

AMERICAN FORK CITY COUNCIL
OCTOBER 8, 2019
PUBLIC HEARING, REGULAR SESSION AGENDA

The American Fork City Council will meet in a regular session on **Tuesday, October 8, 2019, in the American Fork City Hall, 31 North Church Street, commencing at 7:00 p.m.** The agenda shall be as follows:

PUBLIC HEARING

- Receiving public comment on the Special Bond Election regarding the American Fork Fire Station Bond.

REGULAR SESSION

1. Pledge of Allegiance; Invocation by Council Member Christiansen; roll call.
2. Presentation of the "Best of Utah Firefighter Challenge" Award to American Fork Firefighters Darren Cooper, Trevor Dorton, Mike Beltran, Scott Wilmore, and Mike Savio.
3. Twenty-minute public comment period - limited to two minutes per person.
4. City Administrator's Report
5. Council Reports
6. Mayor's Report

COMMON CONSENT AGENDA

(Common Consent is that class of Council action that requires no further discussion or which is routine in nature. All items on the Common Consent Agenda are adopted by a single motion unless removed from the Common Consent Agenda.)

1. Approval of the September 17, 2019 work session minutes.
2. Approval of the authorization to release the Improvements Construction Guarantee in the amount of \$12,505.22 and issue a Notice of Acceptance for the AFCC Plat K - Burlington construction of public improvements located at 268 North 750 West.

ACTION ITEMS

1. Ratification of city payments (September 17, 2019 to October 1, 2019) and approval of purchase requests over \$25,000.
2. Review and action on subdivisions, commercial projects, condominiums, and PUD's including 1) plat approval; 2) method of satisfaction of water rights requirements; 3) posting of an improvement bond or setting of a time frame for improvement installation; and 4) authorization to sign the final plat and acceptance of all dedications to the public and to have the plat recorded.
 - a. Review and action on an ordinance approving a district framework plan for the NBFF TOD Project located in the area of 500 South 1000 West in the TOD zone.

- b. Review and action on a final plat for Beehive Clothing Plat A located at 398 East 1100 South in the PI-1 Planned Industrial zone.
3. Review and action on a resolution approving the Voter Participation Area map as prepared by the Utah County Elections office.
4. Review and action on approval of a subscription agreement with Blue Pine Media LLC for business licensing software.
5. Review and action on the adoption of the city's Investment Policy.
6. Adjournment.

Dated this 4 day of October, 2019.



Terilyn Lurker
City Recorder

- In accordance with the Americans with Disabilities Act, the City of American Fork will make reasonable accommodations to participate in the meeting. Requests for assistance can be made by contacting the City Recorder at 801-763-3000 at least 48 hours in advance of the meeting.
- The order of agenda items may be changed to accommodate the needs of the City Council, staff, and the public.



**REQUEST FOR COUNCIL ACTION
CITY OF AMERICAN FORK
OCTOBER 8, 2019**

Department Public Works

Director Approval Scott Sensanbauger

AGENDA ITEM (Common Consent Agenda) - Consideration regarding authorization to release the Improvements Construction Guarantee in the amount of \$12,505.22 and issue a Notice of Acceptance for the AFCC Plat K - Burlington construction of public improvements located at 268 North 750 West.

SUMMARY RECOMMENDATION The City Engineer recommends that the Improvements Construction Guarantee (ICG) be released. The improvements were found in a condition meeting City standards and specifications and in conformance with the approved project construction plans.

BACKGROUND Pursuant to the terms of Sections 17.9.100 and 17.9.304 of the City Development Code, the City Council may authorize the release of the ICG and issue a "Notice of Acceptance" of the project improvements. Following the issuance of the Notice of Acceptance, the City accepts ownership of the project improvements. The project will then enter the one (1) year Durability Testing Period as specified in section 17.9.400 of the City Development Code.

In issuing a Notice of Acceptance, the City Council finds that:

- The condition of the improvements are found to be satisfactory.
- All liens have been released, all outstanding fees paid, costs of administration paid, and reimbursement payments to prior developers (if any) have been made.
- The project clean-up is found to be satisfactory.

The City may request a current title report or other such measures or reports as deemed appropriate by the City as a means of determining the existence of any unreported liens or other claims upon the project. All financial information (if any) provided by the developer is attached. The Council may request additional information as deemed necessary.

BUDGET IMPACT Following the release of the ICG, there is a one (1) year Durability Testing Period wherein ten percent (10%) of the total ICG is held to ensure the durability of the constructed improvements.

SUGGESTED MOTION Move to accept the improvements and authorize the Mayor to execute the Notice of Acceptance for the AFCC Plat K Burlington public improvements located at 268 North 750 West. To authorize the issuance of documents and/or payments to release the

Improvement Construction Guarantee (ICG). Commence the Durability Testing Period by retaining ten percent (10%) of the ICG. To find that the project improvements are in a condition meeting City ordinances, standards, and specifications and are in conformance with the approved project construction plans.

Note: With passage of the Common Consent Agenda items, the City Council will enact the motion and findings as noted in the "Suggested Motion" heading found above.

SUPPORTING DOCUMENTS

AFCC Plat K Burlington Bond Amount Spreadsheet (PDF)
Notice of Completion AFCC Plat K Burlington (PDF)
Bond Release Request AFCC Plat K Burlington Final (PDF)
Notice of Acceptance -AFCC Plat K,Burlington (PDF)

Name of Development: AFCC Plat K

	Description of Item	Quantity	Unit	Unit Price	Total
CULINARY WATER					
	Installation of Fire Hydrant	1	Each	\$7,450.00	\$7,450.00
	Remove existing 8" stub	1	Each	\$3,468.66	\$3,468.66
	Remove 2" service lateral	1	Each	\$1,586.56	\$1,586.56

\$12,505.22

10% Durability - retained at ICG release	\$1,250.52
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ICG Amount	\$13,755.74
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Attachment: AFCC Plat K Burlington Bond Amount Spreadsheet (Final Bond Release - AFCC Plat K Burlington)



NOTICE OF COMPLETION AND REQUEST FOR RELEASE

Projects and/or subdivisions completed within the corporate limits of American Fork City

Mayor of American Fork
51 East Main
American Fork, UT 84003

Re: AFCC PLAT K AMENDED

Dear Mayor:

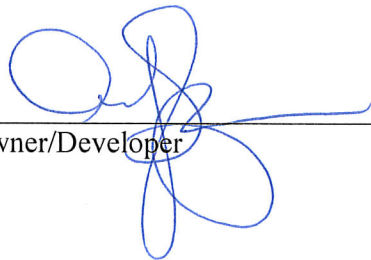
As the project and/or subdivision construction has now been completed in full, I request that the Improvement Construction Guarantee (ICG) be released in full up to one hundred percent (100%) of the initial construction costs. Following the release of the ICG, I understand that the one (1) year Durability Testing Period will commence wherein ten percent (10%) of the total ICG is held to ensure the durability of the constructed improvements per City Ordinance Section 17.9.

I, Woodbury Corp., the owner, developer, and authorized representative of AFCC PLAT K AMENDED Subdivision/Project, do hereby request the release of the Improvement Construction Guarantee. I certify that all liens have been released, all outstanding fees paid, costs of administration paid, and reimbursement payments to prior developers (if any) have been made, and the project clean-up is complete.

Project: AFCC PLAT K AMENDED

Address: 268 N 750 W

Requested ICG Amount: \$ 12,505.22



Owner/Developer

Sept 23, 2019

Date

Attachment: Notice of Completion AFCC Plat K Burlington (Final Bond Release - AFCC Plat K Burlington)



BOND RELEASE REQUEST

Development Name: AFCC Plat K August 2017

Development Address: 268 N. 750 W.

☐ Partial Release

☒ Final Release

☐ 10% Warranty Release

					Inspector Use Only
					Complete?
Description of Item	Quantity	Units	Unit Price	Total	Yes/No
FINAL RELEASE				12,505.22	
Total				12,505.22	AM

Bond Type: ☒ Cash Deposit ☐ Escrow Account ☐ Letter of Credit ☐ Surety Bond

Please send check/bank letter to:

Name: WOODBURY CORP.

Bank (if applicable): _____

Address: 2733 E FARLEY'S WAY SUITE 300

City: SLC State: UT ZIP: 84109

Phone: 8013674587 Email: andy.spencer@woodburycorp.com

Signature: _____ Date: Sept 25, 2017

Inspector Use Only	
Inspector Signature: <u>[Signature]</u>	Date: <u>9/24/19</u>



NOTICE OF ACCEPTANCE AND IMPROVEMENTS CONSTRUCTION GUARANTEE RETAINER RELEASE AUTHORIZATION

The City Council of American Fork City, a Municipal Corporation and Body Politic in the State of Utah, hereby authorizes the release of the Improvements Construction Guarantee for AFCC PLAT K – BURLINGTON pursuant to the terms of Section 17.9.100 and 17.9.304 of the City Development Code. The City Council accepts the improvements completed with the finding that said improvements are in a condition meeting City ordinances, standards, and specifications, are in conformance with the approved project construction plans, and all conditions for release as detailed in section 17.9.304 of the City Code have been satisfied.

The City Council hereby authorizes the issuance of a letter to the financial guarantee institution authorizing release of the Improvements Construction Guarantee, or to issue an authorized City check as appropriate for the type of guarantee provided. Upon issuance of this Notice of Acceptance, the Durability Testing Period shall commence as detailed in section 17.9.400 of the City Development Code. An amount totaling ten percent (10%) of the Improvements Construction Guarantee funds will be held as the Durability Retainer pursuant to the City Performance Guarantee ordinance.

Amount Released: \$ 12,505.22

PASSED THIS 10 DAY OF OCTOBER, 2019.

City Representative, American Fork City

ATTEST:

Terilyn Lurker, City Recorder

Attachment: Notice of Acceptance -AFCC Plat K,Burlington (Final Bond Release - AFCC Plat K Burlington)



**REQUEST FOR COUNCIL ACTION
CITY OF AMERICAN FORK
OCTOBER 8, 2019**

Department Planning **Director Approval** Adam Olsen

AGENDA ITEM Review and action on an ordinance approving a district framework plan for the NBFF TOD Project located in the area of 500 South 1000 West in the TOD zone.

SUMMARY RECOMMENDATION The planning commission recommended approval of the district framework plan for the NBFF TOD as stated in the attached minutes of the September 18, 2019 planning commission meeting.

BACKGROUND The applicant proposes a district framework plan for the NBFF-Frandsen properties southwest of the FrontRunner station which are located in the General Mixed-Use and Neighborhood Edge sub-districts of the Garden Character District. The plan proposes block types three and four together with modifications in the transportation network plan. For further analysis, please refer to the attached district framework plan, staff report and planning commission minutes.

BUDGET IMPACT No direct budgetary impact is anticipated as a result of this approval.

SUGGESTED MOTION I move to adopt the ordinance approving a district framework plan for the NBFF TOD Project located in the area of 500 South 1000 West in the TOD zone.

SUPPORTING DOCUMENTS

1. Ord (PDF)
2. District Framework Plan (PDF)
3. Staff Report (PDF)
4. Minutes (PDF)

ORDINANCE NO.**AN ORDINANCE APPROVING THE DISTRICT FRAMEWORK PLAN FOR THE NBFF TOD PROJECT LOCATED AT 500 SOUTH 1000 WEST.****BE IT ORDAINED BY THE CITY COUNCIL OF AMERICAN FORK, UTAH,****PART I****DEVELOPMENT APPROVED - ZONE MAP AMENDED**

- A. The district framework plan for the NBFF TOD Project as set forth in the attachment is hereby approved.
- B. Said Plans are hereby adopted as an amendment to the Official Zone Map and territory included in the Plans is hereby designated as Overlay Zone _____.
- C. Said Plans shall hereafter constitute the zone requirements applicable within the property so described.

PART II**ENFORCEMENT, PENALTY, SEVERABILITY, EFFECTIVE DATE**

- A. Hereafter, these amendments shall be construed as a part of the Zoning Ordinance of American Fork, Utah, to the same effect as if originally a part thereof, and all provisions of said Ordinance shall be applicable thereto including, but not limited to, the enforcement, violation, and penalty provision thereof.
- B. All ordinances, or resolutions, or parts thereof, in conflict with the provisions of this ordinance, are hereby repealed.
- C. This ordinance shall take effect upon its passage and first publication following completion of all terms and conditions of approval, as set forth under the motion to approve, passed and adopted by the American Fork City Council.

PASSED AND ORDERED PUBLISHED BY THE CITY COUNCIL OF AMERICAN FORK, UTAH, THIS 8th DAY OF OCTOBER, 2019.

Brad Frost, Mayor

ATTEST:

Terilyn Lurker, Recorder

Attachment: 1. Ord (NBFF District Framework Plan)



District Framework Plan – Application Exhibits

NBFF PROPERTY

July 8, 2019

AMENDED: July 9, 2019

AMENDED: August 14, 2019



Approval Requests

1. Reassignment of Block Types from BT-2 & BT-3 to BT-3 & BT-4 (EXHIBIT 6)
2. Reassignment of Sub-District for block adjusted from BT-2 to BT-3 (EXHIBIT 6)
3. Palette of civic open space types for use with BT-2 & BT-3 (EXHIBIT 11)
4. Use of Neighborhood Street cross section outside of subject property (EXHIBIT 12)
5. Use of four-way & T intersections outside of subject property (EXHIBIT 13)
6. Block type and boundary adjustments to coincide with actual parcel boundaries (EXHIBIT 16)
7. Development unit “allowances” based upon block boundary adjustments (EXHIBIT 16)
8. Development unit “allowances” based upon block type adjustments (EXHIBIT 16)

EXHIBIT 1: Legal Description

PARCEL 1:

Commencing 13.50 chains West and 14.20 chains South of the Northeast corner of the Southwest quarter of Section 22, Township 5 South, Range 1 East, Salt Lake Meridian; thence South 5 chains; thence West 10 chains; thence North 5 chains; thence East 10 chains to the point of beginning. Subject to the effects of that certain Boundary Line Agreement recorded May 19, 2015 as Entry No. 42923:2015 of official records.

PARCEL 2:

Commencing 18.54 chains West and 6.12 chains North of the Southeast corner of the Southwest quarter Of Section 22, Township 5 South, Range 1 East, Salt Lake Meridian; thence North 46°42' East 7.14 chains; thence North 10 chains; thence West 10 chains; thence South 15 chains; thence East 5.10 chains to the point of beginning.

The above two described Parcels are both together with a perpetual easement and right-of-way for vehicular and pedestrian traffic as disclosed by that certain instrument recorded June 10, 1992 as Entry No. 28578 in Book 2948 at Page 188, and also a perpetual easement and right-of-way for vehicular and pedestrian traffic for agricultural purposes only as disclosed by that certain instrument recorded July 15, 1992 as Entry No. 35376 in Book 2966 at Page 437 of official records.

EXHIBIT 2: Boundary Survey

*** Click to download PDF**

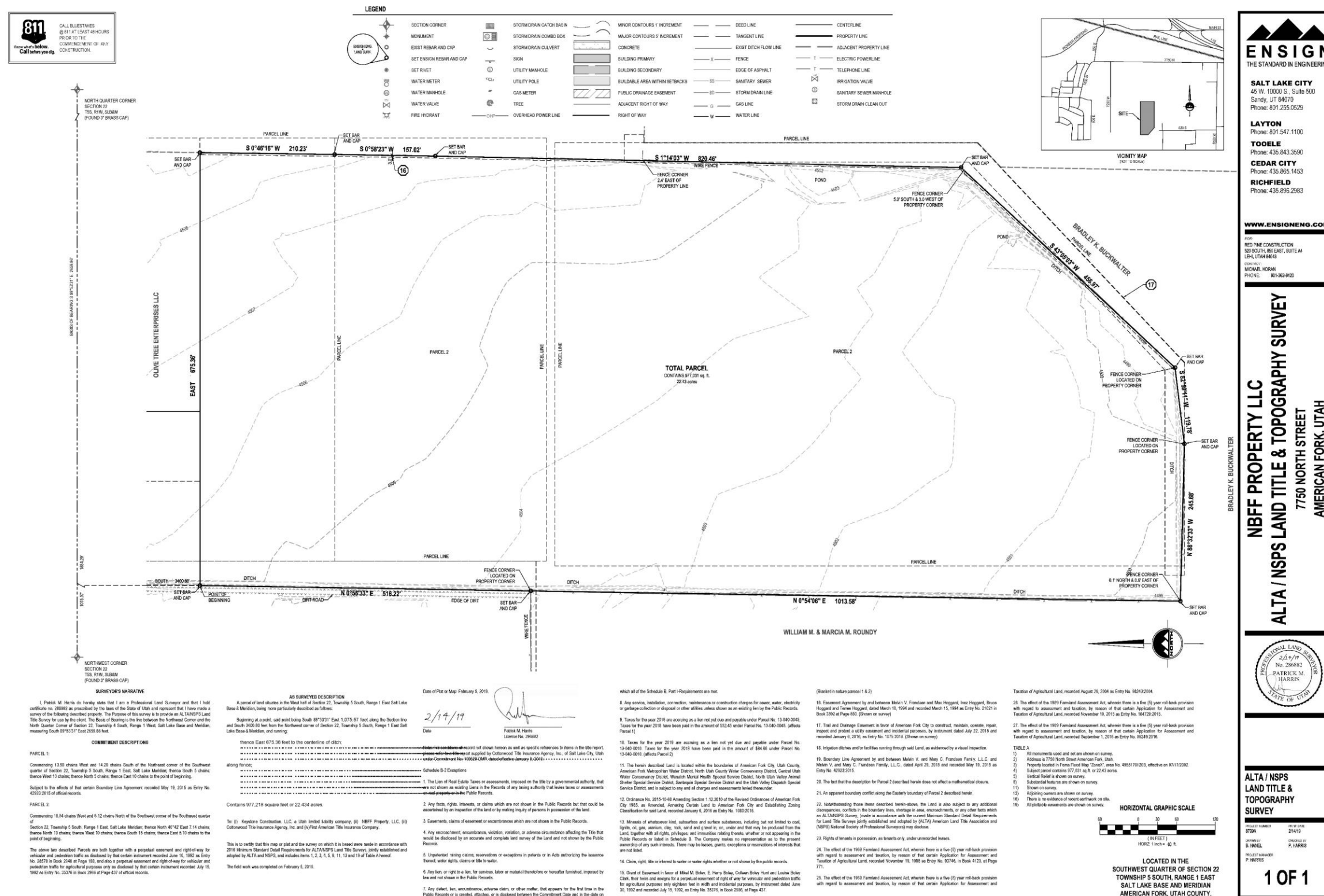


EXHIBIT 3: Development Area Plan

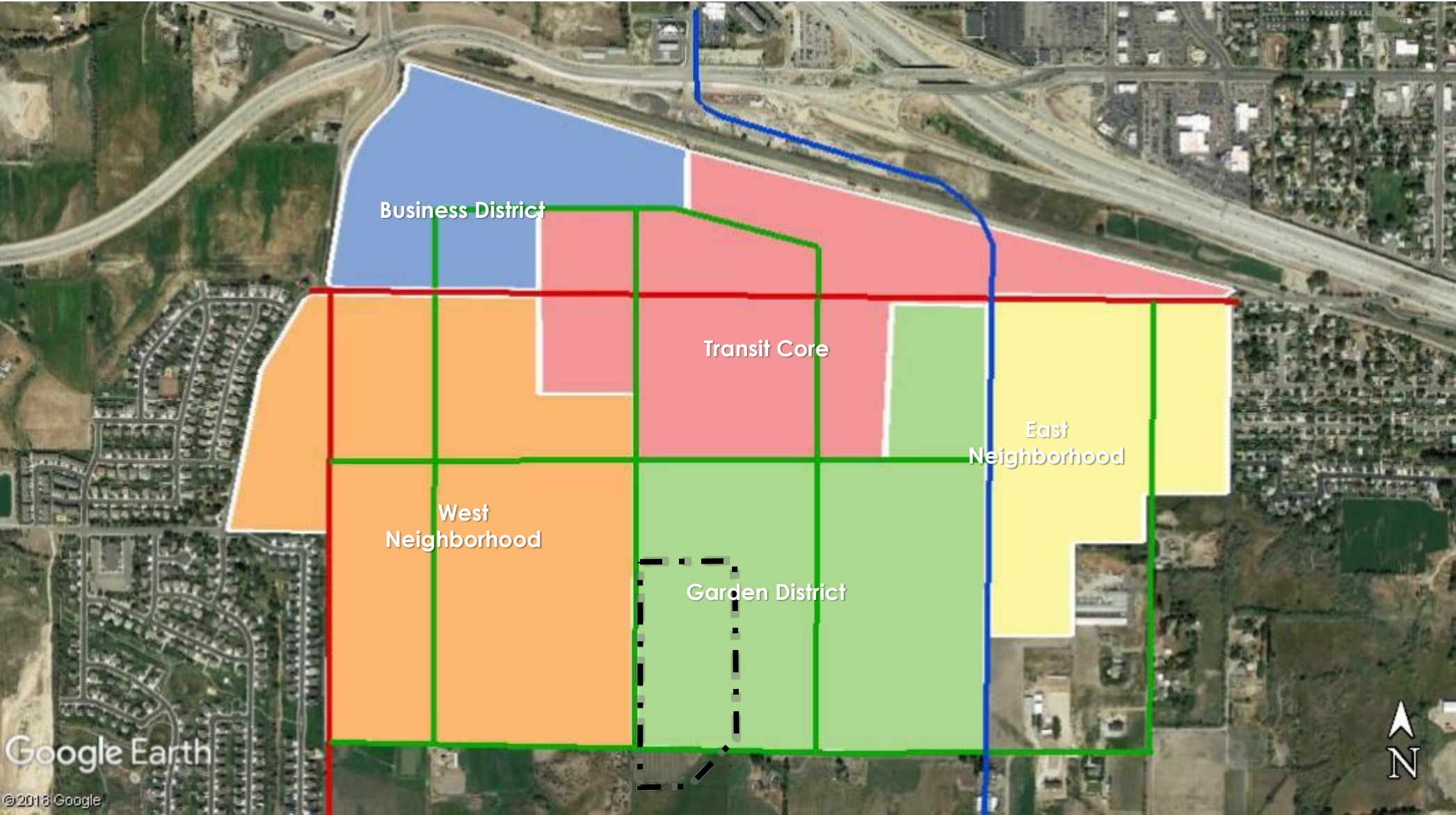


EXHIBIT 4: Boundary Map

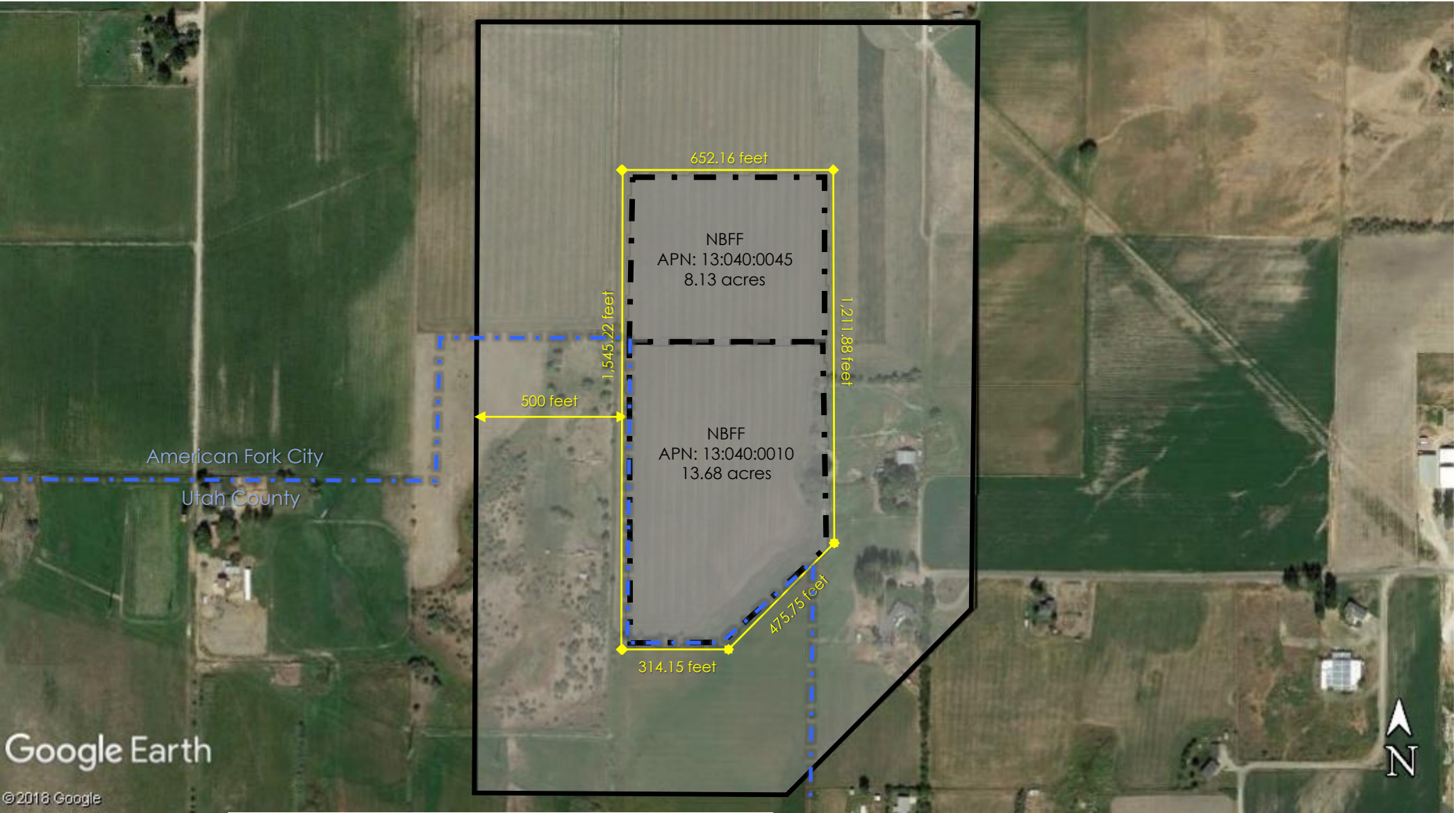
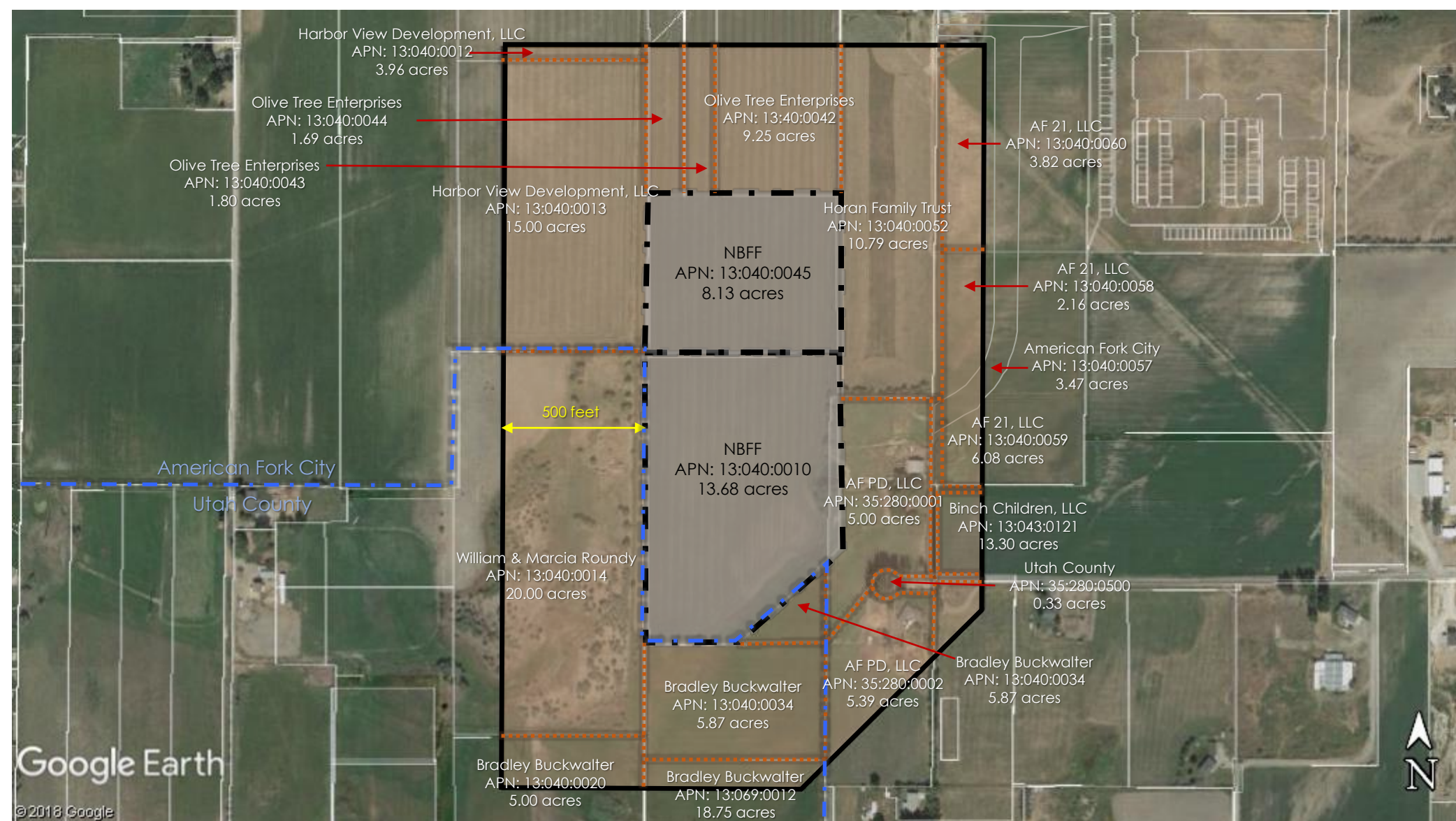


EXHIBIT 4: Boundary Map



 Subject Property

EXHIBIT 5: Constraints Map



 Subject Property

EXHIBIT 6: District Framework Plan

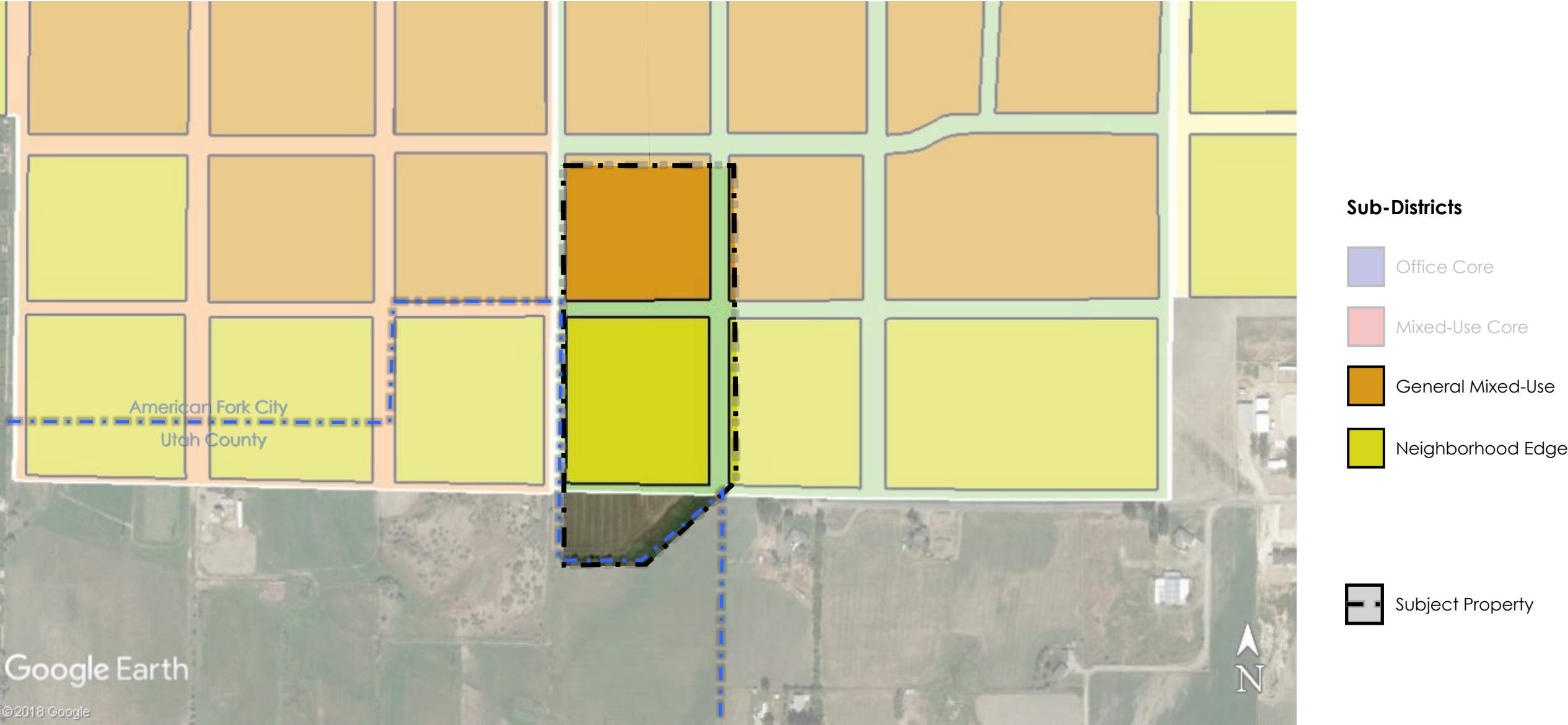
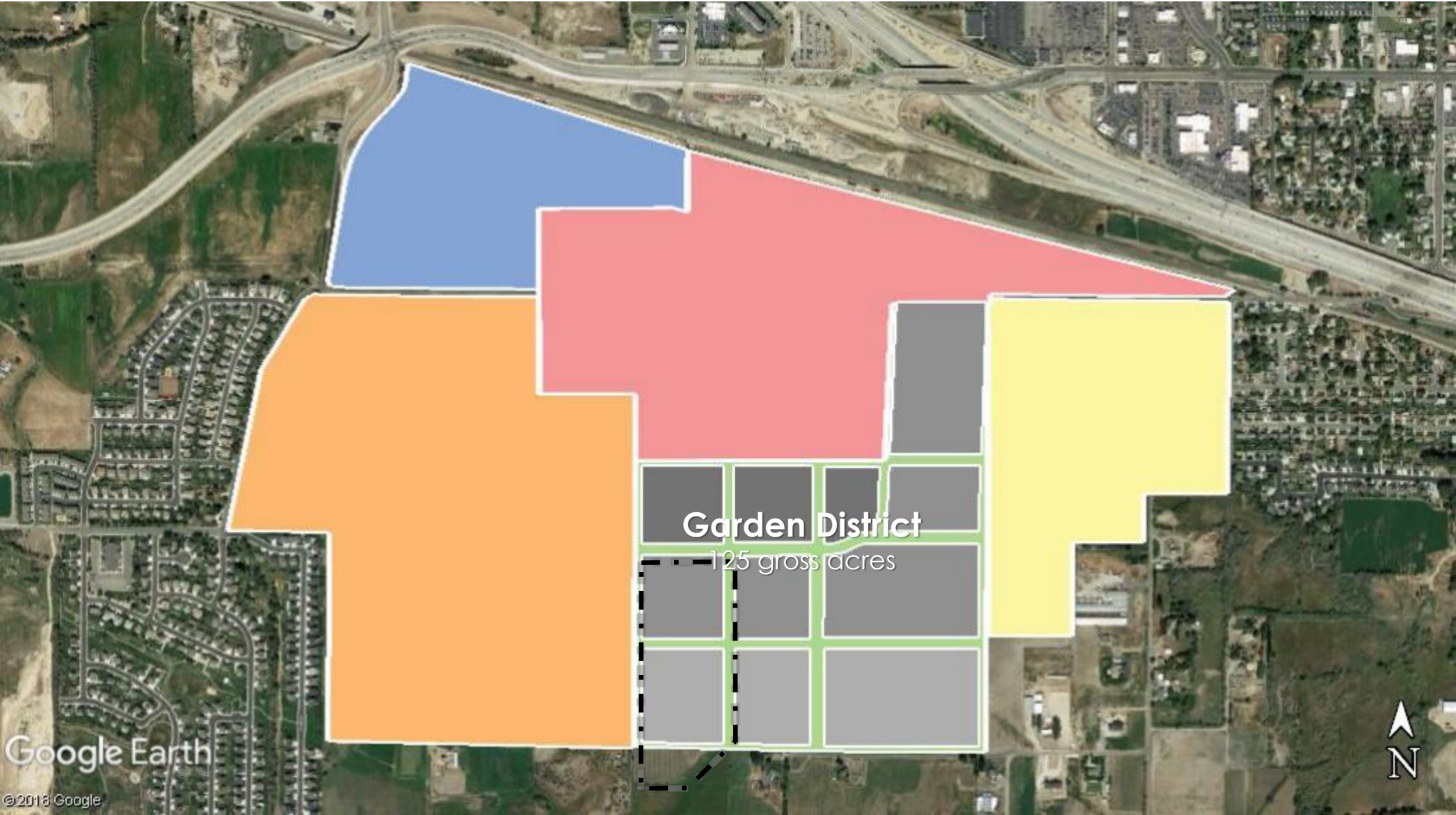


EXHIBIT 6: District Framework Plan

PERMITTED USES	SUB-DISTRICT			
	ED-R	MU-G	OF-C	MU-C
A. Residential				
Mixed-Use		X		X
Multi-Family		X		X
Single Family: Attached	X	X		X
Single Family: Detached	X			
Senior Housing	X	X		X
Work/Live Unit		X		X
Accessory Dwelling Unit	X	X		
Dormitory		X		X
B. Lodging				
Hotel (no room limit)			X	X
Inn (up to 12 rooms)		X		X
Bed & Breakfast (up to 5 rooms)	X			
AirBnB	X	X		X
C. Business				
Office Building			X	X
Home Occupation	X	X		
D. Retail				
Open Market		X		X
Neighborhood Retail		X	X	X
Display Gallery		X		X
Restaurant		X	X	X
Food Truck	X	X	X	X
Drive-through		X		X
Kiosk		X	X	X
Push Cart		X	X	X

PERMITTED USES	SUB-DISTRICT			
	ED-R	MU-G	OF-C	MU-C
E. Automotive				
Gas Station		X		
Automobile Service				
Drive-through		X		
F. Civil Support				
Assembly	X	X	X	X
Cemetery	X	X		
Funeral Home		X		X
Hospital		X	X	X
Medical Clinic		X	X	X
Library		X		X
Museum		X	X	X
Post Office		X	X	X
Public Safety	X	X	X	X
Laboratory			X	
Transit Stop/Station	X	X	X	X
G. Education				
College			X	X
Trade School		X	X	X
High School	X	X		X
Junior High School	X	X		X
Elementary School	X	X		X
Childcare Center		X		X
Charter School	X	X		X
H. Infrastructure				
Parking Lot		X	X	
Parking Structure		X	X	X
Utility & Infrastructure	X	X	X	X
Open Space	X	X	X	X

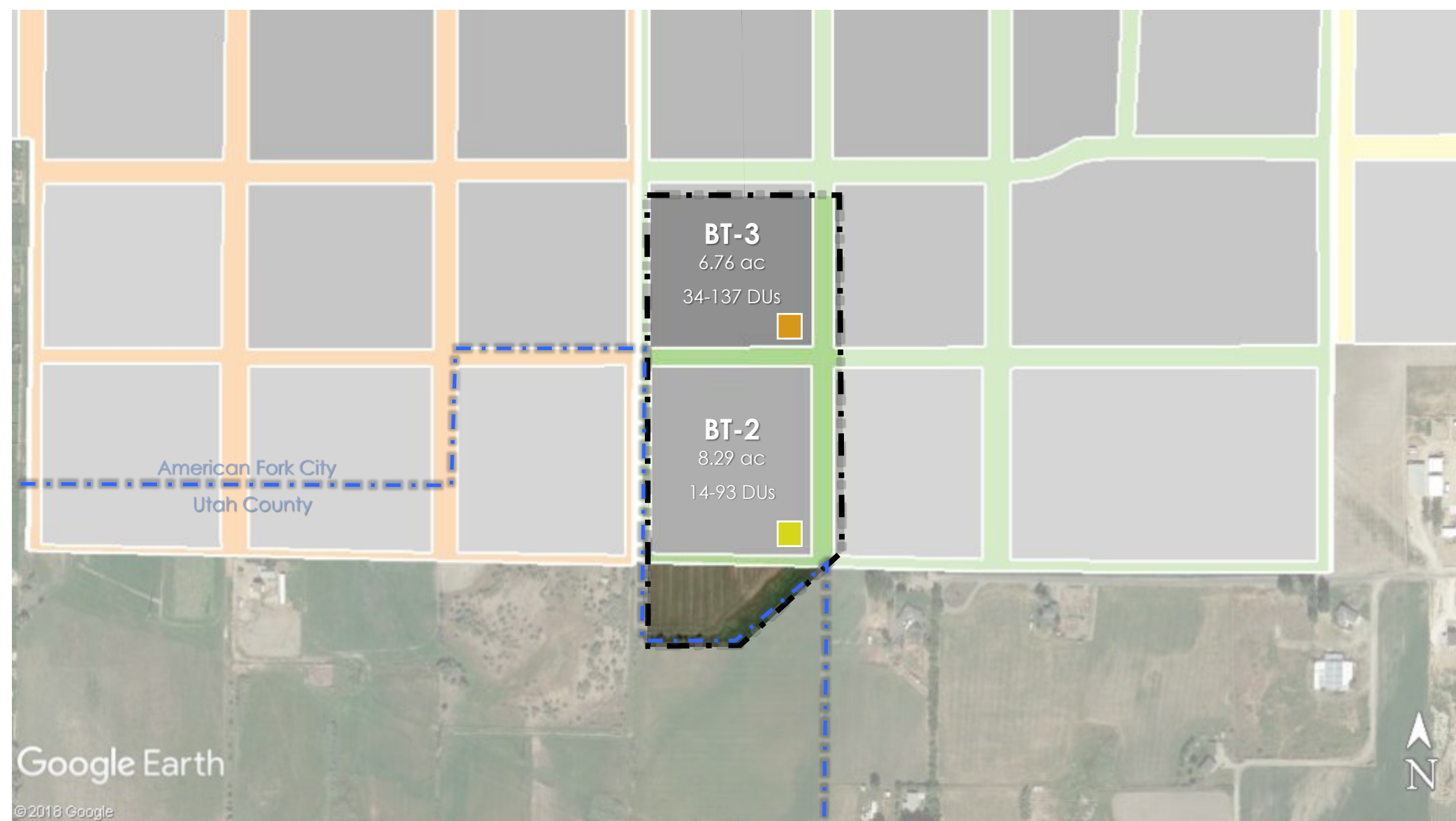
EXHIBIT 6: District Framework Plan



DT		Garden District		
		Acres	Required	TOTAL
BT	BT-2	32.01		32.01
	BT-3	29.40		29.40
	BT-4	17.51		17.51
O/S	10-20%		12.5 to 25.0	0
Streets		46.08		46.08
TOTAL				125.00

 Subject Property

EXHIBIT 6: District Framework Plan



Current Boundary Conditions

DT	Garden District									
ST	Neighborhood Edge									
				General Mixed-Use						
					Office Core					
BT							Mixed-Use			
	BT-1									
			BT-2							
				BT-3						
					BT-4					
LT						BT-5				
						BT-6				
LT	LT-1	LT-2	LT-3	LT-4	LT-5	LT-6	LT-7	LT-8	LT-9	

Block Types

- Block Type 2 (BT-2)
- Block Type 3 (BT-3)
- Block Type 4 (BT-4)
- Block Type 5 (BT-5)
- Block Type 6 (BT-6)

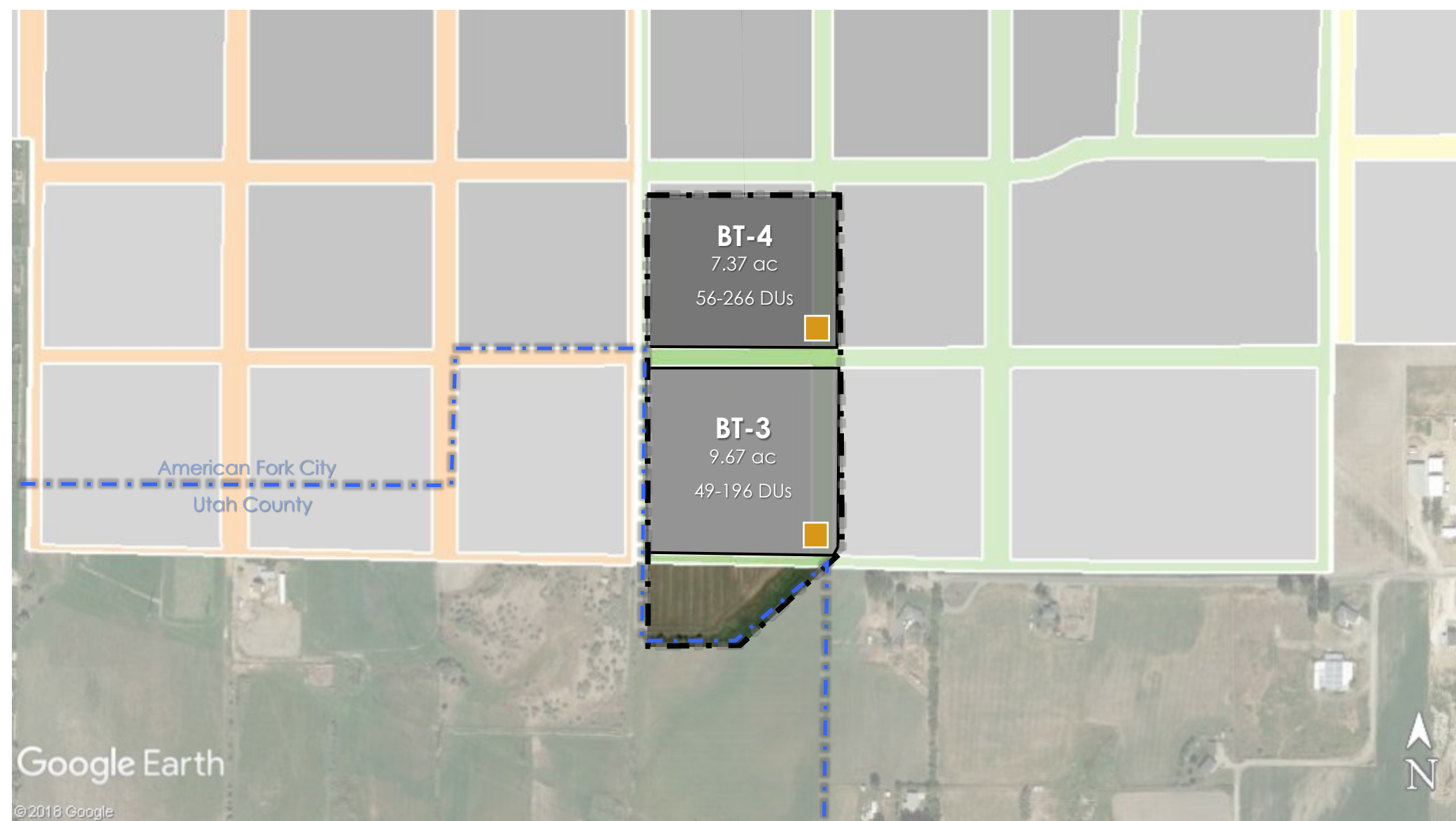
Subject Property

Sub-Districts

- Office Core
- Mixed-Use Core
- General Mixed-Use
- Neighborhood Edge

EXHIBIT 6: District Framework Plan

NOTE: Block Type adjustments are to account for block to block consistency with approval given to Ardero DFP.



Requested Block Boundary & Type Adjustments

DT	Garden District								
	Neighborhood Edge								
ST	General Mixed-Use								
	Office Core								
	Mixed-Use								
BT	BT-1	BT-2	BT-3	BT-4	BT-5	BT-6			
LT	LT-1	LT-2	LT-3	LT-4	LT-5	LT-6	LT-7	LT-8	LT-9

Block Types

- Block Type 2 (BT-2)
- Block Type 3 (BT-3)
- Block Type 4 (BT-4)
- Block Type 5 (BT-5)
- Block Type 6 (BT-6)

Subject Property

Sub-Districts

- Office Core
- Mixed-Use Core
- General Mixed-Use
- Neighborhood Edge

EXHIBIT 6: District Framework Plan

NOTE: All blocks shall be sized as per TOD Code requirements by working with adjacent property owners - Ardero DFP (as per block size requirement identified in Table 4E of TOD Code).

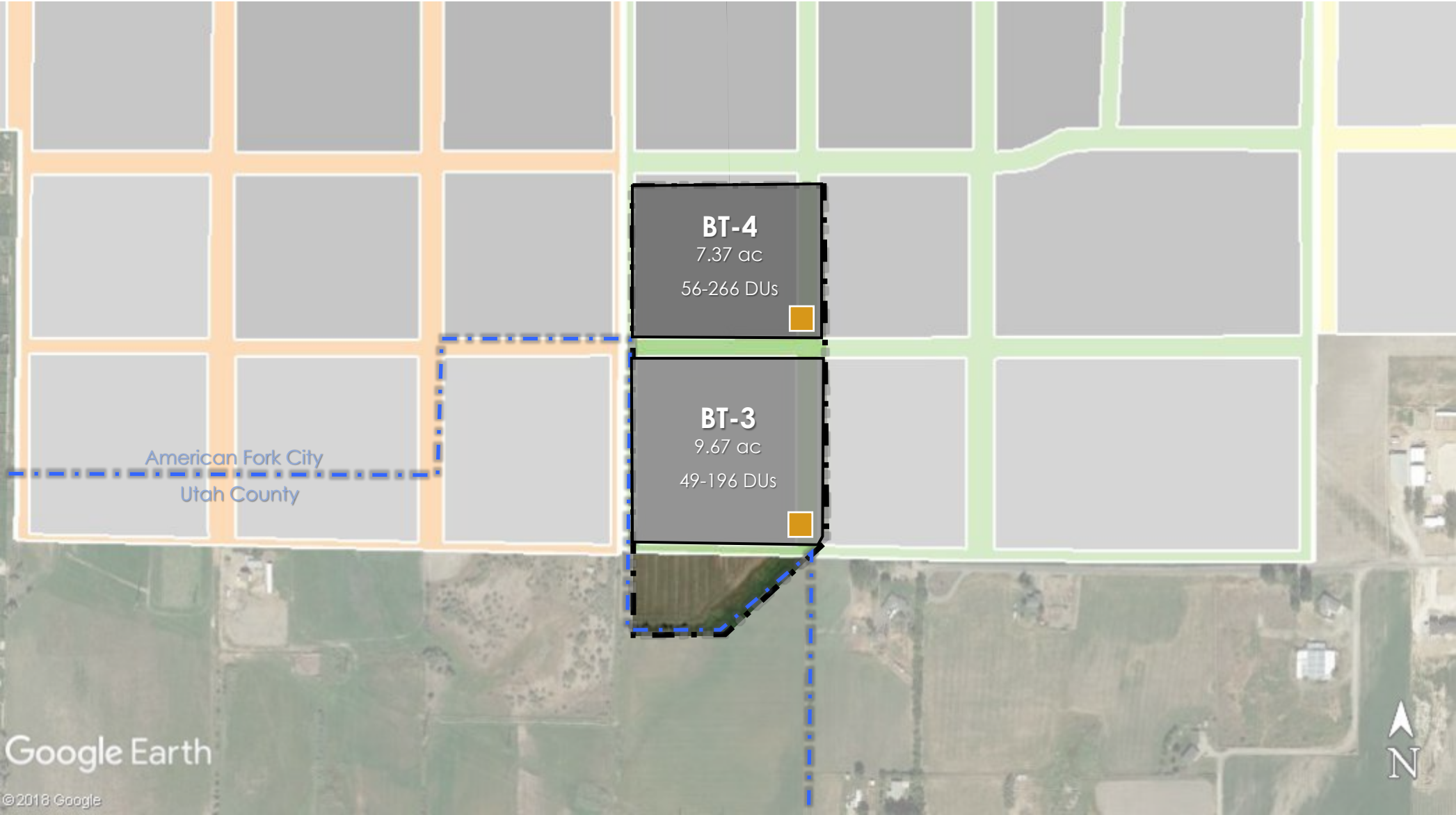


TABLE 4E - BLOCK CHARACTERISTICS		
CHARACTER DISTRICTS	Block Size (net acres)	Block Shape
Business District	4 acre min. 8 acre max. 12 acre for sensitive lands	Orthogonal or Rhomboidal
Transit Core	4 acre min. 8 acre max. 12 acre for sensitive lands	Orthogonal or Rhomboidal
West Neighborhood	6 acre min. 10 acre max. 12 acre for sensitive lands	40% min. Orthogonal or Rhomboidal
Garden District	6 acre min. 10 acre max. 12 acre for sensitive lands	40% min. Orthogonal or Rhomboidal
East Neighborhood	6 acre min. 10 acre max. 12 acre for sensitive lands	50% min. Orthogonal or Rhomboidal

 Subject Property

Requested Block Boundary Adjustments

Attachment: 2. District Framework Plan (NBFF District Framework Plan)

EXHIBIT 6: District Framework Plan

Lot Type Assignments									
Block Type	Lot Type Percentages								
	LT-1	LT-2	LT-3	LT-4	LT-5	LT-6	LT-7	LT-8	LT-9
BT-1	40 - 80%	0-30%	10 - 30%	n/a	n/a	n/a	n/a	n/a	n/a
BT-2	n/a	40 - 60%	20 - 50%	0-20%	0-10%	n/a	n/a	n/a	n/a
BT-3	n/a	n/a	0-40%	10 - 40%	30 - 50%	0-5%	n/a	n/a	n/a
BT-4	n/a	n/a	n/a	0-20%	20 - 50%	10 - 20%	0-30%	n/a	n/a
BT-5	n/a	n/a	n/a	n/a	n/a	0-40%	20 - 40%	10 - 40%	n/a
BT-6	n/a	n/a	n/a	n/a	n/a	n/a	0-30%	20 - 40%	0-40%

EXHIBIT 6: District Framework Plan

Block Type 3			LOT WIDTH																		
		Allowed % Range	16'	22'	33'	44'	55'	66'	77'	88'	99'	110'	121'	132'	143'	154'	165'	176'	187'	198'+	
	LT-3	0-40%						66 ft - 132 ft													
	LT-4	10-40%			36 ft - 88 ft																
	LT-5	30-50%		22 ft - 78 ft																	
	LT-6	0-5%	16 ft - 100 ft																		
Block Type 4			LOT WIDTH																		
		Allowed % Range	16'	22'	33'	44'	55'	66'	77'	88'	99'	110'	121'	132'	143'	154'	165'	176'	187'	198'+	
	LT-4	0-20%			36 ft - 88 ft																
	LT-5	20-50%		22 ft - 78 ft																	
	LT-6	10-30%	16 ft - 100 ft																		
	LT-7	0-20%	16 ft - 200 ft																		

Attachment: 2. District Framework Plan (NBFF District Framework Plan)

EXHIBIT 7: Transportation Network Plan

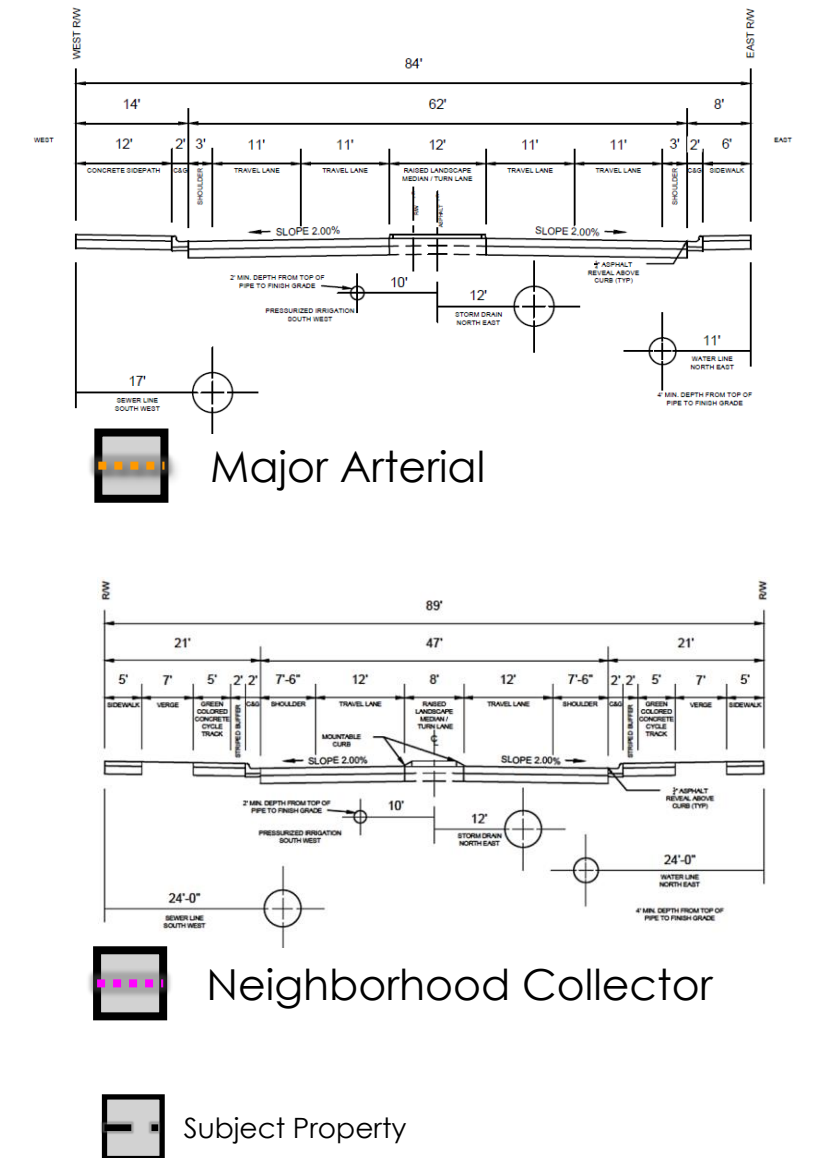


EXHIBIT 7: Transportation Network Plan

Transit Oriented Development Cross-Sections			
Roadway Classification	ROW Length (ft)	Roadway Width (ft)	# of Lanes
Major Arterial	84	64 62	4
Business Arterial	112.5	74.5	4
Core Collector	92 84	35	2
Neighborhood Collector	92 89	49 47	2
District Connector	96	49	2
Business - Core Loop	98 82	47 38	2
Neighborhood Street	53	25	2
One-sided (residential)	61	25	2
Rear Lane (residential)	20 24	20	2
Rear Alley (non-residential)	26 30	26	2

 Major Arterial
84' ROW | 4 Travel Lanes

 Neighborhood Collector
89' ROW | 2 Travel Lanes

Source: American Fork City – Transportation Element of the General Plan (Page 28)

* ROW lengths in AF City – Transportation Element of the General Plan don't coincide with ROW lengths shown in Public Works TOD Cross Sections.

EXHIBIT 8: Thoroughfare Naming Plan



Exhibit 9: Bicycle Network Plan



 5' colored concrete cycle track with 2' buffer in each direction (Neighborhood Collector)

 Subject Property

Source: American Fork TOD Trip Generation Study (Page 5)



Future 2050 evening peak hour traffic volumes

Source: American Fork TOD Trip Generation Study (Page 7)

EXHIBIT 11: Civic District Plan

NOTE: Palette of civic open space types as identified for future consideration and use with BT-3 & BT-4 as reflected in this submittal.

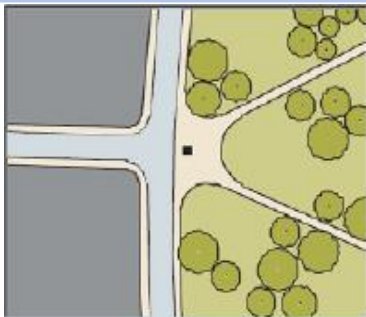
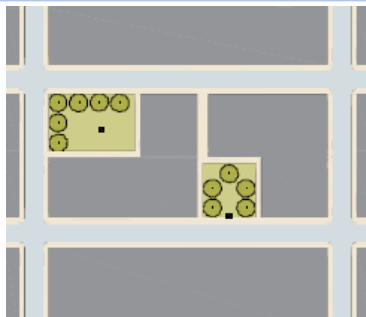

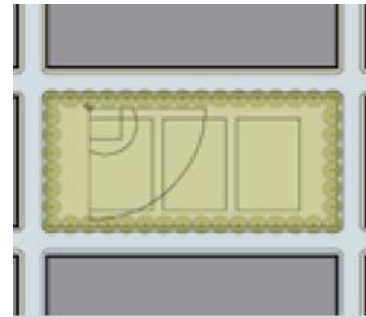
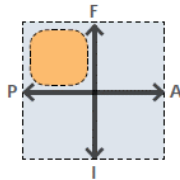
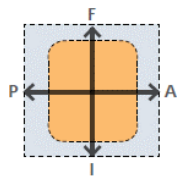
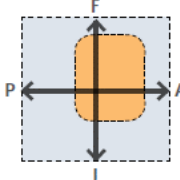
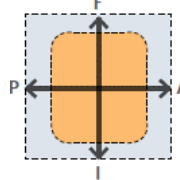
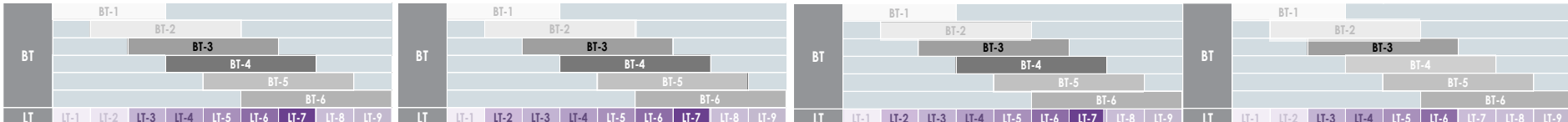
CIVIC OPEN SPACE TYPE	ENTRANCE PARK (EP)	POCKET PARK (PP)	NEIGHBORHOOD PARK (NP)	COMMUNITY PARK (CP)
DIAGRAM				
DESCRIPTION	Formal delineation of a residential community entrance through landscaping and monumentation. It provides passive uses and creates neighborhood identity	Small and frequent, generally with passive recreation that ensures walkable green space access for everyone. May contain specialized facilities that serve a concentrated or limited population or group such as tots, pets, or senior citizens.	The neighborhood park remains the basic unit of the park system and serves as the recreational and social focus of the neighborhood. The focus is on informal active and passive recreation. The park should be centrally located within the neighborhood. Frequently these parks are developed adjacent to civic uses such as an elementary school.	The focus of this park classification is on meeting community based recreational needs, as well as preserving unique landscapes and open spaces. They allow group activities and offer other recreational opportunities not feasible at the neighborhood level. They should be developed for both active and passive recreation activities and serve two or more neighborhoods. Regardless of size, parks will be deemed Community Parks if they provide restroom facilities, parking lots, or other amenities that would service patrons who travel to the park.
SERVICE AREA	1/4 to 1/2 mile radius	1/4 mile radius	1/4 to 1/2 mile radius	1/2 to 2 mile radius
SIZE	Up to 2 acres	2,500 sqft to 1 acre	3 to 10 acres	10 to 20 acres
FRONTAGE	Building	Building	Building	Building
TYPICAL FACILITIES	Recreation, accessory structures, water fountains, paths and trails	Tot lots, formal and informal seating, gazebos, barbecue equipment, picnic benches, croquet lawns, water features, small play areas, gardens.	Recreation, accessory structure, water fountains, paths and trails	Recreation, accessory structure, water fountains, paths and trails
DISPOSITION AND USAGE	Formal, Passive 	Formal, Informal, Active, or Passive 	Formal, Active 	Formal, Informal, Active, or Passive 
				

EXHIBIT 11: Civic District Plan

NOTE: Palette of civic open space types as identified for future consideration and use with BT-3 & BT-4 as reflected in this submittal.

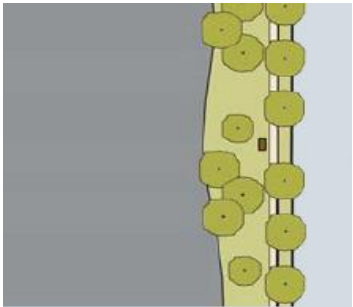
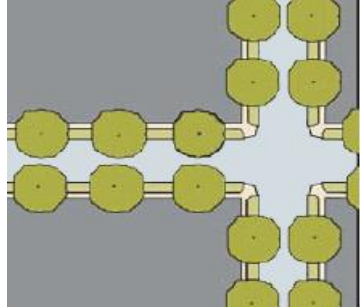
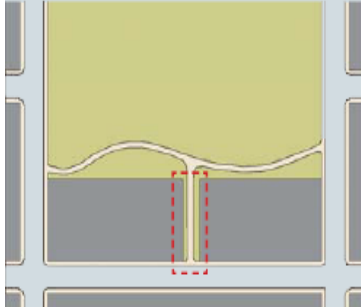

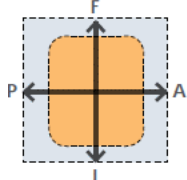
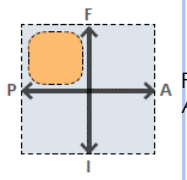
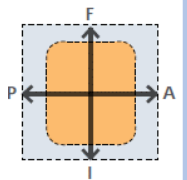
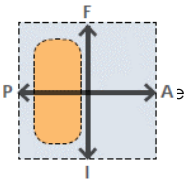
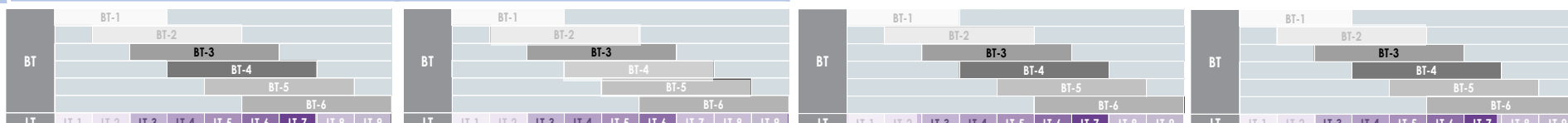
CIVIC OPEN SPACE TYPE	PARKWAY/BOULEVARD (PB)	TREE LAWN (TL)	CONNECTOR TRAIL (CT)	PASEO (PS)
DIAGRAM				
DESCRIPTION	Urban streets that provide comfortable and safe pedestrian and cyclist connections. May include landscaped center median, large shade trees, on or offstreet bikeways and seating.	Open space within a public right-of-way that allows for passive use, bus stops, shade trees and ornamental landscaping. (Only the portion of a tree lawn that exceeds the city standard of 6 feet in width may be applied towards open space.	A connector trail is a linear public open space type that accommodates two or more users on the same, undivided trail providing primary and/or secondary public connections. Trail users could include pedestrians, bicyclists, skaters, etc. A connector trail frequently provides an important place for active recreation and creates a connection to regional paths and biking trails. Connector trails within greenways or neighborhood parks shall be naturally disposed with low impact paving materials so there is minimal impact to the existing natural environment and/or landscaping.	Linear pedestrian corridor that is defined by homes fronting the space. Often includes passive activities as well as tot lots, community gardens, and neighborhood games.
SERVICE AREA	Varies	Varies	Varies	Varies
SIZE	Varies	Varies	Varies	Varies
FRONTAGE	Building	Varies	Varies	Varies
TYPICAL FACILITIES	Recreation, accessory structure, water fountains, paths and trails	Recreation, accessory structure, water fountains, paths and trails	These include drinking fountains, scenic view posts, fitness stations, and directional signs, and may be spread along the trail or grouped in a trailhead area.	Recreation, accessory structure, water fountains, paths and trails
DISPOSITION AND USAGE	Formal, Informal, Active, or Passive 	Formal, Passive 	Formal, Informal, Active, or Passive 	Formal, Informal, 
				

EXHIBIT 11: Civic District Plan

NOTE: Palette of civic open space types as identified for future consideration and use with BT-3 & BT-4 as reflected in this submittal.

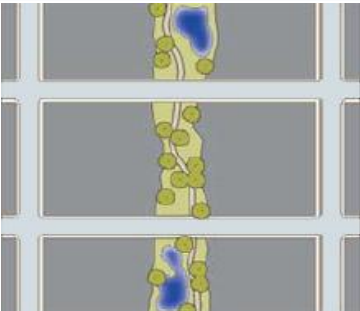
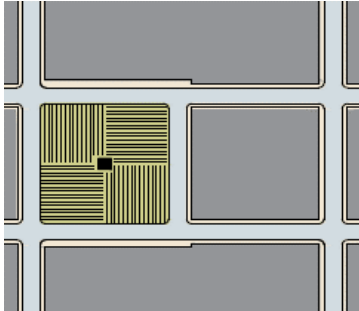


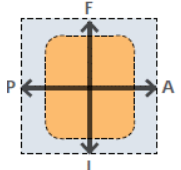
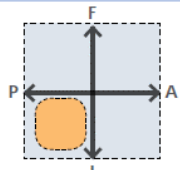
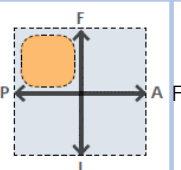
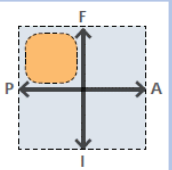
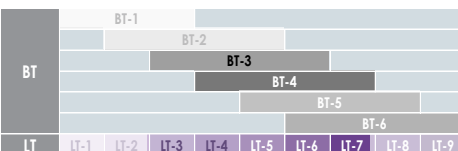
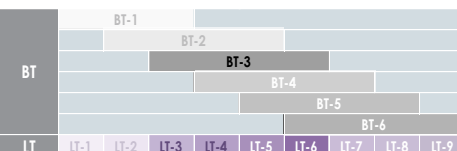
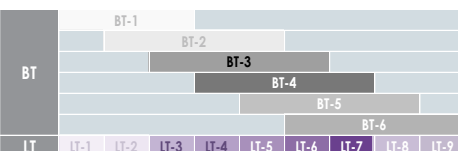
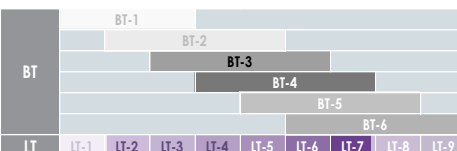
CIVIC OPEN SPACE TYPE	SPECIAL USE (SU)	COMMUNITY GARDEN (CG)	GREENWAY (GW)	WATERWAY/CHANNEL (WC)
DIAGRAM				
DESCRIPTION	Covers a broad range of parks and recreation facilities oriented toward single purpose use. Special uses generally fall into three categories: Historic/Cultural/Social Sites (ex: historic downtown areas, performing arts parks, arboretums, ornamental gardens, indoor theaters, churches, public buildings and amphitheaters). Recreation facilities (i.e. either specialized or single-purpose facilities) fall into this category; for example, community centers, senior centers, hockey arenas, marinas, golf courses and aquatic parks. Frequently community buildings and recreational facilities are located within neighborhood parks and community parks.	Space programmed specifically for gardening. Located in the center of a neighborhood to provide convenient and safe access. Often included in pocket parks or neighborhood parks. They are valued assets in urban areas, where residential yards are rare.	The space is located around or within a natural resource area (stream; wetlands) but is user based in function. Uses include nature viewing and study, modal sport recreation, and also function as connections within the larger park system allowing uninterrupted pedestrian movement. Corridor width 25-200 feet with 50 feet a standard minimum.	Linear space defined by a waterway. The space serves as a pedestrian connection, recreational opportunity, and property value creation (waterfront property). It can serve as a secondary connection to a greenway or parkway.
SERVICE AREA	Varies	1/4 to 1/2 mile radius	Varies	Varies
SIZE	Varies	1.5 to 6 acres	Varies	Varies
FRONTAGE	Varies	Building	Varies	Varies
TYPICAL FACILITIES	Tot lots, formal and informal seating, gazebos, barbecue equipment, picnic benches, croquet lawns, water features, small play areas, and gardens.	Recreation, accessory structure, water fountains, paths and trails	Recreation, accessory structure, water fountains, paths and trails	Recreation, accessory structure, water fountains, paths and trails
DISPOSITION AND USAGE	Formal, Informal, Active, or Passive 	Informal, Passive 	Formal, Passive 	Formal, Passive 
				

EXHIBIT 11: Civic District Plan

NOTE: Palette of civic open space types as identified for future consideration and use with BT-3 & BT-4 as reflected in this submittal.

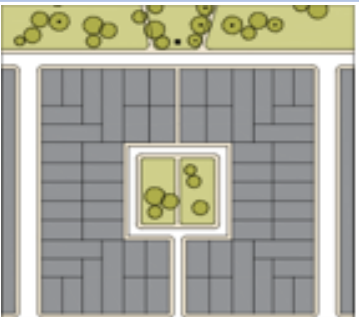
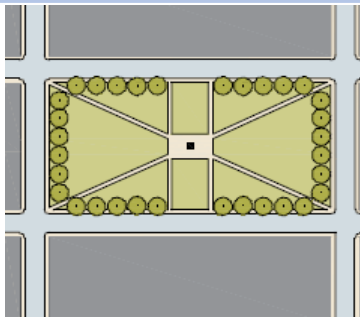


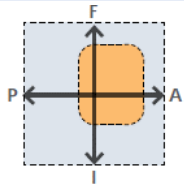
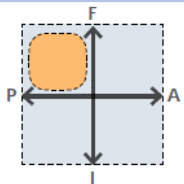
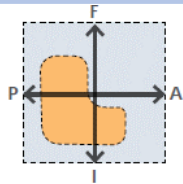
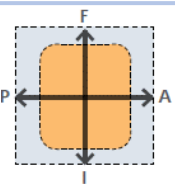
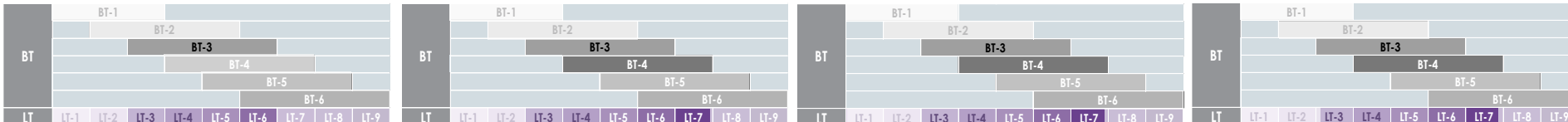
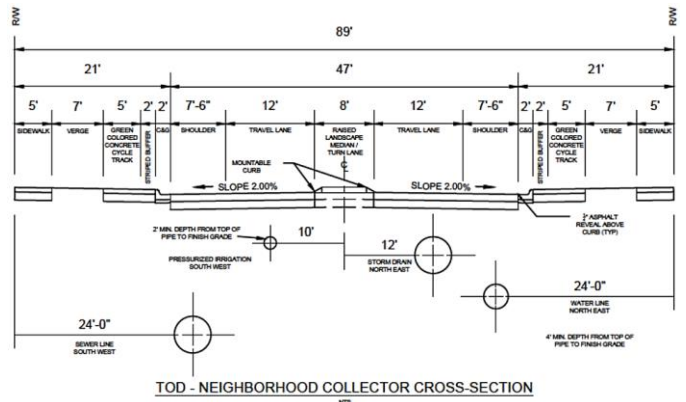
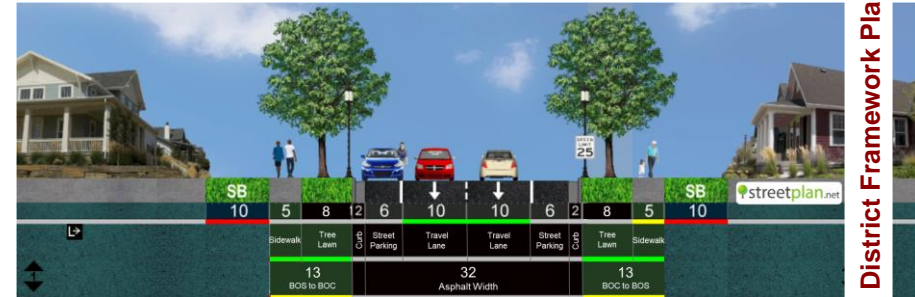
CIVIC OPEN SPACE TYPE	CLOSE (CL)	SQUARE (SQ)	GREEN (GR)	LINEAR PARK (LP)
DIAGRAM				
DESCRIPTION	A Close is a close-ended street that incorporates open space in the form of a green, playground, tennis court, or other amenity, creating a place with high value for both the adjacent homes and neighborhood. Where close-ended streets are desired, the submitter should consider the benefits of a Close over a cul-de-sac.	A public space, seldom larger than a block, at the intersection of important streets, and circumscribed spatially by building frontages. Its landscape consisting of paths, lawns, trees, and civic buildings all formally disposed, and requiring substantial maintenance. Often understood as the heart or center of a neighborhood or district.	A green is a public space similar to a square but more informal and with more green space. It often functions as a central gathering place within campuses or regional parks. While most recreation in greens is passive, they typically include enough open area to support smaller scale active recreation.	As the name suggests, a linear park is substantially longer than it is wide, and is typically used to activate underutilized corridors such as disused railroad beds, canals, streams, extended defensive walls, highways, or power lines.
SERVICE AREA	1/8 to 1/4 mile radius	1/8 to 1/4 mile radius	1/2 mile radius	1/8 to 1/4 mile radius
SIZE	.05 to .10 acres	0.5 to 2 acres	2 to 5 acres	Varies
FRONTAGE	Building	Building	Building	Varies
TYPICAL FACILITIES	Recreation, seating, lawns, pet facilities, etc.	Paths, seating, lawns	Paths, pet facilities, lawns	Paths, pet facilities, seating, green infrastructure
DISPOSITION AND USAGE	Formal, Informal, Active, or Passive 	Formal, Passive 	Formal, Informal, Active, or Passive 	Formal, Informal, Active, or Passive 
				

EXHIBIT 12: Thoroughfare Assemblies

NOTE: All minor thoroughfares require a minimum of 32 feet of asphalt (Section 4.05.6.a).
All thoroughfares on subject property boundary shall be designed and constructed at half-width.



Neighborhood Collector

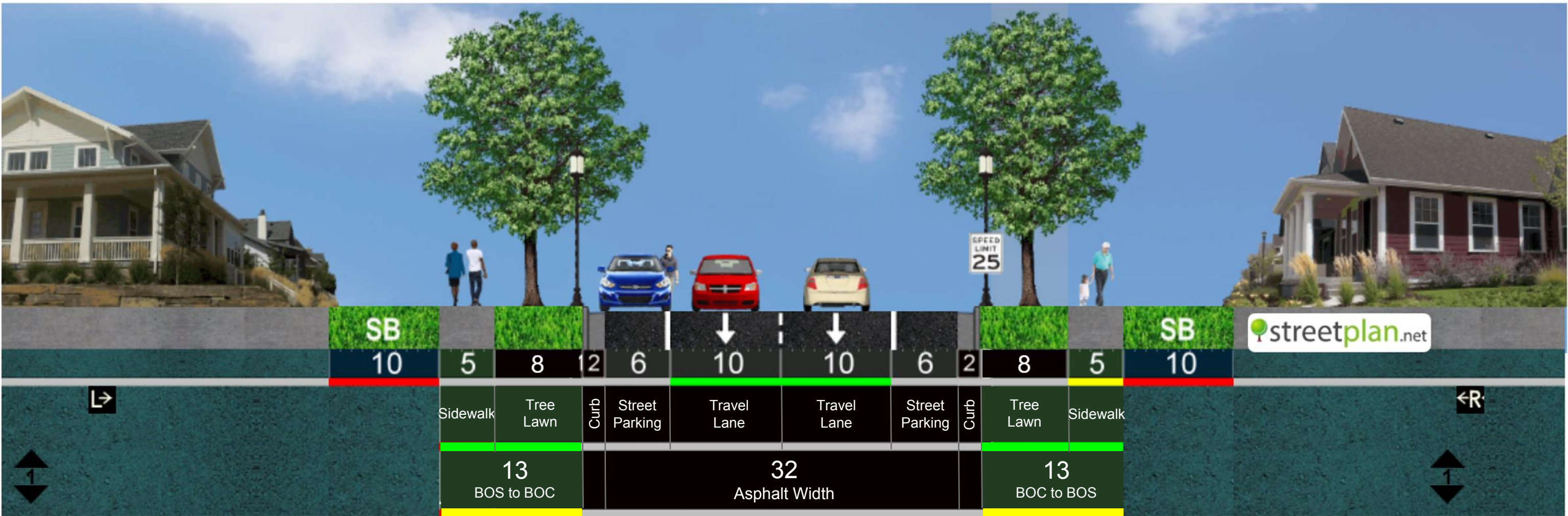


Neighborhood Street

Attachment: 2. District Framework Plan (NBFF District Framework Plan)

EXHIBIT 12: Thoroughfare Assemblies

NOTE: All minor thoroughfares require a minimum of 32 feet of asphalt (Section 4.05.6.a).



Neighborhood Street

Attachment: 2. District Framework Plan (NBFF District Framework Plan)

EXHIBIT 13: Intersection Assemblies



INTERSECTION TYPE	ST	Neighborhood Edge									DESCRIPTION	ILLUSTRATION
		General Mixed-Use										
		Office Core										
		Mixed-Use										
BT	BT	BT-1										
		BT-2										
		BT-3										
		BT-4										
		BT-5										
		BT-6										
LT	LT	LT-1	LT-2	LT-3	LT-4	LT-5	LT-6	LT-7	LT-8	LT-9		
T-INTERSECTION (T)		x	x	x	x	x	x	x	x	x	A standard intersection between two thoroughfares where one is terminated. T-intersections cause the least vehicle to vehicle and vehicle to pedestrian conflict points. Urban T-intersections provide opportunities for terminated vistas.	
4-WAY INTERSECTION (4W)		x	x	x	x	x	x	x	x	x	A standard intersection between two continuous thoroughfares at or near right angles.	

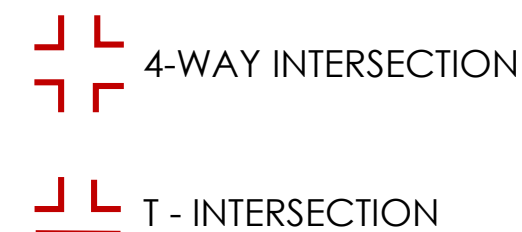


EXHIBIT 14: Phasing Plan



- As per Section 5.09.3 of the TOD zoning code future submissions, at the Block Plan level will identify sub-phases.
“Phase numbers must be formatted as sub-phase numbers of the district framework plan in the format - district framework plan phase - block plan phase. (i.e. Phase 4-1, 4-2, 4-3, etc.)”

EXHIBIT 15: Conceptual Architectural Standards

Block Type	Dwelling Unit Maximums								
	LT-1	LT-2	LT-3	LT-4	LT-5	LT-6	LT-7	LT-8	LT-9
BT-1	2 DUs per gross acre	4 DUs per gross acre	8 DUs per gross acre	n/a	n/a	n/a	n/a	n/a	n/a
BT-2	n/a	4 DUs per gross acre	8 DUs per gross acre	14 DUs per gross acre	20 DUs per gross acre	n/a	n/a	n/a	n/a
BT-3	n/a	n/a	8 DUs per gross acre	14 DUs per gross acre	20 DUs per gross acre	30 DUs per gross acre	n/a	n/a	n/a
BT-4	n/a	n/a	n/a	14 DUs per gross acre	20 DUs per gross acre	30 DUs per gross acre	42 DUs per gross acre	n/a	n/a
BT-5	n/a	n/a	n/a	n/a	n/a	30 DUs per gross acre	42 DUs per gross acre	50 DUs per gross acre	n/a
BT-6	n/a	n/a	n/a	n/a	n/a	n/a	42 DUs per gross acre	50 DUs per gross acre	65 DUs per gross acre

EXHIBIT 15: Conceptual Architectural Standards

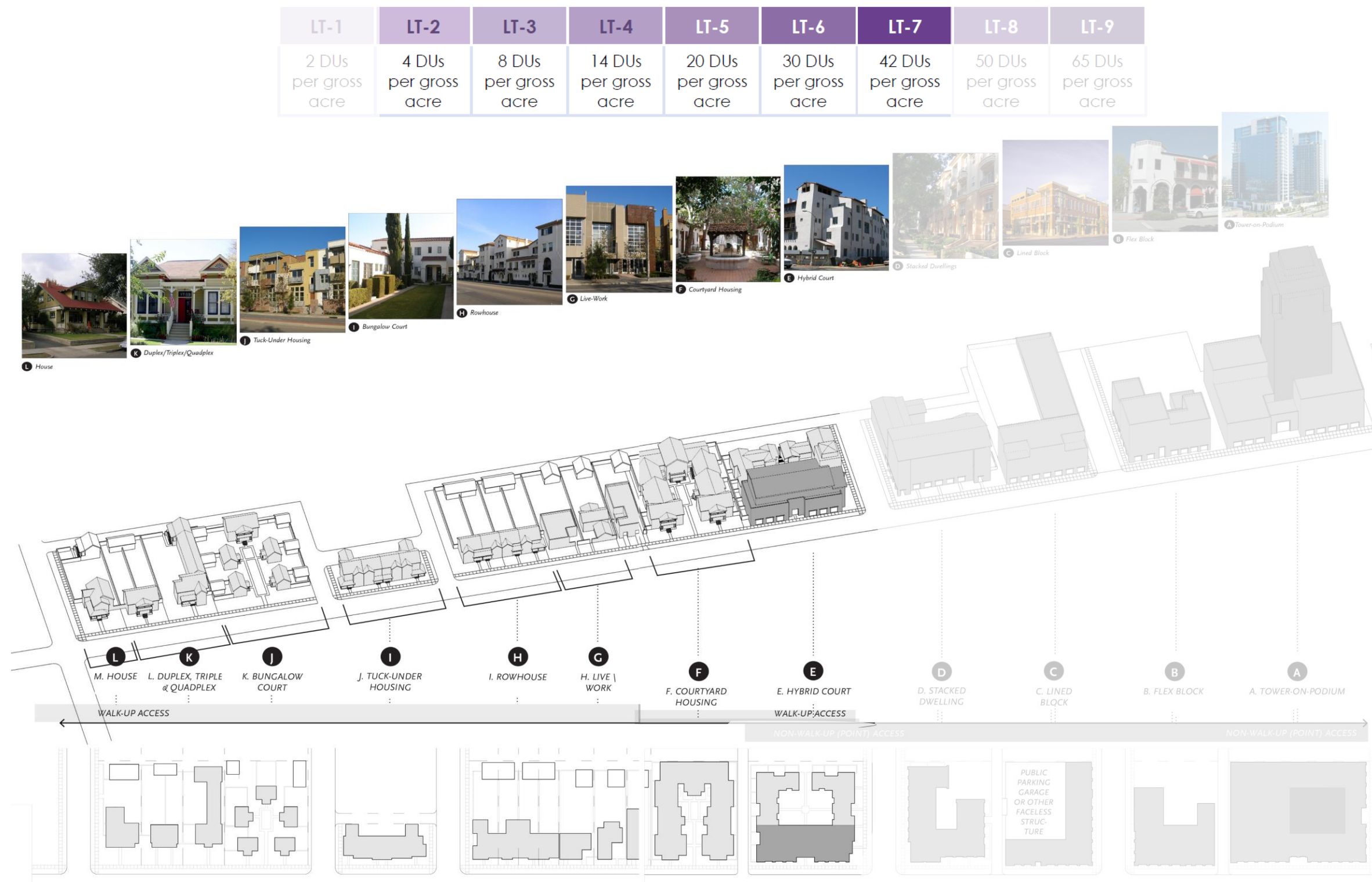


EXHIBIT 15: Conceptual Architectural Standards

LT-1	LT-2	LT-3	LT-4	LT-5	LT-6	LT-7	LT-8	LT-9
2 DUs per gross acre	4 DUs per gross acre	8 DUs per gross acre	14 DUs per gross acre	20 DUs per gross acre	30 DUs per gross acre	42 DUs per gross acre	50 DUs per gross acre	65 DUs per gross acre



EXHIBIT 15: Conceptual Architectural Standards

LT-1	LT-2	LT-3	LT-4	LT-5	LT-6	LT-7	LT-8	LT-9
2 DUs per gross acre	4 DUs per gross acre	8 DUs per gross acre	14 DUs per gross acre	20 DUs per gross acre	30 DUs per gross acre	42 DUs per gross acre	50 DUs per gross acre	65 DUs per gross acre



EXHIBIT 15: Conceptual Architectural Standards

LT-1	LT-2	LT-3	LT-4	LT-5	LT-6	LT-7	LT-8	LT-9
2 DUs per gross acre	4 DUs per gross acre	8 DUs per gross acre	14 DUs per gross acre	20 DUs per gross acre	30 DUs per gross acre	42 DUs per gross acre	50 DUs per gross acre	65 DUs per gross acre



EXHIBIT 15: Conceptual Architectural Standards

LT-1	LT-2	LT-3	LT-4	LT-5	LT-6	LT-7	LT-8	LT-9
2 DUs per gross acre	4 DUs per gross acre	8 DUs per gross acre	14 DUs per gross acre	20 DUs per gross acre	30 DUs per gross acre	42 DUs per gross acre	50 DUs per gross acre	65 DUs per gross acre

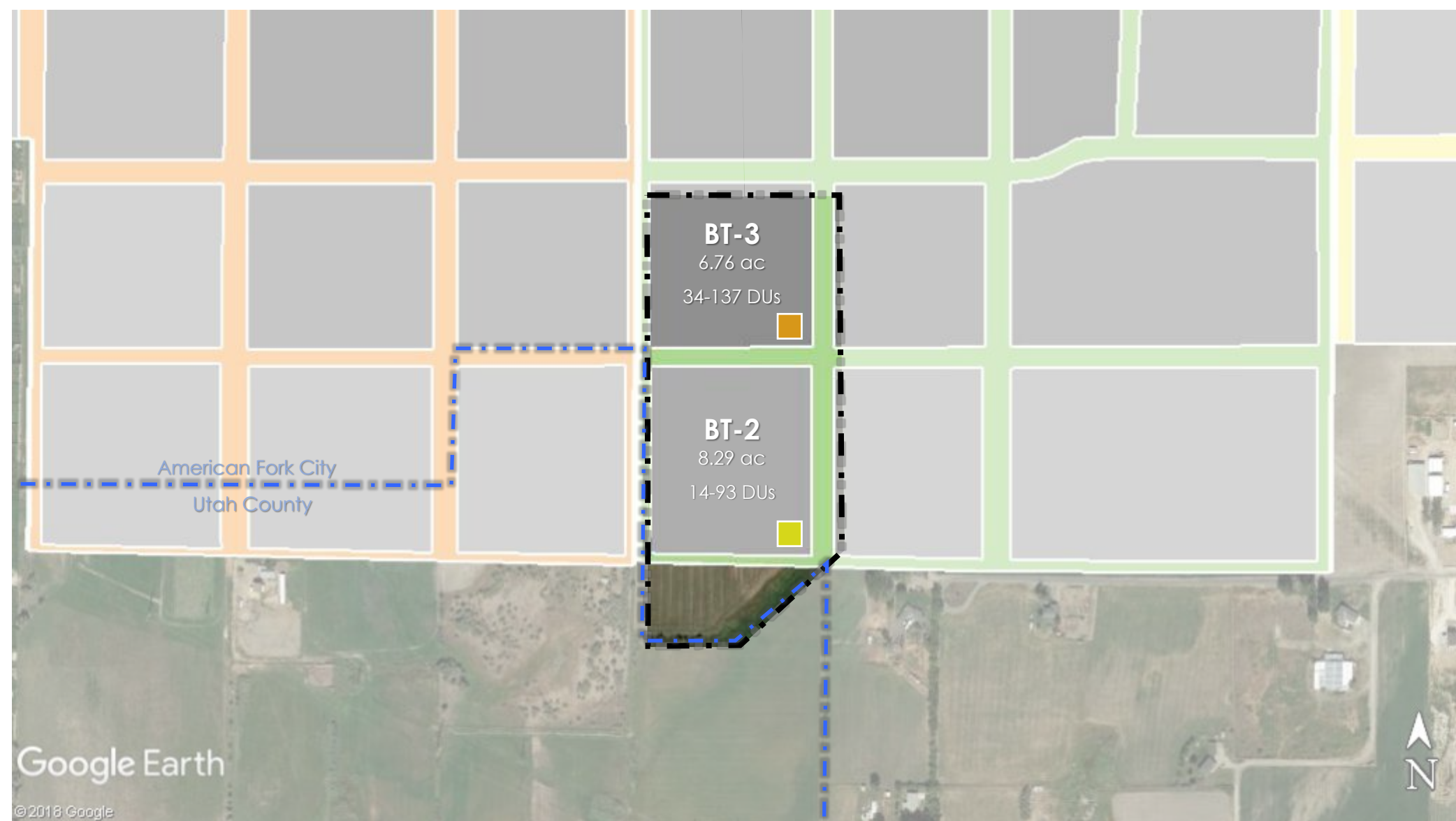


EXHIBIT 15: Conceptual Architectural Standards

LT-1	LT-2	LT-3	LT-4	LT-5	LT-6	LT-7	LT-8	LT-9
2 DUs per gross acre	4 DUs per gross acre	8 DUs per gross acre	14 DUs per gross acre	20 DUs per gross acre	30 DUs per gross acre	42 DUs per gross acre	50 DUs per gross acre	65 DUs per gross acre



EXHIBIT 16: Special Requirements



Current Boundary Conditions

DT	Garden District								
	Neighborhood Edge								
ST	General Mixed-Use								
	Office Core								
	Mixed-Use								
BT	BT-1		BT-2			BT-3			
						BT-4			
						BT-5			
						BT-6			
LT	LT-1	LT-2	LT-3	LT-4	LT-5	LT-6	LT-7	LT-8	LT-9

Block Types

- Block Type 2 (BT-2)
- Block Type 3 (BT-3)
- Block Type 4 (BT-4)
- Block Type 5 (BT-5)
- Block Type 6 (BT-6)

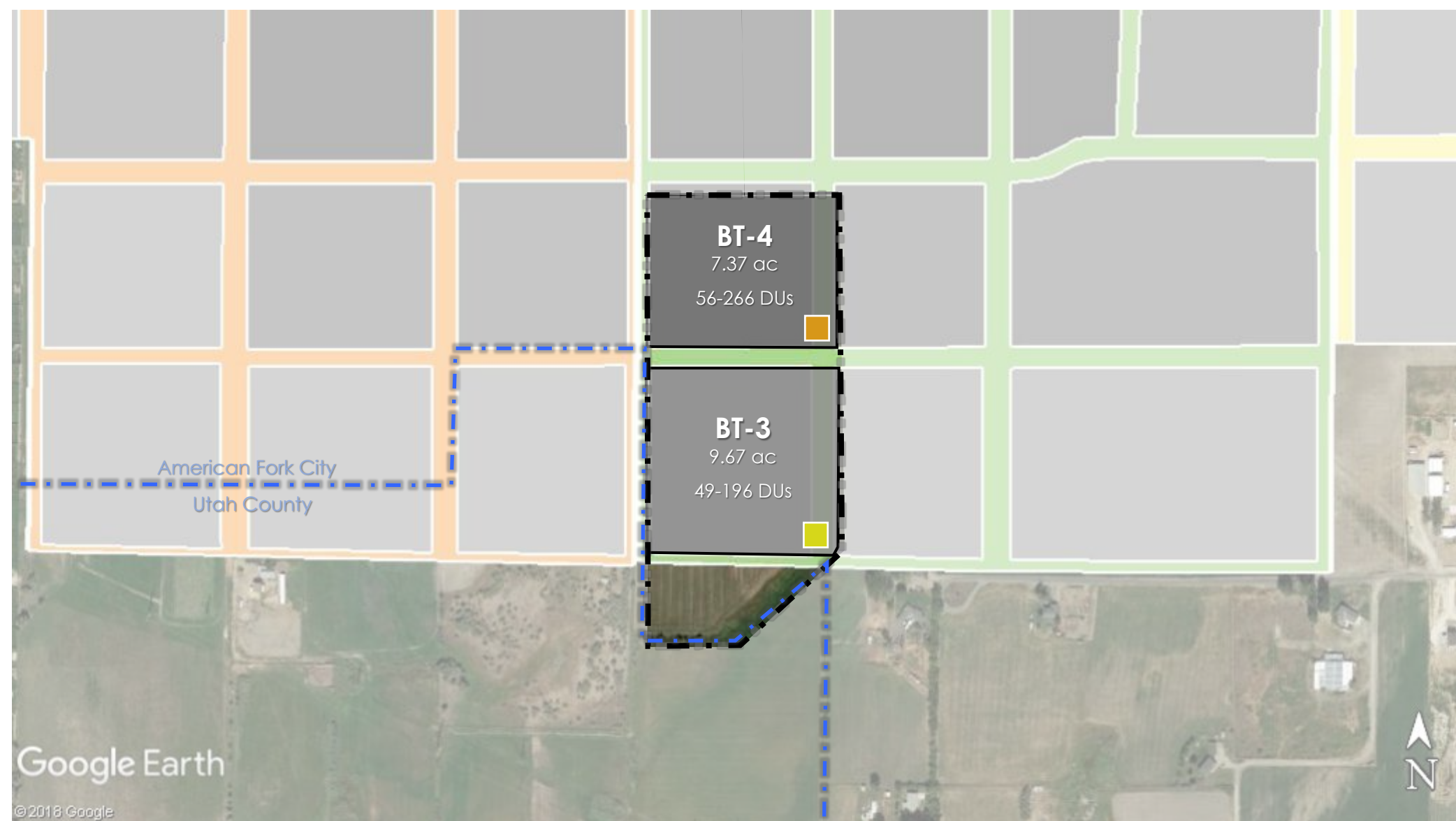
Subject Property

Sub-Districts

- Office Core
- Mixed-Use Core
- General Mixed-Use
- Neighborhood Edge

EXHIBIT 16: Special Requirements

NOTE: Block Type adjustments are to account for block to block consistency with approval given to Ardero DFP.



Requested Block Boundary & Type Adjustments

DT	Garden District								
	Neighborhood Edge								
ST	General Mixed-Use								
	Office Core								
	Mixed-Use								
BT	BT-1		BT-2			BT-3		BT-4	
LT	LT-1	LT-2	LT-3	LT-4	LT-5	LT-6	LT-7	LT-8	LT-9

Block Types

- Block Type 2 (BT-2)
- Block Type 3 (BT-3)
- Block Type 4 (BT-4)
- Block Type 5 (BT-5)
- Block Type 6 (BT-6)

Subject Property

Sub-Districts

- Office Core
- Mixed-Use Core
- General Mixed-Use
- Neighborhood Edge

REFERENCE: Garden District

DT	Garden District								
ST	Neighborhood Edge			General Mixed-Use			Office Core		
BT	BT-1		BT-2		BT-3		BT-4		BT-5
LT	LT-1	LT-2	LT-3	LT-4	LT-5	LT-6	LT-7	LT-8	LT-9

Block Types

Block Type 2 (BT-2)

Block Type 3 (BT-3)

Block Type 4 (BT-4)

Block Type 5 (BT-5)

Block Type 6 (BT-6)

Sub-Districts

Office Core

Mixed-Use Core

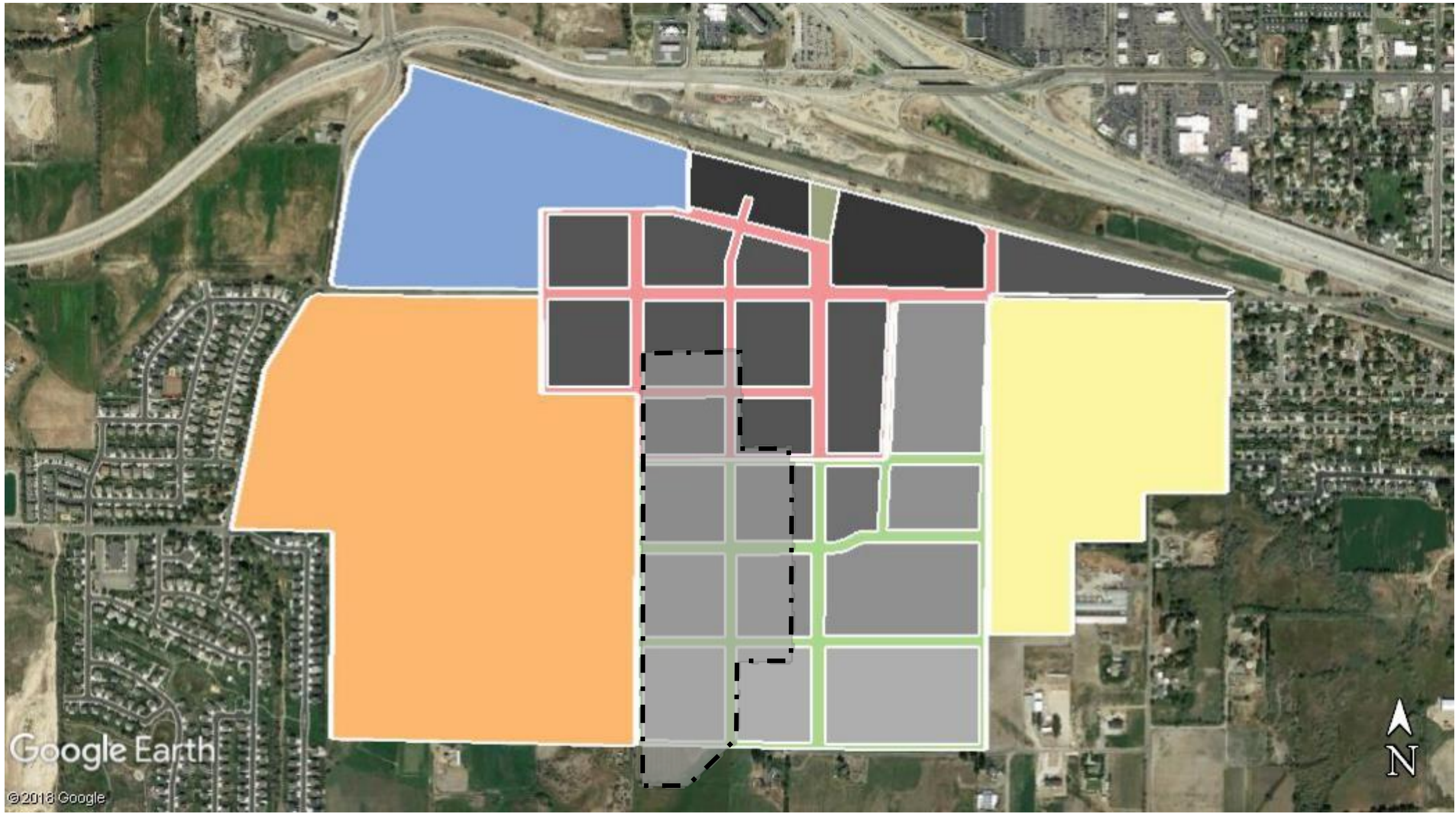
General Mixed-Use

Neighborhood Edge

Garden District			
- Low	359	4.6	395,371
- High	1,588	20.1	1,746,573

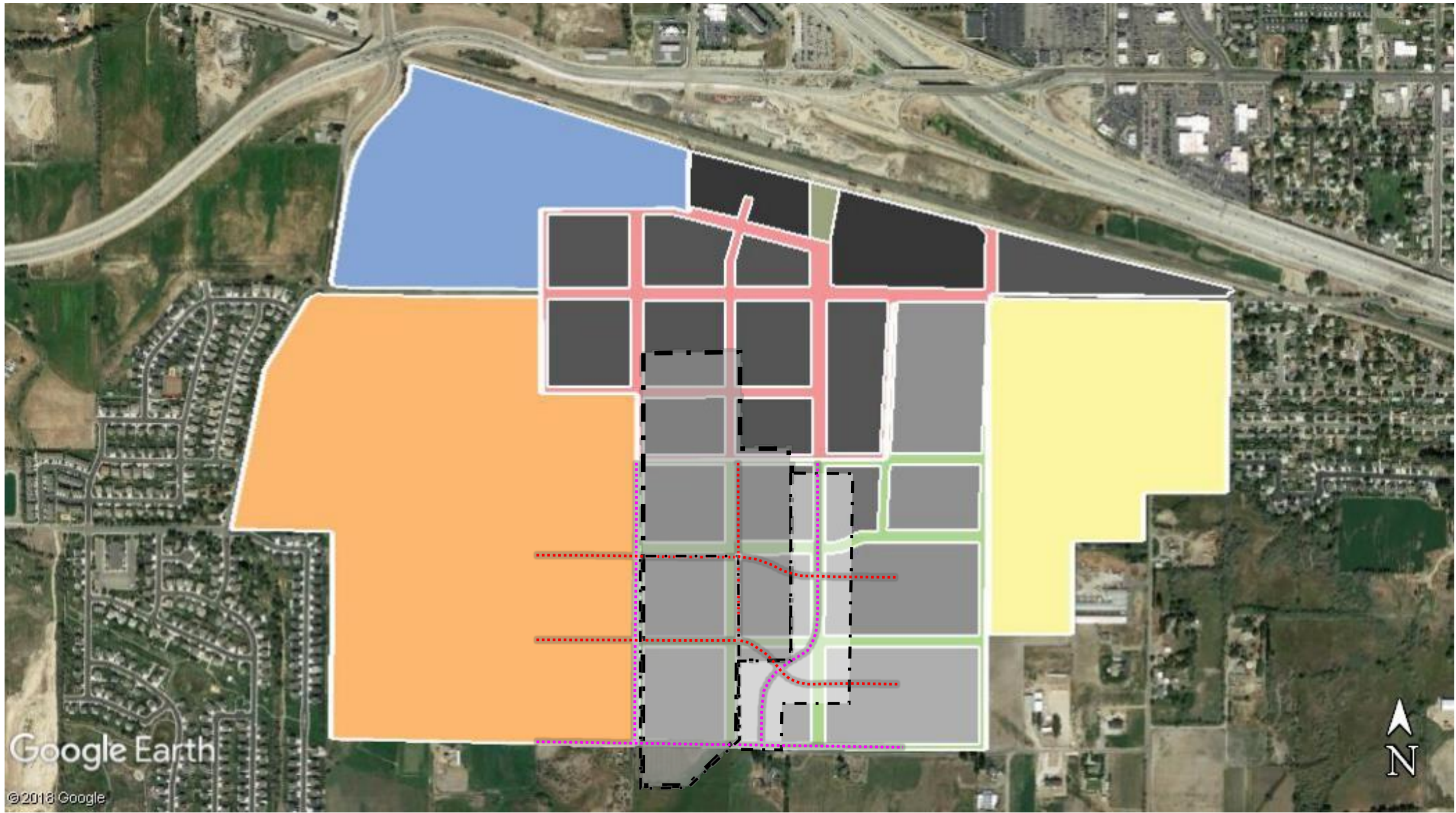


REFERENCE: White Horse Developers



Comprehensive Ownership/Control

REFERENCE: White Horse Developers and Ardero



Attachment: 2. District Framework Plan (NBFF District Framework Plan)

Comprehensive Transportation Plans

AMERICAN FORK CITY
PLANNING COMMISSION

MEETING DATE: September 18, 2019
STAFF PRESENTATION: Adam Olsen

AGENDA TOPIC: Hearing, review and action on the NBFF District Framework Plan, located in the area of 500 South 1000 West, in the TOD (Transit Oriented Development) zone.

BACKGROUND INFORMATION				
Location:		Approximately 500 South 1000 West		
Applicants:		White Horse Developers/Community One		
Existing Land Use:		Agriculture		
Proposed Land Use:		Residential		
Surrounding Land Use:	North	Agriculture		
	South	Agriculture		
	East	Agriculture		
	West	Agriculture		
Existing Zoning:		TOD (Transit Oriented Development)		
Proposed Zoning:		N/A		
Surrounding Zoning:	North	TOD		
	South	Residential Agriculture 5 (Utah County)		
	East	TOD		
	West	Residential Agriculture 5 (Utah County)		
Land Use Plan Designation:		TOD (Transit Oriented Development)		
Zoning within Land Use Plan designation?		x	Yes	No

Background

The area comprising the NBFF District Framework Plan consists of approximately 22 acres. It is located in the area of 500 South 1000 West; and runs from north to south. Nearly the entirety of the property lies within the Garden District; an exception being the very southern portion, which lies outside the TOD overlay. Within this district, the General Mixed-Use and Neighborhood Edge sub-districts are present. South of this area, a traditional low-density 3 du/ac designation is present.

District Framework Plans are covered in Section 4 of the recently adopted TOD Code. A District Framework Plan lays the overall groundwork, or backbone, of forthcoming development. District Framework Plans proceed through Planning Commission and ultimately City Council. Following approval of a District Framework Plan, subsequent development submittals are reviewed and either approved or denied by staff; the

exception being formal subdivision plats, which still proceed through Planning Commission and City Council. Per Section 4.01.3 of the Code, District Framework Plans expire 24 months after approval “if not acted upon further through the submittal of a block plan”. Extensions may be granted by the Council, if requested and deemed appropriate.

Section 4.02 of the TOD Code outlines submittal requirements for a District Framework Plan. Those requirements, as well as submission materials particular to this District Framework Plan, are detailed below.

Consistency with the Land Use Plan:

The Land Use Plan designates this area as “Transit Oriented Development”. The District Framework Plan is consistent with the Land Use Plan designation.

Section 4.02 of the TOD Code, “Submission Requirements”

A District Framework Plan submittal must include the following exhibits:

a. Exhibit 1: Legal Description.

A legal description of the area comprising the District Framework Plan has been submitted and labeled as Exhibit 1.

b. Exhibit 2: Boundary Survey.

A boundary survey, highlighting the parcels included in the District Framework Plan, has been submitted and labeled as Exhibit 2.

c. Exhibit 3: Development Area Plan.

The underlying Development Area Plan, adopted at the time of TOD Code approval, is provided and labeled as Exhibit 3. The area comprising the District Framework Plan is highlighted within the overall Development Area Plan; illustrating the district (Garden District). The sub-districts (General Mixed Use and Neighborhood Edge) are illustrated and labeled on Exhibit 6.

d. Exhibit 4: Boundary Map.

Similar to the boundary survey provided in Exhibit 2, a boundary map has been submitted and labeled as Exhibit 4. Included in the boundary map is the following, as required:

- i. Name and ownership of the properties.
- ii. Acreage of the properties.
- iii. Boundaries of the properties.

- iv. Existing land use of all properties within 500 feet. Existing land use is agriculture.
- e. Exhibit 5: Constraints Map.

A constraints map is intended to identify areas such as flood plain, wetlands, water bodies, or other sensitive lands. A constraints map has been submitted and labeled as Exhibit 5. This map identifies the following constraint: a pond due to a high-water table. All future submittals will work within the parameters of this constraint.

- f. Exhibit 6: District Framework Plan

A district framework plan has been submitted and labeled as Exhibit 6 (multiple pages). Included in the exhibit is the following, as required:

- i. Block type boundaries and IDs and a data table including block type assignment, net acreage and gross acreage of each block type. This has been illustrated in the exhibit. The area of this District Framework Plan falls within block types 2 and 3. Block type locations have been identified, as have net and gross acreage of each block type.

****Of note: applicants request that block type 3 replace block type 2. This extension (block type 3) was approved with the ADG District Framework Plan (directly east), due to access restrictions off of 900 West, and for the allowance of rear-loaded product. Applicants request a similar extension of block type 3, to create consistency with the ADG Framework Plan; creating cohesive, consistent block types. Applicants also request that block type 3 be replaced with block type 4. A similar request, to replace block type 3 with block type 4, was approved with the Hoggard District Framework Plan, directly adjacent to the east. Again, Applicants request the change in order to create consistent block types adjacent to one another. The Planning Commission and Council is not required to approve the requests and the Applicants will likely speak to these requests in greater detail at the Planning Commission meeting.****

- ii. Civic district boundaries, and a data table including types, acreages, and any assigned uses. Civic spaces, such as open space, is identified as a percentage of required open space: 10-20% for both sub-districts within the Garden District. It is too early in the process to identify where all open space will lie. Open space requirements will be met utilizing the allowable types of open space as identified in the TOD Code (Section 7). Staff will ensure open space types and percentages are met, through future submittals.
- iii. A data table including gross acreage and net acreage of the district, net acres of developable land and total acreage assigned to thoroughfares.

- iv. A data table indicating the total aggregated gross acreage of each block type and civic district and percentage of the gross character district acreage.
- g. Exhibit 7: Transportation Network Plan

A transportation network plan has been submitted and labeled as Exhibit 7. Included in the exhibit is the following, as required:

- i. A key showing the thoroughfare network of the governing development area plan and the transportation master plan. The thoroughfare network of the underlying development area plan is illustrated, along with the corresponding street types as identified in the City's Transportation Master Plan.
 - ii. Existing, new, and modified thoroughfares.
Applicants request modifications of roads within the underlying operational overlay. They have coordinated with Engineering on these modifications; preserving the integrity of the underlying operational overlay, as well as providing connections to adjacent properties. Engineering will discuss proposed modifications in greater detail.
 - iii. New and modified intersections. Intersection assemblies are identified and provided for in Exhibit 13.
 - iv. Existing, new, and relocated major utility easements.
 - v. A data table including all thoroughfares within the character district, indicating ownership, right-of-way widths, number of vehicular lanes, thoroughfare type, and transportation provisions.
- h. Exhibit 8: Thoroughfare Naming Plan

A thoroughfare naming plan has been submitted and labeled as Exhibit 8. Included in the exhibit is the following, as required:

- i. Names for each thoroughfare within the character district in accordance with the City's street naming ordinance. Exhibit 8 indicates the names of thoroughfares provided. These names are in accordance with the City's street naming system.
- i. Exhibit 9: Bicycle Network Plan

A bicycle network plan has been submitted and labeled as Exhibit 9. Included in the exhibit is the following, as required:

- i. Existing and new bicycle networks. The exhibit notes that there will be buffered cycle track along both sides of 1100 West.
- j. Exhibit 10: Traffic Study

Preliminary projected traffic counts for the area have been provided and labeled as Exhibit 10.

k. Exhibit 11: Civic District Plan

An exhibit, noting the types of allowable open space within block types 3 and 4 has been presented. Exact locations and networks of open space will be identified in future reviews. Staff will ensure compliance with open space types, locations, and percentages in future reviews; pursuant to the applicable sections of the TOD Code.

l. Exhibit 12: Thoroughfare Assemblies

A thoroughfare assembly is provided and labeled as Exhibit 12. Cross-sections and assembly types are provided for neighborhood streets and neighborhood collectors, as identified in the exhibit.

m. Exhibit 13: Intersection Assemblies

An intersection assembly exhibit has been provided and labeled as Exhibit 13. Types of proposed intersections are identified.

n. Exhibit 14: Phasing Plan

A phasing plan, indicating phase boundaries and sequence of each phase, has been provided and labeled as Exhibit 14. The area will be developed in two phases, as indicated in the exhibit.

o. Exhibit 15: Detailed Architectural Standards

Conceptual architectural themes are provided and labeled as Exhibit 15. Refining of architectural standards and themes will be reviewed at future submittals. Themes are provided to give an idea of what may be placed within the area, per the block types found therein; however, approval of such standards is not part of a District Framework Plan approval.

p. Exhibit 16: Special Requirements.

As identified in previous exhibits, applicants request realignment of certain streets; extension of block type 4 to coincide with approval of block type 4 directly to the east (Hoggard DFP); extension of block type 3 to the southern boundary of the project to coincide with approval of block type 3 directly to the east (ADG DFP). The TOD Code allows Block Type 3 to be adjacent to single-family zoned properties (found directly south of the TOD overlay). Exhibit 16 illustrates these requests.

In addition, a “reference” exhibit has been provided, illustrating the related developers and proximity of properties to the NBFF properties. This provides a visual representation of alterations to the underlying transportation network approved with the Hoggard and ADG district framework plans; while preserving connectivity and the integrity of the operational overlay.

FINDING OF FACT

After reviewing the application for District Framework Plan approval, the following finding of fact is offered for consideration:

1. The District Framework Plan complies with the applicable requirements set forth in Section 4 of the TOD Code.
2. The Planning Commission finds that the requests made by applicants (realignment of certain streets, and designations of block types 3 and 4) permissible.

POTENTIAL MOTIONS

APPROVAL

Mr. Chairman, I move that we recommend approval of the NBFF District Framework Plan, with the findings as outlined in the staff report, and subject to any findings, conditions and modifications listed in the engineering report.

DENIAL

Mr. Chairman, I move that we recommend denial of the NBFF District Framework Plan.

Findings of denial may be attached to a recommendation of denial.

TABLE

Mr. Chairman, I move that we table action on the NBFF District Framework Plan.

AMERICAN FORK CITY ENGINEERING DIVISION STAFF REPORT

Planning Commission Meeting Date: 9/18/2019

This report is a summary of the American Fork City Engineering Division plan review comments regarding the subject plan as submitted by the applicant for American Fork City Land Use Authority approval:

Project Name: NBFF District Framework Plan

Project Address: 500 South 1000 West

Developer / Applicant's Name: White Horse Developers/Community One

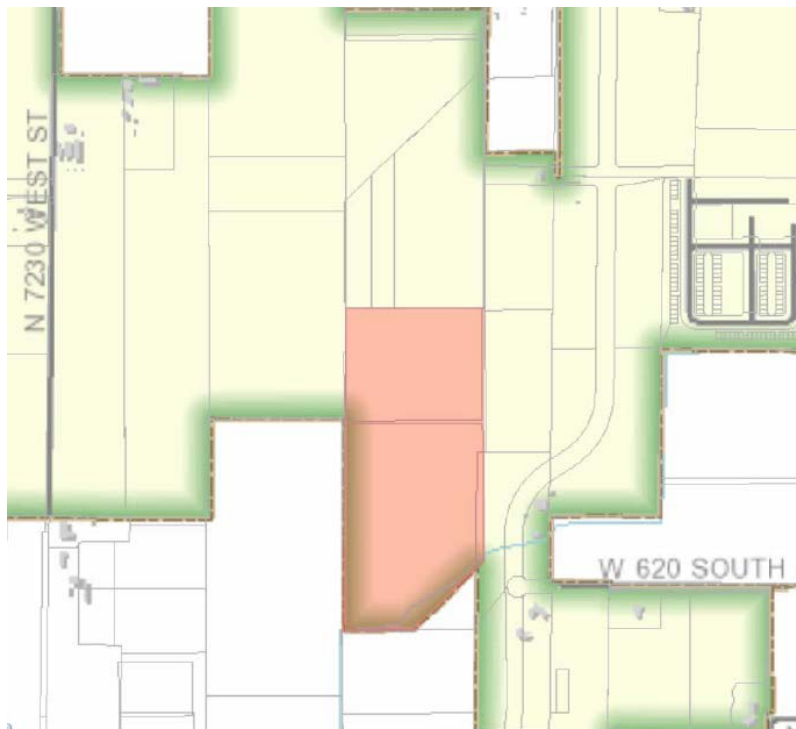
Type of Application:

- | | | |
|---|---|--------------------------------------|
| <input type="checkbox"/> Subdivision Final Plat | <input type="checkbox"/> Subdivision Preliminary Plan | <input type="checkbox"/> Annexation |
| <input type="checkbox"/> Code Text Amendment | <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Zone Change |
| <input type="checkbox"/> Commercial Site Plan | <input checked="" type="checkbox"/> District Framework Plan | |

Engineering Division Recommendation: The Engineering Division recommends APPROVAL of the proposed development subject to the following findings and conditions:

1. All Standard Conditions of Approval and items denoted as "Plan Modification(s) Required" in the 9/18/2019 Engineering Division Staff Report for the City Land Use Authority shall be addressed on all final project documents.

Project Map:



STANDARD CONDITIONS OF APPROVAL

Standard Conditions of Approval:

APPLICANT is responsible and shall submit/post/obtain all necessary documentation and evidence to comply with these Standard Conditions of Approval prior to any platting, permitting, or any other form of authorization by the City including plat recording or other property conveyance to the City and prior to scheduling a pre-construction meeting. All recording shall take place at the Utah County Recorder's Office.

1. **Title Report:** Submit an updated Title Report not older than 30 days or other type of appropriate verification that shows all dedications to the City are free and clear of encumbrances, taxes, or other assessments.
2. **Property Taxes and Liens:** Submit evidence that all the property taxes, for the current and/or previous years, liens, and agricultural land use roll over fees have been paid in full.
3. **Water Rights:** Submit evidence that all the required water rights have been conveyed to American Fork City.
4. **Performance Guarantee:** Post a performance guarantee for all required public and essential common improvements.
5. **Easements and Agreements:** Submit/record a long-term Storm Water Pollution Prevention Maintenance Agreement signed and dated by the property owner and any required easement documentation.
6. **Land Disturbance Permit:** Obtain a Land Disturbance Permit.
7. **Compliance with the Engineering Division Plan Review Comments:** All plans and documents shall comply with all the Technical Review Committee comments and the City Engineer's final review.
8. **Commercial Structure:** Record an Owner Acknowledgment and Utility Liability Indemnification if the proposed building is a multi-unit commercial structure served by a single utility service.
9. **Sensitive Lands:** Record all applicable documents required for compliance with the City's Sensitive Lands Ordinance.
10. **Utility Notification Form:** Submit a Subdivision Utility Notification Form.
11. **Professional Verification:** Submit final stamped construction documentation by all appropriate professionals.
12. **Fees:** Payment of all development, inspection, recording, street light, and other project related fees.
13. **Mylar:** Submit a Mylar. All plats will receive final verification of all formats, notes, conveyances, and other items contained on the plat by City staff (recorder, legal, engineer, GIS, planning).

Plan Modifications Required:

- 1.

UNAPPROVED MINUTES

Mr. England represents the landscaping company, said that the property owner wants a fence to be a screen for his business.

Mr. Dudley moved to approve the site plan for an 8' tall fence, located at 741 E. Utah Valley Dr. with the finding listed in the staff report, and subject to any findings, conditions, and modifications listed in the Engineering Report.

Mr. Dupaix seconded the motion. Voting was as follows:

Chairman Woffinden	Aye
Rod Brocious	Aye
Chris Christiansen	Aye
Christine Anderson	Aye
Harold Dudley	Aye
Geoff Dupaix	Aye
Eric Franson	Aye

The motion carried.

3. Hearing, review and action on a District Framework Plan for the NBFF TOD Project located in the area of 500 South 1000 West in the TOD zone

Mr. Olsen stated that the area comprising the NBFF District Framework Plan consists of approximately 22 acres. It is located in the area of 500 South 1000 West; and runs from north to south. Nearly the entirety of the property lies within the Garden District; an exception being the very southern portion, which lies outside the TOD overlay. Within this district, the General Mixed-Use and Neighborhood Edge sub-districts are present. South of this area, a traditional low-density 3 du/ac designation is present.

District Framework Plans are covered in Section 4 of the recently adopted TOD Code. A District Framework Plan lays the overall groundwork, or backbone, of forthcoming development. District Framework Plans proceed through Planning Commission and ultimately City Council. Following approval of a District Framework Plan, subsequent development submittals are reviewed and either approved or denied by staff; the exception being formal subdivision plats, which still proceed through Planning Commission and City Council. Per Section 4.01.3 of the Code, District Framework Plans expire 24 months after approval "if not acted upon further through the submittal of a block plan". Extensions may be granted by the Council, if requested and deemed appropriate.

Section 4.02 of the TOD Code outlines submittal requirements for a District Framework Plan. Those requirements, as well as submission materials particular to this District Framework Plan, are detailed below.

Consistency with the Land Use Plan:

UNAPPROVED MINUTES

The Land Use Plan designates this area as “Transit Oriented Development”. The District Framework Plan is consistent with the Land Use Plan designation.

Section 4.02 of the TOD Code, “Submission Requirements”

A District Framework Plan submittal must include the following exhibits:

a. Exhibit 1: Legal Description.

A legal description of the area comprising the District Framework Plan has been submitted and labeled as Exhibit 1.

b. Exhibit 2: Boundary Survey.

A boundary survey, highlighting the parcels included in the District Framework Plan, has been submitted and labeled as Exhibit 2.

c. Exhibit 3: Development Area Plan.

The underlying Development Area Plan, adopted at the time of TOD Code approval, is provided and labeled as Exhibit 3. The area comprising the District Framework Plan is highlighted within the overall Development Area Plan; illustrating the district (Garden District). The sub-districts (General Mixed Use and Neighborhood Edge) are illustrated and labeled on Exhibit 6.

d. Exhibit 4: Boundary Map.

Similar to the boundary survey provided in Exhibit 2, a boundary map has been submitted and labeled as Exhibit 4. Included in the boundary map is the following, as required:

- i. Name and ownership of the properties.
- ii. Acreage of the properties.
- iii. Boundaries of the properties.
- iv. Existing land use of all properties within 500 feet. Existing land use is agriculture.

e. Exhibit 5: Constraints Map.

UNAPPROVED MINUTES

A constraints map is intended to identify areas such as flood plain, wetlands, water bodies, or other sensitive lands. A constraints map has been submitted and labeled as Exhibit 5. This map identifies the following constraint: a pond due to a high-water table. All future submittals will work within the parameters of this constraint.

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****Of note: applicants request that block type 3 replace block type 2. This extension (block type 3) was approved with the ADG District Framework Plan (directly east), due to access restrictions off of 900 West, and for the allowance of rear-loaded product. Applicants request a similar extension of block type 3, to create consistency with the ADG Framework Plan; creating cohesive, consistent block types. Applicants also request that block type 3 be replaced with block type 4. A similar request, to replace block type 3 with block type 4, was approved with the Hoggard District Framework Plan, directly adjacent to the east. Again, Applicants request the change in order to create consistent block types adjacent to one another. The Planning Commission and Council is not required to approve the requests and the Applicants will likely speak to these requests in greater detail at the Planning Commission meeting.****

- ii. Civic district boundaries, and a data table including types, acreages, and any assigned uses. Civic spaces, such as open space, is identified as a percentage of required open space: 10-20% for both sub-districts within the Garden District. It is too early in the process to identify where all open space will lie. Open space requirements will be met utilizing the allowable types of open space as identified in the TOD Code (Section 7). Staff will ensure open space types and percentages are met, through future submittals.
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UNAPPROVED MINUTES

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- ii. Existing, new, and modified thoroughfares.
 Applicants request modifications of roads within the underlying operational overlay. They have coordinated with Engineering on these modifications; preserving the integrity of the underlying operational overlay, as well as providing connections to adjacent properties. Engineering will discuss proposed modifications in greater detail.
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UNAPPROVED MINUTES

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j. Exhibit 10: Traffic Study

Preliminary projected traffic counts for the area have been provided and labeled as Exhibit 10.

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An exhibit, noting the types of allowable open space within block types 3 and 4 has been presented. Exact locations and networks of open space will be identified in future reviews. Staff will ensure compliance with open space types, locations, and percentages in future reviews; pursuant to the applicable sections of the TOD Code.

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UNAPPROVED MINUTES

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In addition, a “reference” exhibit has been provided, illustrating the related developers and proximity of properties to the NBFF properties. This provides a visual representation of alterations to the underlying transportation network approved with the Hoggard and ADG district framework plans; while preserving connectivity and the integrity of the operational overlay.

Mr. Hunter said that this plan meets their connectivity goals. The 900 West road will be shifting west and going through the middle of a block, so a modification was made in order to avoid having two major roads very close together. He indicated that the Engineering Division recommends approval of the proposed development subject to the findings and conditions listed in the staff report.

Mr. Dupaix was concerned that with losing the adjacent roadway to 900 West, the development loses some of the grid shape that is most desirable. He cautioned against these kinds of adjustments from a traffic flow standpoint.

Mr. Hunter said that we anticipate providing more connectivity in that block through local roads.

Mr. Dupaix reiterated that he wants to stick with the grid as much as possible.

Mr. Mike Hathorne represents White Horse Development, offered to answer questions. No questions were asked.

Public Hearing Opened

Public Hearing Closed

UNAPPROVED MINUTES

1 **Mr. Brocious moved to recommend approval of the NBFF District Framework Plan, with**
 2 **the findings as outlined in the staff report, and subject to any findings, conditions and**
 3 **modifications listed in the engineering report.**

4 **Mr. Dupaix seconded the motion. Voting was as follows:**

5	Chairman Woffinden	Aye
6	Rod Brocious	Aye
7	Chris Christiansen	Aye
8	Christine Anderson	Aye
9	Harold Dudley	Aye
10	Rebecca Staten	Aye
11	Geoff Dupaix	Aye
12	Eric Franson	Aye

13 **The motion carried.**

- 14
 15 4. Hearing, review and action on adding Section 15.01.1417 to the American Fork City
 16 Municipal Code, a new detail for placement of 1.5" and 2" PI meters

17
 18 Mr. Hunter said that the Public Works Department at the request of the Water Division has
 19 looked at creating a new detail for larger pressurized irrigation water meter vaults to better
 20 accommodate maintenance and repairs of the meters as needed. This detail addresses those
 21 challenges that have historically been experienced by city maintenance personnel. The
 22 Engineering Division recommends approval of the proposed code text amendment.

23 24 25 Public Hearing Opened

26 Public Hearing Closed

27
 28 **Mr. Franson moved to recommend approval of the code text amendment.**

29 **Mr. Christiansen seconded the motion. Voting was as follows:**

30	Chairman Woffinden	Aye
31	Rod Brocious	Aye
32	Chris Christiansen	Aye
33	Christine Anderson	Aye
34	Harold Dudley	Aye
35	Rebecca Staten	Aye
36	Geoff Dupaix	Aye
37	Eric Franson	Aye

38 **The motion carried.**



**REQUEST FOR COUNCIL ACTION
CITY OF AMERICAN FORK
OCTOBER 8, 2019**

Department Recorder **Director Approval** Terilyn Lurker

AGENDA ITEM Review and action on a final plat for Beehive Clothing Plat A located at 398 East 1100 South in the PI-1 Planning Industrial zone.

SUMMARY RECOMMENDATION

Staff would recommend approval of the plat.

BACKGROUND

The proposed subdivision divides the property into 2 lots. Lot 1, which is 7.16 acres, will consist of the Beehive Clothing facility. Currently, Lot 2 is in agricultural use but a site plan will be presented upon subdivision approval. There is a right-of-way dedication for 1100 South that is needed; that is illustrated on the plat.

The planning commission minutes are unavailable at this time, but Planning will be available to give a report and answer any questions you might have.

BUDGET IMPACT

NA

SUGGESTED MOTION

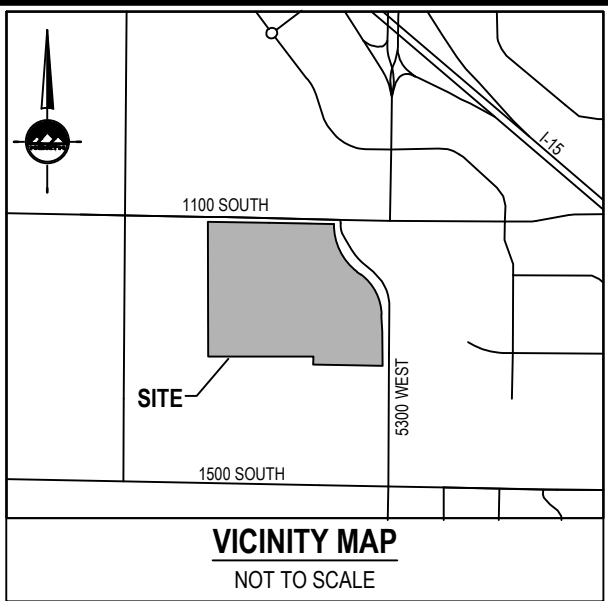
I move to approve the final plat of Beehive Clothing Plat A subdivision located in the area of 398 East 1100 South in the PI-1 Planned Industrial zone and to authorize the mayor and city council to sign the plat and accept the dedications with instructions to the city recorder to withhold recording of the plat subject to all conditions identified in the public record associated with the October 2, 2019 planning commission meeting.

SUPPORTING DOCUMENTS

Beehive Clothing Plat (PDF)
Beehive Clothing Staff reports (PDF)

BEEHIVE CLOTHING PLAT

LOCATED IN THE SOUTHWEST QUARTER OF SECTION 25,
TOWNSHIP 5 SOUTH, RANGE 1 EAST,
SALT LAKE BASE AND MERIDIAN,
AMERICAN FORK CITY, UTAH COUNTY, UTAH



SURVEYOR'S CERTIFICATE

I, PATRICK M. HARRIS, DO HEREBY CERTIFY THAT I AM A PROFESSIONAL LAND SURVEYOR, AND THAT I HOLD A LICENSE IN ACCORDANCE WITH TITLE 58, CHAPTER 22, PROFESSIONAL ENGINEERS AND LAND SURVEYORS LICENSING ACT, UTAH CODE ANNOTATED, 1953 AS AMENDED CERTIFICATE NUMBER 288882. I FURTHER CERTIFY THAT BY AUTHORITY OF THE OWNERS, I HAVE MADE A SURVEY OF THE TRACT OF LAND SHOWN ON THIS PLAT AND DESCRIBED BELOW. HAVE SUBDIVIDED SAID TRACT OF LAND INTO LOTS, STREETS, AND EASEMENTS, HAVE COMPLETED A SURVEY OF THE PROPERTY DESCRIBED ON THIS PLAT IN ACCORDANCE WITH SECTION 17-23-17, UTAH CODE ANNOTATED, 1953 AS AMENDED, HAVE VERIFIED ALL MEASUREMENTS, AND HAVE PLACED MONUMENTS AS REPRESENTED ON THE PLAT. I FURTHER CERTIFY THAT PER TITLE REPORT SUPPLIED BY _____ TITLE COMPANY, UNDER COMMITMENT NO. _____, DATED _____, EVERY EXISTING RIGHT OF WAY EASEMENT GRANT OF RECORD FOR UNDERGROUND FACILITIES, AS DEFINED IN SECTION 54-8a-2, UTAH CODE ANNOTATED, 1953 AS AMENDED, AND FOR OTHER UTILITY FACILITIES, IS ACCURATELY DESCRIBED ON THIS PLAT, AND FOR THAT THIS PLAT IS TRUE AND CORRECT.

BOUNDARY DESCRIPTION

Beginning at a point on the Southerly Right-of-Way of 1100 South Street, said point being South 00°05'46" East 64.80 feet and East 106.93 feet from the West Quarter Corner of Section 25, Township 5 South, Range 1 East, Salt Lake Base and Meridian, said West Quarter Corner being North 0°05'46" West 38.94 feet from the Witness Corner, and running:

thence South 89°10'41" East 581.79 feet along said Southerly Right-of-Way;
thence South 01°21'23" West 8.00 feet along said Southerly Right-of-Way;
thence South 89°10'41" East 540.11 feet along said Southerly Right-of-Way;
thence Southeasterly 43.99 feet along the arc of a 28.00 foot radius curve to the right (center bears South 00°49'12" West and the chord bears South 44°10'37" East 39.60 feet with a central angle of 90°00'21") along said Southerly Right-of-Way to the Westerly Right-of-Way of 500 East Street;
thence Southerly 132.45 feet along the arc of a 232.00 foot radius curve to the left (center bears South 89°12'20" East and the chord bears South 15°33'39" East 130.66 feet with a central angle of 32°42'39") along said Westerly Right-of-Way;
thence South 31°54'59" East 115.95 feet;
thence Southeasterly 260.77 feet along the arc of a 543.00 foot radius curve to the left (center bears North 63°50'14" East and the chord bears South 39°55'14" East 258.27 feet with a central angle of 27°30'56") along said Westerly Right-of-Way;
thence South 53°40'41" East 45.22 feet along said Westerly Right-of-Way;
thence Southeasterly 44.28 feet along the arc of a 477.00 foot radius curve to the right (center bears South 36°19'20" West and the chord bears South 27°06'53" East 426.61 feet with a central angle of 53°07'33") along said Westerly Right-of-Way;
thence South 00°33'06" East 56.78 feet along said Westerly Right-of-Way;
thence South 03°43'59" East 100.15 feet along said Westerly Right-of-Way;
thence South 00°33'06" East 324.62 feet along said Westerly Right-of-Way;
thence North 88°59'10" West 655.36 feet;
thence North 01°19'02" West 76.25 feet;
thence West 996.40 feet;
thence North 00°06'26" West 1,274.87 feet to the point of beginning.

Contains 1,912,238 Square Feet or 43.899 Acres and 2 Lots

OWNER'S DEDICATION

KNOWN ALL MEN BY THESE PRESENT THAT WE, ALL OF THE UNDERSIGNED OWNERS OF ALL OF THE PROPERTY DESCRIBED IN THE SURVEYOR'S CERTIFICATE HEREIN AND SHOWN ON THIS MAP HAVE CAUSED THE SAME TO BE SUBDIVIDED INTO LOTS, BLOCKS, STREETS AND EASEMENTS AND DO HEREBY DEDICATE THE STREETS AND OTHER PUBLIC AREAS AS INDICATED HEREON FOR PERPETUAL USE OF THE PUBLIC.

IN WITNESS WHEREOF WE HAVE HEREUNTO SET OUR HANDS THIS _____ DAY OF _____, A.D. 20____.

NAME _____
COMPANY _____

CORPORATE ACKNOWLEDGMENT

STATE OF UTAH
COUNTY OF _____ } S.S.
ON THE _____ DAY OF _____, A.D. 20____, I, _____, PERSONALLY APPEARED BEFORE ME, THE UNDERSIGNED NOTARY PUBLIC, IN AND FOR SAID COUNTY OF _____, IN SAID STATE OF UTAH, WHO AFTER BEING DULY SWORN, ACKNOWLEDGED TO ME THAT HE/SHE IS THE _____ OF _____, AND THAT HE/SHE SIGNED THE OWNERS' DEDICATION FREELY AND VOLUNTARILY FOR AND IN BEHALF OF SAID CORPORATION BY AUTHORITY OF A RESOLUTION OF ITS BOARD OF DIRECTORS FOR THE PURPOSES THEREIN MENTIONED AND ACKNOWLEDGED TO ME THAT SAID CORPORATION EXECUTED THE SAME.
MY COMMISSION EXPIRES: _____
NAME: _____
NO: _____
A NOTARY PUBLIC COMMISSION IN UTAH
NOTARY PUBLIC
RESIDING IN _____ COUNTY

APPROVAL BY LEGISLATIVE BODY

THE _____ OF _____ COUNTY OF UTAH, APPROVES THIS SUBDIVISION AND HEREBY ACCEPTS THE DEDICATION OF ALL THE STREETS, EASEMENTS, AND OTHER PARCELS OF LAND INTENDED FOR PUBLIC PURPOSES FOR THE PERPETUAL USE OF THE PUBLIC THIS _____ DAY OF _____, A.D. 20____.

MAYOR _____ CITY COUNCIL MEMBER _____
CITY COUNCIL MEMBER _____ CITY COUNCIL MEMBER _____
CITY COUNCIL MEMBER _____ CITY COUNCIL MEMBER _____
CITY ENGINEER _____ ATTEST: _____
CLERK - RECORDER
(SEE SEAL BELOW)

PLANNING COMMISSION APPROVAL

APPROVED THIS _____ DAY OF _____, A.D. 20____, BY THE AMERICAN FORK CITY PLANNING COMMISSION.

PLANNER _____ PLANNING COMMISSION CHAIRMAN _____

BEEHIVE CLOTHING PLAT

LOCATED IN THE SOUTHWEST QUARTER OF SECTION 25,
TOWNSHIP 5 SOUTH, RANGE 1 EAST,
SALT LAKE BASE AND MERIDIAN,
AMERICAN FORK CITY, UTAH COUNTY, UTAH

SHEET 1 OF 1

PROJECT NUMBER: 9051B

MANAGER: JKF

DRAWN BY: JNW

CHECKED BY: KFW

DATE: 9/13/19



SALT LAKE CITY
45 W. 1000 S., Suite 500
Sandy, UT, 84070
Phone: 801.255.0529
Fax: 801.255.4449
WWW.ENSIGNENG.COM

LAYTON
Phone: 801.547.1100
TOOELE
Phone: 435.843.3990
CEDAR CITY
Phone: 435.861.4663
RICHFIELD
Phone: 435.896.2983

SURVEYORS SEAL

NOTARY PUBLIC SEAL

CLERK-RECORDER SEAL

LAND USE ZONING PL-1

BASIS OF BEARING

THE BASIS OF BEARING IS BETWEEN THE WITNESS CORNER OF WEST QUARTER CORNER AND THE REFERENCE CORNER OF SOUTHWEST CORNER OF SECTION 25, TOWNSHIP 5 SOUTH, RANGE 1 EAST, SALT LAKE BASE AND MERIDIAN, WITH A BEARING OF SOUTH 00°06'04" EAST.

FLOOD ZONE DESIGNATION

SUBJECT PROPERTY FALLS WITHIN FLOOD ZONE _____ AS DELINEATED BY F.E.M.A. FLOOD INSURANCE RATE MAP, COMMUNITY PANEL MAP _____ EFFECTIVE _____ JULY 17, 2002.

WATER AND SEWER AUTHORITY APPROVAL

APPROVED THIS _____ DAY OF _____, 20____,
BY THE WATER AND SEWER AUTHORITY.

PUBLIC WORKS DEPARTMENT DIRECTOR

NOTES:

- HISTORICAL DEPTH OF HIGH WATER TABLE AND ELEVATION OF LOWEST FLOOR SLAB (MINIMUM 3 FEET ABOVE WATER LEVEL MEASURED DURING SPRING SEASON).
- OFF-SET PINS TO BE PLACED ON THE BACK OF THE CURB AND 2"X2" REBAR WITH THE SURVEYOR'S LICENSE NUMBER CAP TO BE PLACED AT ALL REAR CORNERS PRIOR TO ANY OCCUPANCY.

LEGEND

- EXISTING STREET MONUMENT
- PROPOSED STREET MONUMENT
- SECTION CORNER
- SET 5/8" REBAR WITH YELLOW PLASTIC CAP, OR NAIL STAMPED "ENSIGN ENG. & LAND SURV."
- BOUNDARY LINE
- SECTION LINE
- CENTER LINE
- EASEMENT LINE
- NO BASEMENT

LINE TABLE

LINE	BEARING	LENGTH
L1	N89°10'41"W	103.00'
L2	S50°51'22"E	190.14'
L3	S50°40'18"W	101.28'
L4	S64°53'33"W	31.89'
L5	N86°57'05"W	124.17'
L6	N1°25'03"E	21.27'
L7	N88°34'57"W	20.00'
L8	S1°25'03"W	20.70'
L9	N86°57'05"W	438.31'
L10	N18°21'48"W	48.33'
L11	N0°07'38"E	373.30'
L12	N89°10'41"W	20.00'
L13	N0°07'38"E	158.44'
L14	N89°29'45"W	9.69'
L15	S1°31'30"W	20.00'
L16	S89°29'45"W	10.18'
L17	N0°07'38"E	198.54'
L18	N18°21'48"W	65.23'
L19	N86°57'05"W	601.14'
L20	S64°53'33"W	39.40'
L21	S50°40'18"W	104.52'

CURVE TABLE

CURVE	RADIUS	LENGTH	DELTA	BEARING	CHORD
C1	477.00'	254.81'	30°36'27"	N38°22'26"W	251.79'
C2	477.00'	165.93'	19°55'54"	N10°31'03"W	165.10'
C3	543.00'	105.85'	11°10'08"	S48°05'38"E	105.68'
C4	543.00'	20.01'	2°06'43"	S41°27'12"E	20.01'
C5	477.00'	21.54'	2°35'12"	N21°46'36"W	21.53'

WEST QUARTER CORNER
SECTION 25,
T5S, R1E
SLB&M
(NOT FOUND)

WITNESS CORNER
WEST QUARTER CORNER
T5S, R1E
SLB&M
(FOUND 3" UTAH COUNTY
BRASS CAP)

BASIS OF BEARING
S 0°06'04" E 2721.48(W)
WITNESS CORNER TO REFERENCE CORNER
SECTION LINE S 0°06'56" E 2658.67(R)

SOUTHWEST CORNER
SECTION 25,
T5S, R1E
SLB&M
(NOT FOUND)

REFERENCE CORNER
SOUTHWEST CORNER
SECTION 25
T5S, R1E
SLB&M
(FOUND 3" UTAH COUNTY
BRASS CAP)

BOYDE G. WILLIAMS
13:060:0035

UTAH POWER & LIGHT COMPANY
13:060:0023

WILLIAMSON FARMS LLC
13:060:0062

DEVELOPER
GARDNER BATT, LLC
423 WEST BROADWAY, STE 230
SALT LAKE CITY, UTAH 84101
801-293-2301

AMERICAN FORK CITY
PLANNING COMMISSION

MEETING DATE: October 2, 2019
STAFF PRESENTATION: Adam Olsen

AGENDA TOPIC: Hearing, review and action on a final plat for Beehive Clothing Plat A, located at 398 E. 1100 S. in the PI-1 (Planned Industrial) zone.

ACTION REQUESTED: Recommendation of approval of the final plat.

BACKGROUND INFORMATION				
Location:		398 East 1100 South		
Applicants:		Ensign Engineering		
Existing Land Use:		Manufacturing/Agriculture		
Proposed Land Use:		Manufacturing/Office-Warehouse		
Surrounding Land Use:	North	Agriculture		
	South	Agriculture		
	East	Agriculture		
	West	Agriculture		
Existing Zoning:		PI-1 (Planned Industrial)		
Proposed Zoning:		N/A		
Surrounding Zoning:	North	Residential Agriculture 5 (Utah County)		
	South	PI-1 & Residential Agriculture 5 (Utah County)		
	East	Residential Agriculture 5 (Utah County)		
	West	PI-1		
Land Use Plan Designation:		Design Industrial		
Zoning within density range?		x	Yes	No

Background

The proposed subdivision divides the property into two lots. Lot 1 (7.16 ac) will consist of the Beehive Clothing facility. Lot 2 (36.62 ac) is currently in agricultural use. A site plan will be presented for Lot 2, upon subdivision approval. Right-of-way dedication for 1100 South is required and illustrated on the plat.

Section 17.8.211 of the Development Code

The Planning Commission may act to recommend approval of the final plat upon a finding that:

- a. The final plat and supporting materials conform with the terms of the preliminary approval.

The final plat and preliminary plan are processed concurrently, as one final plat. Any requirements of a preliminary plat have been addressed with the final plat.

- b. The final plat complies with all City requirements and standards relating to subdivisions.

This criterion has been met.

- c. The detailed engineering plans and materials comply with the City standards and policies.

Engineering will address concerns, if any, in their report.

- d. The estimates of cost of constructing the required improvements are realistic.

At the time that a performance guarantee is issued, costs are analyzed and adjusted, if needed, by Engineering.

- e. The water rights conveyance documents have been provided.

Water rights conveyance will be provided.

Consistency with the Land Use Plan

The Land Use Plan designates this area as "Design Industrial". The proposed subdivision is consistent with this designation.

FINDING OF FACT/CONDITION OF APPROVAL

After reviewing the application for final plat approval, the following findings of fact are offered:

1. The proposed subdivision meets the criteria as found in Section 17.8.211 of the Development Code.
2. The water rights conveyance, if needed, shall be satisfied prior to final plat recordation.

POTENTIAL MOTIONS:

APPROVAL

Mr. Chairman, I move that we recommend approval of Beehive Clothing Plat A, with the finding and condition listed in the staff report and subject to any findings, conditions, and modifications listed in the Engineering report.

DENIAL

Mr. Chairman, I move that we recommend denial of Beehive Clothing Plat A.

TABLE

Mr. Chairman, I move that we table action on Beehive Clothing Plat A.

AMERICAN FORK CITY ENGINEERING DIVISION STAFF REPORT

Planning Commission Meeting Date: 10/2/2019

This report is a summary of the American Fork City Engineering Division plan review comments regarding the subject plan as submitted by the applicant for American Fork City Land Use Authority approval:

Project Name: Beehive Clothing Plat A

Project Address: 398 East 1100 South

Developer / Applicant's Name: Gardner Batt, LLC

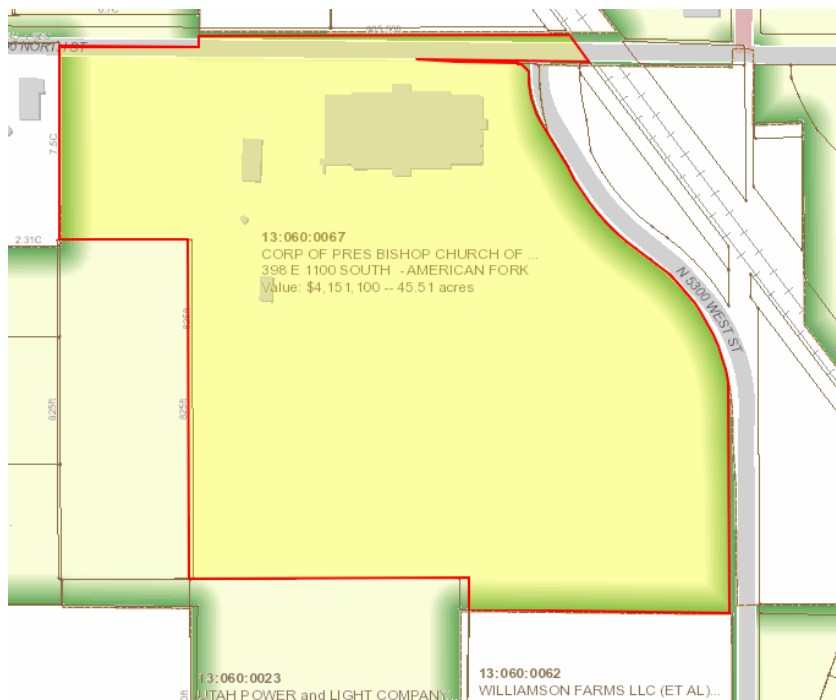
Type of Application:

- | | | |
|--|--|--------------------------------------|
| <input checked="" type="checkbox"/> Subdivision Final Plat | <input checked="" type="checkbox"/> Subdivision Preliminary Plan | <input type="checkbox"/> Annexation |
| <input type="checkbox"/> Code Text Amendment | <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Zone Change |
| <input type="checkbox"/> Commercial Site Plan | <input type="checkbox"/> Residential Accessory Structure Site Plan | |

Engineering Division Recommendation: The Engineering Division recommends APPROVAL of the proposed development subject to the following findings and conditions:

1. All Standard Conditions of Approval and items denoted as "Plan Modification(s) Required" in the 10/2/2019 Engineering Division Staff Report for the City Land Use Authority shall be addressed on all final project documents.

Project Map:



Attachment: Beehive Clothing Staff reports (Beehive Clothing Plat A)

STANDARD CONDITIONS OF APPROVAL

Standard Conditions of Approval:

APPLICANT is responsible and shall submit/post/obtain all necessary documentation and evidence to comply with these Standard Conditions of Approval prior to any platting, permitting, or any other form of authorization by the City including plat recording or other property conveyance to the City and prior to scheduling a pre-construction meeting. All recording shall take place at the Utah County Recorder's Office.

1. **Title Report:** Submit an updated Title Report not older than 30 days or other type of appropriate verification that shows all dedications to the City are free and clear of encumbrances, taxes, or other assessments.
2. **Property Taxes and Liens:** Submit evidence that all the property taxes, for the current and/or previous years, liens, and agricultural land use roll over fees have been paid in full.
3. **Water Rights:** Submit evidence that all the required water rights have been conveyed to American Fork City.
4. **Performance Guarantee:** Post a performance guarantee for all required public and essential common improvements.
5. **Easements and Agreements:** Submit/record a long-term Storm Water Pollution Prevention Maintenance Agreement signed and dated by the property owner and any required easement documentation.
6. **Land Disturbance Permit:** Obtain a Land Disturbance Permit.
7. **Compliance with the Engineering Division Plan Review Comments:** All plans and documents shall comply with all the Technical Review Committee comments and the City Engineer's final review.
8. **Commercial Structure:** Record an Owner Acknowledgment and Utility Liability Indemnification if the proposed building is a multi-unit commercial structure served by a single utility service.
9. **Sensitive Lands:** Record all applicable documents required for compliance with the City's Sensitive Lands Ordinance.
10. **Utility Notification Form:** Submit a Subdivision Utility Notification Form.
11. **Professional Verification:** Submit final stamped construction documentation by all appropriate professionals.
12. **Fees:** Payment of all development, inspection, recording, street light, and other project related fees.
13. **Mylar:** Submit a Mylar. All plats will receive final verification of all formats, notes, conveyances, and other items contained on the plat by City staff (recorder, legal, engineer, GIS, planning).

Plan Modifications Required:

- 1.



**REQUEST FOR COUNCIL ACTION
CITY OF AMERICAN FORK
OCTOBER 8, 2019**

Department Recorder **Director Approval** Terilyn Lurker

AGENDA ITEM Review and action on a resolution approving the Voter Participation Area map as prepared by the Utah County Elections office.

SUMMARY RECOMMENDATION

Staff would recommend approval.

BACKGROUND

In this last legislative session, HB 119 was passed which tied petition signature requirements for local initiative or referendum to percentages of the number of active voters in the political subdivision (as opposed to a percentage of all votes cast in the city for all candidates for President of the United States at the last election at which a President of the United States was elected). This bill also required municipalities to divide their township or city into contiguous and compact “voter participation areas” of substantially equal population before January 1, 2020, and again on January 2, 2022, and on January 1st every ten years. For American Fork City, we are required to divide our city into four voter participation areas. The general signature requirements (or the percentage of the number of active voters) for petitions will have to be obtained from at least 75% of the voter participation areas of the municipality.

The Utah County Elections office has taken the lead with this requirement as they are responsible for creating the voting districts in the county. They also have the current data needed and the technology to accomplish this. The attached map is being presented for approval.

BUDGET IMPACT

NA

SUGGESTED MOTION

I move to adopt the resolution approving the Voter Participation Area map as prepared by the Utah County Elections office.

SUPPORTING DOCUMENTS

Voter Participation Area Resolution (DOCX)
American Fork Voter Participation Areas - map (PDF)

RESOLUTION NO. _____**A RESOLUTION ADOPTING THE VOTER PARTICIPATION AREA MAP AS PREPARED BY THE UTAH COUNTY ELECTIONS OFFICE.**

WHEREAS, during the 2019 Legislative General Session HB 119 was adopted relating to Initiatives, Referenda, and other Political Activities; and

WHEREAS, HB 119 included the requirement for municipalities to establish “Voter Participation Areas”; and

WHEREAS, in accordance with State Code §20A-7-401.3, the city shall, no later than January 1, 2020, again on January 1, 2022, and January 1 each 10 years after 2022, divide the city into four contiguous and compact voter participation areas of substantially equal population for the purpose of obtaining signatures for initiatives and referenda; and

WHEREAS, the Utah County Elections Office has prepared the Voter Participation Area Maps for each municipality, including American Fork City.

NOW THEREFORE, BE IT RESOLVED by the City Council of American Fork, Utah as follows:

1. The Voter Participation Area Map (Exhibit A) prepared by Utah County Elections Office is hereby adopted.

PASSED by the American Fork City Council this 8 day of October, 2019.

Bradley J. Frost, Mayor

ATTEST:

Terilyn Lurker, City Recorder

Attachment: Voter Participation Area Resolution (Voter Participation Area map)

American Fork Quadrants

Utah County GIS Department

Q1

AF03
AF08
AF10
AF10S

Q2

AF05
AF06
AF06S
AF09

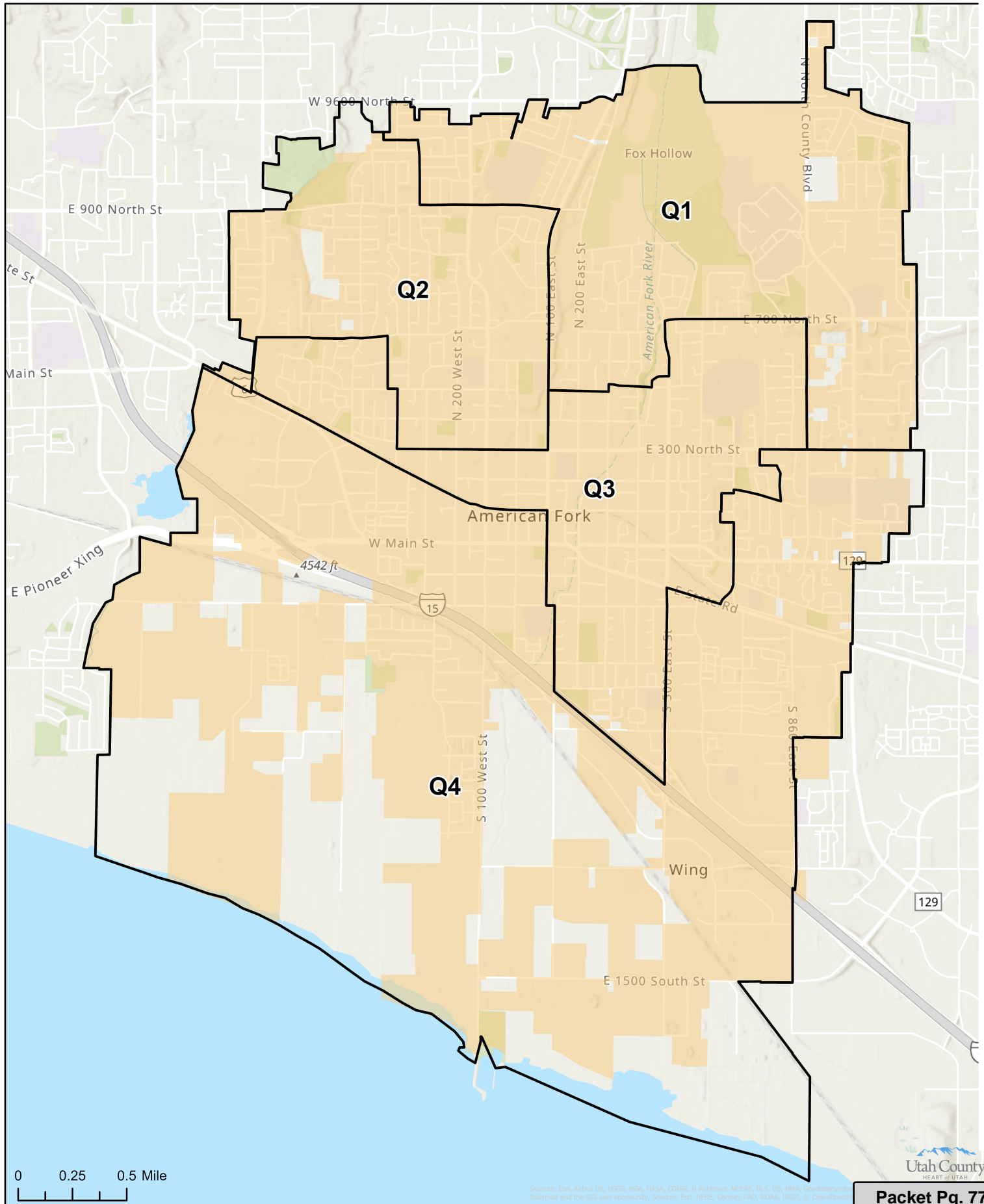
Q3

AF04
AF07
AF11
AF12

Q4

AF01
AF02
AF13
AF14

5.5.b



Attachment: American Fork Voter Participation Areas - map (Voter Participation Area map)



**REQUEST FOR COUNCIL ACTION
CITY OF AMERICAN FORK
OCTOBER 8, 2019**

Department Finance **Director Approval** Kyle Maurer

AGENDA ITEM Approval of Subscription Agreement With Blue Pine Media LLC for Business Licensing Software

SUMMARY RECOMMENDATION

Staff recommends approval.

BACKGROUND

The City recently issued a Request for Proposal (RFP) to replace the City's current business licensing software. Five proposals were received. Staff scheduled and participated in demonstrations of each software solution. After thoroughly scoring and ranking each proposal, City staff determined Blue Pine Media LLC (DBA Civic Review) best met the criteria of the RFP and would be the best solution for the City.

BUDGET IMPACT

\$11,400 first year, \$9,000 per year thereafter. \$10,000 was included in the fiscal year 2020 budget for this project; the Administration budget will make up the difference.

SUGGESTED MOTION

I move to approve a subscription agreement with Blue Pine Media, LLC in the amount of \$11,400.

SUPPORTING DOCUMENTS

RFP and Scoring Sheets (PDF)
Civic Review (PDF)
Civic Review Subscription Agreement (PDF)



***Request for Proposals to Provide
Business License Software for
American Fork City, Utah***

Issue Date: Tuesday, September 3, 2019

Submission Deadline: Tuesday, September 17, 2019, at 5:00PM MDT

RFP COORDINATOR: KYLE MAURER

(801) 763-3000; KMAURER@AFCITY.NET

51 E MAIN ST

AMERICAN FORK, UT 84003-2381

I. Background Information

The City of American Fork, incorporated in 1853, is located in the northern region of Utah County along the Wasatch Front. The City is situated approximately 28 miles from Salt Lake City. The City's population is estimated at 32,519 and Citywide budgeted expenditures total \$68,035,013. The City's population will continue to increase as the City remains a desirable place to live and significant development is expected to occur around the City's Transit Oriented Development (TOD) in the southwest portion of the City.

The City desires a new business license solution to replace its current business license software from Caselle. The current system has limited online capabilities and lacks electronic workflow routing for approvals. In addition, online forms are not integrated within the business license software and creates additional work.

Below are some statistics regarding the types and number of licenses issued by the City:

Business Licenses (New)	200
Business License Renewals	1,200
Home-Based Business Licenses-No Impact (Administrative Fee Only)	190
Home-Based Business Licenses-Impact	45
Mobile Food Truck Licenses	3
Solicitor Licenses	18
Temporary/Seasonal Licenses (Fireworks Stands, etc).	22
Beer/Liquor Licenses	34
Fire Inspection Fees Billed (on Business License Account)	183

The following information provided is intended and designed to provide those interested in responding sufficient basic information regarding minimum requirements. It is not intended to limit a proposal's content or exclude any relevant or essential data therefrom. Proposers are at liberty and are encouraged to expand upon the specifications to provide support for their service capabilities under any agreement.

II. Objective and Scope

The project will require new business license software, including configuration, implementation, and maintenance to support American Fork City's ordinance for business licenses. The proposed software solution should meet these minimum requirements:

- Must be updated regularly to be compliant with all State and Federal requirements as they change.
- Ability to submit new business license applications (multiple types), renew existing business licenses, close existing licenses (with restrictions), and apply for address changes online without the need for the applicant/business owner to submit any document(s) either by mail or in person, unless otherwise required by the City.
- Ability to have applicants fill out additional forms or questionnaires based on the type of license (such as a fire inspection form, home impact form, *etc.*).
- Ability to effectively and efficiently manage business license processes, which includes past due, final notices, administrative holds, *etc.*
- Ability to enter reminders and receive notifications of reminders.
- Ability to tailor the requirements based on the applicant's business type.
- A comprehensive tool for managing, accepting, printing, and maintaining permits issued. Software should have the ability for applicant to print license remotely.
- Ability to import/export cash receipt data in a .csv format. City currently uses Xpress Bill Pay for online payments (including electronic checks); preference will be given to software that integrates with Xpress.
- Ability to route approvals electronically.
- Comprehensive set of tools that can be used to manage user access, security, and track changes entered into the system by the user.
- Robust reporting capability which allow users to produce reports with the following information:
 - New license activity
 - License renewal activity
 - Business listing
 - Delinquent/past due
 - Fee type activity
 - Cash receipt detail & summary by batch and payment activity
 - Aging report
 - Adhoc reporting

The objective of this Request for Proposal (RFP) is to make an award to a Contractor (selected proposer) who delivers best overall value to the City considering the evaluation factors provided herein.

III. Proposed Schedule

The following table outlines the City's planned schedule of activities related to the RFP and implementation of the successful bidder's product. All times referenced are Mountain Time. The City reserves the right to amend the schedule as necessary.

RFP Issued	September 3, 2019
Deadline for Questions, Clarifications	September 16, 2019, at 5:00PM
City Response/Clarifications Provided	September 17, 2019, at 12:00PM
Proposals Due	September 17, 2019 at 5:00PM
Proposer Interviews or Product Demonstration (If Required)	September 18, 2019 to September 24, 2019
Selection and Negotiation	September 25, 2019 to September 30, 2019
Contract Awarded	October 1, 2019
System Go Live	December 1, 2019
Project Completion	January 1, 2020

IV. Proposal Submission

Proposals must be:

- A. Submitted in the format set forth herein.
- B. Made in the official name of the firm or individual under which the proposer's business is conducted (including official business address).
- C. Signed, using the cover page, by a person duly authorized to submit a proposal.
- D. Submitted electronically in SciQuest (Jagger) by the September 17, 2019, at 5:00PM MDT. Late submissions will not be accepted.

Proposal Format:

- A. Section 1 – Introduction; a letter of introduction to include the history of the company and experience in the type of work being proposed.
 - B. Section 2 – Experience; explanation of specific qualifications, training, and years of prior experience.
 - C. Section 3 – Recommended Solution; Detailed explanation of the software solution. The City would prefer a cloud-based (hosted off site) solution. List any hardware and infrastructure requirements that are not included with the software solution.
 - D. Section 4 – References; include at least three (3) reference locations/Cities where the proposed vendor has implemented a business license solution within the past three (3) years.
 - E. Section 5 – Cost; pricing broken down into components.
 - F. Section 6 – Maintenance and Support; priced annually.
- V. **Closing Date** – Proposals must be submitted via SciQuest (Jagger) by September 17, 2019, at 5:00PM MDT. No late proposals will be accepted. There will be no public opening of the proposals. Names of proposers will not be released until announcement of the award.

- VI. Firm Prices** – All quotes will be held firm for a minimum of sixty (60) days after the proposal due date listed above to allow adequate time for the City to consider each proposal and to make an award. Any discrepancy between the unit price and the extended or total price shall be determined by taking the lower price. Upon receipt of this proposal by the City, the Contractor shall be presumed to be thoroughly familiar with all the aspects of this proposal, including installation sites and all specifications and requirements of this proposal. The failure or omission to examine any location, equipment, form, instrument, or document shall in no way relieve Contractor from any obligation in respect to this RFP.
- VII. Proprietary/Confidential Information** – Any information submitted with a proposal is a public record subject to the Government Records and Management Act (GRAMA) (state of Utah Code 63G, Chapter 2). If a proposer submits information clearly marked proprietary or confidential, it will be treated confidentially to the extent permitted by law. However, it is the proposer's obligation and expense to defend any legal challenges seeking to obtain such information. The City will incur no liability due to release of information from a proposer labeled "proprietary" or "confidential."
- VIII. Acceptability of Proposals** – The Finance Director will determine which proposers have met the requirements of the RFP. Failure to comply with any mandatory requirement will disqualify a proposal. The Finance Director will have the sole authority to determine whether any deviation from the requirements of this RFP is substantial in nature. The Finance Director may waive or permit to be cured minor irregularities or minor informalities in proposals that are immaterial or inconsequential in nature, whenever it is determined to be in the City's best interest.
- The City may accept other than the lowest-priced offer. The City may conduct discussions with proposers in any manner deemed necessary to best serve the interests of the City. The Finance Director may limit the competitive range to firms highly rated technically and whose prices are considered to be reasonable by the City for purposes of efficiency. The Finance Director may reject in whole or in part any and all proposals if such is in the City's interest.
- Upon award, the contents of the response of the successful proposal will become contractual obligations. Failure of the proposer to accept these obligations in a subsequent purchase agreement, purchase order, or contract may result in cancellation of further negotiations.
- IX. Terms and Conditions**
- A. *Insurance Requirements* – The Proposer shall be required to submit proof of the required insurance prior to award of contract. These minimum levels of coverage are required to be maintained for the duration of the project and during the maintenance thereafter:
 - i. General Liability and Automobile Liability Coverage - \$1,000,000 per occurrence for bodily injury and property damage. If Commercial General Liability insurance or other form with a general limit is used, either the general aggregate limit

shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

- ii. Professional Liability Coverage - \$2,000,000 per occurrence (Note: A “claims made” policy is acceptable). If a consultant provides “claims made” coverage, consultant shall also agree in writing to either:
 - 1. Purchase Tail Insurance in the amount required by the resulting agreement to cover claims made within five years of completion of vendor’s services under the agreement.
 - 2. Maintain professional liability insurance coverage with the same carrier, or with an equivalent carrier in the amount required by the resulting agreement five years after completion of vendor’s services under the agreement.
- iii. Worker’s Compensation Coverage – State statutory limits.

- B. *Disclaimer* – This RFP does not commit the City to award a contract, or to pay cost incurred in the preparation of the proposal. The City reserves the right to extend the due date for the proposal, to accept or reject any or all proposals received as a result of this request, or to negotiate with any qualified vendor, or to cancel this RFP in part or in its entirety. The City may require the selected vendor to participate in negotiations and to submit such technical, fee, or other revisions of their proposals as may result from negotiations.
- C. *Assigned Representatives* – The City will assign a responsible representative to administer the contract, to assist the vendor in obtaining information. The vendor also shall assign a responsible representative (project manager) and an alternate, who shall be identified in the proposal. The vendor’s representative will remain in responsible charge of the vendor’s duties from the notice-to-proceed through project completion. If the vendor’s primary representative should be unable to continue with the project, then the alternate representative identified in the proposal shall become the project manager. The City’s representative shall first approve any substitution of representatives or subcontractors identified in the proposal in writing. The City reserves the right to review and approve/disapprove all key staff and subcontractor substitution or removal, and may consider such changes not approved to be breach of contract.

- X. **Addendum and Supplements to the RFP** – If it becomes necessary to revise any part of this RFP, an addendum or revision will be uploaded to SciQuest (Jagger). Questions concerning the RFP should be submitted through SciQuest (Jagger). Alternatively, questions may be directed to Kyle Maurer, Finance Director, at kmaurer@afcity.net. Any questions received outside of SciQuest (Jagger) will be posted in the solicitation as soon as possible.

- XI. **Evaluation of Proposals** – The following criteria will be considered when making an evaluation of the proposals:

- A. *Organization Background*

- 1. Company’s demonstrated capabilities and local staffing levels to meet project’s needs and service requirements.

B. Recommended Solution

- i. Understanding of requirements.
- ii. Project management methodologies
- iii. Proposed approach
- iv. Quality assurance plan

C. Technical Competence and Experience

- i. Project manager and key personnel's demonstrated experience and expertise.
- ii. Meets technical system requirements as outlined in the Request for Proposal.

D. Cost

- i. The cost proposal is comprehensive and realistic to complete the project.

American Fork Business License Software Evaluation

Reviewer Name:	AF City
-----------------------	---------

Criterion	EMPHASIS		
	Weight	Rating Scale	
Organization Background	15%	0	Fails to Fit
Recommended Solution	35%	1	Poor Fit
Technical Competence/Experience	35%	2	Fair Fit
Cost	15%	3	Good Fit
Total	100%	4	Very Good Fit
		5	Excellent Fit

Camino

Notes:

Evaluation

Criterion	Rating
Organization Background	5
Recommended Solution	4
Technical Competence/Experience	5
Cost	4

All respondents have a government-focused background or have serviced government clients.

Software can do all necessary needs. Public-facing portal is good. Only "complaint" is that it can be very busy with checklists and "to do" items down the side. We are worried applicants may get confused navigating through the steps. However, this is customizable. Look and feel is a notch below other products we looked at. Lack of cashiering module or way to enter payments.

Software meets all RFP requirements.

\$25,000/year. Not scaled on number of licenses.

LicenseTrack

Notes:

Evaluation

Criterion	Rating
Organization Background	5
Recommended Solution	3.5
Technical Competence/Experience	5
Cost	4

All respondents have a government-focused background or have serviced government clients.

Product seems very user friendly. Only "downside" is everything needs to be customized through Progressive. While the interface is modern, it seems to be more like a "legacy" ERP system in terms of configuration and being able to self administer software. Believe can meet deadline for business license renewals, but not all functionality (new licenses, etc) will be implemented by December 1st. Will require more work from LicenseTrack to set up.

Project team understands our needs and I think would be easy to work with.

\$28,695-First Year; Subsequent Years-\$6,499

Civic Review

Notes:

Evaluation

Criterion	Rating
Organization Background	5
Recommended Solution	5
Technical Competence/Experience	5
Cost	4.5

All respondents have a government-focused background or have serviced government clients.

Solution is very easy and user-friendly. Civic Review meets all specifications in RFP. Would be easy to convert to other license types (such as Special Events) in the future. Back end (admin side) is easy to use.

Local company (Ogden); believe would receive good customer service and technical support.

Initial cost-\$11,400; renewals-\$9,000. Pricing is based on number of licenses/permits processed through software.

GovBuilt**Notes:****Evaluation**

Criterion	Rating
Organization Background	5
Recommended Solution	5
Technical Competence/Experience	5
Cost	4

All respondents have a government-focused background or have serviced government clients. Founders have experience at Civic Plus, the creators of the City's website.

Product is very robust. Would grow with City. Could handle any permit or license issue thrown at it. Also offers seamless "look and feel" with website due to prior relationships with Civic Plus.

Founders have technical background and built solution. Also have built in many tools to "self manage" product, and has tools to allow IT officials to manage software.

\$26,200 first year/\$10,000 annually after

Jungle Lasers**Notes:****Evaluation**

Criterion	Rating
Organization Background	5
Recommended Solution	3
Technical Competence/Experience	5
Cost	4

All respondents have a government-focused background or have serviced government clients.

Product would work and fulfills RFP requirements. However, solution is used across multiple types of needs and is very "busy." Also, it is apparent that the web (customer) side of the product was not the focus. It is important to the City to have an easy-to-use experience for customers to the product. Terminology used in product does not match City (business licenses called merchantile licenses). However, City would need significant direction from company to determine how to set up product.

Company would be able to support and implement product.

Assuming flat pricing structure-\$19,000; renewal-\$15,000

NOTE: FOR CALCULATION ONLY - NO DATA ENTRY ON THIS WORKSHEET.

Firm Evaluation Matrix

Reviewer	Camino	LicenseTrack	Civic Review
AF City	4.5	4.325	4.925
N/A	0	0	0
Average Rating	4.50	4.33	4.93

Reviewer	Gov Built	Jungle Lasers
AF City	4.85	4.15
N/A	0	0
	4.85	4.15

Firm Name: Camino

Reviewer Name:		AF City		N/A	
Criterion	Weight	Rating	Score	Rating	Score
Organization Background	15%	5	0.75	0	0
Recommended Solution	35%	4	1.4	0	0
Technical Competence/Exp	35%	5	1.75	0	0
Cost	15%	4	0.6	0	0
Total	100%		4.5		0

Firm Name: LicenseTrack

Reviewer Name:		AF City		N/A	
Criterion	Weight	Rating	Score		Score
Organization Background	15%	5	0.75	0	0
Recommended Solution	35%	3.5	1.225	0	0
Technical Competence/Exp	35%	5	1.75	0	0
Cost	15%	4	0.6	0	0
Total	100%		4.325		0

Firm Name: Civic Review

Reviewer Name:

Criterion	Weight	AF City		N/A	
		Rating	Score	Rating	Score
Organization Background	15%	5	0.75	0	0
Recommended Solution	35%	5	1.75	0	0
Technical Competence/Experience	35%	5	1.75	0	0
Cost	15%	4.5	0.675	0	0
Total	100%		4.925		0

Firm Name: GovBuilt

Reviewer Name:

Criterion	Weight	AF City		N/A	
		Rating	Score	Rating	Score
Organization Background	15%	5	0.75	0	0
Recommended Solution	35%	5	1.75	0	0
Technical Competence/Experience	35%	5	1.75	0	0
Cost	15%	4	0.6	0	0
Total	100%		4.85		0

Firm Name: Jungle Lasers

Reviewer Name:

Criterion	Weight	AF City		N/A	
		Rating	Score	Rating	Score
Organization Background	15%	5	0.75	0	0
Recommended Solution	35%	3	1.05	0	0
Technical Competence/Experience	35%	5	1.75	0	0
Cost	15%	4	0.6	0	0
Total	100%		4.15		0

CIVICREVIEW.COM

**CIVIC**
review

PERMIT & LICENSING SOFTWARE

Proposal for
American Fork City, Utah

Business License Software

SciQuest RFP Event #: AFC20209591

September 13, 2019

Proposal by:

Blue Pine Media, LLC

DBA: Civic Review

www.civicreview.com

2314 Washington Blvd

Ogden, UT 84401

Signed:

John Reynolds

(435) 881-4413

john@civicreview.com



TABLE OF CONTENTS:

- A. Cover Letter
- B. Experience & Qualifications
- C. Recommended Solution
- D. References
- E. Cost
- F. Appendix: Technical Overview
- G. Appendix: Info for Treasurers
- H. Letter of Recommendation: Kaysville, UT
- I. Letter of Recommendation: Centerville, UT
- J. Letter of Recommendation: Cave Creek, AZ



John Reynolds
Founder, CEO
Blue Pine Media, LLC - DBA: Civic Review
(435) 881-4413
john@civicreview.com

September 13, 2019

Dear Mr. Maurer,

First of all, we appreciate the chance to be considered as a vendor for American Fork City. Civic Review is based in Ogden, Utah, and was founded in 2017 by myself, John Reynolds. I've been building web-based applications for about 10 years as a freelance consultant. In 2013, I was hired by Summit County to build a system for their Clerk's office to manage business license applications and approvals. They were frustrated with the manual, paper-based application and approval process. It wasn't as complete a solution as Civic Review is, but it did include online forms, online approvals, and a portal where applicants could review the approval process online, but did not include things like renewals and online payment. It was a one-time, proprietary software product built just for their needs based on their budget.

A few years later, the Summit County Health Department asked for a similar software package to be built. They needed a way to manage food permit applications and approvals, but they also needed renewals and online payment, as well as a way to manage event vendor permits. Then in 2016 the Summit County Special Events Department contracted me to build another comprehensive system for special event and film permitting.

At this point I realized these clients have not been able to find a solution that fit their needs, and I could have produced a single, customizable product to help serve all those scenarios. So I got on the phone and started interviewing various cities throughout the western states, starting with business licensing, to get their input on what an ideal solution would have. And so Civic Review came to be.

Our focus from the beginning has been on licensing and permitting, and user feedback drives the direction of our product as it continuously evolves. Our mission is to help municipalities by providing easier workflows for applicants and staff, more reliable record-keeping, and greater time-savings by creating superior tools which modern technology makes possible.

Graciously,

John Reynolds

Attachment: Civic Review (Approval of Subscription Agreement With Blue Pine Media LLC)



Experience & Qualifications

Civic Review is a small but growing company with clients spanning across Utah, Arizona, and California. Our staff includes experts in software engineering, user experience design, sales, and marketing. The company founder, John Reynolds, holds a bachelor's degree in Management Information Systems, and a master's degree in Instructional Technology & Learning Science. This education has helped influence Civic Review into what it is today as a stable software product that is easy to learn and navigate.

Our work with municipalities over the past few years has allowed us to adapt the product and make iterative changes that benefit all users. Since our company is young and small, our customers are able to help influence the product in a greater way versus alternative larger companies. In other words, the size of our company has allowed us to listen more to customers, quickly react to customer requests, and has given our customers more power to help shape the direction of Civic Review as it matures.

Close to 200 government staff members have used Civic Review in the past 12 months to process nearly 10,000 applications and renewals.

Recommended Solution

Product Summary

Civic Review is cloud-based permitting and licensing software. It can be used for any type of form that requires an application followed by the review/approval of a single person or multiple people. The software provides a way for municipalities to take business license applications online, and is the primary tool for collecting approvals from other staff members, communicating with applicants, gathering new information from applicants, and managing renewals. Besides business licensing, Civic Review works well for food establishment permits, event permits, planning/zoning permits, site plan applications, building permits, code enforcement collection, dog licenses, and much more.

When it comes to business licensing, no other known solution has the automation capabilities that Civic Review offers. Civic Review will automatically notify business owners when renewals are due, and will follow-up until the renewal window is closed. This can result in huge time savings for city staff, and helps business owners stay on top of their business licenses.

Consider a typical business licensing process within Civic Review:


1. An applicant easily applies online (applicants do not need to create an account). The application form is dynamic, meaning it changes based on what subsequent questions are asked. For example, if they indicate they are a daycare, the form can then require a background check be uploaded.
2. Staff is notified and asked to review the application. Approval routing can be configured based on rules and criteria. For example, if a business is selling food, the health department can be notified and asked to review an application.
3. The applicant is asked to pay (either before staff reviews happen, or after, or both). Fees can be paid online (via integration with Xpress Billpay). Applicants *do not* need to create a separate Xpress Billpay account.
4. Throughout the application process, staff can communicate with the applicant via messaging within the app, meaning, all this communication is stored with the record, instead of being spread around peoples' email inboxes.
5. Once payment is received and all approvals are gathered, the applicant is notified and they can print their business license online.
6. When it's time for renewals, Civic Review knows when renewals should start, and automatically sends requests for renewals to applicants. It also follows-up with applicants and reminds them leading up to due dates. Civic Review can also notify them of upcoming late fee deadlines, when applicable.



7. During the renewal process, applicants can review and change their information, provide new information, pay fees, and print their business license once again. Staff also has a chance to review changes to information before renewals are complete.

Proposed Solution Requirements

All requirements as outlined under “Objective and Scope” in the RFP with our responses to each:

Requirement		Our Comments
<i>Must be updated regularly to be compliant with all State and Federal requirements as they change.</i>	✓	Software updates roll out a few times a week on average. Being web-based, these updates happen without effort on behalf of users. We rely on feedback from our users to help guide update roadmaps, including usability enhancements, feature updates, and regulatory requirements.
<i>Ability to submit new business license applications (multiple types), renew existing business licenses, close existing licenses (with restrictions), and apply for address changes online without the need for the applicant/business owner to submit any document(s) either by mail or in person, unless otherwise required by the City.</i>	✓	<p>Applicants can apply for and renew their licenses online. The online application form is very user friendly and can include different kinds of fields depending on the needed information. Some examples of these fields are: text area, file upload, datepicker, checkbox, radio buttons, dropdowns, and maps. Forms can be changed at any time by city staff with our form-builder.</p> <p>Civic Review is aware of when a license is going to expire and will automatically send the applicant reminder emails. While renewing, the applicant has the ability to notify of closure, or review and update information (ex. Address changes, ownership changes, etc.). Applicants can also submit new information each year via the renewal questionnaire (for example, they can provide a current copy of their DABC license each year).</p>
<i>Ability to have applicants fill out additional forms or questionnaires based on the type of license (such as a fire inspection form, home impact form, etc.).</i>	✓	<p>Questionnaires can be added to application forms with rules for when they will be shown to the applicant. For example, if a home-based business indicates that they are going to accept visitation, the fire inspection form can appear.</p> <p>Civic Review also has the ability to add a questionnaire to the end of the renewal process (as mentioned above). An example of where this is</p>



		useful is collecting expiring information year-to-year from the applicants.
<i>Ability to enter reminders and receive notifications of reminders.</i>	✓	Civic Review has many automated reminder notifications that are sent to city staff and to applicants when an action is required such as fee payment, renewals, or needed approvals. Not only are reminder emails sent, but follow-up emails are also sent whenever action is required by the applicant.
<i>Ability to tailor the requirements based on the applicant's business type.</i>	✓	When creating an application, users are able to set rules to dictate which form fields and pages are shown based on how the applicant answers the questions. This makes filling out an application very user-friendly for the applicant; they are only shown information that is relevant to their business type. For example, certain home-based businesses may not need to even see questions related to nearby parking.
<i>A comprehensive tool for managing, accepting, printing, and maintaining permits issued. Software should have the ability for applicant to print license remotely.</i>	✓	<p>The city will be able to accept, review, and manage the licenses applied for. License data is printable by city staff.</p> <p>Applicants are able to track the progress of their permit in their online portal. Within this portal the applicant is also able to communicate with city staff and print their licenses.</p>
<i>Ability to effectively and efficiently manage business license processes, which includes past due, final notices, administrative holds, etc.</i>	✓	Lists of applications are easy to read and show the approval process in-line with each application. Staff can also filter lists of licenses which makes it possible to filter by renewals, by due date, and status. Final notices can be delivered via Civic Review's in-app messaging, which allows staff to send correspondence and attachments to applicants, as well as receive responses all within the app.
<i>Ability to route approvals electronically.</i>	✓	When setting up application forms, city staff has the ability to set rules and conditions for which departments are required to give their approvals. For example, if a business is selling food, Civic Review can notify users that belong to the health department, allowing them to login and review the application online. Because Civic Review is



		web-based these users will be able to give their approval from any device that is connected to the internet.
<i>Ability to import/export cash receipt data in a .csv format. City currently uses Xpress Bill Pay for online payments (including electronic checks); preference will be given to software that integrates with Xpress.</i>	✓	<p>Civic Review is fully integrated with Xpress Billpay using their “Simple Pay” integration, which provides a seamless payment experience for applicants <i>without</i> the need to set up their own account with Xpress Billpay.</p> <p>With Civic Review, city staff is able to filter a list of payments received by entering a date range to view transactions. Although it is recommended you use Xpress Billpay’s transactional data for bookkeeping; this generated list of transactions can be exported and used for auditing purposes.</p> <p>The proposed solution will allow for batch importing of cash/check receipts in csv format, as long as they have a matching permit number included.</p>
<i>Comprehensive set of tools that can be used to manage user access, security, and track changes entered into the system by the user.</i>	✓	<p>User roles can be assigned including administrative access to change all information, access to only record approvals, or view-only access.</p> <p>Civic Review tracks all changes to business license data, and allows you to go back and see what changes were made and when.</p>
<i>Robust reporting capability which allow users to produce reports with the following information:</i> <i>New license activity</i> <i>License renewal activity</i> <i>Business listing</i> <i>Delinquent/past due</i> <i>Fee type activity</i> <i>Cash receipt detail & summary by batch and payment activity</i> <i>Aging report</i> <i>Adhoc reporting</i>	✓	<p>Users are able to filter their permits/licenses into customizable and reusable report templates. Civic Review is able to generate the below requested reports:</p> <ul style="list-style-type: none">✓ New license activity✓ License renewal activity✓ Business listing✓ Delinquent/past due✓ Fee type activity (summary of fees collected for each license)✓ Cash receipt detail & summary by batch and payment activity✓ Aging report✓ Adhoc reporting via customizable filters



Other Notable Features

Aside from the requirements covered above, these are a few additional features we've heard our business licensing clients really get a kick out of:

- **In-App Messaging**

This is mentioned in the requirement comments above. Staff and applicants are able to communicate with one another within Civic Review. Attachments are also possible within these messages. This means all correspondence is stored together with the license record - rather than separately in your email client.

- **Internal Commenting**

Staff is able to communicate with each other within the app. Not only can they leave internal comments, but they can provide attachments and tag other users, notifying them if they've been mentioned in the comment.

Proposed Approach for Implementation

Implementation of software typically follows the process outlined below. However, this process can be adjusted based on the client's needs.

1. Gather information regarding all forms outlined in the RFP which American Fork would like initially added to Civic Review. This information includes current forms, fee structures, and approval processes. Also gather Xpress Billpay information required to setup online payment.
2. Review and answer implementation questions that come up while Civic Review staff builds online forms and their associated fees and other settings.
3. Test the forms by filling them out to make sure all required information is being asked for the correct way, and that approval structures and fees are set up correctly.
4. Import existing business license records into the Civic Review database.
5. When all forms are tested and correctly made, the city can now go live. Post the application links to the city's website and start using the software to process and review applications.
6. Provide training to staff with an initial in-person meeting, followed by subsequent online training sessions as needed.

Implementation timeline depends heavily on the responsiveness of city staff in the beginning weeks. Civic Review can have the municipality up and running in as little as 2 weeks; although average implementation takes 1-2 months due to the city's responsiveness to our questions and assigned tasks.

Quality Assurance & Technical Details

Civic Review deploys software updates a few times a week on average. Updates are seamless and require no effort by users. These updates include added features, improvements, and responses to any



issues reported by users. Feature requests by users are taken seriously, and are evaluated by our staff based on overall benefit to our user base.

At Civic Review we write automated tests (test code written to perform tests on the real code) and rely on these tests to ensure that updates don't inadvertently break existing functionality. As of the writing of this proposal 485 tests are performed for each update which checks various usage scenarios within the software. Backups are performed daily on all information stored by Civic Review. Please see the attached tech overview sheet for more information.

Customer Service

Civic Review prides itself in superior customer service. Civic Review will provide frequent training during the first months of use, and then staff will continue to be reachable by Civic Review's in-app chat capabilities, phone calls, emails, and, due to the approximation of our office to American Fork, visits if needed.



References

Letters of recommendation have been attached to the end of this proposal.

Client: Centerville City, UT	Implementation Year: 2018
Contact Info: Donna Wilkinson Business License Administrator 801-677-6438 dwilkinson@centervilleut.com	Usage: Centerville uses Civic Review for the following permit/license types: Temporary Special Event, Firework Retail Seller Permit, Beer Retailer, Commercial Business License, Subdivision, Site Plan, Conditional Use Permit. <i>**Centerville uses Xpress Billpay</i>
http://centervilleut.net/departments/community-development/	

Client: Town of Cave Creek, AZ	Implementation Year: 2017
Contact Info: Jane Fuller City Clerk 480-488-6621 jfuller@cavecreek.org	Usage: The Town of Cave Creek uses Civic Review for the following permit/license types: Annual Business License, Temporary Business License (vendor at event license)
http://www.cavecreek.org/index.aspx?NID=151	

Client: Kaysville City, UT	Implementation Year: 2017
Contact Info: Annemarie Plaizier City Recorder 801-497-7018 aplaizier@kaysvillecity.com	Usage: One of our earliest clients, Kaysville uses Civic Review for the following permit/license types: Alcohol/Beer Licence, Food Truck License, Vendor Registration, Home Occupation Business License, Commercial Business License, Special Event Permit, Mechanical & Electronic Amusement Devices Business License, Temporary Merchant Business License
https://www.kaysvillecity.com/184/Apply-For-a-License	



Cost

Setup Cost

Initial cost of Civic Review includes a setup fee (provided here) as well as the first-year's annual subscription fee (outlined in Section 6). Setup includes:

- Setup of the following forms with their respective questionnaires, fees, approval routes, rules, and certificates (this list could change at the time of implementation based on the city's preferences, and does not affect the setup cost):
 - Commercial Business License
 - Sexually Oriented Business License
 - Temporary/Seasonal License
 - Home Occupation Business License
 - Ice Cream Vendor
 - Mobile Food Truck License
 - Solicitor License
 - Beer/Liquor License
- Xpress Billpay payment integration setup
- Data migration: The importing of any existing or historical records American Fork wishes to have migrated via an excel spreadsheet or csv file
- Training of core business license staff (included in the overall setup cost)

Setup Cost Breakdown

Setup of online forms*	\$1200
Xpress Billpay integration setup	\$200
Data Migration	\$1000
Total Setup Fee	\$2,400

**Number of forms does not affect setup cost*

Annual Subscription Cost

Pricing is based on usage tiers, which is calculated by adding the number of new applications processed and the number of renewals processed. The annual fee covers the cost of ongoing maintenance and customer support. Maintenance includes but is not limited to: added features that fall

within the subscribed plan, performance improvements, app enhancements based on user feedback, regulatory updates, and server management.

Civic Review offers flexible pricing plans for any tax base. The annual price for the Enhanced plan is tiered based on the estimated number of applications & renewals processed each year.

Estimated annual applications and renewals:

1895

Pricing Tier*:

1500 - 2000



Both plans require initial payment of the setup fee. The setup fee covers the cost of training, assistance with implementation, the building of online forms, and, if applicable, the migration of data for any renewable records.

CONVENIENCE

Organizations who have a limited budget have the opportunity to use Civic Review free of charge.†

Instead of charging an annual subscription, Civic Review adds a convenience fee to each application fee payment made online.

HOW IT WORKS

Application Fee	\$100	→	
Online Convenience Fee	\$5	→	
Applicant Pays	\$105		

This plan is only compatible with STRIPE for payment processing.

ANNUAL PRICE

\$0/year

ENHANCED

A traditional subscription-based plan which **excludes convenience fees** and comes with a few extra goodies.

ADDITIONAL FEATURES

- Integrate with other payment processors including Forte, Authorize.net, and others (check with us)
- Set maximum amount for online fee payment
- Optionally pass credit card fees through to applicants
- Accept applications that do not require fees
- Allow applicants to print certificates online
- In-app messaging with applicants

ANNUAL PRICE

\$9,000/year

*There are no added usage fees if your numbers exceed your tier, but as your usage of Civic Review grows, pricing for the Enhanced plan is reevaluated each year upon subscription renewal.

†The Convenience plan is only available for organizations who process over 500 annual paid applications or renewals.

The price above is for the 1500-2000 tier. For your information: should in the future American Fork City decide to expand usage of Civic Review to other use-cases or online forms, the annual pricing for the next tier up (2000-3000) is \$13,500.

Cost Summary

Assuming the Enhanced Plan, fee totals for this proposal are as follows:

First Year Initial Price	\$11,400
Subsequent annual price	\$9,000

TECHNICAL OVERVIEW

FOR IT PERSONNEL

Last Updated: June 18, 2019

TECH STACK



Web Application: React

The front-facing application is built with React. React is found all over the internet these days, and is a great way to build fast, responsive single-page applications. As stated on their website, React is "a javascript library for building user interfaces."



API: Node.js

The internal API (the layer between the front-facing web application and the database) is built on Node.js, a super fast javascript-based platform that runs on the server. As stated in their docs, "Node.js uses an event-driven, non-blocking I/O model that makes it lightweight and efficient."



Database: MongoDB

MongoDB is a popular "noSQL" database. Instead of data being laid out in tables, it's stored as JSON objects. This allows us to have nested arrays and objects in each record, which is perfect for the flexibility which we allow with our application forms. Backups are performed daily.

HOSTING



The web app, database, and all file uploads are hosted on AWS (Amazon Web Services) servers. AWS is also trusted by the US Department of State, FDA, Capital One, and Dow Jones, among others. Application uploads and attachments are not accessible except via login through our app.

SECURITY



Data Communication

All communication is encrypted using HTTPS to prevent any data sniffing or manipulation while in transit between browsers and servers. We use Cloudflare for DDoS and spam protection.



Passwords

Passwords are stored using one-way encryption. This means we (or anybody else who might have access to the data) cannot see or deduce users' passwords.



Credit Cards & Payment

Our servers never see credit card numbers in any way. We use payment processors such as Stripe, Authorize.net etc, to outsource that responsibility so that all payments are done securely.



Sensitive Information

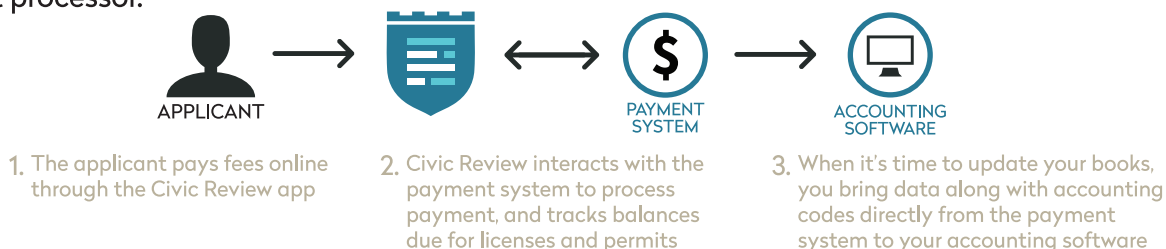
Sensitive information can be stored using "protected fields". These are form questions which automatically double-encrypt answers. These answers are only revealed with the click of a button by administrative users.

INFORMATION FOR TREASURERS, ACCOUNTANTS, AND OTHER FINANCIAL PERSONNEL

Last Updated May 15, 2018

OVERVIEW

Civic Review does not replace your accounting software. It does, however, replace any modules you currently use tracking permits or licenses, and will be the main source for storing information related to those records. Civic Review is also not directly responsible for processing online payments. Instead, Civic Review integrates with a 3rd party payment processor. When it comes to bringing that data into your accounting software, that process is between you and the payment processor.





RELATIONSHIP WITH YOUR ACCOUNTING SOFTWARE

Your accounting software will no longer be responsible for tracking licenses or permits and their balances as Civic Review will assume that responsibility. You will, however, continue to use your accounting software as usual for other responsibilities. When payments are made on Civic Review, each transaction can have an accounting code attached to it, so when this payment data is brought in from your payment provider to your accounting software, those fees can be tracked accordingly. If you continue using your current payment provider, this process will remain the same. If you're using another payment processor, this process might involve one additional step of importing payment data from a secondary source. If you're using the free plan (Convenience Plan, explained below), you'll be required to use Stripe as your payment processor.


ABOUT CARD FEES

Online payments usually require some sort of processing fee. If you're not used to taking fee payment using some sort of payment processor, here's a breakdown of how it works. There are two scenarios explained here. The Convenience plan allows organizations to use Civic Review for free, and whenever a payment is made online, Civic Review charges a convenience fee. The Convenience plan requires you to use Stripe as your payment processor, which deducts card fees as charges are made. Card fees on the enhanced plan depend on the processor chosen.

CONVENIENCE PLAN

Permit/License Fee	\$100	→	 \$100 will go to your organization
Online Convenience Fee	\$5	→	 \$5 will go to Civic Review
Applicant Pays	\$105		
Processor Fee is Deducted Stripe charges 2.9% + \$.30	\$(3.35)		
Net Amount Recived from Processor	\$96.65		

ENHANCED PLAN

Permit/License Fee	\$100	→	 \$100 will go to your organization
Applicant Pays	\$100		
Processor Fee	\$(3.20)*		
This depends on your processor: 2.9% + \$.30			
Net Amount Recived from Processor	\$96.80		
*Some processors, rather than deducting fees, send you a monthly invoice for fees. Again, this is an arrangement between you and your processor.			

As you can see, your organization is responsible for paying all processor fees, meaning the Convenience plan would incur a slight cost difference compared to the enhanced plan. This is due to technical limitations.

THE COST OF USING A DIFFERENT PROCESSOR

If you need to use a different processor because you're on the Convenience plan or your current processor does not offer integration, you may be worried about the cost of differing processor fee rates. You can use this formula to help calculate difference (this example uses Stripe rates). For smaller organizations, this often means a difference by a few hundred per year.

$$[\# \text{ of permits/licenses } (1100)] \times [\text{avg. fee } (\$80)] \times [\text{processor fee rate } (2.9\%)] + [\# \text{ of permits/licenses } (1100)] \times [\text{flat processor fee } (\$.30)]$$

To Whom it May Concern,

I am writing this letter to recommend the excellent services Civic Review. Civic Review has been working with Kaysville City for the last 2 years providing business license application management through their program. When I first spoke with Civic Review, I was in search of a better business license management program; one that would also give me the ability to have applications apply for a business licensing application, as well as renew their business licenses online. I was impressed at the simple look and easy way to navigate the Civic Review program, not only for the administrator but also for the user. Their prices are extremely reasonable compared to other services in the market.

The ease of being able to have an applicant apply for a business license online, being able to submit appropriate documentation as well as payment not only makes it easier for them, but really simplifies my job. From there the workflow has made it much easier for each department to be able to review each application and submit notes with their approval or internally.

What I have been most impressed with is the business license renewal process with Civic Review. We had gone from a snail mail renewal process, to a digital process. This has not only cut down on paperwork and the cost of supplies, but it's also cut down on time processing renewals. Gone were the ways of entering everything in manually! It has taken a lot of stress off of my shoulders, and I've heard many compliments about it from our residents.

Their customer service is over the top. If ever I have a question or a problem, they are quick to try to help answer my questions or resolve any issues I or a user might have. They will spend as much time as needed on the phone with me, and have even come to my office. I couldn't say more about how great they have been to work with.

Civic Review has completely changed the way we process our business license applications so that it's done more simply and efficiently. I am confident of the services of Civic Review and would highly recommend them.

Annemarie Plaizier
City Recorder
23 East Center Street
aplaizier@kaysvillecity.com
Office: 801-546-1235
Direct: 801-497-7018

Attachment: Civic Review (Approval of Subscription Agreement With Blue Pine Media LLC)



Centerville City

Community Development Department

655 North 1250 West, Centerville, Utah 84014
Ph 801-292-8232 • Fax 801-292-8251
www.centervilleut.net

September 10, 2019

Letter of Recommendation Civic Review

Centerville City implemented the business licensing software with Civic Review in the fall of last year and did all the 2019 renewals through the new software.

Civic Review personnel set up all the applications, license renewal form, and reports needed. We found them very knowledgeable, helpful, patient and willing to accommodate our requests and changes.

As the system started running the 2019 renewal term, any questions or concerns were resolved quickly with the Civic Review Team. We soon discovered that the new software was saving us a considerable amount of time during the renewal process.

Moving to the new online business application has streamlined the process, making it quicker to respond to the applicant, getting approvals from various departments, and email notifications to the applicant; as well as staff.

Centerville City would highly recommend Civic Review to any city that desires to streamline the licensing process and make it easier to renew and pay online.

Regards,

Centerville City Licensing Department



September 10, 2019

Mr. John Reynolds
Civic Review
3711 W 5400 S
Roy, Utah 84067

To Whom it may Concern,

It is with great enthusiasm that I recommend John and his team at Civic Review for Business License Software. I personally worked with John on the transition from the old system to Civic Review and he made the process seem easy; once I exported the data for him to use, he took over and I just needed to make decisions on dates for reminder notices and later input information on events. The cost is very economical yet we received a quality product and outstanding service. Regarding the online application process, we receive scarcely any calls for assistance from business owners.

For the few times that we have needed support, John and his staff have consistently provided timely and effective personal assistance to Town Staff. Our team all agree that we would highly recommend Civic Review.

Sincerely,

Jane Fuller, Deputy Town Clerk
Town of Cave Creek, AZ

Attachment: Civic Review (Approval of Subscription Agreement With Blue Pine Media LLC)

SUBSCRIPTION AGREEMENT

This SUBSCRIPTION AGREEMENT (the “**Agreement**”) is made and entered into this _____ (the “**Effective Date**”) by and between Blue Pine Media, L.L.C. *d.b.a.* Civic Review (“**Civic Review**”) and the American Fork City, UT (“**Subscriber**”). Civic Review and Subscriber may hereinafter be referred to collectively as the “**Parties**” or individually as a “**Party**.”

RECITALS

WHEREAS, Civic Review owns and operates <http://app.civicreview.com> (the “**Product**”), and Subscriber desires to utilize the Product to process permit and license applications and renewals.

AGREEMENT

NOW THEREFORE, in consideration of the promises and conditions set forth in this Agreement, Civic Review and Subscriber hereby agree as follows:

1. **PRODUCT.** Civic Review hereby grants Subscriber a non-exclusive, non-transferable, one-year license to use the Product in the regular course of its business between November 1, 2019 and October 31, 2020 (the “**Term**”). Civic Review maintains all rights of ownership to the Product.
2. **PRICE.** Subscriber shall immediately pay Civic Review a non-refundable annual subscription payment in the amount of \$9,000.00 plus a one-time setup fee of \$2,400 (the “**Price**”).
3. **RENEWAL.** Subscriber’s license will automatically renew at the end of the Term in one-year increments (the “**Automatic Renewal Term**”). Civic Review shall notify Subscriber of the non-refundable price (the “**Renewal Price**”) for each Automatic Renewal Term at least 45 days before the beginning of each Automatic Renewal Term. Payment of the Renewal Price must be made at the beginning of the applicable Automatic Renewal Term. The Parties may each cancel this Subscription Agreement in writing at least 7 days before the beginning of each Automatic Renewal Term.
4. **TERMS AND CONDITIONS.** Subscriber agrees to the additional terms and conditions set forth in Exhibit A. Civic Review may add to, modify, or otherwise amend the terms and conditions. Civic Review shall notify Subscriber of any such modification at least 45 days before the modification becomes effective. The Parties may each cancel this Subscription Agreement in writing at least 7 days before the modification becomes effective.
5. **NOTIFICATIONS.** All written notifications must be sent to the following:

Blue Pine Media, L.L.C. *d.b.a.* Civic Review
3771 West 5400 South
Roy, Utah 84067

American Fork City, Utah
51 E. Main St
American Fork, UT 84003

6. **GOVERNING LAW.** This Agreement shall be governed by and construed in accordance with the laws of the State of Utah.

7. **JURISDICTION AND VENUE.** The exclusive venue for any legal action to interpret or enforce any term or condition of this Agreement shall be the Second Judicial District Court in and for the State of Utah, and no other court shall have jurisdiction over the Parties.

8. **ATTORNEY FEES.** The prevailing Party shall be entitled to recover all costs of litigation, including a reasonable attorney fee, in any action regarding the interpretation or enforcement of this Agreement.

9. **ENTIRE AGREEMENT.** This Agreement constitutes the entire understanding between the Parties hereto with respect to the subject matter hereof and supersedes all negotiations, representations, prior discussions, and preliminary agreements between the Parties hereto, whether oral or written.

10. **WAIVER.** No failure by any of the Parties to insist upon the strict performance of any covenant, duty, agreement, or condition of this Agreement, or to exercise any right or remedy upon the breach thereof, shall constitute a waiver of any breach of this Agreement.

11. **SEVERABILITY.** Each of the provisions of this Agreement is independent of one another. Any provision of this Agreement found to be unenforceable shall be severed from the remaining terms and conditions, and the remainder of the terms and conditions shall be enforced to the full extent allowed in law or equity. Any unenforceable provision of this Agreement shall be re-written by a court or other tribunal interpreting the same such that it is then enforceable and most closely approximates the intent of the Parties.

12. **COUNTERPARTS.** This Agreement may be executed in one or more counterparts, all of which when taken together shall constitute but one agreement. The counterparts of this Agreement may be executed and delivered by any of the parties to any other party via facsimile or by .pdf file attached to electronic mail, and the receiving party may rely on the receipt of such document so executed and delivered by facsimile or other electronic means as if the inked original had been hand-delivered and received.

IN WITNESS WHEREOF, this Agreement has been executed by the Parties or their duly authorized representatives on the Effective Date.

**BLUE PINE MEDIA, L.L.C. d.b.a. CIVIC
REVIEW**

AMERICAN FORK CITY

Name: John Reynolds
Title: Founder/CEO

Name: _____
Title: _____

EXHIBIT A

These Terms and Conditions govern your use of the Product. “We” and “our” mean Blue Pine Media, L.L.C. *d.b.a.* Civic Review and its affiliates. “You” and “your” mean the “Subscriber” and any individual that accesses and/or uses the Product as an official representative of the Subscriber. “Applicant” means any individual using the site to submit applications, renewals, and application fees to the Subscriber.

1. Accounts. When you create an account, you must provide information that is accurate, complete, and current at all times. Your failure to do so constitutes a breach of these Terms and Conditions which may result in immediate termination of your license to use the Product. You are responsible for safeguarding the password that you use to access the Product and for any activities or actions under your password. You agree not to disclose your password to any third party. You must notify us immediately upon becoming aware of any breach of security or unauthorized use of your account. You agree not to share your password with other individuals or entities. You acknowledge and agree that we are not responsible for third-party access to your accounts that results from theft or misappropriation of your accounts information and/or passwords. We have the right to refuse you service, access to or use of the Product, and any and all of our products, services, systems and websites, to terminate your accounts, to monitor your accounts and activities on the Product and any and all of our products, services, systems and websites, without notice, in our sole and absolute discretion.

2. Application/Renewal Fees and Payments. You agree to be solely responsible for, and agree to timely specify and update, the amounts of any and all fees associated with each permit, license, or application for which you access and/or use the Product and our other products, services, systems and websites. You authorize and agree that we may conduct transactions and charges on your behalf. You are responsible for payment of all third-party payment processing fees.

3. Website Links. The Product may contain links to third-party web sites or services that are we do not own or control. We have no control over, and assume no responsibility for, the content, privacy policies, or practices of any third-party web sites or services. You further acknowledge and agree that we shall not be responsible or liable, directly or indirectly, for any damage or loss caused or alleged to be caused by or in connection with use of or reliance on any such content, goods or services available on or through any such web sites or

services. We strongly advise you to read the terms and conditions and privacy policies of any third-party web sites or services that you visit.

4. Termination. We may terminate or suspend access to the Product immediately, without prior notice or liability, if you breach the Subscription Agreement, including but not limited to these Terms and Conditions. All terms and conditions which by their nature should survive termination shall survive termination, including, without limitation, ownership provisions, warranty disclaimers, indemnity and limitations of liability. Upon termination, your right to use the Product will immediately cease. If you wish to terminate your account, you may simply discontinue using the Product.

5. Sensitive Application Information. Since you can define what data to request in your applications, you agree not to request any data that requires ACH compliance (for example, credit card numbers). Credit card information is handled securely using third-party services who adhere to ACH compliance. You agree to not collect or store any personally identifiable information from Applicants without their express permission (as given in the signature statement of your application forms). When an Applicant provides personal data to you using the Product, either during application, renewal, navigation, when using the Product in any way, making inquiries, requests or simulations through the website, the privacy policy shall apply to the Applicant. Since the privacy policy waives responsibility for the use data collected via application forms, you will be responsible for providing your own privacy policy to the Applicant regarding the use of their data, as provided on your own website when linking to our Product.

6. Applicant Data. “Applicant data” means any data, content, images, or other files submitted online via application forms. You will retain ownership of all applicant data and in the case of termination, have a right to export applicant data that belongs to your organization, as long as it is done prior to official termination (payment has lapsed). Subject to these Terms and Conditions, you grant us a royalty-free and non-exclusive license to use applicant data to communicate with applicants regarding application status, including status updates and events relevant to their records. You also grant us a royalty-free and non-exclusive license to use any applicant data that is publicly available and/or accessible for any purpose. You acknowledge that, in order to ensure compliance with legal obligations, prevent phishing or fraud or

when unlawful content is reported to us, we may be required to review certain content submitted to the Product to determine whether it is illegal or whether it violates these Terms and Conditions. We reserve the right to modify, prevent access to, delete, or refuse to display content that we believe violates the law or these Terms and Conditions. However, you accept that we have no obligation to monitor or review any content submitted to the Product.

7. Prohibited Uses. You agree refrain from engaging in any of the following: (a) without prior approval, you may not create frames around our app, with the sole exception of application forms; (b) access the Product by any means other than through interfaces we provide and as otherwise expressly authorized under these Terms and Conditions; (c) access, tamper with, or use non-public areas of the Product, our computer systems, or the technical delivery systems of our providers; (d) forge headers or otherwise manipulate identifiers in order to disguise the origin of any content transmitted through the Product; (e) manipulate the appearance of any screens we provide through the use of injected scripts; (f) modify, translate, or create derivative works of our software products, including the Product; (g) sell, sublicense, distribute, display, store or transfer our products or any data in our products in bulk or in any way that could be used to replace or substitute for our products in whole or in part or as a component of any material offered for sale, license or distribution to third parties; and (h) use any means to discern the source code of our products.

8. Links to the Product. In addition to you, the following organizations may link to the Product without prior written approval: government agencies, search engines and news organizations, including blogs.

9. Limitations on Liability. YOU UNDERSTAND AND AGREE THAT THE WE ARE NOT LIABLE TO YOU FOR ANY INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL OR EXEMPLARY DAMAGES, INCLUDING BUT NOT LIMITED TO DAMAGES FOR LOSS OF PROFITS, GOODWILL, USE, DATA OR OTHER INTANGIBLE LOSSES (EVEN IF WE HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES), RESULTING FROM YOUR USE OR ACCESS OF, OR INABILITY TO USE OR ACCESS, THE PRODUCT OR ITS CONTENT. We have no liability for any loss, damage or misappropriation of your data under any circumstances or for any consequences related to

changes, restrictions, suspensions or termination of the Product or the Agreement.

10. Indemnification. You agree to indemnify and hold us harmless from any claim or demand, including reasonable attorneys' fees, made by any third party due to or arising out of: (a) your use of the Product or its content; (b) your violation of these Terms and Conditions; and/or (c) your violation of any law or your violation or infringement of any rights of another party.



**REQUEST FOR COUNCIL ACTION
CITY OF AMERICAN FORK
OCTOBER 8, 2019**

Department Finance **Director Approval** Kyle Maurer

AGENDA ITEM Resolution Adopting a City Investment Policy

SUMMARY RECOMMENDATION

Staff recommends adoption.

BACKGROUND

The Finance Director presented a proposed City investment policy on October 1, 2019. Based on Council feedback, several changes were made. Maximum investment amounts for FFCB, FHLB, FHLMC, and FNMA investment instruments were lowered from 50% to 40%. In addition, under item 6, wording has been added to indicate registered investment advisors must act in a fiduciary capacity. A redline copy of the investment policy is included, along with a "clean" copy immediately following the resolution.

BUDGET IMPACT

The City will receive investment earnings on invested funds. Depending on the types of investments, this may or may not be more than the City is earning in the Public Treasurers Investment Fund (PTIF). The purpose of this policy is to allow the City to be more diverse in its investments.

SUGGESTED MOTION

I move to adopt the resolution authorizing and establishing an investment policy for American Fork City.

SUPPORTING DOCUMENTS

Investment Policy-Redline Copy (PDF)

Investment Policy Resolution (PDF)

AMERICAN FORK CITY INVESTMENT POLICY

1. **POLICY** The purpose of this policy is to set forth the investment and operational guidelines for the management of public funds. The Policy is designed to ensure the prudent management of public funds, the availability of operating and capital funds when needed, and a competitive return on investments. Funds shall be invested according to all applicable City and state laws; most notably the Utah Money Management Act and Rules from the Utah Money Management Council. Within this framework, investments will be sought that provide: 1) safety of principal, 2) liquidity, and 3) a competitive rate of return based on current market conditions.

2. **SCOPE** This policy applies to all funds held by the City with the exception of money held in bond trust accounts. Any new funds created or collected will also be subject to this policy.

3. **DELEGATION OF AUTHORITY** Authority to manage the City's investment program is derived from the Utah Code Annotated, 10-6-141, as amended. The City Treasurer is responsible for investment decisions and activities. In the event of an emergency and the unavailability of the City Treasurer, the Finance Director is authorized to conduct the City's investment transactions.
 - a. *Investment Procedures:* The City Treasurer shall establish written investment procedures for the operation of the investment program consistent with this policy. A copy will be on file in the City Treasurer's office and will be reviewed and updated regularly. No person may engage in an investment transaction except as provided under the terms of this policy and the investment procedures established by the City Treasurer.
 - b. *Bonding the Treasurer:* The City Treasurer shall be bonded according to the guidelines of the Utah Money Management Council (Rule 4).

4. **INVESTMENT OBJECTIVES** Funds of the City will be invested in accordance with the Utah Money Management Act. The objectives of the Act and the City in order of priority are:
 - a. *Safety of Principal:* Safety of principal/capital is the foremost objective of the investment program. Investments shall be made to ensure the preservation of capital in the overall portfolio. Investments will be diversified to spread potential investment risk.
 - b. *Investment Risks:* There are various risks associated with investing, including but not limited to interest rate risk, credit risk, concentration of credit risk, and custodial credit risk. Interest rate risk is the risk the value of an investment will diminish with changes in the market interest rate. The City's policy for managing exposure to interest rate risk is to comply with the Utah Money Management Act. This risk cannot be completely avoided because the City cannot control the market interest rate; however, this risk can be mitigated by staggering the maturity dates of investments. Credit risk, or default risk, is defined as the risk that an issuer, or other counterparty of an investment, will not fulfill its

obligation to pay interest and/or principal on time. The City's policy for mitigating credit risk is to follow the Utah Money Management Act, which allows investment only in the highest quality investments as measured by the bond rating. Concentration of credit risk is the risk of loss due to the amount of money invested in a single issuer. The City's policy for mitigating the impact of this risk is to follow the Utah Money Management Council Rules, specifically rule 17 which limits the amount of money that can be invested in a single issuer as stated below (see section 5). Custodial credit risk is defined as the risk that, in the event of the failure of the counterparty, the City will not be able to recover the value of its investments that are in possession of an outside party. In general, this risk can be reduced by only investing with companies that have good credit. The City's policy for managing custodial credit risk is to follow the Utah Money Management Act, which provides a list of certified investment dealers, all of which have good credit. See section 8 below.

- c. *Return on Investment:* The investment portfolio will be designed with the objective of earning an above-the-market rate of return throughout budget years and economic cycles, taking into account investment risk, legal requirements, and cash flow needs.

5. **DIVERSIFICATION OF AUTHORIZED AND SUITABLE INVESTMENTS** The City may place public money in investments/deposits authorized by the Utah Money Management Act. Investments entered into by the City will be diversified by industry, institution, and maturity to spread potential investment risk and return among many classes of investments. The City will seek to diversify investments across industry, institution, and maturity length. This diversification rules do not apply to U.S. Government debt or the Utah Public Treasurer's Investment Fund.

The required diversification is as follows:

INVESTMENT INSTRUMENT	MAXIMUM IN ANY SINGLE ISSUER**
T-bills	100%
T-Notes	100%
Corporate Bonds (fixed or floating rate)	5%
U.S. Government Agency Securities	100%
Federal Farm Credit Bank (FFCB)	50 40%
Federal Home Loan Bank (FHLB)	50 40%
Federal Home Loan Mortgage Corporation (FHLMC)	50 40%
Federal National Mortgage Association (FNMA)	50 40%

Other Obligations (revenue bonds of any county, city, or any taxing district of the State of Utah)	5%
Certificates of Deposit	97% of FDIC limit, no purchases at a premium
Commercial Paper	5%

** No single issuer or guarantor (other than the United States Treasury and Federal Agencies) may represent more than the percentage listed in this table at the time of purchase of the total value of holdings of each cash manager's portfolio.

All investments shall be thoroughly considered before investing.

- a. Maximum Maturities:
 - Treasuries and Agencies – No longer than 5 years
 - Floating Rate Corporate Notes – No longer than 3 years
 - Fixed Rate Corporate Notes – No longer than 15 months
 - Certificates of Deposit – No longer than 5 years
 - b. Documentation of Investments: All financial institutions with which the City invests shall provide regular statements to the City detailing all transactions, including dates, account numbers, and balances.
6. **PRUDENT INVESTOR RULE** Investments shall be made with the exercise of that judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs. The City Treasurer, acting in accordance with the investment policy and exercising due diligence, shall be relieved of personal responsibility for an individual investment's market price change, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.
7. **ETHICS AND CONFLICTS OF INTEREST** Those involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the City's investment program, or which could impair their ability to make impartial investment decisions. The overall program shall be designed and managed with a degree of professionalism worthy of the public trust. Registered investment advisors are required to act in a fiduciary capacity. City employees involved in the investment of the City's money shall subordinate their personal investment transactions to those of the City. All potential conflicts of interest shall be reported to the proper supervisor immediately.
8. **AUTHORIZED FINANCIAL DEALERS, INVESTMENT ADVISORS, AND INSTITUTIONS** Financial institutions, investment advisors, and investment broker/dealers who desire to become qualified investment service providers or qualified depositories must be certified through the State. They must meet all requirements imposed by the Utah State

Department of Financial Institutions and the requirements of the Utah Money Management Council and Act (Rule 16). The Utah Money Management Council quarterly issues a list of certified dealers, certified investment advisors, and a list of qualified depositories authorized by state statute to conduct transactions with public treasurers.

- a. *Custody & Protecting Investments*: All investment transactions shall be held in a third party (separate from the investment advisor or broker) safekeeping by one of these authorized institutions, as designated by the City Treasurer. Investments held in safekeeping will be evidenced by a receipt issued to the City Treasurer within 15 days of the transaction.
9. **INTERNAL CONTROL** The City Treasurer is responsible for establishing and maintaining an internal control structure designed to ensure that the funds of the City are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The City has comprehensive financial policies, including internal control policies, that are included in the yearly Budget Book. Internal controls must include the following:
 - a. Separation of transaction authority from accounting and recordkeeping.
 - b. Third party custodial safekeeping of investments.
 - c. All wire transfers must be signed by the City Treasurer and City Administrator. Under no circumstances will the Finance Director be a signer on bank or investment accounts.
 - d. Written confirmation of all transactions for investments.
10. **BENCHMARKING OF PERFORMANCE** Better-than-the-market rates of return will be sought on the City's investments, consistent with the overriding objectives stated (see section 4 above). However, safety of principal is the top priority of any investment. The benchmark for rates of return on the City's portfolio will be the rate of return on the Utah Public Treasurers Investment Fund.
11. **REPORTING** Management reports on the City's portfolio are generated by the Finance Director or City Treasurer monthly. An investment summary will be provided to the Mayor and City Council quarterly in conjunction with the monthly budget versus actual financial report. The City Treasurer or Finance Director will ensure all applicable reports are filed with the Utah Money Management Council as prescribed by law.
12. **COLLATERALIZATION** Utah State law does not require the collateralization of public funds.
13. **INVESTMENT POLICY ADOPTION** The City's investment policy shall be adopted by resolution of the City Council. The policy shall be reviewed annually by the City Treasurer and Finance Director. Any changes made thereto must be approved by the City Council. This policy will be effective upon passage.

14. **GLOSSARY** Laws and regulations referenced in this document and their location can be found at:

- a. Utah Money Management Act : <https://treasurer.utah.gov/money-management-council/money-management-act/>
- b. Rules of the Utah Money Management Council : <https://treasurer.utah.gov/money-management-council/rules-of-the-money-management-council/>
- c. Utah Code Annotated : <https://le.utah.gov/>

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING AND ESTABLISHING AN INVESTMENT POLICY.

WHEREAS, the City Council of American Fork City takes seriously its stewardship of the City's public resources and City's current cash management practices; and,

WHEREAS, the investment policy is intended to provide a long-term strategy for prudent care of the City's cash; and,

WHEREAS, the City Council realizes the need to adopt an investment policy for American Fork City;

NOW THEREFORE, BE IT RESOLVED, that the City Council of American Fork City hereby adopts the Investment Policy that is attached hereto as Exhibit A.

PASSED AND SIGNED THIS 8 DAY OF OCTOBER, 2019.

APPROVED:

Bradley J. Frost, Mayor

ATTEST:

Terilyn Lurker, City Recorder

AMERICAN FORK CITY INVESTMENT POLICY

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 - a. *Investment Procedures:* The City Treasurer shall establish written investment procedures for the operation of the investment program consistent with this policy. A copy will be on file in the City Treasurer's office and will be reviewed and updated regularly. No person may engage in an investment transaction except as provided under the terms of this policy and the investment procedures established by the City Treasurer.
 - b. *Bonding the Treasurer:* The City Treasurer shall be bonded according to the guidelines of the Utah Money Management Council (Rule 4).

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obligation to pay interest and/or principal on time. The City's policy for mitigating credit risk is to follow the Utah Money Management Act, which allows investment only in the highest quality investments as measured by the bond rating. Concentration of credit risk is the risk of loss due to the amount of money invested in a single issuer. The City's policy for mitigating the impact of this risk is to follow the Utah Money Management Council Rules, specifically rule 17 which limits the amount of money that can be invested in a single issuer as stated below (see section 5). Custodial credit risk is defined as the risk that, in the event of the failure of the counterparty, the City will not be able to recover the value of its investments that are in possession of an outside party. In general, this risk can be reduced by only investing with companies that have good credit. The City's policy for managing custodial credit risk is to follow the Utah Money Management Act, which provides a list of certified investment dealers, all of which have good credit. See section 8 below.

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The required diversification is as follows:

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T-Notes	100%
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Federal Farm Credit Bank (FFCB)	40%
Federal Home Loan Bank (FHLB)	40%
Federal Home Loan Mortgage Corporation (FHLMC)	40%
Federal National Mortgage Association (FNMA)	40%

Other Obligations (revenue bonds of any county, city, or any taxing district of the State of Utah)	5%
Certificates of Deposit	97% of FDIC limit, no purchases at a premium
Commercial Paper	5%

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6. **PRUDENT INVESTOR RULE** Investments shall be made with the exercise of that judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs. The City Treasurer, acting in accordance with the investment policy and exercising due diligence, shall be relieved of personal responsibility for an individual investment's market price change, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.
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Department of Financial Institutions and the requirements of the Utah Money Management Council and Act (Rule 16). The Utah Money Management Council quarterly issues a list of certified dealers, certified investment advisors, and a list of qualified depositories authorized by state statute to conduct transactions with public treasurers.

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9. INTERNAL CONTROL The City Treasurer is responsible for establishing and maintaining an internal control structure designed to ensure that the funds of the City are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The City has comprehensive financial policies, including internal control policies, that are included in the yearly Budget Book. Internal controls must include the following:

- a. Separation of transaction authority from accounting and recordkeeping.
- b. Third party custodial safekeeping of investments.
- c. All wire transfers must be signed by the City Treasurer and City Administrator. Under no circumstances will the Finance Director be a signer on bank or investment accounts.
- d. Written confirmation of all transactions for investments.

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14. **GLOSSARY** Laws and regulations referenced in this document and their location can be found at:

- a. Utah Money Management Act : <https://treasurer.utah.gov/money-management-council/money-management-act/>
- b. Rules of the Utah Money Management Council : <https://treasurer.utah.gov/money-management-council/rules-of-the-money-management-council/>
- c. Utah Code Annotated : <https://le.utah.gov/>