

COMMON SENSE SOLUTIONS

TOWN OF ALTA
FEBRUARY 14, 2024



Agenda

What is NEPA and the Legal Perspective

- Pat Shea - Friends of Alta, Canyon Guard Legal Team

What Problem Does the Gondola Solve?

- Allen Sanderson - Research Scientist, Canyon Guard Plaintiff

What will the Gondola Cost?

- Robert Douglass - Friends Of Little Cottonwood Canyon, Canyon Guard Plaintiff

Significant Concerns with UDOT EIS

- Grace Tyler - Save Our Canyon

View from the Younger Generation

- Sydney Smith - University of Utah Student

UDOT Position and Common Sense Alternatives

- Margaret Bourke, Canyon Guard Board and Plaintiff

What We Hope You Will Learn From Our Presentation

The difference between advance PR and UDOT plan (Record of Decision) has led to unrealistic expectations

- Gondola will not significantly reduce congestion (Time Analysis)

- Gondola will not significantly reduce road closures (Interlodge)

- Gondola cost is significantly more than previously estimated and will crowd out more sensible investments

The environmental analysis is woefully incomplete

- Laura Briefer Water Memo

- View and Wildlife Impact

- Lack of Sustainable Load Analysis

The UDOT Plan will impact ToA in ways you may not be able to control

The Common Sense Coalition is solution oriented

- Alternatives do exist

- Lawsuits are not the answer - but they give us room to negotiate and to ensure our voices are heard

The Town of Alta's voice is important and largely missing

What is NEPA and the purpose of an EIS?

Three lawsuits - the focus of each and how we are coordinating

Does our lawsuit prevent anything the legislature has funded?

How will the lawsuits develop?





Will the gondola significantly reduce or solve the congestion problems in LCC?

No. Queuing analysis (next page) makes it unlikely people will ride gondola without sizable tolling charges

Will the gondola significantly reduce or solve the road closure problems in LCC?

No. 80% of the time that the road has been closed this season we also have been **under interlodge**. As UDOT cites **the gondola will not operate at these times**

Correcting for a number of UDOT's assumptions dramatically changes their results

Original transit times from the UDOT "Fact Sheets"		
Transit mode	Public Transit Travel time	Personal Vehicle Travel time
Gondola	55 minutes Fort Union	38 minutes La Callie
Bus	54 minutes Gravel Pit	42 minutes Gravel Pit
Corrected for realistic transit and other model assumptions		
Transit mode	Public Transit Travel time	Personal Vehicle Travel time
Gondola	70 minutes Gravel Pit	42 Minutes Gravel Pit
Bus	73 minutes Gravel Pit	42 minutes Gravel Pit

Original UDOT Times

Note the **starting locations** are not the same.

UDOT did not model the transit time correctly

If modeled correctly, the **2 minutes waiting** to time to board the gondola or bus becomes **19-21 minutes**. (See, Appendix)

This additional time makes using **public transit unlikely, without significant incentives**.

Cost of UDOT's Gondola

Gondola: **\$1.4 Billion** minimum: WFRC estimate in 2023

- \$1.4B doesn't include interest: Total > \$2B

Utah Residents pay and are *already* paying

- Via a 2018 sales tax increase enacted to fund LCC Transportation

Alta Residents & Businesses may pay disproportionate share

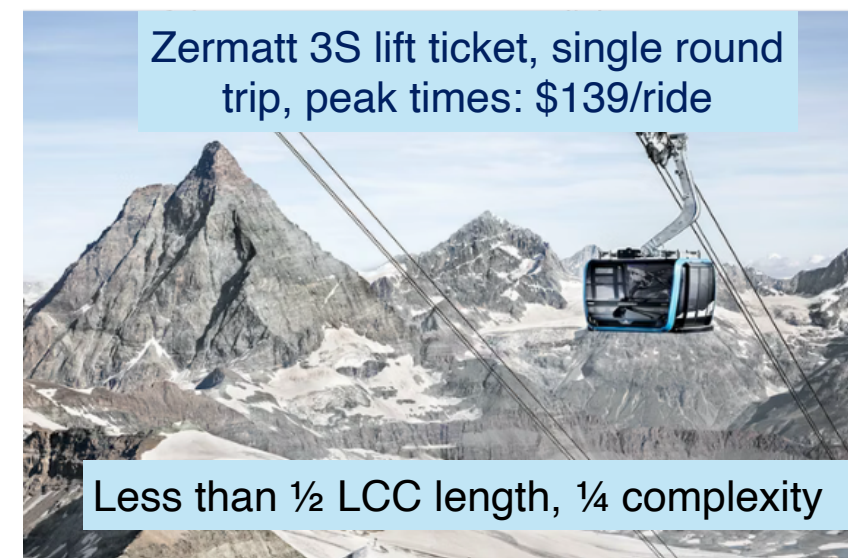
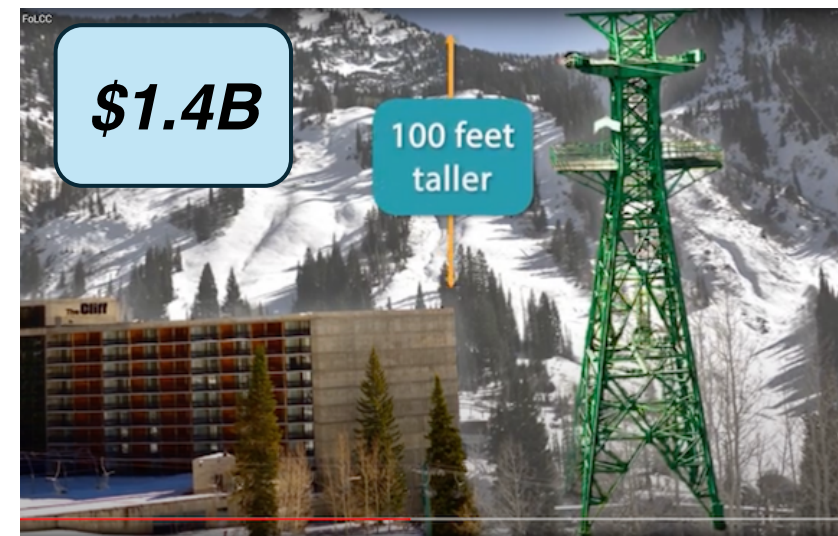
- Utah: local transportation tax districts may fund local transportation improvements

Unless taxpayers heavily subsidize, the gondola ticket costs will be prohibitive

- The nearest commercial pricing is \$139 and that is not close to the complexity of the proposed LCC Gondola

To ski Alta: long, expensive gondola ride or high tolls on road

- Will need to recoup costs through high tolls or gondola ticket redirect skiers to other Utah resorts?



The Gondola May Hurt, Not Help Alta Businesses

Evaluation Criteria Of The EIS



EVALUATION CRITERIA

124
ALTERNATIVE CONCEPTS → 5
DRAFT ALTERNATIVES → 2
PREFERRED ALTERNATIVES

PURPOSE & NEED

- **Improve mobility in 2050**
 - Improve peak-hour per-person travel times
 - Meet peak-hour demand on busy ski days
 - Reduce vehicle backups on S.R. 210 and S.R. 209
 - Meet level of service (LOS) D on Wasatch Boulevard
- **Improve reliability and safety in 2050**
 - Reduce avalanche delays and hazards
 - Reduce traffic conflicts and improve roadway safety at trailheads
 - Reduce or eliminate roadside parking

ENVIRONMENTAL/ REGULATORY IMPACTS

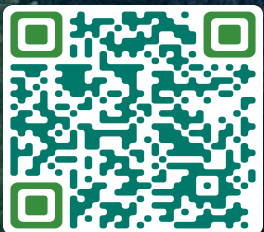
- Impacts to natural resources and to the built environment (visual, air, noise, water quality, relocations, etc.)
- Cost
- Consistency and compatibility with local and regional plans
- Compatibility with permitting requirements

OTHER TRANSPORTATION PERFORMANCE CONSIDERATIONS

- Scalable Service/Phased Implementation
- Mechanical Complexity
- Snow Removal
- Avalanche Mitigation Risk
- Supports Active Transportation

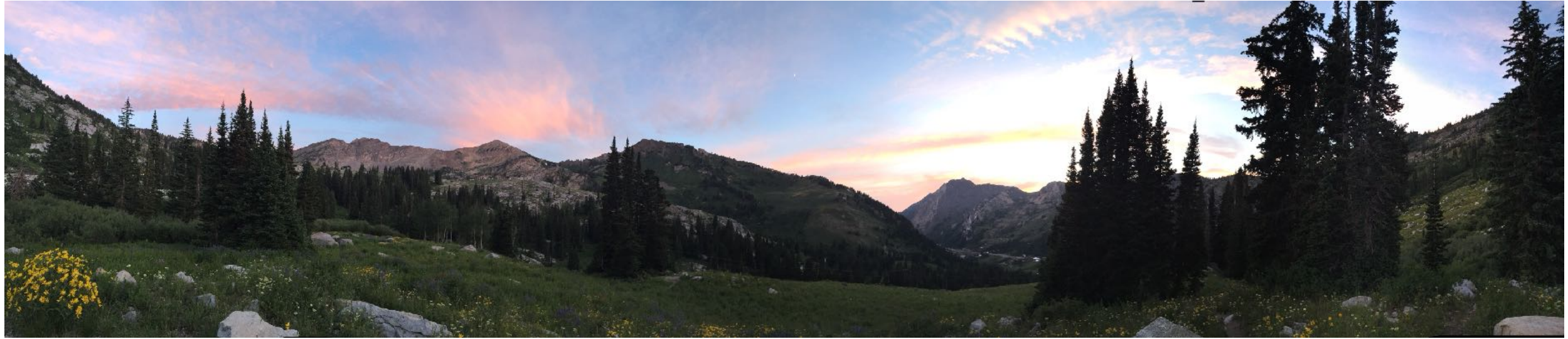
**FULL SOC
LAWSUIT**

- The gondola was added in as an “alternative” in 2020.



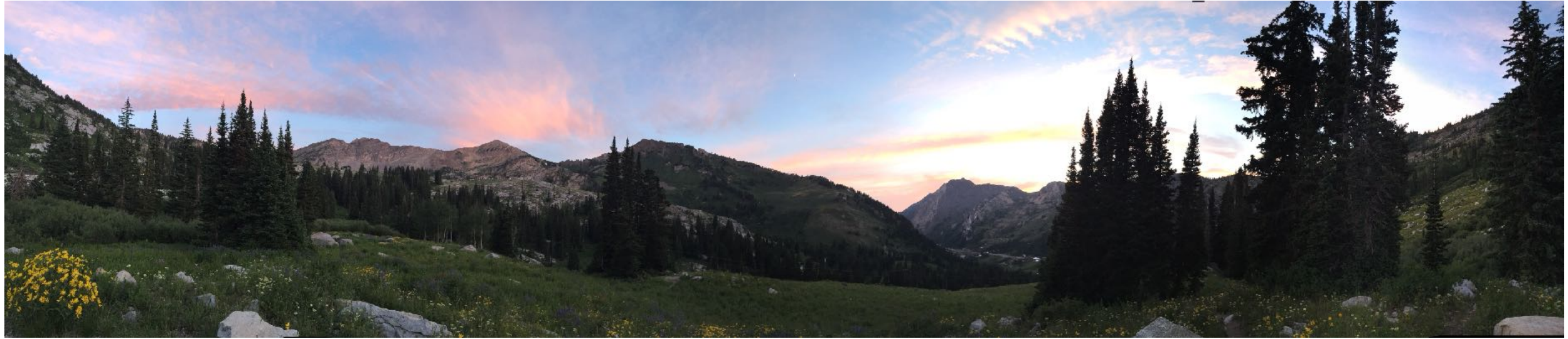
Sydney Smith





ALTA BUSINESS INTERVIEWS

- Top 5 Gondola comments/expectations:
 - Keep Alta, Alta
 - Ruin aesthetics LCC & sanctuary
 - Operate year-round & hours for employees
 - Gondola = fewer cars & less congestion
 - Suggestion that once parking spots are filled, private transport be restricted



OUR ASSESSMENT

- **Keep Alta, Alta**
Won't happen if gondola is built, Alta will be irrevocably changed
- **Ruin aesthetics LCC & sanctuary**
Agreed - The visual pollution is significant and will change Canyon character
- **Operate year-round & hours for employees**
ROD says 7 to 7 and only winter
- **Gondola = fewer cars & less congestion**
Negligible impact - other measures are needed
- **Suggestion that once parking spots are filled, private transport be restricted**
Good idea, but given UDOT's refusal to consider new alternatives unlikely

GONDOLA IMPACTS IN & TO ALTA

Margaret Bourke



Visual and Environmental

- Negative effect on moose continuing to congregate at Rustler pond in willows
- Visually degrade majestic mountain views
- Cables and towers over residences

Safety Issues

- Unsafe for pedestrians on U-210, in and around bus/gondola stop
- Unsafe school children exit and enter bus/gondola on highway, traveling to/from school in GMD lodge

Physical Impact to Town

- Town Park VB impacted by overhead gondola cable, plus large tower adjacent
- Destruction to Alta City archeological site
- Potential damage to Tom Moore Historic building
- Soil erosion from bus stop/gondola termini on “mine dump”
- Increased demands on town water for gondola terminus
- Snow removal/storage
- Avalanche zone for bus/gondola facility
- Degraded water quality from increased visitors and new building(s)
- Reduces town parking for lodges and residents

Potential Budget Impact

- Increased costs to town sewer system and upgrades with greater volume
- Increased costs to town water supply with more frequent media replacement
- Remove increased waste, human and otherwise along roadside/loading station
- Increased town taxes for police/fire/paramedic
- Increase recycling needs & costs
- Need to supply interlodge “accommodations” & amenities for gondola riders?
- Potential obligation to build receiving facility, and modify, bus to gondola?
- Residential quarters operators bus/gondola facility?

POTENTIAL ACTIONS

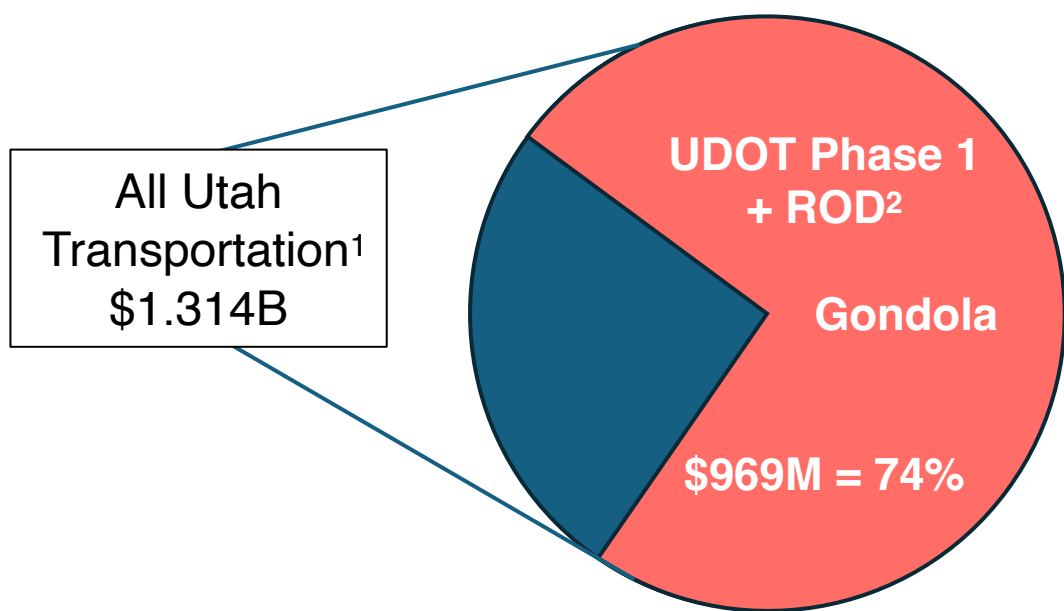
- ➔ Join one of the lawsuits as a plaintiff
- ➔ Town of Alta partner with USFS, SLCPU and Alta Environmental Center on a sustainable visitor use management study
- ➔ Ask UDOT to work collaboratively with town, resorts and USFS on traffic solutions
- ➔ Pass a Resolution asking UDOT enforce traction for LCC 11/1 - 5/1



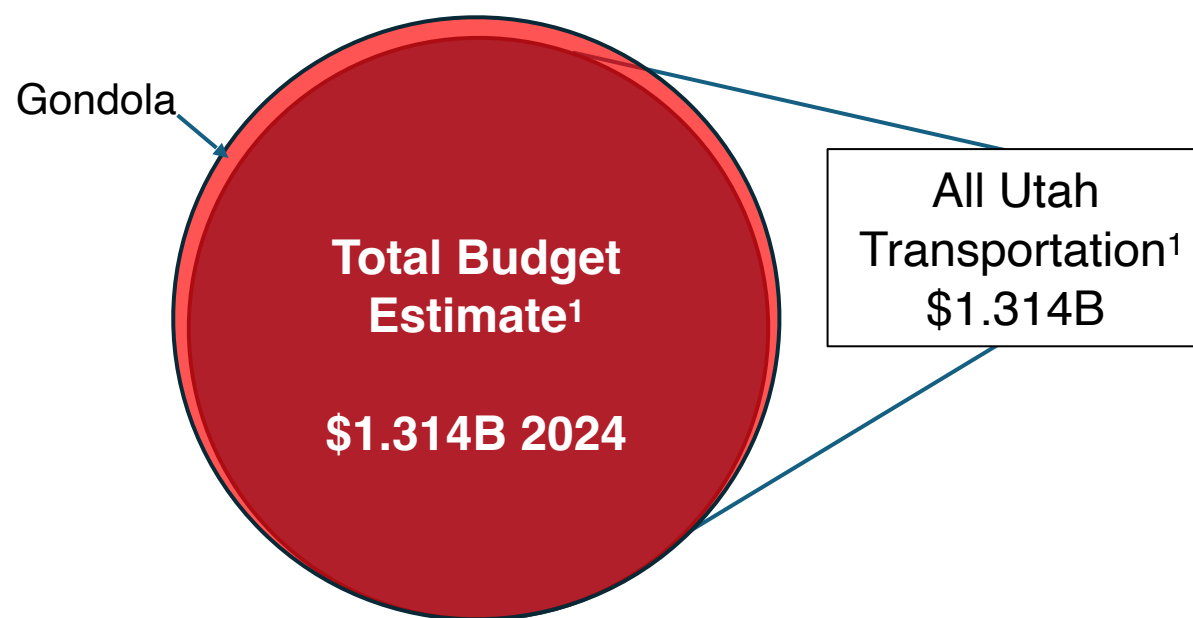
Appendix

The Gondola Would Consume a Huge Percentage of Our Transportation Tax Spend

Using UDOT's numbers Gondola
is 74% of Total Budget



Using WFRC's number of \$1.4B
is 108% of Total Budget³



Cost of UDOT's Gondola as % of Utah Annual Transportation General and Income Tax Expenditures 2024

1. <https://le.utah.gov/interim/2023/pdf/00002659.pdf>
2. <https://littlecottonwoodeis.udot.utah.gov/record-of-decision/>
3. <https://wfrc.org/rtp-2023-draft-map/?x=-12453807&y=5014773&scale=1155581>

Summary of corrections to UDOT modeling assumptions

Issue #1 UDOT does not compare travel times from a common point.

The UDOT [fact sheet for the bus option](#) notes the driving time from the Gravel Pit to Alta is 42 minutes. Whereas the [fact sheet for the gondola option](#) cites the driving time from La Callie to Alta is 38 minutes. While the times may be correct they are not from a common point. This 4 minute differential reduces the average time of travel for the gondola, thus creating a bias.

Issue #2 UDOT does not model queuing times for the gondola or bus

No details are provided by UDOT in the EIS as to how they achieved the *2 minutes waiting in line to board the bus/gondola*. However, if one assumes a steady state (uniform) passenger arrival, it is possible to obtain a 2 minute wait time. **These queueing times have little basis in reality as people will not arrive or leave in a steady state** (uniform) manner over the peak three to four hour period just as people do not commute to work in a steady state (uniform) manner.

Note: a GRAMA request revealed that on or around 19 Aug 2021 UDOT, using the [Legion Simulator](#), attempted to model the gondola queueing. Their assumptions also had little basis in reality thus leading to unrealistic results. Which though unrealistic, were 7-8 minutes not 2 minutes.

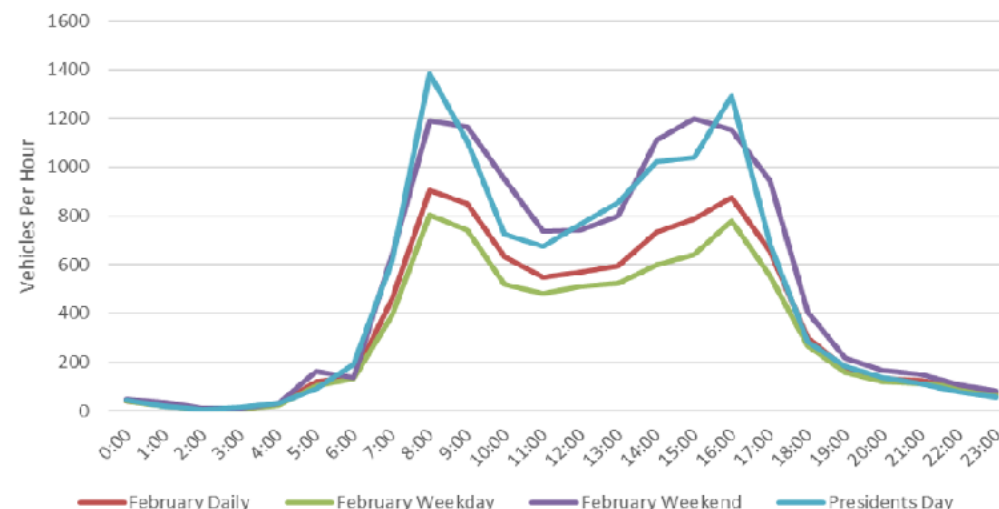
Issue #3 UDOT does not account for the time waiting once on board.

If one immediately boards a gondola or bus when it first arrives there can be an additional 2 or 10 minutes before it departs. There is no accounting for this time in the additional 12 minutes which on average, increases the wait time by approximately 1 and 5 minutes for the gondola and bus respectively.

Issue #4: UDOT claims the wait times will be the same for the beginning and end of the day.

Wait times for the end of the ski day are likely to be less than the beginning of the day as many skiers ski for a half day. Such a trend is validated by Figure 1.4-8. of the EIS (right) which shows a bimodal curve of the traffic with a sharp morning period of approximately three hours and a flatter afternoon period of approximately four hours. As such, UDOT incorrectly assumes the uphill and downhill transit times will be the same.

Figure 1.4-8. Traffic in Little Cottonwood Canyon in February 2017



Source: UDOT 2017. Congestion occurs when traffic exceeds about 900 to 1,000 vehicles per hour.

To: Town of Alta Council
From: Laura Briefer
Date: Thursday, February 6, 2024

Little Cottonwood Creek is a significant source of drinking water for the Salt Lake Valley's inhabitants and visitors. The drinking water that originates in local canyons is of the highest quality, a direct result of deliberate watershed stewardship and investment taken by Salt Lake City for more than 120 years. The proposed Little Cottonwood Canyon transportation projects pose a significant risk to these protected watershed areas, ultimately impacting the quality and reliability of our communities' most important water supply. Salt Lake City recently filed a complaint in federal court challenging the LCC EIS NEPA process. The purpose of the lawsuit is to require that water and environmental impacts be identified and studied appropriately.

In this situation, everyone who depends on the water resources from the Little Cottonwood watershed and the Central Wasatch Mountains benefits from a comprehensive process that appropriately considers the impact to water supply and quality. The Final Environmental Impact Statement and federal Record of Decision do not adequately consider this project's impacts to the water resources that our community relies upon.

NEPA requires agencies to identify and take a hard look at the environmental impacts of proposed actions. The NEPA process in this case is insufficient. Salt Lake City contends that water resources were inadequately evaluated in the EIS and ROD, in addition to visual and noise effects on the Twin Peaks and Lone Peak Wilderness Area; the relationship of the project to Utah's changing climate; and the indirect effects this project will have on neighboring resources, such as Big Cottonwood Canyon (another key component in the Valley's high-quality drinking water supply).

Thank you,
Laura



LAURA BRIEFER, MPA | *(She/Her/Hers)*
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Department of Public Utilities | Salt Lake City Corporation
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Cell: (385) 252-9379
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www.slc.gov/utilities
www.slc.gov

MAYOR
ROGER BOURKE

TOWN COUNCIL
CAROLYN ANCTIL
JOHN BYRNE
DAN SCHILLING
ELISE MORGAN



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TTY 711

Consent Agenda

February 14, 2024 Alta Town Council Meeting

Staff Reports

- 2 - 3 [Town Manager & Assistant Town Manager Staff](#)
- 4 [Report Clerk's Office Report](#)
- 5 - 6 [Town Marshal Activity Report](#)
- 7 [Town Marshal Staff Report & Misc Items](#)
- 8 - 11 [Unified Fire Authority](#)

Financial Materials

- 12 [Bank Account Balance Summary](#)
- 13 - 17 [Balance Sheet \(January 31, 2024\)](#)
- 18 - 29 [Budget: FY24 \(YTD January 31, 2024\)](#)
- 30 - 34 [Capital Projects Plan \(YTD January 31, 2024\)](#)
- 35 [Combined Budget Summary](#)
- 36 - 38 [FY 2024 Project Summaries](#)

Minutes

- 39 - 47 [January 10, 2024 Town Council Draft Meeting Minutes](#)
- 48 - 109 [January 11, 2024 Town Council Retreat Draft Meeting Minutes](#)

Document Tips:

The sections above are each hyperlinked to help you navigate straight to a section of interest.

Page numbers refer to the header numbers on the top left of the page in blue.

Alta Town Council

Staff Report



To: Town Council

From: Chris Cawley, Town Manager, Chris Otto, Assistant Town Manager

Re: Consent Agenda Staff Report

Date: February 8, 2024

Attachments:

Projects Update

Please see updated 2024 Capital Projects Plan and summary attachments

Utility Master Planning: We are actively working with SL County Service Area #3 and Keith Hanson to develop a request for proposals to conduct water and sewer system master planning.

Facilities Master Plan: Chris met with architects on Wednesday February 7 to discuss ideas for a scope of work.

Security Camera Project: Installation was originally slated for February 1st but has been postponed because contractors did not come to Alta equipped to satisfactorily execute the project. We anticipate installation by the end of February.

Town Shuttle Program

23-24 Shuttle Program Ridership				
Month	Town Shuttle	Resort Shuttle	Night Shuttle	Total
December (partial month)	3762	2568	334	6664
January	6188	4663	2490	11807
February				
March				
April				
Total				18471
Previous season to date				17403

Contribution Accounting	
Projected Contributions	\$230,470
Collected Contributions	\$224,739.35
Outstanding Contributions	\$8,616

Alta Planning Commission

The Alta Planning Commission meeting in January was canceled due to scheduling conflicts among our presenters. The next regularly scheduled meeting is on Tuesday February 27th at 3 PM. The meeting will operate with an anchor location at the Alta Community Center. As of now, the agenda will include a presentation by Meg Ryan of the Utah League of Cities and Towns on planning commission powers, duties, roles, and responsibilities. It will also include a presentation by UDOT on the status of the easement for S.R. 210 through Alta, potentially as a precursor to a larger discussion about how to prepare for Phase 1 EIS project elements such as enhanced bus service and a new bus stop or mobility hub along the road through town.

Forest Service Engagement

This month we had two meetings with US Forest Service staff to explore opportunities and potential partnerships for planning to site and install a trailhead style restroom somewhere in the SR 210 corridor through Alta; authorization and NEPA requirements for any water and sewer system improvements identified in our upcoming master plans not already covered under our utilities special use permits, and initial discussions about how to use Forest land for potential improvement, expansion, or reconstruction of Town of Alta buildings, e.g. through a land swap or a special use permit.

Legislative Session

Chris Otto is working with Shelly Teuscher of Parsons, Behle, and Latimer and attending Utah League of Cities and Towns to track relevant pieces of legislation that could impact the town. Some bills of concern that we are watching closely include:

SB91 - Local Government Officers Compensation Amendments - requires a separate public hearing during but separate from the normal budget process to discuss local government officers & employee compensation increases.

SB172 - Protection Area Revisions - Provides rights for a critical infrastructure materials operator with a vested mining operation to ignore local land use authority with regard to expanding that operation.

SB185 - Residential Building Inspection Amendments - This bill essentially allows builders to contract with private building inspectors regarding the enforcement of the State Construction Code.

HB289 - Property Rights Ombudsman Amendments - A party that prevails in a property rights dispute is entitled to an award of attorney's fees.

HB354 - Truth in Taxation Revisions - Requires voter approval for taxing entities to impose property tax increases.

Alta Town Council



Staff Report:

February 14, 2024

To: Town Council

From: Jen Clancy, Town Clerk & Molly Austin, Deputy Town Clerk

Date Written: February 7, 2024

Town Clerk – Jen

- Managed the resolution and ordinance updates for the council meeting rules and procedures per the council request at the January council meeting.
- Worked with Cawley on the Budget Committee Charter and staff report
- Worked with Mike Swallow to update the wage study framework to include FY24 wages and bring in updated comparables.
- Ill be reporting on the Fraud Risk Assessment soon - probably March. We have almost wrapped up the collection of the ethics forms which is the first step in the annual preparation of the assessment.
 - Annual Officials and Employees Ethical Behavior Pledge –I want to give a shout out to Molly for developing a fillable form to help facilitate the dispersion and submission of the forms for employees and officials.
- [GRAMA – we have a new page on our website](#) dedicated to public records requests with an electronic fillable form that Molly setup.
- Preparation for the FY25 budget cycle.
 - So far staff has outlined 3 -4 monthly meetings starting in March where we will discuss wages, capital improvement projects, general fund projects, updates regarding external vendor contracts etc. We are waiting for the budget committee discussion/decision before taking the next steps.

Deputy Town Clerk - Molly

- Council Meeting Dog License Reporting: Temporary dog licenses issued with a start date between 1/1/2024 – 2/7/2024
 - Volkmann, Chris (30 days) 1/1/2024
 - Lommele, Scott (30 days) 1/11/2024
 - MacDonald, Kevin (5 days) 1/11/2024
 - Levy, Theresa (7 days) 1/24/2024
 - Guericke, LeAndra (30 days) 1/28/2024
 - Williams, Larry (30 days) 1/31/2024
- Dog License renewal process is essentially complete. I will report to the council in March regarding forfeited licenses and potential dog drawing opportunities.

Alta Justice Court - Molly

- The Alta Justice Court is in operation. Court is held monthly in a virtual setting.
 - Next court date – Thursday, February 15 at 5:30 PM
- Continued training for Court Clerk Certification
- The Alta Justice Court recertification process is complete – the Administrative Office of the Courts accepted and approved our application.

Department Incident Activity Report

February 14, 2024 Consent Agenda

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Date Reported: 01/01/2024 - 01/31/2024 | Show Subclasses: True



ALTA MARSHAL'S OFFICE
PO BOX 8016
ALTA, UT 84092
801.742.3522
AMO@TOWNOFALTA.COM

Classification	Events Rptd	Unfounded	Actual	Clr Arrest	Clr Exception	Clr Juveniles	Total Clr	Percent Clr
AGENCY ASSIST	2	0	2	0	0	0	0	0.0
Assist Other Agency	2	0	2	0	0	0	0	0.0
ALARM	1	0	1	0	0	0	0	0.0
Fire Alarm	1	0	1	0	0	0	0	0.0
ALCOHOL	1	0	1	0	0	0	0	0.0
ENFORCEMENT	1	0	1	0	0	0	0	0.0
ASSAULT	1	0	1	1	0	0	1	100.0
Simple Assault	1	0	1	1	0	0	1	100.0
AVALANCHE	7	0	7	0	0	0	0	0.0
CONTROL	7	0	7	0	0	0	0	0.0
FIRE	2	0	2	0	0	0	0	0.0
Other Fire	1	0	1	0	0	0	0	0.0
Unintentional, Electrical	1	0	1	0	0	0	0	0.0
INTERLODGE	11	0	11	1	0	0	1	9.1
HELLGATE-SUPERIOR CLOSURE	2	0	2	0	0	0	0	0.0
MAXIMUM SECURITY	2	0	2	0	0	0	0	0.0
TOA CLOSURE	4	0	4	0	0	0	0	0.0
VIOLATION	3	0	3	1	0	0	1	33.3
MEDICAL	6	0	6	0	0	0	0	0.0
EMERGENCY	6	0	6	0	0	0	0	0.0
MOTORIST	38	0	38	0	0	0	0	0.0
ASSIST	38	0	38	0	0	0	0	0.0
PROPERTY	4	0	4	0	0	0	0	0.0
DAMAGE	2	0	2	0	0	0	0	0.0
Lost Property	2	0	2	0	0	0	0	0.0
PUBLIC PEACE	1	0	1	0	0	0	0	0.0
STANDBY	1	0	1	0	0	0	0	0.0
ROAD CLOSURE	7	0	7	0	0	0	0	0.0
HELLGATE-SUPERIOR	2	0	2	0	0	0	0	0.0
SR-210	5	0	5	0	0	0	0	0.0
SEARCH/RESCUE	1	0	1	0	0	0	0	0.0
Search/Rescue, Assist Other Agency	1	0	1	0	0	0	0	0.0
THEFT	9	0	9	0	0	0	0	0.0
Larceny, From Yard/Land	9	0	9	0	0	0	0	0.0
TRAFFIC	6	0	6	0	0	0	0	0.0
VIOLATION	6	0	6	0	0	0	0	0.0
TRAFFIC ACCIDENT	2	0	2	0	0	0	0	0.0
Traffic Accident, Vehicle Damage	2	0	2	0	0	0	0	0.0

TRAFFIC PROBLEM	1	0	1	0	0	0	0	0.0
Traffic Hazard	1	0	1	0	0	0	0	0.0
VEHICLE	4	0	4	0	0	0	0	0.0
IMPOUND	4	0	4	0	0	0	0	0.0
VOID	1	1	0	0	0	0	0	0.0
CREATED IN ERROR	1	1	0	0	0	0	0	0.0
WATERSHED OFFENSE	4	0	4	0	0	0	0	0.0
ANIMALS	3	0	3	0	0	0	0	0.0
CAMPING	1	0	1	0	0	0	0	0.0
Event Totals	109	1	108	2	0	0	2	1.9



January 2024 Marshal's Office Report Addendums

1. The assault listed in the monthly report was in fact, a domestic violence incident for which an adult was booked into jail. Abuse can take form in different ways, physical abuse, emotional abuse, and sexual abuse. Among the rights that a victim of domestic violence has are the right to seek safe shelter, the right to be informed of criminal justice and court procedures, the right to obtain a police report at no cost, and the right to seek counseling.

Our agency is committed to assisting victims of domestic violence. Please contact us at any time if you have concerns.

2. Our monthly report only shows cases "cleared by arrest" due to software issues designed to report crime data to the State of Utah and FBI. It does not show clearance rates for other situations. Ski equipment thefts fall under the category of "theft/larceny from land". We are currently recovering about 90% of ski equipment reported as stolen. In most cases, a simple unintentional switching of gear has been occurring.



UNIFIED FIRE AUTHORITY

UFA Report December 2023

Budget: UFA Divisions have submitted their new budget requests to the Chief and conducted a 10% stress test. Divisions will be holding meetings with the UFA Finance Division and eventually the Chief over the next few months to finalize their proposals. UFA is also gathering salary information from other nearby fire departments to determine if any changes need to be proposed to the board this year to remain competitive with sworn wages and benefits.

Legislative update: UFA's legislative committee is heavily engaged monitoring several bills being considered at the Capitol. Updates will be provided as necessary.

Recruit Camp: Camp 57 began February 1st with 34 new recruits. The first few weeks of camp include orientation, team building, physical fitness, and training with personal protection equipment. Camp ends on May 16 with a graduation ceremony held at the JATC in Riverton.

Strategic plan: The 2024-2026 Strategic Plan was presented to the UFA Board in January. A significant amount of work was placed both into closing out the 2021-2023 plan and in the development of the future plan. During the process over 90 meetings were held and over 2,100 data points were gathered. This information was used to draft the current plan and will be of great assistance to our organization as future budgets are developed and as long-term planning takes place.

Retirements: Paramedic Jacob Harmer retired in January after 25 years of service, working the last several years at station 113 in LCC.

TOA Q4 Report: see attached



TOWN OF ALTA

Quarter 4 - OCT. 1, 2023 - DEC. 31, 2023



CALL VOLUME

TOTAL INCIDENTS

18

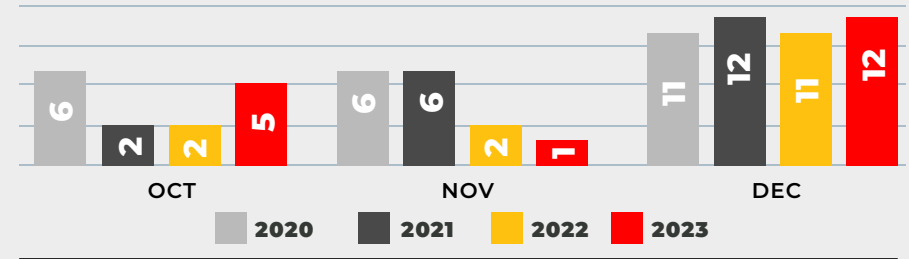
EMERGENT

7

% EMERGENT

39%

FOUR YEAR MONTHLY COMPARISON



YEARLY TOTAL INCIDENT COUNTS

2020

106

2021

96

2022

140

2023

79

CALL TYPE



TOP FIRE DISPATCHES

N/A

N/A

TOP EMS DISPATCHES

HEAT INJURY

2

STROKE

2

TRAUMA

2

ALLERGIC REACTION

1

CHEST PAIN

1

TOP OTHER DISPATCHES

UNINTENTIONAL DETECTOR

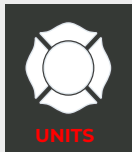
1

INCOMING UNITS

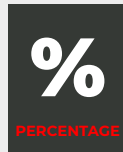
TOP ENGINE/TRUCK RESPONSES



FIRE STATION



UNITS



PERCENTAGE

113 - SNOWBIRD

18

100%

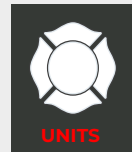
TOTAL UNIT RESPONSES

18**100%**

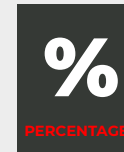
TOP AMBULANCE RESPONSES



FIRE STATION



UNITS



PERCENTAGE

110 - C. HEIGHTS

4

40%

126 - MIDVALE

3

30%

104 - HOLLADAY

1

10%

OTHERS

2

20%

TOTAL UNIT RESPONSES

10**100%**

EMERGENT TOTAL TIME

50TH PERCENTILE

90TH PERCENTILE

06:50 08:45

*Dispatch to Arrival (does not include call processing time)

TOWN OF ALTA LIAISON

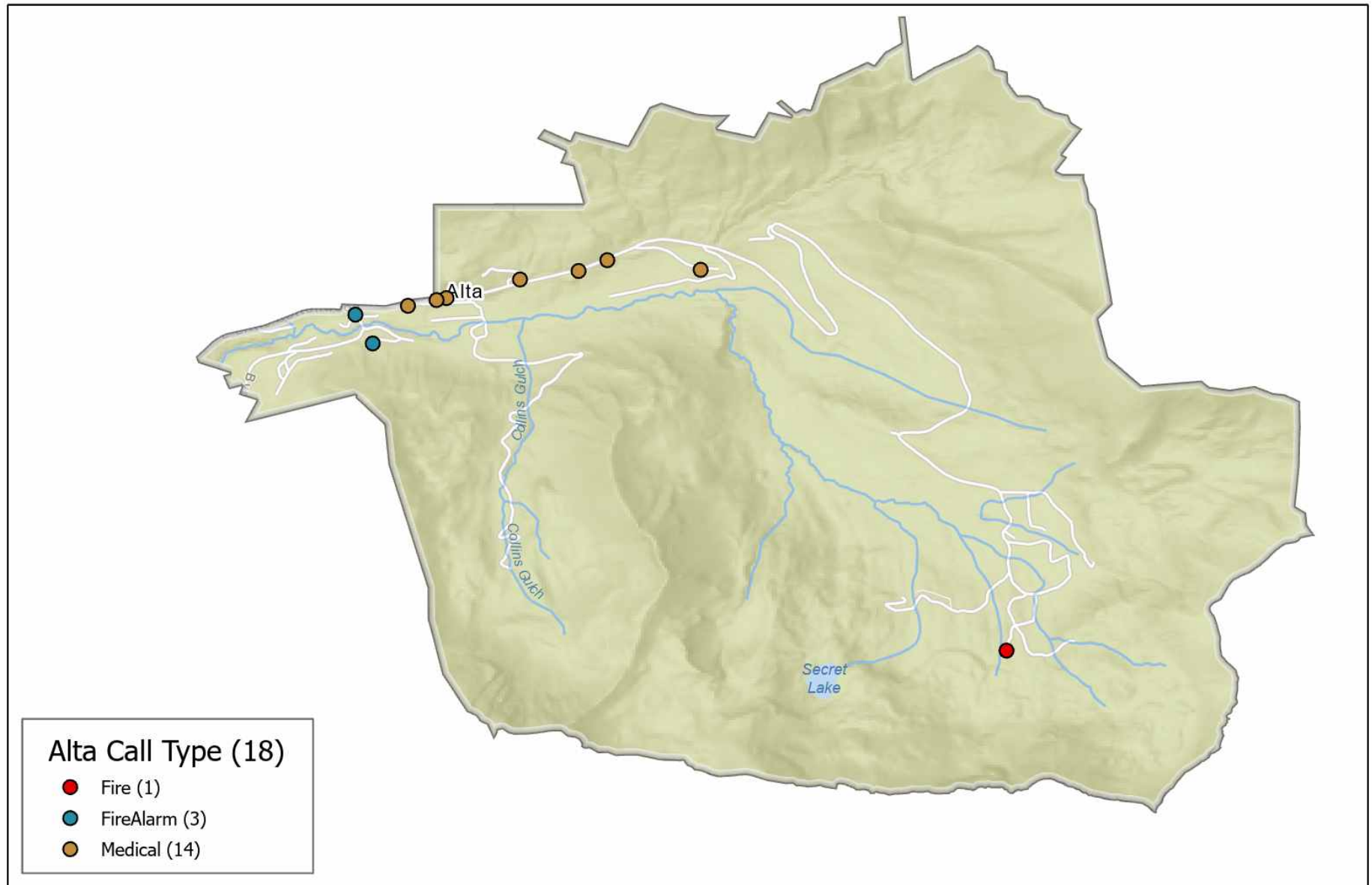
Battalion Chief Jay Torgersen

(801) 824-3716

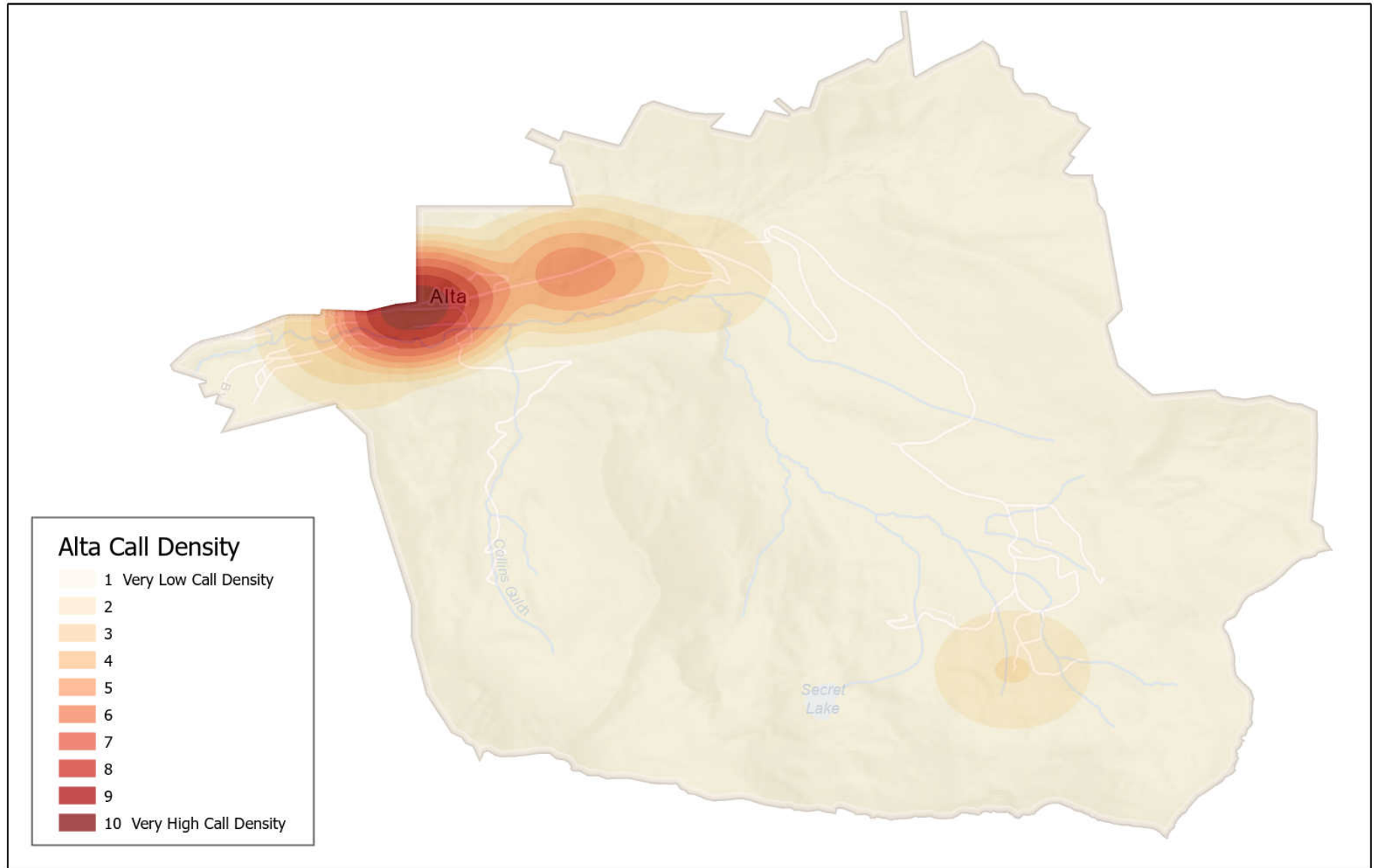
jtorgersen@unifiedfire.org

*Most incidents require multiple unit responses (top three shown)

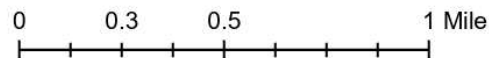
UFA CALL TYPE October 1 to December 31 2023



UFA CALL DENSITY October 1 to December 31 2023



Alta Town



1/3/2024



Town of Alta
Bank Account Balance Summary

Account #	Account	1/31/2024	12/31/2023	11/30/2023
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GENERAL FUND

01-11610	PTIF - General Fund	\$ 2,238,082	\$ 2,327,431	\$ 2,226,602
10-12640	PTIF - C Road Funds (restricted)	\$ 69,178	\$ 65,980	\$ 63,782
10-12690	PTIF - Impact Fee (restricted)	\$ 22,373	\$ 22,166	\$ 22,166
10-12700	PTIF - Beer Fund (restricted)	\$ 31,948	\$ 31,669	\$ 26,115
10-12710	PTIF - Post-Employment (restricted)	\$ 107,912	\$ 106,914	\$ 106,914
01-11110	KeyBank	\$ 193,198	\$ 193,198	\$ 129,274
01-11215	Keybank PO	\$ 1,730	\$ 1,730	\$ 1,283
Total Fund Balance		\$ 2,664,420	\$ 2,749,088	\$ 2,576,137

CAPITAL PROJECTS FUND

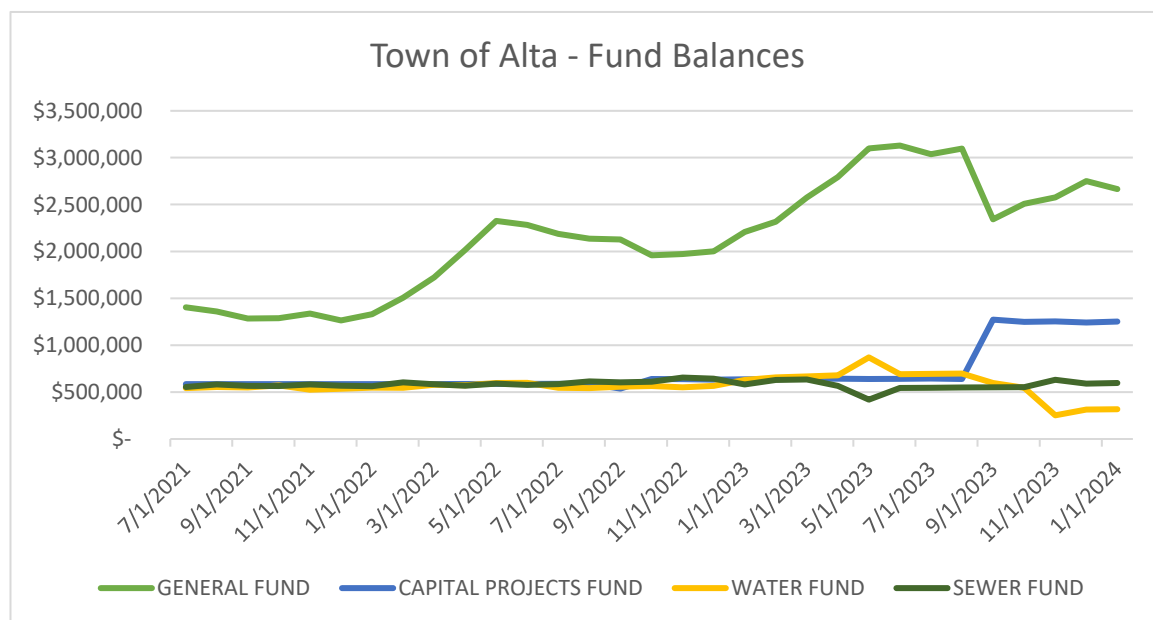
45-12100	PTIF (restricted)	\$ 1,252,445	\$ 1,240,849	\$ 1,253,972
Total Fund Balance		\$ 1,252,445	\$ 1,240,849	\$ 1,253,972

WATER FUND

51-11140	PTIF (restricted)	\$ 316,290	\$ 313,528	\$ 253,528
Total Fund Balance		\$ 316,290	\$ 313,528	\$ 253,528

SEWER FUND

52-11130	PTIF (restricted)	\$ 596,092	\$ 590,476	\$ 630,476
Total Fund Balance		\$ 596,092	\$ 590,476	\$ 630,476



COMBINED CASH ACCOUNTS

01-11110	CASH IN CHKG-KEY BANK-COMBINED	181,267.06
01-11115	CASH - PAYROLL TAX ACCOUNT	140.81
01-11215	CASH - CONTRACT POST OFFICE	1,093.91
01-11310	PETTY CASH	50.00
01-11400	RETURNED CHECKS - CLEARING	125.00
01-11610	CASH IN PTIF GENERAL	2,238,082.06
01-11710	CASH CLEARING -AR	(298,264.22)
TOTAL COMBINED CASH		2,122,494.62
01-10100	TOTAL ALLOCA TO OTHER FUNDS	(2,122,494.62)
TOTAL UNALLOCATED CASH		.00

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	2,198,606.11
45	ALLOCATION TO CAPITAL PROJECT FUND	(23,387.63)
51	ALLOCATION TO WATER FUND	(16,554.47)
52	ALLOCATION TO SEWER FUND	(36,169.39)
TOTAL ALLOCATIONS TO OTHER FUNDS		2,122,494.62
ALLOCATION FROM COMBINED CASH FUND - 01-10100		(2,122,494.62)
ZERO PROOF IF ALLOCATIONS BALANCE		.00

GENERAL FUND

ASSETS

10-10100	CASH - COMBINED FUND	2,198,606.11	
10-12640	CASH IN PTIF - C ROAD FUND	69,177.68	
10-12690	IMPACT FEE FUND PTIF	22,373.06	
10-12700	BEER TAX FUNDS PTIF	31,948.21	
10-12710	POST EMPLOYMENT BENEFIT PTIF	107,911.58	
10-13110	ACCOUNTS RECEIVABLE	187,608.08	
10-13200	DUE FROM OTHER GOVERNMENTS	73,918.02	
10-13510	TAXES RECEIVABLE - CURRENT	4,811.79	
10-13700	PROP TAX RECEIVABLE - CURRENT	400,165.00	
10-14210	DUE FROM OTHER FUNDS	358,370.00	
TOTAL ASSETS			3,454,889.53

LIABILITIES AND EQUITYLIABILITIES

10-21310	ACCOUNTS PAYABLE	(14,108.31)	
10-21500	WAGES PAYABLE	10,860.88	
10-22200	RETIREMENT PAYABLE	2,037.93	
10-22210	FICA PAYABLE	1,264.54	
10-22220	FEDERAL WITHHOLDING PAYABLE	1,621.05	
10-22230	STATE WITHHOLDING PAYABLE	669.97	
10-22500	HEALTH & DENTAL INS PAYABLE	(154.51)	
10-22555	FLEX/CAFETERIA WITHHOLDING	74.73	
10-22600	REVEGETATION DEPOSITS	19,760.00	
10-22700	DEFERRED REVENUE/PROPERTY TAX	400,165.00	
10-22725	EMPLOYEE 401K WITHHOLDING	1,121.72	
10-22755	EMPLOYEE ROTH IRA WITHHOLDING	156.43	
TOTAL LIABILITIES			423,469.43

FUND EQUITY

10-27515	NONSPENDABLE	14,371.00	
10-27550	C-ROAD FUND RESERVE	10,154.12	
10-27570	RESERVE-POST EMPLOYMENT	30,000.00	
10-27640	ASSIGNED FUND BALANCE	38,574.00	
UNAPPROPRIATED FUND BALANCE:			
10-29800	BALANCE - BEGINNING OF YEAR	2,737,417.40	
	REVENUE OVER EXPENDITURES - YTD	200,903.58	
BALANCE - CURRENT DATE		2,938,320.98	
TOTAL FUND EQUITY			3,031,420.10
TOTAL LIABILITIES AND EQUITY			3,454,889.53

CAPITAL PROJECT FUND

ASSETS

45-10100	CASH - COMBINED FUND	(	23,387.63)	
45-12100	RESTRICT CASH-CAPITAL IMPROVE		1,252,445.14	
	TOTAL ASSETS			1,229,057.51

LIABILITIES AND EQUITYFUND EQUITY

	UNAPPROPRIATED FUND BALANCE:			
45-29800	BEGINNING OF YEAR	1,326,841.48		
	REVENUE OVER EXPENDITURES - YTD	(	97,783.97)	
	BALANCE - CURRENT DATE		1,229,057.51	
	TOTAL FUND EQUITY			1,229,057.51
	TOTAL LIABILITIES AND EQUITY			1,229,057.51

WATER FUND

ASSETS

51-10100	CASH - COMBINED FUND	(	16,554.47)	
51-11140	PTIF CAPITAL ACQUISTION-WATER		316,290.35	
51-13110	ACCOUNTS RECEIVABLE		112,923.58	
51-16310	WATER DISTRIBUTION SYSTEM		2,050,911.46	
51-16320	CONSTRUCTION IN PROCESS		18,040.50	
51-16510	MACHINERY AND EQUIPMENT		17,922.82	
51-17500	ACCUMULATED DEPRECIATION	(	1,255,466.52)	
	TOTAL ASSETS			1,244,067.72

LIABILITIES AND EQUITYLIABILITIES

51-21310	ACCOUNTS PAYABLE		550.26	
51-22620	DUE TO OTHER FUNDS - LONGTERM		358,370.00	
	TOTAL LIABILITIES			358,920.26

FUND EQUITY

51-26520	NET INVESTMENT/CAPITOL ASSETS		1,068,497.00	
	UNAPPROPRIATED FUND BALANCE:			
51-29800	UNRESTRICTED NET POSITION		150,913.70	
	REVENUE OVER EXPENDITURES - YTD	(	334,263.24)	
	BALANCE - CURRENT DATE	(	183,349.54)	
	TOTAL FUND EQUITY			885,147.46
	TOTAL LIABILITIES AND EQUITY			1,244,067.72

SEWER FUND

ASSETS

52-10100	CASH - COMBINED FUND	(	36,169.39)	
52-11130	PTIF CASH RESTRICTED		596,092.49	
52-13110	ACCOUNTS RECEIVABLE		60,076.76	
52-16310	SEWER SYSTEM		848,217.93	
52-17500	ACCUMULATED DEPRECIATION	(	688,145.81)	
	TOTAL ASSETS			780,071.98

LIABILITIES AND EQUITYLIABILITIES

52-21310	ACCOUNTS PAYABLE	(	30.26)	
	TOTAL LIABILITIES		(	30.26)

FUND EQUITY

52-26520	NET INVESTMENT/CAPITAL ASSESTS		290,453.00	
	UNAPPROPRIATED FUND BALANCE:			
52-29800	UNRESTRICTED NET POSITION		464,206.82	
	REVENUE OVER EXPENDITURES - YTD		25,442.42	
	BALANCE - CURRENT DATE		489,649.24	
	TOTAL FUND EQUITY			780,102.24
	TOTAL LIABILITIES AND EQUITY			780,071.98

		2022-23 Prior year YTD Actual	2023-24 Current year YTD Actual	2023-24 Approved Budget	2023-24 Percent of Budget	2023-24 NOTES Budget
Account Number	Account Title	1/31/2023	1/31/2024	6/30/2024		6/30/2024
GENERAL FUND REVENUE						
TAXES						
10-31-100	CURRENT YEAR PROPERTY TAXES	227,737	363,396	400,165	91%	truth in taxation
10-31-101	TAX INCREMENT - CRA	0	0	0	0%	
10-31-200	PRIOR YEAR PROPERTY TAXES	0	5	5,000	0%	
10-31-300	SALES AND USE TAXES	519,718	492,020	1,868,000	26%	sales (1.8M), 0.1% RR (68k)
10-31-310	4th .25 TAX	14,343	13,673	39,200	35%	avg of previous 3 years
10-31-400	ENERGY SALES AND USE TAX	35,877	32,329	85,000	38%	avg of previous 3 years
10-31-410	TELEPHONE USE TAX	3,526	3,492	6,150	57%	avg of previous 3 years
Total TAXES:		801,201	904,915	2,403,515	38%	
LICENSES AND PERMITS						
10-32-100	BUSINESS LICENSES AND PERMITS	20,526	19,424	20,500	95%	
10-32-150	LIQUOR LICENSES	5,675	5,325	5,800	92%	
10-32-210	BUILDING PERMITS	5,478	9,478	49,000	19%	avg of previous 3 years
10-32-220	PARKING PERMITS	0	0	14,000	0%	
10-32-250	ANIMAL LICENSES	12,680	12,205	14,000	87%	
Total LICENSES AND PERMITS:		44,359	46,432	103,300	45%	
INTERGOVERNMENTAL REVENUE						
10-33-100	WFRC MATCHING GRANT	0	0	0	0%	
10-33-200	SALT LAKE CITY	0	0	0	0%	
10-33-275	SLC TRAILS	0	0	0	0%	completed in FY23
10-33-300	COUNTY - COMMUNITY DEVELOPMENT	0	0	0	0%	
10-33-350	COUNTY - TRANSPORTATION	0	0	0	0%	
10-33-375	COUNTY - ZAP	0	0	0	0%	
10-33-400	STATE GRANTS	0	0	0	0%	
10-33-450	FEDERAL GRANTS	0	0	0	0%	
10-33-560	CLASS C" ROAD FUND ALLOTMENT"	9,254	10,175	15,000	68%	
10-33-580	STATE LIQUOR FUND ALLOTMENT	5,073	5,554	5,100	109%	
10-33-600	SISK	0	3,000	3,000	100%	FS help with summer rd patrol
10-33-650	POST OFFICE	12,746	12,746	21,850	58%	
10-33-700	UDOT	0	8,000	8,000	100%	garage storage contract
Total INTERGOVERNMENTAL REVENUE:		27,073	39,474	52,950	75%	0
CHARGES FOR SERVICES						
10-34-240	REVEGETATION BONDS	0	0	2,000	0%	
10-34-430	PLAN CHECK FEES	1,966	5,954	15,000	40%	
10-34-550	PLANNING COMM REVIEW FEES	0	300	300	100%	
10-34-600	GLASS RECYCLING	0	0	0	0%	
10-34-760	FACILITY CENTER USE FEES	0	450	0	0%	
10-34-810	IMPACT FEES	0	0	2,000	0%	
Total CHARGES FOR SERVICES:		1,966	6,704	19,300	35%	0
FINES AND FORFEITURES						
10-35-100	COURT FINES	11,663	6,234	21,000	30%	
Total FINES AND FORFEITURES:		11,663	6,234	21,000	30%	0
MISCELLANEOUS REVENUE						
10-36-100	INTEREST EARNINGS	33,565	82,811	125,000	66%	
10-36-300	OTHER FINANCING SOURCES	0	0	0	0%	
10-36-400	SALE OF FIXED ASSETS	21,700	7,218	16,000	45%	
10-36-620	MISCELLANEOUS	50,000	198,756	249,000	80%	Alta Resort Shuttle (\$65k ACVB, \$50k UTA, \$44k ASL/lodgi
10-36-700	CONTRIB FROM PRIVATE SOURCES	0	0	8,000	0%	ranger program (FOA, ASL)
10-36-800	DONATIONS	0	0	0	0%	
10-36-810	METERING	0	0	12,100	0%	ski areas split, town issues payments
10-36-820	4x4 ENFORCEMENT	0	0	0	0%	
10-36-900	SUNDRY REVENUES	1,655	780	4,000	20%	
10-36-910	SALES TAX	0	649	0	0%	
Total MISCELLANEOUS REVENUE:		106,920	290,214	414,100	70%	0

		2022-23 Prior year	2023-24 Current year	2023-24 Approved	2023-24 Percent	2023-24 NOTES
Account Number	Account Title	YTD Actual	YTD Actual	Budget	of Budget	Budget
		1/31/2023	1/31/2024	6/30/2024		6/30/2024
TRANSFERS INTO GENERAL FUND						
10-39-200	USE OF UNRESERVED FUND BALANCE	0	0	0	0%	
10-39-250	USE OF RESERVED FUNDS	0	0	8,250	0%	Post Emp Fund: JHG (trans 10/5/23)
10-39-400	TRANSFERS FROM CAP PROJ FUND	0	0	0	0%	
10-39-410	TRANSFERS FROM IMPACT FUND	0	0	0	0%	
10-39-420	TRANSFERS FROM SEWER FUND	0	0	0	0%	
10-39-430	TRANSFERS FROM WATER FUND	0	0	0	0%	
Total TRANSFERS INTO GENERAL FUND:		0	0	8,250	0%	0
GENERAL FUND Revenue Total:		993,182	1,293,974	3,014,165	43%	0
GENERAL FUND Transfer IN Total:		0	0	8,250	0%	0
CASH AVAILABLE FOR GENERAL FUND		993,182	1,293,974	3,022,415	43%	0
GENERAL FUND EXPENSES						
LEGISLATIVE						
10-41-110	SALARIES - MAYOR AND COUNCIL	10,500	10,500	18,000	58%	
10-41-120	REMUNERATION	0	0	0	0%	
10-41-130	EMPLOYEE BENEFITS	0	0	100	0%	
10-41-131	EMPLOYER TAXES	835	835	1,500	56%	
10-41-230	TRAVEL	0	0	1,000	0%	
10-41-280	TELECOM	0	0	0	0%	
10-41-330	EDUCATION AND TRAINING	485	615	4,000	15%	
10-41-620	MISCELLANEOUS	27	20	250	8%	
Total LEGISLATIVE:		11,846	11,970	24,850	48%	0
COURT						
10-42-110	SALARIES AND WAGES	8,902	5,347	20,722	26%	Judge and 15% DTC
10-42-130	EMPLOYEE BENEFITS	109	0	125	0%	
10-42-131	EMPLOYER TAXES	682	425	1,825	23%	
10-42-230	TRAVEL	0	114	750	15%	updated
10-42-240	OFFICE SUPPLIES AND EXPENSE	20	21	500	4%	
10-42-280	TELEPHONE	0	0	0	0%	
10-42-310	PROFESSIONAL & TECHNICAL	0	0	100	0%	
10-42-330	EDUCATION & TRAINING	125	250	1,500	17%	2 conferences
10-42-480	INDIGENT DEFENSE SVCS	0	0	2,400	0%	
10-42-481	VICTIM REPARATION SURCHARGE	4,039	1,901	11,000	17%	
10-42-620	MISCELLANEOUS SERVICES	205	138	500	28%	
Total COURT:		14,083	8,197	39,422	21%	0

		2022-23 Prior year	2023-24 Current year	2023-24 Approved	2023-24 Percent	2023-24 NOTES
Account Number	Account Title	YTD Actual	YTD Actual	Budget	of Budget	Budget
		1/31/2023	1/31/2024	6/30/2024		6/30/2024
ADMINISTRATIVE						
10-43-110	SALARIES AND WAGES	151,091	136,317	277,469	49%	Interim Manager, No ATA for first Q
10-43-111	PERFORMANCE BONUS	4,600	2,100	4,600	46%	
10-43-130	EMPLOYEE BENEFITS	132	991	2,000	50%	
10-43-131	EMPLOYER TAXES	11,833	11,269	22,198	51%	
10-43-132	INSUR BENEFITS	30,265	14,906	78,187	19%	4% increase
10-43-133	URS CONTRIBUTIONS	28,693	22,558	69,000	33%	
10-43-140	TERMINATION BENEFITS	0	8,250	8,250	100%	JHG, special fund
10-43-210	BOOKS, SUBSCRIPT & MEMBERSHIPS	535	2,095	3,500	60%	
10-43-220	PUBLIC NOTICES	0	1,033	2,000	52%	TNT
10-43-230	TRAVEL	461	192	3,000	6%	
10-43-240	OFFICE SUPPLIES AND EXPENSE	1,099	2,378	4,000	59%	
10-43-245	IT SUPPLIES & MAINT	10,016	10,463	20,000	52%	
10-43-250	EQUIPMENT/SUPPLIES & MNTNCE	56	75	4,800	2%	
10-43-255	VEHICLE SUPPLIES & MAINTENANCE	0	0	0	0%	
10-43-260	BLDGS/GROUNDS-SUPPLIES/MNTNCE	16	0	0	0%	moved to building maintenance dept
10-43-265	VEHICLE LEASE PAYMENTS	0	0	0	0%	
10-43-270	UTILITIES	0	0	0	0%	
10-43-280	TELEPHONE	2,497	2,217	4,600	48%	
10-43-310	PROFESSIONAL/TECHNICAL/SERVICE	6,929	1,740	10,000	17%	
10-43-315	PROF CONSULTANT SERVICES	0	33,800	65,500	52%	2/3 JHG (other 1/3 water), \$5500 retreat
10-43-320	PROF/TECH/SERVICES/ACCOUNTING	3,848	4,608	10,000	46%	
10-43-325	PROF SERVICES - LEGAL	34,423	14,689	60,000	24%	
10-43-330	EDUCATION & TRAINING	1,499	900	3,000	30%	
10-43-350	ELECTIONS	0	2,500	2,500	100%	
10-43-440	BANK CHARGES	1,120	2,397	3,500	68%	
10-43-500	INSURANCE DEDUCTIBLE EXPENSE	0	0	0	0%	
10-43-510	INSURANCE AND SURETY BONDS	4,335	4,299	5,100	84%	
10-43-515	WORKERS COMPENSATION INS	1,233	1,225	2,400	51%	
10-43-610	MISCELLANEOUS SUPPLIES	216	283	1,500	19%	
10-43-620	MISCELLANEOUS SERVICES	21,913	3,150	3,500	90%	
10-43-740	CAPITAL OUTLAY - EQUIPMENT	0	0	0	0%	
Total ADMINISTRATIVE:		316,810	284,433	670,604	42%	0
MUNICIPAL BUILDINGS						
10-45-110	SALARIES AND WAGES	3,527	8,094	48,706	17%	exhance project execution
10-45-111	PERFORMANCE BONUS	250	0	250	0%	
10-45-130	EMPLOYEE BENEFITS	0	30	200	15%	
10-45-131	EMPLOYER TAXES	290	643	3,896	16%	
10-45-132	INSUR BENEFITS	0	0	0	0%	
10-45-133	URS CONTRIBUTIONS	221	0	0	0%	
10-45-255	VEHICLE SUPPLIES & MAINTENANCE	58	614	1,000	61%	
10-45-260	BLDGS/GROUNDS-SUPPLIES/MNTNCE	2,004	2,824	5,000	56%	
10-45-265	TOM MOORE BLDG/MNTNCE	0	0	0	0%	moved to cap ex for now
10-45-270	UTILITIES	2,650	3,203	4,600	70%	
10-45-510	INSURANCE AND SURETY BONDS	1,084	1,141	2,500	46%	
10-45-610	MISCELLANEOUS SUPPLIES	0	42	500	8%	
10-45-740	CAPITAL OUTLAY-EQUIPMENT	0	0	0	0%	
Total MUNICIPAL BUILDINGS:		10,083	16,590	66,652	25%	0
NON-DEPARTMENTAL						
10-50-330	TOWN EVENTS	0	98	3,500	3%	Canyon clean up
10-50-340	CENTRAL WASATCH COMM / CWC	15,000	15,000	15,000	100%	
10-50-350	SLC COMM RENEWABLE ENERGY PROG	0	0	400	0%	our portion of customer mailer
10-50-610	MISCELLANEOUS SUPPLIES	0	-473	1,200	-39%	
10-50-620	AUDIT	0	10,000	10,000	100%	
10-50-640	MISC SERVICES	10	0	1,000	0%	
10-50-650	INSURANCE CLAIMS	0	0	0	0%	
10-50-910	SALES TAX RECEIVED	0	657	0	0%	
Total NON-DEPARTMENTAL:		15,010	25,281	31,100	81%	0

		2022-23 Prior year	2023-24 Current year	2023-24 Approved	2023-24 Percent	2023-24 NOTES
Account Number	Account Title	YTD Actual	YTD Actual	Budget	of Budget	Budget
		1/31/2023	1/31/2024	6/30/2024		6/30/2024
TRANSPORTATION						
10-51-325	PROF & TECH SERVICES - LEGAL	2,664	265	5,000	5%	contract renewal parking
10-51-630	WFRC MATCHING GRANT FUNDS	0	0	0	0%	
10-51-631	TRAILHEAD PROJECTS	0	0	0	0%	
10-51-635	MEDIAN	0	0	1,000	0%	
10-51-636	EXPANDED UTA BUS SERVICE	0	0	0	0%	
10-51-637	FLAGSTAFF LOT IMPROVEMENTS	0	0	0	0%	
10-51-638	TRAFFIC MANAGEMENT	22	55	5,000	1%	new road signs,
10-51-640	MISCELLANEOUS	0	1,575	0	0%	michigan city road
10-51-645	ALTA RESORT SHUTTLE	0	58,022	230,470	25%	\$82k Resort, \$41k Night, \$107k Town
10-51-700	PARKING PERMITS	4,918	2,141	10,000	21%	
10-51-810	METERING	0	0	12,100	0%	cost covered by ASL/SB in 10-36-810
Total TRANSPORTATION:		7,603	62,058	263,570	24%	0
PLANNING AND ZONING						
10-53-120	COMMISSION REMUNERATION	0	1,050	2,000	53%	if meet every other month
10-53-220	PUBLIC NOTICES	0	0	250	0%	
10-53-230	TRAVEL	0	0	1,000	0%	
10-53-240	OFFICE SUPPLIES AND EXPENSE	0	0	150	0%	
10-53-310	PROFESSIONAL & TECHNICAL	0	0	5,000	0%	
10-53-315	PROF & TECH SERVICES - LAWSUIT	0	0	0	0%	
10-53-325	PROF & TECH SERVICES - LEGAL	3,085	9,173	10,000	92%	
10-53-330	EDUCATION AND TRAINING	0	0	500	0%	
10-53-510	INSURANCE & SURETY BONDS	3,565	3,534	3,800	93%	
10-53-610	MISCELLANEOUS SUPPLIES	0	0	300	0%	
10-53-620	MISCELLANEOUS SERVICES	63	48	300	16%	
Total PLANNING AND ZONING:		6,712	13,805	23,300	59%	0
POLICE DEPARTMENT						
10-54-110	SALARIES AND WAGES	332,120	372,692	768,147	49%	
10-54-111	PERFORMANCE BONUS	11,970	6,375	11,970	53%	
10-54-130	EMPLOYEE BENEFITS	4,712	1,831	15,000	12%	
10-54-131	EMPLOYER TAXES	26,892	29,103	61,450	47%	
10-54-132	INSUR BENEFITS	68,953	70,303	158,000	44%	
10-54-133	URS CONTRIBUTIONS	52,757	55,828	128,200	44%	
10-54-140	TERMINATION BENEFITS	0	0	0	0%	
10-54-210	BOOKS/SUBSCRIP/MEMBERSHIPS	215	332	12,500	3%	taser membership, Lexipol, Axon
10-54-230	TRAVEL	623	90	1,000	9%	
10-54-240	OFFICE SUPPLIES AND EXPENSE	381	292	1,500	19%	
10-54-245	IT SUPPLIES AND MAINT	7,710	7,619	13,500	56%	new desktop
10-54-250	EQUIP/SUPPLIES & MNTNCE	2,250	-476	2,500	-19%	
10-54-255	VEHICLE SUPPLIES & MAINTENANCE	13,658	15,571	25,000	62%	Stalker VMS wireless signal
10-54-260	BLDGS/GROUNDS-SUPPLIES/MNTNCE	13,457	8,318	59,500	14%	ring doorbell system \$5k window replacemnt
10-54-265	VEHICLE LEASE PAYMENTS	0	0	0	0%	
10-54-270	UTILITIES	4,127	4,354	8,000	54%	
10-54-280	TELEPHONE	6,157	7,665	8,000	96%	telephone and recorder
10-54-310	PROFESS/TECHNICAL SERVICES	0	0	2,000	0%	
10-54-325	PROF & TECH SERVICES - LEGAL	3,774	2,670	10,000	27%	
10-54-330	EDUCATION AND TRAINING	4,060	4,826	11,500	42%	police 1, armour school, eforce, sexual assault investigatio
10-54-470	UNIFORMS	1,260	1,705	4,500	38%	
10-54-480	SPECIAL DEPARTMENT SUPPLIES	205	1,473	12,000	12%	optics conversion 3k, body armour, hand gun purchase, 4
10-54-500	INSURANCE DEDUCTIBLE EXPENSE	0	0	500	0%	
10-54-510	INSURANCE AND SURETY BONDS	12,136	12,147	12,500	97%	
10-54-515	WORKERS COMPENSATION INS	2,470	2,450	5,000	49%	
10-54-610	MISCELLANEOUS SUPPLIES	228	968	47,500	2%	\$45k radios (Net \$0 to Town)
10-54-620	MISCELLANEOUS SERVICES	2,065	975	9,500	10%	includes weather forecasting
10-54-740	CAPITAL OUTLAY - EQUIPMENT	7,127	0	0	0%	
10-54-810	METERING	2,800	0	12,000	0%	assuming continue next year
10-54-820	4x4 ENFORCEMENT	0	0	0	0%	
Total POLICE DEPARTMENT:		582,108	607,114	1,401,267	43%	0

		2022-23 Prior year	2023-24 Current year	2023-24 Approved	2023-24 Percent	2023-24 NOTES
Account Number	Account Title	YTD Actual	YTD Actual	Budget	of Budget	Budget
		1/31/2023	1/31/2024	6/30/2024		6/30/2024
ECONOMIC DEVELOPMENT						
10-55-230	TRAVEL	0	0	0	0%	
10-55-310	ACVB CONTRIBUTION	0	0	0	0%	
10-55-480	ACVB Matching Grant Funds	0	0	0	0%	
Total ECONOMIC DEVELOPMENT:		0	0	0	0%	0
POST OFFICE						
10-56-110	SALARIES AND WAGES	15,064	15,502	29,249	53%	
10-56-111	PERFORMANCE BONUS	700	500	700	71%	
10-56-130	EMPLOYEE BENEFITS	120	100	300	33%	
10-56-131	EMPLOYER TAXES	1,198	1,272	2,340	54%	
10-56-210	BOOKS/SUBSCRIP/MEMBERSHIPS	0	0	0	0%	
10-56-230	TRAVEL	0	0	100	0%	
10-56-240	OFFICE SUPPLIES & EXPENSE	224	218	400	54%	
10-56-245	IT SUPPLIES AND MAINT	0	18	500	4%	
10-56-250	EQUIP/SUPPLIES AND MNTNCE	499	444	1,000	44%	
10-56-260	BLDGS/GOUNDS-SUPPLIES/MNTNCE	2,047	386	2,500	15%	roof patch, shelving improvements
10-56-270	UTILITIES	1,142	996	3,000	33%	
10-56-280	TELEPHONE	989	767	1,900	40%	
10-56-440	BANK CHARGES - Alta CPO Acct	0	0	0	0%	
10-56-480	SPECIAL DEPARTMENT SUPPLIES	0	0	100	0%	
10-56-510	INSURANCE & SURETY BONDS	594	612	612	100%	
10-56-515	WORKERS COMPENSATION INS	227	227	425	53%	
10-56-620	MISCELLANEOUS SERVICES	42	0	200	0%	
10-56-630	OVERAGE & SHORT	0	0	0	0%	
10-56-635	POST OFFICE INVENTORY	-285	1,047	1,000	105%	
10-56-740	CAPITAL OUTLAY - EQUIPMENT	0	0	0	0%	
Total POST OFFICE:		22,560	22,088	44,326	50%	0
FIRE PROTECTION						
10-57-310	PROFESS/TECHNICAL SERVICES	0	0	0	0%	
Total FIRE PROTECTION:		0	0	0	0%	0
BUILDING INSPECTION						
10-58-110	SALARIES AND WAGES	0	0	0	0%	
10-58-120	PLAN CHECKS	1,710	-724	3,500	-21%	
10-58-130	EMPLOYEE BENEFITS	0	0	0	0%	
10-58-210	BOOKS, SUBSCRIPTIONS & MEMBERS	0	0	0	0%	
10-58-230	TRAVEL	0	0	0	0%	
10-58-280	TELEPHONE	0	0	0	0%	
10-58-310	PROFESS/TECHNICAL INSPECTIONS	6,826	5,113	10,000	51%	
10-58-325	PROF SERVICES - LEGAL	420	0	600	0%	
10-58-330	EDUCATION AND TRAINING	0	0	0	0%	
10-58-480	SPECIAL DEPARTMENT SUPPLIES	0	0	0	0%	
10-58-481	BUILDING PERMIT - SURCHARGES	471	0	500	0%	
10-58-510	INSURANCE & SURETY BONDS	631	757	950	80%	
Total BUILDING INSPECTION:		10,058	5,147	15,550	33%	0
STREETS - C ROADS						
10-60-110	SALARIES AND WAGES	0	0	0	0%	
10-60-130	EMPLOYEE BENEFITS	0	0	0	0%	
10-60-250	EQUIP/SUPPLIES/MNTNCE	0	0	0	0%	
10-60-260	BLDGS/GOUNDS-SUPPLIES/MNTNCE	0	0	8,000	0%	
10-60-265	FLAGSTAFF LOT PAVING	0	0	0	0%	
10-60-310	PROFESS/TECHNICAL SERVICES	0	12,526	24,000	52%	dust control couldn't happen in FY23
10-60-480	SPECIAL DEPARTMENT SUPPLIES	0	0	0	0%	
Total STREETS - C ROADS:		0	12,526	32,000	39%	0

		2022-23 Prior year	2023-24 Current year	2023-24 Approved	2023-24 Percent	2023-24 NOTES
Account Number	Account Title	YTD Actual	YTD Actual	Budget	of Budget	Budget
		1/31/2023	1/31/2024	6/30/2024		6/30/2024
RECYCLING						
10-62-210	BOOKS/SUBSCRIP/MEMBERSHIPS	0	0	0	0%	
10-62-230	TRAVEL	0	0	0	0%	
10-62-250	EQUIP/SUPPLIES/MNTNCE	0	0	0	0%	
10-62-260	BLDGS/GROUNDS-SUPPLIES/MNTNCE	814	314	1,500	21%	
10-62-310	CONTRACT SERVICES cardboard	11,115	10,947	28,500	38%	
10-62-315	CONTRACT SERVICES GLASS ONLY	0	0	0	0%	
10-62-480	SPECIAL DEPARTMENT SUPPLIES	0	0	0	0%	
10-62-610	MISCELLANEOUS SUPPLIES	0	0	300	0%	
Total RECYCLING:		11,930	11,261	30,300	37%	0
HOMELAND SECURITY GRANT						
10-65-110	SALARIES AND WAGES	0	0	0	0%	
10-65-130	EMPLOYEE BENEFITS	0	0	0	0%	
10-65-210	BOOKS, SUBSCRIP & MEMBERSHIPS	0	0	0	0%	
10-65-250	EQUIP/SUPPLIES/MNTNCE	0	0	0	0%	
10-65-255	VEHICLE SUPPLIES & MAINTENANCE	0	0	0	0%	
10-65-260	BLDGS/GROUNDS-SUPPLIES/MNTNCE	0	0	0	0%	
10-65-310	PROFESSIONAL & TECHNICAL	0	0	0	0%	
10-65-330	EDUCATION AND TRAINING	0	0	0	0%	
10-65-480	SPECIAL DEPARTMENT SUPPLIES	0	0	0	0%	
10-65-740	CAPITAL OUTLAY - EQUIPMENT	0	0	0	0%	
Total HOMELAND SECURITY GRANT:		0	0	0	0%	0
GIS						
10-66-110	SALARIES AND WAGES	0	0	0	0%	exp moved below, hire consultants
10-66-111	PERFORMANCE BONUS	0	0	0	0%	
10-66-130	EMPLOYEE BENEFITS	0	0	0	0%	
10-66-131	EMPLOYER TAXES	0	0	0	0%	
10-66-240	OFFICE SUPPLIES AND EXPENSE	0	0	500	0%	
10-66-250	EQUIPMENT/SUPPLIES & MNTNCE	0	0	0	0%	
10-66-310	PROFESS/TECHNICAL SERVICES	0	0	2,000	0%	hire consultants for work
10-66-330	EDUCATION AND TRAINING	0	0	0	0%	
10-66-480	SPECIAL DEPARTMENT SUPPLIES	0	0	0	0%	
10-66-740	CAPITAL OUTLAY - EQUIPMENT	0	0	0	0%	
Total GIS:		0	0	2,500	0%	0
SUMMER PROGRAM						
10-70-110	SALARIES AND WAGES	743	1,842	4,965	37%	4% increase
10-70-111	PERFORMANCE BONUS	150	0	150	0%	
10-70-130	EMPLOYEE BENEFITS	40	0	70	0%	
10-70-131	EMPLOYER TAXES	63	216	400	54%	
10-70-250	EQUIP-SUPPLIES/MNTNCE	5,030	2,399	6,000	40%	albion chairs
10-70-255	VEHICLE SUPPLIES & MAINTENANCE	498	445	1,000	45%	
10-70-260	BLDGS/GROUNDS-STORAGE UNIT	0	3,996	5,000	80%	30% increase for storage unit
10-70-265	VEHICLE LEASE PAYMENTS	0	0	0	0%	
10-70-310	PROFESSIONAL & TECHNICAL	0	0	0	0%	
10-70-320	USFS RANGER	0	0	12,000	0%	TOA contributes \$4k net, other \$8k from FOA/SLC
10-70-470	TRAILS	0	0	0	0%	
10-70-480	SPECIAL DEPARTMENT SUPPLIES	0	0	100	0%	
10-70-510	INSURANCE AND SURETY BONDS	395	398	400	99%	
10-70-515	WORKERS COMPENSATION INS	0	0	400	0%	
10-70-740	CAPITAL OUTLAY - EQUIPMENT	0	0	0	0%	
Total SUMMER PROGRAM:		6,918	9,296	30,485	30%	0

		2022-23 Prior year	2023-24 Current year	2023-24 Approved Budget	2023-24 Percent of Budget	2023-24 NOTES Budget
Account Number	Account Title	YTD Actual 1/31/2023	YTD Actual 1/31/2024	6/30/2024		6/30/2024
IMPACT FEE						
10-72-110	SALARIES AND WAGES	0	0	0	0%	
10-72-130	EMPLOYEE BENEFITS	0	0	0	0%	
10-72-250	EQUIP-SUPPLIES/MNTNCE	0	0	0	0%	
10-72-280	TELEPHONE	0	0	0	0%	
10-72-310	PROFESS/TECHNICAL SERVICES	0	0	0	0%	
10-72-325	PROF & TECH SERVICES - LEGAL	0	0	0	0%	
10-72-480	SPECIAL DEPARTMENT SUPPLIES	0	0	0	0%	
10-72-620	MISCELLANEOUS SERVICES	0	0	0	0%	
10-72-740	CAPITAL OUTLAY - EQUIPMENT	0	0	0	0%	
Total IMPACT:		0	0	0	0%	0
LIBRARY - COMMUNITY CENTER						
10-75-110	SALARIES AND WAGES	0	0	0	0%	covered in BM
10-75-130	EMPLOYEE BENEFITS	0	0	0	0%	
10-75-250	EQUIP-SUPPLIES/MNTNCE	0	0	500	0%	
10-75-260	BLDGS/GROUNDS-SUPPLIES/MNTNCE	369	506	10,000	5%	
10-75-270	UTILITIES	1,520	1,430	3,600	40%	
10-75-280	TELEPHONE	0	0	0	0%	
10-75-480	SPECIAL DEPARTMENT SUPPLIES	0	0	0	0%	
10-75-510	INSURANCE & SURETY BONDS	1,427	1,369	1,500	91%	
10-75-620	MISCELLANEOUS SERVICES	0	0	100	0%	
10-75-740	CAPITAL OUTLAY - EQUIPMENT	0	0	0	0%	
Total LIBRARY - COMMUNITY CENTER:		3,316	3,305	15,700	21%	0
COMMUNITY DEVELOPMENT						
10-78-110	SALARIES AND WAGES	0	0	0	0%	
10-78-130	EMPLOYEE BENEFITS	0	0	0	0%	
10-78-250	EQUIP-SUPPLIES/MNTNCE	0	0	0	0%	
10-78-260	BLDGS/GROUNDS-SUPPLIES/MNTNCE	0	0	0	0%	
10-78-310	PROGRESS/TECHNICAL SERVICES	0	0	0	0%	
10-78-620	MISCELLANEOUS SERVICES	0	0	0	0%	
10-78-740	CAPITAL OUTLAY - EQUIPMENT	0	0	0	0%	
Total COMMUNITY DEVELOPMENT:		0	0	0	0%	0
TRANSFERS OUT OF GENERAL FUND						
10-90-510	TRANSFER TO WATER FUND	0	0	0	0%	
10-90-520	TRANSFER TO SEWER FUND	0	0	0	0%	
10-90-530	TRANSFER TO DEBT SERVICE	0	0	0	0%	
10-90-540	TRANS TO GENERAL FUND RESERVE	0	0	0	0%	
10-90-550	TRANS TO CAPITAL PROJECT FUND	0	0	315,789	0%	
10-90-560	TRANS TO POST EMPLOYMENT FUND	0	0	15,000	0%	done 9/25/23
Total TRANSFERS OUT OF GENERAL FUND:		0	0	330,789	0%	0
GENERAL FUND Expenditure Total:		1,019,038	1,093,070	2,691,626	41%	0
GENERAL FUND TRANSFER OUT Total:		0	0	330,789	0%	0
GENERAL FUND BUDGET		1,019,038	1,093,070	3,022,415	36%	0
GENERAL FUND SUMMARY						
GENERAL FUND Revenue & Transfer IN Total:		993,182	1,293,974	3,022,415	43%	0
GENERAL FUND Expenditure & Transfer OUT Total:		1,019,038	1,093,070	3,022,415	36%	0
Net Total GENERAL FUND:		-25,855	200,904	0	0%	0

Account Number	Account Title	2022-23	2023-24	2023-24	2023-24	2023-24 NOTES Budget
		Prior year	Current year	Approved	Percent	
		YTD Actual	YTD Actual	Budget	of Budget	
		1/31/2023	1/31/2024	6/30/2024		6/30/2024
CAPITAL PROJECT FUND REVENUE						
INTERGOVERNMENTAL REVENUE						
45-33-400	STATE GRANT	0	0	0	0%	
Total INTERGOVERNMENTAL REVENUE:		0	0	0	0%	0
MISCELLANEOUS REVENUE						
45-36-100	INTEREST	7,203	31,994	40,000	80%	
Total MISCELLANEOUS REVENUE:		7,203	31,994	40,000	80%	0
TRANSFERS INTO CAPITAL PROJECT FUND						
45-39-100	TRANSFER FROM GENERAL FUND	0	0	315,789	0%	
45-39-250	USE OF RESERVED FUNDS	0	0	104,000	0%	
Total TRANSFERS INTO CAPITAL PROJECT FUND:		0	0	419,789	0%	0
CAPITAL PROJECT FUND EXPENSE						
MUNICIPAL BUILDINGS						
45-45-740	TOWN OFFICE	6,332	0	0	0%	
45-45-750	LIBRARY - COMMUNITY CENTER	9,032	0	10,000	0%	tom moore toilet feasibility study
Total EXPENDITURE:		15,364	0	10,000	0%	0
POLICE DEPT						
45-54-741	BUILDINGS	0	14,188	33,000	43%	security cameras 20, inventory closet 13
45-54-742	VEHICLES	0	50,607	61,000	83%	truck 50, ATV 11
45-54-743	EQUIPMENT	0	64,983	115,000	57%	gen 60, consol 15, radio 30, livscn 10
Total EXPENDITURE:		0	129,778	209,000	62%	0
OTHER EXPENDITURES						
45-70-740	SUMMER PROGRAM	0	0	5,000	0%	playground improv
Total EXPENDITURE:		0	0	5,000	0%	0
TRANSFERS OUT OF CAPITAL PROJECTS FUND						
45-90-200	CONTRIB TO FUND BALANCE	0	0	235,789	0%	
45-90-540	TRANS TO GENERAL FUND RESERVE	0	0	0	0%	
Total TRANSFERS OUT OF CAPITAL PROJECTS FUND:		0	0	235,789	0%	0
CAPITAL PROJECT FUND Revenue & Transfer Total:		7,203	31,994	459,789	7%	0
CAPITAL PROJECT FUND Expenditure Total:		15,364	129,778	459,789	28%	0
Net Total CAPITAL PROJECT FUND:		-8,161	-97,784	0	0%	0

		2022-23 Prior year	2023-24 Current year	2023-24 Approved	2023-24 Percent	2023-24 NOTES
Account Number	Account Title	YTD Actual	YTD Actual	Budget	of Budget	Budget
		1/31/2023	1/31/2024	6/30/2024		6/30/2024
WATER FUND REVENUE						
CHARGES FOR SERVICES						
51-34-100	WATER SALES	184,985	131,928	286,066	46%	~ 16% increase
51-34-101	WATER SALES - OVERAGE	17,488	11,903	12,076	99%	
51-34-102	WATER SALES - OTHER	0	0	10,000	0%	
51-34-200	CONNECTION FEES	0	0	0	0%	
Total CHARGES FOR SERVICES:		202,473	143,831	308,142	47%	0
MISCELLANEOUS REVENUE						
51-36-100	INTEREST EARNINGS	5,279	16,489	20,000	82%	
51-36-200	BOND PROCEEDS	0	0	0	0%	
51-36-300	OTHER FINANCING SOURCES	0	0	0	0%	
51-36-800	DONATIONS	0	0	0	0%	
51-36-810	IMPACT FEES	0	0	0	0%	
51-36-820	AMERICAN RECOVERY ACT	0	0	0	0%	
51-36-900	MISCELLANEOUS	0	0	0	0%	
Total MISCELLANEOUS REVENUE:		5,279	16,489	20,000	82%	0
TRANSFERS INTO WATER FUND						
51-39-100	CONTRIBUTIONS - GENERAL FUND	0	0	0	0%	
51-39-200	USE OF WATER RESERVE/PTIF BAL	0	0	545,997	0%	CapEx and JHG
Total TRANSFERS INTO WATER FUND:		0	0	545,997	0%	0

		2022-23 Prior year	2023-24 Current year	2023-24 Approved	2023-24 Percent	2023-24 NOTES
Account Number	Account Title	YTD Actual	YTD Actual	Budget	of Budget	Budget
		1/31/2023	1/31/2024	6/30/2024		6/30/2024
WATER FUND EXPENDITURES						
51-40-110	SALARIES AND WAGES	1,521	0	10,000	0%	4% TC, 3% DTC, 5% TM
51-40-111	PERFORMANCE BONUS	100	0	0	0%	
51-40-130	EMPLOYEE BENEFITS	0	0	60	0%	
51-40-131	EMPLOYER TAXES	131	0	385	0%	
51-40-132	INSUR BENEFITS	0	0	1,210	0%	
51-40-133	URS CONTRIBUTIONS	0	0	890	0%	
51-40-210	BOOKS/SUBSCRIP/MEMBERSHIPS	254	0	700	0%	
51-40-230	TRAVEL	0	0	0	0%	
51-40-240	OFFICE SUPPLIES AND EXPENSE	0	0	0	0%	
51-40-245	IT/ACCTG SOFTWARE SUPPORT	1,242	700	4,000	18%	
51-40-250	EQUIP-SUPPLIES/MNTNCE	57	345	6,000	6%	
51-40-255	VEHCILES-SUPPLIES/MNTNCE	0	0	0	0%	
51-40-260	BLDGS/GROUNDS-SUPPLIES/MNTNCE	1,547	956	3,000	32%	generator maint plan \$932,
51-40-265	VEHICLE LEASE PAYMENTS	0	0	0	0%	
51-40-270	UTILITIES	8,569	6,144	17,000	36%	
51-40-280	TELEPHONE	1,467	1,421	2,400	59%	
51-40-305	WATER COSTS	3,939	4,276	7,500	57%	
51-40-310	PROFESS/TECHNICAL SERVICES	19,990	19,050	65,450	29%	\$45,450 SA3(\$3k/mo base), \$20K JHG
51-40-315	OTHER SERVICES/WATER PROJECTS	0	0	0	0%	
51-40-320	ENGINEERING/WATER PROJECTS	10,344	4,629	31,000	15%	source water protection plan, system study
51-40-325	PROF & TECH SERVICES - LEGAL	2,278	236	3,000	8%	
51-40-330	EDUCATION AND TRAINING	0	0	650	0%	
51-40-475	SUPPLIES/WATER PROJECTS	786	0	0	0%	
51-40-480	SPECIAL DEPARTMENT SUPPLIES	0	0	503	0%	
51-40-490	WATER TESTS	6,035	3,390	12,000	28%	
51-40-495	WATER TREATMENT SUPPLIES	349	18,070	41,000	44%	\$38k media, plus disposal
51-40-510	INSURANCE AND SURETY BONDS	4,970	1,427	5,250	27%	
51-40-515	WORKERS COMPENSATION INS	418	3,943	0	0%	
51-40-610	MISCELLANEOUS SUPPLIES	226	0	500	0%	
51-40-620	MISCELLANEOUS SERVICES	1,488	1,252	4,200	30%	
51-40-630	BAD DEBT EXPENSE	0	0	0	0%	
51-40-650	DEPRECIATION	0	0	58,000	0%	
51-40-740	CAPITAL OUTLAY	52,664	428,747	545,997	79%	\$83k meters, \$20k BC gas line, \$351k peruvian est, \$50k Shrontz Est, \$32k GG line, \$10k GG Com = \$ 546k
51-40-810	DEBT SERVICE - PRINCIPAL	0	0	0	0%	
51-40-820	DEBT SERVICE - INTEREST	0	0	0	0%	
51-40-830	INFRASTRUCTURE REPLACEMENT	409	0	53,444	0%	
51-40-999	LOSS ON DISPOSAL OF CAP ASSETS	0	0	0	0%	
Total EXPENDITURES:		118,784	494,583	874,139	57%	0
WATER FUND Revenue & Transfer Total:		207,753	160,320	874,139	18%	0
WATER FUND Expenditure Total:		118,784	494,583	874,139	57%	0
Net Total WATER FUND:		88,969	-334,263	0	0%	0

		2022-23 Prior year	2023-24 Current year	2023-24 Approved Budget	2023-24 Percent of Budget	2023-24 NOTES Budget
Account Number	Account Title	YTD Actual	YTD Actual	Budget		
		1/31/2023	1/31/2024	6/30/2024		6/30/2024
SEWER FUND REVENUE						
CHARGES FOR SERVICES						
52-34-100	SEWER SERVICES	103,437	78,692	185,000	43%	
52-34-200	CONNECTION FEES	0	0	0	0%	
Total CHARGES FOR SERVICES:		103,437	78,692	185,000	43%	0
MISCELLANEOUS REVENUE						
52-36-100	INTEREST EARNINGS	6,966	15,723	20,000	79%	
52-36-300	OTHER FINANCING SOURCES	0	0	0	0%	
52-36-900	MISCELLANEOUS	0	0	0	0%	
Total MISCELLANEOUS REVENUE:		6,966	15,723	20,000	79%	0
TRANSFERS INTO SEWER FUND						
52-39-100	CONTRIBUTIONS - GENERAL FUND	0	0	0	0%	
52-39-200	USE OF SEWER RESERVE/PTIF	0	0	8,492	0%	
Total TRANSFERS INTO SEWER FUND:		0	0	8,492	0%	0

		2022-23 Prior year	2023-24 Current year	2023-24 Approved Budget	2023-24 Percent of Budget	2023-24 NOTES Budget
Account Number	Account Title	YTD Actual	YTD Actual	Budget		
		1/31/2023	1/31/2024	6/30/2024		6/30/2024
SEWER FUND EXPENDITURES						
52-40-110	SALARIES AND WAGES	1,477	0	11,572	0%	
52-40-111	PERFORMANCE BONUS	100	0	100	0%	
52-40-130	EMPLOYEE BENEFITS	60	0	120	0%	
52-40-131	EMPLOYER TAXES	127	0	530	0%	
52-40-132	INSUR BENEFITS	0	0	1,010	0%	
52-40-133	URS CONTRIBUTIONS	0	0	590	0%	
52-40-240	OFFICE SUPPLIES AND EXPENSE	0	0	100	0%	
52-40-245	IT/ACCTG SOFTWARE SUPPORT	1,242	700	4,300	16%	
52-40-250	EQUIP-SUPPLIES/MNTNCE	0	0	215	0%	
52-40-265	VEHICLE LEASE PAYMENTS	0	0	0	0%	
52-40-305	DISPOSAL COSTS	39,730	64,076	135,000	47%	
52-40-310	PROFESS/TECHNICAL SERVICES	0	0	30,000	0%	\$4500 sewer operator, \$25.5k sewer study
52-40-325	PROF & TECH SERVICES - LEGAL	0	0	1,000	0%	
52-40-480	SPECIAL DEPARTMENT SUPPLIES	0	0	0	0%	
52-40-510	INSURANCE AND SURETY BONDS	3,282	3,282	4,000	82%	
52-40-515	WORKERS COMPENSATION INS	227	227	400	57%	
52-40-610	MISCELLANEOUS SUPPLIES	0	0	300	0%	
52-40-620	MISCELLANEOUS SERVICES	5,146	688	2,150	32%	
52-40-630	BAD DEBT EXPENSE	0	0	0	0%	
52-40-650	DEPRECIATION	0	0	22,105	0%	
52-40-740	CAPITAL OUTLAY	0	0	0	0%	
52-40-810	DEBT SERVICE - PRINCIPAL	0	0	0	0%	
52-40-820	DEBT SERVICE - INTEREST	0	0	0	0%	
52-40-830	INFRASTRUCTURE REPLACEMENT	0	0	0	0%	
52-40-910	TRANSFERS TO OTHER FUNDS	0	0	0	0%	
52-40-999	LOSS ON DISPOSAL OF CAP ASSETS	0	0	0	0%	
Total EXPENDITURES:		51,391	68,972	213,492	32%	0
SEWER FUND Revenue & Transfers Total:		110,403	94,415	213,492	44%	0
SEWER FUND Expenditure Total:		51,391	68,972	213,492	32%	0
Net Total SEWER FUND:		59,011	25,442	0	0%	0
NET "GRAND" TOTAL - ALL 4 FUNDS BUDGET MUST = Zero		113,964	-205,701	0	0%	0

Combined Capital Project Budget / Account Balances - Summary by Fund

PROJECT BUDGET TOTALS BY FUND	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	Future / Unknown date
Capital Projects Fund Plan	\$ 224,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,202,000
Water	\$ 543,997	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sewer	\$ 25,500		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Spend	\$ 793,497	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,202,000

ACCOUNT BALANCES	July 1, 2023	July 1, 2024	July 1, 2025	July 1, 2026	July 1, 2027	July 1, 2028	July 1, 2029	July 1, 2030	July 1, 2031	Future / Unknown date
Capital Projects Fund	\$ 644,556									
Water	\$ 694,693									
Sewer	\$ 580,789									

FY 2024 Capital Project Plan Summary

Capital Projects Fund - Projects	Budget	YTD: 1/31/2024	Status
Alta Central Generator	\$ 60,000	\$ 64,238	Complete
New AMO Truck	\$ 50,000	\$ 38,758	Truck purchased, detailing ongoing and expecting further
Marshals Office Phase 2 Radio upgrade	\$ 30,000	\$ 745	
Marshals Office Inventory Management	\$ 20,000	\$ 14,167	Complete, awaiting final invoice
Alta Central Dispatch Console Upgrade	\$ 15,000	\$ -	On hold pending VECC transition to comp. aided dispatch
Marshals Office Security Cameras	\$ 13,000	\$ 21	Vendor selected, scheduling install by end of February
New AMO ATV	\$ 11,000	\$ 11,849	Complete
Tom Moore Historic Structure Feasibilit	\$ 10,000	\$ -	Scoping "historic structure report;" roll into facilities plan?
Livescan	\$ 10,000	\$ -	Updating quote from preferred vendor
Town Park Playground Improvements	\$ 5,000	\$ -	Will not be completed before June 30
Total	\$ 224,000	\$ 129,778	

Water Fund - Projects	Budget	YTD: 1/31/2024	Status
Peruvian West Water Line	\$ 337,997	\$ 280,207	Complete
Remote Water Meter Reading	\$ 83,000	\$ 6,152	Phase II installs in Grizzly complete, planning for phase III
Shrontz Estate - water line payment	\$ 50,000	\$ 50,000	Complete
Grizzly Gulch Water Line Completion	\$ 32,000	\$ 92,388	Complete
Water System Study Update	\$ 25,000	\$ -	Developing RFP
Grizzly Gulch Communication System	\$ 10,000	\$ -	Complete, awaiting invoice
Source Water Protection Plan	\$ 6,000	\$ -	Complete
Total	\$ 543,997	\$ 428,747	

Sewer Fund - Projects	Budget	YTD: 1/31/2024	Status
Sewer Study	\$ 25,500	\$ -	Developing RFP
Total	\$ 25,500	\$ -	

Capital Projects Fund Plan

Fund Balance: January 31, 2024

\$ 1,252,445

Fund Balance	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	Future / Unknown date
As of July 1 (start) of the fiscal year	644,556	-	-	-	-	-	-	-	-	3,202,000

GL Code	Project Name	FY 2024 YTD	FY 2024 Budget	FY 2025 Budget	FY 2026 Budget	FY 2027 Budget	FY 2028 Budget	FY 2029 Budget	FY 2030 Budget	FY 2031 Budget	FY 2032 Budget	Future / Unknown date
45-54-743	Alta Central Generator	64,238	60,000									
45-54-742	New AMO Truck	38,758	50,000									
45-54-743	Marshals Office Phase 2 Radio upgrade	745	30,000									
45-54-741	Marshals Office Inventory Management Closet @ Firehouse	14,167	20,000									
45-54-743	Alta Central Dispatch Console Upgrade	-	15,000									
45-54-741	Marshals Office Security Cameras	21	13,000									
45-54-742	New AMO ATV	11,849	11,000									
45-45-750	Tom Moore Historic Structrure Feasibility	-	10,000									
45-54-743	Livescan	-	10,000									
45-70-740	Town Park Playground Improvements	-	5,000									
45-45-740	Town Office Window Replacement	-										
45-54-743	Automated External Defibrillators (AEDs)											
45-45-750	Future Community Center Phase 2											3,000,000
45-45-740	Town Office Concrete Steps to Lower Door											2,000
45-45-750	Community Center A/V System											
45-45-750	Firehouse Garage Heater Ventilation											
45-45-750	Community Center Roof Access (Ladder)											
45-45-750	Community Center Feasibility Study											75,000
45-45-750	Re-roof the post office											20,000
45-45-750	Tom Moore Historic Structure Stabilization*											25,000
45-54-743	Alta Central Dispatch Radio System Upgrade											30,000
45-70-740	Trailhead-Style Public Restroom 24/7*											50,000
Total Projects		129,778	224,000	-	-	-	-	-	-	-	-	3,202,000

* Items in red are new.

Budgeted Total 2024 - Future**3,426,000**

* Projects or programs toward which the Town collects revenue from other sources. Amounts indicated are net Town of Alta expenses.

Water Fund Projects

Fund Balance: January 31, 2024

\$ 316,290

Fund Balance	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	Future / Unknown date
As of July 1 (start) of the fiscal year	694,693	-	-	-	-	-	-	-	-	-

GL Code	Project Name	FY 2024 YTD	FY 2024 Budget	FY 2025 Budget	FY 2026 Budget	FY 2027 Budget	FY 2028 Budget	FY 2029 Budget	FY 2030 Budget	FY 2031 Budget	FY 2032 Budget	Future / Unknown date
51-40-740	Peruvian West Water Line Replacements	280,207	337,997									
51-40-740	Remote Water Meter Reading	6,152	83,000	60,000								
51-40-740	Shrontz Estate - water line payment	50,000	50,000									
51-40-740	Grizzly Gulch Water Line Completion	92,388	32,000									
51-40-320	Water System Study Update	-	25,000									
51-40-740	Grizzly Gulch Communication System	-	10,000									
51-40-320	Source Water Protection Plan	-	6,000									
51-40-740	Waterline/Hydrant Lowering GMD/Buckhorn	-										
51-40-740	BOR Grant - Natural Gas Conversion	-										
Total Projects		428,747	543,997	60,000	-	-	-	-	-	-	-	-

** Items in red are new.*

Sewer Fund Projects

Fund Balance: January 31, 2024

\$ 596,092

Fund Balance	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	Future / Unknown date
As of July 1 (start) of the fiscal year	580,789	-	-	-	-	-	-	-	-	#REF!

GL Code	Project Name	FY 2024 YTD	FY 2024 Budget	FY 2025 Budget	FY 2026 Budget	FY 2027 Budget	FY 2028 Budget	FY 2029 Budget	FY 2030 Budget	FY 2031 Budget	FY 2032 Budget	Future / Unknown date
52-40-310	Sewer Study		25,500									
Total Projects		-	25,500	-	-	-	-	-	-	-	-	-

** Items in red are new.*

		2022-23 Prior year YTD Actual 1/31/2023	2023-24 Current year YTD Actual 1/31/2024	2023-24 Approved Budget 6/30/2024
Account Number	Account Title			
COMBINED BUDGET SUMMARY: GF, Cap-Ex, Water, Sewer REVENUE				
Property Tax		227,737	363,401	405,165
Sales Tax		519,718	492,020	1,868,000
Other Taxes: Municipal Energy, Tele		39,403	35,821	91,150
Town Services:				
Permits, Licensing, Court Fines, Impact Fees		57,988	59,370	143,600
Sewer		110,403	94,415	205,000
Water		207,753	160,320	328,142
Restricted Gov Grants (County, USFS, SLC, 4th .25, PO, UDOT)		41,417	53,147	104,250
Misc Revenue		114,123	322,208	442,000
	Total Revenue	1,318,540	1,580,702	3,587,307
EXPENSES				
Alta Justice Court		14,083	8,455	39,422
Economic Development		0	0	400
Government Administration				
Financial Preparation		56,477	7,005	130,341
General Operations		128,774	0	292,102
Town Services & Programs		68,183	13,340	181,131
Land Use Planning, Building Inspections, Zoning		86,499	35,584	180,494
Post Office		22,560	23,047	44,326
Public Safety				
Employees: Salaries and Benefits		497,404	536,131	1,142,767
Equipment: Resources to Complete Work		77,577	74,163	258,500
Recycling		11,930	11,578	30,300
Sewer		51,391	68,972	213,492
Town Council: Salaries, Training, Admin		40,821	15,503	95,073
Transportation		7,603	76,280	295,570
Water		55,367	65,865	243,698
Misc. Expenses		0	-473	1,200
	Total Expenses (w/o CapEx Projects)	1,118,669	935,452	3,148,816
Capital Improvement Projects		85,908	563,154	854,441
	Total Expenses	1,204,576	1,498,605	4,003,257
COMBINED BUDGET SUMMARY				
Net Difference		199,872	645,250	438,491
NET "GRAND" TOTAL - ALL 4 FUNDS BUDGET MUST = Zero		113,964	-224,590	0

Town of Alta

FY 24 Project Summaries



Updated: February 14, 2024 Town Council Meeting

1. Shuttle

The Town is coordinating the long-standing Alta Resort Shuttle Program during the 23-24 ski season. The program entails three separate service programs including the resort shuttle, a new service that compliments UTA Ski Bus service, and an on-call night service. The Town is collecting over \$200,000 in contributions from other entities and contributing \$26,470 to the service for 23-24.

Status: ongoing

Next step: collect final contributions – *plan for FY 25 program*

2. Tom Moore Feasibility Study

A project to study the historic Tom Moore Toilet structure and recommend future projects to reinforce and reuse the structure.

Status: planning

Next step: write RFP for HSR. Contact Steve Cornell at FFKR Architects for guidance if necessary.

3. AMO Security Cameras

Alta Marshals Office is installing a new security camera system with cameras at GMD, the USFS garage looking east, and the interior of the firehouse for surveillance of the secure evidence storage closet recently installed.

Status: ongoing

Next step: Installation

4. Marshal's Office Inventory Closet

We've made several important modifications to the interior of the Firehouse garage bays to make room to install a secure and lockable cage for Alta Marshals Office case evidence and other sensitive or protected assets.

Status: complete

5. ATV

The Town's all-terrain vehicle, used in search and rescue, building maintenance, and odd jobs around town, needed to be replaced.

Status: complete

6. New AMO Truck

The Town purchases Toyota Tacomas for use by marshal's deputies. The fleet currently includes 6 vehicles in total although one of those is slated for disposition once the new truck is fully outfitted with equipment as a police vehicle. Each deputy has their own vehicle assigned to them. Each vehicle is in service for about 5 years.

Status: complete

7. Livescan

After making an arrest the Alta Marshals Office is required to take fingerprints and submit those to the state. Livescan is a fingerprint scanning technology that allows this to occur electronically and efficiently. We are working through technical and logistical challenges at each of the possible locations where the system could be installed.

Status: ongoing

Next Step: pursue technical/logistical challenges at possible locations for installation.

8. Alta Central Dispatch Console Upgrade

The dispatch console is the central nervous system of the AMO radio system. It is a computer that allows dispatchers to communicate across several radio channels at once, patch channels, and interoperate with Valley Emergency Communications Center (VECC). The current hardware and software are both obsolete. The project has not been completed because VECC is still in the midst of a long-term transition to a new computer-aided dispatch (CAD) system, and we prefer to wait until that system is operational to determine how to replace and upgrade the dispatch console. That may occur in FY 24 or it may not occur until FY 25.

Status: on hold

9. Alta Central Generator - Complete

Alta Central and the Town Office have relied on a commercial diesel generator installed in roughly 1990 to provide electricity when utility power fails. The generator overheated in critical moments during the 22-23 ski season. The old generator engine is obsolete, and sourcing small parts became difficult or impossible. The project to replace the generator involved purchasing a new generator and transfer switch, hiring a general contractor to physically replace the generators and renovate the enclosure structure, and hiring an electrician and a plumber to complete the installation.

Status: complete

10. Town Park Playground Improvements

A project to identify and install new equipment at the Town Park.

Status: Ongoing

Next step: contact ULGT for guidance on playground equipment. Contact Chris Ahrens regarding fabrication of mounts for old lift chairs to function as swings.

11. Grizzly Waterline Completion

The Town worked with the Shrontz Estate to upgrade the culinary water line from the Bay City Tunnel to the Grizzly Gulch tank and pump station.

Status: line installed; payment complete

Next step: receive dedication paperwork from Shrontz Estate

12. Peruvian Estates Waterline Replacements

The Town completed major upgrades on the culinary water system in the West Peruvian Estates neighborhood. The project included a new pressure reducing valve and a deeper, higher-capacity mainline.

Status: complete

13. Remote Meters

The Town is working with Service Area #3 to replace residential and commercial water meters with meters that can be read remotely and in real time. The project is being completed in phases and may be complete by winter of 2024-2025.

Status: SA #3 is installing meters in Grizzly/Emma Heights per the phase plan.

Next step: begin planning Hellgate/Peruvian Estates installs

14. Drinking Water Source Projection Plan

The Utah Division of Drinking Water requires every culinary water system operator to update a drinking water source protection plan. Town staff were not aware of this requirement and recently entered into a contract with an engineer in order to complete the project by the deadline on December 31st.

Status: complete

15. Water System Study Update

A project to update a 2014 Town of Alta Culinary Water System Capital Improvement Plan.

Status: planning

Next step: develop RFP for culinary water system study. Consider update to 2014 capital improvements analysis?

16. Sewer Study

A project to develop a master plan for the Town of Alta Wastewater System.

Status: planning

Next step: develop RFP for sewer system study. Same project/contract/RFP as water system study?

17. Grizzly Gulch Water System Radio Communication Upgrade

The Grizzly Gulch Water System storage tank is connected to the Bay City Tunnel and Service Area #3 headquarters via radio equipment. When the tank gets low, it is supposed to signal to the Bay City Tunnel to pump water up to the tanks. The radio system exhibits frequent outages, which creates the potential for the Grizzly tank to empty completely. The project would include upgraded radios and connectivity hardware and technical labor.

Status: complete

**MINUTES
PUBLIC HEARING
ALTA TOWN COUNCIL MEETING
Wednesday, January 10, 2024, 2:45 PM**

Alta Community Center, 10351 E. Highway 210, Alta, Utah

PRESENT: Mayor Roger Bourke
Councilmember Carolyn Anctil
Councilmember John Byrne
Councilmember Elise Morgan
Councilmember Dan Schilling (virtual)

STAFF PRESENT: Chris Cawley, Interim Town Manager
Mike Morey, Town Marshal
Jen Clancy, Town Clerk
Molly Austin, Deputy Town Clerk
Chris Otto, Assistant Town Manager

ALSO PRESENT: Polly McLean, Legal Counsel (virtual)
Cameron Platt, Legal Counsel (virtual)

PUBLIC HEARING

1. **CALL THE PUBLIC HEARING TO ORDER**

00:00:00

Mayor Bourke called the public hearing on January 10, 2024 to order.

2. **PUBLIC HEARING TO RECEIVE COMMENT ON PROPOSED ORDINANCE 2024-O-1 REGARDING THE COMPENSATION OF ELECTIVE AND STATUTORY OFFICERS**

00:01:45

Mayor Bourke asked for comments from the public on the draft ordinance regarding the compensation of elective and statutory officers. There were no public comments.

3. **MOTION TO ADJOURN**

00:07:30

MOTION: Elise Morgan motioned to adjourn, and John Byrne seconded.

VOTE: All were in favor. The public hearing was adjourned unanimously.

RESULT: APPROVED

ALTA TOWN COUNCIL MEETING**1. CALL THE MEETING TO ORDER**

00:09:45

Mayor Bourke called the January 10, 2024 Alta Town Council meeting to order.

2. CITIZEN INPUT

00:09:50

Mayor Bourke opened the floor for public comment, there was no public comment.

3. OPEN PUBLIC MEETING ACT TRAINING, POLLY MCLEAN

00:11:00

Polly McLean provided a presentation on the Open Public Meetings Act, emphasizing the annual training requirement mandated by state law. She highlighted the importance of transparency and open decision-making, urging councilmembers to conduct town business in public meetings rather than behind closed doors. Councilmembers were reminded of the legislative nature of their role. While one-on-one discussions are allowed, she again encouraged councilmembers to have conversations in public forums. The Act's broad applicability to various aspects of public business was outlined, with exceptions for subcommittees with less than a quorum of the council present.

Polly reviewed the definition of a meeting, cautioning against discussing town business during chance encounters and discouraging email or text conversations on substantive matters. Chance encounters at social events were deemed acceptable, but caution was advised against discussing town business and/or rehashing intense meetings. The impact of emails on the Government Records Management Act was underscored, emphasizing the public nature of town-related emails. Polly urged councilmembers to be mindful of the potential public disclosure of their communications. The presentation emphasized the significance of conducting discussions in open meetings, and discouraged private exchanges during official sessions. Polly also informed the councilmembers that they could not text each other during council meetings regardless of if the messages were about town business or not.

Elise Morgan shared her experience with closed meetings, mentioning that there were more closed meetings during her initial years on the council. Mayor Bourke and Chris Cawley added their comments on the frequency of closed meetings, with the mention of a placeholder in the agenda for potential closed sessions.

Polly McLean shifted to the importance of agenda setting, noting the 24-hour requirement for setting the agenda and the significance of the public knowing the topics to be discussed. The adoption of the annual meeting schedule in June was mentioned. The public comment section of the meeting was also mentioned and that everyone would be held to the same time cap as noted on the meeting agendas.

The meeting recording and availability of minutes were highlighted. Elise Morgan and John Byrne sought clarification on making motions for topics not on the agenda. Elise explained her understanding of the practice of making a motion for discussion but clarified that a final vote or action couldn't occur without prior notice on the agenda.

The conversation concluded with a brief discussion on the mechanics of proposing and passing resolutions, and Polly McLean reiterated the consequences of knowingly or intentionally violating the Open Public Meetings Act. Overall, the discussion covered various aspects of the Open Public Meetings Act, agenda setting, public participation, and the documentation of meetings.

The discussion continued with John Byrne pointing out a potential conflict in the special meetings provision of the Rules of Procedure and Order for the Alta Town Council, mentioning that the town's rule contradicts what was discussed earlier about the majority of the council being required to call a special meeting. Polly McLean acknowledged this and mentioned that it would be considered for updates.

Polly McLean also touched on various aspects of the rules of procedure, highlighting that the minimum number of votes required to pass any action is three, and a roll call vote is required for all resolutions and ordinances. John Byrne raised a question about the requirement for councilmembers to vote if present unless recused, and whether this was a policy decision. The discussion delved into the topic of abstention, with John expressing his view that councilmembers should be allowed to abstain without providing a reason and the rules of procedure be updated to make that allowance.

The conversation concluded with the mention of the need to elect a Mayor Pro Tempore, and it was decided to include it on the agenda at the next meeting. Polly McLean expressed appreciation for the council's efforts and dedication to local governance.

4. REVIEW: RULES OF PROCEDURE AND ORDER FOR THE ALTA TOWN COUNCIL, JEN CLANCY

00:48:14

Jen Clancy emphasized the importance of reviewing documents regularly, especially with the presence of new councilmembers. She highlighted key points such as setting the meeting schedule, agenda procedures, and the recording of votes in resolutions and ordinances. Jen also stressed the significance of timely communication about attendance at meetings for efficient management.

John Byrne expressed concerns about the rigid timeframe for notifying the council about agenda items, suggesting a more flexible approach. He also discussed the need to differentiate between special and emergency meetings. The discussion touched upon the time limits for public comments and the potential imposition of time constraints during the commentary period. Cameron Platt explained the importance of treating all public comments equally to avoid First Amendment issues. The conversation further delved into the council's response time to staff communications, with John Byrne proposing a more flexible approach.

Mayor Bourke suggested there be flexibility in notifying the clerk of attendance changes, considering unforeseen circumstances. Overall, the councilmembers engaged in a constructive discussion to refine and clarify certain procedures for effective governance. Staff said they would prepare and present an

edited version of the rules and procedures at the February meeting to address concerns identified by the councilmembers.

5. ALTA SKI AREA UPDATE, MIKE MAUGHAN

01:16:05

Mayor Bourke reported that Mike Maughan was absent and then shared an email communication from Mike regarding updates related to the mountain collective meetings and snow conditions. Mike suggested the possibility of a work session or open community forum to present findings and gather feedback on traffic issues. He also mentioned the idea of the Alta community sending a letter to Snowbird regarding traffic management and, if needed, a letter to various authorities if Snowbird's response was unfavorable. Additionally, he said there is a proposal from BHA Avalanche Safety to explore alternatives for mitigating avalanche risk on the main line under Mount Superior.

Carolyn Ancil expressed concern about the road conditions in the canyon, specifically mentioning that the buses are significantly fewer than before. She questioned whether there was data suggesting a reduction in road conditioning, possibly connecting it to a push for supporting the gondola. Elise Morgan and others contributed to the discussion, mentioning challenges faced by plows in heavy traffic and snow conditions, and Mike Morey explained the importance of vehicular movement on top of plowing efforts for effective salt and sand application. Elise Morgan also mentioned the ability to track plows on the traffic website.

The conversation also touched upon compliance with traction laws, the presence of destination visitors, and the impact of unfamiliar drivers on traffic. Mayor Bourke attributed increased visitors to the area due to having the best snow in Utah and the west. John Byrne mentioned the challenge posed by the high number of Ikon Passes.

6. QUESTIONS REGARDING DEPARTMENTAL REPORTS

01:21:50

John Byrne raised some points regarding Chris Cawley's presentation, noting a discrepancy in the date mentioned by Chris and seeking clarification that "shovel ready" refers to the upcoming building season in calendar year 2024, not the fiscal year. The conversation then shifted to a discussion about purging files, with Chris Otto suggesting they discard unnecessary documents and consider the opportunity to archive the rest in state archives for no or low-cost storage.

Chris Cawley previewed Administrative Code Enforcement, mentioning that they lost track of it after the November or October meeting and staff plans to bring it back to the council in February. Cameron Platt explained the three enforcement options—criminal, code enforcement, and administrative enforcement—and the proposed approach to have civil code enforcement for any town ordinance that is a misdemeanor or below. John Byrne expressed support for this direction, and Elise Morgan also approved, highlighting the flexibility it offers. The discussion touched on the importance of having additional tools in the toolbox.

Mayor Bourke asked for any questions on the staff reports and prompted Mike Morey to elaborate on his report. Mike Morey provided a brief overview of a recent sexual assault case that the police department handled. He reported that the incident occurred at the Albion Day Lodge, where workers observed a visually distressed young female. Initial field interviews didn't reveal evidence of a crime, but further investigation led to the discovery of a relative relationship between the individuals. After gaining intelligence and coordinating with partner agencies, the police were able to gather evidence supporting six counts of forcible sexual abuse of a child. The suspect was been booked into the Salt Lake County Jail, is being held without bail, and awaits further legal proceedings.

Mike Morey expressed the challenges faced by the police department in handling such cases, particularly the lack of resources for forensic interviews in crimes against children. He emphasized the need for the department to become more adept at managing various situations. Mayor Bourke mentioned the significance of investing in resources for the police department, and Mike expresses his intention to discuss this further at the upcoming retreat.

Carolyn Anttil acknowledged and applauded the efforts of the police department in handling the incident mentioned. She reflected that her daughter and the other community members that reported what they had witnessed were treated professionally and with care. She expressed gratitude for the support and suggested providing any assistance or legal work that the community can offer to support the police department.

John Byrne mentioned he felt the finance reports were great.

7. **APPROVAL OF CONSENT AGENDA: DECEMBER 13, 2023, MEETING MINUTES, STAFF AND FINANCE REPORTS**

01:40:30

MOTION: John Byrne motioned to approve the consent agenda including the December 13, 2023 town council meeting minutes, and staff and finance reports. Elise Morgan seconded.

VOTE: All were in favor. The December 13, 2023 meeting minutes, and staff and finance reports were approved.

RESULT: APPROVED

8. **MAYORS REPORT**

01:41:00

Mayor Bourke highlighted the monthly meetings with other mayors from Salt Lake County, where homelessness was a recurring concern. He said the Council of Mayors would be meeting in Alta in July. Mayor Bourke mentioned his support of trailhead toilets and said he had an upcoming meeting with the Forest Service to discuss potential placement.

Mayor Bourke also addressed the upcoming legislative session, emphasizing vigilance through our lobbyist.

Mayor Bourke mentioned the potential removal of year-round roadside parking on the north side of SR 210, though he acknowledged it as a long-term goal. He stated the Central Wasatch Commission had held a retreat in January and took a position on the Little Cottonwood Canyon EIS that they strongly favored phase one along with a canyon wide parking reservation system and suggested with these improvements a gondola wouldn't be necessary.

Mayor Bourke mentioned the upcoming town retreat organized by Chris to address long-term plans. He said the next town council meeting was scheduled for February 14, with a start time subject to revision. The councilmembers discussed the meeting start times for the rest of the fiscal year. It was generally agreed upon that a 4pm start time worked better and the council asked staff to prepared a revised schedule that they could vote on at the February meeting.

MOTION: Mayor Bourke motion to change the start time for the February town council meeting from 3pm to 4pm. John Byrne seconded.

VOTE: All were in favor. The February town council meeting was rescheduled to start at 4pm.

RESULT: APPROVED

9. **DISCUSSION AND POSSIBLE ACTION TO ADOPT RESOLUTION 2024-R-1 CONFIRMING APPOINTMENT OF THE TOWN MARSHAL**

01:49:30

Cameron Platt, explained that the next few resolutions confirm existing appointments and discussed the absence of a legal provision for reappointment. Cameron highlighted the council's request for this resolution and suggested the option to close the meeting when discussing the character or professional competence of an individual. Chris Cawley expressed satisfaction with the appointments of Mike Morey as Town Marshal, Jen Clancy as Clerk, and Craig Heimark as Treasurer, praising their exemplary fulfillment of duties and value beyond statutory obligations.

MOTION: Elise Morgan motioned to approve Resolution 2024-R-1 confirming reappointment of the Town Marshal. Dan Schilling seconded.

ROLL CALL VOTE: Mayor Bourke – yes, Councilmember Anctil – yes, Councilmember Byrne – yes, Councilmember Morgan – yes, Councilmember Schilling – yes, Resolution 2024-R-1 was unanimously adopted and Mike Morey's appointment as Town Marshal was reconfirmed.

RESULT: APPROVED

10. **DISCUSSION AND POSSIBLE ACTION TO ADOPT RESOLUTION 2024-R-2 CONFIRMING APPOINTMENT OF THE TOWN CLERK AND APPOINTING THE BUDGET OFFICER**

01:53:10

John Byrne commended Jen for her excellent job as the town clerk and expressed that appointing her as the town budget officer was overdue, offering congratulations. Carolyn Ancil inquired about potential education opportunities for Jen, who mentioned pursuing a clerk certification (CMC) and utilizing training opportunities in her current role.

MOTION: Elise Morgan motioned to approve Resolution 2024-R-2 confirming appointment of the Town Clerk and Budget Officer. John Byrne seconded.

Mayor Bourke – yes, Councilmember Ancil – yes, Councilmember Byrne – yes, Councilmember Morgan – yes, Councilmember Schilling – yes, Resolution 2024-R-2 was unanimously adopted and Jen Clancy’s appointment as Town Clerk was reconfirmed, and Jen Clancy was appointed the Budget Officer.

RESULT: APPROVED

11. DISCUSSION AND POSSIBLE ACTION TO ADOPT RESOLUTION 2024-R-3 CONFIRMING APPOINTMENT OF THE TOWN TREASURER

01:55:30

Mayor Bourke acknowledged that Craig Heimark does his job responsibly on essentially a volunteer basis. The mayor praised his expertise that was volunteered for the benefit of the town, highlighting it as a commendable display of community spirit.

John Byrne chimed in, noting that although there were rough spots at the beginning, Craig had shown significant growth in the role. John expressed satisfaction with the ongoing exchange of information and the positive direction of their relationship.

MOTION: Elise Morgan motioned to approve Resolution 2024-R-3 confirming appointment of the Town Treasurer. Carolyn Ancil seconded.

ROLL CALL VOTE: Mayor Bourke – yes, Councilmember Ancil – yes, Councilmember Byrne – yes, Councilmember Morgan – yes, Councilmember Schilling – yes, Resolution 2024-R-1 was unanimously adopted and Craig Heimark’s appointment as Town Treasurer was reconfirmed.

RESULT: APPROVED

12. DISCUSSION AND POSSIBLE ACTION TO ADOPT ORDINANCE 2024-O-1 REGARDING THE COMPENSATION OF ELECTIVE AND STATUTORY OFFICERS

01:57:15

Elise Morgan raised a question about the necessity of voting on this issue, to which Chris Cawley explained that it is a statutory requirement for all municipal governments to approve the compensation of appointed officers by ordinance annually. John Byrne added that it was not a new requirement but rather a modest non-compliance that the council was not aware of in the past.

Elise expressed her lack of recollection of voting on this annually but expressed satisfaction with the compliance efforts. Jen Clancy clarified that this was a catch-up action to ensure compliance and mentioned that such votes would become more regular in the future. Chris Cawley explained that it usually gets wrapped up in the budget approval documents in most cities, and going forward, the council should expect to see it annually.

MOTION: John Byrne motioned to adopt Ordinance 2024-O-1. Elise Morgan seconded.

ROLL CALL VOTE: Mayor Bourke – yes, Councilmember Ancil – yes, Councilmember Byrne – yes, Councilmember Morgan – yes, Councilmember Schilling – yes, Ordinance 2024-O-1 was unanimously adopted.

RESULT: APPROVED

13. DISCUSSION AND POSSIBLE ACTION TO ADOPT ORDINANCE 2024-O-2 UPDATING SECTION 1-15-1 OF THE TOWN CODE REGARDING BOND AND CRIME COVERAGE

01:59:15

Chris Cawley explained that this update was related to the town manager appointment, and it stemmed from the town manager ordinance passed the previous March. He detailed the discussions about getting a bond and the proposal to include an option in the ordinance allowing the crime insurance policy to provide the necessary coverage instead of obtaining a special bond.

Mayor Bourke expressed confidence in the town's system for protecting fiscal resources, highlighting the practice of having two signatures on each check. Jen Clancy provided additional details on the coverage, including policies for receiving cash and payments in the office.

Mayor Bourke voiced comfort with the idea that the regular insurance covers these aspects. John Byrne raised a question about a past credit card issue, and Chris Cawley clarified that it was covered by fraud protection with the bank. Jen Clancy confirmed that they recouped 100%, though the downside was the time spent dealing with the issue. The council expressed satisfaction with the resolution of the matter.

MOTION: John Byrne motioned to adopt Ordinance 2024-O-2. Mayor Bourke seconded.

ROLL CALL VOTE: Mayor Bourke – yes, Councilmember Ancil – yes, Councilmember Byrne – yes, Councilmember Morgan – yes, Councilmember Schilling – yes, Ordinance 2024-O-2 was unanimously adopted.

RESULT: APPROVED

John Byrne raised a question to Cameron Platt regarding consents, seeking clarification on whether the council would still demand consents for appointed officials annually. Cameron Platt explained that going forward, individuals appointed to positions would serve until replaced, and the process of removal would only occur when a replacement is found.

14. UPDATE ON THE JANUARY TOWN COUNCIL RETREAT

02:05:30

Chris Cawley expressed gratitude for everyone's participation in the retreat preparation. He shared the adjusted schedule for the retreat due to potential road closures and thanked Carolyn for making adjustments to participate. Elise Morgan expressed excitement about the retreat, emphasizing the importance of dedicating a day to discussing important matters that couldn't be addressed in regular council meetings.

Carolyn Ancil commended Chris for his efforts, seeking outside counsel and involving each council member in the process. Dan Schilling expressed enthusiasm despite being unable to physically attend today's meeting due to the road closure and appreciated the communication among the team. John Byrne shared his excitement and readiness for the retreat, mentioning the survey and acknowledging that it's a new and exciting prospect.

Chris Cawley discussed the challenges of finding the right balance and timing for such work, recognizing the special constraints of the town. Mayor Bourke expressed expectations of coming out of the retreat with eager resolves and action items and acknowledged the challenge of sustaining enthusiasm.

Jen Clancy asked the council if they would be ok without a Zoom setup for virtual participation and the council supported the idea. She assured the council that the meeting would be recorded.

15. NEW BUSINESS

02:16:50

There was no new business.

16. MOTION TO ADJOURN

02:17:10

MOTION: John Byrne motioned to adjourn, and Elise Morgan seconded.

VOTE: All in favor. The meeting was adjourned unanimously.

RESULT: APPROVED

Passed this 14th day of February, 2024

Jen Clancy, Town Clerk

MINUTES
ALTA TOWN COUNCIL RETREAT MEETING
Thursday, January 11, 2024, 10:00 AM

Our Lady of the Snows, 10189 E. Highway 210, Alta, Utah

PRESENT: Mayor Roger Bourke
Councilmember Carolyn Anctil
Councilmember John Byrne
Councilmember Elise Morgan
Councilmember Dan Schilling

STAFF PRESENT: Chris Cawley, Town Manager
Mike Morey, Town Marshal
Jen Clancy, Town Clerk
Molly Austin, Deputy Town Clerk
Chris Otto, Assistant Town Manager
Craig Heimark, Treasurer

ALSO PRESENT: Julie DeLong, Pathway Associates (Facilitator)
Lia, Pathway Associates (Note Taker)
John Guldner, Former Town Administrator

ATTACHMENTS: Town Council Retreat Meeting Report, January 2024

For more detailed information, notes, and the results of each exercise please refer to the retreat meeting report.

ALTA TOWN COUNCIL RETREAT

Morning Session

1. WELCOME AND OPENING

Mayor Bourke called the January 11, 2024 Alta Town Council meeting to order. Mayor Bourke welcomed everyone, thanked them for their dedication to the Town, and invited them to find consensus around long-term planning themes for the Town of Alta.

Participants were asked to introduce themselves and share their expectations for the session.

Julie DeLong reviewed the day's agenda as well as the purpose of the retreat and desired outcomes. She reported that by the end of the day, the participants would:

- Complete the Strategic Assessment by reviewing the interview and survey information and create a SWOT
- Listen to each other, a lot
- Articulate a shared vision of success
- Identify strategic themes and shared agreement around next steps

2. **STRATEGIC ASSESSMENT: WHERE ARE WE TODAY**

Julie DeLong reviewed the results of an assessment that staff and councilmembers participated in prior to the retreat. She summarized the responses to the question “What do you view as the greatest contributors to success of the municipality?”

STAFF LEADERS

- Shared vision and expectations (5)
 - Strong sense of community and place among elected officials, staff, residents, voters, seasonal residents/employees, visitors, etc.
 - Broad stakeholder participation
 - Defined mission and core values
 - 53 years of experience since incorporation as a municipality
 - Credible delivery of services
- Dedicated staff
- Strong partnerships
- Community loves Alta
- A well-maintained budget
- Leadership
- Availability to the citizenry

ELECTED LEADERS

- Elected leaders mesh very well
- The professionalism and commitment of our full-time staff
- Local leadership that is grassroots oriented with a vibrant, engaged constituency
- Maintaining the character of Alta

3. **STRATEGIC ASSESSMENT SUMMARY**

The group broke into smaller groups to complete SWOT analysis and then each group reported back to the larger group.

4. **ADJOURN FOR LUNCH**

The group adjourned briefly for lunch.

Afternoon Session

5. **VISION OF SUCESS**

Julie DeLong summarized the strategic assessment as having agreement around the following:

- Planning and prioritizing
- Provision of essential public /municipal services
- Community-centric
- Self-determination

Julie DeLong reviewed the results of the survey that staff and councilmembers participated in prior to the retreat.

Chris Cawley gave a presentation regarding his Vision of Success as the newly appointed Town Manager. He began with a nod to the past and acknowledged predecessors and their successes. He talked about the challenges they faced and those that continue. Chris reviewed roles and responsibilities and presented an organizational chart that he developed. His Vision of Success outlined a path to get there, what he and the staff need to do their job and serve the Town well.

6. GROUP VISION OF SUCCESS FOR 2023

Participants worked in small groups to articulate a group vision of Success for the Town. Pathway offered a framework of six major themes for the group to use.

As part of the assessment, a specific discussion around the Marshal's office surfaced. Mike Morey addressed key needs around challenges with staffing and recruiting, facilities, and more recent needs to adapt to complex investigations. He presented a core values decision making process as a tool that could be used as a basis for making Town wide decisions.

7. FROM-TO SHIFT

The group then worked on an exercise to outline priorities from the perspective of where we see ourselves NOW, and what our VISION would be for the future. The team built a list of FROM and TO, and then prioritized their choices with votes using sticky dots.

(Councilmember Anctil left the meeting)

8. BREAK

9. CORE STRATEGIES AND SHORT-TERM GOALS

The following two priorities emerged from the previous exercise 1) being long term planning and 2) being governance and clarity around roles and responsibilities. The group then broke into two groups and each group worked for about 30 minutes on a worksheet that outlined each priority and mapped out the scope of the initiative, defined what success would look like, what needs to happen to reach the goal, and a series of time frames to implement the goal.

10. WRAP UP

Julie provided an overview of the work accomplished through the day and the group weighed in with an evaluation citing what they liked and thought worked well, and what they would have changed. There was general appreciation for the commitment of each of the participants, staff and elected officials, to the Town of Alta.

11. ADJOURN

The meeting was adjourned at 3:50pm

Passed this 14th day of February, 2024

Jen Clancy, Town Clerk

DRAFT



Town Council Retreat Meeting Report January 2024



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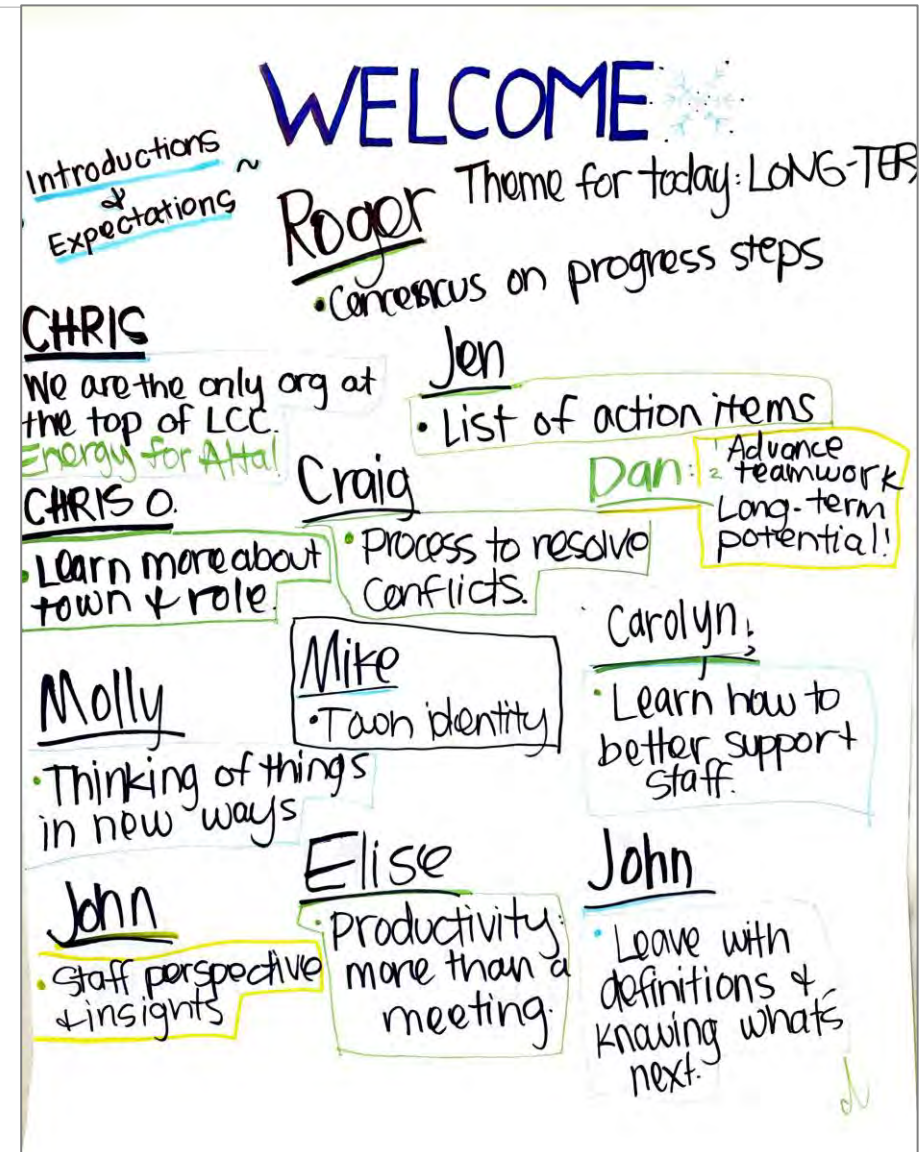


PARTICIPANTS, WELCOME, AND EXPECTATIONS

Mayor Roger Bourke opened the meeting by welcoming everyone, thanking them for their dedication to the Town, and inviting them to find consensus around long-term planning themes for the Town of Alta.

Participants were asked to introduce themselves and share their expectations for the session.

Chris Cawley, the Town Manager, talked about being the only municipality at the top of Little Cottonwood Canyon (LCC). As you can see by the comments from everyone, the themes meet around finding shared agreement around short and long-term planning, clarity around roles & responsibilities, clear action items to productively move forward, creative thinking and new ways of working together. Council members expressed interest in hearing and learning from the staff.



PARTICIPANTS, WELCOME, AND EXPECTATIONS

Roger Bourke, Mayor
Carolyn Anctil, Council
John Byrne, Council
Elise Morgan, Council
Dan Schilling, Council

The retreat was publicly noticed. Participants included the town Mayor and Council, and leadership staff. John Guldner, Town Administrator Emeritus, attended the retreat at the request of the Town Manager, Chris Cawley.

Chris Cawley, Town Manager
Jen Clancy, Town Clerk
Molly Austin, Deputy Town Clerk
Craig Heimark, Town Treasurer
Chris Otto, Asst Town Manager
Mike Morey, Town Marshal
John Guldner, Town Administrator Emeritus

PURPOSE AND DESIRED OUTCOMES

The Purpose and desired Outcomes of the Council Retreat on January 11, 2024:

To review an assessment and future vision of the Town of Alta with town staff and elected officials.

By the end of the day, we will have...

1. Completed the Strategic Assessment by reviewing the interview and survey information and creating a SWOT
2. Listened to each other, a lot.
3. Articulated a shared vision of success.
4. Identified strategic themes and shared agreement around next steps.

Town of Alta Retreat Detailed Agenda

Wednesday, January 11, 2024

Location: Our Lady of the Snows Center



10:00	Gathering	1:00	Group Vision of Success for 2030 - Draft development - Vision statement - Team Breakouts / report out
10:30	<u>Opening</u> - Welcome – Roger - Agenda, Introductions & Expectations - Julie - Ground rules and Communications	2:00	<u>What is the shift we are making?</u> - From - To , Rank - Confirm top priorities - Cluster the initiative, re-cluster as necessary
11:00	<u>Strategic Assessment: Where are we Today?</u> - Review of Interview & Survey Findings - Questions/Comments captured during presentation	2:30	BREAK
11:45	<u>Strategic Assessment Summary</u> - Small group discussion ➤ Strengths, weaknesses, opportunities, threats ➤ Most critical issues/areas to address in planning - Report out and synthesis	2:45	<u>Core Strategies, Short-term goals</u> - Generate/Group/Rank - Questions/Form Teams - Team Breakouts - Gallery Walk
12:15	LUNCH	3:30	<u>Next steps & Wrap-up</u> - Communications - Meeting Evaluation - Closing
12:30	<u>Vision of Success</u> - Set Context – Julie - Vision Primer - Chris	3:45	<u>Adjourn</u>



The following pages include an assessment of the information provided in advance of the retreat as well as written notes and comments from the retreat session.

The additional pages include comments and notes made by the note taker on flip charts, as well as text box additions (light blue as in this example) to memorialize the retreat and help the team identify next steps.

Strategic Assessment: Where are we today?

Assessment Review

Participants:

Staff

Molly Austin, Deputy Town Clerk

Chris Cawley, Town Manager

Jen Clancy, Town Clerk

Craig Heimark, Treasurer

Mike Morey, Town Marshal

Chris Otto, Assistant Town Manager

John Guldner, Town Administrator Emeritus

Elected Officials

Roger Bourke, Mayor

Carolyn Anctil, Council

John Byrne, Council

Elise Morgan, Council

Dan Schilling, Council

Sheridan Davis, Council Member Emeritus

SOURCES OF INFORMATION:

- Survey of staff and elected officials
- Individual interviews with six staff and elected leaders

The assessment information gathered in advance was from the same people that attended the retreat, except for former Council member Sheridan Davis who participated in the survey.

Assessment Review

What do you view as the greatest contributors to success of the municipality?

STAFF LEADERS

- Shared vision and expectations (5)
 - Strong sense of community and place among elected officials, staff, residents, voters, seasonal residents/employees, visitors, etc.
 - Broad stakeholder participation
 - Defined mission and core values
 - 53 yrs of experience since incorporation as a municipality
 - Credible delivery of services
- Dedicated staff (3)
- Strong partnerships
- Community loves Alta
- A well-maintained budget
- Leadership
- Availability to the citizenry

ELECTED LEADERS

- Elected leaders mesh very well
- The professionalism and commitment of our full-time staff
- Local leadership that is grassroots oriented with a vibrant, engaged constituency
- Maintaining the character of Alta



STRATEGIC ASSESSMENT Themes

Vision of Success

Shared agreement around themes:

- Planning and prioritizing
- Provision of essential public/municipal services
- Community-centric
- Self-determination

“An efficient well-run town, responsive to the needs of its constituents.”



From your perspective, describe the vision of success for the town as a public service agency - What are you ultimately striving to achieve?

STAFF LEADERS

- Financial sustainability, infrastructure resilience, watershed stewardship
- Success would be realizing we are a small town and concentrating on the essential public services to serve the public. Focus and prioritizing are key. Have not had any clear direction in the past. Direction of activities has been all over the map.
- Town has good relationships with local constituents and relationships with collaborative agencies
- Provide services that enhance quality of life for residents and ensure safe, harmonious, and life for residents
- Generational burden for capital replacement
- Trust
- Transparency and inclusion of the community in decision making. Alta is a very small town and community. It should not IMO be difficult to get more meaningful community input to create a cohesive long-term direction
- Delivery of credible and reliable municipal services
- The municipal government is: nimble, efficient, and pragmatic; focused on services within
- The Town of Alta provides the structure that allows Alta to remain governed at the local (vs county) level - including local elected officials, utilities, and municipal services (post office, local police department, etc). Alta residents and businesses get the advantage of working with familiar and friendly faces right here in Little Cottonwood Canyon. Without the Town, all of those services would be diverted to Salt Lake County which has wildly different needs and priorities. Another shared value is "Keeping Alta, Alta" - as a Town, we have more agency in preserving (or changing) Alta in ways that would be impossible if governed by Salt Lake County

ELECTED LEADERS

- A cleaner, greener, quieter Alta, the Mountain Town that chooses not to race to the bottom as so many have with development and environmental degradation, but embraces being different. This difference is in fact a business advantage.
- Transportation - hindering success
- Long-term healthy sewer, water, transportation infrastructure to ensure the town is best prepared for continued increase in human impact and to avoid catastrophes due to insufficient planning on the part of our administration
- Resist the outside forces trying to change us into something we aren't

Shared agreement around themes:

- Planning and prioritizing
- Provision of essential public/municipal services
- Community-centric, self-determination

" We are doing our job to the extent that we have long term invisibility – no one will see how well it is all being managed -- no crises because we did our job well"



Strategic Assessment Notes

Shared Agreement

- ☐ Plan & prioritize
- ☐ Switch to proactive rather than reactive
- ☐ Understand resource capabilities and limitations
- ☐ Focus on essential services

Alta thrives on “less is more” (but staff may not be thriving)

Protect the pristine nature of Alta

Questions that were asked:

- ✓ How to navigate valley growth challenges?
- ✓ Do we survive as a community if the gondola is built?
- ✓ What are our goals?
- ✓ What do we want Alta to be?
- ✓ How will the new town government structure impact decision-making?
- ✓ What is needed to sustain the Marshal's office?

What we need to identify:

- Understand what keeping Alta Alta entails
- We need a formal master plan / facilities study

What we value:

- Inclusion is important
- Say YES more
- Services must be accessible but prioritized
- Disagreement leads to better decision-making

What we know and said out loud:

- COVID highlighted need for bathrooms
- Providing services isn't always convenient – we need to understand our obligations to the public
- Constituency goes beyond residents
- Focus on tackling staff challenges
- Sometimes waiting for consensus leads to getting stuck
- We are under-spending – depreciation is under calculated (need more \$\$\$)
- Changing police protocols create big challenges for a small force

Strategic Assessment

Highlights

Alta thrives on less is more.
 *staff may not be thriving

Protect pristine nature of Alta.

Shared agreements:

- Plan & prioritize
- Switch to proactive rather than reactive
- Understand resource capabilities & limitations
- Focus on essential services

understand what keeping Alta entails.
 Need formal master plan / facilities study.
 Inclusion is important.

Q: How to navigate valley growth challenges?

Q: Do we survive as a community if the gondola is built?

Q: What are our goals? What do we want Alta to be?

Q: How will new structure impact decision-making?

Q: What is needed to sustain Marshall's office?

Need more info to prioritize capital improvements.

providing services isn't always convenient.
 We need to understand our obligations to the public.
 constituency goes beyond residents.

Focus on tackling staff challenges.

Sometimes waiting for consensus leads to getting stuck.

changing police protocols create big challenges for a small force.

We are under-spending depreciation & depreciation is under calculated (need more \$).

Say YES more.

Services must be accessible but prioritized.

Disagreements lead to better decision making.

COVID highlighted need for bathrooms.



STRATEGIC ASSESSMENT Themes

Obstacles Hindering Success

February 14, 2024 Consent Agenda

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STAFF

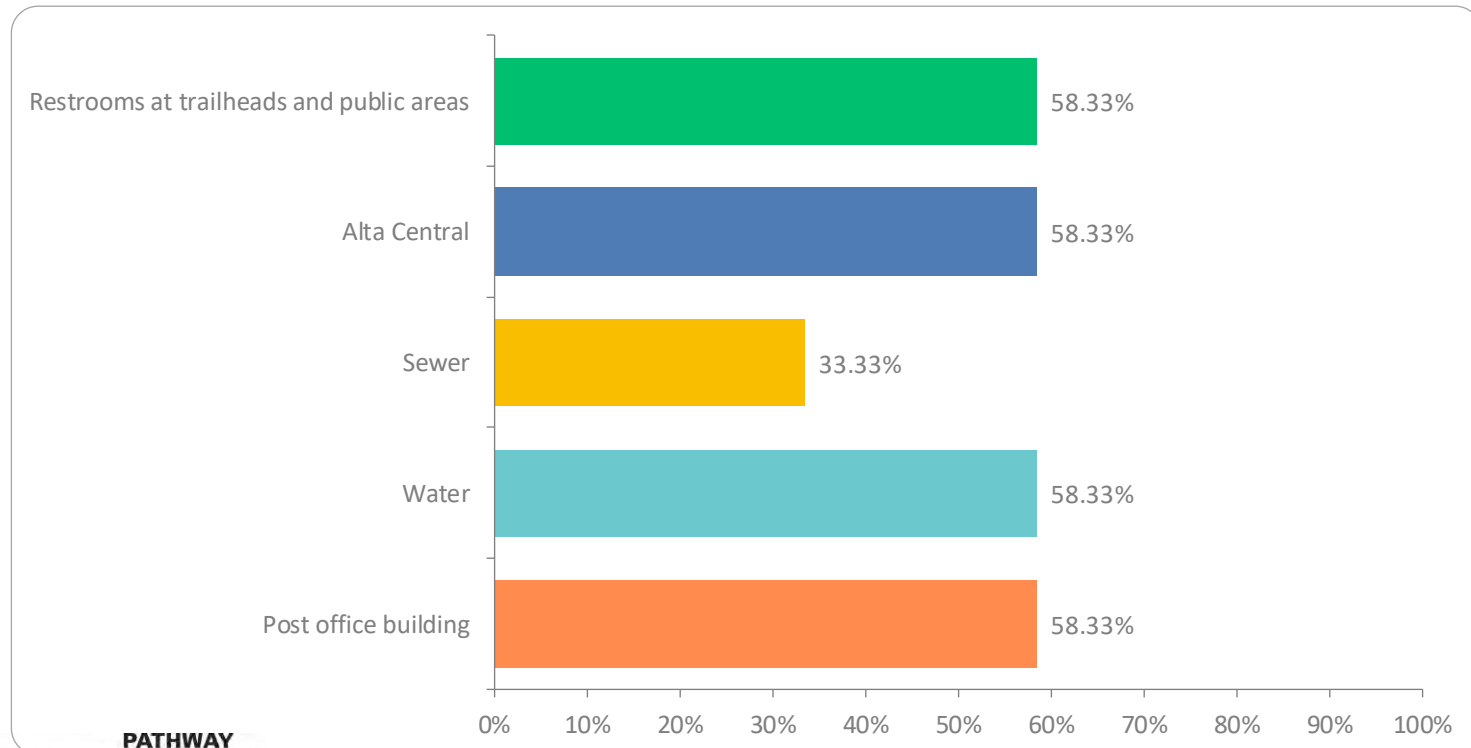
- Limited budget / lack of financial resources, revenue / lack of capital (5)
- Lack of clear-cut goals: priorities must be established and well defined / Limited future and long-term planning (4)
 - Urgent crowds out the strategic, too many short-term challenges to clarify a future path
- Staff size (3)
 - Everyone is always putting out the "fire of the day" while bigger issues smolder
- Resistance to change (2)
 - Risk-averse culture and information reporting that favors insiders only - meaning it is too complex for outsiders to easily digest

COUNCIL

- Flow of information / communication (4)
 - Circular arguments that can distract our elected officials and hired staff
 - Practicing true democracy with transparency and effective communication is time consuming and not everyone's natural style of leadership
 - Rules of order are not followed as much as they should
 - Lack of effective communication as well as no consensus building.
- Boundaries between council with staff (2)



From your perspective, what are the town's greatest capital improvement needs?



- Staff overwhelmingly identified Restrooms, Alta Central and Post Office Building
- Staff chose more than the elected overall
- One staff and one elected chose every option on the list

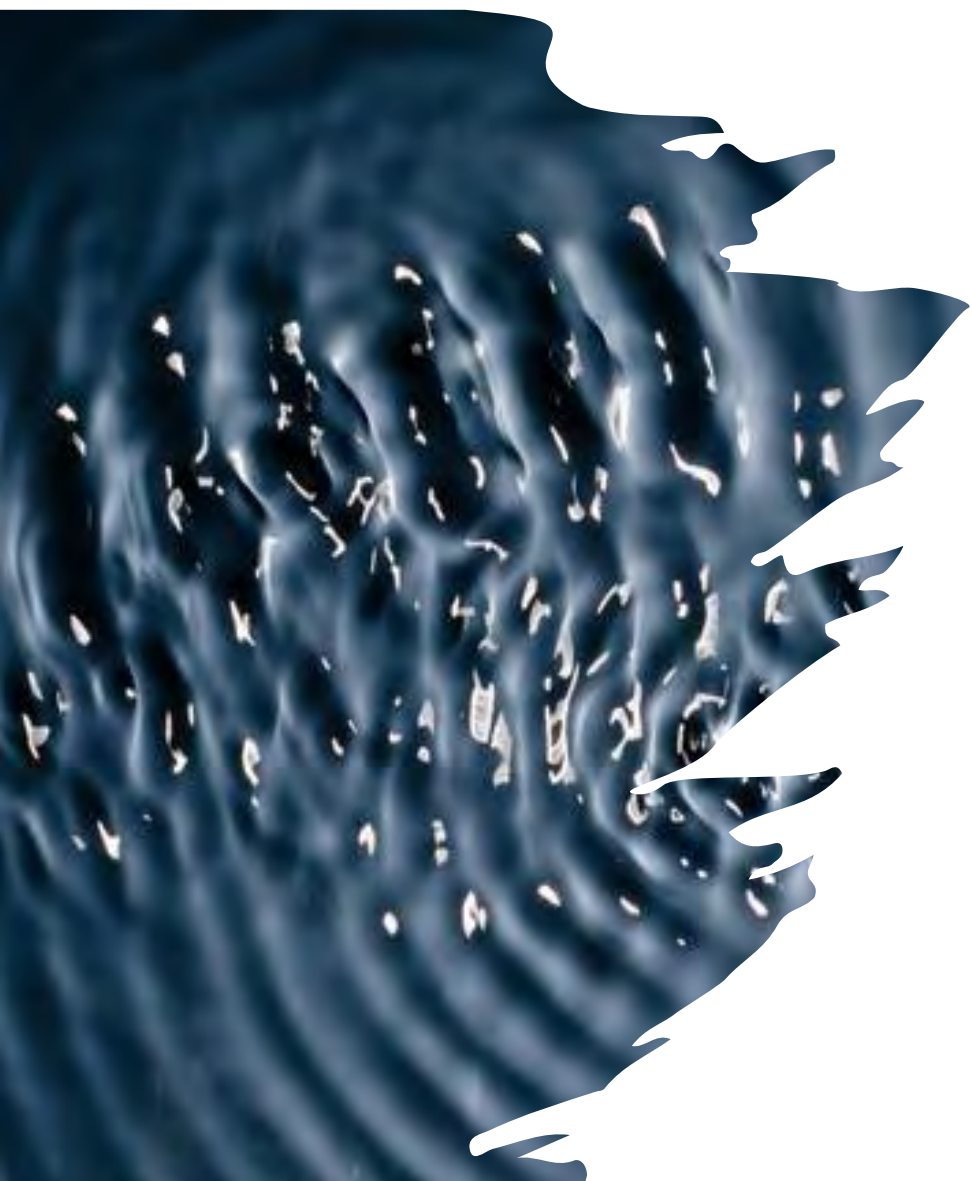


How should we prioritize these needs?

- Planning and evaluation (5)
 - We should do a formal facilities study to help in prioritizing our needs.
 - Rank projects
 - This would include input from the staff and public comment (limited) in meetings
 - Taxpayer input
- Someone outlined a process:
 - ✓ 1-Create an infrastructure master plan giving each department the opportunity to address their critical needs;
 - ✓ 2-Identify funding/bonding opportunities;
 - ✓ 3-Agree on design;
 - ✓ 4-Break ground and get it done

Strategic Assessment

Trends & Realities Impacting Success



INTERNAL

- Concentrate on the essentials, police, fire, sewer, water administration
- A new community center
- Affordable housing
- Limited eligible/available candidates for public office, especially Mayor - does ToA have a reliable future as a Town as we know it?
- Losing local Police and Dispatch services
- Public bathrooms

EXTERNAL

- Visitation
- Traffic/Transportation/Gondola
- Population Growth
- Climate Change
- Construction/Development
- Alta Ski Area ownership
- Tightening labor market



When you take the long view, what do you define as the greatest assets that will be depended on for success?

Shared Agreement:

- Staff
- Long term plan for the Town
- Identity and reputation
- Well informed and unbiased community leaders and elected officials



Greatest Vulnerabilities

Most common responses:

- Vulnerability to natural disasters, box canyon, one road
- Lack of planning
 - Lack of defined priorities and understanding of what a small town is supposed to do - - The Town is too scattered and the citizens and especially the employees suffer
 - Narrowness of scope and shortness of time horizon that is the default position of the ToA council.
 - Existing assets are in urgent need of maintenance or replacement
- Climate change
- Conflicts between council, and staff and appointed officials

Other comments:

- Concentrated, seasonal economy
- Public safety failures
- Large scale infrastructure failures
- Civil liability for failure to perform at best practice standards
- Communication / interference
- Climate change - our success relies disproportionately on the weather and the ski industry
- Maintaining a community of year-round residents
- Maintaining qualified staff
- Confidence around how we run the town council meeting – rules of operation
- Transportation, canyon
- Elites making decisions for elites at the expense of workers and our fragile Alta environment
- Commercial interests that want to exploit our natural environment for their own benefit-- They are willing to kill the goose to get the golden egg

What will be critical to optimize for future success?

SHARED AGREEMENT:

- **Long-term vision and planning**

- Leadership and direction
- Medium-term unifying roadmap to guide decision making
- Shared goals
- New town manager position
- Cohesive and collaborative teamwork among the staff and elected officials
- Focus on attainable outcomes, topics within Town's jurisdiction
- Focus on defined priorities of public service
- Focus on resilience and sustainability: financial, environmental, social

v

- **Flow of information / communication**

- Don't waste staff time
- Go through mayor and town manager
- Small staff and they work hard
- The emergence of a consensus builder on the staff

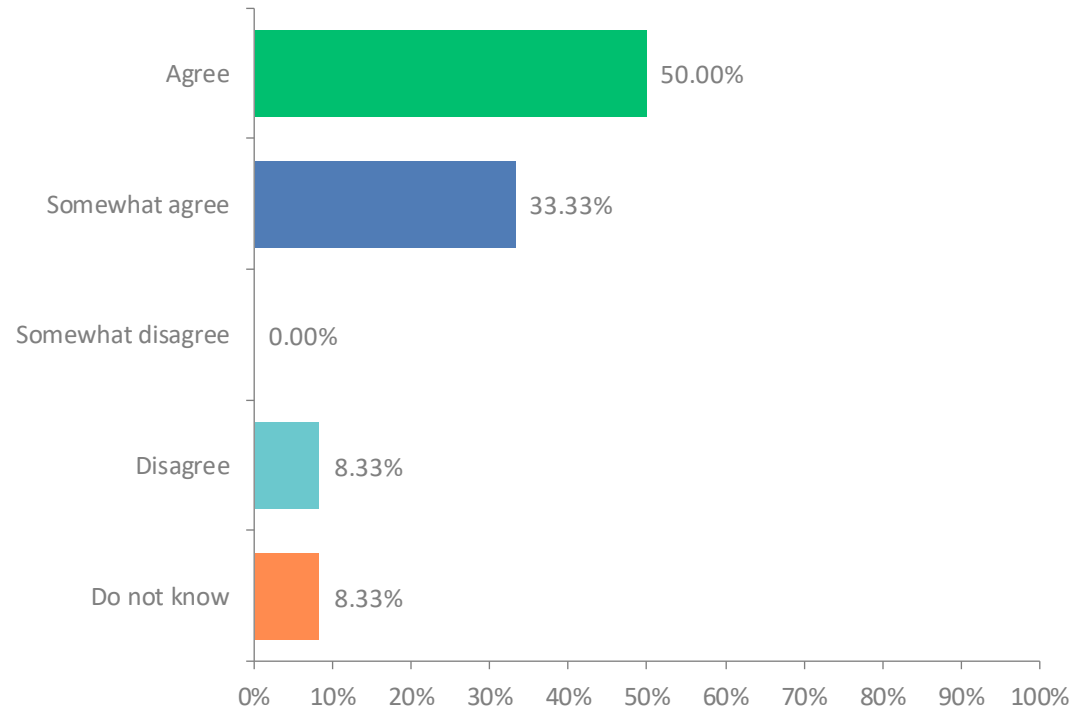
Other comments:

- Allies on the side of keeping the unique beauty of this area
- Wider representation of the workers of Alta in leadership and decision making
- Maintaining and continuing to leverage strong partnerships



The Town of Alta is fiscally responsible with its resources

Overall, elected leaders “Agree” while staff leaders more often “Somewhat agree”



Comments:

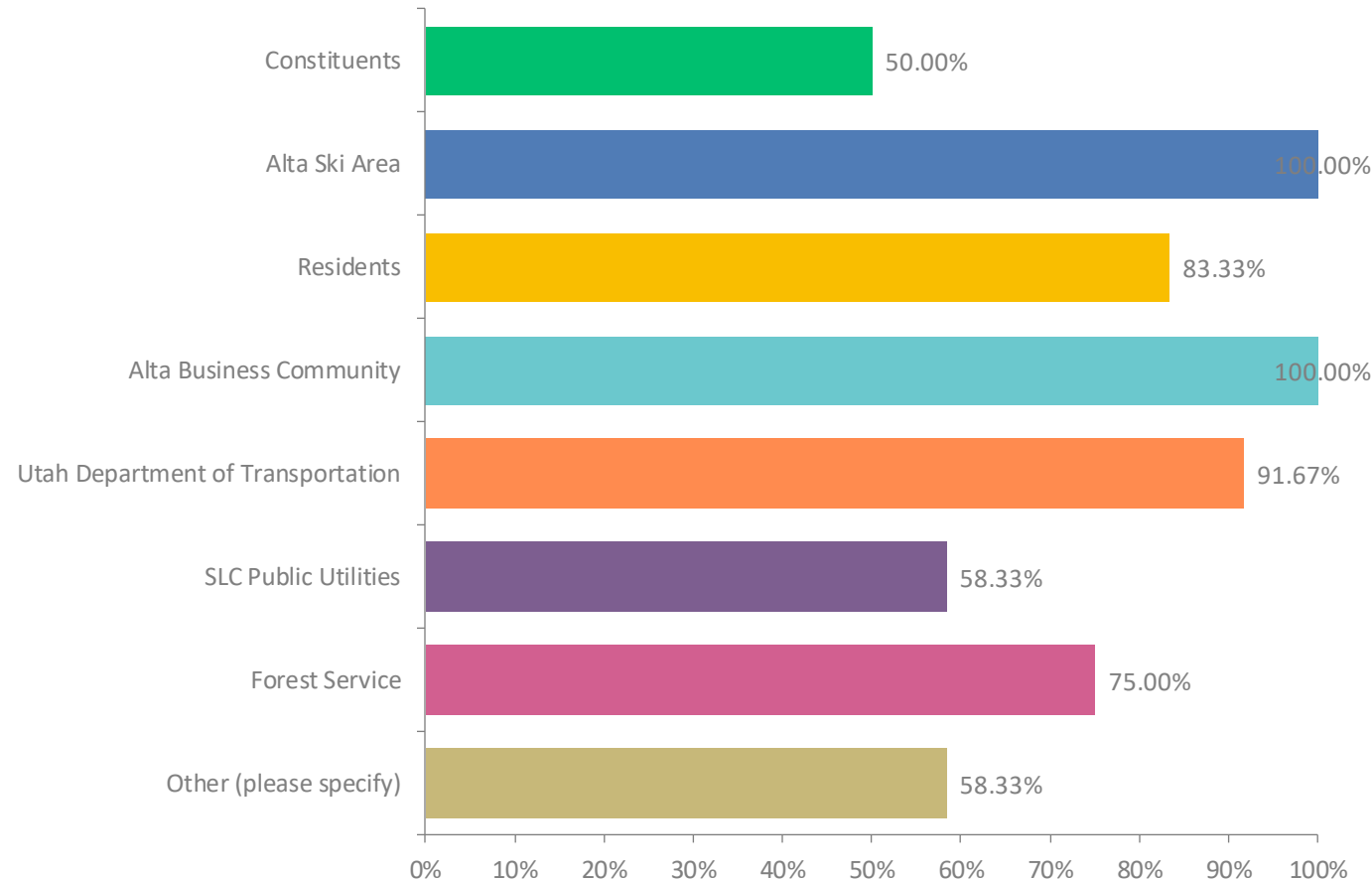
STAFF LEADERS

- Great job of micromanaging but that doesn't matter – there is no attention to strategic allocation of resources over time
- We budget conservatively and make smart expense decisions -- We need to improve project delivery and expedite plans for major capital replacement

ELECTED LEADERS

- We are sales tax dependent
- Budgets are moral documents. Do all Alta voters scrutinize and agree with the morality behind our expenditure priorities and amounts? If labor creates tax revenue, where is the reinvestment in labor?
- Hard question -- Don't know

Who do you define as partners? These entities, in some way, add value to what you are accomplishing. (Check all that apply and add to the list as needed)



Other partners mentioned:

- Friends of LCC
- Local and regional nonprofits
- Salt Lake City
- Salt Lake County
- Salt Lake County Emergency Management
- Salt Lake County Service Area #3
- Salt Lake Valley Emergency Communications Center
- Salt Lake Valley Health Department
- Save Our Canyons
- Snowbird Ski and Summer Resort
- State of Utah, esp Division of Drinking Water
- Students for the Wasatch
- UFA
- Unified Fire
- Unified Police/SLCO Sheriff
- Utah Transit Authority
- Visitors/tourists

Comments:

- UDOT might be a foe! Delicate balance with them. If town ran a transportation service I would support that
- All who live Alta, the place and the concept

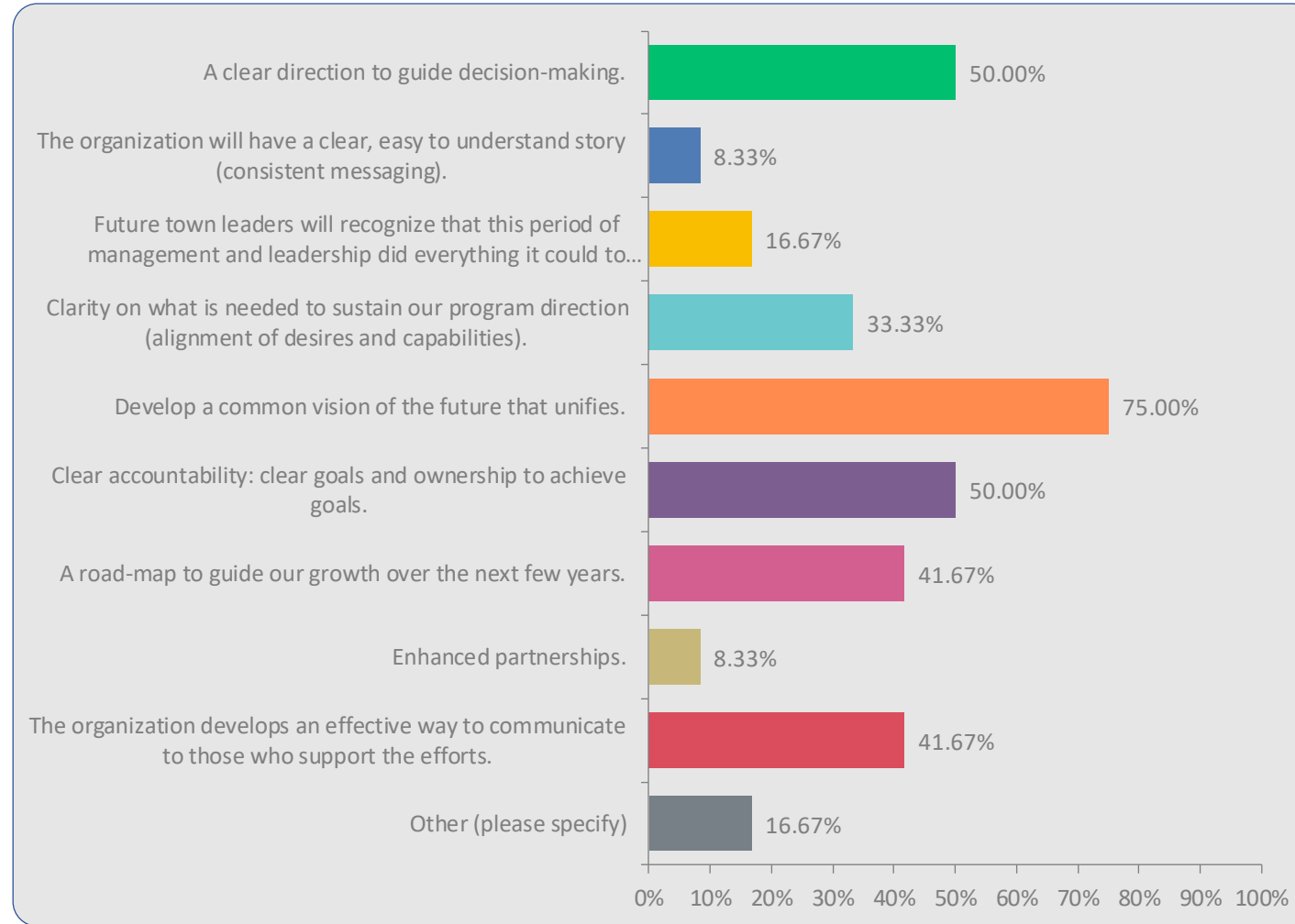
What are the critical issues that must be discussed in this planning process?

Shared agreement around key themes of setting priorities and a vision for the town and clarifying roles and responsibilities for staff and elected leaders.

- Setting priorities
- Vision for the Town – are we aligned?
- Process and procedure, roles and responsibilities
 - We need an org chart! Clear guidance on who is responsible for what
- Building consensus
- Staff recruiting and retention
- Roles and responsibilities



Success for this planning process...



TOP THREE RESPONSES:

1. Develop a common vision of the future that unifies.
2. A clear direction to guide decision-making
3. Clear accountability; clear goals and ownership to achieve goals

Strategic Assessment Template

Broad and shared compilation of facts, beliefs, and perceptions



Strengths

- Strengths of your current business model
- Core competencies
- Competitive advantage
- Brand heritage and reputation
- People, processes & relationships

After reviewing the assessment, the group developed a SWOT analysis working in small groups. The SWOT notes were agreed upon in group process. The notes and typed version detail are included on the following pages.



Weaknesses



- Issues, obstacles, trends or realities that you know you must plan to overcome to achieve success.
- Typically, well known



Opportunities

- The trends, innovations, shifts in values that can enhance your success if you take advantage of them.

Threats



- The trends, innovations, shifts in values that could become obstacles to your success.
- Typically, little knowledge about them

STRATEGIC ASSESSMENT SWOT DEVELOPED IN GROUP SESSION



Strengths



Weaknesses

S W O T	
STRENGTHS • Experience, dedication of staff • Financial position ★ Location • Small size allows for nimbleness • Resilience & strong partnerships • Barrier to communication is low. • Engaged leadership	OPPORTUNITIES • Hyper attuned to threats • Resources available to tackle challenges UBOT + Forrest ★ strength of partnerships • Change Relationships with external leaders can be strengthened & leveraged • Increased visitation Increased summer activity • Budget of partners
WEAKNESSES • Deadend canyon + one road • Town's lack of land ownership • Subject to politics outside canyon • Finding + retaining staff • Intense weather variability • Reliant on visitors + tourism • Avalanche treats • Town building maintenance • Lost relationships with external leaders	THREATS • Increased strain on resources • Emergency + law enforcement changing uniaue roads • External jurisdiction - decisions by others greatly impact Alta • Climate Change



Opportunities



Threats

Strategic Assessment Template

Broad and shared compilation of facts, beliefs, and perceptions



Strengths

- Experience, dedication of staff
- Financial position
- Location
- Small size allows for nimbleness
- Resilience and strong partnerships
- Barrier to communication is low
- Engaged leadership



Opportunities

- Hyper-attuned to threats
- Resources available to tackle challenges
 - UDOT and Forest Service
- Relationships with external leaders can be strengthened and leveraged
- Change
- Increased visitation
- Increased summer activity
- Budget and resources of partners

This is the final SWOT with minor edits after final review.



Weaknesses



- Setting priorities within current structure
- Lack of clarity around governance
- Short planning horizon
- Dead-end canyon and one road
- Town's lack of land ownership
- Subject to politics outside canyon
- Finding and retaining staff
- Weather, avalanche threats
- Town building maintenance
- Lost relationships with ext

Threats



- Increased strain on resources
- Emergency and law enforcement changing
- Unique needs of our law enforcement team
- External jurisdiction – decisions by others greatly impact Alta
- Climate change



Council and staff working together in small groups.

TOWN OF ALTA VISION OF SUCCESS

Chris Cawley came to the meeting having prepared his Vision of Success as the newly appointed Town Manager. He began with a nod to the past and acknowledged predecessors and their successes. He talked about the challenges they faces and those that continue. Chris reviewed roles and responsibilities and presented an organizational chart that he developed. His Vision of Success outlined a path to get there, what he and the staff need to do their job and serve the Town well.

Participants then worked in small groups to articulate a group vision of Success for the Town. Pathway offered a framework of six major themes for the group to use. See Chris's presentation and the notes and work accomplished on the following pages.



Roles and Responsibilities, Vision of Success

Alta Town Council Retreat
January 11, 2024



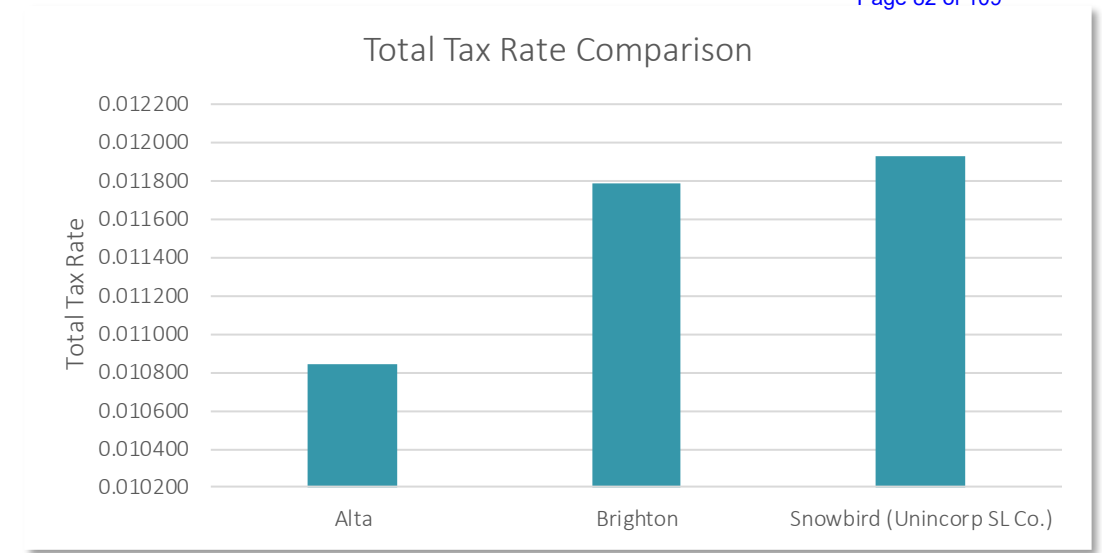


Let's
Acknowledge
Our
Predecessors



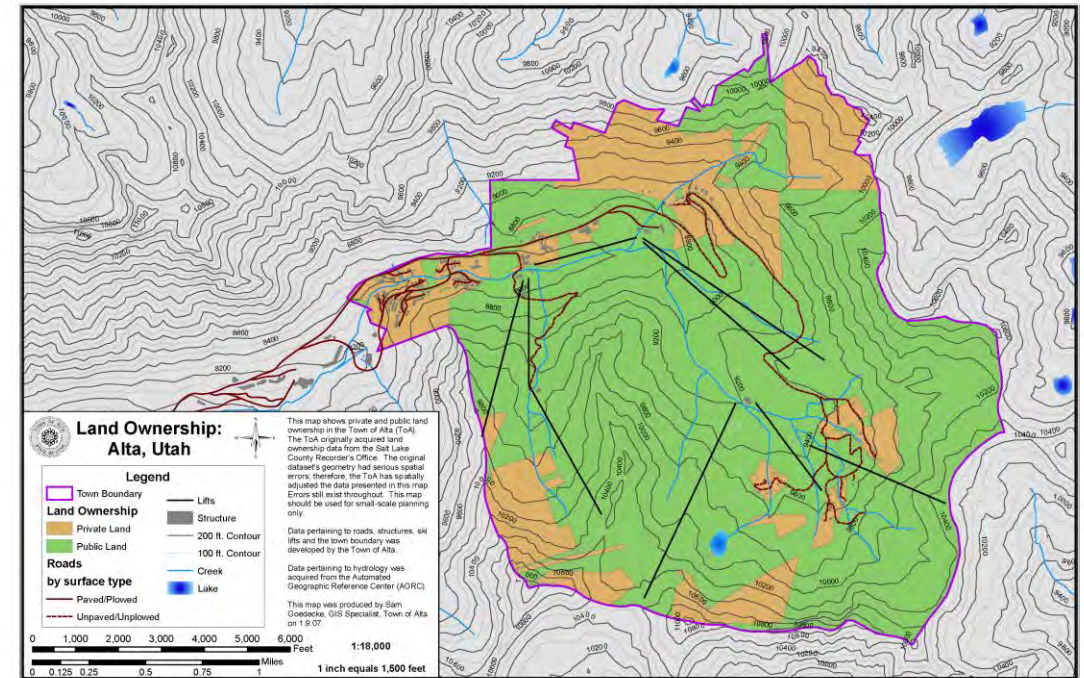
...and their successes

- Just look at Alta!
 - Healthy environment, landscape dominates
 - Alta's been thoughtfully developed
 - People are passionate about Alta despite its challenges
- Just look at our budgets
 - Stable, growing revenues
- Town has provided consistent, reliable services over time in a radical, constrained environment
- Alta property tax rates are competitive
 - 8 percent lower than Brighton
 - 10 percent lower than Snowbird
- Outstanding relationships with partners



...and the challenges they faced – and that we face...

- Town of Alta has limited jurisdiction or direct control
 - Federal land, other overlapping jurisdictions
- Limited resources
 - Budget, land ownership
- Extremely challenging environment
- Concentrated, seasonal economy
- Constant litigation with developers
- Population growth and increased visitation
- Climate change



...continued!

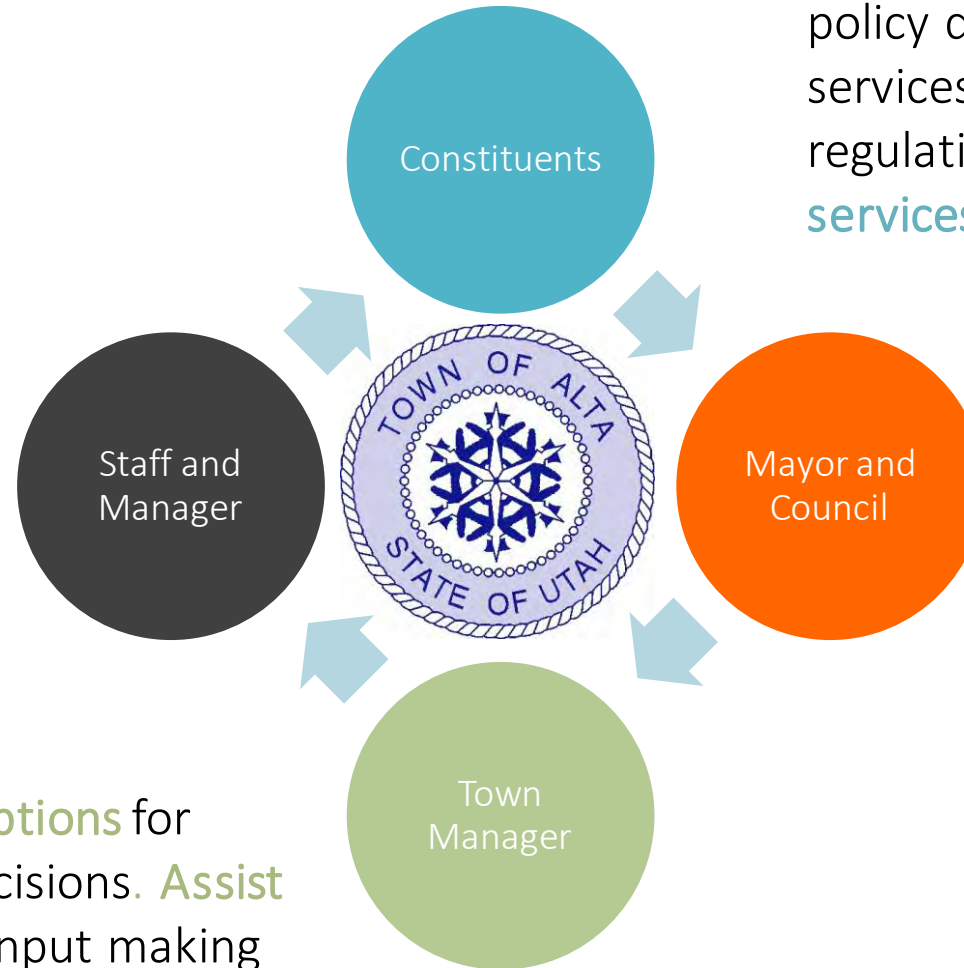
- Revenues have grown faster than our capacity to plan and implement
- Crisis focus: Development, Mountain Accord, Gondola, Covid, Parking, Dogs...
- Inconsistent direction
- Working in Alta is a blessing but also a burden
- Unclear roles and responsibilities, disregard for them



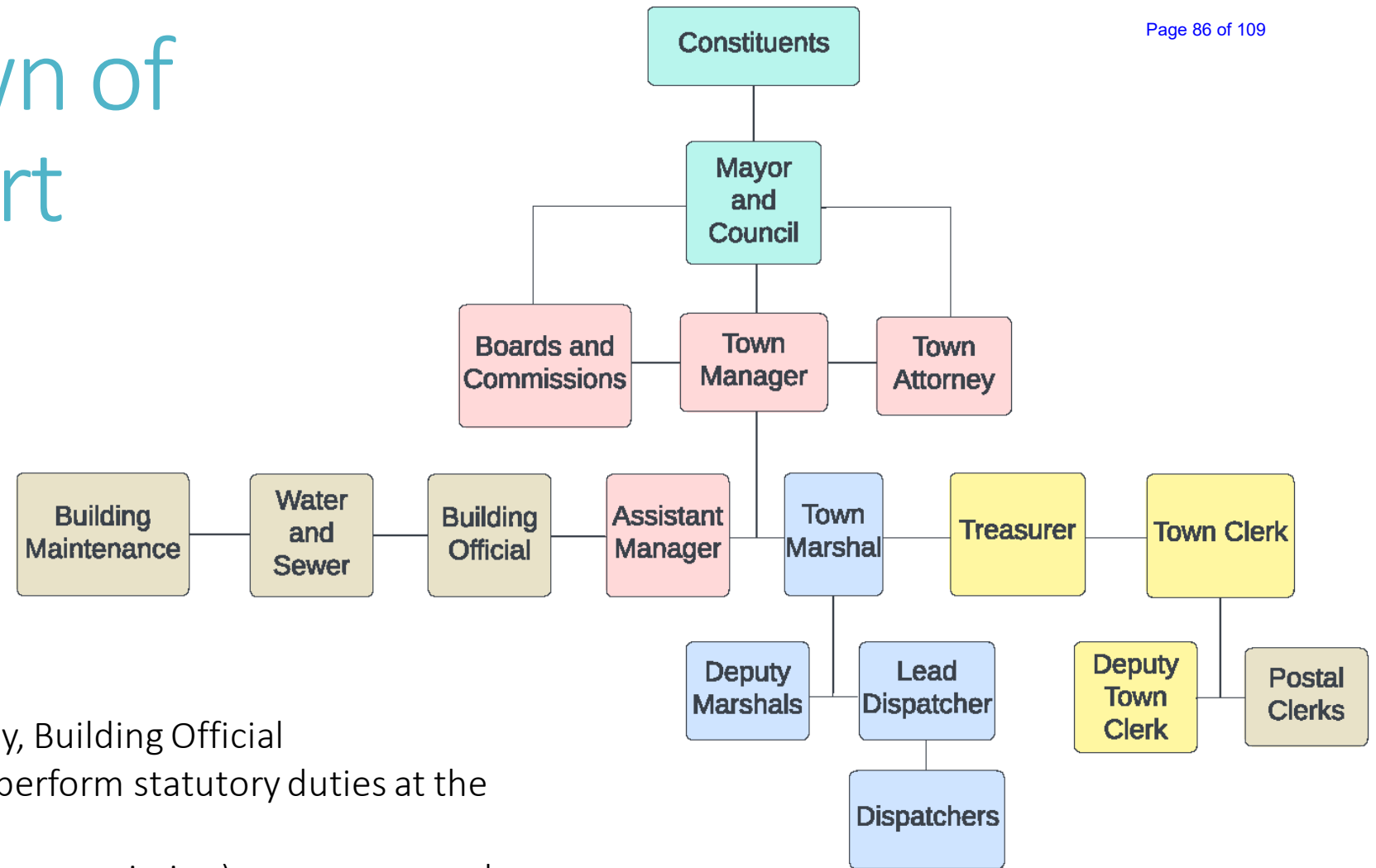
Roles and Responsibilities

Implement policy decisions, **manage** town services, programs, and regulations. **Serve** constituents.

Work with staff to **present options** for implementation of policy decisions. **Assist mayor and council** in taking input making policy decisions. Direct staff.



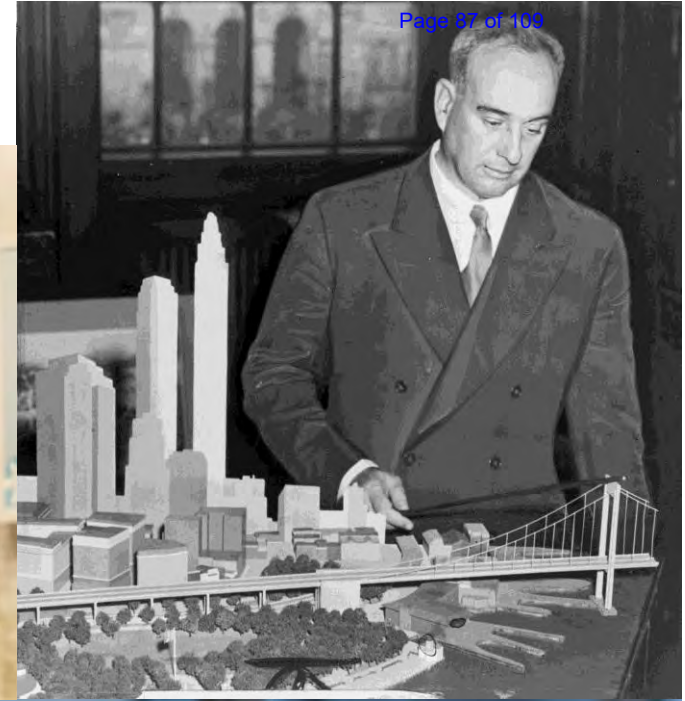
Behold - Town of Alta Org Chart



- Clerk, Treasurer, Marshal, Attorney, Building Official
 - Appointed by the council to perform statutory duties at the direction of the manager
- Boards and commissions (planning commission) are empowered by state code and town ordinance

Town Manager

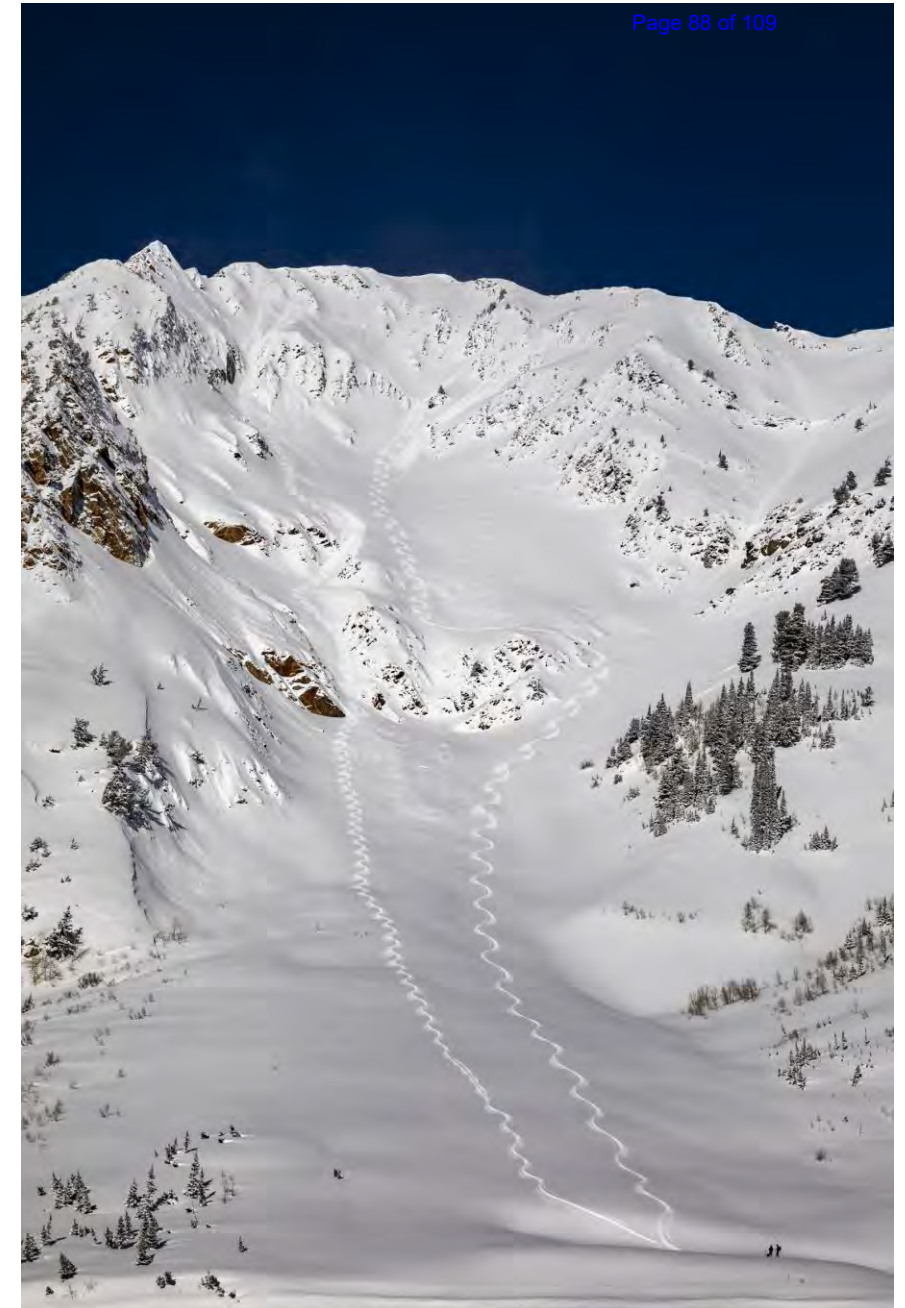
- *A Brave New World...hopefully not 1984*
- Statutory mayoral duties delegated
- Manage internal affairs
- Primary conduit between elected officials and staff
- Carry out policies, provide reports
- Supervise TOA assets
- Execute and enforce laws and ordinances,
- observe contracts etc.



Vision of success

The Town of Alta is:

- High performance
- Unified, linear
- Modern, future oriented
- Sustainable, resilient
- Transparent, legible, understood, appreciated
- Calm, cool, collected
- Coalition of the willing? Competitive and selective
- Open minded
- We have a plan!



How do we get there?

Improve Capacity

- Optimize
- Embrace and Invest in technology
- Internal process improvement
- Reporting and accountability
- Prioritize attainable goals

Communication, Engagement

- Engage community in planning
- Does community understand the town's role and our limitations?

Lengthen Planning Horizon

- Short/medium/long term plans:
 - Capital improvements
 - Programs and projects
 - Land Use
 - Community Vision

Improve Governance

- Clarify council-staff roles & relationships
- Council focuses on policy and priorities
- Planning and decision-making process

What do I need? What does staff need?

- *A plan, and a planning process*
 - *Where do we go after today? 2 years? 10 years?*
- *Town Council Direction*
 - *What outcomes does the council want to see?*
 - *What resources will be devoted to achieve the outcomes?*
 - *Staff proposes pathways to implement policy*
 - *Works with council to determine presentation, communication*

Thank you for your service!!



Town Manager Vision of Success

- ✓ High performance organization
- ✓ Unified and linear
- ✓ Operating according to a plan
- ✓ Future oriented and technologically empowered
- ✓ Sustainable and resilient in terms of revenue and as an employer
- ✓ Enhance transparency through streamlined communications
- ✓ Reactive to proactive – no more “hair on fire”
- ✓ Open-minded, open to improvement and change
- ✓ Short, medium, and long-term plans
- ✓ Community engagement in planning
- ✓ Role clarity across the board

VISION

- High performance organization
- Unified & linear
- Operating according to a plan
- Future oriented & technologically empowered
- Sustainable & resilient in terms of revenue & as an employer
- Enhance transparency through streamlined ~~planned~~ communications.
- Proactive > reactive – no more hair on fire
- Open minded, open to improvements & change
- Short, medium & long-term plans
- Community engagement in planning
- Role clarity across the board

LONG-RANGE VISION OF SUCCESS

Core Competencies

What will you be known for? What do you want to be best at to achieve your vision? What are your core competencies?

Fiscal Strength and Focus

How will you manage revenue and finances? How does the budget process align with our strategies?

Organizational Model

How our leadership manages accountability, role clarity, and responsibilities? How does our use of technology support this model?

Summary Vision Statement



Key Collaborators & Partners

Who will your key partners be? What advocacy or policy activities will you take up with others? What relevant competition must be considered? How have they shifted or evolved? How do you depend on them?

People and culture

What will set your organization apart? How will you attract and retain staff, and make engaging with your organization unique?

Results and Performance Measures

*How will you know you are succeeding?
What metrics/objectives/impacts will you use? What technology will help us manage the dashboard and the details?*

After Chris Cawley spoke on a vision of success for the town, participants worked in small groups to articulate and write the draft Town vision of success using this worksheet. Pathway offered these six major themes as a way to develop the vision.

VISION OF SUCCESS

Our financial sustainability is...

- Comprised of diverse revenue streams
- enhanced by careful expense management

Partners and allies contributed to our success by...

- Expanding our offerings
- Advocating for our vision of Alta
- Being powerful allies and having influence
- Helping us to bypass red tape

VISION OF SUCCESS

Our services are known for...

- Responsiveness
- Welcoming
- Dedicated
- Smooth services
- high performing
- Accessibility + reliability

Our success is measured by...

- Public acknowledgment of our services
- Financial audits, financial strength
- Technological advancements leading to efficiencies
- Increased transparency + streamlined communications
- Self assessment of achievements
- Our longevity
- updated + well-maintained infrastructure

VISION OF SUCCESS

Our model or structure is...

- based in consensus decision making
- consistent for staff support + management
- open to continuous improvement

Our people and culture are distinguished by...

- Stability as an employer
- Competitive compensation + benefits
- High-functioning team
- Having incredible vision
- Happiness to be here!
- Passion for recreation and outdoors

This is the draft Town of Alta Vision of Success developed in the retreat. The next page offers a typed version of the draft vision.

VISION OF SUCCESS

REFLECT upon your wishes and dreams for the future.
What would you like to have helped build; what will be your legacy?

Our financial sustainability is ...

- *Comprised of diverse revenue streams*
- *Enhanced by careful expense management*

Our services are known for...

- *Responsiveness*
- *Welcoming*
- *Dedicated*
- *Smooth running*
- *High performing*
- *Accessibility and reliability*

Our model or structure is...

- *Based in consensus decision-making*
- *Consistency for staff support and management*
- *Open to continuous improvement*

Summary Vision Statement

Partners and allies contributed to our success by ...

- *Expanding our offerings*
- *Advocating for our vision of Alta*
- *Being powerful allies and having influence*
- *Helping us to bypass red tape*

Our success is measured by...

- *Public acknowledgement of our services*
- *Financial audits, financial strength*
- *Technological advancements leading to efficiencies*
- *Increased transparency and streamlined communicators*
- *Self-assessment of achievements*
- *Our longevity*
- *Updated and well-maintained infrastructure*

Our people and culture are distinguished by...

- *Stability as an employer*
- *Competitive compensation and benefits*
- *High-functioning team*
- *Having incredible vision*
- *Happiness to be here!*
- *Passion for recreation and outdoors*

VISION STATEMENT WORK

- ❑ The agenda scheduled time for the group to review and update the Town of Alta Vision Statement. After a brief discussion the council requested that the staff team work on a suggested Vision Statement to bring back to the council at a future date. Chris agreed and the group left the topic.

Why are we in business? (Vision)

- Vision is a compelling verbal image that forms a picture for the future. It should define what the organization seeks to become, yet also describe something realistic.
- What is our dream and the loftiest picture?
- What will be different for those we serve?

EXERCISE:

Who do we serve?

What end do we seek?

CURRENT VISION

MARSHAL'S OFFICE DISCUSSION

MARSHAL'S OFFICE

As part of the assessment, a specific discussion around the Marshal's office surfaced. Key needs identified were around challenges with staffing and recruiting, facilities, and more recent needs to adapt to complex investigations.

Needs:

- ☐ Staffing and recruiting with valley PD competition
- ☐ Facilities and tools to do Marshall work
- ☐ Adapting to complex investigations
- ✓ Staffing
- ✓ Housing
- ✓ Staff decision-making empowerment

Marshall Office needs:

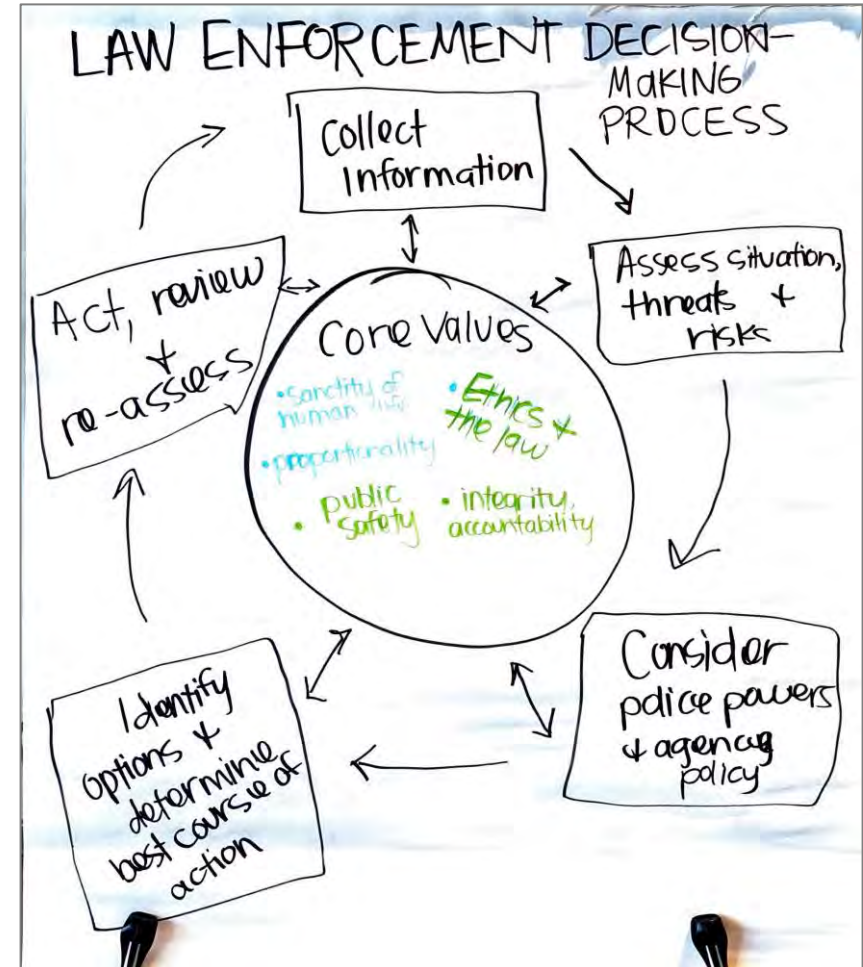
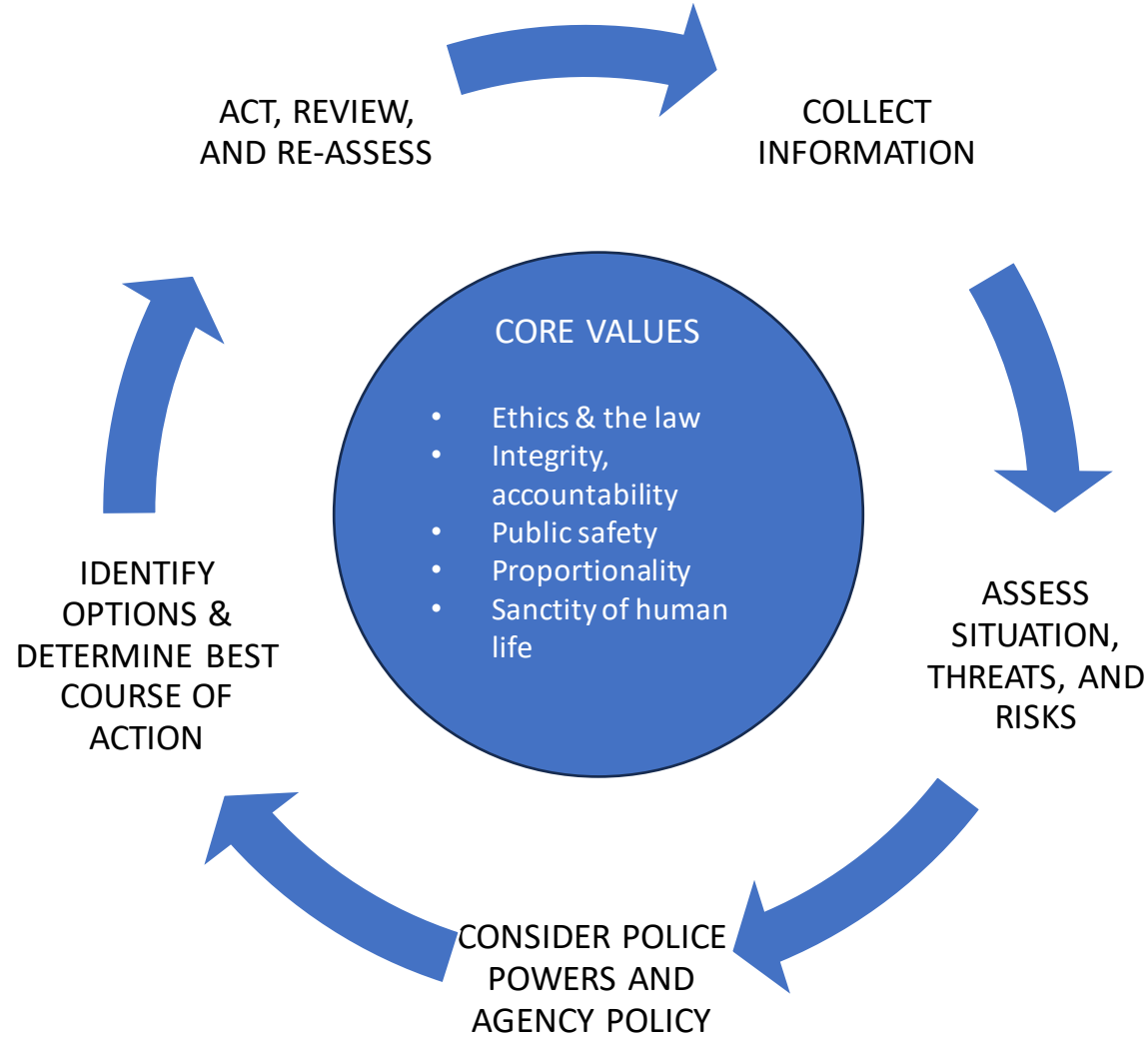
- Staffing & recruiting with valley PD competition.
- Facilities & tools to do Marshall work.
- Adapting to complex investigations.

- Concerned about long-term ability to recruit & retain staff.
 - Use surplus to address staffing challenges.

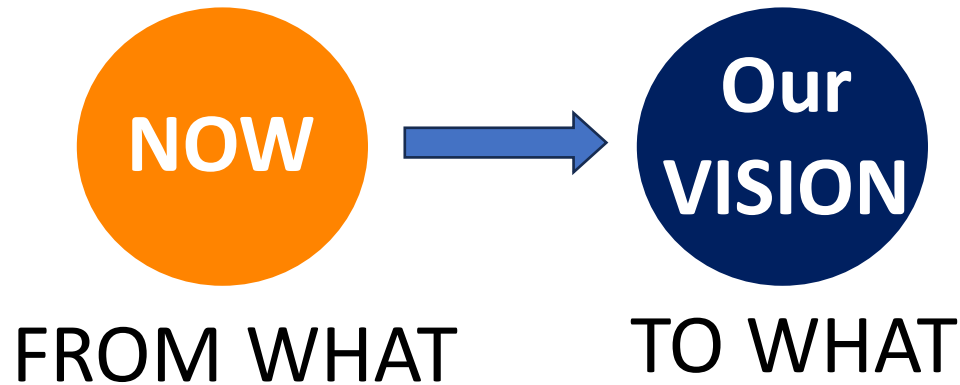
- Maintaining or growing affordable residences is challenged by road & general housing cost increases.

- Town Manager should be empowered to make decisions necessary to carry out town policies.

MARSHAL'S OFFICE: LAW ENFORCEMENT DECISION-MAKING PROCESS



WHAT PRIORITIES MUST WE ADDRESS?



FROM – TO EXERCISE

The group was asked to work on an exercise to outline priorities from the perspective of where we see ourselves NOW, and what our VISION would be for the future. The team built a list of FROM and TO, and then prioritized their choices with votes using sticky dots.

See the following page to review the list and priorities.

FROM... → TO...

- Reactive responses
- Confusion on roles + priorities
- Deficiencies
- Threats
- Dogmatic
- Analog
- General consensus
- Unknown condition
- Annual planning
- Supposed/assumed
- Varied information delivery
- Purposely consent agenda
- Staff presenting challenges

- Proactive planning
- Clarity on roles + priorities
- Capabilities
- Opportunities - embrace + leverage change
- Flexible
- Digital/modern
- Consistent plan
- Well-maintained, updated infrastructure
- Multi-year planning
- Informed
- Clear communication channels + regular updates
- Dialogue around staff-led agenda item
- Staff presenting proposed solutions

DETERMINING TOP PRIORITIES

Two top priorities emerged in this abbreviated format which begins to form the development of a strategic plan. In a full strategic planning process, more detail would surface in multiple priorities identified. Through the survey, interviews, and retreat to this point, two key priorities were agreed upon by the group:

1. Long-term planning
2. Governance and clarity around roles and responsibilities

Participants were asked to work on one of these in small groups for about thirty minutes. After that, they reported on their progress. Note the following pages.

FROM

Reactive responses
 Confusion on roles & priorities
 Deficiencies
 Threats
 Dogmatic
 Analog
General consensus
 Unknown condition
 Annual planning
 Supposed / assumed
 Varied information delivery

Purely consent agenda
 Staff presenting challenges

TO

Proactive planning
 Clarity on roles & priorities
 Capabilities
 Opportunities – embrace and leverage change
 Flexible
 Digital / modern
 Consistent plan
 Well-maintained, updated infrastructure
 Multi-year planning
 Informed
 Clear communication channels & regular

Dialogue around staff-led agenda items
 Staff presenting proposed solutions

TOP PRIORITIES SMALL GROUP WORK

These are the original worksheets from the small group work in the retreat. The following pages are the typed versions of the worksheets.



WORKING TITLE: IMPROVED GOVERNANCE SELECT a note taker and a timekeeper. Names:

1. Clarify the scope of your core strategic focus area.

What is IN scope? What is OUT of scope?

IN scope: STATUTORY RESP., ORG CHART, SHARE GOALS, STAFF - COUNCIL-PUBLIC RELATION, CODE UPDATES, ADMIN. US. LEGISL., WHO MAKES WHAT DECISIONS, COMMUNICATION, IMPLEMENTATION (POST 6), OPERATION, PRIORITIZATION (PRE-6), PLANNING

2. Define success: What will happen as a result of your initiative realizing its full potential?
How will you measure success?

EFFICIENT DECISIONS = PROJECTS DONE SERVICES ENHANCED
CLEAR ROLES/RESP. EMPOWERED STAFF
CITIZENS KNOW/APPEALABLE WHEN THEY GET

3. Generate a list of what actions need to be done/must happen to achieve success as defined.

- 1. D. CLEAR ~~OWN~~ MISSION/FUNCTIONS
- STRENGTH/WEAKNESS ASSESSMENT
- IMPROVE INFO. TO COUNCIL
- TOWN MANAGER INVOLVED ALWAYS.
- PLAN TO IMPLEMENT

4. Cluster/Group your list into three timeframes.

Now (Short Term: 12-18 months)

- CAPAS/NEEDS ASSESS → COUNCIL BRIEFING
- WEAKNESS CORRECTING ACTIONS
- MISSION VALUES - TOWN MGR INVOLVED
- ROLES/RESP

Next (Longer Term: 24-36 months)

- "PLAN" IN PLACE
- IMPROVE INFO TO COUNCIL
- CODE UPDATES
- CONTINUITY/SUCCESSION

Then (ultimately)

- REPORTING, UPDATE



WORKING TITLE: LONG TERM PLANNING SELECT a note taker and a timekeeper. Names:

1. Clarify the scope of your core strategic focus area.

What is IN scope? What is OUT of scope?

IN scope: Infrastructure Projects, Engineering, Timeliness, Realistic, Cost, Town management, Staff planning/mgmt

2. Define success: What will happen as a result of your initiative realizing its full potential?
How will you measure success?

- more project completion - plan utilization
- Resilient infra structure

3. Generate a list of what actions need to be done/must happen to achieve success as defined.

- Conducting studies
- Facilities plan
- Long Term plan

4. Cluster/Group your list into three timeframes.

Now (Short Term: 12-18 months)

* Facilities plans/Needs Assessment
Land planning
Asset management

Next (Longer Term: 24-36 months)

project execution
Land Acquisition
new Funding opportunities

Then (ultimately)
generational equity



1. Clarify the scope of your initiative: What do you want to do?

What is IN scope?	What is OUT of scope?
Statutory responsibility Organizational chart Shared goals Staff, council, public relations Decision-making process Updated CODE Administrative vs legislative	Implementation Operation Prioritization planning

2. Define success: What will happen as a result of your initiative realizing its full potential?

How will you measure success?
Efficient decisions = projects COMPLETE, Services rendered Clear roles and responsibilities Citizens know and appreciate what they get Happy, empowered staff

3. Generate a list of what needs to be done/has to happen to achieve success as you have defined it.

Clear Mission and Values Strengths and weakness assessment Improved information to Council Town Manager is always in the loop Plan to implement Reporting
--

4. Cluster/Group your list into three timeframes.

Now	Next	Then
The next 12 months	Medium Term: 12+ to 36 months	Longer Term: 36+ “ultimately”
Capacity/needs assessment – council briefing ... Corrective actions ID Mission / values Town Manager in the loop Roles and responsibilities	”Plan” in place Improve information to Council Code updates Continuity, succession	Reporting, updates

1. Clarify the scope of your initiative: What do you want to do?

What is IN scope?	What is OUT of s cope?
Infrastructure projects Engineering Timelines, realistic Cost Town management Staff planning / management	

2. Define success: What will happen as a result of your initiative realizing its full potential?

How will you measure success?
More project completion Resilient infrastructure Plan utilization

3. Generate a list of what needs to be done/has to happen to achieve success as you have defined it.

Conducting studies Facilities plan Long-term plan

4. Cluster/Group your list into three timeframes.

Now	Next	Then
The next 12 months	Medium Term: 12+ to 36 months	Longer Term: 36+ “ultimately”
Facilities needs assessment* Land planning Asset management	Project execution Land acquisition New funding opportunities	Generational equity

EVALUATION AND WRAP UP

Julie provided an overview of the work accomplished and the group weighed in with an evaluation citing what they liked and thought worked well, and what they would have changed. There was general appreciation for the commitment of each of the participants, staff and elected officials, to the Town of Alta.

EVALUATION

What did you like?

- Individual interviews and surveys in advance
- Facilitation (independent, neutral)
- New format allowed for new alignment
- Lots of listening
- Comfortable venue
- Equal opportunity for participation
- Manageable group size

What would you change:

- More time
- Do this more routinely
- Less snowy time of year
- Expand invite list by a few
- Public involvement?

 <u>What did you like?</u>	 <u>What would you change?</u>
- Preparation	- More time
- Individual interviews + survey that allow multiple points of feedback	- Do this more routinely
- Facilitation *independent neutral	- Less snowy time of year
- New format allowed for new alignment	- Expand invite list by a few
- Lots of listening	- Public involvement?
- Comfortable venue	
- Equal opportunity for participation	
- Manageable group size	

APPENDIX



PHOTOS FROM THE RETREAT



PHOTOS FROM THE RETREAT



PHOTOS FROM THE RETREAT





Thank you for the opportunity to work with you on behalf of the future of the Town of Alta. This report includes the responses and assessment of those surveyed and interviewed, and in the retreat session.

As individuals, you express deep commitment to the Town. As a group, you embody a community with shared agreement in every key measure. We hope you feel empowered to continue this important work. Pathway is confident that your continued work in strategy and planning will yield excellent results.

Julie DeLong
Pathway Associates
Julie@pathwayassoc.co
866-306-0699
www.pathwayassoc.com



Alta Town Council

Re: Meeting Rules and Procedures



From: Chris Cawley, Jen Clancy

Date Written: February 8, 2024

Pursuant to Utah Code 10-3-606, the Town of Alta is required to adopt rules of order and procedure to govern its meetings of the Town Council. Currently, the council is operating under the rules and procedures that were adopted on November 9, 2022, via Resolution 2022-R-19¹.

During a review of the meeting rules and procedures at the January council meeting the council invited staff to update the rules and procedures. In summary the council wanted to:

- Follow state code
- Add an emergency meeting provision and adjust the timeline for special meetings
- Add the ability for a councilmember to abstain from votes
- Soften some of the language in such a way that it provides helpful timing guidelines to keep the staff and council moving forward yet acknowledges unexpected situations can happen.

During review of the Town's Resolution, staff reviewed the Town's meeting ordinance² -Title 1, Chapter 5, Section 4: Meetings; Procedure and Conduct. Staff and legal counsel recognized that to make some of the changes requested, an ordinance update also made sense. Additionally, because the intent of the council was to follow state code, we are recommending that the council repeal the Town ordinance 1-5-4 and adopt Resolution 2024-R-4.

Recommendation:

Staff recommends repealing Town Code 1-5-4 by passing Ordinance 2024-O-3 and adopting Resolution 2024-R-4 to update the meeting rules and procedures as drafted.

¹ <https://townofalta.com/wp-content/uploads/2022/11/2022-R-19-Alta-Rules-of-Procedure-Resolution-1.pdf>

² https://codelibrary.amlegal.com/codes/altaut/latest/alta_ut/0-0-0-199

TOWN OF ALTA

ORDINANCE # 2024-O-3

**AN ORDINANCE REPEALING TITLE 1, CHAPTER 5, SECTION 4 MEETINGS;
PROCEDURE AND CONDUCT**

WHEREAS, Utah Code §§10-3-502, 504-508, 601, 607 and 608 set out State Code minimum requirements regarding the rules and procedures related to council meetings.

WHEREAS, Utah Code § 10-3-606 requires the legislative body to adopt rules of order and procedure; and

WHEREAS, The Alta Town Council will follow the Utah State Code meeting requirements; and

NOW THEREFORE, BE IT ORDAINED by Town Council of Alta, Utah that:

Section I: Title 1, Chapter 5 “Meetings: Procedure and Conduct” is hereby repealed as follows:

~~1-5-4: MEETINGS; PROCEDURE AND CONDUCT:~~

~~—A. Regular Meetings: The town council shall set the schedule of yearly meetings at the June town council meeting. Said meeting schedule shall be duly posted as required by state law.~~

~~—1. If the meeting date is a legal holiday, then the meeting may be held at the same time and place above described on the next following day which is not a legal holiday.~~

~~—2. The governing body may provide for a different time and place for holding regular meetings of the governing body. (1980 Code § 3-502; amd. 2010 Code)~~

~~—B. Special Meetings: If at any time the business of the town requires a special meeting of the governing body, such meeting may be ordered by the mayor or any two (2) members of the governing body. The order shall be entered in the minutes of the governing body. The order shall provide at least three (3) hours’ notice of the special meeting, and notice thereof shall be served by the town clerk on each member who did not sign the order by delivering the notice personally or by leaving it at the member’s usual place of abode. The personal appearance by a member at any specially called meeting constitutes a waiver of the notice required in this subsection.—C. Compelling Attendance: The governing body may compel the attendance of its own members at its meetings and provide penalties it considers necessary for the failure to comply with an exercise of the authority to compel attendance. (2010 Code)~~

Section II: Effective Date. This Ordinance shall become effective upon publication.

PASSED AND APPROVED by the Town of Alta Town Council, Utah, this 14th day of February, 2024.

By: TOWN OF ALTA

Mayor, Roger Bourke

Attest:

Jen Clancy, Town Clerk

Ordinance/summary published on Utah state noticing website on _____.
Effective date of Ordinance: _____.

Vote:

Mayor Bourke _____

Councilmember Byrne _____

Councilmember Schilling _____

Councilmember Ancil _____

Councilmember Morgan _____

DRAFT

TOWN OF ALTA

RESOLUTION 2024-R-4

**A RESOLUTION REPEALING AND REPLACING THE
RULES OF ORDER AND PROCEDURE
FOR ALTA TOWN COUNCIL MEETINGS**

WHEREAS, Utah Code § 10-3-606 requires the legislative body to adopt rules of order and procedure; and

WHEREAS, Utah Code §§10-3-502, 504-508, 601, 607 and 608 set out State Code minimum requirements regarding the rules and procedures related to council meetings:

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF ALTA, UTAH that the Council shall adopt Rules of Order and Procedure to govern its meetings as attached as Attachment 1 below.

This Resolution shall take effect immediately.

PASSED AND APPROVED this 14th day of February, 2024

BY _____
Roger Bourke, Mayor

ATTEST _____
Jen Clancy, Town Clerk

Vote:

Mayor Bourke _____

Councilmember Byrne _____

Councilmember Schilling _____

Councilmember Anctil _____

Councilmember Morgan _____

Attachment 1.

RULES OF PROCEDURE AND ORDER FOR THE ALTA TOWN COUNCIL

Pursuant to Utah Code 10-3-606, the Town of Alta hereby adopts the following rules of order and procedure to govern its meetings of the Town Council:

RULE 1. REGULAR, ~~AND~~ SPECIAL AND EMERGENCY COUNCIL MEETINGS

A. **Regular Meetings:** The town council shall set the schedule of yearly meetings at the June town council meeting. Said meeting schedule shall be duly posted as required by state law. If the meeting date is a legal holiday, then the meeting may be held at the same time and place above described on the next following day which is not a legal holiday. The town council may provide for a different time and place for holding regular meetings of the town council.

B. **Special Meetings:** If at any time the business of the town requires a special meeting of the town council, such meeting may be ordered by the mayor or any two (2) members of the town council. The order shall be entered in the minutes of the town council. The order shall provide at least ~~three~~ 24(3) hours' notice of the special meeting and notice thereof shall be served by the Town Clerk on each member who did not sign the order by delivering the notice personally or by leaving it at the member's usual place of abode and by electronic means. The personal appearance by a member at any specially called meeting constitutes a waiver of the notice required in this subsection.¹

~~B.C.~~ **Emergency Meetings:** If an emergency meeting is deemed necessary, the body is required to provide the best notice practicable, including details such as the time, place, and topics to be discussed during the emergency session. An attempt must be made to notify all members of the public body of the impending emergency meeting. A majority of the members of the town council must approve the emergency meeting before it can proceed.²

RULE 2. AGENDA

A written Agenda, published in advance, shall guide the meetings. The Agenda must be published at least 24 hours prior to the meeting unless its an emergency meeting. Items may be placed on the agenda either by the Mayor or with 10 days' notice by any two Councilmembers. Matters not on the Agenda may be discussed, but no final action is taken on matters not on the Agenda.

RULE 3. ORDER AND PROCEDURE

Council meetings are chaired by the Mayor. Agenda items are usually considered in the order listed but may be reordered with the consent of councilmembers. A Resolution or Ordinance shall be in writing before a vote is taken on it³. All Town Council meetings shall be conducted in accordance with Roberts Rules in Plain English, Second Edition by Doris Zimmerman.

¹ UCA 10-3-502

² UCA 52-4-202

³ UCA 10-3-506

RULE 4. QUORUM AND VOTING

- A. The Mayor is a regular and voting member of the Council including but not limiting to establishing a quorum and voting.⁴
- B. A quorum consists of three Councilmembers.⁵
- C. The minimum number of votes required to pass any action is three, even if there are absences or vacancies on the Council. Any ordinance, resolution, or motion of the council having fewer favorable votes than three is defeated and invalid.⁶
- D. A roll call vote will be taken and recorded for all Resolutions, Ordinances, and any actions that would create a liability against the town and in any other case at the request of any member of the town council by a "yes" or a "no" vote and shall be recorded.⁷
- E. The Mayor may not veto any ordinance, tax levy, or appropriation passed by the council.
- F. Councilmembers must vote if they are present unless they choose to abstain or are recused for a conflict of interest.

RULE 5. MEETING MINUTES AND AUDIO RECORDING

Draft Meeting Minutes will be made available to Councilmembers and the public within 30 days ~~a reasonable time~~ after the meeting. They shall be designated as a draft copy until formally approved by the Council as a public document and filed in the official records of the Town. Once minutes are approved, they along with any public materials distributed at the meeting shall be made available to the public withing three business days. The audio recording of the open meeting shall be available to the public for listening within three business days after holding an open meeting.

RULE 6. OPEN MEETINGS

All meetings of the Town Council shall be held in compliance with the provisions of Title 52, Chapter 4, Utah Open and Public Meetings Act.

RULE 7. ETHICAL REQUIREMENTS

The Mayor and Council members must comply with the Municipal Officer's and Employees' Ethics Act described in Utah Code §§ 10-3-1301⁸ to 10-3-1312⁹. (<http://le.utah.gov/code/TITLE10.htm/10-03-130100.htm>). At each Town Council meeting Councilmembers shall disclose in the open meeting any actual or potential conflicts of interests regarding any items on the agenda.

RULE 8. RULES OF DECORUM

- A. The Mayor and Councilmembers shall treat each other with respect and act in a civil and courteous manner to each other and the public.
- B. Public remarks must not be personal, impertinent, unduly repetitive, slanderous, profane, threatening, abusive, or otherwise impeding the orderly conduct of a Council meeting.

⁴ [UCA 10-3b-402](#)

⁵ [UCA 10-3-504](#)

⁶ [UCA 10-3-507](#)

⁷ [UCA 10-3-506](#)

⁸ [UCA 10-3-1301](#)

⁹ [UCA 10-3-1312](#)

- C. A time limit may be established for public comments that address the Council on any item, even if it is not on the Agenda.
- D. For internal communications between the Council, or the Council and staff, [the](#) Council shall [make best efforts to](#) respond within 48 hours of receiving the communication [requiring a response](#). Internal communications between Council shall not violate Open Public Meeting requirements.
- E. Council shall notify the Town Clerk if they will be attending a Town Council meeting electronically or cannot attend the meeting at least 7 days before the meeting, or as soon as possible.

RULE 9. MAYOR PRO TEMPORE

The Town Council shall elect one of its members as Mayor Pro Tempore to preside at the Town Council Meeting, attend a required Board Meeting in the case the Mayor is unable to attend the meeting, or perform, during the mayor's absence, disability, or refusal to act, the duties and functions of Mayor. The Town Clerk shall enter in the minutes of the council meeting the election of a councilmember as Mayor Pro Tempore.^{[10](#)}

¹⁰ [UCA 10-3b-402](#)



July 1, 2023 – June 30, 2024

Alta Town Council Meeting Schedule – Amended

Approved: May 10, 2023, Amended February 14, 2024

The Alta Town Council meets once each month at the Alta Community Center/Library in Alta, Utah at the time and date set forth below. Public Notice will be given if the time, place, or date of these meetings change.

The following is a list of the dates and times of the Alta Town Council meetings for the period from July 1, 2023 through June 30, 2024. Unless noted otherwise, meetings are held the second Wednesday of the month.

July 12, 2023 – 3:00 pm
August 9, 2023 – 6:00 pm*
September 13, 2023 - 3:00 pm
October 11, 2023 – 3:00 pm
November 8, 2023 – 3:00 pm
December 13, 2023 – 3:00 pm
January 10, 2024 – 3:00 pm
February 14, 2024 - 4:00 pm
March 13, 2024 - 4:00 pm
April 10, 2024 – 4:00 pm
May 8, 2024 - 4:00 pm
June 20, 2024 - 4:00 pm** (Thursday)

** Schedule adjustment to help match timing requirements for the public hearing for truth in taxation which must be held at or after 6pm*

*** third Wednesday of the month, to help with budgeting process due to the release of property tax rate values. June 19 - Juneteenth is a town observed holiday.*

Reasonable accommodations (including auxiliary communicative aids and services) for individuals with disabilities may be provided upon receipt of a request with three (3) working days notice. For assistance, please call the Town Office at 801-363-5105. Requests for additional information on this schedule should be directed to Jen Clancy by calling 801-742-6011 during regular business hours or email jen@townofalta.com

Alta Town Council

Staff Report



To: Town Council

From: Chris Cawley and Cameron Platt

Re: Civil Code Enforcement

Date: February 1, 2024

Attachments: Draft Code Language

Summary of Civil Code Enforcement

The Alta Town Council began its current discussion about adopting an ordinance to allow civil code enforcement by the Town of Alta at the September 2023 council meeting. In the meantime, staff and council have discussed the topic at length. The vast majority of municipalities in Utah and other states use civil code enforcement. Civil code enforcement can be more cost-effective, expeditious, and appropriate for many municipal ordinance violations. The following is an excerpt from Cameron Platt and Polly McLean's staff report to the council in September 2023.

The current Alta Town Code authorizes officials of the Town to enforce ordinances through criminal, civil, or administrative actions.¹ Following is a summary of the three different types of enforcement classifications with penalties and burden of proof:

1. Criminal – The Town may impose criminal penalties as Class B or C misdemeanors, or infractions:
 - Class B misdemeanor – Fine up to \$1,000.00 or imprisonment of up to 6 months.
 - Class C misdemeanor - Fine up to \$750.00 or imprisonment of up to 90 days.
 - Infraction - Fine up to \$750 but no imprisonment allowed.²
 - Burden of proof is “beyond a reasonable doubt.”³
2. Civil – The Town may impose civil penalties *only for violations of the noise ordinance and parking regulations*:
 - Fines up to the maximum amount allowed for Class B misdemeanors under state statute for violations of municipal ordinances (currently \$1,000.00).⁴
 - Burden of proof is “preponderance of the evidence.”⁵

¹ [Alta Town Code § 1-4-1](#).

² [Utah Code Ann. § 76-3-301\(A\)](#); [Utah Code Ann. § 76-3-204](#)

³ [Model Utah Jury Instruction Cr103](#), (“Proof beyond a reasonable doubt is proof that leaves you firmly convinced of the defendant’s guilt.”)

⁴ [Utah Code Ann. § 10-3-703.7](#); [Utah Code Ann. § 10-3-703\(2\)](#); see also generally [Utah Code Ann. § 10-7-11 et seq.](#)

⁵ [Model Utah Jury Instruction CV117](#), (The evidence must show “that the fact is more likely to be true than not true” or “proof by the greater weight of the evidence, however slight.”).

3. Administrative – The Town may suspend, revoke, or issue administrative fines for permit and licensing violations.⁶
 - Burden of proof is “preponderance of the evidence.”

A civil enforcement procedure is very similar to criminal enforcement and requires all the following:

- Passage of an ordinance enacting civil ordinance enforcement that classifies ordinance violations as civil violations.⁷
- Publishing fine schedules in an ordinance or the municipal fee schedule.
- Issuance of a notice of violation or citation for the violation.
- Provision of due process rights with dispute and appeal procedures.
- Hearing and appeal before a neutral decision-maker (i.e. and administrative law judge).

The Town currently has all these same functions for its criminal violation process with the Marshal’s Office issuing the citation and the Justice Court administering the due process procedures. A civil ordinance enforcement program would merely shift the due process forum from the Justice court to a hearing before an administrative law judge. The criminal violation process would continue as an option for more serious violations.

If the Council adopts Ordinance 2024-O-4 Enacting Civil Code Enforcement, several additional steps remain before a civil code enforcement program can be activated:

- Develop the administrative process for addressing and rectifying violations ie enforcement procedures and record keeping
- Define and approve a budget for hiring an Administrative Law Judge and administering the program
- Hire an Administrative Law Judge (RFP)

Recommendation:

Staff recommends the council adopt Ordinance 2024-O-4 Enacting Title 12 “Civil Code Enforcement” and Amending Existing Code Sections To Maintain Consistency of Enforcement Procedures

⁶ [Utah Code Ann. § 10-8-1 et seq.](#) (listing regulatory powers of municipalities).

⁷ The Town completed this step in November 2022 as part of the implementation of the winter parking plan.

TOWN OF ALTA

ORDINANCE # 2024-O-4

**AN ORDINANCE ENACTING TITLE 12 “CIVIL CODE ENFORCEMENT” AND
AMENDING EXISTING CODE SECTIONS TO MAINTAIN CONSISTENCY OF
ENFORCEMENT PROCEDURES**

WHEREAS, the Town of Alta (“Town”) Town Council (“Council”) finds that the enforcement of its municipal code and applicable state codes throughout the Town is an important public service, and code enforcement and nuisance abatement are vital to the protection of the public's health, safety, and quality of life; and

WHEREAS, the Council further finds that a comprehensive code enforcement system that uses a combination of criminal, civil, and administrative remedies is critical to gain compliance with these ordinances in a manner that is fair and equitable to the Town of Alta and its occupants.

NOW THEREFORE, BE IT ORDAINED by the Alta Town Council of, Utah that:

Section I: Title 12, is hereby enacted as stated in the attached Exhibit A.

Section II: Title 4, Chapter 1, Section 5 “Weeds and Deleterious Objects; and Title 4, Chapter 1, Section 8 “Nuisances and Weed Control-Penalty For Failure To Comply” are hereby amended as stated in Exhibit B.

Section III: Title 4, Chapter 1, Section 7 is hereby repealed.

Section IV: Effective Date. This Ordinance shall become effective upon publication.

PASSED AND APPROVED by the Town of Alta Town Council, Utah, this 14th day of February, 2024.

By: TOWN OF ALTA

Mayor, Roger Bourke

Attest:

Jen Clancy, Town Clerk

Ordinance/summary published on Utah state noticing website on _____.

Effective date of Ordinance: _____.

Vote:

Mayor Bourke _____

Councilmember Byrne _____

Councilmember Schilling _____

Councilmember Ancil _____

Councilmember Morgan _____

DRAFT

EXHIBIT A

TITLE 12- CIVIL CODE ENFORCEMENT

CHAPTER 12-1 -GENERAL

12-1-010 Short Title

This Title shall be known as the "Civil Code Enforcement Program" or "CCE Program." This Chapter shall also be known as Chapter 12-1, of the Town of Alta Municipal Code. It may be cited and pleaded under either designation.

12-1-030 Declaration Of Purpose

The Town of Alta finds that the enforcement of its Municipal Code and applicable state codes throughout the Town is an important public service. Code enforcement and nuisance abatement are vital to the protection of the public's health, safety, and quality of life. The Council recognizes that enforcement starts with the drafting of precise regulations that can be effectively applied in civil code enforcement hearings and judicial proceedings. The Council further finds that a comprehensive code enforcement system that uses a combination of criminal, civil, and administrative remedies is critical to gain compliance with these regulations in a manner that is fair and equitable to the Town of Alta and its occupants. Failure to comply with a civil code enforcement action may require the Town Attorney to file a judicial action to gain compliance.

12-1-040 Scope

The provisions of this Title may be applied to all violations of the Alta Town Code, except as prohibited by Town Ordinance or Utah statute, and is designed as an additional remedy for the Town of Alta to use in achieving compliance of its ordinances.

12-1-050 Existing Ordinances and Laws Continued

The provisions of this Title do not invalidate any other title or ordinance but shall be read in conjunction with those titles and ordinances as an additional remedy available for the enforcement of those ordinances together with any and all other applicable laws. If there is a conflict between this Title and another provision of the Town Code, this Title shall control.

12-1-060 Criminal Prosecution Right

The Town of Alta has sole discretion in deciding whether to file a civil or criminal case for the violation of any of its ordinances. The enactment of the administrative remedies set forth in this Title shall in no way interfere with the Town of Alta's right to prosecute ordinance violations as criminal offenses in a court of law. The Town of Alta may use any of the remedies available under

the law in both civil and criminal prosecution. If the Town of Alta chooses to file both civil and criminal charges for the same day of a violation, no civil fines may be assessed, but all other remedies will be available.

12-1-070 Effect of Headings

Title, chapter, part and section headings contained herein shall not be deemed to govern, limit, modify, or in any manner affect the scope, meaning, or intent of the provisions of any title, chapter, part, or section hereof.

12-1-080 Validity of Title - Severability

If any chapter, part, section, subsection, sentence, clause, phrase, portion, or provision of this Title is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Title. The Council hereby declares that it would have adopted this Title and chapter, part, section, subsection, sentence, clause, phrase, portion, or provision thereof, irrespective of the fact that any one or more sections, subsections, clauses, phrases, portions, or provisions be declared invalid or unconstitutional. This Section shall apply to all amendments heretofore or hereafter made to this Title.

12-1-090 No Mandatory Duty - Civil Liability

It is the intent of the Council that in establishing performance standards or establishing an obligation to act by a Town of Alta officer, employee, or designee, these standards shall not be construed as creating a mandatory duty for purposes of tort liability if the officer, employee, or designee fails to perform directed duties.

12-1-100 General Rules of Interpretation of Ordinances

For purposes of this Title:

(1) Any gender includes the other gender(s). (2) "Shall" is mandatory; "may" is permissive. (3) The singular number includes the plural, and the plural the singular. (4) Words used in the present tense include the past and future tense, and vice versa. (5) Words and phrases used in this Title, and not specifically defined, shall be construed according to the context and approved usage of the language.

12-1-110 Definitions Applicable to Title Generally

The following words and phrases, whenever used in this Title, shall be constructed as defined in this section, unless a different meaning is specifically defined elsewhere in this Title and specifically stated to apply:

(1). "Abate" or "Abatement" means any action the Town of Alta may take on public or private property and any adjacent property as may be necessary to remove or alleviate a violation,

including, but not limited to, demolition, removal, repair, boarding, and securing or replacement of property.

- (2). "Civil code enforcement Order" means an order issued by an Administrative Law Judge. The order may include an order to abate the violation, pay civil penalties and administrative costs, or take any other action as authorized or required by this Title and applicable state codes.
- (3). "Administrative Law Judge" or "hearing officer" means the position established by the Town of Alta to adjudicate civil enforcement actions.
- (4). "Animal Control Administrator" means the Town Marshal's department. (See Alta Code 5-2-2.)
- (5). "Chief Building Inspector" means the official authorized and responsible for planning, directing, and managing the building inspection activities within the Town of Alta.
- (6). "Council" means the Alta Town Council.
- (7). "Code Enforcement Lien" means a lien recorded to collect outstanding civil penalties, administrative fees, and costs.
- (8). "Code Enforcement Performance Bond" means a bond posted by a responsible person to ensure compliance with the Town of Alta Code, applicable state titles, a judicial action, or a civil code enforcement order.
- (9). "County" means Salt Lake County, Utah.
- (10). "Town Manager" means the Town Manager of the Town or authorized agent(s) or any other person/entity and their authorized agent(s) that the Town of Alta has authorized to provide code enforcement services.
- (11). "Enforcement Official" means any person authorized to enforce violations of the Town of Alta Code or applicable state codes.
- (12). "Financial Institution" means any person that holds a recorded mortgage or deed of trust on a property.
- (13). "Fire Department" means the applicable entity that is authorized and responsible for providing fire and emergency services to the Town of Alta.
- (14). "Good Cause" means incapacitating illness; death; lack of proper notice; unavailability due to unavoidable, unpreventable, or extenuating emergency or circumstance; if a required act causes an imminent and irreparable injury; and acts of nature adverse to performing required acts.
- (15). "Imminent Life Safety Hazard" means any condition that creates a present, extreme, and immediate danger to life, property, health, or public safety.
- (16). "Legal Interest" means any interest that is represented by a document, such as a deed of trust, quitclaim deed, mortgage, judgment lien, tax or assessment lien, mechanic's lien, or other similar instrument that is recorded with the County Recorder.
- (17). "Town of Alta," means the Town of Alta, a municipal corporation under state law.

- (18). "Town" means the area within the territorial municipal limits of the Town of Alta, and such territory outside of this Town of Alta over which the Town of Alta has jurisdiction or control by virtue of any constitutional or incorporation provisions or any law.
- (19). "Violation" means public nuisance violations, as defined in Town ordinance or Utah law, to include:
- a. Land uses that do not conform to existing zoning of the property;
 - b. Unauthorized collections of motor vehicles that are unlicensed, unregistered, and/or inoperable;
 - c. Trash, litter, illegal dumping, and weeds;
 - d. Nuisance noise and lighting;
 - e. Illegal advertising;
 - f. The unauthorized use of public streets and sidewalks that stem from news racks, merchandise displays, mobile food vending, and other such illegal uses; and
 - g. Any violation of Town of Alta ordinances.
- (20). "Notice of Compliance" means a document issued by the Town of Alta, representing that a property complies with the requirements outlined in the notice of violation.
- (21). "Notice of Satisfaction" means a document or form approved by the Administrative Law Judge or designee, which indicates that all outstanding civil penalties and costs have been either paid in full, or that the Town of Alta has negotiated an agreed amount, or that a subsequent administrative or judicial decision has resolved the outstanding debt. In addition to the satisfaction of the financial debt, the property must also be in compliance with the requirements outlined in the notice of violation.
- (22). "Notice of Violation" means a written notice prepared by an enforcement official that informs a responsible person of code violations and orders them to take certain steps to correct the violations.
- (23). "Oath" includes affirmations and oaths.
- (24). "Person" means any natural person, firm, joint venture, joint stock company, partnership, association, club, company, corporation, business trust, organization, or the manager, lessee, agent, sergeant, officer, or employee of any of them, or any other entity that is recognized by law as the subject of rights or duties.
- (25). "Program" means the civil code enforcement Program authorized under this Title.
- (26). "Property Owner" means the record owner of real property based on the county assessor's records.
- (27). "Public Nuisance" means any condition caused, maintained, or permitted to exist that constitutes a threat to the public's health, safety, and welfare, or that significantly obstructs, injures, or interferes with the reasonable or free use of property in a neighborhood or community or by any considerable number of persons. A public nuisance also has the same

meaning as set forth in the Utah Code Annotated and Town of Alta Code 4-1 “Nuisances and Weed Control.”

- (28). "Responsible Person" means a person who has charge, care, or control of any premises, dwelling, or dwelling unit as the legal or equitable owner, agent of the owner, lessee, or as an executor, administrator, trustee or guardian of the estate of the owner. In all cases, the person with legal title to any premises, dwelling, or dwelling unit shall be considered a responsible person, with or without accompanying actual possession thereof.
- (29). "Treasurer" means the Town of Alta Treasurer as designated pursuant to Utah Code Ann. § 10-3c-203 or successor statute(s).
- (30). "Written" includes handwritten, typewritten, photocopied, computer printed, emailed or facsimile.

12-1-111 Acts Include Causing, Aiding and Abetting

Whenever any act or omission is made unlawful in this Title, it shall include causing, permitting, aiding, or abetting such act or omission.

12-1-200 Part 2 - Service Requirements

12-1-210 Service of Process

(1) Whenever service is required to be given under this Title, service shall be made in accordance with Utah Code Ann. § 10-11-2 or successor statute(s), unless another form of service is required by law.

(2) If service complies with the requirements of this Section, it shall be deemed a valid service even if a party claims not to have received the service and it shall not affect the validity of any proceedings taken under this Title.

(3) The failure to serve all responsible person(s) shall not affect the validity of any proceedings.

12-1-220 Construction Notice of Recorded Documents

Whenever a document is recorded with the County Recorder as authorized or required by this Title or applicable state codes, recordation shall provide constructive notice of the information contained in the recorded documents.

12-1-300 Part 3 - General Authority and Offenses

12-1-310 General Enforcement Authority

Whenever the Town Manager or enforcement official finds that a violation of the Town of Alta Code or applicable state codes has occurred or continues to exist, the appropriate administrative

enforcement procedure may be used as outlined in this Title. The Town Manager or any designated enforcement official has the authority and power necessary to gain compliance with the provisions of the Town of Alta Code and applicable state codes. These powers include the power to issue notices of violation and administrative citations, inspect public and private property, abate public and private property, and use whatever judicial and administrative remedies are available under the Town of Alta Code or applicable state codes.

12-1-320 Adoption of Policy And Procedures

The Administrative Law Judge is authorized to develop policies and procedures relating to the hearing procedures, scope of hearings, subpoena powers, and other matters relating to the Program.

12-1-330 Authority to Inspect

The Town Manager or any designated enforcement official is authorized to enter upon any property or premises to ascertain whether the provisions of the Town of Alta Code or applicable state codes are being obeyed and to make any examinations and surveys as may be necessary in the performance of the enforcement duties. Provided that the Town Manager or any designated enforcement official may not enter a gated backyard without probable cause that a violation exists. This may include the taking of photographs, samples, or other physical evidence. All inspections, entries, examinations, and surveys shall be done in a reasonable manner based upon cause. If the responsible person refuses to allow the enforcement official to enter the property, the enforcement official shall obtain a search warrant.

12-1-340 Power to Arrest

The Town Marshal or designated enforcement official is authorized to issue a misdemeanor citation, civil violation notice, or administrative citation whenever there is reasonable cause to believe that the person has committed a violation of the Town of Alta Code or applicable state codes.

12-1-350 False Information or Refusal Prohibited

It shall be unlawful for any person to willfully make a false statement or refuse to give the person's name or address with intent to deceive or interfere with a duly authorized Town of Alta official or agent, including but not limited to the Town Marshal or authorized enforcement officials, when in the performance of the official's duties under the provisions of this Title. A violation of this Section is a class B misdemeanor.

12-1-360 Failure to Obey a Subpoena

It is unlawful for any person to refuse or fail to obey a subpoena issued for a civil code enforcement hearing. Failure to obey a subpoena constitutes contempt and is a class B misdemeanor.

CHAPTER 12-2 -Civil Code Enforcement Procedures

12-2-010 Authority

Any condition caused, maintained, or permitted to exist in violation of any provisions of the Town of Alta Code or applicable state codes that constitutes a violation may be abated by the Town of Alta pursuant to the procedures set forth in this Chapter.

12-2-020 Notice Of Violation

(1) Whenever the Town Manager or designated enforcement official determines that a violation of the Town of Alta Code or applicable state codes has occurred or continues to exist, the Town Manager or enforcement official will issue a notice of violation to a responsible person. The notice of violation shall include the following information and shall comply with Utah Code § 10-11-2 or successor statute(s):

- a. Name of the property owner of record according to the records of the County Recorder or state property records;
- b. Street address of violation;
- c. Nature and results of the examination and investigation conducted;
- d. Date and approximate time the violation was occurred;
- e. All code sections violated and description of condition of the property that violates the applicable codes;
- f. A statement explaining the type of remedial action required to permanently correct outstanding violations, which may include corrections, repairs, demolition, removal, eradication, destruction, or other appropriate action;
- g. A specific date for the responsible party to correct the violations listed in the notice of violation, which date shall be at least ten days from the date of service unless the Town Manager determines that the violation requires emergency abatement under Section 12-2-200;
- h. Explanation of the consequences should the responsible person fail to comply with the terms and deadlines as prescribed in the notice of violation, which may include, but is not limited to, criminal prosecution; civil penalties; revocation of permits; recordation of the notice of violation; withholding of future municipal permits; abatement of the violation by the Town of Alta and re-payment to the Town of Alta for the costs of the abatement; other costs incurred by the Town of Alta; administrative fees; and any other legal remedies;
- i. That civil penalties will begin to accrue immediately on expiration of the date to correct violations;
- j. The amount of the civil penalty on each violation and that the penalty will accrue daily until the property is brought into compliance;

k. That only one notice of violation is required for any 12-month period, and that civil penalties begin immediately upon any subsequent violations of the notice. The responsible person may request a hearing on the renewed violations by following the same procedure as provided for the original notice;

l. Procedures to appeal the notice and request a hearing as provided in Section 12-2-530, and consequences for failure to request one; and

m. Procedures to request an inspection after the violation has been abated pursuant to Section 12-2-040.

(2) The notice of violation shall be served by one of the methods of service listed in Section 12-1-210 of this Title.

(3) More than one notice of violation may be issued against the same responsible person, if it encompasses different dates, or different violations.

12-2-030 Failure to Bring Property Into Compliance

(1) If a responsible person fails to bring a violation into compliance within the compliance period specified in the notice of violation, civil penalties shall be owed to the Town of Alta for each and every subsequent day of violation.

(2) Failure to comply with the notice of violation may be subject to criminal prosecution.

12-2-040 Inspections

It shall be the duty of the responsible person served with a notice of violation to request in writing an inspection when the property has been brought into compliance. It is prima facie evidence that the violation remains on the property if no inspection is requested. Civil penalties accumulate daily until the property has been inspected and a notice of compliance is issued. Re-inspection fees shall be assessed if more than one inspection is necessary.

12-2-200 Part 2 - Emergency Abatement

12-2-210 Authority

(1) Whenever the Town Manager determines that an imminent life safety hazard exists that requires immediate correction or elimination, the Town Manager may exercise the following powers without prior notice to the responsible person:

a. Order the immediate vacation of any tenants, and prohibit occupancy or entry until all repairs are completed, provided that an order prohibiting entry shall specify how entry is to be made to mitigate damage, complete repairs, retrieve personal property, or for any other purpose, if any, during the abatement process.

b. Post the premises as unsafe, substandard, or dangerous;

- c. Board, fence, or secure the building or site;
- d. Raze and grade that portion of the building or site to prevent further collapse, and remove any hazard to the general public;
- e. Make any minimal emergency repairs as necessary to eliminate any imminent life safety hazard; or
- f. Take any other action appropriate to eliminate the emergency.

(2) The Town Manager and/or designated agents have the authority, based on cause, to enter the property without a search warrant or court order to accomplish the above listed acts to abate the safety hazard.

(3) The responsible person shall be liable for all costs associated with the abatement of the life safety hazard. Costs may be recovered pursuant to this Title.

12-2-220 Procedures

(1) The Town Manager shall pursue only the minimum level of correction or abatement as necessary to eliminate the immediacy of the hazard. Costs incurred by the Town of Alta during the emergency abatement process shall be assessed and recovered against the responsible person through the procedures outlined in Chapter 12-3 of this Title regarding "Administrative and Judicial Remedies" section.

(2) The Town Manager may also pursue any other valid and legal administrative or judicial remedy to abate any remaining violations.

12-2-230 Notice Of Emergency Abatement

After an emergency abatement, the Town of Alta shall notify the owner or responsible person of the abatement action taken in writing. This notice shall be served within ten days of completion of the abatement and will describe in reasonable detail the abatement actions taken.

12-2-240 Demolition

Whenever the Town Manager determines that a property or building requires demolition, the Town may demolish or remove the offending structure, or exercise any or all of the powers listed in Section 12-2-210 once appropriate notice has been given to a responsible person pursuant to the Uniform Abatement of Dangerous Buildings Code or Uniform Fire Codes as required under state law, provided that the notice shall include a written description of the Town Manager's findings explaining the need for the demolition and citations to the applicable ordinances or laws authorizing the demolition. The responsible person shall be liable for all costs associated with the demolition. Costs may be recovered pursuant to this Title.

12-2-250 Procedures

Once the Town Manager has determined that the Town of Alta Chief Building Inspector or the Fire Department has complied with all of the notice requirements of the applicable laws, the property will be demolished. Other applicable remedies may also be pursued.

12-2-400 Part 4 - Administrative Citations

12-2-410 Declaration of Purpose

The Council finds that there is a need for an alternative method of enforcement for minor violations of the Town of Alta Code and applicable state codes. The Council further finds that an appropriate method of enforcement is an administrative citation program. The procedures established in this Part shall be in addition to criminal, civil, or any other legal remedy established by law that may be pursued to address violations of the Town of Alta Code or applicable state codes.

12-2-420 Authority

- (1) Any person violating any minor provision of the Town of Alta Code or applicable state codes may be issued an administrative citation by an enforcement official as provided in this Part.
- (2) A civil penalty shall be assessed by means of an administrative citation issued by the enforcement official, and shall be payable directly to the Town of Alta Treasurer's Office, or other offices designated to receive payment on behalf of the Town of Alta.
- (3) Penalties assessed by means of an administrative citation shall be collected in accordance with the procedures specified in the remedies section of this Title.

12-2-430 Procedures

- (1) Upon discovering any violation of the Town of Alta Code, or applicable state codes, an enforcement official may issue an administrative citation to a responsible person in the manner prescribed in this Part or as prescribed in Section 12-1-210. The administrative citation shall be issued on a form approved by the Town Manager.
- (2) If the responsible person is a business, the enforcement official shall attempt to locate the business owner and issue an administrative citation to the business owner. If the enforcement official can only locate the manager of the business, the administrative citation may be given to the manager of the business. A copy of the administrative citation may also be mailed to the business owner or any other responsible person in the manner prescribed in Section 12-1-210 of this Title.
- (3) Once the responsible person has been located, the enforcement official shall attempt to obtain the signature of that person on the administrative citation. If the responsible person refuses or fails to sign the administrative citation, the failure or refusal to sign shall not affect the validity of the citation and subsequent proceedings.

(4) If the enforcement official is unable to locate the responsible person for the violation, then the administrative citation shall be mailed to the responsible person in the manner prescribed in Section 12-1-210 of this Title.

(5) If no one can be located at the property, then the administrative citation may be posted in a conspicuous place on or near the property and a copy subsequently mailed to the responsible person in the manner prescribed by Section 12-1-210 of this Title.

(6) The administrative citation shall also contain the signature of the enforcement official.

(7) The failure of any person with an interest in the property to receive notice shall not affect the validity of any proceedings taken under this Part.

12-2-440 Contents of Administrative Citation

Administrative citations shall include the information required in Section 12-2-020 and shall:

(1) State the amount of penalty imposed for the minor violations; and

(2) Explain how the penalty shall be paid, the time period by which the penalty shall be paid, and the consequences of failure to pay the penalty.

12-2-450 Civil Penalties Assessed

(1) The Town of Alta Council shall establish policies to assist in the assessment of civil penalties for administrative citations.

(2) Civil penalties shall be assessed immediately for each violation listed on the administrative citation. The penalties shall be those established in the published Fee Schedule.

(3) Payment of the penalty shall not excuse the failure to correct the violations, nor shall it bar further enforcement action by the Town of Alta.

12-2-500 Part 5 - Hearing Procedures

12-2-510 Declaration of Purpose

The Council finds that there is a need to establish uniform procedures for civil code enforcement hearings conducted pursuant to the Town of Alta Code. It is the purpose and intent of the Council to afford due process of law to any person who is directly affected by an administrative action. Due process of law includes notice, an opportunity to participate in the administrative hearing, and an explanation of the reasons justifying the administrative action. These procedures are also intended to establish a forum to efficiently, expeditiously, and fairly resolve issues raised in any civil code enforcement action.

12-2-520 Authority and Scope Of Hearings

The Administrative Law Judge will preside over hearings of Town of Alta Code violations. The Administrative Law Judge shall develop policies and procedures to regulate the hearing process for any violation of the Town of Alta Code and applicable state codes that are handled pursuant to the administrative abatement procedures, the emergency abatement procedures, the demolition procedures, or the administrative citation procedures. If there is a conflict between the appeal procedures in this Title and the appeal procedures in another code incorporated by the Town, this Title shall control.

12-2-530 Request For civil code enforcement Hearing

(1) A person served with one of the following documents or notices has the right to request an civil code enforcement hearing, if the request is filed within 20 calendar days from the date of service of one of the following notices:

- a. Notice of violation or abatement;
- b. Notice of itemized bill for costs;
- c. Administrative citation;
- d. Notice of emergency abatement;

(2) The request for a hearing shall be made in writing and filed with the Administrative Law Judge. The request shall contain the case number, the address of the violation, and the signature of the responsible party.

(3) As soon as practicable after receiving the written notice of the request for hearing, the Administrative Law Judge shall schedule a date, time, and place for the hearing.

(4) Failure to request a hearing as provided shall constitute a waiver of the right to a hearing and a waiver of the right to challenge the action.

12-2-540 Hearings and Orders

(1) If the responsible person fails to request a hearing before the expiration of the 20-day deadline, the Town Manager may request a default hearing, which the Administrative Law Judge shall schedule. The responsible person shall be notified of the date, time, and place of the hearing by one of the methods listed in Section 12-2-210.

(2) A default hearing shall be scheduled for all cases that have outstanding or unpaid civil penalties, fines, fees and/or costs due to the Town of Alta before collection, if a hearing on that case has not already been held.

(3) At any hearing, the responsible person shall have the opportunity to present evidence to show that good cause exists, as defined in the Title, to do one or more of the following in addition to any other rights afforded under other provisions of the Town of Alta Code or applicable law:

- a. Waive or reduce the fines which have accumulated;
- b. Postpone an abatement action by the Town of Alta; or
- c. Excuse the responsible person's failure to request a hearing within the 20-day period.

(4) If the responsible person fails to establish good cause to take one or more of the actions set forth in paragraph (3), the Administrative Law Judge shall review the notice of violation and any other relevant information included in the case file. The Administrative Law Judge shall not accept any other evidence.

- a. If the evidence shows that the violations existed, the Administrative Law Judge shall enter an order requiring abatement of the violations, and the payment of all fines and fees. Fines shall run until the Town Manager or other duly authorized representative of the Town of Alta issues a Notice of Compliance stating when the violations were actually abated.

12-2-550 Notification Of civil code enforcement Hearing

- (1) Written notice of the day, time, and place of the hearing shall be served to a responsible person as soon as practicable prior to the date of the hearing.
- (2) The format and contents of the hearing notice shall be in accordance with rules and policies promulgated by the Administrative Law Judge.
- (3) The notice of hearing shall be served by any of the methods of service listed in Section 12-1-210 of this Title.

12-2-560 Disqualification of Administrative Law Judge

- (1) A responsible person may file a written motion to disqualify an Administrative Law Judge for bias, prejudice, a conflict of interest, or any other reason for which a judge may be disqualified in a court of law. The motion to disqualify shall be accompanied by an affidavit or unsworn declaration as described in Title 78B of the Utah Code or applicable successor statute(s) signed by the responsible person, which shall: a. State that the motion is filed in good faith; b. Allege facts sufficient to show, bias, prejudice, a conflict of interest, or any other reason that would disqualify a judge in a court of law in Utah; and c. State when and how the Responsible Party came to know of the reason for disqualification.
- (2) The responsible person must file the motion within 21 days of the assignment of the action to an Administrative Law Judge or the date on which the responsible person knew or should have known of the grounds on which the motion is based, whichever is later.
- (3) A responsible person can only file one motion to disqualify an Administrative Law Judge, unless a second or subsequent motion is based on grounds that the responsible person did not know of and could not have known of at the time of the earlier motion.

(4) The Administrative Law Judge who is the subject of a motion to disqualify must, without taking any further action, provide the Town Manager with a copy of the motion and refer the motion to the Town of Alta Council.

(5) Upon receipt of a motion to disqualify, the Town of Alta Council will schedule and notice the matter for review at its next regular scheduled meeting. The Town of Alta Council may, in its sole discretion, elect to hold a special meeting to hear the motion before its next regularly scheduled meeting. The Town of Alta Council shall first review the motion to disqualify to determine if it satisfies the requirements of paragraphs (1) and (2) of this Section. If the motion to disqualify does not satisfy the requirements of this Section, the Council will deny the motion and remand it to the Administrative Law Judge for further proceedings. If the motion to disqualify satisfies the requirements of paragraphs (1) and (2) of this Section, the Town of Alta Council shall determine whether the motion is legally sufficient to warrant disqualification. If the Town of Alta Council determines that disqualification is warranted, it will assign the matter to another Administrative Law Judge. If the Town of Alta Council determines that the motion to disqualify is not legally sufficient, it will remand the matter back to the Administrative Law Judge.

12-2-570 Powers of The Administrative Law Judge

(1) The Administrative Law Judge has the authority to hold hearings, determine if violations of Town of Alta ordinances exist, order compliance with Town of Alta ordinances, and enforce compliance as provided in this Title on any matter subject to the provisions of the Title.

(2) The Administrative Law Judge may continue a hearing based on good cause shown by one of the parties to the hearing. The Administrative Law Judge must enter on the record the good cause on which a continuance is granted.

(3) The Administrative Law Judge, at the request of any party to the hearing, may sign subpoenas for witnesses, documents, and other evidence where the attendance of the witness for the admission of evidence is deemed necessary to decide the issues at the hearing. All costs related to the subpoena, including witness and mileage fees, shall be borne by the party requesting the subpoena. The Administrative Law Judge shall develop policies and procedures relating to the issuance of subpoenas in civil code enforcement hearings, including the form of the subpoena and related costs.

(4) The Administrative Law Judge has continuing jurisdiction over the subject matter of an civil code enforcement hearing for the purposes of granting a continuance; ordering compliance by issuing an civil code enforcement order using any remedies available under the law; ensuring compliance of that order, which includes the right to authorize the Town of Alta to enter and abate a violation; modifying an civil code enforcement order; or, where extraordinary circumstances exist, granting a new hearing.

(5) The Administrative Law Judge has the authority to require a responsible person to post a code enforcement performance bond to ensure compliance with a civil code enforcement order.

12-2-580 Procedures at Civil Code Enforcement Hearing

(1) civil code enforcement hearings are intended to be informal in nature. Formal rules of evidence and discovery do not apply; however, an informal exchange of discovery may be required. The request must be in writing. Failure to request discovery shall not be a basis for a continuance. Complainant information is protected and shall not be released unless the complainant is a witness at the hearing. The procedure and format of the administrative hearing shall follow the procedures promulgated by the Administrative Law Judge.

(2) The Town of Alta bears the burden of proof at a civil code enforcement hearing to establish the existence of a violation of the Town of Alta Code or applicable state codes.

(3) The standard of proof to be used by the Administrative Law Judge in deciding the issues at an administrative hearing is whether the preponderance of the evidence shows that the violations exist.

(4) Each party shall have the opportunity to cross-examine witnesses and present evidence in support of the party's case. A written declaration signed under penalty of perjury may be accepted in lieu of a personal appearance. Testimony may be given by telephone or other electronic means.

(5) All hearings are open to the public. They shall be recorded by audio tape. Hearings may be held at the location of the violation.

(6) The responsible person has a right to be represented by an attorney. If an attorney will be representing the responsible person at the hearing, notice of the attorney's name, address, and telephone number must be given to the Town of Alta at least one day prior to the hearing. If notice is not given, the hearing may be continued at the Town of Alta's request, and all costs of the continuance assessed to the responsible person.

(7) No new hearing shall be granted, unless the Administrative Law Judge determines that extraordinary circumstances exist which justify a new hearing.

12-2-590 Failure to Attend Civil Code Enforcement Hearing

Any party whose property or actions are the subject of any civil code enforcement hearing and who fails to appear at the hearing is deemed to waive the right to a hearing, and will result in a default judgment for the Town of Alta, provided that proper notice of the hearing has been provided.

12-2-591 civil code enforcement Order

(1) Once all evidence and testimony are completed, the Administrative Law Judge shall issue a civil code enforcement order that affirms, modifies, or rejects the notice or citation. The Administrative Law Judge may increase or decrease the total amount of civil penalties and costs that are due pursuant to the Town of Alta's fee schedule and the procedures in this Title.

(2) The parties may enter into a stipulated agreement, which must be signed by both parties. This agreement shall be entered as a stipulated civil code enforcement order. Entry of this agreement shall constitute a waiver of the right to a hearing and the right to appeal.

(3) The Administrative Law Judge may order the Town of Alta to enter the property and abate all violations, including but not limited to demolitions and the removal of vehicles, garbage, animals, and other property kept in violation of the Town of Alta Code.

(4) The Administrative Law Judge may revoke a kennel permit, an animal license, or the right to possess animals as provided in the Town of Alta Code.

(5) As part of the civil code enforcement order, the Administrative Law Judge may condition the total or partial assessment of civil penalties on the responsible person's ability to complete compliance by specified deadlines.

(6) The Administrative Law Judge may schedule subsequent review hearings as may be necessary or as requested by a party to the hearing to ensure compliance with the civil code enforcement order.

(7) The Administrative Law Judge may order the responsible person to post a performance bond to ensure compliance with the order.

(8) The civil code enforcement order shall become final on the date of the signing of the order.

(9) The civil code enforcement order shall be served on all parties by any one of the methods listed in Section 12-1-210 of this Title.

12-2-595 Failure To Comply With Order

(1) Upon the failure of the responsible person to comply with the terms and deadlines set forth in the civil code enforcement order, the Town of Alta may abate the violation as provided in Chapter 3, Part 3 of this Title and use all appropriate legal means to recover the civil penalties and administrative costs to obtain compliance.

(2) After the Administrative Law Judge issues a civil code enforcement order, the Administrative Law Judge shall monitor the violations and determine compliance.

12-2-600 Part 6 - Administrative Enforcement Appeals

12-2-610 Appeal of Civil Code Enforcement Hearing Decision

(1) Any person adversely affected by any decision made in the exercise of the provisions of this Chapter may file a petition for review of the decision or order by the district court within 30 days after the decision is rendered.

(2) No person may challenge in district court a civil code enforcement hearing officer's decision until that person has exhausted all administrative remedies.

(3) Within 120 days after submitting the petition, the party petitioning for appeal shall request a copy of the record of the proceedings, including transcripts of hearings when necessary. The Administrative Law Judge shall not submit copies of files or transcripts to the reviewing court until the party petitioning for appeal has paid all required costs. The petitioning party's failure to properly arrange for copies of the record, or to pay the full costs for the record, within 180 days after the petition for review was filed shall be grounds for dismissal of the petition.

a. If a transcript of a hearing cannot be prepared because the tape recording is incomplete or unintelligible, the district court may, in its discretion, remand the matter to the Administrative Law Judge for a supplemental proceeding to complete the record. The district court may limit the scope of the supplemental proceeding to issues that, in the court's opinion, need to be clarified.

(4) The district court's review is limited to the record of the administrative decision that is being appealed. The court shall not accept nor consider any evidence that is not part of the record of that decision.

(5) The courts shall:

a. Presume that the civil code enforcement hearing officer's decision and orders are valid; and

b. Review the record to determine whether or not the decision was arbitrary, capricious, or illegal.

Chapter 12-3 Administrative and Judicial Remedies

12-3-110 Declaration of Purpose

The Council finds that there is a need for alternative methods of enforcement for violations of the Town of Alta Code and applicable state codes that are found to exist on real property. The Council further finds that an appropriate method of enforcement for these types of violations is the issuance and recordation of notices of violation. The procedures established in this Part shall be in addition to criminal, civil, or any other remedy established by law that may be pursued to address the violation of the Town of Alta Code or applicable state codes.

12-3-120 Authority

Whenever the Town Manager determines that a property or violation has not been brought into compliance as required in this Title, the Town Manager has the authority and discretion, to record the notice of violation or civil code enforcement order with the County Recorder's Office.

12-3-130 Procedures For Recordation

(1) Once the Town Manager has issued a notice of violation to a responsible person, and the property remains in violation after the deadline established in the notice of violation, and no request

for an administrative hearing has been filed, the Town Manager shall record a notice of violation with the County Recorder's Office.

(2) If an administrative hearing is held, and an order is issued in the Town of Alta's favor, the Town Manager shall record the civil code enforcement order with the County Recorder's Office.

(3) The recordation shall include the name of the property owner, the parcel number, the legal description of the parcel, and a copy of the notice of violation or order.

(4) The recordation does not encumber the property, but merely places future interested parties on notice of any continuing violation found upon the property.

12-3-140 Service of Notice Of Recordation

A notice of the recordation shall be served on the responsible person and the property owner pursuant to any of the methods of service set forth in Section 12-1-210 of this Title.

12-3-150 Failure to Request

The failure of any person to file a request for a civil code enforcement hearing when served with a notice of violation shall constitute a waiver of the right to an administrative hearing and shall not affect the validity of the recorded notice of violation.

12-3-160 Notice of Compliance - Procedures

(1) When the violations have been corrected, the responsible person or property owner may request an inspection of the property from the Town Manager.

(2) Upon receipt of a request for inspection, the Town Manager shall re-inspect the property as soon as practicable to determine whether the violations listed in the notice of violation or the order have been corrected, and whether all necessary permits have been issued and final inspections have been performed.

(3) The Town Manager shall serve a notice of satisfaction to the responsible person or property owner in the manner provided in Section 12-2-210 of this Title, if the Town Manager determines that:

(4) All violations listed in the recorded notice of violation or order have been corrected;

(5) All necessary permits have been issued and finalized;

(6) All civil penalties assessed against the property have been paid or satisfied; and

(7) The party requesting the notice of satisfaction has paid all administrative fees and costs.

(8) If the Town Manager denies a request to issue a notice of satisfaction, upon request, the Town Manager shall serve the responsible person with a written explanation setting forth the reasons for the denial. The written explanation shall be served by any of the methods of service listed in Section 12-1-210 of this Title.

12-3-170 Prohibition Against Issuance of Municipal Permits

The Town of Alta may withhold business licenses, or permits, for any alteration, repair, or construction pertaining to any existing or new structures or signs on the property, or any permits pertaining to the use and development of the real property or the structure. The Town of Alta may withhold permits until a notice of satisfaction has been issued by the Town Manager. The Town of Alta may not withhold permits that are necessary to obtain a notice of satisfaction or that are necessary to correct serious health and safety violations.

12-3-180 Cancellation of Recorded Notice Of Violation

The Town Manager or responsible person shall record the notice of satisfaction with the County Recorder's Office. Recordation of the notice of satisfaction shall cancel the recorded notice of violation.

12-3-200 Part 2 - Administrative Civil Penalties

12-3-210 Authority

- (1) Any person violating any provision of the Town of Alta Code, or applicable state codes, may be subject to the assessment of civil penalties for each violation.
- (2) Each and every day a violation of any provision of the Town of Alta Code or applicable state codes exists is a separate violation subject to the assessment of civil penalties.
- (3) Civil penalties cannot be assessed when a criminal case has been filed for the same date and violation, because fines will be assessed with the criminal case.
- (4) Interest shall be assessed per Town of Alta policy, or at the judgment rate provided in Utah Code Ann. § 15-1-4 (or successor statute/s) in the absence of a Town of Alta policy, on all outstanding civil penalties balances until the case has been paid in full.
- (5) Civil penalties for violations of any provision of the Town of Alta Code or applicable state codes shall be assessed pursuant to the Town of Alta's applicable fee schedule.

12-3-220 Procedures for Assessing Civil Penalties

- (1) If a responsible person fails to bring a violation into compliance within ten days of service of the notice of violation, civil penalties shall be owed to the Town of Alta for each and every subsequent day of violation. (2) Civil penalties are assessed and owing immediately for any violation of the Town of Alta Code or applicable state codes for an administrative citation.

12-3-230 Determination of Civil Penalties

(1) Civil penalties shall be assessed per violation per day pursuant to the applicable Town of Alta fee schedule. (2) Civil penalties shall continue to accrue until the violation(s) has/have been brought into compliance with the Town of Alta Code or applicable state codes.

12-3-240 Modification of Civil Penalties

(1) Upon completion of the notice of violation or administrative enforcement order, the responsible person may request a modification of the civil penalties on a finding of good cause.

(2) Civil penalties may be waived or modified by the Administrative Law Judge upon a finding of good cause based on the responsible person's claim of nonconforming use or conditional use and:

(3) The Town of Alta's need to verify the claim; or

(4) The responsible person's filing of an application for either use before expiration of the date to correct.

12-3-250 Failure to Pay Penalties

The failure of any person to pay civil penalties assessed within the specified time may result in the Town Manager pursuing any legal remedy to collect the civil penalties as provided in the law.

12-3-300 Part 3 - Abatement of Violation

12-3-310 Authority to Abate

The Town Manager is authorized to enter upon any property or premises to abate the violation of the Town of Alta Code and applicable state codes pursuant to this Part. The Town Manager is authorized to assess all costs for the abatement to the responsible person and use any remedy available under the law to collect the costs. If additional abatements are necessary within two years, treble costs may be assessed against the responsible person(s) for the actual abatement.

12-3-320 Procedures for Abatement

(1) The Town Manager may abate a violation pursuant to this Part after providing notice under Section 12-2-020 and by following the process set forth in Utah Code Ann. § 10-11-3 or successor statute(s) if the Responsible Party or Parties:

a. Do not abate a violation within the time period prescribed in a notice issued pursuant to Sections 12-2-020 and 12-2-400, et seq.; and

b. The Responsible Party or Parties did not file a request for a civil code enforcement hearing under Section 12-2-530.

(2) The Town Manager may request a default hearing pursuant to Section 12-2-504 but is not required to do so to abate the violation under this Part and may abate the violation without a default hearing pursuant to Utah Code Ann. § 10-11-3 or successor statute(s).

(3) The Town Manager may use Town of Alta personnel or by a private contractor to abate the violation.

(4) Town of Alta personnel or a private contractor may enter upon private property in a reasonable manner to abate the ordinance violation as specified in the notice of violation or civil code enforcement order.

(5) If the responsible person abates the violation before the Town of Alta performs the actual abatement pursuant to a notice of violation or civil code enforcement order, the Town Manager may still assess all costs incurred by the Town of Alta against the responsible person.

(6) When the abatement is completed, the Town Manager shall prepare an itemized statement of the work performed that complies with Utah Code Ann. § 10-11-3 or successor statute(s).

(7) The Town Manager shall serve the itemized statement on the responsible person in accordance with Utah Code Ann. § 10-11-3 or successor statute(s).

(8) The Administrative Law Judge shall hear any appeals filed by a responsible person in response to an itemized statement issued under this Part and shall conduct such appeals and any related hearings in accordance with Utah Code Ann. § 10-11-3 or successor statute(s).

12-3-400 Part 4 - Costs

12-3-410 Declaration of Purpose

(1) The Council finds that there is a need to recover costs incurred by enforcement officials and other Town of Alta personnel who spend considerable time inspecting and re-inspecting properties throughout the Town of Alta in an effort to ensure compliance with the Town of Alta Code or applicable state codes.

(2) The Council further finds that the assessment of costs is an appropriate method to recover expenses incurred for actual costs of abating violations, re-inspection fees, filing fees, attorney fees, hearing officer fees, title search, and any additional actual costs incurred by the Town of Alta for each individual case. The assessment and collection of costs shall not preclude the imposition of any administrative or judicial civil penalties or fines for violations of the Town of Alta Code or applicable state codes.

12-3-420 Authority

(1) Whenever actual costs are incurred by the Town of Alta on a property to obtain compliance with provisions of the Town of Alta Code and applicable state codes, the Town Manager may assess costs against the responsible person.

(2) Once a notice of violation has been issued, the property will be inspected one time. Any additional inspections shall be subject to re-inspection fees pursuant to the applicable Town of Alta fee schedule as adopted in the Town of Alta's annual budget.

12-3-430 Notification of Assessment Of Reinspection Fees

(1) Notification of any applicable re-inspection fees adopted by the Town of Alta shall be provided on the notice of violation served to the responsible person(s).

(2) Re-inspection fees assessed or collected pursuant to this Part shall not be included in any other costs assessed.

(3) The failure of any responsible person to receive notice of the re-inspection fees shall not affect the validity of any other fees imposed under this Part.

12-3-440 Failure to Timely Pay Costs

The failure of any person to pay assessed costs by the deadline specified in the invoice shall result in a late fee pursuant to Town of Alta policy.

12-3-500 Part 5 - Administrative Fees

12-3-510 Administrative Fees

The Town Manager or the Administrative Law Judge is authorized to assess administrative fees for costs incurred in the administration of this program, such as investigation of violations, preparation for hearings, hearings, and the collection process. The fee assessed shall be the actual amount of administrative fees incurred by the Town in the action or an amount specified in the fee schedule.

12-3-600 Part 6 - Injunctions

12-3-610 Civil Violations - Injunctions

In addition to any other remedy provided under the Town of Alta Code or state codes, including criminal prosecution or administrative remedies, any provision of the Town of Alta Code may be enforced by injunction issued in the Third District Court upon a suit brought by the Town of Alta.

12-3-700 Part 7 - Performance Bonds

12-3-710 Performance Bond

(1) As part of any notice, order, or action, the Town Manager or Administrative Law Judge has the authority to require responsible persons to post a performance bond to ensure compliance with the Town of Alta Code, applicable state codes, or any judicial action.

(2) If the responsible person fails to comply with the notice, order, or action, the bond will be forfeited to the Town of Alta. The bond will not be used to offset the other outstanding costs and fees associated with the case.

Chapter 12.4 Recovery of Code Enforcement Penalties And Costs

12.4.100 Part 1 - Code Enforcement Tax Liens

12.4.110 Declaration of Purpose

The Council finds that recordation of code enforcement tax liens will assist in the collection of civil penalties, administrative costs, and administrative fees assessed by the civil code enforcement hearing program or judicial orders. The Council further finds that collection of civil penalties, costs, and fees assessed for code enforcement violations is important in deterring future violations and maintaining the integrity of the Town of Alta's code enforcement system. The procedures established in this Part shall be used to complement existing administrative or judicial remedies that may be pursued to address violations of the Town of Alta Code or applicable state codes.

12.4.120 Procedures for Tax Liens Without A Judgement

(1) Once the Town of Alta has abated a property for weeds, garbage, refuse, or unsightly or deleterious objects or structures, the Town Manager shall prepare three copies of the Itemized Statement of Costs incurred in the removal and destruction of the violations and deliver them to the Town of Alta Mayor within 10 days after completion of the work of removing the violations.

(2) The Town Manager shall send, by registered mail to the property owner's last known address, a copy of the Itemized Statement of Costs informing the property owner that a code enforcement tax lien is being recorded for the amount of actual costs of abatement. Payment shall be due within 20 calendar days from the date of mailing.

(3) Upon receipt of the Itemized Statement of Costs, the Town of Alta Mayor shall record a Code Enforcement Tax Lien against the property with the County Treasurer's office.

(4) The failure of any person with a financial interest in the property to actually receive the notice of the lien shall not affect the validity of the lien or any proceedings taken to collect the outstanding costs of abatement.

12.4.130 Procedures for Tax Liens With A Judgement

Once a judgment has been obtained from the appropriate court assessing costs against the responsible person(s), the Town Manager may record a code enforcement tax lien against any real property owned by the responsible person(s).

12.4.140 Cancellation of Code Enforcement Tax Lien

Once payment in full is received for the outstanding civil penalties and costs, or the amount is deemed satisfied pursuant to a subsequent administrative or judicial order, the Town Manager shall either record a Notice of Satisfaction of Judgment, or provide the property owner or financial institution with the Notice of Satisfaction of Judgment so that it can record this notice with the County Recorder's office. The notice of satisfaction of judgment shall include the same information as provided for in the original Code Enforcement Tax Lien. Such notice of satisfaction of judgment shall cancel the code enforcement tax lien.

12.4.200 Part 2 - Writ of Execution

12.4.201 Recovery of Costs By Writ Of Execution

After obtaining a judgment, the Town Manager may collect the obligation by use of all appropriate legal means. This may include the execution on personal property owned by the responsible person by filing a writ with the applicable court.

12.4.300 Part 3 - Writ of Garnishment

12.4.310 Recovery of Costs by Writ Of Garnishment

After obtaining a judgment, the Town Manager may collect the obligation by use of all appropriate legal means. This may include the garnishment of paychecks, financial accounts, and other income or financial assets by filing a writ with the applicable court.

12.4.400 Part 4 - Allocation of Funds Collected Under civil code enforcement Hearing Program

12.4.410 Abatement Fund

There is, hereby established, a revolving fund to be known as the "Abatement Fund" to defray costs of administrative and judicial abatements. The fund shall be reimbursed by collection from the property or property owner as specified in this Title and by the courts. The Town of Alta Council shall establish accounting procedures to ensure proper account identification, credit, and collection. This fund may be operated and used in conjunction with procedures ordered or authorized under the abatement provision of this Title.

12.4.420 Repayment of Abatement Fund

All monies recovered from the sale or transfer of property or by payment for the actual abatement costs shall be paid to the Town of Alta Treasurer, who shall credit the appropriate amount to the Abatement Fund.

12.4.430 Code Enforcement Administrative Fees and Cost Fund

Administrative fees and administrative costs, except for actual abatement costs, collected pursuant to this Part shall be deposited in a fund established by the Town of Alta Council for the enhancement of the Town of Alta's code enforcement efforts and to reimburse the Town of Alta for investigative costs and costs associated with the hearing process. Fees and costs deposited in this fund shall be appropriated and allocated in a manner determined by the Town of Alta Council. The Town of Alta Council shall establish accounting procedures in consultation with the Town of Alta Budget Officer to ensure proper account identification, credit, and collection.

12.4.440 Allocation of Civil Penalties

Civil penalties collected pursuant to this Part shall be deposited in the General Fund of the Town of Alta. Civil penalties deposited in this fund shall be appropriated and allocated in a manner determined by the Town of Alta Manager and the Town of Alta Council. The Town of Alta Council shall establish accounting procedures to ensure proper account identification, credit, and collection.

EXHIBIT B

4-1-5: WEEDS AND DELETERIOUS OBJECTS:

A. Weeds Defined: Weeds shall include any vegetation commonly referred to as a weed or which shall have been designated a noxious weed by the state commissioner of agriculture.

B. Standard Of Weed Control; Removal of Cut Weeds:

1. It is hereby declared that the above stated weeds constitute a nuisance when they create a fire hazard, a source of contamination or pollution of the water, air or property, a danger to health, a breeding place or habitation for insects or rodents or other forms of life deleterious to humans or are unsightly or deleterious to their surroundings.

2. The cut weeds shall be removed from the premises within forty eight (48) hours after cutting.

C. Penalty: It shall be an infraction and, upon conviction, subject to penalty as provided in section 1-4-1 of this code, for any person owning or occupying real property to not remove from such property any cuttings of such weeds or any refuse, unsightly or deleterious objects after having been given notice as provided in ~~section 4-1-7 of this chapter~~ Title 12.

4-1-8: PENALTY FOR FAILURE TO COMPLY:

A. ~~Class C Misdemeanor:~~ Any owner, occupant or person having an interest in property subject to this chapter who shall fail to comply with the notice or order given pursuant to this chapter shall be guilty of a ~~class C misdemeanor~~ violation and, upon conviction thereof, subject to penalty as provided in section 1-4-1 of this code ~~for each offense and further sum of twenty five dollars (\$25.00) for each and every day such person fails to comply beyond the date fixed for compliance.~~

B. ~~Criminal Proceedings: Compliance by any owner, occupant or person to whom a notice has been given subsequent to the commencement of criminal proceedings as provided in this chapter shall not be admissible in any criminal proceeding brought pursuant to this section.~~

Alta Town Council

Staff Report



To: Town Council

From: Chris Cawley and Jen Clancy

Re: Town of Alta Budget Process, Decision to Create a Budget Committee

Date: February 5, 2024

Attachments: Proposed Budget Committee Charter, Resolution 2024-R-5 Establishing a Budget Committee

FY 25 Budget Process, Rough Outline – Spring 2024

Over the course of 4 meetings (March through June) Town Staff will provide information that informs the drafting of the FY25 budget. Town Staff will also include specific updates on the wage study, general fund projects, capital improvement projects, and contracts. Each of these categories are significant components of the budgets and are worthy of focused discussion.

The council must adopt a tentative budget in the May meeting. In June, the council must pass a final FY25 budget, unless the council decides to proceed with truth in taxation to raise the property tax rate. The council must also pass final amended FY24 budgets in the June meeting.

Town of Alta Budget Committee

For many years, the Town of Alta budget process has included a committee of three councilmembers known as the Budget Committee. Below are some basic characteristics of the Town of Alta Budget Committee of the past:

- Mayor and two councilmembers
- Mayor chooses councilmembers to serve
- In the past, not formally convened
 - No organizing or governing document such as a charter, bylaws, ordinance, or resolution
 - No formal appointment of members
 - No formal authority
 - Committee followed OPMA by meeting publicly, noticing meetings, making recommendations, and recording minutes

The general purpose of the committee has been to review iterations of annual budgets and recommend a tentative budget to the mayor and council.

Budget Committee Charter

We have prepared a proposed budget committee charter for the Council's consideration. Here are some key details:

- The town manager appoints committee members with advice and consent of the town council
 - Appointment authority is delegated from the mayor to the manager under Town Code 1-15-2(A)(4)
- The committee would consist of between 3 and 5 members
 - Having more than three members could allow members to miss meetings while still retaining a quorum
- At least two members are councilmembers
 - Councilmembers have expressed reluctance to serve on the committee due to the time commitment. Allowing non-elected Alta residents or property owners to serve on the committee could reduce the need for three councilmembers to serve
 - However, staff recommends at least two and ideally three councilmembers serve on the committee. The council must ultimately approve annual budgets and councilmembers will need to spend time reviewing budget documents during each year's budget process in one setting or another. Having a quorum of the town council serve on the committee increases the likelihood that committee recommendations are adopted by the council.
- Purpose is similar to what it has been in previous years:
 - *The purpose of the Budget Committee is to assist the Budget Officer, Town Manager, and staff in the preparation, review, and recommendation of an annual budget to the Mayor and Town Council. The committee is encouraged to learn and understand the financial needs and priorities of the Town Council in order to recommend longer range financial planning through the Capital Projects Plan. The committee shall make recommendations to ensure fiscal responsibility, transparency, and clarity of budget and financial planning documentation for the benefit of the community.*

Budget Committee or Not?

Over the past couple of years, staff and councilmembers have considered changing or formalizing the purpose and composition of the budget committee. The possibility of dissolving the budget committee has also been discussed. Whether or not a budget committee exists, staff needs input from councilmembers on the development of annual budgets. Below are three options for the council to provide that input:

Option 1: Formally create a Budget Committee with a Charter

Pros: Creates a forum specifically dedicated to reviewing drafts of annual budgets, other financial documents, and other aspects of the Town of Alta budget process. Members develop awareness and expertise to aid efficient and effective budget development and review process. Relieves non-committee members of obligation to prepare for and attend more meetings.

Cons: Creates additional burden to prepare for and attend meetings for committee members.

Option 2: Do not create a Budget Committee. Review draft budgets in town council work sessions during months prior to tentative budget adoption in May of each year or as needed to consider amendments.

Pros: Slight reduction in staff time to administer an official Town of Alta public body. No need to recruit and educate resident committee members.

Cons: Similar burden to council members to review materials

Option 3: Review Tentative Budget during town council regular meetings.

Pros: No additional meetings for committee members, no additional administrative burden for staff.

Cons: Significantly reduces town council capacity to conduct other business

Recommendation:

Staff recommends the council adopt Resolution 2024-R-5 Establishing a Budget Committee Charter

TOWN OF ALTA

RESOLUTION NO. 2024-R-5

**A RESOLUTION OF THE TOWN COUNCIL OF ALTA, UTAH
ESTABLISHING A BUDGET COMMITTEE**

WHEREAS, prudent financial management is crucial for the continued success and stability of the Town of Alta; and

WHEREAS, the Town Council recognizes the importance of transparency and clarity of budget and financial planning documentation; and

WHEREAS, the attached Budget Committee Charter provides operating guidelines for the committee; and

WHEREAS, the establishment of a dedicated Budget Committee will enhance the efficiency and effectiveness of the budget planning process;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF ALTA, UTAH AS FOLLOWS:

Section 1. The Budget Committee Charter is hereby established for the Town of Alta and is attached as Exhibit A.

Section 2. This resolution shall become effective immediately upon passage.

PASSED AND APPROVED this 14th day of February, 2024.

By

Mayor Roger Bourke

ATTEST:

Jen Clancy, Town Clerk

VOTE:

Mayor Bourke _____

Councilmember Byrne _____

Councilmember Schilling _____

Councilmember Ancil _____

Councilmember Morgan _____

MAYOR
ROGER BOURKE

TOWN COUNCIL
CAROLYN ANCTIL
JOHN BYRNE
ELISE MORGAN
DAN SCHILLING



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Budget Committee Charter

Authority

Pursuant to resolution number 2024-R-5, dated February 14, 2024 the Town Council has established a Budget Committee to operate according to this charter. The Budget Committee serves as an advisory body to the Town of Alta and the Town Council.

Purpose

The purpose of the Budget Committee is to assist the Budget Officer¹, Town Manager, and staff in the preparation, review, and recommendation of annual budgets to the Mayor and Town Council. The committee is encouraged to learn and understand the financial needs and priorities of the Town Council in order to recommend longer range financial planning through the Capital Projects Plan. The committee makes recommendations to ensure fiscal responsibility, transparency, and clarity of budgets and financial planning documentation for the benefit of the community.

Membership

- The Budget Committee shall consist of a minimum of 3 members and no more than 5 members.
- At least 2 committee members shall be council members.

Appointment

- The Town Manager² shall appoint committee members with advice and consent of the Town Council.
- All appointments shall include a term end date.
- Vacancies occurring through expiration of terms of appointment, death, disability, resignation or moving from the town if applicable shall be filled by appointment by the Town Manager, with advice and consent of the Town Council.
- No member of the Budget Committee shall receive compensation for their service.

Qualifications

- All members of the Budget Committee shall be Town of Alta residents and/or property owners.
- Members should represent a cross-section of the community and possess diverse skills and experience relevant to budgetary matters.
- The members should collectively possess knowledge in accounting, budget, and financial reporting needed to understand and evaluate the Town of Alta's financial statements.

¹ [UCA 10-6-109](#)

² [Alta Code 1-15-2\(A\)\(4\)](#)

Duties and Responsibilities

- Assist in the preparation, review, and recommendation of annual budgets to the Town Council.
- Review revenue projections, expenditure requests, staff compensation structure, and departmental justifications.
- Review sources of risk and recommend procedural changes.
- Recommend and review fiscal health targets.
- Assist in creating transparent and legible financial reports for presentation to the council and the public.
- Propose recommendations for budget adjustments and improvements.
- Periodically review outsourced staff expenditures and make recommendations.
- Provide regular updates and recommendations on the budget process to the Town Council to foster transparency and facilitate the council's ability to make key decisions.
- Assess the impact of proposed budgets on the community and services.
- Approve committee meeting minutes via a quorum.

Decision Making

Due to the advisory role of the Budget Committee, a good faith effort should be made by all committee members to base recommendations to the Town Council on the consensus of the group.

A quorum of the Budget Committee constitutes a simple majority of the total membership. Committee meeting minutes shall be approved by a quorum of the committee.

Meetings

The Budget Committee shall be chaired by the Budget Officer and be subject to the provisions in the Open and Public Meeting Act³. The committee shall meet regularly from January through June during the budget preparation period and as needed throughout the rest of the year. To help reduce the burden of additional meetings for council members serving on the committee, the Budget Officer shall try to schedule meetings to coincide with the regular Town Council meeting schedule. There may be instances where meetings need to be held in advance of council meetings to allow for document preparation etc.

The agenda of each meeting shall be clearly determined in advance and committee members should receive supporting documents in advance, for reasonable review and consideration. Meetings will not be conducted unless a quorum is present. The chair of the Budget Committee shall create meeting minutes which include the meeting:

- Agenda
- Time, date, and location
- Attendance
- A summary of the topics discussed
- Record of recommendations that will be made to the Town Council

Charter Review

As needed, the Budget Committee shall recommend modifications to this charter for the Town Council's review.

³ [UCA 52-4-202](#)

Alta Town Council Retreat: What's Next?

February 14th 2024 Town
Council Meeting



Recap

Agenda:

- Strategic Assessment
 - *Where are we today?*
- SWOT
 - *Critical issues for present/future planning*
- Vision of Success
 - *From-To Shift*
- Identify Top Priorities
 - *Strategic*
 - *Operations and planning*



Priorities and Key Outcomes

Short term

- “Stabilize” Alta Marshals Office today and in the future
- Capital assets master planning

Long Term/Strategic

- Governance
- Long Term Planning

Stabilize Alta Marshals Office

Recruitment and Retention

- Compete with downtown agencies
 - *Action: compensation analysis, explore joining public safety retirement system*

Continuity and Sustainability

- 5 officer department
 - *Action: assess budget, schedule, overtime requirements, fleet and equipment, and other needs*
- Morey retirement: transfer institutional knowledge
 - *Action: reduce Morey's patrol time to be available for planning*
- Adapting to evolving best practices, statutory requirements and mandates
 - *Action: discuss contracting for complex investigations, mobile data terminals, etc. with SL County Sherriff*
 - *Action: Obtain professional/qualified Victim Advocate*

Facilities

- Roadside, ADA accessible space for public business, etc.
 - *Action: assess short-term options for ADA accessible police workstation; TOA Facilities Master Plan*

Capital Assets Master Planning

Water System

- Conduct master plan: update 2014 water model, capital improvements analysis
 - *Action: develop scope of work w/ SLCo SA #3*
 - *Action: understand USFS NEPA requirements for new system features*
 - *Action: issue RFP*

Sewer

- Conduct master plan
 - *Action: scope, RFP, execute*

Facilities

- Conduct master plan
 - *Action: scope, RFP, execute*

Governance

Develop Strategic Process

- *Action:* Staff proposes purpose statement to the council
- *Action:* Plan next council retreat

Reporting

- *Action:* FY 25 staff planning, tracking, reporting

Roles and Responsibilities

- *Action:* Improve council onboarding and training

Lengthen Planning Horizon

Facilities and Infrastructure

- *Action:* Water, sewer, facilities plans

Long Range Planning

- *Action:* Workshop organization purpose statement, update/develop community vision statement
- *Action:* Address major pressures
 - UDOT Bus stop/service, gondola, dispersed recreation management, climate change, population growth, seasonal economy...
 - *General Plan Update...*

Thank you for your service!!

