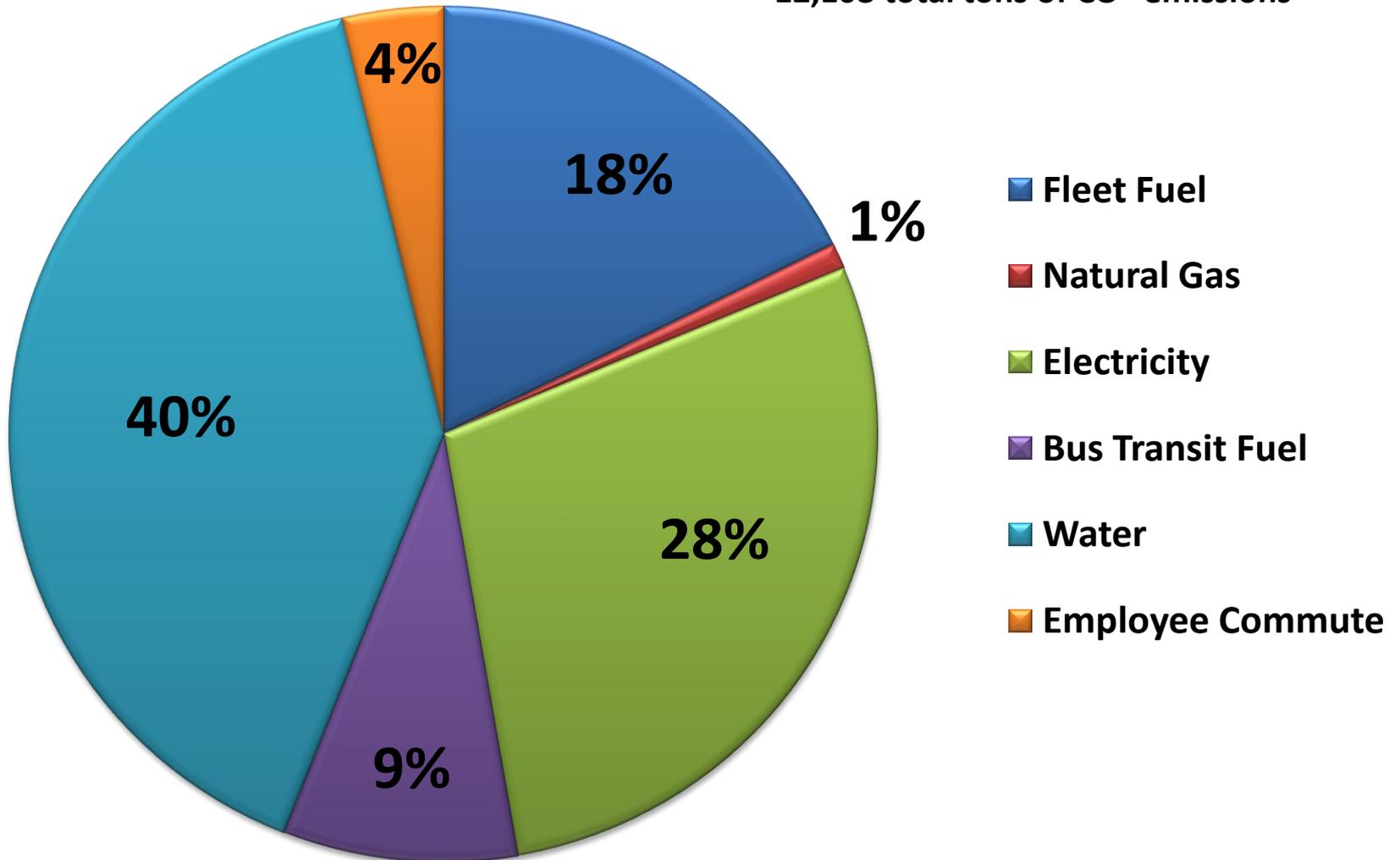
In response to the Council's reduction goal, Staff has drafted a Sustainability Action Plan for the County, with a primary focus on our operations, facilities, and fleet management. This document will be a result of collaboration with County department representatives that make up the County Sustainability Committee and a County/community stakeholder group that met in May of this year. This document can be referenced in multiple other County policies and documents, such as the County fleet policy, purchasing policy, land use plans, etc. County Staff will also be able to update the Council annually on the status of the Sustainability Plan's objectives and its implementation. As this is finalized, it will be presented to the Council, along with a resolution accepting the document and acknowledging the County's goal to be more sustainable by saving money and conserving natural resources.

### **Attachment(s):**

**Exhibit A:** 2009 County Energy, Fuel & Water Baseline (2 pgs)

# 2009 Summit County Facility & Operations Carbon Footprint

12,108 total tons of CO<sup>2</sup> emissions



# 2009 Baseline Data

Source	Total		Carbon Intensity (Utah eGRID)		Total Cost
Fleet Fuel	220,779	gallons	4,283,128	lbs of CO2	\$424,502
Natural Gas	19,121	DTH	236,333	lbs of CO2	\$135,996
Electricity	3,276,454	kWh	6,927,701	lbs of CO2	\$252,287
Bus Transit Fuel	95,423	gallons	2,115,550	lbs of CO2	
Water	1,910,788	gallons	9,741,250	lbs of CO2	\$54,293
Employee Commute	46,984 (722,743)	gallons Miles)	911,484	lbs of CO2	
			Total lbs of CO2		
			<b>24,215,434</b>		
			Total tons of CO2		Total
			<b>12,108</b>		<b>\$867,078</b>



## COUNCIL SUBMITTAL FORM

- **Agenda items must be scheduled by Tuesday at 12:00 p.m. one week prior to being placed on the agenda**
- **Staff reports and information must be submitted by 12:00 p.m. the Thursday before the Council meeting**

Agenda date: December 1, 2010

Time allotment 15 Min.

Requestor and contact information Kathryn Rockhill

Item type: \*public hearing  work session  discussion  approval   
\*Email notice published in paper

Submit language for agenda (public hearing - email notice published in paper)

Reconvene as the Board of Equalization  
Approval of 2010 stipulations

Has the Attorney's Office reviewed and signed off?  Yes  No

Attorney name

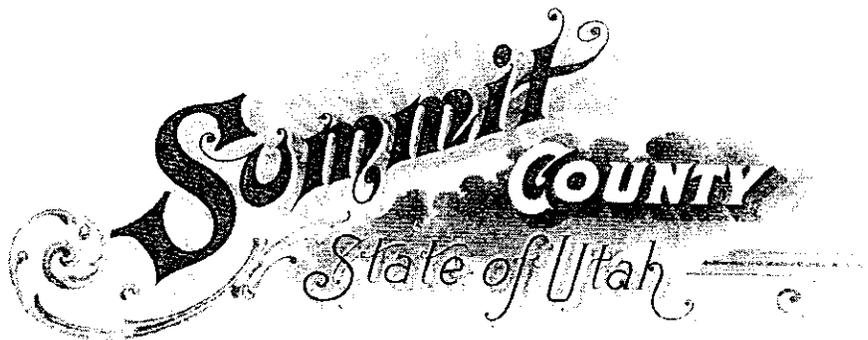
Is this an Ordinance or a Resolution?  Ordinance  Resolution  No

**PLEASE PROVIDE 1 (ONE) ORIGINAL HARDCOPY AND EMAIL INFORMATION TO [kbrostrom@co.summit.ut.us](mailto:kbrostrom@co.summit.ut.us) by 12:00 p.m. the Thursday before Council meeting (must include staff report) or the item will be removed from the agenda**



Auditor

Blake Frazier

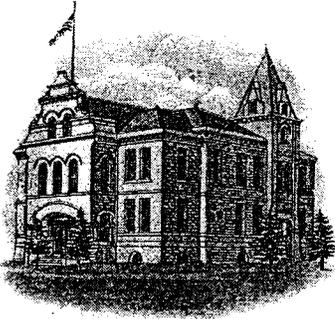


November 22, 2010

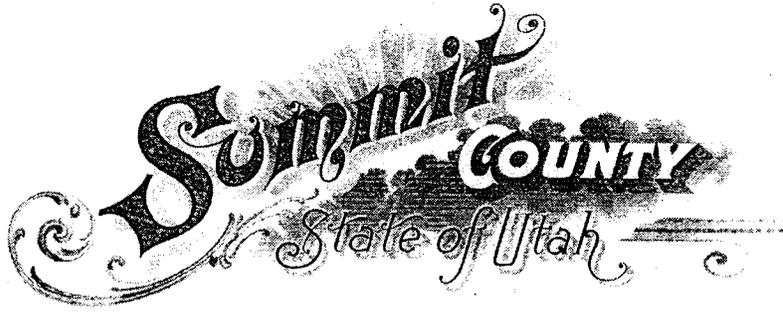
County Council;

As the Clerk for the Board of Equalization I am requesting that you review and consider approving the stipulations for the weeks of Nov. 15th and Nov. 22nd. The spreadsheet will be e-mailed to you on the afternoon of Nov. 22, 2010.

Kathryn Rockhill  
BOE Clerk



1909  
SUMMIT COUNTY COURT HOUSE



Barbara J. Kresser  
Assessor

TO: Summit County Council

FROM: Barbara Kresser *B.K.*  
Summit County Assessor

DATE: November 19, 2010

RE: Requests for Property Tax Continuance  
Park City Community Church

SMIL-I-28 #283204 District 13  
Snyders Mill Subdivision (4419 N East Sawmill Road). Home is used as a parsonage.  
Recommend exemption be granted for 2010.

AER-37 #207823 District 07  
Aerie Subdivision (1578 Aerie Circle). Home is used for off-site functions, committee meetings,  
small group meetings, etc. Recommend exemption be granted for 2010.

November 9, 2010

Ms. Claudia McMullin, Chairwoman  
Summit County Council  
P.O. Box 128  
Coalville, UT 84017

Re: Account Numbers (0207823 & 0283204)

Dear Ms. McMullin:

On behalf of the Trustees Committee for the Park City Community Church, the purpose of this letter is to request a CONTINUANCE OF EXEMPTION on the two properties owned by the church.

- **Account Number 0207823 (1578 Aerie Circle)** is a church-owned property that is used by and for the church for off-site functions (small group meetings, planning sessions, committee meetings).
- **Account Number 0283204 (4419 N East Sawmill Rd)** is a church-owned property (parsonage) that our pastors currently live in.

As religious owned properties, both of these properties have been exempt in previous years and request that they continue with the same TAX-EXEMPT status.

Sincerely,



Jim Ayers,  
Chairman, Trustees Committee  
Park City Community Church

Enclosure(s)



## STAFF REPORT

**To:** County Council  
**Report Date:** November 17, 2010  
**Meeting Date:** November 17, 2010  
**Author:** Brian Bellamy  
**Project Description:** Vacation Policy change  
**Type of Item:** Action  
**Future Routing:** Personnel Policy Manual, email to all employees.

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### A. Background

Staff has been discussing changing the county's Vacation Policy to a true accrued vacation plan. The current policy states, "The County will not advance vacation days. No elected official or department head shall authorize the use of un-accrued vacation time."

Summit County historically has "front-loaded" an employee's annual vacation leave on January 1 of each year. County policy further states, "Employees may carry unused vacation leave over to the next year to a maximum of ½ of vacation leave earned in the previous year." "Front-loading" has allowed employees who chose not to carry over any of their vacation to the next year take a vacation in the first part of the year.

There have been times when employees have tendered their resignation to the County and they try to use all of the vacation leave shown on their pay stub before they leave, whether it has been earned or not. When this occurs payroll has to deduct this vacation leave from the employee's paycheck. Sometimes, when the leave taken has been in excess of actual vacation time earned, the County will reduce an employee's paid work time to make the County whole. It has been an extremely rare case when the County has not been able to make itself whole when an employee has terminated.

### B. Changes in the Policy

1. Paragraph E. 2 Establishes years of county service begins with employees full-time hire date.
2. Paragraph E. 5 Changes employee carry-over from ½ of unused accrued leave to a maximum of 200 hours per year.
3. Paragraph E. 7 Clarifies language who can approve an employee's vacation.

4. Paragraph E. 11 Deletes prorating vacation leave when an employee leaves the County.

**C. Recommendations/Alternatives**

Staff recommends the Council approve this change to Summit County Policy and Procedure, Section 9, paragraph E.

**Attachment(s)**

Summit County Policy and Procedure Section 9 Fringe Benefits, paragraph E. Vacation.

## SECTION 9 - FRINGE BENEFITS

**E. Vacation**

1. Summit County believes that a reasonable period of time away from the job encourages good health and the well-being of employees. This is a benefit to Summit County, as well as the employee. Therefore, it is the policy of Summit County to grant paid vacations to certain categories of employees.
2. All qualified employees are eligible for vacation as accrued upon completion of six (6) months of full-time service. **Years of county service, for establishing vacation accrual rates, shall be the employee's full time hire date.**
3. Accumulation of vacation shall be based upon the following schedule:

COUNTY SERVICE	MONTHLY/ANNUAL ACCRUAL
0 - 5 years	8 hours/96 hours
6 - 10 years	10 hours/120 hours
11 - 15 years	12 hours/144 hours
16 -20 years	14 hours/168 hours
21 years or more	16 hours/192 hours

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4. Former employees who are re-hired with reinstatement rights following military service shall be entitled to assume the same eligibility for vacation as enjoyed prior to leave or layoff.
5. Employees may carry unused vacation leave over to the next year to a maximum of **½ 200 hours** of vacation leave. ~~earned in the previous year.~~
6. Vacation leave may not be accrued during a period of time when leave of absence without pay is being granted for reasons other than personal or family related illness or condition as defined by the federal Family & Medical Leave Act (FMLA).
7. Utilization: **The employee's Division Director, Department Head or Elected Official must approve in advance** ~~All vacation leave must be approved in advance by the employee's Division Director or Department Head.~~ The Division Director, ~~or~~ Department Head **or Elected Official** may schedule vacation leave so that division, department, or County operations are not disrupted.
8. An authorized holiday which falls within the time period of an employee's scheduled vacation shall not be charged as used vacation.

9. The County will not advance vacation days. No elected official or department head shall authorize the use of un-accrued vacation time.
10. Vacations are to be taken as time off and there will be no pay in lieu of time off.
11. Termination: ~~Upon termination or retirement, vacation granted on January 1 of the year in which termination or retirement occurs, shall be pro-rated to the date of said termination or retirement. For the purpose of pro-ratio, employment beginning after the 15th of any month shall not be counted for that month. Employment ending on or prior to the 15th of any month shall not be counted for that month.~~ Upon termination or retirement, an employee may take the cash value of earned vacation leave (carried over ~~or pro-rated~~ **and earned**), or time off with pay equal to the number of leave hours earned. Payments made pursuant to this section shall be at the rate of pay current upon termination. Deductions from termination pay may be made where the terminating employee has outstanding obligations to the County. ~~Also,~~ **The** County may withhold the payment of termination pay if the employee fails to return County property in their possession.
12. Record Keeping: The official record of accrued and used vacation is to be kept by the County Auditor through a formal leave accounting system. Division Directors, Department Heads, ~~or~~ **and** Elected Officials shall be provided with leave accounting reports periodically for departmental and employee review. Any discrepancies shall be reconciled directly through the office of the County Auditor. If discrepancies are not reported within 60 days, all reports shall be deemed correct.



## COUNCIL SUBMITTAL FORM

- **Agenda items must be scheduled by Tuesday at 12:00 p.m. one week prior to being placed on the agenda**
- **Staff reports and information must be submitted by 12:00 p.m. the Thursday before the Council meeting**

Agenda date: December 1, 2010

Time allotment 20 Minutes

Requestor and contact information Brian Bellamy

Item type: \*public hearing  work session  discussion  approval   
*\*Email notice published in paper*

Submit language for agenda (public hearing - email notice published in paper)

Changes on County Retirement

Has the Attorney's Office reviewed and signed off?  Yes  No

Attorney name

Is this an Ordinance or a Resolution?  Ordinance  Resolution  No

**PLEASE PROVIDE 1 (ONE) ORIGINAL HARDCOPY AND EMAIL INFORMATION TO [kbrostrom@co.summit.ut.us](mailto:kbrostrom@co.summit.ut.us) by 12:00 p.m. the Thursday before Council meeting (must include staff report) or the item will be removed from the agenda**





## Staff Report

To: County Council  
Report Date: November 9, 2010  
Meeting Date: December 1, 2010  
Author: Ronie Sue Wilde  
Project Description: Utah Retirement Systems Changes  
Type of Item: Action  
Future Routing: Elected Officials and Department Heads

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### **A. Background**

Historically, Summit County has paid 13% of the employee's salary into retirement for the regular public employees. Out of that 13%, we paid 100% of the amount required by Utah Retirement Systems for both the Contributory Retirement and the Noncontributory Retirement. The difference between the 13% and the rate we paid to the Utah Retirement Systems, we put into a 401K account with John Hancock for the employees.

At the time, we were participating with the Contributory Retirement for Public Safety. We were paying 100% of that rate as well. In 2007, the State opened a window (HB 21), which would allow any Public Safety Employees, the option of changing to the Noncontributory Retirement System. We had several employees who took the opportunity and switched retirement systems. We still continued to pay 100% of both the Contributory and the Noncontributory Retirement for our Public Safety Employees. There has never been any county money paid into a 401K for Public Safety Employees.

We also have seven Post Retired Employees from Public Safety working for us. In lieu of retirement, we were required to put the percent we were paying for the public safety noncontributory employees (26.86%) into a 401K for them. We had one Post Retired Public Employee, in which we paid 13% into a 401K in lieu of state retirement.

## **B. Changes and Recommendations**

In the 2010 - 2011 rate changes for retirement, the state added an additional amount to be paid for each employee, which the employer was required to pay. The assessment was called an Amortization of Unfunded Actuarial Accrued Liability. This money is paid to help the State Retirement System build back their retirement funds from the deficit they were in.

We have employees in:

Fund 11 Contributory Retirement

Fund 15 Noncontributory Retirement

Fund 23 Public Safety Contributory Retirement

Fund 43 Public Safety Noncontributory Retirement.

We also have seven (7) Post Retired Public Safety Employees and One (1) Post Retired Public Employee.

**Fund 11 - Contributory Retirement.** The retirement rate for this fund is Employee 6.0% and Employer 5.11% plus an Amortization Rate of 4.25% making the total due 15.36%. We recommend that our employees be responsible for the employee amount in 2011.

**Fund 15 - Noncontributory Retirement.** The retirement rate for this fund is 11.19% with an Amortization Rate of 2.18% making the total 13.37%. The County is obligated to pay this amount. Since the county was paying 11.19% into the state retirement and the balance of 13% (1.81%) into a 401K for our employees, the county will no longer put any contribution into the 401K for the employee.

**Fund 23 - Public Safety Contributory Retirement.** The retirement rate for this fund is Employee 12.29% and Employer 10.37%, plus an Amortization rate of 4.49%, for a total of 27.15%. The county has been paying 100% of that rate. We recommend the county be responsible for 14.86%, and the employee pay their own share which is 12.29%.

**Fund 43 - Public Safety Noncontributory Retirement.** The retirement rate for this fund is 21.64% for the employer, plus an Amortization rate of 4.49% for a total of 26.13%. The county is obligated to pay this whole amount.

**Post Retired Employees Public Safety.** The rate we can pay for these employees is anything from 0% to 21.64%. The rate we recommend is 11.19%. This is the same rate we are paying for our Noncontributory Public Employees.

**Post Retired Employees Public.** The rate we can pay for this employee is anything from 0% to 11.19%. The rate we recommend is 11.19%. This is the same rate we are paying for our Noncontributory Public Employees.

# Summit County

## Contributory Retirement Public

<u>Annual Salary</u>	<u>Employee 6.0%</u>	<u>Employer 10.25%</u>
\$62,878.40	\$3,772.70	\$5,822.54

## NonContributory Retirement

<u>Annual Salary</u>	<u>Employer 13.37%</u>
\$10,509,485.48	\$1,405,118.34

## Post Retired Employees Public

<u>Annual Salary</u>	<u>Employer 11.19%</u>	<u>Employer 10%</u>	<u>Employer 5%</u>
\$64,771.20	\$7,247.90	\$6,477.12	\$3,238.56

## Contributory Retirement Public Safety

<u>Annual Salary</u>	<u>Employee 12.29%</u>	<u>Employer 16.78%</u>
\$964,745.60	\$118,567.23	\$161,884.31

## Noncontributory Public Safety

<u>Annual Salary</u>	<u>Employer 26.13%</u>
\$2,983,344.00	\$779,547.79

## Post Retired Employees Public Safety

<u>Annual Salary</u>	<u>Employer 21.64%</u>	<u>Employer 15%</u>	<u>Employer 1119%</u>	<u>Employer 10%</u>	<u>Employer 5%</u>
\$448,510.40	\$97,057.65	\$67,276.56	\$50,188.31	\$44,851.04	\$22,425.52

# Summit County

## Contributory Retirement Public

Employee	Employer
6.0%	10.25%
\$3,772.70	\$5,822.54

## Noncontributory Public

Employer
13.37%
\$1,405,118.34

## Post Retired Employees Public

Employer	Employer	Employer
11.19%	10%	5%
\$7,247.90	\$6,477.12	\$3,238.56

## Contributory Retirement Public Safety

Employee	Employer
12.29%	16.78%
\$118,567.23	\$161,884.31

## Noncontributory Public Safety

Employer
26.13%
\$779,547.79

## Post Retired Employees Public Safety

Employer	Employer	Employer	Employer	Employer
21.64%	15%	11.19%	10%	5%
\$97,057.65	\$67,276.56	\$50,188.31	\$44,851.04	\$22,425.52