

1. March 11, 2020 Town Council Agenda

Documents:

[031120.TCA.COURTESY.PDF](#)

2. March 11, 2020 Packet Materials

Documents:

[ITEM B1 - LOCAL CONSENT OFF PREMISE_TERRIBLE HERBST.PDF](#)

[ITEM B2 - RAP TAX POLICY MODIFICATIONS.PDF](#)

[ITEM B3 - FEE SCHEDULE REVISION.PDF](#)

[ITEM B5 - PUBLIC OFFICIALS COMPENSATION.PDF](#)

[ITEM B6 - HOUSING CONSULTANT SELECTION REPORT.PDF](#)

[ITEM B6 - HOUSING CONSULTANT SERVICES AGREEMENT.PDF](#)

[ITEM B7 - PERSONNEL POLICY REVISION CODE OF ETHICS.PDF](#)

[ITEM B8 - DESIGNATING SURPLUS PROPERTY.PDF](#)



118 Lion Blvd PO Box 187 Springdale UT 84767 * 435-772-3434 fax 435-772-3952

TOWN COUNCIL NOTICE AND AGENDA

THE SPRINGDALE TOWN COUNCIL WILL HOLD A MEETING ON WEDNESDAY, MARCH 11, 2020
AT THE CANYON COMMUNITY CENTER, 126 LION BLVD., SPRINGDALE, UTAH
MEETING STARTS AT 5:00PM.

Pledge of Allegiance

Approval of the agenda

A. Information/Discussion

1. General announcements
2. Zion National Park update – Superintendent Bradybaugh
3. Council department reports
4. Community questions and comments

B. Action Items – Administrative

1. Request for Off-Premise Beer License Local Consent for Terrible Herbst located at 1593 Zion Park Blvd.
2. Continued from February 12, 2020 - Consideration of a change to the RAP Tax Policy allowing funds to be allocated to operational cost and expense requests
3. Resolution 2020-02, a Resolution revising the fee schedule for Town operations, including fees related to the purchase of non-resident burial rights in the Jolley-Gifford Cemetery
4. Appointment of Kelly McKean as Historic Preservation Commissioner for term expiring April 2022
5. Discussion and possible action concerning compensation of Town Council and Commission members
6. Consideration and possible selection of a Housing Study Consultant
7. Revision to the Springdale Personnel Policies and Procedures Manual pertaining to the Employee Ethics Act – Dawn Brecke
8. Resolution 2020-03, a Resolution designating surplus Town property and providing for the sale or disposal

C. Administrative Non-Action Items

1. General Council discussion

D. Consent Agenda

1. Review of monthly invoices
2. Minutes: January 29th, February 12th

E. Adjourn

This notice is provided as a courtesy to the community and is not the official notice for this meeting/hearing. This notice is not required by town ordinance or policy. Failure of the Town to provide this notice or failure of a property owner, resident, or other interested party to receive this notice does not constitute a violation of the Town's noticing requirements or policies.

The Town of Springdale complies with the Americans with Disabilities Act by providing accommodations and auxiliary communicative aids and services for all those citizens in need of assistance. Persons requesting these accommodations for Town-sponsored public meetings, services, programs, or events should call Springdale Town Clerk Darci Carlson at 435-772-3434 at least 24 hours before the meeting.

Packet materials for agenda items will be available by 5:00pm on March 6, 2020:

<https://www.springdaletown.com/AgendaCenter/Town-Council-4>

**UTAH DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL
OFF-PREMISE BEER RETAILER LICENSE**

LOCAL CONSENT

Date: March 11, 2020

Utah Department of Alcoholic Beverage Control
Licensing & Compliance Section
1625 S 900 W
PO Box 30408
Salt Lake City, Utah 84130-0408

Town of Springdale (City) (Town) (County) grants its consent to the
issuance of a state off-premise beer retailer license for Terrible's #421,
owned by Terrible Herbst, Inc. (DBA) and
located at 1593 Zion Park Blvd., Springdale, UT 84767 pursuant to the
provisions of 32 B-7, Utah Code, for the purpose of the storage and sale of beer off-premises.
Applicant has met all local ordinances relating to issuance of local business license(s).

Stanley J. Smith, Mayor

Authorized signature

Name/title



Memorandum

To: Mayor, Town Council
From: Rick Wixom
Date: March 5, 2020
Re: **March 11, 2020 Town Council Meeting**
RAP Tax Policy Modifications

Last month, the Council reviewed the Town's RAP tax policy. Since 2015, the Town's policy on using RAP tax funds has been to focus on "projects" rather than "programs." While the State statutes allow for the use of RAP funds for ongoing operational costs and expenses of certain private non-profits, the Town has focused on facilities and projects.

During the discussion last month, the Council expressed the view that including operational expenses of local non-profits would provide flexibility to the RAP tax program and could directly benefit the members of our community. Following the discussion last month, the Council directed staff to bring back to the Council a recommendation on modifying the Town's current policy to provide some flexibility regarding the use of RAP funds for ongoing operational expenses.

State statutes (UCA 59-12-703) authorize RAP funds to be used:

- a. To fund cultural facilities, recreational facilities, and zoological facilities with the county or a city or town located in the county...
- b. To fund ongoing operational expenses of:
 - i. Recreational facilities
 - ii. Botanical organizations, cultural organizations, and zoological organizations with the county; and
 - iii. Rural radio stations within the county.

In the context of the Town of Springdale, we have several cultural organizations that might directly benefit from RAP funds. Cultural organizations are defined in the code as "a private nonprofit organization or institution having as its primary purpose the advancement and preservation of natural history, art, music, theater, dance, or cultural arts, including literature, motion picture or storytelling" (see UCA 59-12-702).

The attached revised policy statement includes both a modified vision of utilizing RAP funds to utilize RAP funds for operational expenses of cultural organizations to benefit the community, as well as the funding process the Town will follow to implement the Council's vision. The vision includes using a "limited" amount of RAP funds each year for operational expenses, however, does not specify a limit or cap. This will allow the Council to utilize its discretion in applying the vision.

Funding for projects and operational expenses will follow a slightly different process. The Council utilizes a capital priorities list in planning and prioritizing capital projects. The RAP project list is part of this process. In reviewing applications for funding, the Council may approve the project for funding and add it to the one-year list at essentially the same time. Alternatively, the Council may approve the project for funding at a later time and add the project to the 2-5 year list or fund a long-term project across multiple years.

Funding for operational costs is intended to be a year by year application process, and funding in one year should not be intended to guarantee funding in subsequent years. In both cases, projects and operational costs, the application is used to identify specifics about the funding request including needs, other possible sources of funding, beneficiaries of the project or funding and how the project or funding helps to meet Town or organization goals.

Also attached to this report is a copy of Utah State Code sections 59-12-702 and 703 for the Council's information.

Rap Tax Funds Policy

Background:

Washington County imposed a county option RAP tax in 2015 pursuant to Utah Code 59-12-703 to fund botanical, cultural, recreational, and zoological organizations and facilities in Washington County. Funds collected by the County are allocated 15% to the County for qualifying cultural organizations and 85% to cities and towns based on a ratio of 2/3 population and 1/3 point of sale. The budgeted amount for the Town of Springdale in FY 2019-20 was \$30,000. The amount of RAP tax funds is expected to increase slightly year to year depending on taxable sales within Washington County.

Town Council Vision for Utilizing RAP Funds:

The Town Council has identified the following as its vision for utilizing the Town's portion of the RAP tax funds:

- RAP funds will continue to primarily be used for recreation, arts and parks projects within the Town of Springdale to benefit residents and visitors. Funds are to be used on the improvement of existing recreation, arts and parks facilities, or the development of new recreation, arts and park facilities and projects.
- A limited amount of funds each year, as approved by the Council, may be allocated to fund the administrative or operational costs of qualifying cultural organizations.
- The Council will not set or designate a specific percentage of RAP funds to be used for recreation, arts or parks as demands, funding assistance and other factors will change over time.
- The Council encourages cultural organizations seeking funding for administrative or operational costs to also apply for RAP funds directly from Washington County.

Funding process:

Applications requesting funding for both projects and operational costs will be considered once a year during the Town's annual budgeting process. Applications will be made available through the Town's website. Applications must be returned to the Town Manager prior to April 15th of each year.

The Town Council will review funding request applications during the budget process each fiscal year and determine when and for what purpose RAP funds will be used.

A. Recreation, Arts and Parks Projects:

- The Town, an organized club or group, a non-profit, or an individual may apply for project funding.
- The Council has developed a five-year priority list for recreation, arts and parks projects as part of the Town's budgeting process.
- The Council will review applications for project funding and inclusion of the project on the priority list. Alternatively, the Council may appoint a committee to perform this review and provide a recommendation to the Council.
- Projects must be on the priority list in order to receive funding through RAP funds. The Council may add projects to the one-year (immediate) list and approve them for funding at the same time or add the project (or a portion of a project) to the priority list for funding at a later time.
- The Council may save or set aside funds for multiple years to satisfy a long-term recreation, arts or parks project.
- The application form will be used to identify specifics about the project, including:
 - The anticipated funding needs.
 - Source(s) of other possible funding assistance.

- Timing of improvements.
- The application will include as a minimum the following criteria:
 - How the goals and priorities of the Town will be met by the proposed project.
 - Who will be the primary beneficiary of the proposed project?
 - The ability of the proposer to complete the proposed project.

B. Operational Costs and Expenses

- The Town may utilize RAP funds to fund operating expenses of recreational facilities developed within the Town.
- Qualifying cultural organizations (as defined by the State of Utah) may also apply for funding of operational expenses.
- The application form will be used to identify specifics about the funding request, including:
 - The recreational facility or cultural organization requesting funding.
 - The anticipated funding needs.
 - Source(s) of other possible funding assistance.
 - Whether the funding is assistance to start a program, or for ongoing assistance to the organization.
- The application will include as a minimum the following criteria:
 - How the goals and priorities of the Town and the cultural organization/recreational facility will be met by the proposed funding.
 - Who will be the primary beneficiary of the proposed funding?

Effective 7/1/2017

59-12-702 Definitions.

As used in this part:

- (1) "Administrative unit" means a division of a private nonprofit organization or institution that:
 - (a) would, if it were a separate entity, be a botanical organization or cultural organization; and
 - (b) consistently maintains books and records separate from those of its parent organization.
- (2) "Aquarium" means a park or building where a collection of water animals and plants is kept for study, conservation, and public exhibition.
- (3) "Aviary" means a park or building where a collection of birds is kept for study, conservation, and public exhibition.
- (4) "Botanical organization" means:
 - (a) a private nonprofit organization or institution having as its primary purpose the advancement and preservation of plant science through horticultural display, botanical research, and community education; or
 - (b) an administrative unit.
- (5) "Cultural facility" means the same as that term is defined in Section 59-12-602.
- (6)
 - (a) "Cultural organization":
 - (i) means:
 - (A) a private nonprofit organization or institution having as its primary purpose the advancement and preservation of:
 - (I) natural history;
 - (II) art;
 - (III) music;
 - (IV) theater;
 - (V) dance; or
 - (VI) cultural arts, including literature, a motion picture, or storytelling;
 - (B) an administrative unit; and
 - (ii) includes, for purposes of Subsections 59-12-704(1)(d) and (6) only:
 - (A) a private nonprofit organization or institution having as its primary purpose the advancement and preservation of history; or
 - (B) a municipal or county cultural council having as its primary purpose the advancement and preservation of:
 - (I) history;
 - (II) natural history;
 - (III) art;
 - (IV) music;
 - (V) theater; or
 - (VI) dance.
 - (b) "Cultural organization" does not include:
 - (i) an agency of the state;
 - (ii) except as provided in Subsection (6)(a)(ii)(B), a political subdivision of the state;
 - (iii) an educational institution whose annual revenues are directly derived more than 50% from state funds; or
 - (iv) in a county of the first or second class, a radio or television broadcasting network or station, cable communications system, newspaper, or magazine.
- (7) "Institution" means an institution of higher education listed in Subsection 53B-1-102(1)(a).

- (8) "Recreational facility" means a publicly owned or operated park, campground, marina, dock, golf course, playground, athletic field, gymnasium, swimming pool, trail system, or other facility used for recreational purposes.
- (9) "Rural radio station" means a nonprofit radio station based in a county of the third, fourth, fifth, or sixth class.
- (10) In a county of the first class, "zoological facility" means a public, public-private partnership, or private nonprofit building, exhibit, utility and infrastructure, walkway, pathway, roadway, office, administration facility, public service facility, educational facility, enclosure, public viewing area, animal barrier, animal housing, animal care facility, and veterinary and hospital facility related to the advancement, exhibition, or preservation of a mammal, bird, reptile, fish, or an amphibian.
- (11)
 - (a)
 - (i) Except as provided in Subsection (11)(a)(ii), "zoological organization" means a public, public-private partnership, or private nonprofit organization having as its primary purpose the advancement and preservation of zoology.
 - (ii) In a county of the first class, "zoological organization" means a nonprofit organization having as its primary purpose the advancement and exhibition of a mammal, bird, reptile, fish, or an amphibian to an audience of 75,000 or more persons annually.
 - (b) "Zoological organization" does not include an agency of the state, educational institution, radio or television broadcasting network or station, cable communications system, newspaper, or magazine.
- (12) "Zoological park" means a park or garden where a collection of wild animals is kept for study, conservation, and public exhibition.

Amended by Chapter 382, 2017 General Session

Effective 5/8/2018

59-12-703 Opinion question election -- Base -- Rate -- Imposition of tax -- Expenditure of revenues -- Administration -- Enactment or repeal of tax -- Effective date -- Notice requirements.

- (1)
- (a) Subject to the other provisions of this section, a county legislative body may submit an opinion question to the residents of that county, by majority vote of all members of the legislative body, so that each resident of the county, except residents in municipalities that have already imposed a sales and use tax under Part 14, City or Town Option Funding for Botanical, Cultural, Recreational, and Zoological Organizations or Facilities, has an opportunity to express the resident's opinion on the imposition of a local sales and use tax of .1% on the transactions described in Subsection 59-12-103(1) located within the county, to:
 - (i) fund cultural facilities, recreational facilities, and zoological facilities, botanical organizations, cultural organizations, and zoological organizations, and rural radio stations, in that county; or
 - (ii) provide funding for a botanical organization, cultural organization, or zoological organization to pay for use of a bus or facility rental if that use of the bus or facility rental is in furtherance of the botanical organization's, cultural organization's, or zoological organization's primary purpose.
 - (b) The opinion question required by this section shall state:

"Shall (insert the name of the county), Utah, be authorized to impose a .1% sales and use tax for (list the purposes for which the revenue collected from the sales and use tax shall be expended)?"
 - (c) A county legislative body may not impose a tax under this section on:
 - (i) the sales and uses described in Section 59-12-104 to the extent the sales and uses are exempt from taxation under Section 59-12-104;
 - (ii) sales and uses within a municipality that has already imposed a sales and use tax under Part 14, City or Town Option Funding for Botanical, Cultural, Recreational, and Zoological Organizations or Facilities; and
 - (iii) except as provided in Subsection (1)(e), amounts paid or charged for food and food ingredients.
 - (d) For purposes of this Subsection (1), the location of a transaction shall be determined in accordance with Sections 59-12-211 through 59-12-215.
 - (e) A county legislative body imposing a tax under this section shall impose the tax on the purchase price or sales price for amounts paid or charged for food and food ingredients if the food and food ingredients are sold as part of a bundled transaction attributable to food and food ingredients and tangible personal property other than food and food ingredients.
 - (f) The election shall follow the procedures outlined in Title 11, Chapter 14, Local Government Bonding Act.
- (2)
- (a) If the county legislative body determines that a majority of the county's registered voters voting on the imposition of the tax have voted in favor of the imposition of the tax as prescribed in Subsection (1), the county legislative body may impose the tax by a majority vote of all members of the legislative body on the transactions:
 - (i) described in Subsection (1); and
 - (ii) within the county, including the cities and towns located in the county, except those cities and towns that have already imposed a sales and use tax under Part 14, City or Town

Option Funding for Botanical, Cultural, Recreational, and Zoological Organizations or Facilities.

- (b) A county legislative body may revise county ordinances to reflect statutory changes to the distribution formula or eligible recipients of revenue generated from a tax imposed under Subsection (2)(a) without submitting an opinion question to residents of the county.
- (3) Subject to Section 59-12-704, revenue collected from a tax imposed under Subsection (2) shall be expended:
 - (a) to fund cultural facilities, recreational facilities, and zoological facilities located within the county or a city or town located in the county, except a city or town that has already imposed a sales and use tax under Part 14, City or Town Option Funding for Botanical, Cultural, Recreational, and Zoological Organizations or Facilities;
 - (b) to fund ongoing operating expenses of:
 - (i) recreational facilities described in Subsection (3)(a);
 - (ii) botanical organizations, cultural organizations, and zoological organizations within the county; and
 - (iii) rural radio stations within the county; and
 - (c) as stated in the opinion question described in Subsection (1).
- (4)
 - (a) A tax authorized under this part shall be:
 - (i) except as provided in Subsection (4)(b), administered, collected, and enforced in accordance with:
 - (A) the same procedures used to administer, collect, and enforce the tax under:
 - (I) Part 1, Tax Collection; or
 - (II) Part 2, Local Sales and Use Tax Act; and
 - (B) Chapter 1, General Taxation Policies; and
 - (ii) levied for a period of 10 years and may be reauthorized at the end of the ten-year period in accordance with this section.
 - (b) A tax under this part is not subject to Subsections 59-12-205(2) through (6).
- (5)
 - (a) For purposes of this Subsection (5):
 - (i) "Annexation" means an annexation to a county under Title 17, Chapter 2, Part 2, County Annexation.
 - (ii) "Annexing area" means an area that is annexed into a county.
 - (b)
 - (i) Except as provided in Subsection (5)(c) or (d), if, on or after July 1, 2004, a county enacts or repeals a tax under this part, the enactment or repeal shall take effect:
 - (A) on the first day of a calendar quarter; and
 - (B) after a 90-day period beginning on the date the commission receives notice meeting the requirements of Subsection (5)(b)(ii) from the county.
 - (ii) The notice described in Subsection (5)(b)(i)(B) shall state:
 - (A) that the county will enact or repeal a tax under this part;
 - (B) the statutory authority for the tax described in Subsection (5)(b)(ii)(A);
 - (C) the effective date of the tax described in Subsection (5)(b)(ii)(A); and
 - (D) if the county enacts the tax described in Subsection (5)(b)(ii)(A), the rate of the tax.
 - (c)
 - (i) If the billing period for a transaction begins before the effective date of the enactment of the tax under this section, the enactment of the tax takes effect on the first day of the first billing period that begins on or after the effective date of the enactment of the tax.

- (ii) The repeal of a tax applies to a billing period if the billing statement for the billing period is produced on or after the effective date of the repeal of the tax imposed under this section.
- (d)
- (i) If a tax due under this chapter on a catalogue sale is computed on the basis of sales and use tax rates published in the catalogue, an enactment or repeal of a tax described in Subsection (5)(b)(i) takes effect:
 - (A) on the first day of a calendar quarter; and
 - (B) beginning 60 days after the effective date of the enactment or repeal under Subsection (5)(b)(i).
 - (ii) In accordance with Title 63G, Chapter 3, Utah Administrative Rulemaking Act, the commission may by rule define the term "catalogue sale."
- (e)
- (i) Except as provided in Subsection (5)(f) or (g), if, for an annexation that occurs on or after July 1, 2004, the annexation will result in the enactment or repeal of a tax under this part for an annexing area, the enactment or repeal shall take effect:
 - (A) on the first day of a calendar quarter; and
 - (B) after a 90-day period beginning on the date the commission receives notice meeting the requirements of Subsection (5)(e)(ii) from the county that annexes the annexing area.
 - (ii) The notice described in Subsection (5)(e)(i)(B) shall state:
 - (A) that the annexation described in Subsection (5)(e)(i) will result in an enactment or repeal of a tax under this part for the annexing area;
 - (B) the statutory authority for the tax described in Subsection (5)(e)(ii)(A);
 - (C) the effective date of the tax described in Subsection (5)(e)(ii)(A); and
 - (D) the rate of the tax described in Subsection (5)(e)(ii)(A).
- (f)
- (i) If the billing period for a transaction begins before the effective date of the enactment of the tax under this section, the enactment of the tax takes effect on the first day of the first billing period that begins on or after the effective date of the enactment of the tax.
 - (ii) The repeal of a tax applies to a billing period if the billing statement for the billing period is produced on or after the effective date of the repeal of the tax imposed under this section.
- (g)
- (i) If a tax due under this chapter on a catalogue sale is computed on the basis of sales and use tax rates published in the catalogue, an enactment or repeal of a tax described in Subsection (5)(e)(i) takes effect:
 - (A) on the first day of a calendar quarter; and
 - (B) beginning 60 days after the effective date of the enactment or repeal under Subsection (5)(e)(i).
 - (ii) In accordance with Title 63G, Chapter 3, Utah Administrative Rulemaking Act, the commission may by rule define the term "catalogue sale."

Amended by Chapter 181, 2017 General Session
Amended by Chapter 422, 2017 General Session



Staff Report

To: Mayor and Town Council
From: Darci Carlson, Town Clerk
Date: March 11, 2020
Re: **Revising the fee schedule to increase fees for non-resident burial rights**

Following direction from the February 12, 2020 Council meeting, staff has revised the fee schedule to reflect an increase in cost for non-resident burial rights in the Jolley-Gifford cemetery. If approved, these new fees will be adopted by resolution.

Currently the Town of Springdale defines resident as “a person who has lived in Springdale for 12 consecutive months immediately prior to purchase”. In the April regular meeting, staff will present suggested changes to the non-resident definition for the Council to consider.



RESOLUTION NO. 2020-02

A RESOLUTION REVISING THE FEE SCHEDULE FOR TOWN OPERATIONS

WHEREAS, the Town of Springdale recognizes the need to change fees from time to time in order to cover expenses related to operational services; and

WHEREAS, an increase in the fees associated with the non-resident purchase of a burial right in the Jolley Gifford Cemetery is necessary to defray the costs associated with a well-maintained, and permanent resting place for those who do not live in Springdale; and

WHEREAS, Springdale Town Code Section 7-5-6(C) allows the Town Council to set by resolution the price at which burial rights shall be sold and the fees which shall be charged for various cemetery services; and

WHEREAS, this resolution shall replace any other fee schedule that may have been set as policy prior to March 11, 2020,

NOW THEREFORE, BE IT HEREBY RESOLVED by the Town Council of the Town of Springdale that the attached fee schedule, dated March 11, 2020, be adopted as the official and current fee schedule for the Town of Springdale.

This resolution shall become effective immediately upon passage and posting.

Passed and adopted this 11th day of March 2020.

Stanley J. Smith, Mayor

Attest:

Darci Carlson, Town Clerk

Town Seal

SECTION B: JOLLEY-GIFFORD CEMETERY RATES:

RESIDENT – Defined as a person who has lived in Springdale for 12 consecutive months immediately prior to purchase. Residents must pay non-resident rate for lots purchased for non-residents.

PLOTS	\$350
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VAULT OPEN/CLOSE*	WEEKDAYS	SATURDAY
	\$200	\$300

CREMAINS OPEN/ CLOSE*	WEEKDAYS	SATURDAY
	\$100	\$200

EXUMATION	\$500
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* An additional fee of \$50 applies to services performed after 3:30 PM Monday – Saturday.

NON-RESIDENT

PLOTS	\$600 \$1600
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VAULT OPEN/CLOSE*	WEEKDAYS	SATURDAY
	\$250	\$350

CREMAINS OPEN/ CLOSE*	WEEKDAYS	SATURDAY
	\$150	\$250

EXUMATION	\$500
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*An additional fee of \$50 applies to services performed after 3:30 PM Monday - Saturday



Memorandum

To: Mayor, Town Council
From: Adrian Player
Date: March 5, 2020
Re: **March 11, 2020 Town Council Meeting
Compensation for Members of Town Council and Planning
Commissioner**

Attached is an analysis of the various cities and towns in Washington county (those that responded to our inquiry) showing how their elected and/or appointed officials are compensated for their service. The initial information has been annualized as indicated and presented based on a 26 pay period schedule without considering employment taxes or benefits, including participation the Utah Retirement System (URS) as if may be applicable.

As is indicated by the information, Springdale is the only entity that does not compensate both Town Council and P&Z Commissioners. While most of the communities compensate their Council members, several do not compensate members of their Planning Commission. The purpose of this memorandum is to present arguments for compensation for the Town's elected and appointed officials to be discussed at the March 2020 Town Council meeting with possible action by the Council to direct Staff to prepare the necessary ordinances to provide for that compensation should that be the direction agreed upon.

Springdale has always fairly and adequately compensated its employees, even going so far as to bring in consultants to ensure that employee compensation is in line with what other cities and towns are doing. Springdale's elected and appointed officials have been omitted from this process and considering that other towns and cities are doing some form of compensation, it seems just that Springdale should get in line with current practices.

Fairly compensating our elected and appointed officials will likely encourage more active participation. It has been my experience that only persons who are retired, or financially established, have participated in these positions, and younger, less financially established people, and those still working face the hardship of not being able to give up their time for free. Compensating them might enable them to justify their participation in public service.

Finally, compensating our elected and appointed officials will better recognize the investment of the huge amount of time spent preparing for and participating in the many meetings necessary in these positions.

City/Town information as reported

City/Town	Mayor	Council	P&Z
Springdale	\$4917/year	-0-	-0-
Hilldale	-0-	\$70/meeting	\$70/meeting
St. George	\$50,000/year	\$20,000/year	-0-
Enterprise	-0-	\$40/meeting	\$30/meeting
LaVerkin	\$533/month	\$266/month	-0-
Hurricane	\$1667/month	\$708/month	-0-
Toquerville	\$1000/month	\$200/month	-0-
Ivins	did not respond		
Santa Clara	\$14,364/year	\$7056/year	-0-

Annualized into an amount per 26 pay periods per year

City/Town	Mayor	Council	P&Z
Springdale	\$189.12	-0-	-0-
Hilldale	-0-	\$32.30	\$32.30
St. George	\$1923.00	\$769.23	-0-
Enterprise	-0-	\$18.46	\$13.84
LaVerkin	\$246	\$122.76	-0-
Hurricane	\$469.38	\$326.76	-0-
Toquerville	\$461.53	\$92.30	-0-
Ivins	did not respond		
Santa Clara	\$552.46	\$271.38	-0-



Memorandum

To: Town Council
From: Thomas Dansie, Director of Community Development
Date: March 6, 2020
Re: **March 11, 2020 Town Council Meeting
Housing Consultant Selection**

The Town issued an RFP for a Housing Needs Assessment and Attainable Housing Strategies in February. Staff organized a selection committee¹ to review proposals received in response to the RFP. The selection committee reviewed three proposals. Based on the Committee's review of the proposals, follow-up interviews with each proposer, and review of additional material submitted by each proposer, the committee has selected GSBS Consultants to perform the Housing Study.

GSBS is a Planning, Architecture, and Landscape Architecture firm located in Salt Lake City. GSBS has performed housing studies for Cottonwood Heights and Murray City. They have performed market analyses for a number of other communities in the western United States, including tourist-oriented communities such as Park City, Summit County, and Whitefish, Montana.

GSBS proposes a team of three consultants to work on the plan.

The principal in charge, Christine Richman, has expertise in market and quantitative analyses. Ms. Richman holds an MBA and is an adjunct professor in the Masters of Real Estate Development program at the University of Utah, where she teaches graduate-level courses on Real Estate Market Analysis. She has nine years of public-sector experience as the Community and Economic Development Director for Midvale City. She has been a private sector economic and planning consultant since 2005.

Annaka Egan will serve as project manager. Ms. Egan holds a Master's Degree in Metropolitan Planning and has participated in housing studies in Cottonwood Heights and Murray City.

Paulo Aguilera will be the project planner. He is a graduate of the Urban Ecology program at the University of Utah and has experience in housing and market studies in a variety of localities.

Staff has contacted references for GSBS, all of whom reported positive experiences working with the consultants.

GSBS's proposal and works samples are attached to this report, as is the Town's RFP.

Requested Council Action

Staff requests the Council select GSBS Consultants to perform the Housing Needs Assessment and Attainable Housing Strategies. Staff further recommends the Council authorize the Mayor to execute a professional services agreement with GSBS, subject to legal review of the agreement.

¹ Lisa Zumpft, Rick Wixom, Darci Carlson, Sophie Frankenburg, and Thomas Dansie were members of the selection committee.



SPRINGDALE, UTAH

SPRINGDALE HOUSING PLAN

Needs Assessment and Attainable Housing Strategies Proposal



February 14, 2020

Attn: Thomas Dansie
Director of Community Development
118 Lion Boulevard
Springdale, UT 84767

RE: Housing Plan: Needs Assessment and Attainable Housing Strategies

Dear Mr. Dansie,

GSBS Consulting is interested in providing professional services to the Town of Springdale for the development of an attainable housing plan. As a gateway community that hosts a large influx of visitors each year, the Town of Springdale is dependent on the availability of affordable housing to accommodate employees and local residents. Business viability relies on an available employment pool to maintain the vibrancy and functionality of the town. GSBS Consulting recognizes the importance of achieving an implementable housing plan. Our planning process will identify, evaluate and provide implementation steps for unique and innovative solutions for attainable housing.

GSBS Consulting works on a wide range of projects from Economic Development and Master-Planning, to Community Engagement and Feasibility Studies. With this wide array of experience, the GSBS team will work with you to provide a personalized and well-developed process to identify your housing goals and the most effective way to reach them. GSBS has ongoing relationships with several communities to provide them with support and analysis relating to their housing needs and plans. This includes Cottonwood Heights. GSBS has completed two updates to the Cottonwood Heights Moderate-Income Housing Plan over the last three years. Our ongoing relationships demonstrate our experience in providing strategic solutions, while our work across the Intermountain West caters to specific needs of rural and gateway communities.

We welcome the opportunity to work with the Town of Springdale on developing a housing plan that further strengthens Springdale's unique identity and attracts employees and visitors alike. We look forward to speaking with you soon.



Christine C. Richman, AICP
Director of Economic Analysis & Planning
Principal

P:801.521.8600

E:CRichman@gsbsconsulting.com



FIRM BACKGROUND

GSBS Consulting knows that some communities want to grow and attract investment. Others want to protect their uniqueness and small-town feel. To do it, every community needs a plan. Our team brings decades of experience, as well as objectivity, to difficult, sometimes politically-charged planning, development, and identity questions. We know how to combine research and analysis with community desires and market realities to give you the tools you need to make decisions about the future of the Town of Springdale.

GSBS has 40 years of experience working with our clients to establish a vision for the future and identify the tools and resources to

achieve that vision. With experience around the country and expertise with communities of all sizes, we will provide a custom housing needs plan that identifies your vision for the future and outlines the Town's best strategies for achieving that vision with support throughout the process.

GSBS pioneered an approach to planning using GIS-driven "real-time visual analysis" to distill community vision and goals, resulting in a balance of fine detail, big-picture understanding and powerful community support. This quickly translates into clear planning strategy and implementation-ready projects to advance the overall vision.

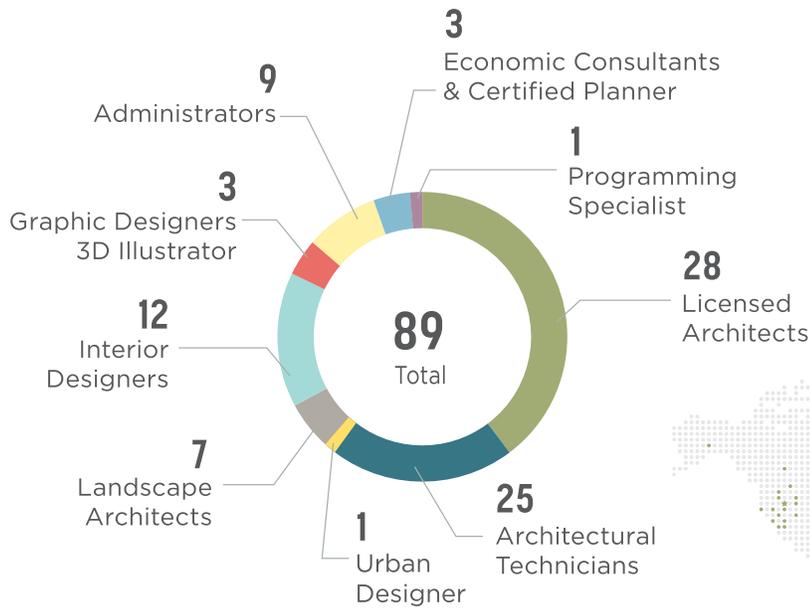
QUALIFICATIONS & EXPERIENCE OF THE FIRM

LOCATION OF THE OFFICE WILL WORK WILL BE PERFORMED: SALT LAKE CITY

Name of the Respondents Firm:
GSBS CONSULTING
 375 WEST 200 SOUTH, SLC, UTAH 84101
 P. 801.521.8600

The Contact Person and Person Authorized to enter into PSA is:
CHRISTINE RICHMAN
 PRINCIPAL IN CHARGE
 E: CRichman@gsbsconsulting.com

THIS IS GSBS CONSULTING



EMPLOYEES FROM COUNTRIES **15**



2 OFFICES:



43% WOMEN
57% MEN

EST. **1978 - 2020** 42 years in business.





CHRISTINE RICHMAN AICP

PRINCIPAL IN CHARGE // GSBS CONSULTING

EDUCATION

Master of Business Administration,
University of Utah

PROFESSIONAL AFFILIATIONS

Urban Land Institute,
National Public Private Partnerships Council,
Member

American Planning Association, Member

AICP #027551

HIGHLIGHTS OF RELEVANT EXPERIENCE

- Cottonwood Heights Affordable Housing Plan Updates (2)
- Murray, Utah Housing Analysis Support
- Wisconsin Avenue Corridor Plan, Whitefish, Montana
- Pueblo of Sandia Southern Border Master Plan, Albuquerque, New Mexico
- Murray City Central Station Master Plan, Murray, Utah
- Midvale City Station Area Master Plan, Midvale, Utah
- Burlison Parks System Master Plan, Burlison, Texas
- Regent Street Improvement Project, Salt Lake City RDA
- Park City Main Street Plaza Economic and Market Strategy
- Eules Parks Master Plan, Eules, Texas
- Oquirrh Athletic Campus Master Plan, Kearns, Utah
- Millcreek Station Area Master Plan, Millcreek, Utah
- Southwest Transit Corridors Economic - Opportunity Analysis for Utah Transit Authority/South Jordan City/Herriman City/Riverton City/Draper City
- Baseline Community Analysis & Economic Impacts Analysis, Enefit American Oil
- Magna East Main Street Community Development Area Creation, Magna, Utah
- North Logan Urban Renewal Area, Logan Utah
- North Logan Economic Development Area, Logan Utah
- Tremonton Economic Development Area, Tremonton, Utah
- Magna/Arbor Park Urban Renewal Area, Magna, Utah
- Book Cliffs Transportation Corridor Economic and Market Analysis
- Kearns Community Center Master Plan, Kearns, Utah
- Summit County Facilities Master Plan
- Airport Redevelopment Program Economic Impacts, Salt Lake City, Utah

PROJECT TEAM



ANNAKA EGAN APA

PROJECT MANAGER // GSBS CONSULTING

HIGHLIGHTS OF RELEVANT EXPERIENCE

- Cottonwood Heights Affordable Housing Plan Updates (2)
- Murray, Utah Housing Analysis Support
- Park City School District Education & Facilities Master Plan
- Burleson Parks Master Plan, Burleson, Texas
- Utah County Facility Master Plan
- Sustainable Urbanization, U.S. Consulate Hyderabad, India
- Beaver County Feasibility Analysis
- Granary-Woodbine Adaptive Reuse, Salt Lake City Redevelopment Agency
- Midvale City Station Area Planning
- Moab Powerhouse Lane Small Area Plan
- Salt Lake City Vulnerability Assessment

EDUCATION

Master of Science City and Metropolitan Planning, University of Utah

Bachelor of Science, Urban Ecology, University of Utah,

Bachelor of Science, Environmental and Sustainability Studies, University of Utah

LICENSES & REGISTRATIONS

American Planning Association



PAULO AGUILERA APA

PLANNER // GSBS CONSULTING

HIGHLIGHTS OF RELEVANT EXPERIENCE

- Spanish Fork Impact Fee Assessment
- Whitefish Hwy. 93S Economic Services
- Utah County Public Works Programming
- Summit County Building Space-Needs Assessment
- Utah County Building Space-Needs Assessment
- Park City School District Master Plan
- Burleson Parks System Master Plan
- Murray Central Station Master Plan
- Midvale City Station Area Planning
- Pueblo of Sandia Southern Border Master Plan
- Kearns Community Center Master Plan
- Summit County Facilities Master Plan

EDUCATION

Bachelor of Science, Urban Ecology, University of Utah

LICENSES & REGISTRATIONS

American Planning Association member



COTTONWOOD HEIGHTS MODERATE INCOME HOUSING PLAN

COTTONWOOD HEIGHTS, UTAH // GSBS CONSULTING

GSBS provided a moderate income housing report for the city of Cottonwood Heights to fulfill newly mandated SB-34 legislation. A thorough housing demographic conditions analysis was conducted to determine current and future housing needs while highlighting gaps in housing affordability within the municipality. The GSBS team then worked with the client to select attainable housing strategies that best align with the community's housing goals.

MIDVALE CITY STATION AREA PLANS

MIDVALE, UTAH // GSBS CONSULTING

The Midvale Station Plan is a forward-thinking planning effort focused on developing the areas around the two Midvale TRAX stations. As the population of Salt Lake County is projected to increase substantially in the coming years, this effort is focused on the accommodation of future population, as well as the improvement of the areas around the TRAX stations. To date, the project has included a series of meetings between GSBS, the consulting team, and members of the community of Midvale, who have been critical in giving important feedback and in helping to inform the planning process.



BEAVER COUNTY FEASIBILITY ANALYSIS

BEAVER COUNTY, UTAH // GSBS CONSULTING

GSBS was hired by Beaver County to conduct an Economic Impact Analysis on a proposed equestrian facility within the county. A comparative facility interview process assessed the financial and functional characteristics of several facilities of similar size and context. Based upon this comparison, GSBS then analyzed the return on investment and economic impact of the proposed facility from visitor spending on the local economy using Implan© software.

REFERENCES

REFERENCES

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COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR

COTTONWOOD HEIGHTS MODERATE INCOME
HOUSING PLAN
Cottonwood Heights

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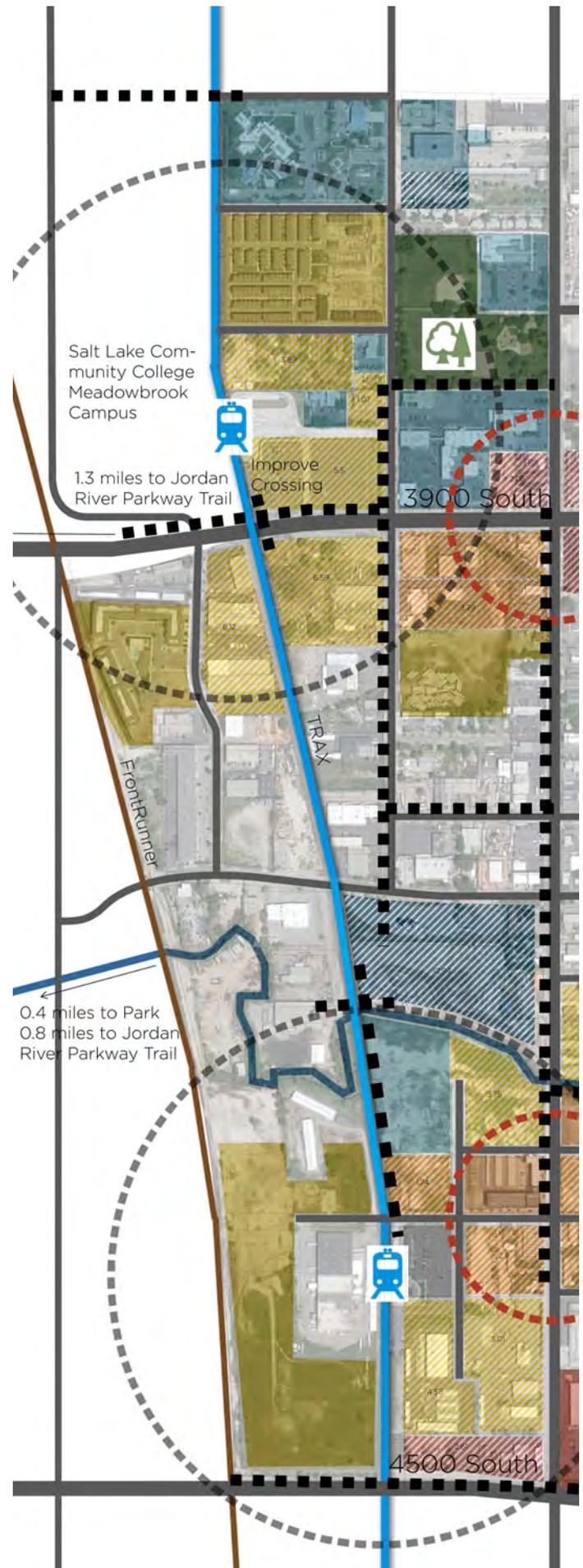
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SUSAN NIXON

SENIOR PLANNER
Murray City

P: (801) 270-2423

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PROPOSED PROJECT PLAN

GSBS' approach is based on a foundation of collaboration with Springdale City, its business community and residents. GSBS understands that recommendations based on a mix of regulations, development incentives, and innovative planning techniques will be necessary to achieve a well-articulated and implementable attainable housing strategy. GSBS benefits from a robust planning model that employs a three-phased planning approach based on data-driven research and stakeholder/community input.

This approach includes:

1. What you have
2. What you want & need
3. How you get there

STEP 1: WHAT YOU HAVE

What you have is a phase of understanding. During this phase, our team will work with the latest demographic, socio-economic, and psychographic

data from ESRI, the U.S. Census Bureau, the U.S. Bureau of Labor Statistics, Utah Governor's Office of Management and Budget, and you to understand the current state of your housing stock and market conditions.

GSBS will evaluate Springdale's current housing market supply and needs and compare it with current UCA 10-6A statutory requirements. In this phase GSBS will compile and analyze all necessary data to prepare a comprehensive house needs assessment report. The needs assessment report provides the data to inform the attainable housing strategies report. This is our opportunity to quantify the opportunities and challenges of implementing affordable housing in Springdale.

Deliverables:

- Existing Housing Needs Assessment and Market Analysis Report
- Attainable Housing Strategies description
- Housing Opportunities and Challenges Description

PROPOSED PROJECT PLAN

STEP 2: WHAT YOU WANT AND NEED

GSBS will work closely with you and the community to develop an understanding of housing goals and desires for the Town. We're glad to see Springdale's foresight in requiring individual interviews with Springdale business owners, employees, residents and other stakeholders. Community Engagement is a critical component of this phase as it allows us to better understand the perspectives and challenges of your town's residents and identify creative approaches already under consideration within the community.

Outreach continues during this phase with community surveys and an open house. The first survey will provide us additional data relating to housing challenges as well as employment and housing information. The open house is an opportunity for the community to review the data and analysis. During the open house we will also provide information on attainable housing strategies identified in phase 1 and the first part of phase 2. During the open house, and through an on-line survey following the open house, community members will have an opportunity to provide feedback on the preliminary list of strategies as well as provide us with additional ideas to achieve an adequate pool of attainable housing in the community. This process informs our research and allows us to refine and tailor attainable housing strategy recommendations from phase one into a clear implementation strategy. This phase builds public support and enhances understanding of the steps needed to achieve the housing needs of Springdale.

STEP 3: HOW YOU GET THERE

The final step of the process involves organizing and arranging the information gathered from the previous phases to provide a specific and implementable plan for the recommendations that have been identified. The final plan document will include graphs, charts, and images as appropriate to communicate the final recommendations. In addition, all deliverables from each phase will be summarized in the body of the document and incorporated into the Plan Appendix.

Phase 1 Evaluation of Existing conditions

- Existing Housing Needs Assessment and Market Analysis Report
- Attainable Housing Strategies description
- Housing Opportunities and Challenges Description

Phase 2 Identifying and Evaluating Future Needs

- Interviews
- Surveys
- Open House

Phase 3 Recommendations and Updates

- Draft Plan
 - Executive Summary
 - Introduction and Background
 - Housing Needs
 - Plans to meet needs
 - Implementation Strategy
- Final Plan
 - Incorporating feedback and input
 - For adoption by Town Council



DELIVERABLES BY PHASE

Phase 1 Evaluation of Existing conditions

- Existing Housing Needs Assessment and Market Analysis Report
- Attainable Housing Strategies description
- Housing Opportunities and Challenges Description

Phase 2 Identifying and Evaluating Future Needs

- Interviews
- Surveys
- Open House

Phase 3 Recommendations and Updates

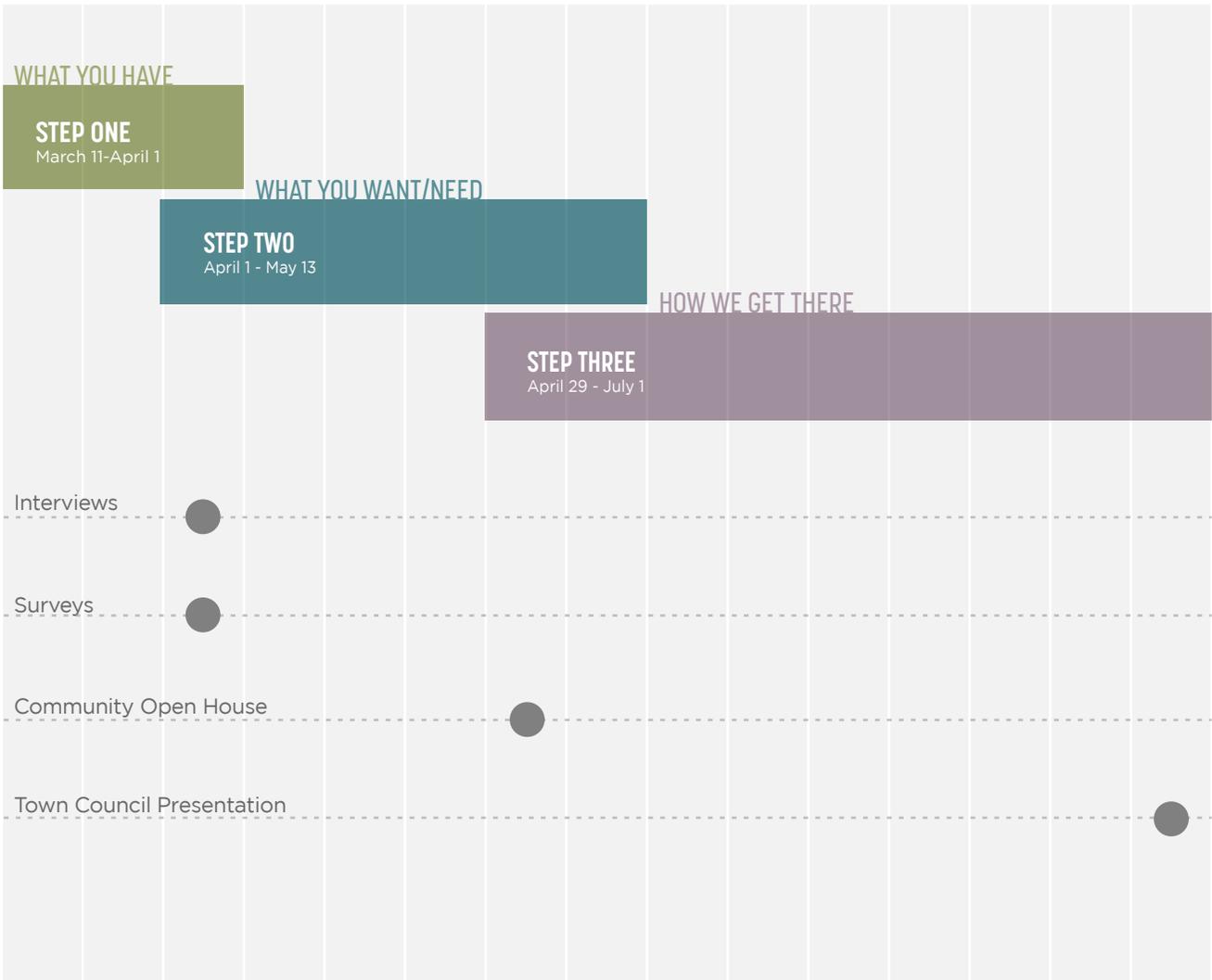
- Draft Plan
 - Executive Summary
 - Introduction and Background
 - Housing Needs
 - Plans to meet needs
 - Implementation Strategy
- Final Plan
 - Incorporating feedback and input
 - For adoption by Town Council



PROJECT TIMELINE

WEEK

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15





COTTONWOOD HEIGHTS AFFORDABLE HOUSING REPORT

NOVEMBER 8, 2019



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EXECUTIVE SUMMARY

Cottonwood Heights City has adopted and updated its Affordable Housing Plan in accordance with statutory requirements since incorporation. The City last updated its Affordable Housing Plan in 2017. As required by Utah Code Annotated 10-9a-408, Cottonwood Heights requested an update of its housing plan to comply with required revisions and changes adopted by recent legislative changes. This update uses the Utah Affordable Housing Forecast Tool (UAHFT) developed by the State of Utah to identify current and projected future moderate-income housing needs and resources. Cottonwood Heights provides realistic opportunities for moderate income housing to meet the needs of people of various income levels living, working or desiring to live or work in Cottonwood Heights and to allow people with various incomes to benefit from and fully participate in all aspects of the Cottonwood Heights community and neighborhoods.

There currently exists a reasonable opportunity for individuals with household incomes of 80 percent AMI to obtain affordable, quality

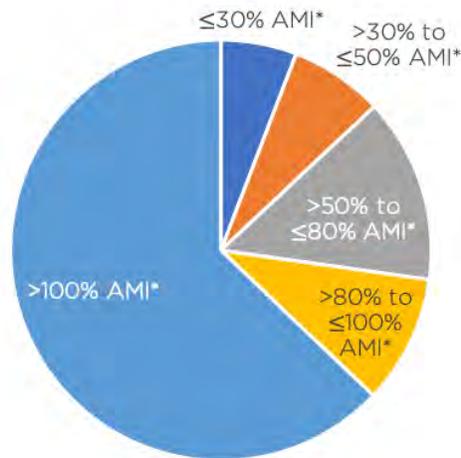
housing in Cottonwood Heights. However, households below 80 percent Area Median Income (AMI or HAMFI) experience a significant deficit of available housing in Cottonwood Heights. These households make no more than \$69,000 annually. An affordable monthly rent/mortgage payment at this level is no more than \$1,725/\$282,877.

Cottonwood Heights had an estimated 12,450 households in 2016 (most current CHAS data available). As seen in Table EX-1 and Figure EX-1, data from the U.S. Department of Housing and Urban Development (HUD) indicate that almost 27 percent of Cottonwood Heights' households have incomes below 80 percent of Area Median Income (AMI or HAMFI). HUD and 10-9a-408 UCA have established 80 percent AMI as the threshold for consideration for moderate income housing programs with additional thresholds established at 50 percent AMI and 30 percent AMI.

TABLE EX-1: HOUSEHOLDS BY INCOME LEVEL IN COTTONWOOD HEIGHTS - 2016

	TOTAL HOUSEHOLDS	% TOTAL
Household Income <= 30% HAMFI	725	5.8%
Household Income >30% to <=50% HAMFI	895	7.2%
Household Income >50% to <=80% HAMFI	1,770	14.2%
Household Income >80% to <=100% HAMFI	1,230	9.9%
Household Income >100% HAMFI	7,830	62.9%
Total	12,450	100.00%
<i>Source: 2016 4-Year HUD Comprehensive Housing Affordability Strategy Data (CHAS)</i>		
<i>HAMFI = HUD Average Median Family Income equivalent to AMI used elsewhere in report</i>		

Figure EX-1: Households by Income Distribution



Source: HUD 2012-2016

Cottonwood Heights' AMI is \$86,207. Table EX-2 is a comparison of AMI for Salt Lake County as a whole and a selection of other cities in the valley. Cottonwood Heights AMI is 127 percent of the Salt Lake County AMI and has

the lowest percentage of households in the low to moderate household category (80 percent AMI and below). Figure EX-1 Shows households by income distribution in Cottonwood Heights.

TABLE EX-2: COMPARISON OF TOTAL AND LOW- MOD-HOUSEHOLDS - SALT LAKE COUNTY

JURISDICTION	TOTAL HOUSEHOLDS	AMI	HOUSEHOLDS BELOW 80% AMI	% HOUSEHOLD BELOW 80% AMI
Cottonwood Heights	12,455	\$86,207	3,390	27%
Salt Lake County	356,060	\$67,922	138,735	39%
Salt Lake City	75,430	\$54,009	38,275	51%
South Salt Lake	8,640	\$41,457	5,760	67%
Murray	18,735	\$57,662	8,460	45%

Source: 2016 4-Year HUD Comprehensive Housing Affordability Strategy Data (CHAS)

Housing affordability is determined by calculating the percentage of the household's total annual gross income paid for housing costs (mortgage/rent, utilities, mortgage insurance, etc.) In Cottonwood Heights 21 percent of all households are considered "Cost Burdened" meaning that 30 percent of their household income for housing.

Within this group, 8 percent are "Severely Cost Burdened," meaning 50 percent of household income goes towards housing costs. Table EX-3 is the breakdown of cost burdened households in Cottonwood Heights by income level.

TABLE EX-3: COST BURDENED/SEVERELY COST BURDENED HOUSEHOLDS BY INCOME LEVEL - COTTONWOOD HEIGHTS

	COST BURDENED	SEVERELY COST BURDENED	TOTAL	% COST BURDENED - ANY LEVEL	% SEVERELY COST BURDENED
Household Income <= 30% HAMFI	545	525	725	75%	72%
Household Income >30% to <=50% HAMFI	575	195	900	64%	22%
Household Income >50% to <=80% HAMFI	725	120	1,770	41%	7%
Household Income >80% to <=100% HAMFI	280	80	1,230	23%	7%
Household Income >100% HAMFI	495	100	7,830	6%	1%
Total	2,620	1,020	12,455	21%	8%

Source: 2016 4-Year HUD Comprehensive Housing Affordability Strategy Data (CHAS)

Cottonwood Heights has identified the following strategies to increase the availability of moderate-income housing within the community:

1. Allow for higher density or moderate-income residential development in commercial and mixed-use zones, commercial centers or employment centers (10-9a-403(b)(iii)(F))
2. Implement zoning incentives for low to moderate income units on a long-term basis (10-9a-403(b)(iii)(J))
3. Utilize a moderate-income housing set aside from a community reinvestment agency, redevelopment agency, or community development and renewal agency (10-9a-403(b)(iii)(V))

SECTION 1 INTRODUCTION & BACKGROUND

PRIOR AFFORDABLE HOUSING PLAN

The current Cottonwood Heights General Plan was adopted in 2005. The City's Affordable Housing Plan was last updated in 2017. The tools recommended in the 2017 update to address housing affordability were:

- Regulatory Climate,
- Zoning for Higher Density,
- Accessory Apartments, and
- Mixed Uses

The City has implemented regulatory and zoning provisions allowing for mixed use and encouraging moderate income housing in the two years since the most recent update of its Affordable Housing Plan. The Mixed-Use zone permits residential densities up to 35 units per acre, allowing for multi-family uses. The Planned Development District zone allows for mixed uses and higher densities in specifically identified areas in the City and includes housing units affordable at or below 50 percent AMI. The City is also in the process of creating two new Community Investment Areas (CRAS) that will include mandated set asides for moderate income housing. Cottonwood Heights has also worked for neighborhood acceptance of greater density and variety of housing types in the City.

STATUTORY REQUIREMENTS

According to UCA Section 10-9a-403(2)(a)(iii), cities of Cottonwood Heights' size are required to include in their General Plan a specific plan that provides a realistic opportunity to meet the need for additional moderate-income housing. When drafting the moderate income housing plan, the planning commission is required to consider the Legislature's determination that municipalities shall facilitate a reasonable opportunity for a variety of housing, including moderate income housing to meet the needs of people of various income levels living, working, or desiring to live or work in the community and to benefit from and fully participate in all aspects of neighborhood and community life. To fulfill the requirement, each city is required to identify at least three strategies from a list of 23 strategies included in UCA 10-9a-403(2)(b)(iii). The statutory strategies are:

- A. Rezone for densities necessary to assure the production of moderate-income housing
- B. Facilitate the rehabilitation or expansion of infrastructure that will encourage the construction of moderate-income housing
- C. Facilitate the rehabilitation of existing uninhabitable housing stock into moderate income housing
- D. Consider general fund subsidies or other sources of revenue to waive construction related fees that are otherwise generally imposed by the city

- E. Create or allow for, and reduce regulations related to, accessory dwelling units in residential zones
- F. Allow for higher density or moderate-income residential development in commercial and mixed-use zones, commercial centers or employment centers;
- G. Encourage higher density or moderate-income residential development near major transit investment corridors
- H. Eliminate or reduce parking requirements for residential development where a resident is less likely to rely on the resident's own vehicle, such as residential development near major transit investment corridors or senior living facilities
- I. Allow for single room occupancy developments
- J. Implement zoning incentives for low- to moderate-income units in new developments
- K. Utilize strategies that preserve subsidized low- to moderate-income units on a long-term basis
- L. Preserve existing moderate-income housing
- M. Reduce impact fees, as defined in Section 11-36a-102, related to low- and moderate-income housing
- N. Participate in a community land trust program for low- or moderate-income housing
- O. Implement a mortgage assistance program for employees of the municipality or of an employer that provides contracted services to the municipality
- P. Apply for or partner with an entity that applies for state or federal funds or tax incentives to promote the construction of moderate-income housing
- Q. Apply for or partner with an entity that applies for programs offered by the Utah Housing Corporation within that agency's funding capacity
- R. Apply for or partner with an entity that applies for affordable housing programs administered by the Department of Workforce Services
- S. Apply for or partner with an entity that applies for programs administered by an association of governments established by an interlocal agreement under Title 11, Chapter 13, Interlocal Cooperation Act
- T. Apply for or partner with an entity that applies for services provided by a public housing authority to preserve and create moderate income housing
- U. Apply for or partner with an entity that applies for programs administered by a metropolitan planning organization or other transportation agency that provides technical planning assistance
- V. Utilize a moderate-income housing set aside from a community reinvestment agency,

redevelopment agency, or community development and renewal agency

- W. Any other program or strategy implemented by the municipality to address the housing needs of residents of the municipality who earn less than 80% of area median income

This Moderate Income Housing Plan has been prepared in accordance with the requirements of UCA 10-9a-403(2)(b)(iii). The plan includes an estimate of the need for moderate income housing in Cottonwood Heights for the next five years, analysis and data on the number of housing units at or below:

- 80% of the adjusted median family income
- 50% of the adjusted median family income
- 30% of the adjusted median family income

The plan also provides a description of efforts made and to be made by Cottonwood Heights to utilize a moderate income housing set aside from a community development and renewal agency area and recommended strategies as required in State Statute.

REVIEW PROCESS

Beginning in 2020, Cottonwood Heights is required to produce a report annually that quantifies implementation of this plan. The annual report must include a revised estimate of the need for moderate income housing in the city for the next five years as well as a

description of progress made in implementing the plan by analyzing and publishing data on the number of housing units in Cottonwood Heights that are at or below:

- 80% of the adjusted median family income
- 50% of the adjusted median family income
- 30% of the adjusted median family income

A copy of the annual moderate-income housing report must be sent to the Department of Workforce Services and the Wasatch Front Regional Council.

SECTION 2 POPULATION AND HOUSING NEEDS

UAHFT TOOL

Current and projected population, current and projected percentage of total households at the identified adjusted median income levels, and available housing units at the identified affordability levels have been estimated using the Utah Affordable Housing Forecast Tool (UAHFT). Appendix A is the list of Cottonwood Heights “inputs” to the housing needs forecasting tool created by the State of Utah. The inputs focus on two basic categories:

- Housing stock
- Households

Within each of the categories the tool identifies the number of housing units and the number of households in Cottonwood Heights by affordability “band”. An affordability band is price point range affordable to households making a certain amount of money. In the analysis, the bands are:

- less than 30 percent of area median income (AMI),
- between 30-50 percent of AMI,

- between 50-80 percent of AMI,
- between 80-100 percent of AMI and
- over 100 percent of AMI.

AMI is the median income of all households in the City. The Cottonwood Heights 2017 median household income was \$86,207. This is the most current figure available.

The tool uses data from the 2010 Census, the 2017 American Community Survey of the US Census and the 2016 Community Affordable Housing Strategy from HUD to estimate how many households in Cottonwood Heights fall into the various income “bands” relative to median household income. Using the two estimates, the tool then calculates the “gap” or surplus in each “band” to identify the availability of housing units to households at a range of income levels.

DEMOGRAPHIC SUMMARY

The population of Cottonwood Heights has grown by an estimated two percent between 2010 and 2017. This is reflective of the increase in growth across the county (7 percent), as seen

TABLE 1: COMPARATIVE SUMMARY OF COTTONWOOD HEIGHTS AND SALT LAKE COUNTY BETWEEN 2010 TO 2017

AREA	2010		2017	
	COTTONWOOD HEIGHTS	SALT LAKE CO.	COTTONWOOD HEIGHTS	SALT LAKE CO.
Total Population	33,433	1,029,655	34,214	1,106,700
Median Household Income	70,996	58,004	86,207	67,922
Median Age	36.9	30.3	37.5	32.4

Source: U.S. Census, American Community Survey, 5-yr Data 2013-2017

Both Cottonwood Heights and Salt Lake County reported an increase in median household income of 18 percent and 15 percent respectively between 2010 and 2017. Cottonwood Heights maintains a higher median income than surrounding areas. Median age is also higher than the County by around 6-7 years.

Racial and ethnic composition of Cottonwood Heights is primarily white with 8.4 percent of the population identifying as a non-white or mixed race/ethnicity. This is higher than Salt Lake County where 19 percent of the population identifies as nonwhite, Table 2.

TABLE 2: RACIAL AND ETHNIC COMPOSITION OF COTTONWOOD HEIGHTS AND SALT LAKE COUNTY

RACE/ETHNICITY	% OF COTTONWOOD HEIGHTS POPULATION	% OF SALT LAKE COUNTY POPULATION
White	91.6%	80.1%
Black or African American	0.4%	1.7%
American Indian and Alaska Native	0.4%	0.8%
Asian	3.9%	3.9%
Native Hawaiian and Other Pacific Islander	0.5%	1.5%
Some other race	0.4%	8.9%
Two or more races	2.8%	3.1%
Persons of Hispanic Origin	5.4%	17.9%
Median Age	36.9	30.3
Median Household Income	70,996	58,004
Median Age	36.9	30.3

Source: U.S. Census Bureau 2013-2017 ACS

HOUSEHOLDS

The median household income in Cottonwood Heights is just over \$86,200¹. This has grown from the 2010 median income of \$70,996. Of these, almost 63 percent have household incomes greater than the median. Table 3 is the distribution of households in the City by income band from 2010 to 2016. This analysis is seen in Table 4.

To evaluate the sensitivity of the results of the Economic Impact Analysis to the assumptions relating to visitor spending, the model was run with an assumption that visitor spending was 25 percent lower than the visitor spending profile estimate. In the Economic Impact Analysis results tables relating to visitor spending (Tables 9 through 12 below) the high estimate is based on the visitor spending profile and the low estimate is based on 75th percentile of the profile.

TABLE 3: INCOME DISTRIBUTION FROM 2010 TO 2016

	2010 (HOUSEHOLDS)	2010 PERCENTAGE	2016 (HOUSEHOLDS)	2016 PERCENTAGE
Total	12,040	-	12,450	-
≤30% AMI*	720	6.0%	725	5.8%
>30% to ≤50% AMI*	720	6.0%	895	7.2%
>50% to ≤80% AMI*	1,865	15.5%	1,770	14.2%
>80% to ≤100% AMI*	1,185	9.8%	1,230	9.9%
>100% AMI*	7,545	62.7%	7,830	62.9%

Source: 2010-2014, 2012-2016 4-Year HUD Comprehensive Housing Affordability Strategy Data (CHAS)

The income distribution within Cottonwood Heights is dispersed with nearly 63 percent of households making more than the Area Median Income (AMI). This remains comparable to 2010 Census data.

¹ 2012-2016 U.S. Department of Human and Urban Development

CURRENT HOUSING NEEDS

Cottonwood Heights Results

As of 2017, of Cottonwood Heights' 12,661 occupied housing units, 9,310 or 74 percent are owner-occupied and 3,351 or 26 percent are renter-occupied. The rate of owner-occupied housing in Cottonwood Heights is significantly higher than that of the Salt Lake County, the State of Utah or national rates (Table 4).

TABLE 4: HOUSING UNITS AND TENURE - 5 YR. AVERAGE 2012-2017

	TOTAL HOUSING UNITS	OCCUPIED HOUSING UNITS	OWNER-OCCUPIED UNITS	% OWNER-OCCUPIED	RENTER-OCCUPIED	% RENTER-OCCUPIED
Cottonwood Heights	13,446	12,661	9,310	74%	3,351	26%
Salt Lake County	384,127	363,058	241,328	66%	121,730	34%
State of Utah	1,046,597	938,365	653,429	70%	284,936	30%
United States	135,393,564	118,825,921	75,833,135	64%	42,992,786	36%

Source: U.S. Census, American Community Survey, 5-yr Data 2013-2017, DP05

Owner-occupied housing units in Cottonwood Heights range in value from less than \$50,000 (197 units) to greater than \$1,000,000 (147 units)². Pricing of the City's rental housing stock ranges from less than \$500 per month (35 units) to \$3,000 or more per month (75 units)³. Table 5 indicates the estimated percentage of total occupied units affordable to households at various levels of AMI.

TABLE 5: PERCENT OCCUPIED HOUSING UNITS BY ATTAINABLE INCOME LEVEL

AMI	OWNER OCCUPIED	RENTAL	TOTAL
< 30%	2%	2%	4%
30% < 50%	4%	5%	9%
50% < 80%	15%	14%	29%
80% < 100%	11%	3%	15%
> 100%	42%	1%	44%
Total	75%	25%	100%

Source: U.S. Census, American Community Survey, 5-yr Data 2013-2017

² 2013-2017 American Community Survey 5-Year Estimates

³ Ibid.

AFFORDABILITY

The U.S. Housing and Urban Development definition of housing affordability requires that housing-related expenses⁴ are 30 percent or less of gross household income. If housing-related costs exceed 30 percent of gross income, then the household is considered “cost-burdened”. If housing-related costs are more than 50 percent of gross income, then the household is considered “severely cost-burdened.” In Cottonwood Heights, housing-related expenses affordable to the various income bands are estimated in Table 6.

TABLE 6: AFFORDABLE HOUSING-RELATED COSTS

	MAXIMUM AFFORDABLE COST *	MAXIMUM MORTGAGE LOAN **
≤30% AMI	\$485	\$79,752
>30% to ≤50% AMI	\$808	\$132,420
>50% to ≤80% AMI	\$1,292	\$211,871
>80% to ≤100% AMI	\$1,615	\$264,839
<i>* Includes rent/mortgage payment + related costs</i>		
<i>** Includes mortgage insurance cost</i>		

According to the UAHFT tool, 23 percent of all households in Cottonwood Heights are cost burdened. Of the cost-burdened households, 52 percent are renting and 48 percent are owner occupied households. Cost-burdened renter households represent 65 percent of all low to moderate renter households, 29 percent of all renter households and 8 percent of all households in Cottonwood Heights. Cost-burdened owner households represent 48 percent of all low-mod owner households, 10 percent of all owner households and 7 percent of all households in the City. Table 7 identifies the income levels of the various cost-burdened renter households.

TABLE 7: COST-BURDENED STATUS LOW-MOD RENTER HOUSEHOLDS

	TOTAL HOUSING UNITS	OCCUPIED HOUSING UNITS	OWNER-OCCUPIED UNITS	% OWNER-OCCUPIED
≤30% AMI	380	350	350	92%
>30% to ≤50% AMI	475	405	105	85%
>50% to ≤80% AMI	705	265	0	38%
Total Low-Mod	1,560	1,020	455	65%

2012-2016 U.S. Department of Human and Urban Development

⁴ Housing-related expenses include all costs of housing (e.g. rent/mortgage payment, utilities, HOA fees)

Households paying more than 30 percent of their annual income for housing costs are considered at risk for losing their housing due to inability to afford housing costs. Of the cost-burdened renter households, 92 percent of households making \$25,900 or less annually are at risk and all pay 50 percent or more of their annual income for housing. This puts them at significantly higher risk than those paying 30 percent of their annual income. For renter households making between \$25,900 and \$43,100 annually, 85 percent are at risk. Of those, 26 percent pay 50 percent or more of their income for housing.

Table 8 identifies the income level of the various cost burdened owner households.

TABLE 8: COST-BURDENED STATUS LOW-MOD OWNER HOUSEHOLDS

	HOUSEHOLDS IN CATEGORY	COST BURDENED HOUSEHOLDS	SEVERELY COST BURDENED HOUSEHOLDS	% AT RISK
≤30% AMI	345	305	285	88%
>30% to ≤50% AMI	420	165	90	39%
>50% to ≤80% AMI	1,065	460	120	43%
Total Low-Mod	1,830	930	495	51%

2012-2016 U.S. Department of Human and Urban Development

Of the cost-burdened owner households, 88 percent are making \$25,900 or less annually are considered at risk. Of those, 93 percent pay 50 percent or more of their annual income for housing, putting those households at a significantly higher risk. For owner households making between \$25,900 and \$43,100 annually, 39 percent are at risk. Of those, 55 percent pay 50 percent or more of their income for housing.

HOUSING AVAILABILITY

Cottonwood Heights has an estimated 13,446 housing units, with 94 percent occupied by either homeowners or renters and the remaining used as transient accommodations or remain vacant. Of the occupied units, 74 percent are owner occupied. The median owner-occupied home value in Cottonwood Heights is \$349,000⁵. A \$349,000 home is affordable to a household making approximately \$77,300 annually. This calculation does not include additional costs such as mortgage insurance. This is below the Cottonwood Heights household median income of \$86,207. For a rental household, the median

⁵ 2013-2017 American Community Survey 5-Year Estimates

rent in the City is approximately \$1,175 per month, affordable to households with an annual income of approximately \$47,000.

Table 9 is a comparison of the number of occupied housing units and the number of households in Cottonwood Heights by income band⁶. According to this table, the City has a housing gap in the lowest and highest income bands, meaning that households in the under 30% category are “stretching” for their housing, thus making them cost-burdened. In the upper income category band, the “deficit” in housing is more likely characterized by households paying less than 30 percent band of annual income for housing.

TABLE 9: HOUSING UNITS/HOUSEHOLDS BY INCOME BAND

INCOME BAND	OCCUPIED HOUSING UNITS	HOUSEHOLDS	HOUSING SURPLUS/ (GAP)
≤30% AMI	466	725	(259)
>30% to ≤50% AMI	1,090	895	195
>50% to ≤80% AMI	3,648	1770	1,878
80% + AMI	7,276	9060	(1,784)
Total	12,481	12,450	31

Source: 2013-2017 American Community Survey 5-Year Estimates

Household data indicates that 930 households making \$69,000 or less annually are in housing units that are not considered affordable for their income level. By comparison, 39 percent of Salt Lake County households are cost burdened and 67 percent of South Salt Lake City households are cost burdened, Table 10.

TABLE 10: COMPARISON OF TOTAL AND LOW-MOD-HOUSEHOLDS - SALT LAKE COUNTY

JURISDICTION	TOTAL HOUSEHOLDS	AMI	HOUSEHOLDS BELOW 80% AMI	% HOUSEHOLD BELOW 80% AMI
Cottonwood Heights	12,455	\$86,207	3,390	27%
Salt Lake County	356,060	\$67,922	138,735	39%
Salt Lake City	75,430	\$54,009	38,275	51%
South Salt Lake	8,640	\$41,457	5,760	67%
Murray	18,735	\$57,662	8,460	45%

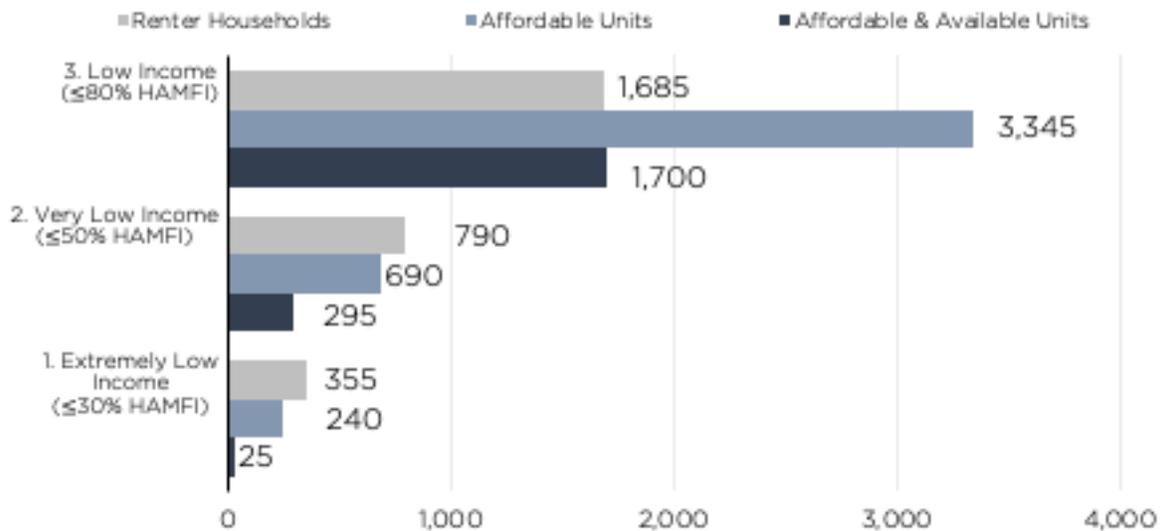
Source: 2016 4-Year HUD Comprehensive Housing Affordability Strategy Data (CHAS)

⁶ The total households in this table differ from CHAS data because ACS data are 2016 counts

Housing affordability occurs on a spectrum. Households don't, in reality, acquire housing based strictly on their "affordability band." When a household in the $\leq 30\%$ AMI band "stretches"⁷ for housing, they are actually occupying a unit in the $> 30\%$ to $\leq 50\%$ AMI band. To the extent that the number of units in that band are inadequate, households in the $> 30\%$ to $\leq 50\%$ AMI band may then have to stretch to the $> 50\%$ to $\leq 80\%$ band and so on. This effect also works in reverse.

Figure 1 illustrates the deficit of affordable AND available housing by income band in Cottonwood Heights.

Figure 1: Affordable & Available Housing Deficit 2016



Source: 2012-2016 U.S. Department of Human and Urban Development

According to the UAHFT Model, there is a surplus of affordable and available units at the 80 percent AMI level but significant deficits at the lower income bands. This is reinforced by the number of households paying more for their rent than is considered affordable.

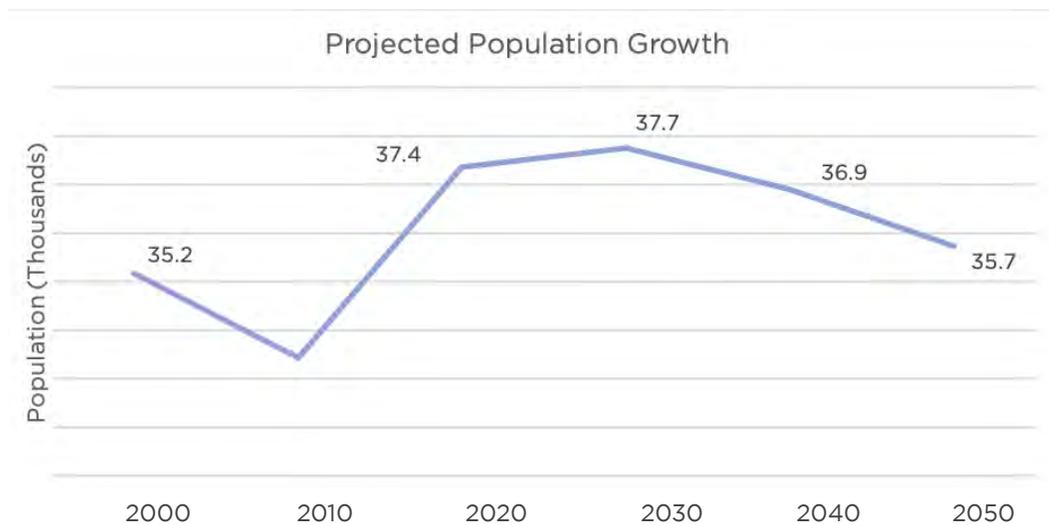
Although the UAHFT Model does not compute a similar number for owned housing, the presence of cost-burdened and severely cost-burdened households in the owned housing category indicates a similar deficit of available and affordable housing.

⁷ 79 percent of all Cottonwood Heights households in this band.

FUTURE HOUSING STOCK

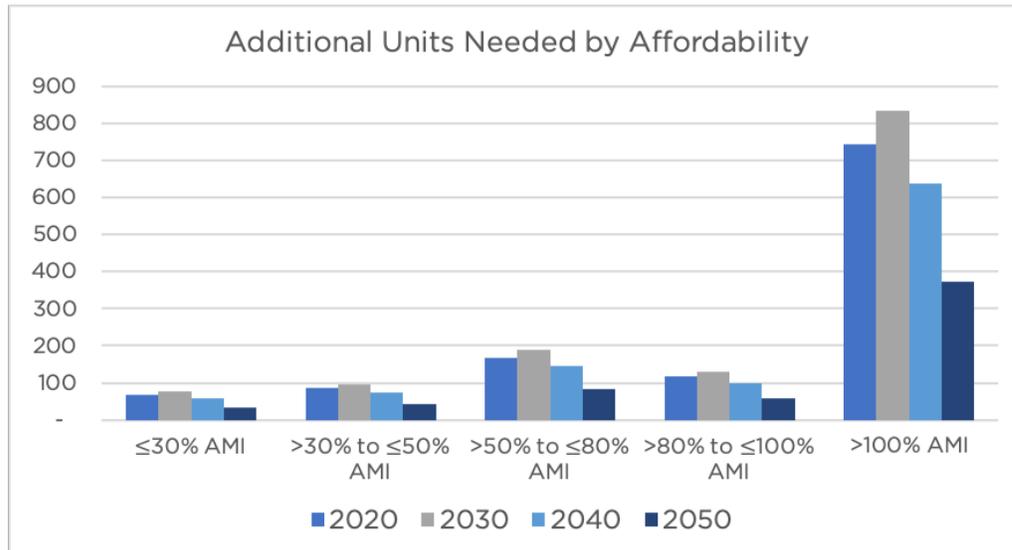
Cottonwood Heights is projected to grow from 34,117 in 2018 to 35,732 by 2050. At the City's average household size of 2.74 persons per household, an additional 586 housing units will be needed. If the current distribution of household incomes is assumed, the housing deficit in the extremely low income category will increase. Figure 2 illustrates the projected deficit by income band based on band population projections for 2020, 2030, 2040 and 2050.

Figure 2: Projected Population Growth in Cottonwood Heights, 2000-2050



Source: GOPB Population Projections

Figure 3: Additional Units Needed by Affordability



Source: GOPB Population Projections, 2012-2016 U.S. Department of Human and Urban Development

Cottonwood Heights population is projected to peak in 2030. Total population is projected to decrease by 2050, most likely as a result of an aging population and smaller household sizes. By 2030, a total of 13,780 units will be needed at all income levels. This is 586 more units than Cottonwood Heights has today, Figure 3. If additional housing units are not added, Cottonwood Heights deficit in the various affordability categories may continue to increase.

REGULATORY ENVIRONMENT

As of May 2019, Senate Bill 34 (SB-34) requires municipalities of 1st, 2nd, 3rd and 4th classes, and municipalities with a population of 5,000 or more and located in counties of the 1st, 2nd or 3rd class must plan to adopt a moderate income elements into their general plans. SB 34 works towards providing a diverse range of housing for all income levels in Utah. This specifically addresses the current and projected future housing shortage as Utah's population continues to grow at a rapid pace.

The required required moderate income housing plan must include at least three strategies chosen from a 'menu' to address housing availability. Cottonwood Heights is classified as a 3rd city and must adhere to this legislative action by submitting an adopted plan by December 1, 2019.

Moving forward, Cottonwood Heights must now facilitate the opportunity for a variety of housing types to fit the needs of renters and homeowners within the community. This includes:

- 1) Meeting the needs of people of various income levels living, working, or desiring to live or work in the community (509; 1198);
- 2) "Allowing people with various incomes to benefit from and participate in all aspects of neighborhood and community life" (511; 1200);
- 3) Strategically address how they will provide a realistic opportunity for the development of moderate income housing within five years for cities (513) and within the planning horizon for counties (1203)

Once an updated moderate income housing plan is adopted, Cottonwood Heights must annually review the plan and its implementation. A copy of this report will also be submitted to the Department of Workforce Services and the Wasatch Front Regional Council. The report must include:

- A. A revised estimate of the need for moderate income housing in the next five years;
- B. A description of progress made to provide moderate income housing. This will happen by analyzing the availability of housing within each cost bracket based on area median income (number of units within 80%, 50%, and 30% of AMI);
- C. A plan to utilize community reinvestment strategies to effectively use a moderate income housing set-aside from their community development agency;
- D. An explanation of how progress was made towards the selected targets chosen from the menu of MIH strategies.

PLANS TO MEET THE AFFORDABLE HOUSING NEED

Cottonwood Heights has identified three preferred strategies from the ‘menu’ offered by SB-34. The following strategies were chosen according to community-driven goals and identified shortcomings to housing availability within the municipality.

Strategy 1: Allow for higher density or moderate-income residential development in commercial and mixed-use zones, commercial centers or employment centers (10-9a-403(b)(iii)(F))

Utilizing commercial corridors provides the opportunity for dense mixed-use development which should also include housing as a critical aspect to the project. This provides a diverse housing option for the residents of Cottonwood Heights and offers access to employment, cultural experiences and various multi-modal transportation options.

Cottonwood Heights recently amended its long-range land use map to envision mixed use development within nodes along Fort Union Boulevard. This is expected to result in higher density redevelopment projects and a potential increase of moderate income housing.

Strategy 2: Implement zoning incentives for low to moderate income units on a long-term basis (10-9a-403(b)(iii)(J))

Zoning incentives should be used to provide support for additional affordable and low-income units within a development. This can be incentivized through density bonuses, expedited approvals and fee waivers for participants. This not only increases housing availability in the area but can significantly cut costs and time for developers. Cottonwood Heights planned development includes a density bonus to developers including moderate income housing.

To date, twenty 50-percent AMI units have been developed under this provision in Cottonwood Heights.

Strategy 3: Utilize a moderate-income housing set aside from a community reinvestment agency, redevelopment agency, or community development and renewal agency (10-9a-403(b)(iii)(V))

Cottonwood Heights adheres to the Community Development and Renewal Agency Act. This requires municipalities to set aside a minimum of 10 percent of CRA funds towards the creation of moderate income housing. Cottonwood Heights is in the process of creating two new community reinvestment project areas, adding to the moderate income housing supply.

CONCLUSIONS AND RECOMMENDATIONS

Cottonwood Heights is making strides to provide high quality moderate income housing options for current and future residents. These efforts are directly in line with Senate Bill 34 legislation through their incorporation of three specifically targeted goals to increase housing availability. This will primarily affect the 27 percent of Cottonwood Heights residents with incomes at or below 80 percent AMI.

The affordability band with the highest rate of cost-constrained and severely cost-constrained households is in the $\leq 30\%$ AMI level. These households make no more than \$25,900⁹ annually with an affordable monthly rent/mortgage payment not more than \$647. It is difficult to achieve this level of rent or mortgage payment in an area with high land values. The competitive housing market throughout Salt Lake County also contributes to the deficit in affordable units.

In order to create enough new housing affordable to households in the $\leq 30\%$ AMI affordability band

considerable subsidy will likely be required. The most cost-effective way for a city like Cottonwood Heights is to work with other jurisdictions to provide the type of funding needed. As appropriate locations become available, new units can be added at this level, relieving pressure on the other affordability categories.

RECOMMENDATIONS

- 1) Continue to utilize density bonus programs included in the Planned Development District ordinance to create set-asides at particular income levels.
- 2) Centralize focus on reinvesting Community Reinvestment Agency funding towards moderate income housing projects.
- 3) Work with other jurisdictions to create funding sources for extremely-low income housing units where appropriate.

⁹ According to the Bureau of Labor Statistics jobs in this income category include medical assistants, construction workers and retail salespersons

APPENDIX A 2017 ACS DATA

SUBJECT	COTTONWOOD HEIGHTS CITY, UTAH			
	ESTIMATE	MARGIN OF ERROR	PERCENT	PERCENT MARGIN OF ERROR
HOUSING OCCUPANCY				
Total housing units	13,446	+/-410	13,446	(X)
Occupied housing units	12,661	+/-372	94.2%	+/-1.5
Vacant housing units	785	+/-212	5.8%	+/-1.5

Homeowner vacancy rate	1.4	+/-0.8	(X)	(X)
Rental vacancy rate	4.0	+/-2.5	(X)	(X)

UNITS IN STRUCTURE				
Total housing units	13,446	+/-410	13,446	(X)
1-unit, detached	9,319	+/-387	69.3%	+/-2.1
1-unit, attached	833	+/-216	6.2%	+/-1.6
2 units	465	+/-143	3.5%	+/-1.0
3 or 4 units	210	+/-70	1.6%	+/-0.5
5 to 9 units	774	+/-173	5.8%	+/-1.2
10 to 19 units	894	+/-181	6.6%	+/-1.3
20 or more units	870	+/-171	6.5%	+/-1.3
Mobile home	81	+/-67	0.6%	+/-0.5
Boat, RV, van, etc.	0	+/-24	0.0%	+/-0.2

YEAR STRUCTURE BUILT				
Total housing units	13,446	+/-410	13,446	(X)
Built 2014 or later	25	+/-22	0.2%	+/-0.2
Built 2010 to 2013	236	+/-126	1.8%	+/-0.9
Built 2000 to 2009	921	+/-172	6.8%	+/-1.2
Built 1990 to 1999	2,299	+/-288	17.1%	+/-2.1
Built 1980 to 1989	2,679	+/-310	19.9%	+/-2.1
Built 1970 to 1979	4,364	+/-338	32.5%	+/-2.5
Built 1960 to 1969	1,687	+/-222	12.5%	+/-1.6
Built 1950 to 1959	1,072	+/-196	8.0%	+/-1.4
Built 1940 to 1949	137	+/-84	1.0%	+/-0.6
Built 1939 or earlier	26	+/-33	0.2%	+/-0.2

ROOMS				
Total housing units	13,446	+/-410	13,446	(X)
1 room	181	+/-104	1.3%	+/-0.8
2 rooms	278	+/-95	2.1%	+/-0.7
3 rooms	690	+/-164	5.1%	+/-1.2
4 rooms	1,378	+/-263	10.2%	+/-1.9
5 rooms	1,018	+/-197	7.6%	+/-1.5
6 rooms	1,627	+/-250	12.1%	+/-1.7
7 rooms	1,513	+/-239	11.3%	+/-1.7
8 rooms	1,765	+/-273	13.1%	+/-2.0
9 rooms or more	4,996	+/-289	37.2%	+/-2.2
Median rooms	7.5	+/-0.2	(X)	(X)

BEDROOMS				
Total housing units	13,446	+/-410	13,446	(X)
No bedroom	181	+/-104	1.3%	+/-0.8
1 bedroom	848	+/-197	6.3%	+/-1.4
2 bedrooms	2,053	+/-257	15.3%	+/-1.8
3 bedrooms	3,260	+/-343	24.2%	+/-2.3
4 bedrooms	3,367	+/-370	25.0%	+/-2.7
5 or more bedrooms	3,737	+/-306	27.8%	+/-2.4
7 rooms	1,513	+/-239	11.3%	+/-1.7
8 rooms	1,765	+/-273	13.1%	+/-2.0
9 rooms or more	4,996	+/-289	37.2%	+/-2.2
Median rooms	7.5	+/-0.2	(X)	(X)

HOUSING TENURE				
Occupied housing units	12,661	+/-372	12,661	(X)
Owner-occupied	9,310	+/-382	73.5%	+/-2.0
Renter-occupied	3,351	+/-270	26.5%	+/-2.0

Average household size of owner-occupied unit	2.77	+/-0.09	(X)	(X)
Average household size of renter-occupied unit	2.50	+/-0.17	(X)	(X)

YEAR HOUSEHOLDER MOVED INTO UNIT				
Occupied housing units	12,661	+/-372	12,661	(X)
Moved in 2015 or later	1,501	+/-249	11.9%	+/-1.9
Moved in 2010 to 2014	3,424	+/-340	27.0%	+/-2.6
Moved in 2000 to 2009	3,471	+/-383	27.4%	+/-2.8
Moved in 1990 to 1999	1,967	+/-262	15.5%	+/-2.1
Moved in 1980 to 1989	893	+/-170	7.1%	+/-1.4
Moved in 1979 and earlier	1,405	+/-193	11.1%	+/-1.5

VEHICLES AVAILABLE				
Occupied housing units	12,661	+/-372	12,661	(X)
No vehicles available	406	+/-134	3.2%	+/-1.1
1 vehicle available	3,487	+/-346	27.5%	+/-2.3
2 vehicles available	5,522	+/-370	43.6%	+/-2.5
3 or more vehicles available	3,246	+/-259	25.6%	+/-2.3

HOUSE HEATING FUEL				
Occupied housing units	12,661	+/-372	12,661	(X)
Utility gas	11,575	+/-394	91.4%	+/-1.7
Bottled, tank, or LP gas	0	+/-24	0.0%	+/-0.2
Electricity	1,053	+/-217	8.3%	+/-1.7
Fuel oil, kerosene, etc.	0	+/-24	0.0%	+/-0.2
Coal or coke	0	+/-24	0.0%	+/-0.2
Wood	0	+/-24	0.0%	+/-0.2
Solar energy	7	+/-11	0.1%	+/-0.1
Other fuel	0	+/-24	0.0%	+/-0.2
No fuel used	26	+/-34	0.2%	+/-0.3

SELECTED CHARACTERISTICS				
Occupied housing units	12,661	+/-372	12,661	(X)
Lacking complete plumbing facilities	23	+/-25	0.2%	+/-0.2
Lacking complete kitchen facilities	24	+/-23	0.2%	+/-0.2
No telephone service available	342	+/-155	2.7%	+/-1.2

OCCUPANTS PER ROOM				
Occupied housing units	12,661	+/-372	12,661	(X)
1.00 or less	12,530	+/-399	99.0%	+/-0.6
1.01 to 1.50	68	+/-56	0.5%	+/-0.4
1.51 or more	63	+/-56	0.5%	+/-0.4

VALUE				
Owner-occupied units	9,310	+/-382	9,310	(X)
Less than \$50,000	197	+/-70	2.1%	+/-0.7
\$50,000 to \$99,999	64	+/-43	0.7%	+/-0.5
\$100,000 to \$149,999	297	+/-109	3.2%	+/-1.1
\$150,000 to \$199,999	393	+/-119	4.2%	+/-1.2
\$200,000 to \$299,999	2,384	+/-270	25.6%	+/-2.6
\$300,000 to \$499,999	3,830	+/-315	41.1%	+/-2.9
\$500,000 to \$999,999	1,998	+/-208	21.5%	+/-2.4
\$1,000,000 or more	147	+/-67	1.6%	+/-0.7
Median (dollars)	349,000	+/-8,689	(X)	(X)

MORTGAGE STATUS				
Owner-occupied units	9,310	+/-382	9,310	(X)
Housing units with a mortgage	6,415	+/-412	68.9%	+/-2.8
Housing units without a mortgage	2,895	+/-254	31.1%	+/-2.8

SELECTED MONTHLY OWNER COSTS (SMOC)				
Housing units with a mortgage	6,415	+/-412	6,415	(X)
Less than \$500	57	+/-43	0.9%	+/-0.7
\$500 to \$999	499	+/-117	7.8%	+/-1.8
\$1,000 to \$1,499	1,384	+/-251	21.6%	+/-3.3
\$1,500 to \$1,999	1,997	+/-312	31.1%	+/-4.3
\$2,000 to \$2,499	1,151	+/-194	17.9%	+/-2.9
\$2,500 to \$2,999	618	+/-134	9.6%	+/-2.1
\$3,000 or more	709	+/-165	11.1%	+/-2.6
Median (dollars)	1,836	+/-49	(X)	(X)

SELECTED MONTHLY OWNER COSTS (SMOC)				
Housing units without a mortgage	2,895	+/-254	2,895	(X)
Less than \$250	64	+/-46	2.2%	+/-1.6
\$250 to \$399	617	+/-119	21.3%	+/-4.2
\$400 to \$599	1,221	+/-207	42.2%	+/-5.4
\$600 to \$799	562	+/-137	19.4%	+/-4.3
\$800 to \$999	239	+/-86	8.3%	+/-2.8
\$1,000 or more	192	+/-70	6.6%	+/-2.4
Median (dollars)	496	+/-21	(X)	(X)

SELECTED MONTHLY OWNER COSTS AS A PERCENTAGE OF HOUSEHOLD INCOME (SMOCAPI)				
Housing units with a mortgage (excluding units where SMOCAPI cannot be computed)	6,405	+/-410	6,405	(X)
Less than 20.0 percent	2,984	+/-304	46.6%	+/-3.9
20.0 to 24.9 percent	1,043	+/-198	16.3%	+/-3.1
25.0 to 29.9 percent	629	+/-183	9.8%	+/-2.7
30.0 to 34.9 percent	530	+/-142	8.3%	+/-2.1
35.0 percent or more	1,219	+/-206	19.0%	+/-2.9

Not computed	10	+/-16	(X)	(X)
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Housing unit without a mortgage (excluding units where SMOCAPI cannot be computed)	2,895	+/-254	2,895	(X)
Less than 10.0 percent	1,629	+/-189	56.3%	+/-4.5
10.0 to 14.9 percent	610	+/-126	21.1%	+/-4.1
15.0 to 19.9 percent	219	+/-73	7.6%	+/-2.4
20.0 to 24.9 percent	152	+/-55	5.3%	+/-1.9
25.0 to 29.9 percent	96	+/-47	3.3%	+/-1.6
30.0 to 34.9 percent	29	+/-24	1.0%	+/-0.8
35.0 percent or more	160	+/-81	5.5%	+/-2.7

Not computed	0	+/-24	(X)	(X)
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GROSS RENT				
Occupied units paying rent	3,171	+/-268	3,171	(X)
Less than \$500	35	+/-53	1.1%	+/-1.7
\$500 to \$999	736	+/-182	23.2%	+/-5.3
\$1,000 to \$1,499	1,688	+/-204	53.2%	+/-5.6
\$1,500 to \$1,999	536	+/-176	16.9%	+/-5.1
\$2,000 to \$2,499	82	+/-67	2.6%	+/-2.1
\$2,500 to \$2,999	19	+/-22	0.6%	+/-0.7
\$3,000 or more	75	+/-84	2.4%	+/-2.6
Median (dollars)	1,175	+/-40	(X)	(X)
No rent paid	180	+/-85	(X)	(X)

GROSS RENT AS A PERCENTAGE OF HOUSEHOLD INCOME (GRAPI)				
Occupied units paying rent (excluding units where GRAPI cannot be computed)	3,056	+/-276	3,056	(X)
Less than 15.0 percent	649	+/-189	21.2%	+/-5.8
15.0 to 19.9 percent	428	+/-141	14.0%	+/-4.4
20.0 to 24.9 percent	523	+/-144	17.1%	+/-4.4
25.0 to 29.9 percent	446	+/-139	14.6%	+/-4.5
30.0 to 34.9 percent	206	+/-84	6.7%	+/-2.7
35.0 percent or more	804	+/-180	26.3%	+/-5.5
Not computed	295	+/-123	(X)	(X)

APPENDIX B

2010 CENSUS DATA

SUBJECT	NUMBER	PERCENT
SEX AND AGE		
Total population	33,433	100.0
Under 5 years	2,053	6.1
5 to 9 years	2,118	6.3
10 to 14 years	2,150	6.4
15 to 19 years	2,205	6.6
20 to 24 years	2,406	7.2
25 to 29 years	2,648	7.9
30 to 34 years	2,325	7.0
35 to 39 years	2,047	6.1
40 to 44 years	1,975	5.9
45 to 49 years	2,292	6.9
50 to 54 years	2,382	7.1
55 to 59 years	2,289	6.8
60 to 64 years	2,078	6.2
65 to 69 years	1,630	4.9
70 to 74 years	1,155	3.5
75 to 79 years	756	2.3
80 to 84 years	508	1.5
85 years and over	416	1.2
Median age (years)	36.9	(X)
16 years and over	26,634	79.7
18 years and over	25,730	77.0
21 years and over	24,497	73.3
62 years and over	5,715	17.1
65 years and over	4,465	13.4
21 years and over	24,497	73.3
62 years and over	5,715	17.1
16 years and over	26,634	79.7
18 years and over	25,730	77.0
21 years and over	24,497	73.3
62 years and over	5,715	17.1

Male population	16,662	49.8
Under 5 years	1,068	3.2
5 to 9 years	1,062	3.2
10 to 14 years	1,126	3.4
15 to 19 years	1,154	3.5
20 to 24 years	1,223	3.7
25 to 29 years	1,338	4.0
30 to 34 years	1,173	3.5
35 to 39 years	1,029	3.1
40 to 44 years	989	3.0
45 to 49 years	1,085	3.2
50 to 54 years	1,215	3.6
55 to 59 years	1,103	3.3
60 to 64 years	998	3.0
65 to 69 years	790	2.4
70 to 74 years	576	1.7
75 to 79 years	355	1.1
80 to 84 years	231	0.7
85 years and over	147	0.4

Median age (years)	35.9	(X)
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16 years and over	13,164	39.4
18 years and over	12,685	37.9
21 years and over	12,060	36.1
62 years and over	2,738	8.2
65 years and over	2,099	6.3

Female population	16,771	50.2
Under 5 years	985	2.9
5 to 9 years	1,056	3.2
10 to 14 years	1,024	3.1
15 to 19 years	1,051	3.1
20 to 24 years	1,183	3.5
25 to 29 years	1,310	3.9
30 to 34 years	1,152	3.4

35 to 39 years	1,018	3.0
40 to 44 years	986	2.9
45 to 49 years	1,207	3.6
50 to 54 years	1,167	3.5
55 to 59 years	1,186	3.5
60 to 64 years	1,080	3.2
65 to 69 years	840	2.5
70 to 74 years	579	1.7
75 to 79 years	401	1.2
80 to 84 years	277	0.8
85 years and over	269	0.8

Median age (years)	38.1	(X)
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RACE		
Total population	33,433	100.0
One Race	32,598	97.5
White	30,509	91.3
Black or African American	289	0.9
American Indian and Alaska Native	131	0.4
Asian	1,085	3.2
Asian Indian	149	0.4
Chinese	379	1.1
Filipino	68	0.2
Japanese	170	0.5
Korean	162	0.5
Vietnamese	43	0.1
Other Asian [1]	114	0.3
Native Hawaiian and Other Pacific Islander	108	0.3
Native Hawaiian	20	0.1
Guamanian or Chamorro	3	0.0
Samoan	24	0.1
Other Pacific Islander [2]	61	0.2
Some Other Race	476	1.4
Two or More Races	835	2.5
White; American Indian and Alaska Native [3]	83	0.2

White; Asian [3]	299	0.9
White; Black or African American [3]	119	0.4
White; Some Other Race [3]	129	0.4

Race alone or in combination with one or more other races: [4]		
White	31,275	93.5
Black or African American	467	1.4
American Indian and Alaska Native	258	0.8
Asian	1,465	4.4
Native Hawaiian and Other Pacific Islander	242	0.7
Some Other Race	649	1.9

HISPANIC OR LATINO

Total population	33,433	100.0
Hispanic or Latino (of any race)	1,719	5.1
Mexican	919	2.7
Puerto Rican	61	0.2
Cuban	26	0.1
Other Hispanic or Latino [5]	713	2.1
Not Hispanic or Latino	31,714	94.9

HISPANIC OR LATINO AND RACE

Total population	33,433	100.0
Hispanic or Latino	1,719	5.1
White alone	1,033	3.1
Black or African American alone	22	0.1
American Indian and Alaska Native alone	24	0.1
Asian alone	18	0.1
Native Hawaiian and Other Pacific Islander alone	3	0.0
Some Other Race alone	421	1.3
Two or More Races	198	0.6
Not Hispanic or Latino	31,714	94.9
White alone	29,476	88.2
Black or African American alone	267	0.8
American Indian and Alaska Native alone	107	0.3

Asian alone	1,067	3.2
Native Hawaiian and Other Pacific Islander alone	105	0.3
Some Other Race alone	55	0.2
Two or More Races	637	1.9

RELATIONSHIP		
Total population	33,433	100.0
In households	33,419	100.0
Householder	12,459	37.3
Spouse [6]	7,258	21.7
Child	10,082	30.2
Own child under 18 years	7,002	20.9
Other relatives	1,617	4.8
Under 18 years	608	1.8
65 years and over	217	0.6
Nonrelatives	2,003	6.0
Under 18 years	92	0.3
65 years and over	41	0.1

Unmarried partner	628	1.9
In group quarters	14	0.0
Institutionalized population	0	0.0
Male	0	0.0
Female	0	0.0
Noninstitutionalized population	14	0.0
Male	3	0.0
Female	11	0.0

HOUSEHOLDS BY TYPE		
Total households	12,459	100.0
Family households (families) [7]	8,902	71.5
With own children under 18 years	3,643	29.2
Husband-wife family	7,258	58.3
With own children under 18 years	2,802	22.5
Male householder, no wife present	475	3.8

With own children under 18 years	230	1.8
Female householder, no husband present	1,169	9.4
With own children under 18 years	611	4.9
Nonfamily households [7]	3,557	28.5
Householder living alone	2,637	21.2
Male	1,164	9.3
65 years and over	218	1.7
Female	1,473	11.8
65 years and over	623	5.0

Households with individuals under 18 years	3,992	32.0
Households with individuals 65 years and over	3,098	24.9

Average household size	2.68	(X)
Average family size [7]	3.13	(X)

HOUSING OCCUPANCY

Total housing units	13,194	100.0
Occupied housing units	12,459	94.4
Vacant housing units	735	5.6
For rent	310	2.3
Rented, not occupied	24	0.2
For sale only	120	0.9
Sold, not occupied	19	0.1
For seasonal, recreational, or occasional use	197	1.5
All other vacants	65	0.5

Homeowner vacancy rate (percent) [8]	1.3	(X)
Rental vacancy rate (percent) [9]	8.0	(X)

HOUSING TENURE

Occupied housing units	12,459	100.0
Owner-occupied housing units	8,910	71.5
Population in owner-occupied housing units	25,151	(X)
Average household size of owner-occupied units	2.82	(X)
Renter-occupied housing units	3,549	28.5
Population in renter-occupied housing units	8,268	(X)
Average household size of renter-occupied units	2.33	(X)

APPENDIX C

2012-2016 U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT DATA

INCOME DISTRIBUTION OVERVIEW	OWNER	RENTER	TOTAL
Household Income <= 30% HAMFI	345	380	725
Household Income >30% to <=50% HAMFI	420	475	895
Household Income >50% to <=80% HAMFI	1065	705	1770
Household Income >80% to <=100% HAMFI	760	470	1230
Household Income >100% HAMFI	6355	1475	7830
Total	8945	3510	12455

HOUSING PROBLEMS OVERVIEW 1	OWNER	RENTER	TOTAL
Household has at least 1 of 4 Housing Problems	1675	1025	2700
Household has none of 4 Housing Problems	7235	2405	9640
Cost burden not available - no other problems	35	75	110
Total	8945	3510	12455

SEVERE HOUSING PROBLEMS OVERVIEW 2	OWNER	RENTER	TOTAL
Household has at least 1 of 4 Severe Housing Problems	685	480	1165
Household has none of 4 Severe Housing Problems	8225	2955	11180
Cost burden not available - no other problems	35	75	110
Total	8945	3510	12455

SEVERE HOUSING PROBLEMS OVERVIEW 3	OWNER	RENTER	TOTAL
Cost Burden <=30%	7280	2450	9730
Cost Burden >30% to <=50%	1010	584	1594
Cost Burden >50%	625	394	1019
Cost Burden not available	35	75	110
Total	8945	3510	12455

INCOME BY HOUSING PROBLEMS (OWNERS AND RENTERS)	HOUSEHOLD HAS AT LEAST 1 OF 4 HOUSING PROBLEMS	HOUSEHOLD HAS NONE OF 4 HOUSING PROBLEMS	COST BURDEN NOT AVAILABLE - NO OTHER HOUSING PROBLEMS	TOTAL
Household Income <= 30% HAMFI	545	70	110	725
Household Income >30% to <=50% HAMFI	585	310	0	895
Household Income >50% to <=80% HAMFI	730	1040	0	1770
Household Income >80% to <=100% HAMFI	315	920	0	1230
Household Income >100% HAMFI	525	7300	0	7830
Total	2700	9640	110	12455

INCOME BY HOUSING PROBLEMS (RENTERS ONLY)	HOUSEHOLD HAS AT LEAST 1 OF 4 HOUSING PROBLEMS	HOUSEHOLD HAS NONE OF 4 HOUSING PROBLEMS	COST BURDEN NOT AVAILABLE - NO OTHER HOUSING PROBLEMS	TOTAL
Household Income <= 30% HAMFI	275	30	75	380
Household Income >30% to <=50% HAMFI	405	70	0	475
Household Income >50% to <=80% HAMFI	265	440	0	705
Household Income >80% to <=100% HAMFI	45	425	0	470
Household Income >100% HAMFI	35	1440	0	1475
Total	1025	2405	75	3510

INCOME BY HOUSING PROBLEMS (OWNERS ONLY)	HOUSEHOLD HAS AT LEAST 1 OF 4 HOUSING PROBLEMS	HOUSEHOLD HAS NONE OF 4 HOUSING PROBLEMS	COST BURDEN NOT AVAILABLE - NO OTHER HOUSING PROBLEMS	TOTAL
Household Income <= 30% HAMFI	270	40	35	345
Household Income >30% to <=50% HAMFI	180	240	0	420
Household Income >50% to <=80% HAMFI	465	600	0	1065
Household Income >80% to <=100% HAMFI	270	495	0	760
Household Income >100% HAMFI	490	5860	0	6355
Total	1675	7235	35	8945

INCOME BY COST BURDEN (RENTERS ONLY)	COST BURDEN > 30%	COST BURDEN > 50%	TOTAL
Household Income <= 30% HAMFI	275	275	380
Household Income >30% to <=50% HAMFI	405	105	475
Household Income >50% to <=80% HAMFI	265	0	705
Household Income >80% to <=100% HAMFI	14	10	470
Household Income >100% HAMFI	19	4	1475
Total	978	394	3510

INCOME BY COST BURDEN (OWNERS ONLY)	COST BURDEN > 30%	COST BURDEN > 50%	TOTAL
Household Income <= 30% HAMFI	270	250	345
Household Income >30% to <=50% HAMFI	165	90	420
Household Income >50% to <=80% HAMFI	460	120	1065
Household Income >80% to <=100% HAMFI	265	70	760
Household Income >100% HAMFI	475	95	6355
Total	1635	625	8945

TO: Highway 93 South Plan Steering Committee

FROM: Christine Richman, AICP

RE: Planning area Economic Performance Analysis

DATE: April 18, 2019

OVERVIEW AND INTRODUCTION

Highway 93 South is the main highway entrance and gateway to Whitefish, Montana. Visitors arriving from the Kalispell Airport or other areas to the south first experience Whitefish on Highway 93 South. Uses within the planning area are larger format and focused on local residents rather than the City's large tourism base (car dealerships, lumber yards, the community hospital, etc.) The tourist base is served primarily in downtown Whitefish and along the Wisconsin Avenue corridor.

The study area extends from 6th Street in the north to Blanchard Lake Road south of the Highway 40 intersection and City limits. The economic performance of the planning study area is closely related to areas in Kalispell and unincorporated Flathead County providing goods and services to residents throughout the region. As downtown Whitefish continues to respond to tourist demand and the Wisconsin Avenue corridor adds restaurants and resources for visitors, the planning area will experience increasing pressure to provide opportunities for goods and services for local residents.

As part of the planning process, we completed an economic performance analysis. The analysis identifies the current performance and economic position of the planning area within the context of Whitefish and Flathead County. The analysis then evaluates the impact of growth on the demographics and economic performance of the planning area if current trends continue. This analysis forms the basis for discussion and review of options to

change zoning in the planning area to capture different types and intensities of development.

City of Whitefish is located in Flathead County, Montana near the entrance to Glacier National Park. In addition to its proximity to the National Park, Whitefish is also the town at the base of Whitefish Mountain Resort for winter recreation and on the shore of Whitefish Lake for summer recreation.

In 2018 Whitefish represented 7 percent of Flathead County's estimated population, down from 8 percent in 2000. By contrast Whitefish represented 11 percent of total employment in Flathead County in 2015 (the latest data available) up from 10 percent in 2002. Within Whitefish, the study corridor has experienced an opposite trend. The study corridor represented 8 percent of total Whitefish population in 2018, up from 6 percent in 2000. Whitefish's primary industries include tourism supportive categories such as retail trade, arts/entertainment/recreation/accommodation/food services (41.7 percent of employment) and educational services/health care/social assistance (26.5 percent of employment).

The study corridor is one of a limited number of areas within Whitefish with areas appropriate for new development or redevelopment. The purpose of this analysis is to gain an understanding of the opportunity along the corridor to guide and support future land use decisions.

EXISTING CONDITIONS ANALYSIS:

Population & Housing

Figure 1 compares the current estimated population and housing units within the planning area within City of Whitefish.



Figure 1 - 2018 Population and Housing Units. Source: 2018 (ESRI)

The planning area currently represents 8% of Whitefish's total population and housing units (586 people and 370 housing units.) This is an increase from the percentage of the population and housing units in the study area in the planning area in 2010. As seen in Figure 2 the planning area has increased in importance in meeting the need for housing in Whitefish.



Figure 2 - 2010 Population & Housing: BAO - 2000, 2010 (Census)

The type of housing units located in the planning area is also important to the role of the planning area in City of Whitefish's overall economic health and future growth.

City of Whitefish is a tourism center within the Glacier National Park visitation area. Because of the significant number of visitors to the area in both summer and winter, the community includes hotel, motel and camping facilities as well as housing units both in multi-family complexes and as individual units, dedicated to short term rental. The U.S. Census gathers data on vacant housing units, identifying units that are dedicated to seasonal occupation or rental.

Figure 3 compares the percentage of total housing units in City of Whitefish designated for seasonal use and the percentage of units within the planning area with the same designation. The data in Figure 3 are for 2010, the most recent year for which data are available.

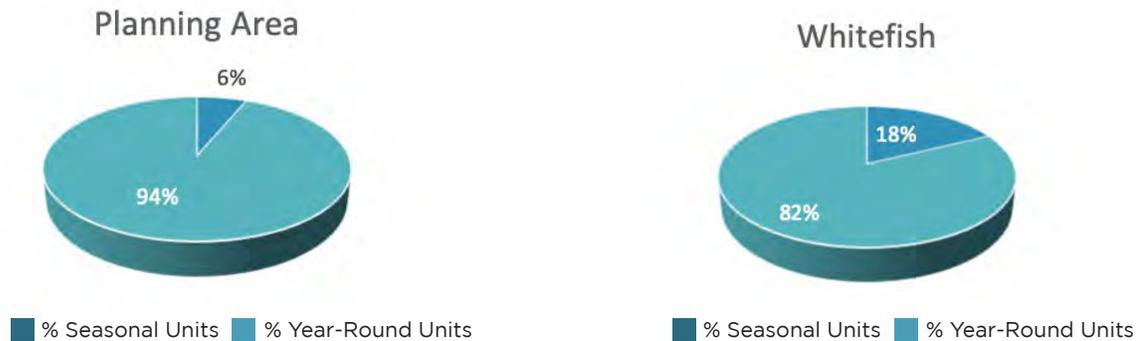


Figure 3 – Seasonal Units as % of Whole. Source: BAO - 2000, 2010 (Census)

The planning area has a significantly lower percentage of seasonal units than Whitefish as a whole. This reflects the focus of the planning area on local serving development, include the hospital and larger format retail such as a supermarket and lumber yard. The planning area has several lodging facilities including the new TownePlace Suites by Marriott, the Best Western Rocky Mountain Lodge and the Hampton Inn & Suites. The lodging facilities in the planning area serve both the tourist trade and provide lodging associated with the hospital. As seen in Figure 4 the planning area houses 29 percent of the Whitefish market area’s guest rooms. The market area includes lodging outside of City of Whitefish boundaries including Whitefish Mountain Resort. The market area includes lodging outside of City of Whitefish boundaries including Whitefish Mountain Resort.

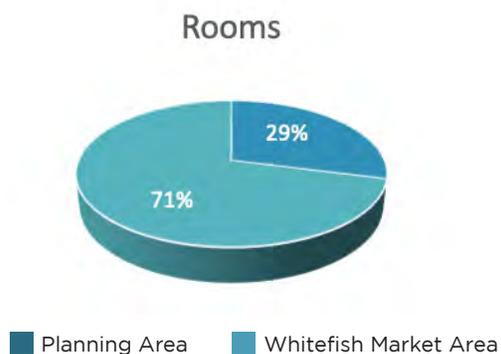


Figure 4 – Lodging Units as % of Whole. Source: Whitefish Visitors Bureau

Employment

Employment in Whitefish is concentrated in the sectors that support tourism. As seen in Table 1, 41.7 percent of total jobs are in the Accommodation and Food Services; Arts, Entertainment and Recreation; and Retail Trade sectors. Health Care and Social Assistance and Educational Services represent 26.5 percent of total employment the next largest jobs category represented. For comparison, 33.6 percent of all jobs in Flathead County are in the same tourism related categories, with a majority of those in retail trade indicating a broader retail base serving the region. Flathead County has a higher percentage of employment in manufacturing, wholesale trade, management of companies and administration and support businesses than Whitefish.

TABLE 1: JOBS BY INDUSTRY - WHITEFISH AND FLATHEAD COUNTY, MONTANA - 2015

	WHITEFISH		FLATHEAD COUNTY	
	2015 Count	2015 Share	2015 Count	2015 Share
Agriculture, Forestry, Fishing and Hunting	18	0.4%	169	0.5%
Construction	211	5.0%	3,039	8.4%
Manufacturing	68	1.6%	2,620	7.2%
Wholesale Trade	24	0.6%	1,056	2.9%
Retail Trade	439	10.3%	6,071	16.8%
Transportation and Warehousing	42	1.0%	801	2.2%
Information	8	0.2%	560	1.5%
Finance, Insurance, and Real Estate	359	6.1%	2,650	7.3%
Professional, Scientific, and Technical Services	252	5.9%	1,547	4.3%
Management of Companies and Enterprises	4	0.1%	812	2.2%
Administration & Support, Waste Management and Remediation	70	1.6%	2,692	7.4%
Educational Services	307	7.2%	571	1.6%
Health Care and Social Assistance	821	19.3%	6,200	17.1%
Arts, Entertainment, and Recreation	245	5.8%	1,172	3.2%
Accommodation and Food Services	1,089	25.6%	4,910	13.6%
Other Services (excluding Public Administration)	138	3.2%	1,350	3.7%

Source: ESRI

However, Flathead County's economy is highly reliant on the leisure and hospitality category as seen in Table 2 Private Sector Employment - Flathead County. This third quarter 2018 data indicates that the leisure and hospitality sector in Flathead County has a greater share of the county-wide economy than the leisure and hospitality sector nationwide. Location quotients (LQ) compare the concentration of an industry within a specific area compared to the concentration of the industry nationwide. An LQ greater than 1 indicates an industry with a greater share of the local area employment than is the case nationwide.

TABLE 2: PRIVATE SECTOR EMPLOYMENT - FLATHEAD COUNTY - 2018 (Q3)

INDUSTRY	LOCATION QUOTIENT	AVG. WEEKLY WAGE
Construction	1.57	\$919
Education/Health Services	1.08	\$994
Financial Activities	1.04	\$1,038
Information	0.43	\$943
Leisure and Hospitality	1.58	\$401
Manufacturing	0.73	\$996
Natural Resources/Mining	1.20	\$808
Other Services	1.17	\$556
Professional/Business Services	0.62	\$778
Services - Providing	1.03	\$719
Trade, Transportation, Utilities	1.03	\$699

Source: United State Bureau of Labor Statistics, www.bls.gov, Quarterly Census of Employment and Wages

As seen in Table 3, Whitefish total employment increased by an estimated 970 jobs, or almost 30 percent, over the thirteen-year period 2002 to 2015 (the latest year for which data is available.) Thirty-six percent of the growth in employment occurred in tourism related categories including Accommodation and Food Services, Arts, Entertainment and Recreation and Retail Trade.

The study area has not experienced growth in jobs. Although Whitefish has 970 new jobs, only four of those jobs were in the study corridor.

TABLE 3: CHANGE IN TOTAL EMPLOYMENT - STUDY CORRIDOR, CITY OF WHITEFISH, FLATHEAD COUNTY

	2002	2010	2015	AAGR 2002-2015
Hwy 93 South Corridor	1,203	1,247	1,207	0.0%
City of Whitefish	3,280	3,473	4,250	1.6%
Flathead County	32,407	35,573	39,737	1.3%
Study Corridor as % of Whitefish	36.7%	35.9%	28.4%	

Source: ESRI

Tourism

As indicated above, tourism is the largest economic sector in Whitefish. The Whitefish Convention & Visitors Bureau estimates that overnight visitors to Whitefish grew by an average of 5.2 percent annual for the period 2010 through 2017 to almost 678,000 visitors. Table 4 provides the estimated number of overnight and drive through visitors for 2010 and 2017.

TABLE 4: CITY OF WHITEFISH NONRESIDENT VISITORS

	2010	2017	AAGR, 2010-2017
Stayed at least 1 Night	474,220	677,892	5.2%
Drove Through	854,974	1,074,510	3.3%

Source: Whitefish Convention & Visitors Bureau

Visitor spending is a key component of the overall economy. Table 5 provides estimated visitor spending by major category for visitors to Flathead County.

TABLE 5: ESTIMATED NONRESIDENT VISITOR SPENDING - FLATHEAD COUNTY 2016

CATEGORY	TOTAL EXPENDITURES	AVG./ VISITOR	% OF TOTAL
Auto Rental/Repair	\$14,868,000	\$6.39	3%
Campground	\$8,174,000	\$3.51	2%
Farmers Market	\$1,041,000	\$0.45	0%
Gambling	\$1,144,000	\$0.49	0%
Gas, Diesel	\$39,187,000	\$16.85	8%
Grocery, Snacks	\$57,293,000	\$24.63	11%
Hotel, Motel, B&B	\$56,544,000	\$24.31	11%
License, Fees	\$28,630,000	\$12.31	6%
Made in Montana	\$12,661,000	\$5.44	3%
Outfitter, Guide	\$49,270,000	\$21.18	10%
Rental Cabin	\$25,623,000	\$11.02	5%
Restaurant Bar	\$119,555,000	\$51.40	24%
Retail	\$87,837,000	\$37.77	17%
Service	\$3,228,000	\$1.39	1%
Transportation Fares	\$433,000	\$0.19	0%
Total	\$505,488,000	\$217.33	100%

Source: University of Montana Institute for Tourism & Recreation Research

Table 6 uses average per visitor spending for Flathead County to estimate visitor spending by category for Whitefish visitors. These are estimates based on the best information available at the time of the study. A Whitefish specific visitor spending survey would provide data that reflects the spending habits of Whitefish visitors.

TABLE 6: ESTIMATED OVERNIGHT VISITOR SPENDING -CITY OF WHITEFISH 2017

CATEGORY	TOTAL EXPENDITURES	AVG./ VISITOR	% OF TOTAL
Auto Rental/Repair	\$4,333,422	\$6.39	3%
Campground	\$2,382,391	\$3.51	2%
Farmers Market	\$303,409	\$0.45	0%
Gambling	\$333,430	\$0.49	0%
Gas, Diesel	\$11,421,429	\$16.85	8%
Grocery, Snacks	\$16,698,597	\$24.63	11%
Hotel, Motel, B&B	\$16,480,294	\$24.31	11%
License, Fees	\$8,344,490	\$12.31	6%
Made in Montana	\$3,690,171	\$5.44	3%
Outfitter, Guide	\$14,360,217	\$21.18	10%
Rental Cabin	\$7,468,071	\$11.02	5%
Restaurant Bar	\$34,845,458	\$51.40	24%
Retail	\$25,600,941	\$37.77	17%
Service	\$940,832	\$1.39	1%
Transportation Fares	\$126,202	\$0.19	0%
Total	\$147,329,353	\$217.33	100%

Source: University of Montana Institute for Tourism & Recreation Research

Retail Performance

In addition to visitor spending local and regional residents also eat, shop and participate in activities in Whitefish. Table 7 measures the relationship between supply and demand for retail services in Whitefish. In Table 7 demand includes only average household spending for Whitefish households. Supply is an estimate of retail performance (retail sales) to consumers by type of establishment.

TABLE 7: RETAIL LEAKAGE ANALYSIS - 2017

CATEGORY	RESIDENT MARKET CAPACITY	ESTIMATED ACTUAL	DIFFERENCE
Motor Vehicle & Parts Dealers	\$20,425,189	\$50,685,056	\$30,259,867
Furniture & Home Furnishings Stores	\$3,006,417	\$3,354,285	\$347,868
Electronics & Appliance Stores	\$2,969,096	\$3,086,754	\$117,658
Bldg Materials, Garden Equip. & Supply Stores	\$6,221,545	\$3,042,905	-\$3,178,640
Gasoline Stations	\$12,721,965	\$17,796,750	\$5,074,785
Retail Stores	\$52,774,504	\$64,021,240	\$11,246,736
Food Services & Drinking Places	\$10,002,109	\$29,842,356	\$19,840,247
Total	\$108,120,825	\$171,829,346	\$63,708,521

Source: ESRI

In this table, a negative number (blue highlighted field) is referred to as “leakage.” Leakage indicates that residents are leaving Whitefish to shop at building materials and garden stores. The new Ace Hardware location within the study area is responding to this opportunity. Within the Retail Store category, the general merchandise stores subcategory is also negative as seen in Table 10. With the closure of the Shopko in the study area general merchandise store leakage is expected to increase. Most categories exceed estimated capacity. This is typical of a tourism-based economy. There are two sources of information to estimate tourist spending capacity. The first is based on the distribution of tourism spending in Flathead County estimated by the University of Montana Institute for Tourism & Recreation Spending applied to Whitefish visitation as seen in Table 6 above. The second is to compare estimated spending patterns to actual resort tax collections on the retail types subject to the tax. Table 8 provides the estimated tourism spending based on Flathead County tourist spending patterns and the estimated 2017 tourism spending based on resort tax collections.

TABLE 8: ESTIMATED TOURIST SPENDING - 2017 RESORT TAX COLLECTIONS - 2.85 PERCENT

CATEGORY	ESTIMATED TOURISM SPENDING	ACTUAL 2017 SPENDING	NOTES
Motor Vehicle & Parts Dealers	\$4,333,422	\$0	Tax not imposed
Furniture & Home Furnishings Stores	\$0	\$0	Tax not imposed
Electronics & Appliance Stores	\$0	\$0	Tax not imposed
Bldg Materials, Garden Equip. & Supply Stores	\$0	\$0	Tax not imposed
Gasoline Stations	\$11,421,429	\$0	Tax not imposed
Retail Stores	\$46,293,118	\$54,318,667	Based on 2.85% resort tax reported revenue
Food Services & Drinking Places	\$34,845,458	\$51,791,579	Based on 2.85% resort tax reported revenue
Total	\$96,893,428	\$106,110,246	Based on 2.85% resort tax reported revenue

Source: University of Montana Institute for Tourism & Recreation Research, City of Whitefish Treasurer

Table 9 combines the resident and visitor spending capacity and compares total capacity to actual spending. Overall market performance changes to indicate that there is leakage in several more categories.

TABLE 9: ESTIMATED RETAIL LEAKAGE WITH ACTUAL 2017 RESORT TAX SPENDING

CATEGORY	RESIDENT/ TOURISM MARKET CAPACITY	ESTIMATED ACTUAL SPENDING	DIFFERENCE
Motor Vehicle & Parts Dealers	\$24,758,611	\$50,685,056	\$25,926,445
Furniture & Home Furnishings Stores	\$3,006,417	\$3,354,285	\$347,868
Electronics & Appliance Stores	\$2,969,096	\$3,086,754	\$117,658
Bldg Materials, Garden Equip. & Supply Stores	\$6,221,545	\$3,042,905	-\$3,178,640
Gasoline Stations	\$24,143,394	\$17,796,750	-\$6,346,644
Retail Stores	\$99,067,622	\$64,021,240	-\$35,046,382
Food Services & Drinking Places	\$44,847,567	\$51,791,579	\$6,944,012
Total	\$205,014,253	\$193,778,569	-\$11,235,684

Source: ESRI, University of Montana Institute for Tourism & Recreation Research, City of Whitefish Treasurer

In addition to the building materials, garden equipment and supply stores category, the gasoline store and overall retail store categories show leakage. Table 10 provides detail to the retail store category.

TABLE 10: RETAIL STORE DETAILED LEAKAGE ANALYSIS RESIDENT + NONRESIDENT VISITOR - 2017

CATEGORY	RESIDENT + VISITOR MARKET CAPACITY	ESTIMATED ACTUAL	DIFFERENCE
Food & Beverage Stores	\$30,954,692	\$23,770,262	-\$7,184,430
Health & Personal Care Stores	\$5,254,961	\$12,756,258	\$7,501,297
Clothing & Clothing Accessories Stores	\$3,905,986	\$6,720,069	\$2,814,083
Sporting Goods, Hobby, Book & Music Stores	\$5,898,315	\$10,596,578	\$4,698,263
General Merchandise Stores	\$19,796,155	\$2,666,360	-\$17,129,795
Misc Store Retailers	\$33,257,513	\$7,511,713	-\$25,745,800
Total	\$99,067,622	\$64,021,240	-\$35,046,382

Source: ESRI, University of Montana Institute for Tourism & Recreation Research, City of Whitefish Treasurer

This analysis is based on estimates and assumptions relating to typical household and visitor spending patterns and average store performance. More specific actual spending for non-resort tax retail categories in Whitefish is not currently available. This analysis is an indicator that there is “leakage” in several categories that apply to resident shoppers, particularly in the general merchandise category and food & beverage categories.

Capturing the “leaking” retail spending can occur in any of the areas and retail districts of Whitefish. The location of the stores that may help retain retail dollars within Whitefish is dependent on community policy decisions relating to development patterns.

PRIOR PLANNING ACTIVITIES:

2002 Baker Avenue City Property Development Program

The Baker Avenue City Property Development Program plan, completed In June 2002 by Jobs for Whitefish Taskforce and Tom Hudson Company identified a need to diversity the economy of Whitefish. The focus of the study was the future use of city-owned property on Baker Avenue, a parcel within the SR 93 S study area. The study found that the Baker Avenue property would be best used to fulfill City of Whitefish business development goals. The study established the following top priorities for future use of the Baker Avenue property:

- More career-oriented, higher paying jobs
- Supports growth of existing local businesses
- Fits Whitefish character
- Complements existing business
- Supports diversification
 - Complements/exploits existing assets
 - Supports new business recruitment
 - Supports new business growth

The team also established the following secondary business development priorities:

- Provides goods/services to local/regional customers
- Provides goods/services for export out of the region
- Protects the environment

- Ensures business stability
- Provides “career” jobs
- Protects local values
- Provides adequate number of jobs
- Addresses need for public services
- Considers Great Northern Industrial Park
- Provides mixed use, including housing

Overall the business development priorities were intended to build a diversified, healthy economy that enables local citizens to live, work and play in Whitefish year-round.¹

The key finding of the Baker Avenue report was that the Whitefish economy had weakened during the prior two decades as a result of the decline of the railroad industry and the rise of the tourism industry. The basis of the finding was that a lack of diversification in the local economy, whether railroad or tourism is not healthy and that tourism industry wages were inadequate for the cost of living in Whitefish.

As seen in the Employment Data section of the Existing Conditions analysis, tourism continues to dominate the Whitefish economy and wages have not kept pace with the cost of living in Whitefish.

2017 Flathead County, Montana Comprehensive Economic Development Strategy (CEDS)

The Flathead County Comprehensive Economic Development Strategy guides the economic growth of Flathead County including the City of Whitefish. The purpose of the CEDS is to help “. . . create jobs, foster more stable and diversified economies, and improve living conditions.” The CEDS resulted from a planning process that involved broad community participation to identify strengths, threat and opportunities in the region including within Whitefish in particular.

The CEDS identified the following opportunities/issues for Whitefish:

- Increase shoulder season tourism visitation and expenditures to continue building a robust year-round economy.
- Attracting more retirees but not enough young entrepreneurs.
- Housing needs assessment underway to address workforce housing issues.
- Need to coordinate on land use issues with County
- Lack of land zoned for industrial use to attract business.

The CEDS also resulted in five goals:

1. Enhance and expand workforce development and educational opportunities for residents in order to provide a skilled workforce for local businesses and increase regional competitiveness.
2. Expand and diversify the economic base to create higher paying jobs through efforts to promote business start-ups and attract new business to the region.
3. Support the maintenance and enhancement of the physical infrastructure that is needed for sustainable economic growth in Flathead County.
4. Build on the region’s strengths and assets to support, retain and grow existing businesses.
5. Develop and maintain a positive quality of life for citizens and visitors to ensure communities are appealing and healthy places to live, work and recreate and to conduct business.

The 2017 CEDS reinforces the need and strategy identified in the 2002 study to diversify Whitefish’s economy to become less reliant on tourism.

¹ Baker Avenue City Property Development Program: Phase 2A Report, June 17, 2002, Jobs for Whitefish Taskforce and Tom Hudson Company, Pages 1 - 3.

CORRIDOR DEVELOPMENT OPPORTUNITIES

There are several vacant and underutilized parcels in the study corridor. In Figure 5 vacant or underutilized parcels are identified as zoned either rural or urban.

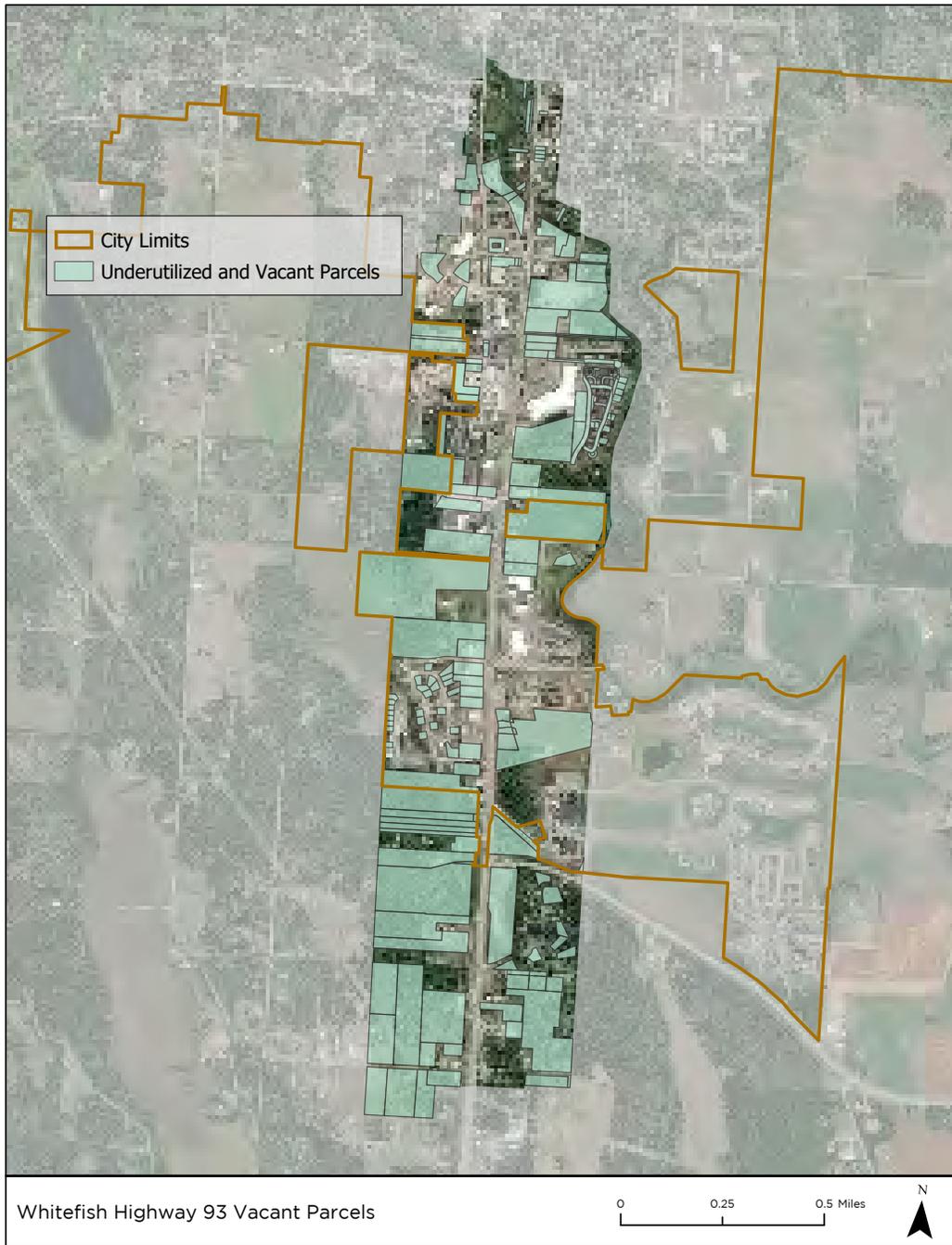


Figure 5 – Study Corridor Vacant/Underdeveloped Parcels - 2018

There is an opportunity to create a “node” of activity at Baker Avenue. The node should support broader community goals relating to employment opportunities to broaden Whitefish’s economic base. The node also acts as a gateway to Whitefish. Street scape and development design elements should reflect the node’s role in Whitefish. A higher level of design also adds overall value to the area and can attract additional private participation.

There are additional opportunities along the corridor, south of the node that are appropriate for development to implement the City’s recently completed housing plan as well as larger format retail to serve residents and visitors.

Table 11 identifies vacant and underutilized properties along the corridor and potential future development potential.

TABLE 11: DEVELOPMENT POTENTIAL

DEVELOPMENT POTENTIAL	SIZE (ACRES)
Northern Node	4.01
Employment	7.26
Housing	39.17
Retail or Retail frontage + Housing	45.65
Open space/river connectivity	1.67
	97.76

There are approximately four acres of developable property in the northern node. The approximately 94 acres of developable property in the remainder of the corridor should be developed as housing, additional employment and retail uses as consistent with the land use goals and objectives of the plan. At key locations along the corridor connectivity to the river should be enhanced as an amenity to attract additional private development value in the area.

RECOMMENDED ECONOMIC DEVELOPMENT GOALS AND OBJECTIVES

ISSUES IDENTIFIED

- Service industry wages and many professional salaries for public service jobs (teachers, police, fire, other government work) do not keep pace with the cost of living in Whitefish, meaning many employees live outside of the City and commute for work.
- Many of the retail businesses in Whitefish serve visitors rather than residents; many residents obtain some proportion of their household goods outside of Whitefish.
- The economy is dominated by the tourism/visitor sector and could be diversified to improve resiliency when regional and national circumstances change.
- Small lease spaces for starter businesses and areas that permit light manufacturing are limited.

GOALS AND OBJECTIVES

GOAL: Help diversify the economy of Whitefish, increase employment, and encourage business types that provide higher wages and salaries.

OBJECTIVE 1: Develop business incubator (small lease spaces); business assistance center.

OBJECTIVE 2: Consider development incentives – tools to support business development (technical assistance, financial assistance, tax incentives).

GOAL: Make it easier for starter businesses and light manufacturing or assembly to operate in the corridor.

OBJECTIVE 1: Permit light manufacturing/assembly in WB-2 district of Segment B with appropriate development standards.

OBJECTIVE 2: Foster development of smaller lease spaces at prices affordable to starter businesses .

GOAL: Encourage and allow retail and services in the corridor that will support existing and new housing and employment.

OBJECTIVE 1: Permit under-served business types in the corridor that are difficult to serve in the downtown area due to traffic patterns, space needs, parking requirements, and cost of real estate.

OBJECTIVE 2: Encourage amenities in the corridor to support employees and residents such as public spaces for gathering and visiting, resident-focused goods and services, and businesses that encourage public gatherings such as coffee shops.

GOAL: Encourage and allow residential development in the corridor to support new and diverse businesses, provide visual relief from commercial facades lining the highway, and increase activity in the corridor.

OBJECTIVE 1: Permit multi-family residential and mixed-uses in WB-2 district of Segment B with appropriate development standards.



REQUEST FOR PROPOSALS

Housing Plan: Needs Assessment and Attainable Housing Strategies

The Town of Springdale is seeking proposals for a consultant to conduct a housing plan. The plan will include a housing needs assessment, as well as recommendations for attainable housing strategies specifically tailored to Springdale as a small, tourist-oriented community.

BACKGROUND AND OVERVIEW

The Town of Springdale is located in Washington County in the southwest corner of Utah. The Town is home to approximately 600 residents who value Springdale's small-town village atmosphere and rural setting.

In addition to being a small residential community, Springdale is also the gateway community to Zion National Park. The south entrance to Zion National Park is immediately adjacent to the Town. Visitation to Zion National Park has increased dramatically over the last several years. Nearly 4.5 million people now visit Zion each year.

Increasing tourism has led to increased commercial development in the Town. The Town has over 1,200 hotel rooms, nearly two dozen restaurants, and an assortment of tourist-oriented retail establishments (mainly galleries and gift shops). While a number of businesses provide employee housing, the vast majority of employees of local businesses do not live in Springdale. They commute from nearby communities which are generally 13 to 45 miles away.

The Town has limited geographic space to develop. The Town is surrounded on three sides by Zion National Park and by the Town of Rockville on the fourth. Much of the land in the Town is undevelopable due to physical limitations (steep slopes, geologic hazards, etc.). Additionally, much of the undeveloped land in Springdale is protected open space. This leaves little land within the Town boundaries suitable for development.

Because of the limited land availability, the increasing development pressure associated with the Town's tourism economy, and the desirability of living adjacent to a premier National Park, housing prices in Springdale have increased dramatically.

Residential development in Springdale is primarily low-density single-family development. However, there are some recent moderate-density multi-family developments. Springdale households are trending smaller in household size, and wealthier in household income. Additionally, a large percentage of rental units in the commercial zones have converted to transient lodging facilities, significantly reducing the long-term rentals in Town.

The Springdale Town Council is concerned that increasing housing costs will make it progressively problematic to support an economically diverse residential population. The Council particularly wants to make housing attainable for families with children and employees of local businesses.

The Town has an affordable housing ordinance, which includes an inclusionary zoning provision. The Town has partnered with community housing organizations to produce affordable multi-family housing units. The Town has recently adopted an Accessory Dwelling Unit ordinance and a Cottage Housing Development ordinance. All of these initiatives have helped address the Town's housing needs. However, the Council remains concerned about the lack of attainable housing in Springdale.

The Town is seeking a consultant to address the following two issues:

- 1- Given the desire to make housing attainable for families and employees of local businesses, what are the Town's housing needs?
- 2- Given the Town's unique housing market, economy, and patterns of development, what specific strategies can the Town employ to create enough attainable housing to fill the Town's housing needs?

SCOPE OF WORK

The Housing Plan will include the following content and areas of analysis:

1. Housing Needs Assessment. The Consultant will analyze the Town's current housing conditions, and provide a statement of housing needs. The Needs Assessment will include the following:
 - a. Households and Housing Units
 - i. Number of housing units by type
 - ii. Housing unit vacancy rate
 - iii. Second home rate
 - iv. Median household size
 - v. Median household income
 - b. Economic Conditions and Trends
 - i. Discussion of major economic forces impacting housing costs
 - ii. Local employment market analysis
 1. Number of jobs in local economy by season
 2. Local job wage analysis
 - iii. Forecasts for economic and employment trends
 - c. Ownership Market Analysis
 - d. Rental Market Analysis
 - e. Employer Provided Employee Housing Analysis, existing and future
 - f. Impediments to Attainable Housing
 - i. Jobs / Housing Balance
 - ii. Impact of Short-Term Rentals
 - iii. Others
 - g. Discussion of Housing Units Needed
 - i. Attainable Housing Units

ii. Employee Housing Units

2. Attainable Housing Strategies. The Consultant will prepare recommendations of specific strategies the Town can implement to achieve the number of attainable and employee housing units recommended in the Housing Needs Analysis. These strategies must be specifically tailored to the Town of Springdale. Generic strategies broadly applicable to attainable/affordable housing in any other community will not be acceptable. The Consultant will prepare detailed and specific strategies that respond to the Town's unique housing needs, housing market, economy, job market, development patterns, and development potential.

These Attainable Housing Strategies could include any of the housing strategies listed in Utah Code section 10-9a-403(2)(b) the consultant finds are specifically applicable and will be beneficial if adopted in Springdale. However, these strategies must be refined and tailored specific to the Town's unique housing needs. Additionally, the consultant must also investigate and recommend other strategies not specifically listed in this section of State Code.

The consultant will analyze the Town's existing affordable housing ordinance (Springdale Town Code Chapter 10-6A) and make detailed recommendations to improve its effectiveness. The consultant will specifically analyze the Town's inclusionary zoning regulations (Town Code section 10-6A-3) and general administrative procedures regarding affordable housing (Town Code section 10-6A-4) and make recommendations for improvement.

In preparing the Housing Needs Analysis and Attainable Housing Strategies, the consultant will do the following:

1. Collect, compile, and analyze all available and pertinent housing and jobs data from public sources (e.g. US Census Data, American Community Survey, Utah Division of Workforce Services, Utah Governor's Office of Management and Budget, Washington County Assessor's Office, etc.).
2. Conduct interviews with:
 - a. Springdale businesses owners (at least three interviews, each from a different type of business).
 - b. Employees of Springdale businesses (at least three interviews, each from a different type of business).
 - c. Springdale Town Council members (at least two interviews).
 - d. Springdale Planning Commissioners (at least two interviews).
 - e. Springdale residents (at least three interviews).
 - f. Zion National Park representative (one interview).

These interviews will be used to assess attitudes, preferences, perspectives, concerns, and ideas about the state of the housing market and housing supply in the Town. The business owner and employee interviews should focus on identifying the unique employment and housing challenges and deficiencies in Springdale. The Town staff will assist the Consultant in selecting stakeholders to be interviewed.

3. Conduct surveys of Springdale businesses and employees to gather information regarding the number of jobs in Springdale, wage scales, number of employees commuting from other communities and distance of commute, seasonal nature of employment, and other pertinent employment data.
4. Hold at least one community open house to gather input from residents and other community members on the state of the housing market and housing supply in the Town.
5. Complete all other research, analysis, modeling, etc. necessary to produce all the required components of the Housing Needs Analysis and Attainable Housing Strategies.

CONSULTANT QUALIFICATIONS

The Town desires the following skills and capabilities in the consultant:

1. Expertise in conducting housing needs analyses, economic analyses, and employment analyses.
2. Expertise and demonstrated success in developing effective attainable housing strategies.
3. Ability to develop creative and Springdale-specific recommendations for attainable housing strategies. (The Town is not looking for generic recommendations lifted from other, unrelated communities. Consultants should not “copy and paste” analyses and recommendations from other projects in other communities.)
4. Experience working in small tourist-oriented gateway communities in the western United States.
5. Familiarity with the Town of Springdale and the Zion Canyon area.

BUDGET

The Town has budgeted \$25,000 for this study. Consultants will be selected based on the best value and services provided while staying at or under this budget amount.

SUBMITTAL REQUIREMENTS

Consultants interested in providing the services listed above should prepare and submit proposals pursuant to the details listed below. Proposals must adhere to the format and contain all the required information listed below. Submittals should be prepared economically and be as concise as possible. There is no minimum or maximum length requirement, but submittals should be as brief as possible while still containing all required information. Submittals will be evaluated on quality of content, not on quality of presentation. Failure to include any of the required information is grounds for rejecting the proposal, regardless of the consultant’s qualifications.

1. Format:
 - a. Proposals must be on standard letter sized paper.
 - b. Each page of the proposal must be numbered and must contain the consultant’s name in the footer.
2. Content: Proposals should contain all the information listed below. The proposal should present the information in the order it is listed below.
 - a. *Letter of Transmittal*. This letter must contain:

- i. The consultant's name, address, and contact information.
 - ii. A brief summary of the consultant's key qualifications.
- b. *Statement of Qualifications.*
 - i. Relevant Experience.
 - ii. Key personnel involved in the project. List the name and relevant experience of the lead personnel that will be involved in the project.
 - iii. Sub-consultants. List any sub-consultants that will be involved in the project, along with their experience and qualifications.
- c. *References.* Provide name and phone contact information for three individuals who can provide a reference regarding the consultant's professional abilities.
- d. *Proposed Project Plan.* Include a detailed description of how the consultant plans to provide the services listed in the "Scope of Work" section of this RFP. Include proposed project deliverables and a project timeline. Include any other services or products the consultant proposes.
- e. *Statement of Proposed Fees.* Include the total compensation the consultant is seeking for the services listed in the "Scope of Work" section of this RFP. **The Statement of Proposed Fees must be in its own sealed envelope and kept separate from the rest of the submittal. In the electronic submittal, the Statement of Proposed Fees must be in a separate file from the rest of the submittal.**

Consultants must submit their proposals electronically in PDF format. The electronic submittal may be submitted via flash drive, or email to tdansie@springdaletown.com with the subject line: Housing Plan Proposal.

SELECTION PROCESS

After the window for submitting proposals closes (see SCHEDULE section) the Selection Committee will conduct an initial review of all submittals. The first review will evaluate the submittals based on the following criteria:

- A. Consultant's professional experience and expertise.
- B. Consultant's experience with housing plan projects similar in scope, nature and complexity to the Springdale project.
- C. References.
- D. Completeness / Quality of submittal.
- E. Other evaluation criteria listed in section 10-9-6(J) of the Springdale Town Code.
- F. After consideration of all the criteria listed above, costs and value for services.

After the initial review the Selection Committee may elect to select a successful proposal. Alternatively, the Selection Committee may elect to contact proposers to ask for final and best offers, pursuant to the Town of Springdale procurement policy. After scoring all proposals (and all final and best offers, if applicable), the Selection Committee will make a recommendation to the Town Council regarding the successful proposal. The Town Council will formally award the work and enter into a contract with the consultant.

SCHEDULE

The Town’s selection process for the housing plan consultant will follow the schedule listed below.

- A. Request for Proposals Issued January 24, 2020
- B. Deadline for submissions of Proposals February 14, 2020 (5:00pm)
- C. Initial Review of Proposals..... February 17 – 21, 2020
- D. Selection Committee Recommendation to Town CouncilMarch 11, 2020
- E. Study Complete July 1, 2020

The Town reserves the right to modify the schedule at its sole discretion in order to best facilitate the selection and review process.

ADDITIONAL INFORMATION

Reserved Rights

The Town of Springdale reserves the right to reject all proposals and re-issue the Request for Proposals. The Town further reserves the right to waive minor irregularities in the qualifications when such a procedure is reasonably in the best interest of the Town.

Amendments

If it becomes necessary to revise or amend any part of this Request for Proposals the Town will post the amended Request on its website.

Concise Submittals

Proposals should be prepared simply and economically, providing a straightforward and concise description of the consultant’s ability to perform the work in the “Scope of Work” section of this RFP.

Demands for Additional Information

Should the Town require additional information from any respondent to reasonably conduct its review of submittals, the respondent shall furnish the requested information in a timely manner.

No Reimbursement for Preparation Costs

Costs to prepare a submittal pursuant to this Request for Proposals are entirely the responsibility of the respondent. The Town will not reimburse any respondent any costs associated with responding to this Request for Proposals.

Requests for Information

All inquiries regarding this Request for Proposals should be directed to:

Thomas Dansie
 Director of Community Development
 435-772-3434
tdansie@springdaletown.com

Professional Services Agreement

THIS PROFESSIONAL SERVICES AGREEMENT is made and entered into as of the 11 day of *March, 2020* by and between GSBS, PC dba as GSBS Consulting, hereinafter referred to as "Consultant" and The Town of Springdale hereinafter referred to as "Client."

1. CONSULTANT'S SERVICES

- a. Consultant will provide to Client the services described below:

See Exhibit A Attached

2. CONSULTANT'S RESPONSIBILITIES

- a. The Consultant shall perform its services consistent with the professional skill and care ordinarily provided by professionals practicing in the same or similar locality under the same or similar circumstances. The Consultant shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.
- b. The Consultant shall designate a representative authorized to act on the Consultant's behalf. The Consultant shall not replace its identified representative without the Client's approval, which shall not unreasonably be withheld.

The Consultant designates:

Annaka Egan
aeagan@gsbsconsulting.com

- c. The Consultant shall recommend to the Client the appropriate investigations, analyses, reports, and the services of other consultants that are necessary for the proper execution of the Consultant's services. The Consultant shall review the information provided by the Client and promptly notify the Client if the Consultant needs further information to perform its services.
- d. The Consultant shall coordinate its services with those of the Client's other consultants for the Project, if any.
- e. The Consultant shall provide copies of the Instruments of Service, and other necessary information to the Client in the format the Client requires.
- f. The Consultant shall submit a schedule for the performance of the Consultant's services, which may be adjusted as the Project proceeds. The Consultant's schedule shall allow reasonable time for the Client to review the Consultant's submittals. Once approved by the Client, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Consultant.
- g. The Consultant shall be entitled to rely on the accuracy and completeness of services and information furnished by the Client. The Consultant shall provide prompt written notice to the Client if the Consultant becomes aware of any errors, omissions or inconsistencies in such services or information.
- h. The Consultant is an independent contractor, responsible for methods and means used in performing the Consultant's services under this Agreement, and is not an employee, agent or partner of the Client. This agreement shall not be deemed to create a relationship of employment, partnership or joint venture between Consultant and Client.

3. CLIENT'S RESPONSIBILITIES

- a. The Client shall designate a representative authorized to act on the Client's behalf. The representative shall render decisions in a timely manner pertaining to documents

submitted by the Consultant in order to avoid unreasonable delay in the orderly and sequential progress of the Consultant's services.

The Client designates:

Tom Dansie

tdansie@springdaletown.com

- b. Prompt written notice shall be given by the Client to the Consultant if the Client observes or otherwise becomes aware of any fault or defect with respect to the Consultant's services for the Project.

4. ADDITIONAL SERVICES

- a. Additional Services may be provided after execution of this Agreement without invalidating the Agreement. Upon recognizing the need to perform Additional Services that may arise as the Project proceeds, the Consultant shall notify the Client. The Consultant, however, shall not proceed to provide such services until the Consultant receives the Client's written authorization. The Client has no obligation to compensate the Consultant for any Additional Services performed without such written authorization. Any Additional Services provided in accordance with this section shall entitle the Consultant to additional compensation and an appropriate adjustment to the Project schedule to be negotiated at the time the need for additional services becomes apparent.

5. COPYRIGHTS AND LICENSES

- a. Reports, presentations, graphical depictions, drawings, specifications, and other documents, including those in electronic form, prepared by the Consultant for the Project are Instruments of Service, and the Consultant shall be deemed the author and owner of any such Instruments of Service and shall retain all common law, statutory and other reserved rights, including copyrights. Provided that the Client has paid the Consultant in full for any and all services rendered pursuant to this Agreement, the Client and Client's successors in interest, if any, shall have the right to retain copies, including reproducible copies of such Instruments of Service for information, reference, and use in connection with the Project.
- b. The Consultant and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

6. CLAIMS AND DISPUTES

- a. Any claim, dispute or other matter in question arising out of or related to this Agreement or breach thereof shall be subject to mediation as a condition precedent to binding dispute resolution.
- b. If the parties do not resolve a dispute through mediation, the claim, dispute or other matter in question shall be resolved in a court of competent jurisdiction.
- c. THE CONSULTANT AGREES AND COVENANTS TO HOLD HARMLESS AND INDEMNIFY THE CLIENT FROM ANY CLAIMS, LOSSES, INJURY, AND EXPENSES PROXIMATELY CAUSED BY THE NEGLIGENT CONDUCT OR OMISSIONS THAT CONSTITUTE A FORM OF TORTIOUS BEHAVIOR ON THE PART OF THE CONSULTANT, ITS OFFICERS, EMPLOYEES, OR AGENTS IN THE EXECUTION OF THE WORK PERFORMED IN ACCORDANCE WITH THIS AGREEMENT, OR WHICH CONSTITUTES A BREACH OF THIS AGREEMENT.
- d. THE CLIENT AGREES AND COVENANTS TO HOLD HARMLESS AND INDEMNIFY THE CONSULTANT FROM ANY CLAIMS, LOSSES, INJURY, AND EXPENSES PROXIMATELY CAUSED BY THE NEGLIGENT CONDUCT OR OMISSIONS THAT CONSTITUTE A FORM OF TORTIOUS BEHAVIOR ON THE PART OF THE CLIENT, ITS OFFICERS, EMPLOYEES, OR AGENTS IN THE EXECUTION OF THE WORK

PERFORMED IN ACCORDANCE WITH THIS AGREEMENT, OR WHICH CONSTITUTES A BREACH OF THIS AGREEMENT.

7. TERMINATION

- a. The Client may terminate this Agreement upon not less than seven days' written notice to the Consultant for the Client's convenience and without cause. The Client shall compensate the Consultant for services performed prior to termination, Reimbursable Expenses incurred, and costs attributable to termination, including the costs attributable to the Consultant's termination of consultant agreements.
- b. Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.
- c. If the Client fails to make payments to the Consultant in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Consultant's option, cause for suspension of performance of services under this Agreement. If the Consultant elects to suspend services, the Consultant shall give seven days' written notice to the Client before suspending services. In the event of a suspension of services, the Consultant shall have no liability to the Client for delay or damage caused the Client because of such suspension of services. Before resuming services, the Client shall pay the Consultant all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Consultant's services. The Consultant's fees for the remaining services and the time schedules shall be equitably adjusted.

8. CONFIDENTIALITY

- a. If the Consultant or Client receives information specifically designated as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except as set forth in this Agreement. This confidentiality obligation shall survive the termination of this Agreement.
- b. The receiving party may disclose "confidential" or "business proprietary" information after 7 days' notice to the other party, when required by law, arbitrator's order, or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or to the extent such information is reasonably necessary for the receiving party to defend itself in any dispute. The receiving party may also disclose such information to its employees, consultants, or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants and contractors are subject to the restrictions on the disclosure and use of such information as set forth in this Section 8.

9. MISCELLANEOUS PROVISIONS

- a. This Agreement shall be governed by the laws of the State of Utah.
- b. The Consultant and Client agree that the provisions of this Agreement shall be binding on heirs, permitted assigns and successors and agents.
- c. The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

10. COMPENSATION

- a. For the Consultant's Services as described under Article 1, the Client shall compensate the Consultant as follows:

\$25,000

- b. Reimbursable Expenses are included within the compensation for the Consultant's Services and include expenses incurred by the Consultant in the interest of the Project including, but not limited to, the expense of transportation in connection with the Project; expenses in connection with authorized out-of-town travel; expense of reproductions and postage.
- c. Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Consultant's invoice. Amounts unpaid 30 days after the invoice date shall bear interest at the rate of 18% per annum.

11. SCOPE OF THE AGREEMENT

- a. This Agreement represents the entire and integrated agreement between the Client and the Consultant and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Client and Consultant.
- b. This Agreement is comprised of the following documents identified below:
 - i. This Professional Services Agreement
 - ii. Exhibits:

Exhibit A - Scope of Services

Consultant *(Signature)*

Kevin B. Miller, President/CEO
(Printed name and title)

Client *(Signature)*

(Printed name and title)

EXHIBIT A

Housing Plan: Needs Assessment and Attainable Housing Strategies

GSBS consulting will complete the following tasks and activities in accordance with the proposal submitted on February 14, 2020. The scope of work will be completed no later than July 1, 2020.

Task 1: Preliminary Housing Needs Analysis

- Preliminary data collection and analysis of current housing conditions and demographics.
- First of three on-site visits focused on data collection and project planning.
 - Confirmation of objectives of the study,
 - Review project scope and methodology,
 - Conduct stakeholder interviews and
 - Conduct initial field work.
- Deliverables:
 - Existing Housing Needs Assessment and Market Analysis Report
 - Attainable Housing Strategies description
 - Housing Opportunities and Challenges Description
- Inclusion of any other tasks and deliverables specified in the RFP

Task 2 – Community Engagement and Outreach

- Stakeholder interviews (during initial on-site visit in Task 1) will address individual needs and concerns of local businesses and employees. This will be followed by the
- First of two surveys
 - Housing challenges
 - Employment and housing information.
- Community Open House
 - Review gathered data and analysis from Task 1.
 - Provide information regarding attainable housing preliminary strategies developed
- Second of two surveys for residents to provide input and ideas relating to the preliminary strategies presented.
- Deliverables:
 - Community engagement report
 - Stakeholder Interviews
 - Surveys (2)
 - Open House
- Inclusion of any other tasks and deliverables specified in the RFP

Task 3– Recommendations and Updates

GSBS will organize the information gathered from the previous phases to provide a specific implementation plan for the recommendations identified.

- Deliverables
 - Draft Plan (PDF)
 - Executive Summary
 - Introduction and Background
 - Housing Needs
 - Plans to meet needs
 - Implementation Strategy
 - Final Plan (PDF)
 - Incorporating feedback and input for adoption by town council
- Inclusion of any other tasks and deliverables specified in the RFP

Task 4 – Presentation to Town Council

- Final Presentation of Analysis and Recommendations

The not-to-exceed fee for this scope is \$25,000

Task		
1	Preliminary Housing Needs Analysis	\$9,410
2	Community Engagement and Outreach	\$8,530
3	Recommendations and Updates	\$7,060
	Total	\$25,000



Memorandum

To: Mayor, Town Council
From: Dawn Brecke
Date: March 6, 2020
Re: **March 11, 2020 Town Council Meeting**
Personnel Policy Manual Revision – Employee Code of Ethics

As you know, the State Auditor's Office has established fraud risk guidelines and a checklist to evaluate each municipality's level of risk. Part of the checklist involves adopting a number of policies related to Town operations and employee conduct.

The largest of these policy revisions is the adoption of an Employee Code of Ethics. The verbiage for this Code of Ethics policy came directly from the State Auditor's Office. After the policy has been adopted, all employees and elected/appointed officials will be required to sign an ethics pledge each year. The purpose behind this pledge is to keep ethics in the forefront as employees and officials perform the duties of their positions and offices.

Please let me know if you have questions as you review the policy. Thank you.

CHAPTER ONE – THE WORKPLACE

SECTION B: MUNICIPAL OFFICERS AND EMPLOYEES ETHICS ACT

2. ~~CRIMES: The law makes it a crime to:~~

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- A. ~~Disclose or improperly use private, controlled, or protected information acquired while employed in an official position or in the course of official duties in order to substantially increase the employee's personal economic interests, or to gain special privileges, or special exceptions for the employee, officer or other; or~~
- B. ~~Use or attempt to use an official position to substantially increase the employee's personal economic interest or to gain special privileges for themselves or others; or~~
- C. ~~Receive or agree to receive compensation for assisting any person in any transaction involving the Town unless the employee or officer makes the required disclosures; or~~
- D. ~~Knowingly receive, accept, take, seek, or solicit (directly or indirectly) for themselves or others a gift of substantial value or a substantial economic benefit that could improperly influence a reasonable person in the person's position to depart from the faithful and impartial discharge of the person's duties, or cause like departures of others. A reasonable person in that position should know under the circumstances that the gift's primary use is for the purpose of persuading official action.~~

~~The exceptions to this are an occasional non-monetary gift having a value of less than \$50 or an award publicly awarded, a loan made in the ordinary course of business, or a political campaign contribution actually used in a political campaign.~~

~~An economic gift also includes loans at a substantially lower rate of interest and compensation for services at a rate substantially higher than fair market value.~~

Employee Code of Ethics

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Prohibited Conduct

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No current employee or officer, as specified, shall:

1. Disqualification from Acting on Town of Springdale Business.
 - a. Engage in any transaction or activity, which is, or would to a reasonable person appear to be, in conflict with or incompatible with the proper discharge of official duties, or which impairs, or would to a reasonable person appear to impair, the employee's independence of judgment or action in the performance of official duties and fail to disqualify him or herself from official action in those instances where conflict occurs;
 - b. Have a financial or other private interest, direct or indirect, personally or through a member of his or her immediate family, in any matter upon which the employee is required to act in the discharge of his or her official duties, and fail to disqualify him or herself from acting or participating;
 - c. Fail to disqualify him or herself from acting on any transaction which involves the Town of Springdale and any person who is, or at any time within the preceding twelve (12) month period has been a private client of his or hers, or of his or her firm or partnership;
 - d. Have a financial or other private interest, direct or indirect, personally or through a member of his or her immediate family, in any contract or transaction to which the Town of Springdale or any Town agency may be a party, and fails to disclose such interest to the appropriate authority prior to the formation of the contract or the time the Town of Springdale or Town agency enters into the transaction; provided, that this paragraph shall not apply to any contract awarded through the public bid process in accordance with applicable law.
2. Improper Use of Official Position.
 - a. Use his or her official position for a purpose that is, or would to a reasonable person appear to be primarily for the private benefit of the employee, rather than primarily for the benefit of the Town of Springdale; or to achieve a private gain or an exemption from duty or responsibility for the employee or any other person;
 - b. Use or permit the use of any person, funds, or property under his or her official control, direction, or custody, or of any Town of Springdale funds or property, for a purpose which is, or to a reasonable person would appear to be, for something other than a legitimate purpose.
 - c. Except in the course of official duties, assist any person in any transaction where the employee's assistance is, or to a reasonable person would appear to be, enhanced by that employee's position with the Town; provided that this subsection shall not apply to: any employee appearing on his or her own behalf or representing himself or herself as to any matter in which he or she has a proprietary interest, if not otherwise prohibited by ordinance;
 - d. Regardless of prior disclosure thereof, have a financial interest, direct or indirect, personally or through a member of his or her immediate family, in a business entity doing or seeking to do business with the Town of Springdale, and influence or attempt to influence the selection of, or the conduct of business with that business or entity.
3. Accept Gifts or Loans.
 - a. Ask for or receive, directly or indirectly, any compensation, gift, gratuity, or thing of value, or promise thereof, for performing or for omitting or deferring the performance of any official duty; except that the following shall be allowed:
 - i. Unsolicited flowers, plants, and floral arrangements;

- ii. Unsolicited advertising or promotional items of nominal value, such as pens and notepads;
- iii. Unsolicited token or awards of appreciation in the form of a plaque, trophy, desk item, wall memento, or similar item;
- iv. Unsolicited food items given to a department when the contents are shared among employees and the public;
- v. Unsolicited items received for the purpose of evaluation or review provided the officer or employee has no personal beneficial interest in the eventual use or acquisition of the item by the Town of Springdale;
- vi. Information material, publications, or subscriptions related to the recipient's performance of official duties;
- vii. Food and beverages consumed at hosted receptions where attendance is related to official duties;
- viii. Meals, beverages, and lodging associated with retreats or other meetings where the official serves as a representative, designee or is otherwise assigned to another organization or entity from the Town of Springdale;
- ix. Travel costs, lodging, and tuition costs associated with the Town of Springdale sanctioned training or education when not provided by a private entity under contract with the Town of Springdale;
- x. Admission to, and the cost of food and beverages consumed at, events sponsored by or in conjunction with a civic, charitable, governmental, or community organization and other officials or employees of similar agencies are in attendance;
- xi. Unsolicited gifts from dignitaries from another entity or other jurisdiction that are intended to be personal in nature;
- xii. Campaign contributions; and
- xiii. Unsolicited gifts with an aggregate economic value of \$50.00 or less from a single source in a calendar year received either directly or indirectly by the official or employee.

4. Disclose Privileged Information.

Disclose or use any privileged or proprietary information gained by reason of his or her official position for the immediate or anticipated personal gain or benefit of the employee or any other person or entity; provided, that nothing shall prohibit the disclosure or use of information which is a matter of public knowledge, or which is available to the public on request.

5. Financial or Beneficial Interest in Transactions.

Regardless of prior disclosure an employee or officer may not participate in or benefit from (personally or through his or her family) a contract or agreement where that employee or officer acted as an agent of the Town of Springdale. This includes receiving compensation, gratuity or other benefit from an interested party of an agreement or contract with the Town of Springdale.

6. Nepotism.

- a. Violate Utah Code § 52-3, which prohibits employment of relatives, with few exceptions.

7. Misuse of Public Resources or Property.
 - a. Violate Utah Code § 76-8-4, which delineates the unlawful use of public funds and destruction of property, including records.
8. Outside Employment.
 - a. Retain secondary employment outside of the Town of Springdale employment, which, as determined by Town Council, and according to Utah Administrative Code R477-9-2:
 - i. Interferes with an employee's performance.
 - ii. Conflicts with the interests of the Town of Springdale or the State of Utah.
 - iii. Gives reason for criticism or suspicion of conflicting interests or duties.
9. Political Activity.
 - a. Except as otherwise provided by law:
 - i. The partisan political activity, political opinion, or political affiliation of an applicant for a position with the Town of Springdale may not provide a basis for denying employment to the applicant.
 - ii. A Town of Springdale officer's or employee's partisan political activity, political opinion, or political affiliation may not provide the basis for the officer or employee's employment, promotion, disciplinary action, demotion, or dismissal.
 - iii. A Town of Springdale employee may not engage in political campaigning or solicit political contributions during hours of employment.
 - iv. A Town of Springdale officer or employee may not use Town equipment while engaged in campaigning or other political activity.
 - v. A Town of Springdale officer or employee may not directly or indirectly coerce, command, or advise another Town officer or employee to pay, lend, or contribute part of the officer's or employee's salary or compensation, or anything else of value to a political party, committee, organization, agency, or person for political purposes.
 - vi. A Town of Springdale officer or employee may not attempt to make another officer or employee's employment status dependent on the officers or employee's support or lack of support of a political party, affiliation, opinion, committee, organization, agency, or person engaged in political activity.
 - b. A Town of Springdale employee who has filed a declaration of candidacy may:
 - i. be given a leave of absence for the period between the primary election and the general election; and
 - ii. Use any vacation or other leave available to engage in campaign activities.
 - c. Neither the filing of a declaration of candidacy nor a leave of absence under this section may be used as the basis for an adverse employment action, including discipline and termination, against the employee.
 - d. Nothing in this chapter shall be construed to:
 - i. prohibit a Town of Springdale officer or employee's voluntary contribution to a party or candidate of the officer or employee's choice; or
 - ii. Permit a Town of Springdale officer or employee partisan political activity that is prohibited under federal law.

- e. No Town of Springdale officer or employee shall solicit or participate in soliciting any assessment, subscription, or contribution to any political party during working hours on the premises of any Town of Springdale property.
 - f. No Town of Springdale officer or employee shall promise any appointment to any position with the Town of Springdale as a reward for any political activity.
 - g. A Town of Springdale employee who is elected to an office with the Town of Springdale shall terminate Town employment prior to being sworn into the elected office.
10. Fair and Equal Treatment.
- a. No person shall be appointed to, removed from, or in any way favored or discriminated against with respect to any appointive public office because of such person's race, color, age, religion, sex, national origin, or functional limitation as defined by applicable state or federal laws, if otherwise qualified for the position or office.
 - b. No Town of Springdale officer or employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen.
11. Prohibited Conduct After Leaving the Town of Springdale:
- a. No former employee shall, during the period of one (1) year after leaving the Town of Springdale office or employment:
 - i. Disclose or use any privileged or proprietary information gained by reason of his/her Town of Springdale employment for his/her gain or anticipated gain, or for the gain or anticipated gain of any person, unless the information is a matter of public knowledge or is available to the public on request;
 - ii. Assist any person in proceedings involving an agency of the Town of Springdale with which he/she was previously employed, involving a matter in which he or she was officially involved, participated or acted in the course of duty;
 - iii. Represent any person as an advocate in any matter in which the former employee was officially involved with a Town of Springdale employee;
 - iv. Participate as a competitor in any competitive selection process for a Town of Springdale contract in which he or she assisted the Town in determining the project or work to be done or the process to be used.

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RESOLUTION NO. 2020-03

**A RESOLUTION DESIGNATING SURPLUS TOWN PROPERTY AND
PROVIDING FOR SALE OR DISPOSAL OF SURPLUS PROPERTY**

WHEREAS, the Town of Springdale recognizes the need from time to time to dispose of property that has been acquired for town use; and

WHEREAS, Springdale Town Code Section 1-9-13 provides for a declaration of property that is no longer needed or desired for town use as surplus property by the Town Council; and

WHEREAS, Springdale Town Code Section 1-9-13 provides for a means of disposing of property designated surplus property through sale, exchange or other means;

NOW THEREFORE, BE IT HEREBY RESOLVED by the Town Council of the Town of Springdale that the town property designed on the attached surplus property listing is hereby designated as surplus property, and authorizes the surplus property to be sold, exchanged or otherwise disposed of in accordance with Town Code Section 1-9-13.

This resolution shall become effective immediately upon passage and posting.

Passed and adopted this 11th day of March 2020.

Stanley J. Smith, Mayor

Attest:

Darci Carlson, Town Clerk

