



## ALPINE CITY COUNCIL **ELECTRONIC/PUBLIC MEETING AGENDA**

NOTICE is hereby given that the CITY COUNCIL of Alpine City, Utah will hold an **Electronic Public Meeting** on **Tuesday, October 13, 2020 at 7:00 pm** hosted at Alpine City Hall, 20 North Main, Alpine, Utah.

The public may participate in the meeting via the **Alpine City YouTube Channel**. A direct link to the channel can be found on the home page of the Alpine City website: [alpinecity.org](http://alpinecity.org) Public Comments may be submitted to [admin@alpinecity.org](mailto:admin@alpinecity.org) by 5:00 pm the day of the meeting.

### I. CALL MEETING TO ORDER

- A. Roll Call **Mayor Troy Stout**
- B. Prayer: **Jason Thelin**
- C. Pledge: **By Invitation**

### II. CONSENT CALENDAR

- A. Approve City Council minutes of September 22, 2020
- B. Bond Release No. 2 – Brookside Meadows: \$45,339.80
- C. Paper Bond Release Final – The Ridge at Alpine (offsite waterline): \$569,365.00
- D. Final Bond Release – Lye Subdivision Plat A: \$1,752.78
- E. Bond Release No. 6 – The Ridge at Alpine: \$52,038.25
- F. Bond Release No. 11 – The Ridge at Alpine: \$13,870.00
- G. Agreement Modification - Officer Involved Critical Incident Protocol

### III. PUBLIC COMMENT

### IV. REPORTS AND PRESENTATIONS

- A. Audit Fiscal Year 2020
- B. Financial Report
- C. City Attorney

### V. ACTION/DISCUSSION ITEMS

- A. Resolution No. 2020-16: Construction Standards Specifications Details
- B. Resolution No. R2020-17: A Resolution of the Governing Body of Alpine City Amending the Personnel Policies and Procedures Manual with regard to the Utah Retirement System.
- C. Ordinance 2020-17: Repair of Streets and Sidewalks
- D. Ordinance 2020-18: Written Notification of Zone Change
- E. Approval of Merit Increases for Lone Peak Public Safety District Employees
- F. CARES Act Funds – Proposed Expenditures
- G. Proposed Lambert Park Trail

### VI. STAFF REPORTS

### VII. COUNCIL COMMUNICATION

- III. EXECUTIVE SESSION: Discuss litigation, property acquisition, or the professional character, conduct or competency of personnel.

Mayor Troy Stout  
October 9, 2020

THE PUBLIC IS INVITED TO PARTICIPATE IN ALL CITY COUNCIL MEETINGS. If you need a special accommodation to participate, please call the City Recorder's Office at (801) 756-6347 x 4.

CERTIFICATE OF POSTING. The undersigned duly appointed recorder does hereby certify that the above agenda notice was on the bulletin board located inside City Hall at 20 North Main and sent by e-mail to The Daily Herald located in Provo, UT, a local newspaper circulated in Alpine, UT. This agenda is also available on our web site at, and on the Utah Public Meeting Notices website at [www.utah.gov/pmn/index.html](http://www.utah.gov/pmn/index.html)



# PUBLIC MEETING AND PUBLIC HEARING ETIQUETTE

Please remember all public meetings and public hearings are now recorded.

- All comments **must** be recognized by the Chairperson and addressed through the microphone.
- When speaking to the Planning Commission/City Council, please stand, speak slowly and clearly into the microphone, and state your name and address for the recorded record.
- Be respectful to others and refrain from disruptions during the meeting. Please refrain from conversation with others in the audience as the microphones are very sensitive and can pick up whispers in the back of the room.
- Keep comments constructive and not disruptive.
- Avoid verbal approval or dissatisfaction of the ongoing discussion (i.e., booing or applauding).
- Exhibits (photos, petitions, etc.) given to the City become the property of the City.
- Please silence all cellular phones, beepers, pagers or other noise making devices.
- Be considerate of others who wish to speak by limiting your comments to a reasonable length, and avoiding repetition of what has already been said. Individuals may be limited to two minutes and group representatives may be limited to five minutes.
- Refrain from congregating near the doors or in the lobby area outside the council room to talk as it can be very noisy and disruptive. If you must carry on conversation in this area, please be as quiet as possible. (The doors must remain open during a public meeting/hearing.)

## Public Hearing vs. Public Meeting

If the meeting is a **public hearing**, the public may participate during that time and may present opinions and evidence for the issue for which the hearing is being held. In a public hearing there may be some restrictions on participation such as time limits.

Anyone can observe a **public meeting**, but there is no right to speak or be heard there - the public participates in presenting opinions and evidence at the pleasure of the body conducting the meeting.

ALPINE CITY COUNCIL **ELECTRONIC** MEETING  
Tuesday, September 22, 2020 at 7:00 pm  
Alpine City Hall, 20 North Main, Alpine, Utah.

**I. CALL MEETING TO ORDER**

The meeting was called to order at 7:00pm by Mayor Pro Tem Lon Lott

**Roll Call:** The following were present and constituted a quorum.

Council Members Greg Gordon, Lon Lott, Jason Thelin, Carla Merrill, Jessica Smuin

Staff: Shane Sorensen, Austin Roy, David Church, Chief Brian Gwilliam, Chief Reed Thompson, Bonnie Cooper

Others: Boy Scout, Will Jones

**A. Prayer:** Lon Lott

Mayor Troy Stout joined the meeting

**II. CONSENT CALENDAR**

- A. Approve City Council minutes of September 8, 2020**
- B. Bond Release No. 5 – The Ridge at Alpine Phase 3: \$115,000.00**
- C. Bond Release No. 12 – The Ridge at Alpine Phase 1: \$86,313.65**
- D. Bond Release No. 1 – Brookside Meadows: \$154,478.75**
- E. Black Forest Paving – 2020 Overlay Project: \$226,495.26**

**Motion:** **Carla Merrill** moved to approve the Consent Calendar with amendments made to the September 8, 2020 minutes by Lon Lott, Greg Gordon, and Jason Thelin. Greg Gordon Seconded the motion. There were 5 Ayes and 0 Nays, as recorded below. The motion passed unanimously.

<u>Ayes</u>	<u>Nays</u>
Lon Lott	
Jessica Smuin	
Carla Merrill	
Greg Gordon	
Jason Thelin	

**III. PUBLIC COMMENT**

Austin Roy City Planner read in the following emails sent into the city:

**Natalie Lacey**  
**Alpine, Ut**

*Creekside park is a great place for people to hang out and get together. it is a really great park...but I think it would be even better if one of the large grass areas behind the tennis courts was converted to a skate park. It doesn't have to be big, but it would make the park more for all types of people. because some people don't enjoy tennis, and some do. a skate park would help give the park a personality. There are different skate parks, but they are all so far away and come kids can't drive and want something close to home. little kids like going to skate parks too, they can ride bikes in it and scooters and skateboards. The people who go to timberline have to wait for hours before their parents could drive them to the skate park. But if there was one at Creekside, they could easily just walk there. it would make the park much more fun for teenagers. there is a part for the kids (the splash pad/parks) and there are pavilions for adult parties, but there isn't really a fun place for everyone else. if the skate park was put into the park, you could put up a fence, so no kids accidentally fall into the bowl. Most people who live in the alpine like to skate, but they have nowhere to practice. if there was a park, then parents wouldn't have to drive for 45 minutes to get to the draper skatepark. They could focus on more important things instead. please consider this, it would make a lot of people very happy. thank you for your time,*

*Natalie Lacey*

1 Lon Lott City Council member said as a City Council we have talked about skate parks before, could the council bring  
 2 it back for the citizens to see if there is interest. Mayor Troy Stout said before citizens worried about bringing in  
 3 outside traffic to our city and said it is still a growing activity among families. Jessica Smuin City Council member  
 4 said it taking on a different feel then before, skate parks are more of a family activity then just a teenager hang out.  
 5 Jason Thelin City Council member said the city had a lot of negative response from citizens against having skate parks  
 6 in their neighborhoods. Mayor Troy Stout said he thinks the City Council should bring it up as an agenda items and  
 7 see if the citizens are interested in having a skate park now.

8  
 9 ***Blossom Hansen***

10 ***Alpine, Ut***

11 *Hello there,*

12 *My name is Blossom Hansen. I am emailing you concerning the stop sign on 300 North and Country Manor Lane.*  
 13 *Over the past few months, I have noticed many cars speeding through the stop sign. I have witnessed so many close*  
 14 *call car accidents happen there. I was almost T-boned there myself because some reckless driver ran the stop sign. I*  
 15 *am concerned for the safety of the young children and adults that live around there. The other day I saw a driver*  
 16 *almost hit a young child who was trying to cross the street at that stop sign.*

17 *I am hoping that by bringing this issue up to the city that you could help stop these reckless drivers by putting a speed*  
 18 *bump or something that makes the stop sign more apparent. I have a feeling that by putting a speed bump either at*  
 19 *the stop sign or just before the sign it will help potentially save someone's life.*

20 *Thank you,*

21 *Blossom Hansen*

22  
 23 Greg Gordon City Council member suggested a larger sign or crossing lines make it more visible. Lon Lott said that  
 24 is a hard intersection to see the stop signs, he suggested painting the word STOP on to the road. Carla Merrill City  
 25 Council member said she goes through that intersection every weekday with her carpool route, in her option there are  
 26 a lot of distracted drivers. She said she does not believe it is the lack of signage but is in favor of painting lines and  
 27 the word STOP on the road. Mayor Troy Stout asked Shane Sorensen City Administrator said if the city could paint a  
 28 line and the letters STOP on the road. Shane Sorensen replied yes, the city staff could do that.

29  
 30 ***Tate Barney***

31 ***Boy Scout***

32 ***Alpine Troop 26***

33  
 34 *Tate Barney presented his Eagle Scout Project idea to the City Council of painting curbs along Main Street between*  
 35 *120 South and 200 North. Tate Barney asked the city to donate \$350 for paint and said his parents would donate \$250*  
 36 *the rest for supplies needed.*

37  
 38 Mayor Troy Stout asked Shane Austin Roy if the city had need of the curbs to be painted in that area. Austin Roy  
 39 replied yes. Mayor Troy Stout said the Eagle Scout project is a good idea. He said the city can get some free labor. He  
 40 said plan on the city participating in this project. Shane Sorensen said he would coordinate with Tate Barney on the  
 41 project with regards to paint, cones, and donation.

42  
 43 **IV. REPORTS AND PRESENTATIONS**

44  
 45 No reports or presentations

46  
 47 **V. ACTION/DISCUSSION ITEMS**

48  
 49 **A. Resolution No. R2020-14: Adopt Transportation Element of the General Plan**

50  
 51 Austin Roy explained this resolution will replace the city's existing traffic circulation of the transportation General  
 52 Plan. He said this is the final piece to the transportation portion of the General Plan. He said there are always to parts  
 53 to portions of the General Plan which are goals and policies. He said that on July 14, 2020, the City Council adopted  
 54 Resolution 2020-09, which began the process of amending the City's General Plan and land use ordinances as they  
 55 pertain to streets and roads going in and out of the City. On August 4, 2020, the Planning Commission discussed  
 56 new language for the Transportation Element of the General Plan. The City Attorney has reviewed the proposed  
 57 language and provided feedback. Based on that feedback the Planning Commission has drafted a new Transportation  
 58 Element of the General Plan. The Planning Commission has held a public hearing on the proposed Transportation  
 59 Element of the General Plan and made the following recommendation to City Council:  
 60

**MOTION:** Sylvia Christiansen moved to recommend that the Transportation Element of the General Plan be approved as proposed. Ed Bush seconded the motion. There were 6 Ayes and 0 Nays. The motion passed unanimously.

<u>Ayes:</u>	<u>Nays:</u>
Ethan Allen	
Sylvia Christiansen	
Ed Bus	
Troy Slade	
Jane Griener	
John MacKay	None.

Mayor Troy Stout said the City Council need more time to review this portion of the General Plan before approving it. Jason Thelin said the City Council has a 180-day timeline base on the initial motion to make any modifications. He had a question for Austin Roy regarding input made to Austin Roy from his individual meeting with all the City Council members, and whether their ideas were put into this portion of the General Plan. Austin Roy said by the next meeting he can collect the City Council members ideas and address the entire transportation element at one time. He said what had been brought to the Council tonight was what the Planning Commission had recommended. Jason Thelin proposed that the Council table this resolution and make it complete with the Councils ideas added before approving. Jason Thelin made a motion. Lon Lott said should the Council know beforehand what items will be added to digest them before the next meeting. Jason Thelin said all the Council had previously met with Austin Roy and given him their ideas. He said maybe Austin Roy could put together something for each of us to review. Austin Roy said the original plan was to bring each section at a time up at City Council and add or discuss each recommended item from each Council member. He said the Council could add everything they want to each section and the Council could talk about them at one meeting and vote on it another meeting. Mayor Troy Stout said each of the Council members could meet with Austin Roy again and bring that to the next meeting in rough draft. Jason Thelin said could Austin Roy compile all of the City Councils ideas and present something to the Council members before the next meeting, in order to know what each council member is thinking before the meeting. David Church city attorney said he did not see a problem with having Austin Roy put together a report to all of the City Council members listing their ideas and identifying whose idea it was and add them to the transportation element of the General Plan and send that out well before the next meeting that way when the council makes their recommendation to accept the changes or make a motion to make changes delete those things and get the resolution done in one meeting or two saving time at the next meeting. Shane Sorensen said we can bring it back on the October 13<sup>th</sup> meeting. Mayor Troy Stout said the council can take the next three weeks to go over the plan.

**Motion:** Jason Thelin moved to table resolutions R2020-14 the Transportation Element of the General Plan until City Council can meet with staff and add items or discuss items pertaining to connections to Alpine City. Jessica Smuin Seconded the motion. There were 5 Ayes and 0 Nays, as recorded below. The motion passed unanimously.

<u>Ayes</u>	<u>Nays</u>
Lon Lott	
Jessica Smuin	
Carla Merrill	
Greg Gordon	
Jason Thelin	

**B. City Hall Entrance Remodel: Review Floor Plan**

Shane Sorensen explained the city has been working on plans to remodel the entrance to City Hall. The remodel should provide for a safer environment and allow City Hall to reopen. He said the proposed plan for the City Hall entrance would move from the west side of the building to the south side. He said the city does anticipate the west entrance would still be used for the public to attend City Council and Planning Commission meetings. He said the proposed plan shows moving the existing south door out to provide more room in the lobby area, with a vestibule being added to the exterior of the building. The door into the vestibule would be on the east side, to minimize the impact to the parking stalls. He said the office to the east of the current lobby area would be incorporated into the lobby, although there would still be the feeling of separate office spaces. He said counters would be installed with some type of glass as a barrier between staff and the public. He said the city’s options are somewhat limited, but after a few renditions, staff believe this is the preferred option. Austin Roy said Design-Build have requested to start doing demolition today but that did not happen. He said the dumpster is there, so demolition is prepped and ready to go. Mayor Troy Stout said regarding the ADA does the city need to retrofit anything. Shane Sorensen said we do not have to change anything. He said on a night when holding a City Council meeting the new entrance would be locked and

1 the Main Street entrance would be used. He said the estimated cost for the remodel is \$75,000.00, so far, the city has  
2 spent \$6000.00.

3 Greg Gordon asked if the new entrance will only be used during the daytime, Council and Planning meetings would  
4 use the Main Street entrance. He asked if the city anticipates people to go through the building or for all business to  
5 take place in the lobby area. Shane Sorensen said this would be a reception area and a control point for all other  
6 departments. Mayor Troy Stout said this layout make good use of this area which is valuable square footage. Lon Lott  
7 agreed and said this layout has good for a natural workday flow.

8 Greg Gordon said he would like to see a bigger door like the one on Main Street or double door for more security.  
9 Carla Merrill said the new plan would preserve the parking spaces. Shane Sorensen said the parking would be  
10 preserved. He said the city could use a wider door like the front on Main Street with a few adjustments. Lon Lott  
11 suggested getting an alarm system for the City Hall building. Shane Sorensen said an alarm system does not qualify  
12 for use of the CARES Act funds, but we can investigate getting one for wiring purposes. Lon Lott said the Council  
13 does not need to approve this because we approved it two weeks ago but would like more information and details  
14 when the city receives bids. Jessica Smuin suggested get signage like out front on Main street to be put above the door  
15 of the new entrance. Shane Sorensen said the city could be incorporate a sign into the new entrance.

16  
17 **Motion:** Lon Lott moved allow staff to move forward with the concept plan and get a final bid for a new entrance for  
18 City Hall. Carla Merrill second the motion. There were 5 Ayes and 0 Nays, as recorded below. The motion passed  
19 unanimously.  
20

<u>Ayes</u>	<u>Nays</u>
Lon Lott	
Jessica Smuin	
Carla Merrill	
Greg Gordon	
Jason Thelin	

### 21 22 23 24 25 26 27 28 **C. Proposal for Signage at Various City Parks** 29

30 Shane Sorensen explained the city has previously discussed creating some nice signage at our main trailheads  
31 throughout the City. He said with the Three Falls and The Ridge at Alpine trails now being in place, the trail  
32 connectivity the city has around the north and east sides of the City is better than it has ever been. He said the trails  
33 committee had a discussion that was to have signage with mapping, trail names, and rules where trail users would be  
34 able to see the specifics of the trails located in the park they are in, as well as see how the trails interconnect between  
35 areas. He said the city staff worked with the trail committee to get a proposal from a landscape architect who could  
36 create these signs. The estimate includes 143 hours at \$125/hour to design signage for Lambert Park, The Ridge at  
37 Alpine, Three Falls, North Pointe, Creekside Park, Healey Park, Smooth Canyon Park and Burgess Park. The signage  
38 would be similar in style to the sign at the trailhead below the rodeo grounds in Lambert Park. A photo of the sign is  
39 included in the packet. We would try to install the signs in some existing kiosks and would build some new ones as  
40 well. The plan is to have a 4'x8' sign of the park where the sign is located and an additional 4'x8' sign showing the  
41 trail connectivity between other areas. For some of the parks, the sign would be smaller, probably 4'x4'. The proposal  
42 can be refined once one set of signs is designed and the time it takes will be more than just an estimate. We are  
43 working on an overall site plan of where the signs would be located. There are a couple of ways the City could  
44 approach this. We could do it all at once or select a park to start with and then build on that over time. Staff will  
45 move forward at the direction of the Mayor and City Council.

46 Shane Sorensen said Meadow Brook Design could give us an idea after they finish the first sign, then they will know  
47 how many hours each sign will take. He said have the council pick one park to start with and make sure the council  
48 is happy with them. Carla Merrill said she believe signs are necessary for most trails but are signs necessary for all  
49 the parks especially smaller parks. Shane Sorensen said the smaller parks signs would be small, the city has had  
50 requests for signs at the smaller parks. He said Ginger Belnap with Meadow Brook Design said the signs could be  
51 smaller and simpler for the parks verses the trails

52 Carla Merrill believes an overall map is necessary but does not want to see a bunch of signs at these smaller parks.  
53 She said the city should only do what is it necessary. Greg Gordon said is the design intended to be different based on  
54 size of trail. He said although Burgess Park has a decent trail. Austin Roy said the purpose for the signs at the parks  
55 would be suggestions for walkers and each sign can be tailored for the parks and it would be smaller. Mayor Troy  
56 Stout said we could put signage on the asphalt path and continue the aesthetic value of the park and or trail. Lon Lott  
57 said that is why we hire someone so that we can visualize and see what the signage will look like in the location of  
58 the park. He said the construction comes after the design of the sign. He said he feels that same way the other council  
59 members feel that maybe not do the smaller park on the same scale as the larger trails. Shane Sorensen said at  
60 Creekside park there is a kiosk over by the splash pad, it could show the mileage and paths.

61 Greg Gordon said the Council should consider the usage level at each park like Peterson Park. Shane Sorensen said  
62 the city can expand the sign order or reduce it however the council would like. Greg Gordon said the city could start

1 with Smooth Canyon and Burgess Park move the signs a little further north for pedestrian traffic to get more visibility.  
2 Carla Merrill said right now she would vote not to have signage at either Smooth Canyon or Healey Park. Jessica  
3 Smuin said the city should start with the unpaved trail signs first not our paved trail sections. Shane Sorensen said the  
4 trail in Healey Park does connect to other trails and that go throughout the Healey Heights open space. Jessica Smuin  
5 said the signage should have continuity throughout the city. Can we approve the signs without approving the maps?  
6 Shane Sorensen said in the past we have had request for the signage at the smaller parks, but we can do it however the  
7 council wants to do it.

8 Jessica Smuin said the city needs to be sign sensitive especially when we already have existing signs. She said the city  
9 needs to have all the signs come together, the city has one area near Moyle Park has 10 signs all together and all  
10 different styles. She said she would like the city to pick a style and upgrade our existing signs. Mayor Troy Stout said  
11 Draper city has its logo on their trail signs it would be nice to include our city logo on the signs to bring continuity.  
12 Jessica Smuin suggested having brown signage. Greg Gordon said he likes this direction with medal signs will last  
13 longer than the wood signs. Shane Sorensen said the city needs to have a standard in signage to be consistent.

14 Lon Lott asked what input the city has had from the Trails Committee on style. Will Jones, Alpine Trail Committee  
15 Chair said the city has faced challenge over the years. He said a lot of those signs have been destroyed. He said the  
16 city does not have the funds to maintain do the signs repeatedly. He said that is why we have decided and focused on  
17 having the signs be more uniform at every trailhead and park. He said people like having the half mile mark and 3/4  
18 mile mark and one-mile mark as they are using the trails. He said the first thing to do would be a trailhead and each  
19 one and then go from there have a kiosk and make it simple for everyone. He said Shane Sorensen had said the city  
20 should try one park and then go to the next park and work from there. He said the City Council could review and  
21 adjust at each park. Mayor Troy Stout said he would want to get this project done before the winter; the trails are  
22 seeing high usage right now. Jason Thelin asked Will Jones about the new trail above Three Falls can the city include  
23 that in this motion. Will Jones said the new trail is going to be included in the new trail maps and that Jed Muhlestein  
24 is mapping it out and staff will take the City Council up to flag the path of the trail so that everyone can see it.

25  
26 **Motion:** Lon Lott moved to approve phase one of the architectural trail sign project beginning with Lambert Park,  
27 and then moving on to Three Falls. Carla Merrill seconded the motion. There were 5 Ayes and 0 Nays, as recorded  
28 below. The motion passed unanimously.

29  
30 Ayes Nays  
31 Lon Lott  
32 Jessica Smuin  
33 Carla Merrill  
34 Greg Gordon  
35 Jason Thelin  
36

37 **D. CARES Act Funds - Contribution to Alpine School District: helping our local schools needs due**  
38 **to COVID-19**

39  
40 Shane Sorensen explained that he was asked by council to contract the schools in our city to see how the city could  
41 help. He said Rob Smith with the School District said that each school could use a touchless water bottle fill station.  
42 He said the District provided the city with the prices for the three. He said he did not hear back from Mountainville  
43 Academy. Mayor Troy Stout said this would benefit children in this community. Shane Sorensen said the city cannot  
44 help with a Lone Peak High School because it is not located in Alpine City. Greg Gordon asked if the fill stations  
45 have already installed and does the district of middle school think they could utilize more than one. Jason Thelin  
46 asked how much funding we have used so far and how much we have left after all the projects have been completed.  
47 Shane Sorensen said we still have a lot funding left approximately \$162,183.81. Jason Thelin said he believes  
48 modification to city hall upgraded the audio/visual system are more important then fill stations for the schools.  
49 Shane Sorensen said each time the city uses CARES Act funds it will be an agenda at council meeting to show how  
50 and what the city is spending the funds on. He said he does not see helping the schools to be a problem. Carla  
51 Merrill asked about all the projects at the last city council meeting. Shane Sorensen said the only item so far from  
52 the second quarter cost and one thing did not qualify which was the Alpine Days salary.  
53

54 **Motion:** Lon Lott moved to approve the use of the CARES Act Funds for water refill stations as invoiced by Alpine  
55 School District. Carla Merrill seconded the motion. There were 4 Ayes and 1 Nay, as recorded below. The motion  
56 passed.

57  
58 Ayes Nays  
59 Lon Lott Jason Thelin  
60 Jessica Smuin  
61 Carla Merrill  
62 Greg Gordon

1  
2 **VI. STAFF REPORTS**  
3

4 Austin Roy received the following email from a group called Get Loud. He said they would like to have an event in  
5 Creekside Park on October 17, from 5-10 pm with vendors' booths and activities. He said this would be considered a  
6 mass gathering, city staff would like to know how the City Council wants staff to proceed with requests such as  
7 these that have been coming in to use our parks for different events. He said these requests have been coming in a  
8 lot. He said with the mass gathering they would have to contact the police chief and have additional bathrooms, but  
9 at the end of the day the City Council has the last say. He asked if the City Council wanted to come up with a firm  
10 policy on approving or denying events such as these in our city parks.

11 The following is the email:

12  
13 ***My name is Katelyn Sorensen,***  
14 ***a resident in Lehi, UT***

15 *I am reaching out regarding an inquiry for a fundraising event that my husband and I are working on putting*  
16 *together for the organization Operation Underground Railroad. We are looking at making this event a family event*  
17 *and would like to reserve Creekside Park for this event (ALL proceeds and profits will be going to O.U.R.). Before*  
18 *we can really start advertising this, we need to get a location solidified, so if you could review my proposal and get*  
19 *back to me, that would be fantastic. We absolutely love the atmosphere of this park and would love to host this*  
20 *family event here.*

21 *Below are the details of the event:*

22  
23 ***Title of Event:*** *Get Loud in the Park*

24 ***Date:*** *October 17<sup>th</sup>, 2020*

25 ***Time:*** *5:00pm-10:00pm*

26 *\*tickets to be purchased through Eventbrite*

27 ***All Profits go to:*** *Operation Underground Railroad, an organization dedicated to rescuing children from child*  
28 *trafficking. You can find out more about them here: <https://ourrescue.org/>*

29 □

**[Operation Underground Railroad](#)**

*In the past six years of existence, O.U.R. has rescued 3,800 victims and assisted in the arrests of more than 2,100 traffickers around the world. The partners we are empowering have collectively helped rescue the lives of more than 10,000 survivors who were enslaved, exploited or at risk.*

**[ourrescue.org](https://ourrescue.org)**

30 ***Advertising:*** *Posters throughout local businesses, local fitness companies, grocery stores, boutiques, etc.*

31 ***Vendors:***

32 *Food trucks (j-dawgs, penguin brothers, 53 catering, pretzelmaker, kitchen 88, waffleluv, Hokulia shaved ice,*

33 *Bruges, South of the Border Tacos, Fiore pizza, Crumbl cookie, Swig);*

34 *Booths (minky couture, evolve fitness, move fitness, perk, party with carly, kortni jeane, blenderbottle, momentum*  
35 *climbing, Mint window cleaning, Baby Cubby, thrive nursery, etc.)*

36 *Activities (A and W Rentals – bouncy houses, bubble soccer, momentum climbing – climbing wall, outdoor movie,*  
37 *silent auction)*

38 *Bathrooms - honeybucket*

39 ***Tentative Schedule:***

40 *5:00pm-7:00pm / activities, games, food, etc.*

41 *7:00pm-7:30pm / overview of O.U.R (tentative Tim Ballard speech), dance off with kids, prizes, thank you*

42 *8:00pm-10:00pm / movie (family friendly – haven't yet decided)*

43 ***Needs from Creekside Park/Alpine City***

44 *Access to Electricity*

45 *Parking spots for food trucks*

46 *Any waivers / permits that we would need*

47  
48 *Please let me know if there is more information that you need from me. Again, we would love to use the park for this*  
49 *event. We think that it would be the perfect place to gather families to support such an important cause.*

50  
51 *Thank you so much for your consideration!*

52 *Katelyn Sorensen*  
53

1 Mayor Troy Stout said with the way the Utah County is headed with the COVID-19 counts increasing, he would say  
2 it is not a good idea at this time to have any mass gatherings. He said this is a good cause, but at this time he does  
3 not think it is a good idea to approve it. Carla Merrill and Lon Lott agreed. Greg Gordon said he thinks as a council  
4 we should come up with a fair way to deal with these requests. Mayor Troy Stout said the council needs to keep in  
5 mind the impact these types of events have on the park and surrounding neighborhoods. Chief Reed Thompson said  
6 when you hit a certain number of people they may be required to have a first aid station and ambulance available  
7 and under the current climate the fire department has had difficulty staffing events like this. Austin Roy said the city  
8 charges \$250 for events and \$1000 deposit.

9 Chief Brian Gwilliam said he has asked his police force to have less contact with the public and so to have a mass  
10 gathering would be going against that. Lon Lott reminded the Council about the concert in the park that was  
11 approved at a previous meeting. He said that was an exception. He said he thinks we should maintain the parks as is  
12 with people reserving the pavilions. He said we should not turn over the city parks to just one event. Jason Thelin  
13 agree with Lon Lott to keep the city parks family parks and not have outside people coming in a reserving the entire  
14 park except for Alpine Days. Mayor Troy Stout said that was the main purpose of the park. Lon Lott said this can  
15 open the city up to other requests and the city must come up with a firmer policy and what exceptions would be.  
16 Mayor Troy Stout asked Austin Roy to come up with a policy to be put on the agenda at the next meeting.  
17

18 Chief Brian Gwilliam reported on the enforcement of masks and the ordinance passed for Utah County mask  
19 mandate. He said officer will be giving friendly reminder but will not mandate it. It difficult for law enforcement  
20 officers to deescalate these situations. Mayor Troy Stout said pandemic could hit Alpine and Highland. He said the  
21 City Council and city staff need to avoid this at all costs. He said as leaders in the community we need to be  
22 responsibly to educate the youth and encourage people to use masks.  
23

24 Chief Thompson California fires requested extra week we had a fire in Pleasant Grove where we had 34 homes  
25 evacuated and we helped for 12 hours with that. He said it was a rude awakening for the fire department here in  
26 Alpine so for that reason there will be no open burn permits available. Mayor Troy Stout asked if the city fire  
27 department has enough part time and full-time people considering some of the department are helping California.  
28 Chief Redd Thompson said he does but the department will continue to help over the next few months but EMAC it  
29 is a positive impact and they cover the costs of our department.  
30

## 31 VII. COUNCIL COMMUNICATION

32

33 Mayor Troy Stout said he would like to do something as a city in place of the Senior Dinner that was cancelled due  
34 to COVID-19. He wanted to know if the council had any suggestions. Carla Merrill said it is still too soon to gather  
35 people especially in that age bracket. Mayor Troy Stout said maybe the city could deliver a dinner to the seniors in  
36 our city and work with Alpine Youth Council and get it done by the end of October.

37 Mayor Troy Stout said the Chamber of Commerce requested a letter from each mayor throughout Utah to help  
38 encourage people to check out our city's open spaces and parks and spend a few bucks while they are here in  
39 Alpine.

40 Mayor Troy Stout said shooting area have a 30-day closure, the limitations by federal law are temporary to have a  
41 permeant closure will take a lot longer hopefully we can get it extended. Lon Lott asked how the city enforces this  
42 with police or the forest service. Chief Brian Gwilliam the police force cannot enforce anything on federal land, but  
43 the sheriff's department can. He said three of the last five fires have been started from shootings.  
44

45 Mayor Troy Stout said the process for the new city attorney has been narrowed down to two firms and will have  
46 good news for David Church and our next meeting.  
47

48 Jessica Smuin wanted a committee meeting update and wanted to know if the city website could be updated. She  
49 said with our current software for the city's website has not been updated in many years. She suggested having  
50 something to keep the community up to date on the remodeling being done at City Hall and how the city is spending  
51 the Cares Act funds.  
52

53 Jessica Smuin gave an update on farmers market held at Balance Studios over the weekend. She and Greg Gordon  
54 both attended, and he said it was well attended. Greg Gordon said he did not see any parking issues; people even  
55 came out in the rain.  
56

57 Greg Gordon asked if the city could use CARES Act funds to restore the pavilion in Burgess Park. Shane Sorensen  
58 said that pavilion has had a lot of vandalism at just that location and damage to the picnic tables and have the sides  
59 taken off. Mayor Troy Stout said vandalism has become a big issue and the city will begin to press charges. He said  
60 the city has had the football field, bathroom blown up and cemetery destruction.  
61

1 Greg Gordon said Alpine City could be a gateway to the ski resort in Big and Little Cottonwood Canyon, Park City  
2 and American Fork Canyon. He said that he attended a meeting where tunneling between the canyons and a high-  
3 speed gondola was discussed. He said as a Council looks at the transportation issues the city should keep this in  
4 mind, He said the Council should look ahead and be proactive. Carla Merrill said she only knew of three items  
5 gondola, bus, train base station. Greg Gordon said nothing has been proposed for Alpine, but it could affect Alpine  
6 as some point and time. Mayor Troy Stout said with the canyon expanding the use of gondolas to the other canyons  
7 the city may want to come up with some ordinances because the city will have a lot of proposals coming our way  
8 that could impact Alpine.  
9

10 Jason Thelin asked if the city can use Cares Act funds to update the Alpine City website. Shane Sorensen said he  
11 will ask the county if that can be done.  
12

13 **III. EXECUTIVE SESSION:**

14  
15 No executive session held

16  
17 **Motion:** Lon Lott moved to adjourn. Jason Thelin seconded the motion. There were 5 Ayes and 0 Nays, as recorded  
18 below. The motion passed unanimously.  
19

20 Ayes

- 21 Lon Lott
- 22 Jessica Smuin
- 23 Carla Merrill
- 24 Greg Gordon
- 25 Jason Thelin

20 Nays

26  
27 Meeting adjourned at 9:13 pm  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38

**ALPINE CITY**  
**ESCROW BOND RELEASE FORM**  
*Bond Release 2*

**BOND HOLDER**

Thru Period Ending: September 30, 2020

**Brookside Meadows**

*Location: South Whitby Woodlands Drive/400 West*

Description	Quantity	Units	Unit Price	Total Cost	% Completed This Period**	% Completed To Date**	Total This Period
<b>SWPPP</b>							
SWPPP Plans, Inspections and Maintenance	1	LS @	\$7,500.00	\$7,500.00	0.0%	95.0%	\$ -
Stabilized Construction Entrance	2	EACH @	\$3,000.00	\$6,000.00	0.0%	95.0%	\$ -
Silt Fence	3,800	LF @	\$2.50	\$9,500.00	0.0%	95.0%	\$ -
Curb Inlet Protection	17	EACH @	\$300.00	\$5,100.00	0.0%	95.0%	\$ -
Re-seeding disturbed areas and waddles	70,000	SF @	\$0.15	\$10,500.00	95.0%	95.0%	\$ 9,975.00
Waddles	950	LF @	\$2.00	\$1,900.00	95.0%	95.0%	\$ 1,805.00
- Concrete Washout	1	LS @	\$2,500.00	\$2,500.00	0.0%	95.0%	\$ -
- Toilet	6	Month @	\$250.00	\$1,500.00	0.0%	95.0%	\$ -
<b>Mobilization, Demo, Earthwork</b>							
Construction Surveying	1	LS @	\$7,500.00	\$7,500.00	0.0%	95.0%	\$ -
Material Testing	1	LS @	\$12,000.00	\$12,000.00	0.0%	95.0%	\$ -
Mobilization and Traffic Control	1	LS @	\$15,000.00	\$15,000.00	0.0%	95.0%	\$ -
Clear & Grub (ROW only)	102,000	SF @	\$0.05	\$5,100.00	0.0%	95.0%	\$ -
Remove small trees, chip and spread onsite	102,000	SF @	\$0.08	\$8,160.00	0.0%	95.0%	\$ -
Remove large trees and stumps	1	LS @	\$21,875.00	\$21,875.00	0.0%	95.0%	\$ -
Site Cut/Fill	10,000	CY @	\$4.50	\$45,000.00	0.0%	95.0%	\$ -
Site Cut Waste onsite	5,000	CY @	\$3.00	\$15,000.00	0.0%	95.0%	\$ -
<b>SEWER</b>							
Connect to Existing Sewer Manhole	1	EACH @	\$1,500.00	\$1,500.00	0.0%	95.0%	\$ -
60" Cast-in-place Sewer Manhole	1	EACH @	\$8,500.00	\$8,500.00	0.0%	95.0%	\$ -
8" PVC Sewer Main	1,182	LF @	\$36.00	\$42,552.00	0.0%	95.0%	\$ -
48" Dia. Manhole	7	EACH @	\$2,850.00	\$19,950.00	0.0%	95.0%	\$ -
60" Dia. Manhole	1	EACH @	\$3,150.00	\$3,150.00	0.0%	95.0%	\$ -
4" Sewer Lateral	15	EACH @	\$1,050.00	\$15,750.00	0.0%	95.0%	\$ -
- Clean, Video, Testing	1,182	LF @	\$3.50	\$4,137.00	95.0%	95.0%	\$ 3,930.15
<b>STORM DRAIN SYSTEM</b>							
Connect to Existing Storm Drain Manhole	1	EACH @	\$1,200.00	\$1,200.00	0.0%	95.0%	\$ -
60" Cast-in-place Manhole	1	EACH @	\$8,500.00	\$8,500.00	0.0%	95.0%	\$ -
Remove existing storm drain pipe and manhole	1	LS @	\$1,500.00	\$1,500.00	0.0%	95.0%	\$ -
12" ADS Storm Drain Pipe	80	LF @	\$40.00	\$3,200.00	0.0%	95.0%	\$ -
15" ADS Storm Drain Pipe	1,030	LF @	\$44.00	\$45,320.00	0.0%	95.0%	\$ -
18" ADS Storm Drain Pipe	432	LF @	\$52.00	\$22,464.00	0.0%	95.0%	\$ -
18" Flared End Section	1	EA @	\$1,500.00	\$1,500.00	0.0%	95.0%	\$ -
36" RCP Culvert Extension	28	LF @	\$150.00	\$4,200.00	0.0%	95.0%	\$ -
60" SD Manhole	10	EACH @	\$3,150.00	\$31,500.00	0.0%	95.0%	\$ -
2'x2' Inlet Box	4	EACH @	\$3,000.00	\$12,000.00	0.0%	95.0%	\$ -
3'x3' Inlet Box	5	EACH @	\$5,000.00	\$25,000.00	0.0%	95.0%	\$ -
Perforated Bubbleup Box	1	EACH @	\$5,000.00	\$5,000.00	0.0%	95.0%	\$ -
Curb Inlet	13	EACH @	\$2,850.00	\$37,050.00	0.0%	95.0%	\$ -
RipRap w/ Fabric	60	TON @	\$30.00	\$1,800.00	0.0%	95.0%	\$ -
- Clean, Video, Testing	1,542	LF @	\$3.50	\$5,397.00	95.0%	95.0%	\$ 5,127.15
<b>CULINARY WATER</b>							
Connect to Existing Waterline	2	EACH @	\$5,500.00	\$11,000.00	0.0%	95.0%	\$ -
8" PVC C900 DR18 Culinary Waterline	1,350	LF @	\$45.00	\$60,750.00	0.0%	95.0%	\$ -
8" CW Tee	1	EACH @	\$1,200.00	\$1,200.00	0.0%	95.0%	\$ -
8" CW Bend	7	EACH @	\$950.00	\$6,650.00	0.0%	95.0%	\$ -
8" Gate Valve	4	EACH @	\$1,950.00	\$7,800.00	0.0%	95.0%	\$ -
Fire Hydrant	4	EACH @	\$5,800.00	\$23,200.00	0.0%	95.0%	\$ -
2" Temp CW Blowoff	2	EACH @	\$1,500.00	\$3,000.00	0.0%	95.0%	\$ -
1" CTS Poly Culinary Water Services	15	EACH @	\$1,150.00	\$17,250.00	0.0%	95.0%	\$ -
- Bacteria and Pressure Testing	1,350	LF @	\$3.50	\$4,725.00	0.0%	95.0%	\$ -
<b>PRESSURIZED IRRIGATION SYSTEM</b>							
Connect to Existing PI Waterline	2	EACH @	\$5,500.00	\$11,000.00	0.0%	95.0%	\$ -
6" PVC C900 DR18 Culinary Waterline	1,360	LF @	\$28.00	\$38,080.00	0.0%	95.0%	\$ -
6" PI Tee	1	EACH @	\$1,150.00	\$1,150.00	0.0%	95.0%	\$ -
6" PI Bend	7	EACH @	\$850.00	\$5,950.00	0.0%	95.0%	\$ -
6" Gate Valve	5	EACH @	\$1,850.00	\$9,250.00	0.0%	95.0%	\$ -
4" Permanant Blowoff	2	EACH @	\$5,800.00	\$11,600.00	0.0%	95.0%	\$ -
2" Temp PI Blowoff	1	EACH @	\$1,500.00	\$1,500.00	0.0%	95.0%	\$ -
1" CTS Poly PI Services	15	EACH @	\$1,150.00	\$17,250.00	0.0%	95.0%	\$ -
- Bacteria and Pressure Testing	1,360	LF @	\$3.50	\$4,760.00	0.0%	95.0%	\$ -
- Remove 1.5" service and install 1" service setter	1	EACH @	\$2,000.00	\$2,000.00	0.0%	95.0%	\$ -
<b>ROADWAY IMPROVEMENTS</b>							
Sawcut, Removed and Replace Ex. Asphalt	1,250	SF @	\$8.50	\$10,625.00	0.0%	95.0%	\$ -
Verti Block Retaining Walls in Pond (ex engineering)	1,750	SF @	\$35.00	\$61,250.00	0.0%	95.0%	\$ -
Verti Block Retaining Walls on Hillside (ex engineering)	2,000	SF @	\$31.25	\$62,500.00	0.0%	95.0%	\$ -
Rough grade Native Sub-Grade	102,000	SF @	\$0.15	\$15,300.00	0.0%	95.0%	\$ -
2' Curb and Gutter w/6" base prep	2,720	LF @	\$5.00	\$13,600.00	0.0%	95.0%	\$ -
2' Curb and Gutter	2,720	LF @	\$15.00	\$40,800.00	0.0%	95.0%	\$ -
8" Subbase	3,720	TON @	\$14.50	\$53,940.00	0.0%	95.0%	\$ -

8" Roadbase	53,100	SF @	\$0.80	\$42,480.00	0.0%	95.0%	\$	-
3" Asphalt	53,100	SF @	\$1.35	\$71,685.00	0.0%	95.0%	\$	-
Sidewalk Prep (6" roadbase)	12,080	SF @	\$0.90	\$10,872.00	0.0%	95.0%	\$	-
Sidewalk (5" thick)	12,080	SF @	\$4.25	\$51,340.00	0.0%	95.0%	\$	-
ADA Ramp	4	EACH @	\$1,550.00	\$6,200.00	0.0%	95.0%	\$	-
Concrete Water Valve Collars	15	EACH @	\$400.00	\$6,000.00	95.0%	95.0%	\$	5,700.00
Concrete Manhole Collars	20	EACH @	\$500.00	\$10,000.00	95.0%	95.0%	\$	9,500.00
<b>OTHER</b>								
Street Signs	2	EA @	\$350.00	\$700.00	95.0%	95.0%	\$	665.00
Street Monument	5	EA @	\$650.00	\$3,250.00	95.0%	95.0%	\$	3,087.50
Street Lights	3	EA @	\$3,000.00	\$9,000.00	95.0%	95.0%	\$	8,550.00
Supply & Install 3'0" Black - Metal - Iron Fence	223	EA @	\$30.00	\$6,690.00	0.0%	95.0%	\$	-
<b>Imported Trench Backfill</b>								
Import Fill - Sewer	4,420	TON @	\$12.50	\$55,250.00	0.0%	95.0%	\$	-
Import Fill - Storm Drain	1,650	TON @	\$12.50	\$20,625.00	0.0%	95.0%	\$	-
Import Fill - Water	1,980	TON @	\$12.50	\$24,750.00	0.0%	95.0%	\$	-
Import Fill - Pressurize Irrigation	1,980	TON @	\$12.50	\$24,750.00	0.0%	95.0%	\$	-
<b>BASE BID TOTAL</b>				<b>\$ 1,315,027.00</b>				Previously Released: \$ 1,200,935.85
<b>10% Warranty Amount</b>				<b>\$ 131,502.70</b>				
<b>TOTAL BOND AMOUNT</b>				<b>\$ 1,446,529.70</b>				<b>This Release: \$ 48,339.80</b>
<i>Total Released to Date</i>				<b>\$ 1,249,275.65</b>				
<b>TOTAL BOND REMAINING</b>				<b>\$ 197,254.05</b>				

At the discretion of the city, up to 95% of the Base Bid Total may be released as partial payments and 100% of the Base Bid Total will be released at final inspection. The 10% Warranty Amount will be held for the one year warranty period.

\_\_\_\_\_  
David Gifford  
Developer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Troy Stout  
Mayor

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Jed Muhlestein, P.E.  
City Engineer

9/29/2020  
\_\_\_\_\_  
Date

\_\_\_\_\_  
City Council  
(by Bonnie Cooper - City Recorder)

\_\_\_\_\_  
Date

**ALPINE CITY**  
**ESCROW BOND RELEASE FORM**  
*Paper Release (Final Release)*

Thru Period Ending: September 30, 2019

**The Ridge At Alpine - Offsite Waterline**  
*Location: Grove Drive/Lambert Park*

**BOND HOLDER**

Note: This release is to determine, for bonding purposes, the difference between the total bond amount and the amount of improvements that have been constructed to date. Construction began on this development prior to recording the plat. The amount held by the City for the one year warranty period will be 10% of the Base Bid Total upon Final completion.

Description	Quantity	Units	Unit Price	Total Cost	% Completed This Period**	% Completed To Date**	Total This Period
<b>16-Inch Waterline</b>							
16-Inch Waterline and appurtenances	1	LS @	\$ 569,365.00	\$ 569,365.00	100.0%	100.0%	\$ 569,365.00
<i>BASE BID TOTAL</i>				\$ 569,365.00		Previously Released:	\$ -
<i>10% Warranty Amount</i>				\$ 56,936.50			
<b>TOTAL BOND AMOUNT</b>				\$ 626,301.50		<b>This Release:</b>	\$ 569,365.00
<i>Total Released to Date</i>				\$ 569,365.00			
<b>TOTAL BOND REMAINING</b>				\$ 56,936.50			

At the discretion of the city, up to 95% of the Base Bid Total may be released as partial payments and 100% of the Base Bid Total will be released at final inspection. The 10% Warranty Amount will be held for the one year warranty period.

\_\_\_\_\_  
 Paul Kroff  
 Developer  
 \_\_\_\_\_  
 Date

\_\_\_\_\_  
 Troy Stout  
 Mayor  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Jed Muhlestein, P.E.  
 City Engineer  
 \_\_\_\_\_  
 9/30/2019  
 Date

\_\_\_\_\_  
 City Council  
 (by Bonnie Cooper - City Recorder)  
 \_\_\_\_\_  
 Date

**ALPINE CITY**  
**ESCROW BOND RELEASE FORM**  
*Final Release*

**BOND HOLDER**

Altabank

**Thru Period Ending: October 6, 2020**

**Lye Subdivision - Main Street**

*Location: Main Street*

Original Bond

Item	Quantity	Units	Unit Cost	120% Unit Cost	Total Cost	% Completed	% Completed	Total
						This Period	To Date	
Clearing and Excavating	1	L.S.	\$500.00	\$600.00	\$600.00	10%	100%	\$600.00
Sewer lateral	1	Each	\$375.00	\$450.00	\$450.00	100%	100%	\$450.00
Water lateral	1	Each	\$375.00	\$450.00	\$450.00	100%	100%	\$450.00
Curb and Gutter	181	L.F.	\$8.50	\$10.20	\$1,846.20	10%	100%	\$1,846.20
Sidewalk	181	L.F.	\$8.50	\$10.20	\$1,846.20	10%	100%	\$1,846.20
Untreated base course	1,810	S.F.	\$0.25	\$0.30	\$543.00	30%	100%	\$543.00
2.5" asphalt	1,810	S.F.	\$0.40	\$0.48	\$868.80	30%	100%	\$868.80
<b>TOTAL BOND AMOUNT</b>					<b>\$ 6,604.20</b>	<b>Amount Released to Date:</b>		<b>\$6,604.20</b>

\*\* At the discretion of the City, up to 80% of the total bond amount may be released as partial payments and 90% of the total will be released at final. The remainder will be held for the two year warranty period.

Previously Released: \$ 4,851.42

**This Release:** **\$1,752.78**

Requested by Developer:

Mark Lye

Date

Approved by Alpine City:

Troy Stout  
Mayor

Date

Jed Muhlestein, P.E.  
City Engineer

Date

City Council  
(by Bonnie Cooper - City Recorder)

Date

**ALPINE CITY**  
**BOND RELEASE FORM**  
 Release No. 6

**BOND HOLDER**

Thru Period Ending: September 30, 2020

**The Ridge At Alpine Phase 3**  
 Location: North Elk Ridge Lane and Grove Drive

Item # & Description	Quantity	Units	Unit Price	Total Cost	% Completed This Period**	% Completed To Date**	Total This Period
<b>SWPPP</b>							
10 Stabilized Construction Entrance	2	EACH @	\$ 3,000.00	\$ 6,000.00	50.0%	50.0%	\$ 3,000.00
20 Silt Fence	2,500	LF @	\$ 2.75	\$ 6,875.00	0.0%	0.0%	\$ -
30 Curb Inlet Protection	7	EACH @	\$ 300.00	\$ 2,100.00	95.0%	95.0%	\$ 1,995.00
31 Toilet Rental	3	MON @	\$ 250.00	\$ 750.00	0.0%	0.0%	\$ -
32 Toilet Pad Install	1	EACH @	\$ 250.00	\$ 250.00	0.0%	0.0%	\$ -
33 Slope Stabilization (Reseeding disturbed areas)	45,000	SF @	\$ 0.19	\$ 8,550.00	0.0%	0.0%	\$ -
34 Concrete Washout	1	LS @	\$ 1,000.00	\$ 1,000.00	0.0%	0.0%	\$ -
<b>MOBILIZATION &amp; EARTH WORK</b>							
40 Mobilization	1	LS @	\$ 66,055.84	\$ 66,055.84	0.0%	95.0%	\$ -
50 Demo House and Shed	1	LS @	\$ 60,000.00	\$ 60,000.00	0.0%	95.0%	\$ -
60 Tree Removal	40	EACH @	\$ 375.00	\$ 15,000.00	0.0%	95.0%	\$ -
<b>SANITARY SEWER</b>							
70 Cast in Place Sewer Manhole	1	EACH @	\$ 8,500.00	\$ 8,500.00	0.0%	0.0%	\$ -
80 8" PVC SDR 35 Sewer Main	395	LF @	\$ 36.00	\$ 14,220.00	0.0%	0.0%	\$ -
90 2" Pressure Sewer Main	870	LF @	\$ 36.00	\$ 31,320.00	0.0%	0.0%	\$ -
100 48" Sanitary Sewer Manhole	2	EACH @	\$ 2,950.00	\$ 5,900.00	0.0%	0.0%	\$ -
110 1.25" HDPE Sewer Laterals With Cleanouts	9	EACH @	\$ 1,150.00	\$ 10,350.00	0.0%	0.0%	\$ -
120 4" PVC Sanitary Sewer Lateral	5	EACH @	\$ 1,150.00	\$ 5,750.00	0.0%	0.0%	\$ -
<b>STORM DRAIN</b>							
130 15" ADS N-12 Storm Drain	656	LF @	\$ 40.00	\$ 26,240.00	0.0%	95.0%	\$ -
140 15" End Section	1	EACH @	\$ 1,500.00	\$ 1,500.00	0.0%	95.0%	\$ -
150 30" ADS N-12 Storm Drain	1,008	LF @	\$ 84.00	\$ 84,672.00	23.8%	95.0%	\$ 20,126.40
160 30" End Section	1	EACH @	\$ 2,500.00	\$ 2,500.00	0.0%	95.0%	\$ -
170 60" Storm Drain Manhole	3	EACH @	\$ 3,250.00	\$ 9,750.00	0.0%	95.0%	\$ -
180 Curb Inlet Box/ Storm Drain Cleanout Box	8	EACH @	\$ 2,850.00	\$ 22,800.00	0.0%	95.0%	\$ -
190 Pond Control Box	1	EACH @	\$ 3,500.00	\$ 3,500.00	0.0%	95.0%	\$ -
200 RipRap	77	CY @	\$ 63.80	\$ 4,912.60	95.0%	95.0%	\$ 4,666.97
<b>CULINARY WATER</b>							
210 Connect to Existing Waterline	1	EACH @	\$ 3,550.00	\$ 3,550.00	0.0%	95.0%	\$ -
220 8" PVC C900 DR18 Culinary Waterline	855	LF @	\$ 31.00	\$ 26,505.00	0.0%	38.2%	\$ -
230 8" CW Bend	2	EACH @	\$ 850.00	\$ 1,700.00	0.0%	0.0%	\$ -
240 8" CW Tee	1	EACH @	\$ 1,250.00	\$ 1,250.00	0.0%	95.0%	\$ -
250 8" Gate Valve	4	EACH @	\$ 1,950.00	\$ 7,800.00	0.0%	25.0%	\$ -
260 Fire Hydrant	2	EACH @	\$ 5,500.00	\$ 11,000.00	0.0%	50.0%	\$ -
270 AirVac	1	EACH @	\$ 3,500.00	\$ 3,500.00	0.0%	0.0%	\$ -
280 1" CTS Poly Culinary Services	6	EACH @	\$ 1,375.00	\$ 8,250.00	0.0%	0.0%	\$ -
345 Temp Blowoff	1	EACH @	\$ 1,550.00	\$ 1,550.00	0.0%	95.0%	\$ -
<b>PRESSURIZED IRRIGATION SYSTEM</b>							
290 Connect to Pressurized Irrigation Line	1	EACH @	\$ 3,550.00	\$ 3,550.00	0.0%	95.0%	\$ -
300 6" PVC C900 DR18 Pressurized Irrigation Line	855	LF @	\$ 26.00	\$ 22,230.00	0.0%	31.6%	\$ -
310 6" PI Bend	2	EACH @	\$ 750.00	\$ 1,500.00	0.0%	0.0%	\$ -
320 6" Gate Valve	3	EACH @	\$ 1,850.00	\$ 5,550.00	0.0%	33.3%	\$ -
330 1" CTS Poly PI Services	6	EACH @	\$ 1,300.00	\$ 7,800.00	0.0%	0.0%	\$ -
340 PI Drain with Valve	1	EACH @	\$ 2,500.00	\$ 2,500.00	0.0%	95.0%	\$ -
345 Temp Blowoff	1	EACH @	\$ 1,550.00	\$ 1,550.00	0.0%	95.0%	\$ -
<b>ROADWAY IMPROVEMENTS</b>							
360 Rough Grade Native Sub-Grade	25,900	SF @	\$ 0.15	\$ 3,885.00	95.0%	95.0%	\$ 3,690.75
370 24" Curb & Gutter Prep (6" Road Base)	545	LF @	\$ 5.00	\$ 2,725.00	0.0%	0.0%	\$ -
380 24" Curb and Gutter APWA Type A	545	LF @	\$ 14.50	\$ 7,902.50	0.0%	0.0%	\$ -
390 9" Road Base - Includes Temp Turn Around	13,800	SF @	\$ 0.95	\$ 13,110.00	0.0%	0.0%	\$ -
391 9" Road Base - Temporary Access Roads	12,050	SF @	\$ 0.95	\$ 11,447.50	0.0%	0.0%	\$ -
400 3" Hot Mix Asphalt - Includes Temp Turnaround	13,800	SF @	\$ 1.50	\$ 20,700.00	0.0%	0.0%	\$ -
410 Sidewalk Prep (6" Road Base)	2,180	SF @	\$ 0.80	\$ 1,744.00	0.0%	0.0%	\$ -
420 Concrete Sidewalk (4' Wide X 5" Thick)	2,180	SF @	\$ 5.25	\$ 11,445.00	0.0%	0.0%	\$ -
440 Concrete Valve Collars	7	EACH @	\$ 450.00	\$ 3,150.00	0.0%	0.0%	\$ -
450 Concrete Manhole Collars	5	EACH @	\$ 550.00	\$ 2,750.00	0.0%	0.0%	\$ -
460 Dry Utilities- Per Lot Budget (Remaining 13 Lots)	6	EACH @	\$ 6,500.00	\$ 39,000.00	0.0%	0.0%	\$ -
<b>Trench Import Material</b>							
470 Sanitary Sewer-Import Material for Trench Backfill	4,100	TON @	\$ 13.50	\$ 55,350.00	0.0%	0.0%	\$ -
480 Storm Drain Import Material for Trench Backfill	985	TON @	\$ 13.50	\$ 13,297.50	23.7%	95.0%	\$ 3,155.63
490 Culinary Water-Import Material for Trench Backfill	950	TON @	\$ 13.50	\$ 12,825.00	56.7%	95.0%	\$ 7,269.75
500 Pressurized Irrigation-Import Material for Trench Backfill	950	TON @	\$ 13.50	\$ 12,825.00	63.4%	95.0%	\$ 8,133.75
<b>Phase 3 &amp; 4 Mass Excavation</b>							
510 Clear and Grub, Waste Onsite	541,500	SF @	\$ 0.05	\$ 27,075.00	0.0%	95.0%	\$ -
520 Site Cut/Fill	76,914	CY @	\$ 3.50	\$ 269,199.00	0.0%	87.1%	\$ -
530 Crush Native Material for Roadway Fill	71,134	CY @	\$ 8.50	\$ 604,639.00	0.0%	95.0%	\$ -
<b>Fees &amp; Add-Ons</b>							
540 Engineering	1	LS @	\$ 20,000.00	\$ 20,000.00	0.0%	95.0%	\$ -
550 Survey	1	LS @	\$ 20,000.00	\$ 20,000.00	0.0%	50.0%	\$ -

570 Inspection Fees	12	LOTS	@	\$	418.00	\$	5,016.00	0.0%	100.0%	\$	-
580 Dry Utility Design - Installation Covered In Line Item 460	1	LS	@	\$	25,000.00	\$	25,000.00	0.0%	95.0%	\$	-
590 Landscaping for Phase 2 Open Space	1	LS	@	\$	100,000.00	\$	100,000.00	0.0%	0.0%	\$	-
600 *Fort Creek Booster Pump (Over-Run)	1	LS	@	\$	115,000.00	\$	115,000.00	0.0%	100.0%	\$	-
605 Check Dam (Over-run)	1	LS	@	\$	125,000.00	\$	125,000.00	0.0%	0.0%	\$	-
<b>OTHER</b>											
610 Mail Box and Pad	1	EACH	@	\$	3,500.00	\$	3,500.00	0.0%	0.0%	\$	-
620 Clean, Camera, Air Testing (SD and Sewer)	1	LS	@	\$	3,500.00	\$	3,500.00	0.0%	0.0%	\$	-
630 Waterline Testing, Bacteria, and Flushing	1	LS	@	\$	2,500.00	\$	2,500.00	0.0%	0.0%	\$	-
640 Street Signs	2	EACH	@	\$	1,500.00	\$	3,000.00	0.0%	0.0%	\$	-

<b>BASE BID TOTAL</b>						\$	2,043,865.94			Previously Released: \$	1,322,859.85
<i>10% Warranty Amount</i>						\$	204,386.59				
<b>TOTAL BOND AMOUNT</b>						\$	<b>2,248,252.53</b>			<b>This Release: \$</b>	<b>52,038.25</b>
<i>Total Released to Date</i>						\$	<b>1,374,898.10</b>				
<b>TOTAL BOND REMAINING</b>						\$	<b>873,354.44</b>				

At the discretion of the city, up to 95% of the Base Bid Total may be released as partial payments and 100% of the Base Bid Total will be released at final inspection. The 10% Warranty Amount will be held for the one year warranty period.

\*Retention for Fort Creek Booster Pump is held in Phase 1 Bond

\_\_\_\_\_  
Paul Kroff  
Developer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Troy Stout  
Mayor

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Jed Muhlestein, P.E.  
City Engineer

\_\_\_\_\_  
10/7/2020  
Date

\_\_\_\_\_  
City Council  
(by Bonnie Cooper - City Recorder)

\_\_\_\_\_  
Date

**ALPINE CITY**  
**ESCROW BOND RELEASE FORM**  
*Release No. 11*

**BOND HOLDER**

Thru Period Ending: September 30, 2020

**The Ridge At Alpine Phase 2**

Location: North Elk Ridge Lane and Grove Drive

Description	Quantity	Units	Unit Price	Total Cost	% Completed This Period**	% Completed To Date**	Total This Period
<b>SWPPP</b>							
Construction Entrance	2	EACH	@ \$ 2,500.00	\$ 5,000.00	0.0%	95.0%	\$ -
Silt Fence	2925	LF	@ \$ 2.00	\$ 5,850.00	0.0%	95.0%	\$ -
Inlet Protection	16	EACH	@ \$ 150.00	\$ 2,400.00	0.0%	95.0%	\$ -
Toilet Rental	60	EACH	@ \$ 100.00	\$ 6,000.00	0.0%	0.0%	\$ -
Toilet Pad Install	1	EACH	@ \$ 250.00	\$ 250.00	0.0%	0.0%	\$ -
Street Sweeping	1	LS	@ \$ 5,000.00	\$ 5,000.00	0.0%	0.0%	\$ -
Slope Stabilization (Reseeding disturbed areas)	2	AC	@ \$ 250.00	\$ 500.00	0.0%	0.0%	\$ -
Concrete Washout	1	LS	@ \$ 2,500.00	\$ 2,500.00	0.0%	0.0%	\$ -
<b>MOBILIZATION &amp; EARTH WORK</b>							
Mobilization	1	LS	@ \$ 7,500.00	\$ 7,500.00	0.0%	95.0%	\$ -
Demo of existing Barns & Misc Structures	1	LS	@ \$ 50,000.00	\$ 50,000.00	0.0%	95.0%	\$ -
Clearing and Grubbing	7	ACRE	@ \$ 1,850.00	\$ 12,950.00	0.0%	95.0%	\$ -
Site Cut/Fill	23160	CY	@ \$ 3.50	\$ 81,060.00	0.0%	95.0%	\$ -
Temporary Detention Pond	1	LS	@ \$ 16,201.58	\$ 16,201.58	0.0%	95.0%	\$ -
Drainage Swell	375	LF	@ \$ 23.29	\$ 8,733.75	0.0%	95.0%	\$ -
Rip Rap for Drainage Swell	64	CY	@ \$ 77.88	\$ 4,984.32	0.0%	95.0%	\$ -
<b>SANITARY SEWER</b>							
Connect to Existing Sewer Manhole	1	EACH	@ \$ 2,500.00	\$ 2,500.00	0.0%	95.0%	\$ -
8" SDR 35 Sewer Main	1835	LF	@ \$ 35.00	\$ 64,225.00	0.0%	95.0%	\$ -
60" Sanitary Sewer Manhole	3	EACH	@ \$ 3,250.00	\$ 9,750.00	0.0%	95.0%	\$ -
48" Sanitary Sewer Manhole	7	EACH	@ \$ 2,950.00	\$ 20,650.00	0.0%	90.4%	\$ -
4" Sewer Lateral	19	EACH	@ \$ 1,000.00	\$ 19,000.00	0.0%	95.0%	\$ -
<b>STORM DRAIN</b>							
Connect to Existing Storm Drain Manhole	1	EACH	@ \$ 2,500.00	\$ 2,500.00	0.0%	95.0%	\$ -
15" ADS Storm Drain Pipe	1820	LF	@ \$ 38.00	\$ 69,160.00	0.0%	95.0%	\$ -
60" Storm Drain Manhole	9	EACH	@ \$ 3,800.00	\$ 34,200.00	0.0%	95.0%	\$ -
48" Storm Drain Manhole	3	EACH	@ \$ 3,500.00	\$ 10,500.00	0.0%	95.0%	\$ -
Curb inlet Box	9	EACH	@ \$ 2,850.00	\$ 25,650.00	0.0%	95.0%	\$ -
Double curb inlet box	2	EACH	@ \$ 3,500.00	\$ 7,000.00	0.0%	95.0%	\$ -
<b>CULINARY WATER</b>							
Connect to Existing Culinary Waterline	2	EACH	@ \$ 5,600.00	\$ 11,200.00	0.0%	95.0%	\$ -
8" PVC C900 Water Main	1840	LF	@ \$ 31.00	\$ 57,040.00	0.0%	95.0%	\$ -
12" PVC C900 Water Main	220	LF	@ \$ 46.75	\$ 10,285.00	0.0%	95.0%	\$ -
8" CW Tee	2	EACH	@ \$ 1,120.00	\$ 2,240.00	0.0%	95.0%	\$ -
8" CW Bend	3	EACH	@ \$ 1,091.41	\$ 3,274.23	0.0%	95.0%	\$ -
8" Gate Valve	8	EACH	@ \$ 1,950.00	\$ 15,600.00	0.0%	95.0%	\$ -
12" CW Tee	1	EACH	@ \$ 2,540.00	\$ 2,540.00	0.0%	95.0%	\$ -
12" Gate Valve	2	EACH	@ \$ 3,470.00	\$ 6,940.00	0.0%	95.0%	\$ -
Temp Blowoff	2	EACH	@ \$ 1,550.00	\$ 3,100.00	0.0%	95.0%	\$ -
1" Water Services	19	EACH	@ \$ 1,375.00	\$ 26,125.00	0.0%	95.0%	\$ -
Fire Hydrant Assembly with Valve	5	EACH	@ \$ 5,500.00	\$ 27,500.00	0.0%	95.0%	\$ -
<b>PRESSURIZED IRRIGATION SYSTEM</b>							
Connect to Existing Irrigation Waterline	2	EACH	@ \$ 4,905.00	\$ 9,810.00	0.0%	95.0%	\$ -
4" PVC C900 Irrigation Main	305	LF	@ \$ 24.00	\$ 7,320.00	0.0%	95.0%	\$ -
6" PVC C900 Irrigation Main	500	LF	@ \$ 26.00	\$ 13,000.00	0.0%	95.0%	\$ -
12" PVC C900 Irrigation Main	1320	LF	@ \$ 44.00	\$ 58,080.00	0.0%	95.0%	\$ -
4" PI Bend	1	EACH	@ \$ 725.00	\$ 725.00	0.0%	95.0%	\$ -
4" Gate Valve	1	EACH	@ \$ 1,750.00	\$ 1,750.00	0.0%	95.0%	\$ -
6" Gate Valve	2	EACH	@ \$ 1,850.00	\$ 3,700.00	0.0%	95.0%	\$ -
12" Gate Valve	7	EACH	@ \$ 3,265.00	\$ 22,855.00	0.0%	95.0%	\$ -
12" PI Tee	3	EACH	@ \$ 2,013.94	\$ 6,041.82	0.0%	95.0%	\$ -
12" PI Bend	5	EACH	@ \$ 1,200.00	\$ 6,000.00	0.0%	95.0%	\$ -
Temp Blowoff	3	EACH	@ \$ 1,550.00	\$ 4,650.00	0.0%	95.0%	\$ -
1" Pressurized Irrigation Services	19	EACH	@ \$ 1,300.00	\$ 24,700.00	0.0%	95.0%	\$ -
1" PI Service - Entrance Landscaping	1	EACH	@ \$ 1,300.00	\$ 1,300.00	0.0%	95.0%	\$ -
Air Vac Assemblies	2	EACH	@ \$ 5,600.00	\$ 11,200.00	0.0%	95.0%	\$ -
2" PI Drain	1	EACH	@ \$ 3,250.00	\$ 3,250.00	0.0%	95.0%	\$ -
PI Flush Valve	1	EACH	@ \$ 2,500.00	\$ 2,500.00	0.0%	95.0%	\$ -
<b>30" GRAVITY IRRIGATION</b>							
30" ADS Gravity Irrigation	610	LF	@ \$ 84.00	\$ 51,240.00	0.0%	95.0%	\$ -
4'x4' SDCB	3	EACH	@ \$ 4,500.00	\$ 13,500.00	0.0%	95.0%	\$ -
30" Flared End Section	2	EACH	@ \$ 1,655.00	\$ 3,310.00	0.0%	95.0%	\$ -
<b>ROADWAY IMPROVEMENTS</b>							
Rough Grade and Proof Roll Native Subgrade	219538	SF	@ \$ 0.15	\$ 32,930.70	0.0%	95.0%	\$ -
24" Curb Prep (6" Road Base)	4045	LF	@ \$ 4.00	\$ 16,180.00	0.0%	95.0%	\$ -
24" Curb & Gutter	4045	LF	@ \$ 14.50	\$ 58,652.50	0.0%	95.0%	\$ -
9" Untreated Base Course	72000	SF	@ \$ 0.95	\$ 68,400.00	0.0%	95.0%	\$ -
3" Hot Mix Asphalt (PG58-28, 1/2", 15% RAP)	72000	SF	@ \$ 1.50	\$ 108,000.00	0.0%	95.0%	\$ -
Sidewalk Prep (6" Road Base)	21325	SF	@ \$ 0.80	\$ 17,060.00	0.0%	95.0%	\$ -
Concrete Sidewalk (4' Wide x 4" Thick)	21325	SF	@ \$ 4.50	\$ 95,962.50	0.0%	95.0%	\$ -

ADA Ramp	8	EACH	@	\$	1,250.00	\$	10,000.00	0.0%	95.0%	\$	-
Concrete Valve Collars	25	EACH	@	\$	350.00	\$	8,750.00	95.0%	95.0%	\$	8,312.50
Concrete Manhole Collars	13	EACH	@	\$	450.00	\$	5,850.00	95.0%	95.0%	\$	5,557.50
Sanitary Sewer - Import Fill Trench Backfill	5940	TON	@	\$	13.50	\$	80,190.00	0.0%	95.0%	\$	-
Storm Drain and Gravity Irr - Import Fill Trench Backfill	5100	TON	@	\$	13.50	\$	68,850.00	0.0%	95.0%	\$	-
Culinary Water - Import Fill Trench Backfill	1635	TON	@	\$	13.50	\$	22,072.50	0.0%	95.0%	\$	-
Pressurized Irrigation - Import Fill Trench Backfill	2375	TON	@	\$	13.50	\$	32,062.50	0.0%	95.0%	\$	-
Dry Utilities	19	EACH	@	\$	6,500.00	\$	123,500.00	0.0%	100.0%	\$	-

<b>OTHER</b>											
Street Lights	3	EACH	@	\$	2,750.00	\$	8,250.00	0.0%	0.0%	\$	-
Mail Box and Pad	1	EACH	@	\$	2,500.00	\$	2,500.00	0.0%	0.0%	\$	-
Compaction Testing	1	LS	@	\$	7,000.00	\$	7,000.00	0.0%	0.0%	\$	-
Clean, Camera, Air Testing (SD and Sewer)	1	LS	@	\$	5,000.00	\$	5,000.00	0.0%	0.0%	\$	-
Waterline Testing, Bacteria, and Flushing	1	LS	@	\$	3,500.00	\$	3,500.00	0.0%	0.0%	\$	-
Street Signs	4	EACH	@	\$	1,500.00	\$	6,000.00	0.0%	0.0%	\$	-
Survey	1	LS	@	\$	25,000.00	\$	25,000.00	0.0%	0.0%	\$	-
Retaining Wall by Russon's Residence	1	LS	@	\$	15,000.00	\$	15,000.00	0.0%	0.0%	\$	-

<b>BASE BID TOTAL</b>	\$	1,705,551.40	Previously Released:	\$	1,545,652.08
<b>10% Warranty Amount</b>	\$	170,555.14			
<b>TOTAL BOND AMOUNT</b>	\$	<b>1,876,106.54</b>	<b>This Release:</b>	\$	<b>13,870.00</b>
<i>Total Released to Date</i>	\$	<b>1,559,522.08</b>			
<b>TOTAL BOND REMAINING</b>	\$	<b>316,584.46</b>			

At the discretion of the city, up to 95% of the Base Bid Total may be released as partial payments and 100% of the Base Bid Total will be released at final inspection. The 10% Warranty Amount will be held for the one year warranty period.

\_\_\_\_\_  
Paul Kroff  
Developer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Troy Stout  
Mayor

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Jed Muhlestein, P.E.  
City Engineer

10/7/2020  
\_\_\_\_\_  
Date

\_\_\_\_\_  
City Council  
(by Bonnie Cooper - City Recorder)

\_\_\_\_\_  
Date

# LONE PEAK POLICE

Chief Brian J. Gwilliam



## Memorandum

Date: September 21, 2020

To: Mayor & Council

From: Chief Brian J. Gwilliam

A handwritten signature in black ink, appearing to read 'Brian J. Gwilliam', is written over the 'From:' field.

Subject: Officer Involved Critical Incident Protocol

### Purpose:

In January of this past year (2020) the Mayor and Council were presented with The Utah County Officer Involved Critical Incident Task Force (OICI Protocol) document for the mayor to sign as a participating city/agency. Since that time a few minor revisions have been made to the document. The document provided lists those changes in red. I will briefly describe them here.

- 1) Gathering and Storage of evidence has been standardized. One unit and one storage facility will be used as opposed to the venue agency where the incident occurred.
- 2) GRAMA Requests shall be the responsibility of the venue agency and the Utah County Attorney's Office. (This is a new addition to the document)
- 3) A small fee of \$20 annually will be collected from participating agencies to be used for training purposes.
- 4) Minor modifications that do not change the intent of the agreement (such as those listed above) can be handled by a majority vote as opposed to gathering signatures from each participating entity.

As the document has changed, signatures are required from a city official agreeing to continue participation. Once all signatures have been gathered, this document will be published to the Lone Peak Police Department webpage.

### Recommendation:

I recommend that the City Council approve the Mayor to sign the document allowing participation in the Utah County Officer Involved Critical Incident Task Force.

**Utah County Law Enforcement  
Executives  
Contractual Agreement for  
Officer Involved Critical Incident  
Protocol**



Revised June 2020

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**UTAH COUNTY**  
**OFFICER INVOLVED CRITICAL INCIDENT TASK FORCE**  
**CONTRACTUAL AGREEMENT**

**THIS CONTRACTUAL COOPERATION AGREEMENT** (“Agreement”) is entered into this 2, day of March 2020, by and between the following higher education, municipal, and government entities for and on behalf of their respective law enforcement agencies: Alpine City, American Fork City, Brigham Young University, (solely for and on behalf of University Police, the remainder of the university being a private entity), Highland City, Lehi City, Lindon City, Mapleton City, City of Orem, Payson City, Pleasant Grove City, Provo City, Salem City, Santaquin City, Spanish Fork City, Saratoga Springs City, Springville City, Utah County, Utah Highway Patrol, Utah Transit Authority, Utah Valley University, Utah Department of Corrections/Adult Probation and Parole or any Police Department or Department of Public Safety of any city or town located in Utah County for the purpose of facilitating the establishment of the Utah County Officer Involved Critical Incident Task Force hereby now referred to as OICI Task Force. The parties to this Agreement are sometimes referred to collectively as the “Parties” or individually as a “Party.”

**RECITALS:**

- A. UTAH CODE ANN. §76-2-408 (the “OICI Statute”) sets forth requirements for the Investigation of Officer Involved Critical incidents (“OICI”) delineated in the statute.
- B. The OICI Statute requires every law enforcement agency to adopt and post by December 31, 2015, (1) the policies and procedures the agency has adopted to select the investigating agency that will investigate an OICI that occurs in its jurisdiction when one or more of its officers are alleged to have caused or contributed to the OICI; and (2) the protocols the agency has adopted to ensure that every OICI investigation conducted in its jurisdiction is conducted professionally, thoroughly, and impartially.

- C. The Parties have determined that the formation of a Utah County OICI Task Force (hereinafter referred to as “Utah County Task Force” or “OICI Task Force”) that will serve as the investigating agency for OICI’s that occur in Utah County will ensure that any investigation of an OICI will be conducted professionally, thoroughly and impartially.
- D. The Parties have determined that the Utah County OICI Task Force will be governed by the Utah County OICI Protocol established to provide uniform procedures for the investigation of OICI’s.
- E. The utilization of a Utah County OICI Task Force to investigate OICI’s is beneficial to the Parties, the citizens of Utah County and the officers who are involved in OICI’s.

**NOW, THEREFORE**, in consideration of the mutual covenants and undertakings of the Parties hereto, and for other good and valuable consideration, the sufficiency of which is hereby acknowledged, the Parties hereto agree as follows:

1. **General Purpose.** The purpose of this Agreement is to form a Utah County OICI Task Force to meet the requirements set forth in the OICI Statute and to provide improved OICI investigations while avoiding conflicts of interest. The Parties declare that there is a county-wide need for a Utah County OICI Task Force.
2. **Definitions.**
  - a. Actor. Any person whose act or actions result in an Officer Involved Critical Incident as defined herein.
  - b. Administrative Investigators. Those investigators assigned by the Employer Agency to conduct an administrative investigation of the incident.
  - c. Advisory Board. The Advisory Board that shall govern the administration of the OICI Protocol shall include the County Attorney or designee thereof, two City Attorney’s from Protocol Member Agencies who have been nominated and agreed upon by a majority of the members of the Advisory Board, and a designee from each Protocol Member Agency.
  - d. Case Officer. The OICI Task Force investigator assigned by the incident manager to organize and supervise the collection of reports, and write a comprehensive incident report of the incident and investigation.
  - e. Crime Scene Supervisor. The OICI Task Force investigator assigned by the Incident Manager to supervise the crime scene(s).
  - f. Criminal Investigators. Those investigators assigned by the County Attorney’s Office and the Venue Agency, to conduct a criminal investigation of the incident.
  - g. Employee. Unless otherwise indicated the word “employee” as used herein refers to the following employees of those agencies participating in this OICI Protocol:

- i. Full-time, part-time, and hourly sworn peace officers, whether on or off-duty and acting for a law enforcement or private purpose at the time of the incident.
- ii. Reserve peace officers who, at the time of the incident, are on-duty or are acting actually, apparently, or purportedly for a law enforcement purpose.
- iii. Temporary employees and volunteers, paid or unpaid, who, at the time of the incident are on-duty or are acting actually, apparently, or purportedly for a law enforcement purpose.
- iv. Informants: This OICI Protocol does not intend to create an employer-employee relationship between an informant and any agency participating in this OICI Protocol. For the sole purpose of determining when an Officer Involved Critical Incident has occurred and whether the incident will be investigated, informants are considered employees when they are working under the immediate direction, control, and supervision of a peace officer.
- h. Employer Agency. The agency by whom the police employee involved in the OICI is employed or with which he/she is affiliated. In many cases the Venue Agency will also be the Employer Agency.
- i. Incident Manager. The OICI Task Force investigator assigned by the Task Force Manager/Commander and the Venue Agency Chief to manage the investigation of the incident.
- j. Injured. Any person who is injured by the act or actions of the actor which results in an Officer Involved Critical Incident. When used in this OICI Protocol, the word injured does not imply the existence or commission of a crime or inference of any liability, but is used simply to designate the person or persons injured.
- k. Interview Supervisor. The OICI Task Force investigator assigned by the Incident Manager to organize and supervise the interviews of witnesses and officers involved in the OICI.
- l. Investigating Agency. The OICI Task Force is composed of officers/employees from multiple law enforcement agencies.
- m. Officer Involved Critical Incident. An incident which occurs in any city, town, or unincorporated area of Utah County and involves any employee of the Protocol Member Agency and includes but is not limited to the following:
  - 1) The use of a dangerous weapon by an officer against a person that causes injury to any person;
  - 2) Death or serious bodily injury to any person, except the Officer, resulting from the use of a motor vehicle by an officer while on duty, or use of a government vehicle while the officer is off duty;
  - 3) The death of a person who is in law enforcement custody, but not including deaths that are the result of disease, natural causes, or conditions that have been medically diagnosed prior to the person's death.
  - 4) Death or serious bodily injury to a person resulting from the efforts of an officer attempting to prevent a person's escape from custody, make an arrest, or otherwise gain physical control of a person; and

- 5) The use of deadly force by an officer against a person that causes damage to property but not death or serious bodily injury. However, in this situation, unless the Venue Agency Chief or the County Attorney request an investigation, none will be performed.
- n. OICI Protocol: the procedure and rules governing the Protocol Member Agencies' responses to OICI's as outlined in this Agreement.
  - o. Protocol Member Agency. Any law enforcement agency operating in Utah County and which has committed to participation in this OICI Protocol.
  - p. Task Force Command. Advisory Board and designated Task Force Manager/Commander.
  - q. Task Force Manager/Commander. The command level OICI Task Force investigator assigned to manage/supervise an OICI Task Force investigation. This/these person(s) is/are nominated and voted on by the Advisory Board. ~~There may be up to three OICI Task Force Manager/Commanders.~~
  - r. Utah County Forensic/Evidence Unit. Employees of the Utah County Forensic/Evidence Department trained in the gathering and processing of possible crime scenes or other areas of interest.
  - s. Venue Agency. The agency or agencies within whose geographical jurisdiction the incident occurs.
3. **Utah County OICI Task Force Jurisdiction.** The OICI Task Force shall have jurisdiction throughout Utah County to investigate OICI's. Each Party to this Agreement hereby expressly consents to allow the OICI Task Force to investigate OICI's that occur in its jurisdiction when one or more of its officers are alleged to have caused or contributed to the OICI.
4. **Property Acquisition.** No real or personal property shall be acquired jointly by the Parties as a result of this Agreement. To the extent that a Party acquires, holds or disposes of any real or personal property for use in the joint undertaking contemplated by this Agreement, such Party shall do so in the same manner that it deals with other property of such Party.
5. **Consideration.** The consideration for this Agreement consists of the mutual benefits and exchange of promises provided herein.
6. **Counterparts.** This Agreement may be executed in counterparts by the Parties. All signed counterparts shall be deemed to be one original.
7. **Binding Agreement.** This Agreement shall be binding upon and shall insure to the benefit of the successors and assigns of the respective Parties hereto.
8. **Captions, Recitals.** The headings used in this Agreement are inserted for reference purposes only and shall not be deemed to define, limit, extend, describe,

or affect in any way the meaning, scope or interpretation of any of the terms or provisions of this Agreement or the intent hereof. The recitals form an integral part of this Agreement and are hereby incorporated.

9. **Severability.** The provisions of this Agreement are severable, and should any provision hereof be void, voidable, unenforceable or invalid, such void, voidable, unenforceable or invalid provision shall not affect the other provisions of this Agreement.
10. **Interpretation.** This Agreement shall be interpreted, construed and enforced according to the substantive laws of the state of Utah, without giving effect to any choice or conflict of law provision or rule (whether of the state of Utah or any other jurisdiction).
11. **Notice.** All notices and other communications provided for in this Agreement shall be in writing and shall be sufficient for all purposes if: (a) sent by email to the address a Party may designate, or by fax to the fax number a Party may designate, and concurrently sent by first class mail to the Party and the Party's legal office; (b) personally delivered; or (c) sent by certified United States Mail addressed to the Party at the address the Party may designate, return receipt requested. Any notice or other communication required or permitted to be given hereunder shall be deemed to have been received (a) upon personal delivery or actual receipt thereof, or (b) within three (3) days after such notice is deposited in the United States mail, certified mail postage prepaid and addressed to the Parties at their respective addresses.
12. **Governmental Immunity.** All Parties, or their respective law enforcement agencies or departments are governmental entities under the Governmental Immunity Act of Utah, UTAH CODE ANN. §§ 63G-7-101 to -904 (2011), as amended (the "Act"). Subject to and consistent with the terms of the Act, each Party, or their respective law enforcement agencies or departments shall be liable for its own negligent acts or omissions, or those of its authorized employees, officers, and agents while engaged in the performance of the obligations under this Agreement, and no Party shall have any liability whatsoever for any negligent act or omission of any other Party, its employees, officers, or agents. No Party, or their respective law enforcement agencies or departments waives any defenses or limits of liability available under the Act and other applicable law. All, or their respective law enforcement agencies or departments Parties maintain all privileges, immunities, and other rights granted by the Act and all other applicable law.
13. **Ethical Standards.** The Parties to this Agreement each represent that they have not: (a) provided an illegal gift or payoff to any officer or employee, or former officer or employee, or to any relative or business entity of an officer or employee, or

relative or business entity of a former officer or employee of any of the Parties; (b) retained any person to solicit or secure participation in this Agreement upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, other than bona fide employees of bona fide commercial agencies established for the purpose of securing business; (c) breached any of the ethical standards set forth in State statute; or (d) knowingly influenced, and hereby promise that they will not knowingly influence, any officer or employee or former officer or employee of any Party to breach any of the ethical standards set forth in State statute.

14. **Assignment.** No Party may assign any of its rights or delegate any performance under this Agreement. Any attempt to assign any rights or delegate any performance under this Agreement shall be void.
15. **Responsibility for OICI Task Force Members.** Each Protocol Member Agency shall fund all salaries, benefits, and other obligations for its employees assigned to the OICI Task Force.
16. **Insurance.** Each Protocol Member Agency shall be solely responsible for providing workers' compensation and benefits for its own employees who provide services under this Agreement. Each Protocol Member Agency shall obtain insurance, become a member of a risk pool, or be self-insured to cover the liability arising out of negligent acts or omissions of its own personnel rendering services under this Agreement.
17. **Effective Date.** This Agreement shall become effective when at least two Parties named above each execute an original or copy of the Agreement as required by law.
18. **Term.** The term of this Agreement shall be three (3) years from the effective date, unless the Parties agree in writing to terminate the Agreement prior to the expiration of the initial term of the Agreement. Renewals shall occur automatically thereafter every three (3) years, for a period of up to fifty (50) years, unless the Parties agree in writing that the Agreement shall not be renewed.
19. **Termination by Any Party.** Any Party to this Agreement may terminate its involvement with the OICI Task Force and this Agreement at any time prior to the expiration of the term of the Agreement. Such termination shall be provided via written notice to the Advisory Board in care of the Utah County Attorney, 100 East Center Street, Suite 2100 Provo, Utah 84606. and shall be effective upon delivery to the Advisory Board. Notwithstanding such termination, any terminating Party will agree to complete its involvement in any investigations that are open at the time that written notice to terminate is delivered.

**20. Claims and Disputes.** Claims, disputes and other issues between the Parties arising out of or related to this Agreement shall be decided by litigation in the Fourth Judicial District Court of Utah County, Utah. Unless otherwise terminated pursuant to the provisions hereof or otherwise agreed in writing, each of the Parties shall continue to perform its obligations hereunder during the pendency of such dispute.

**21. Integration.** This Agreement constitutes the entire agreement between the Parties pertaining to the subject matter hereof, and supersedes all prior agreements and understandings concerning the subject matter of this Agreement.

**22. Rights and Remedies.** The rights and remedies of the Parties shall not be mutually exclusive, and the exercise of one or more of the provisions of this Agreement shall not preclude the exercise of any other provision(s) hereof.

**23. Modification.** ~~This Agreement may be modified only by a writing signed by all parties hereto.~~ This Agreement may be modified in the following manner:

- a. When modifying the intent of any part of this Agreement it shall be done by a writing signed by all parties hereto.
- b. When making minor modifications that do not change the intent of the Agreement it shall be done by majority vote. Notification to all parties hereto will be made of the minor modification.

**24. Additional Parties.** Any entity within Utah County which is subject to the provisions of the OICI Statute, and who is not an original party to this Agreement, may apply in writing to become a Party to this Agreement. The applicant shall become a Party to this Agreement upon (a) the approving vote of at least seventy-five (75) percent of the members of the Advisory Board; and (b) the approved applicant's execution and delivery of a counterpart of this Agreement whereby under the approved applicant agrees to be bound by all of the terms and conditions of this Agreement. Subject to the foregoing, the Parties' formal amendment to this Agreement for the purposes of admitting an applicant as an additional Party shall be unnecessary.

**25. Invocation of the OICI Protocol.**

This protocol is effective immediately upon the occurrence of an Officer Involved Critical Incident.

- i. In the event of an Officer Involved Critical Incident as defined by UCA 76-2-408, this OICI Protocol is automatically effective.
- ii. The Venue Agency Chief shall immediately notify the County Attorney's Office of an Officer Involved Critical Incident.
- iii. The Venue Agency is required to immediately contact the Task Force Manger/Commander indicating the OICI Protocol has been invoked.
- iv. The Venue Agency Chief, the Utah County Attorney, and the Task Force Manager shall:

- 1) Jointly designate the task force personnel to investigate the Officer Involved Critical Incident; and
  - 2) Designate which law enforcement agency is the lead investigative agency, if the Officer Involved Critical Incident involves multiple investigations.
- v. The lead investigating agency may not be the law enforcement agency employing the officer who is alleged to have caused or contributed to the Officer Involved Critical Incident.
  - vi. Optional: Each Protocol Member Agency, when acting in the capacity of a Venue Agency or Employer Agency, may request activation of the OICI Protocol upon the occurrence of any Officer Involved Critical Incident involving an employee. The Task Force Command will consider the circumstances of the incident when determining whether or not to invoke the OICI Protocol. Upon this optional invocation, the matter will be investigated under the provisions of the OICI Protocol.
  - vii. This section does not preclude the Employer Agency from conducting an internal administrative investigation.

**26. Investigative Agencies, Formats and Responsibilities.** To properly recognize and accommodate the various interests and the various rules of law which may be involved in an incident, investigations may be performed under two separate investigative formats: the criminal investigation and the administrative investigation.

**27. Criminal Investigation.**

- a. A criminal investigation that commences pursuant to the invocation of this OICI Protocol has priority over any parallel administrative investigation and will begin immediately following the incident for which this OICI Protocol is invoked.
- b. The criminal investigation of an Officer Involved Critical Incident commences with the invocation of this OICI Protocol, whether that invocation occurs automatically or at the direction of the Venue Agency Chief. Upon the invocation of this OICI Protocol the Venue Agency Chief and the Task Force Manager will select an Incident Manager. Such selection will be from a list of investigators constituted and maintained by Protocol Member Agencies. The selection of an Incident Manager may be made without respect to the rank or title of other investigators on the list who may also be asked to participate in the investigation.
- c. The Venue Agency Chief or his/her designee and the Task Force Manager/Commander shall inform the Incident Manager of the facts of the Officer Involved Critical Incident. The Incident Manager shall then assemble a task force of additional investigators of sufficient numbers to thoroughly and properly investigate the incident for which the OICI Protocol has been invoked. The selection of additional investigators by the Task Force Manager/Commander and the Incident Manager shall also be from the list of specifically designated employees constituted and maintained by Protocol Member Agencies.

- d. Among those investigators selected to constitute the OICI Task Force conducting the criminal investigation there shall be one representative of the Employer Agency. The Incident Manager shall not be from the Employer Agency. One Deputy Utah County Attorney shall also be designated a member of the OICI Task Force by the Incident Manager as well an investigator from the Utah County Attorney's Office.

## **28. Venue Determination.**

- a. When an Officer Involved Critical Incident occurs in part in two or more jurisdictions, each of those jurisdictions is a Venue Agency and the respective Venue Agency Chiefs shall jointly appoint the Incident Manager.
- b. When an Officer Involved Critical Incident occurs on the boundary of two jurisdictions, or under circumstances that make determination of the Venue Agency difficult or places venue in dispute the Venue Agency shall be:
  - i. The Employer Agency if the Actor is employed by either boundary agency;
  - ii. Both boundary agencies if Actors are employed by both; or
  - iii. The agency which has the greater interest in the case by virtue of having the predominant police involvement in the incident or by virtue of having had the majority of acts leading up to the incident occur within its jurisdiction.
  - iv. The Advisory Board shall be the authority to resolve any Venue Agency investigative issues.
- c. Custodial deaths:
  - i. A subject who dies in police or corrections custody falls under the Protocol. If the death was anticipated and the result of a medical condition under the care of a physician, it will be considered an attended death and the OICI Task Force should not respond in accordance with UCA §76-2-408.
  - ii. If the death occurred at a correctional facility, police agency building, or holding area, the Venue Agency is the agency having control of the facility, building, or holding area.
  - iii. If the death occurred outside a correctional facility, the agency having jurisdiction in the area will act as the Venue Agency. The Employer Agency would be the agency that had custody of the subject. Using this scenario, the Venue Agency and employer agency could be the same.
  - iv. Custodial Death Scenes: When an incident occurs in a correctional facility, holding facility or other location and other inmates may be witnesses, those inmates should be identified, and if possible, separated, pending interviews by OICI Task Force investigators.

## **29. Scene Security.**

- a. The Venue Agency is responsible for immediately securing the scene of an Officer Involved Critical Incident. This responsibility includes the preservation and integrity of the scene(s) and its contents, access, control, and the identification and sequestration of witnesses. Responsibility for scene security

may change as the investigation continues and the Incident Manager assumes responsibility for the criminal investigation. If, in the judgment of the senior representative of the Venue Agency, weather, or other factors make it imperative that evidence collection begins prior to the designation of the Incident Manager and constitution of the investigative team, such steps may be taken at the direction of and under the supervision of that representative of the Venue Agency.

- i. The following crime scene procedures and priorities will be observed as fully as circumstances permit:
  - 1) The scene shall be controlled to prevent further injury or criminal activity.
  - 2) Emergency life saving measures have first priority.
  - 3) Injured persons transported to a hospital will be accompanied, in the same vehicle if possible, by a police officer from the Venue Agency who will:
    - (a) Identify, locate, preserve, and take custody of physical evidence which may leave the scene with the injured person.
    - (b) Note and record as accurately as possible any spontaneous or excited utterances or statements which would describe the person's previous mental or physical state or any dying declaration.
    - (c) Maintain custody of the injured person if that person has been arrested.
    - (d) Provide information as may be known, which is necessary for the medical treatment of the injured person.
    - (e) Coordinate and communicate as necessary with investigators at the scene.
    - (f) Provide all information acquired to the Crime Scene Supervisor or Incident Manager.
  - 4) If a firearm or other deadly instrument was used in the Officer Involved Critical Incident, procedures at the scene shall be as follows:
    - (a) If the area is secure, loose firearms or other deadly instruments shall be left in place and undisturbed until removal is directed by the Crime Scene Supervisor or Incident Manager.
    - (b) If the area is not secure the senior representative of the Venue Agency shall decide whether any loose firearms or deadly instruments can be safely left in place or whether immediate removal is necessary. If it is determined that the item or items must be removed immediately all efforts shall be made to photograph the item in place and establish its location with reference to other fixed points.
    - (c) If any officer still has personal possession of a firearm discharged in the course of an Officer Involved Critical Incident, the senior representative present of the Venue Agency shall assign a peer support officer to the officer that discharged his/her firearm to insure the evidentiary value of the weapon is not compromised. When appropriate as deemed by the Venue Agency, and for safety and

evidentiary purposes, the firearm, holster/case and duty belt may be taken as a unit without removing the firearm from the holster/case. As deemed appropriate by the Employer Agency, the involved officer may be given a replacement firearm and duty belt as soon as practical. The items taken shall be immediately secured in a manner consistent with their preservation as items of evidence. The items shall be so maintained until further disposition is ordered by the Crime Scene Supervisor or Incident Manager. The Venue Agency representative to whom the firearms are surrendered shall document facts pertinent to the collection of the items, specifically the make and caliber of the firearm, the person from whom it was received, the item's location at the time it was received, the condition of the item and an indication of how it was used in the incident under investigation. Unless necessary for safety, no attempt shall be made to change the condition of the firearm at the time of its surrender. It shall not be unloaded nor cleared of a jam. The firearm may be made safe to handle by lowering the hammer or putting on the safety so long as those actions taken to make the firearm safe are documented fully by the person taking the actions.

- 5) Law Enforcement Employee Clothing: As deemed appropriate by the Incident Manager, Crime Scene Supervisor, or Interview Supervisor, any officer who discharged a firearm during the course of an Officer Involved Critical Incident, may be required to surrender his or her uniform and any outer-wear worn during the time of the incident.
- 6) Recording Devices (any device designed to capture audio, video or photographic data or images, including but not limited to body cameras, dash cameras, video cameras, cameras, cell phones, audio recorders, etc.) shall be handled in accordance with the following:
  - (a) If any involved or witness officer(s) has personal possession of a recording device during the course of an Officer Involved Critical Incident, the on-scene supervisor or senior representative of the Venue Agency, will insure the recording device is made available to the Incident Manager or his/her representative upon arrival or as soon as practical.
  - (b) The supervisor or senior representative of the Venue Agency will not review any recordings made on the device unless necessary for the safety of others (any review of a recording device may change the recording's metadata).
  - (c) At a minimum the supervisor or senior representative of the Venue Agency shall document the collection of the recording device, including the make and model of the recording device, the person from whom it was received, the time and location it was received, the condition of

the device and an indication of how it was used in the incident under investigation.

- (d) The supervisor or senior representative of the Venue Agency, prior to reviewing or downloading the device's contents, will release the device to the Incident Manager or his/her representative. The Incident Manager (or his/her designee) will download or oversee the download of the contents of the recording device and will provide a copy of the downloaded contents to the Venue Agency as soon as practicable. When practical the recording device will be maintained by the Incident Manager until further disposition is ordered by the County Attorney or his/her designee.

7) Other evidence and the identity of all witnesses shall be preserved.

**30. Notifications.** Upon identification of an Officer Involved Critical Incident, the Venue Agency shall make the following notifications as promptly as possible:

- a. Intra-department officers as required by the agency's procedures;
- b. The Employer Agency, if applicable and if not yet aware;
- c. The ~~Task Force Manager and the~~ County Attorney or designee; and
- d. The Medical Examiner or designated Investigator upon confirmation of a fatality consistent with the requirements of Utah Code.

**31. Appointment of Investigators by Protocol Member Agency.**

- a. Each Protocol Member Agency shall designate at least one of its most experienced criminal investigators to be available to participate in the investigation of an Officer Involved Critical Incident. A list of those officers so designated shall be maintained by the Task Force Manager/Commander and be updated semi-annually. A copy of the list shall be provided to each Protocol Member Agency and it is from this list that the Venue Agency Chief and Task Force Manager/Commander shall designate the Incident Manager and from which the task force conducting the criminal investigation of any Officer Involved Critical Incident shall be assembled.
- b. When assembling the OICI Task Force Investigative team for an OICI, the Venue Agency and the Task Force Manager/Commander will, in an effort to avoid creating too much work load for any one agency, take into consideration the number of investigators assigned from any one Protocol Member Agency.
- c. In designating investigators to be listed as available to participate in an Officer Involved Critical Incident investigation, Protocol Member Agencies should consider the following qualifications, characteristics, and attributes of those designated:
  - i. Experience in homicide investigations as well as other crimes against persons.
  - ii. The ability to effectively interview people of various backgrounds including police officers.

- iii. Good working knowledge of physical evidence collection and preservation techniques and an appreciation of the use and limitations of scientific evidence.
- iv. Good knowledge of police operational procedures and the criminal justice system.
- v. Excellent report writing and communication skills.
- vi. Good organizational and supervisory skills.
- vii. Respected professionally by those whom he or she works for being competent, thorough, objective, fair, and honest.
- viii. Ability to both participate in and direct a complicated investigation.

### **32. Transporting, Sequestering, and Interviewing Officers in an OICI.**

- a. Officers who were present at the scene at the time of an Officer Involved Critical Incident, whether as Actors or witnesses, will be relieved of their duties at the scene as promptly as possible and shall be sequestered at their own police station unless other suitable and agreeable arrangements are made for them. Officers from the Venue Agency not involved in the OICI shall be assigned to accompany officers involved in the OICI and remain with them to ensure their privacy, accommodate their needs, and preserve the integrity of each witness officer's report as they may be gathered later. It is highly recommended that certified peer support officers be used during this time.
- b. If circumstances prohibit the removal of all officers involved in the OICI from the scene at one time, those officers who can be identified as Actors as defined herein should be relieved first.
- c. OICI Task Force investigators, witnesses and officers involved in the OICI should be allowed to contact spouses and family members and should be encouraged to relax. Officers involved in the OICI are allowed legal assistance and/or representation prior to and during interviews.
- d. Generally speaking, involved officers will not be interviewed for at least forty-eight hours after the incident in order to provide the best opportunity for recall (two sleep cycles). The involved officer's interview will be transcribed and serve as the officer's report.

### **33. Video Evidence.**

- a. If an Officer Involved Critical Incident is captured on video, the review of this video by the officer is permitted prior to any report writing or interviews. Prior to the involved officer reviewing the video, the task force investigator will read the following advisory:
  - i. Video Advisory:

“You are about to view a camera recording of a use-of-force event. Understand that while this recording depicts visual information from the scene, the human eye and brain are highly likely to perceive some things in stressful situations differently than a camera records

them, so this photographic record may not reflect how the involved officer actually perceived the event.

The recording may depict things that the officer did not see or hear. The officer may have seen or heard things that were not recorded by the camera. Depending on the speed of the camera, some action elements may not have been recorded or may have happened faster than the officer could perceive and absorb them. The camera has captured a 2-dimensional image, which may be different from an officer's 3-dimensional observations. Lighting and angles may also have contributed to different perceptions. And, of course, the camera did not view the scene with the officer's unique experience and training.

Hopefully, this recording will enhance your understanding of the incident. Keep in mind, though, that these video images are only one piece of evidence to be considered in reconstructing and evaluating the totality of the circumstances. Some elements may require further exploration and explanation before the investigation is concluded."

#### **34. Reports.**

- A. Inasmuch as Officer Involved Critical Incidents are of intense interest to the public, expeditious and thorough investigation and resolution of these matters is necessary. Prompt completion and distribution of reports is essential.
- B. A Spillman Report Management System Case number will be obtained by the Case Officer, Incident Manager or the Task Force Commander. All reports will be referenced or written directly under the obtained case number.
- C. Agencies involved in the OICI Task Force investigation will submit reports to the Incident Manager or his/her designee as soon as possible after an Officer Involved Critical Incident.
- D. The Case Officer will assemble all individual reports making sure all reports are tied to the Spillman Case number obtained and write a comprehensive incident report and submit this report and case file to the Incident Manager for approval.
- E. The Incident Manager will then submit this report and the case file to the Utah County Attorney or his/her designee.
- F. Upon request the County Attorney's Office will provide copies of the complete case file to the heads of all agencies having officers involved in an incident as Actors or witnesses.

**35. Equipment.** Each member of an OICI Task Force will provide equipment as requested by the Incident Manager whether or not officers from that department are involved in either the criminal or administrative investigation. Officers from the department providing equipment may retain custody and operation of the equipment if it appears the interests of the investigation will be served.

### **36. Autopsy.**

- a. At least one member of the OICI Task Force shall be assigned by the Incident Manager to attend the autopsy. Protocol Member Agencies investigators involved in the OICI, including the administrative investigators, may also attend.
- b. The OICI Task Force investigator assigned to attend the autopsy will brief the medical examiner prior to the post mortem examination. This briefing will be as complete as possible.

### **37. County Attorney's Office.**

- a. The County Attorney's Office has the following roles in Incident Investigations:
  - i. With the Venue Agency Chief and the Task Force Manager/Commander jointly designate the task force personnel to investigate the Officer Involved Critical Incident.
  - ii. Assign at least one attorney from the Utah County Attorney's Office and at least one investigator from the Utah County Attorney's Office to the OICI Task Force.
  - iii. Participate co-equally with other members of the OICI Task Force performing the criminal investigation.
  - iv. Assist and advise the task force on the various criminal law issues which may arise during the investigation.
  - v. The County Attorney's Office will strive to complete its report and findings within two weeks of the completion of the Protocol Investigation. However, this cannot be guaranteed, depending on the complexity of the incident.
  - vi. Upon completion of the criminal investigation, analyze the facts of the incident as well as the relevant law to determine if criminal laws have been violated. If so, prosecute as appropriate or arrange for a special prosecutor.
  - vii. The County Attorney has his or her own independent investigative authority. When deemed appropriate, the County Attorney may conduct an independent investigation of an Officer Involved Critical Incident separate but simultaneous with any other investigation.

### **38. Employer Agency Administrative Investigation.**

- a. This OICI Protocol recognizes the need of the administrative investigators to acquire information about the Incident for the following non-criminal purposes:
  - i. Internal Affairs and determination of whether or not employees have violated department policy or regulation.
  - ii. Agency improvement and determination of whether or not department policies, procedures, programs, equipment, and training are adequate.
  - iii. Acquiring sufficient information concerning an Officer Involved Critical Incident to appropriately inform its parent governmental body and be responsive to the public and the news media.

- iv. To adequately address claims for damages and prepare for civil litigation that may be initiated by or against the Employer Agency.
- b. While both the criminal and administrative investigations are important and should be aggressively pursued, investigative conflicts between the two formats shall be resolved by allowing the criminal investigation to have priority. It is intended that this prioritization will preclude competition between the two investigative formats for access to witnesses, physical evidence, and the involved parties and will prevent the criminal investigation from being compromised by an untimely exercise of the Employer Agency's control of the scene, evidence, or witnesses.
- c. The initiation of an administrative investigation and the extent of that investigation is solely the responsibility of the Employer Agency. If an administrative investigation is being conducted, the Employer Agency should immediately assign administrative investigators upon being notified of the Officer Involved Critical Incident. Administrative investigators will be identified to the Incident Manager at the earliest possible opportunity. In addition to gathering information for the Employer Agency, it is anticipated that administrative investigators will act as a liaison between the Incident Manager and the Employer Agency even if no actual investigation is being conducted by the Employer Agency.
- d. Interview statements, physical evidence, toxicology test results, and investigative leads which are obtained by administrative investigators by ordering police employees to cooperate shall not be revealed to criminal investigators without the prior approval of the County Attorney following a determination of need and evaluation of the applicable law.
- e. The Incident Manager will periodically brief the administrative investigators on the progress of the criminal investigation. The administrative investigators will have access to briefings, the incident scene, physical evidence, and witness statements. Unless, for good reason it is determined otherwise, the County Attorney's Office will provide to the Employer Agency his or her findings of fact and a complete copy of the case file prepared by the task force investigators. A copy of the County Attorney's findings of fact will also be provided to the Incident Manager.

### **39. Evidence.**

- a. Evidence gathered at the scene will be booked and held at the Utah County Sheriff's Evidence facility by the Utah County Forensic/Evidence Unit. Booking procedures outlined by Utah County Forensic/Evidence staff shall be followed.

### **40. Report Writing.**

- a. The Incident Manager will decide which investigator is responsible for a particular report. OICI Task Force investigators should not write more than one report on an interview or event, regardless of the number of interviews involved. OICI Task Force investigators are responsible for the final report of the Task Force

investigation. Prior to submitting a law enforcement (employee) interview report, the interviewed employee should have the opportunity to review the report. All OICI Task Force investigators shall coordinate with the Task Force Manager/Commander to write a final report which documents their participation in the investigation.

- b. Prompt completion and distribution of reports is essential. All agencies and investigators will strive for report completion and distribution as soon as possible while ensuring all information is obtained accurately prior to completion.

#### **41. GRAMA Requests.**

- a. GRAMA requests as a rule should not be filled until the investigation is concluded. GRAMA requests shall be the responsibility of the Venue Agency and the Utah County Attorney's office. The Venue Agency and the County Attorney's office should consult with one another prior to fulfilling any GRAMA requests. GRAMA rules and regulations shall be followed.

#### **42. News Media Relations.**

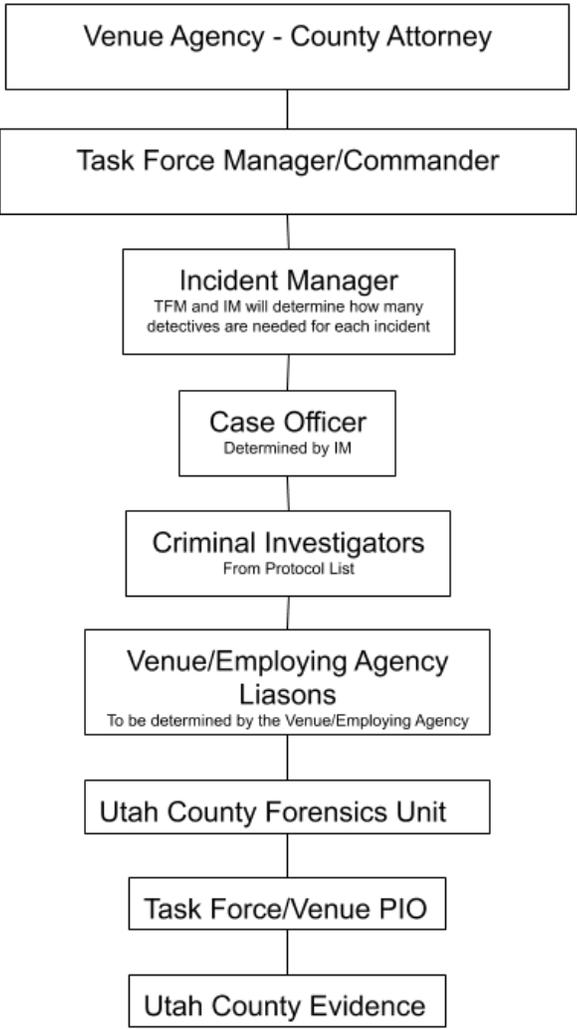
- a. The interests of the news media must be balanced with the requirements of the investigation and with the rights of the involved individuals.
- b. While any agency cannot be prohibited from making statements to the news media about an incident, these guidelines are established:
  - i. The Venue Agency Chief or designee has the responsibility for making press releases about the Incident and its investigation until such time as the matter is referred to the County Attorney's Office.
  - ii. The Incident Manager will provide the Venue Agency with information from which a press release can be made.
  - iii. Other participants in the investigation should refrain from making separate press releases or discussing the investigation with the press. If the Employer Agency is not also the Venue Agency, fewer problems will arise, especially at the early stages of the investigation, if the Employer Agency limits its comments to information which has been cleared for release by the Venue Agency.

#### **43. Reporting to Board and Training.**

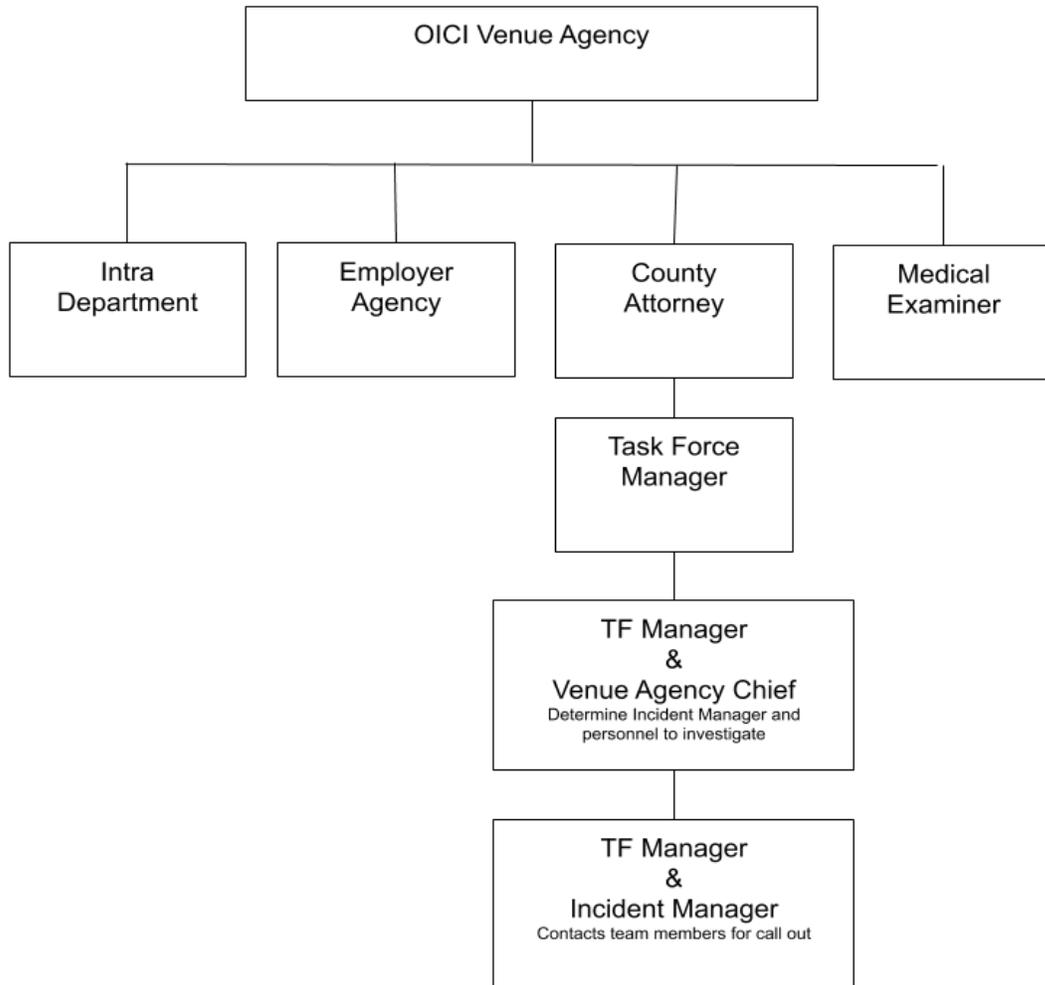
- a. The Task Force Manager/Commander(s) will report to the Advisory Board once per quarter at the monthly Chief Law Enforcement Executives meeting. This report will include but not be limited to, ongoing investigations, training held and to be held for team members, personnel issues and other needs.
- b. The Task Force Manager/Commander(s) will hold quarterly training for OICI Task Force members on; policy, investigative techniques, best practices, court findings and other necessary matters.

- c. OICI Task force members are required to attend two of the four trainings, however it is preferred that 100% attendance is maintained.
- d. The OICI Board by vote, may require participating agencies to pay an agreed amount of \$20.00 annually into a fund to be used for training purposes. If there is a vote to collect funds the OICI Board will vote on a participating agency to invoice and hold the monies in an agreed account. An annual accounting of these monies collected and used will be documented and shared with the OICI Board by a Task Force Manager/Commander during a board meeting.

#### **44. OICI Protocol Organizational Flow Chart**



## 45. Callout Flow Chart



**IN WITNESS WHEREOF**, each Party has caused this Agreement to be executed on its behalf by its duly authorized representative.

[Remainder of page intentionally left blank - SIGNATURE PAGES of Parties follow]

Signature Page pertaining to the **“Utah County Law Enforcement Executives Contractual Agreement for Officer Involved Critical Incident Protocol”** between Alpine City, American Fork City, Brigham Young University, Highland City, Lehi City, Lindon City, Mapleton City, Orem City, Payson City, Pleasant Grove City, Provo City, Salem City, Santaquin City, Spanish Fork City, Saratoga Springs City, Springville City, Utah County, Utah Highway Patrol, Utah Transit Authority, Utah Valley University, Utah Department of Corrections/Adult Probation and Parole or any Police Department or Department of Public Safety of any city or town located in Utah County

**City of Alpine**

By \_\_\_\_\_

Its \_\_\_\_\_

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**City of American Fork**

By \_\_\_\_\_

Its \_\_\_\_\_

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**Brigham Young University**

By \_\_\_\_\_

Its \_\_\_\_\_

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**City of Highland**

By \_\_\_\_\_

Its \_\_\_\_\_

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**City of Lehi**

By \_\_\_\_\_

Its \_\_\_\_\_

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**City of Lindon**

By \_\_\_\_\_

Its \_\_\_\_\_

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**City of Mapleton**

By \_\_\_\_\_

Its \_\_\_\_\_

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**City of Orem**

By \_\_\_\_\_

Its \_\_\_\_\_

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**City of Payson**

By \_\_\_\_\_

Its \_\_\_\_\_

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**City of Pleasant Grove**

By \_\_\_\_\_

Its \_\_\_\_\_

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**City of Provo**

By \_\_\_\_\_

Its \_\_\_\_\_

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**City of Salem**

By \_\_\_\_\_

Its \_\_\_\_\_

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**City of Santaquin**

By \_\_\_\_\_

Its \_\_\_\_\_

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**City of Spanish Fork**

By \_\_\_\_\_

Its \_\_\_\_\_

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**City of Saratoga Springs**

By \_\_\_\_\_

Its \_\_\_\_\_

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**City of Springville**

By \_\_\_\_\_

Its \_\_\_\_\_

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**Utah County Attorney's Office**

By \_\_\_\_\_

Its \_\_\_\_\_

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**Utah County Sheriff’s Office**

By \_\_\_\_\_

Its \_\_\_\_\_

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**Utah Highway Patrol**

By \_\_\_\_\_

Its \_\_\_\_\_

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**Utah Transit Authority**

By \_\_\_\_\_

Its \_\_\_\_\_

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**Utah Valley University**

By \_\_\_\_\_

Its \_\_\_\_\_

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**Utah Department of Corrections/Adult Probation and Parole**

By \_\_\_\_\_

Its \_\_\_\_\_

**ALPINE CITY, UTAH  
BASIC FINANCIAL STATEMENTS AND  
REQUIRED SUPPLEMENTARY INFORMATION  
WITH INDEPENDENT AUDITOR'S REPORTS  
YEAR ENDED JUNE 30, 2020**

**ALPINE CITY, UTAH**  
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**YEAR ENDED JUNE 30, 2020**

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## **INDEPENDENT AUDITOR'S REPORT**

Honorable Mayor  
Members of the City Council  
Alpine City, Utah

### **Report on the Financial Statements**

I have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Alpine City, Utah (City) as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

My responsibility is to express opinions on these financial statements based on my audit. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, I express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinions.

## Opinions

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City as of June 30, 2020, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## Other Matters

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 3-11, budgetary comparison and pension information on pages 46-49 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. I have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

### Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, I have also issued a report dated September 21, 2020, on my consideration of the City's internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

  
Greg Ogden,  
Certified Public Accountant  
Springville, Utah  
September 28, 2020

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

## MANAGEMENT'S DISCUSSION AND ANALYSIS

This document is a narrative overview and analysis of the financial activities of Alpine City for the fiscal year ending June 30, 2020. Alpine City management encourages readers to consider the information presented here in conjunction with the financial statements which follow this section. To help the reader with navigation of this report, the city's activities are classified in the following manner: government activities refers to general administration, parks, streets, garbage, planning etc., while business-type activities refers to operations such as the sewer, storm drain, water, and pressurized irrigation.

### FINANCIAL HIGHLIGHTS

- The total net position of Alpine City increased by \$2,321,032 totaling \$82,366,098. The governmental net position increased by \$1,157,223 and the business-type net position increased by \$1,163,809.
- The total net position of governmental and business-type activities is \$82,366,098 and is made up of \$67,324,330 in capital assets, such as land, infrastructure and equipment and \$15,041,768 in other net position. The \$15,041,768 in other net position is made up of \$4,291,311 which is restricted for capital projects, debt service and endowments. Finally, the remaining \$10,750,457 is unrestricted assets.
- Total liabilities of the City increased by \$561,389. The liabilities for governmental activities increased by \$266,361. The business-type activities liabilities increased by \$295,028.

### REPORTING THE CITY AS A WHOLE

This discussion and analysis is intended to serve as an introduction to Alpine City's basic financial statements. Alpine City's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also includes other supplementary information in addition to the basic financial statements.

**The government-wide financial statements** are designed to provide readers with a broad overview of Alpine City's finances, in a manner similar to a private-sector business.

- The statement of net position presents information on all of Alpine City's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of Alpine City is improving or deteriorating. However, you will also need to consider other nonfinancial factors.
- The statement of activities presents information showing how the City's net position changed during the fiscal year reported. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, all of the current year's revenues and expenses are taken into account regardless of when cash is received or paid. Both of the government-wide financial statements distinguish functions of Alpine City that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The government-wide financial statements can be found on pages 13-15 of this report.

## **REPORTING THE CITY'S MOST SIGNIFICANT FUNDS**

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Alpine City also uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the City can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

- Governmental funds - These funds are used to account for the same functions reported as governmental activities in the government-wide financial statements. These fund statements focus on how money flows into and out of these funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called modified accrual accounting, which measures cash and other financial assets that can be readily converted to cash. The governmental fund statements provide detailed short-term view of the City's general government operations and the basic services it provides. Governmental fund information helps users determine whether there are more or fewer financial resources that can be spent in the near future to finance the City's programs. We describe the relationship (or differences) between governmental activities (reported in the Statement of Net Position and the Statement of Activities) and governmental funds in a reconciliation included with the fund financial statements.

The only major governmental funds (as determined by generally accepted accounting principles) are the General Fund and the Capital Projects Fund. The balances of the governmental funds are determined to be non major and are included in the combining statements within this report.

- Proprietary funds - Alpine City maintains one type of proprietary fund, the enterprise fund. Enterprise funds are used to report the same functions presented as business-type activities in the government-wide financial statements. Alpine City uses enterprise funds to account for its Pressurized Irrigation Utility, Culinary Water Utility, Sewer Utility and Storm Drain Operation. As determined by generally accepted accounting principles, the pressurized irrigation, culinary water, storm drain and, sewer enterprise funds meet the criteria for major fund classification.

- Fiduciary funds - These funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the City's own programs. The accounting method used for these funds is much like that used for proprietary funds.

## **GOVERNMENT-WIDE FINANCIAL ANALYSIS**

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of Alpine City, assets exceed liabilities by \$82,366,098.

By far the largest portion of Alpine City's net position (82%) reflects its investment in capital assets (e.g., land, buildings, infrastructure assets, machinery and equipment); less any related debt used to acquire those assets that are still outstanding. The City uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the City's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

**STATEMENT OF NET POSITION**  
(In thousands of dollars)

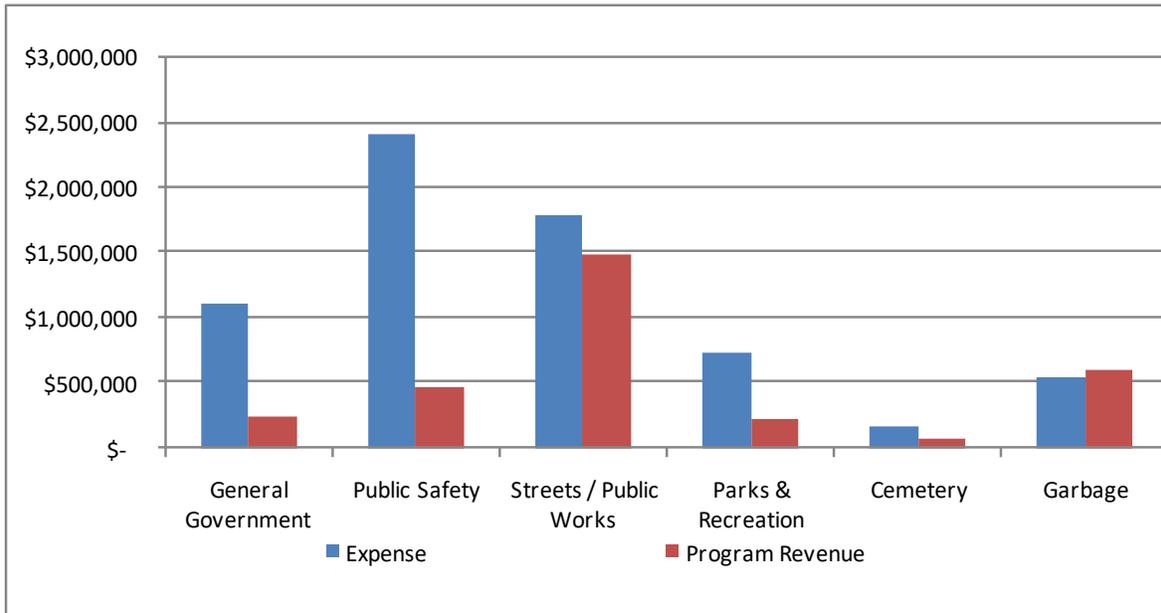
	Governmental		Business-type Activities	
	2020	2019	2020	2019
Current and Other Assets	\$ 10,198	\$ 8,703	\$ 8,991	\$ 8,024
Capital Assets	41,081	40,960	29,891	29,241
Deferred Outflow	82	159	232	327
Total Assets	<u>51,361</u>	<u>49,822</u>	<u>39,114</u>	<u>37,592</u>
Long-term Debt Outstanding	355	545	3,736	3,183
Other Liabilities	1,896	1,439	195	453
Deferred Inflow	1,845	1,730	81	18
Total Liabilities	<u>4,096</u>	<u>3,714</u>	<u>4,012</u>	<u>3,654</u>
Net Position:				
Net Invested in Capital Assets,	40,983	40,816	26,341	26,366
Restricted	2,318	2,195	1,973	739
Unrestricted	3,963	3,097	6,787	6,833
Total Net Position	<u>47,265</u>	<u>\$ 46,108</u>	<u>35,101</u>	<u>\$ 33,938</u>

**CHANGES IN NET ASSETS**  
(In thousands of dollars)

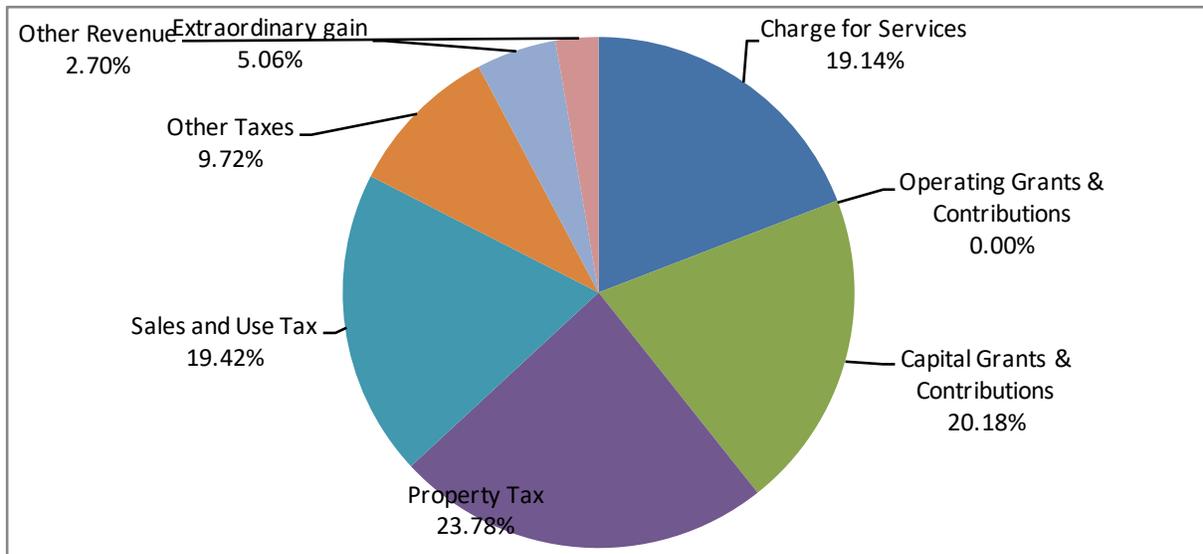
	<b>Governmental</b>		<b>Activities</b>		<b>Business-type Activities</b>	
	2020	2019	2020	2019	2020	2019
Revenues						
Program Revenues						
Charges for Services	\$ 1,514	\$ 1,533	\$ 3,080	\$ 2,885		
Operating Grants and Contributions	-	-	-	-		
Capital Grants and Contributions	1,597	802	1,154	1,471		
General Revenues						
Property Taxes	1,881	1,377	-	-		
Sales and Use Taxes	1,536	1,389	-	-		
Other Taxes	768	732	-	-		
Other Revenues	214	284	153	212		
Settlement	400	(870)	-	-		
Total Revenues	<u>7,910</u>	<u>5,247</u>	<u>4,387</u>	<u>4,568</u>		
Expenses						
General Government	1,112	707	-	-		
Public Safety	2,405	2,350	-	-		
Streets/Public Works	1,784	1,609	-	-		
Parks and Recreation	737	654	-	-		
Cemetery	171	154	-	-		
Garbage	543	570	-	-		
Interest Expense	-	-	-	-		
Water	-	-	777	747		
Sewer	-	-	1,056	1,029		
Pressurized Irrigation	-	-	1,165	897		
Storm Drain	-	-	225	224		
Total Expenses	<u>6,752</u>	<u>6,044</u>	<u>3,223</u>	<u>2,897</u>		
Increase in Net Position Before Transfers	1,157	(797)	1,164	1,671		
Transfers	-	-	-	-		
Change in Net Position	<u>1,157</u>	<u>(797)</u>	<u>1,164</u>	<u>1,671</u>		
Net Position Beginning	46,107	46,904	33,938	32,267		
Prior Period Adjustment	-	-	-	-		
Net Position Ending	<u>\$ 47,264</u>	<u>\$ 46,107</u>	<u>\$ 35,102</u>	<u>\$ 33,938</u>		

The following graphs display the government-wide activities as reflected in the above tables. Program revenues included in the first graph are fees charged for specific services performed by the various governmental functions. General revenues such as property taxes, sales and uses taxes, etc. are not included.

### Expense and Program Revenues -Governmental Activities

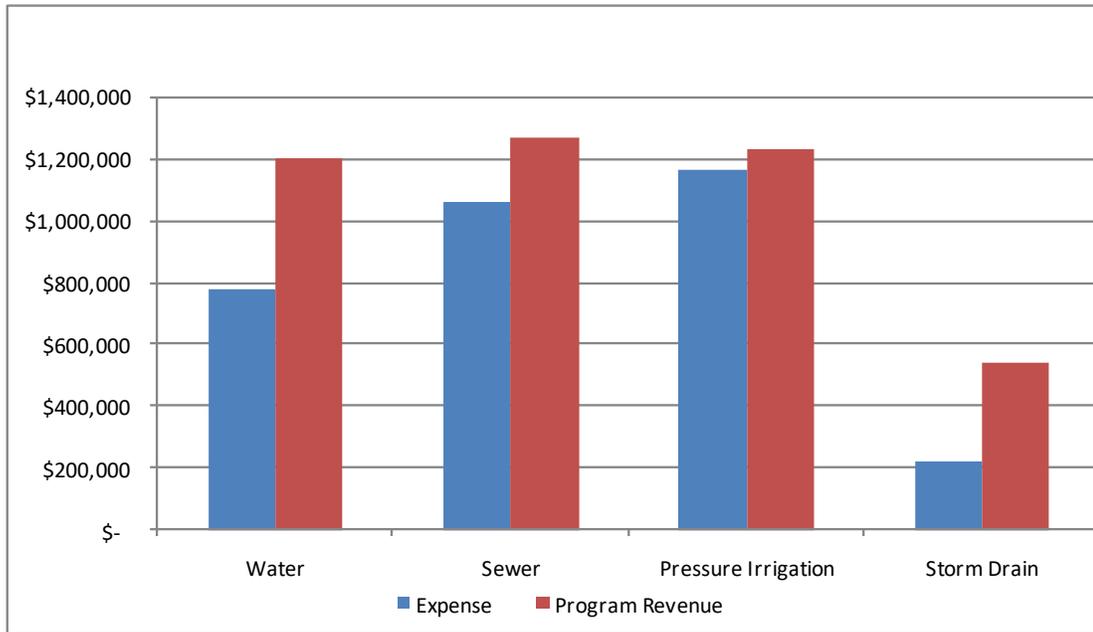


### Revenues by Source – Governmental Activities

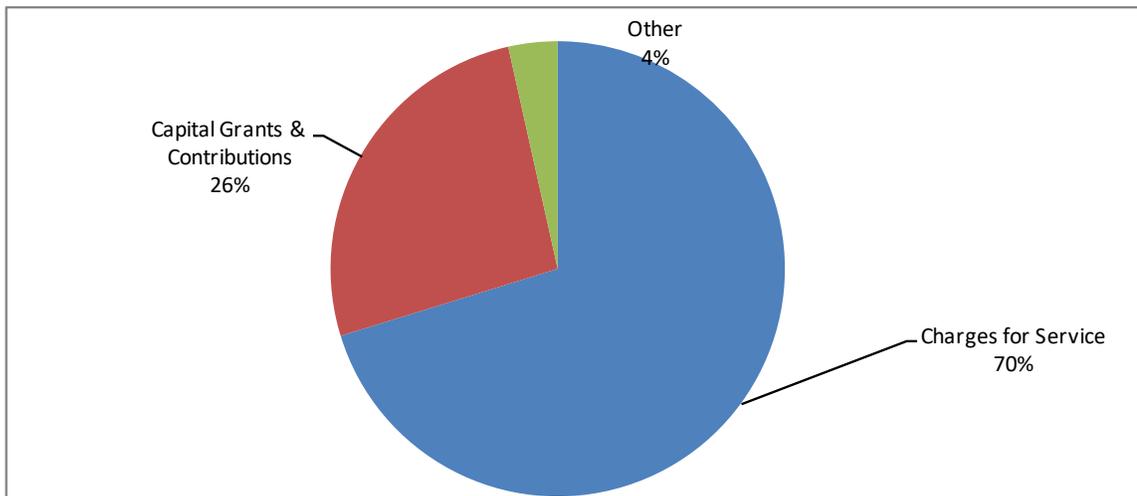


It can be seen from the following charts, the majority of revenues in the business-type activities are in charges for services, with 63 percent of the revenues coming from this source. The revenues from capital grants and contributions represent the value of infrastructure systems donated to the City via subdivisions being developed.

### Expense and Program Revenues – Business-Type Activities



### Revenues by Source – Business-Type Activities



## **ANALYSIS OF GOVERNMENT'S FUNDS**

The focus of the City's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the City's financing requirements. As of June 30, 2020; the City's governmental funds (General, Capital Projects and Debt Service) reported combined fund equity of \$6,548,438. The General Fund is the chief operating fund of the City. All activities which are not required to be accounted for in separate funds either by state or local ordinance or by a desire to maintain matching of revenues and expenses is accounted for in this fund.

As stated earlier, the City maintains several enterprise funds to account for the business-type activities of the City. The separate fund statements included in this report provide the same information for business-type activities as is provided in the government-wide financial statements. However, the difference is that the fund statements provide much more detail.

## **GENERAL FUND BUDGETARY HIGHLIGHTS**

During the fiscal year, the General Fund original budget was amended to:

- Transfer funds from General Fund to Capital Projects for future projects.
- Pending lawsuit was settled in the favor of the City.
- Various parks and infrastructure improvement were completed.

## **CAPITAL ASSET AND DEBT ADMINISTRATION**

Capital assets - Alpine City's investment in capital assets for its governmental and business-type activities as of June 30, 2020, amounts to \$70,972,473 (net of accumulated depreciation). This investment in capital assets includes land, buildings and systems, improvements, infrastructure (streets, sidewalks, curb and gutter, bridges, etc.), and machinery and equipment. The total increase in the City's investment in fixed assets for the current year was \$771,437.

Major capital asset events during the current fiscal year included the following:

- A new parking lot and restroom at one of the City parks was completed.
- A water line project along 80 South was completed for \$344,099.
- Installing meters to meter secondary water per state law was completed in FY 2020.

**ALPINE CITY'S CAPITAL ASSETS**  
(Net of Depreciation, in thousands of dollars)

	<b>Governmental</b>		<b>Activities</b>		<b>Business-type Activities</b>	
	2020	2019	2020	2019	2020	2019
<b>Capital Assets Not Being Depreciated</b>						
Land	\$ 22,775	\$ 22,775	\$ 456	\$ 456	\$ 456	\$ 456
Water Shares	-	-	73	73	73	73
<b>Capital Assets Being Depreciated</b>						
Buildings and Structures	1,913	1,844	215	215	215	215
Improvements and Infrastructure	38,116	36,946	41,989	40,420	41,989	40,420
Machinery, Equipment and Vehicles	1,172	1,014	1,769	1,751	1,769	1,751
Construction in Progress	-	-	-	-	-	-
<b>Total</b>	<b>63,976</b>	<b>62,579</b>	<b>44,502</b>	<b>42,915</b>	<b>44,502</b>	<b>42,915</b>
Less Accumulated Depreciation	(22,895)	(21,619)	(14,611)	(13,674)	(14,611)	(13,674)
<b>Total Capital Assets</b>	<b>\$ 41,081</b>	<b>\$ 40,960</b>	<b>\$ 29,891</b>	<b>\$ 29,241</b>	<b>\$ 29,891</b>	<b>\$ 29,241</b>

Additional information on the City's capital assets can be found in the footnotes to this financial report and also the supplemental section.

Long-term debt - At June 30, 2020, the City had total debt outstanding of \$4,090,337. The majority of Alpine City's long-term debt, \$3,550,000 is debt secured solely by specific revenue sources (i.e., revenue bonds within the Water and Pressurized Irrigation Funds). The City refinanced a bond series of 2010 to a lower interest rate and added \$1,050,000 in bond proceeds for future water well.

**ALPINE CITY'S OUTSTANDING DEBT**  
(In thousands of dollars)

	<b>Governmental</b>		<b>Activities</b>		<b>Business-type Activities</b>	
	2020	2019	2020	2019	2020	2019
Revenue Bonds	\$ -	\$ -	\$ 3,550	\$ 2,875	\$ 3,550	\$ 2,875
Capital Leases	98	145	-	-	-	-
Net Pension Liability	160	303	141	268	141	268
Compensated Absences	97	98	45	40	45	40
<b>Total</b>	<b>\$ 355</b>	<b>\$ 546</b>	<b>\$ 3,736</b>	<b>\$ 3,183</b>	<b>\$ 3,736</b>	<b>\$ 3,183</b>

Additional information on the outstanding debt obligations of the City can be found in the footnotes to this report.

## **ECONOMIC FACTORS AND NEXT YEAR'S BUDGET AND RATES**

- The Unemployment rate for Utah County (of which Alpine is part) was 3.6% compared with the State unemployment rate of 4.1% This has increased from the previous year due to the pandemic across the world.
- Alpine is continuing to see an increase in building permits and the occupation of vacant homes along with new subdivision developments.
- The major projects budgeted for next year includes the following:
  - Street maintenance projects: \$720,000
  - Park Improvements: \$215,0000
  - Capital projects: \$488,900

## **REQUESTS FOR INFORMATION**

This financial report is designed to provide a general overview of Alpine City's finances for all those with an interest in the City's finances. Questions concerning any information provided in this report or requests for additional financial information should be addressed to:

City Finance Officer  
20 N Main St  
Alpine, UT 84004

## **BASIC FINANCIAL STATEMENTS**

**ALPINE CITY**  
**STATEMENT OF NET POSITION**  
**JUNE 30, 2020**

	<b>Governmental Activities</b>	<b>Business Type Activities</b>	<b>Totals</b>
<b><u>ASSETS AND DEFERRED OUTFLOWS OF RESOURCES</u></b>			
<b>CURRENT ASSETS</b>			
Cash and Cash Equivalents	\$ 4,589,001	\$ 6,765,826	\$ 11,354,827
Accounts Receivable	2,253,791	251,731	2,505,522
Prepaid Expenses	6,030	-	6,030
<b>TOTAL CURRENT ASSETS</b>	<b>6,848,822</b>	<b>7,017,557</b>	<b>13,866,379</b>
<b>NONCURRENT ASSETS</b>			
Restricted Cash and Cash Equivalents	3,348,922	1,973,187	5,322,109
Capital Assets			
Non Depreciable	22,775,043	529,527	23,304,570
Depreciable Assets (net of Depreciation)	18,306,379	29,361,524	47,667,903
<b>TOTAL NONCURRENT ASSETS</b>	<b>44,430,344</b>	<b>31,864,238</b>	<b>76,294,582</b>
<b>TOTAL ASSETS</b>	<b>51,279,166</b>	<b>38,881,795</b>	<b>90,160,961</b>
<b>DEFERRED OUTFLOW OF RESOURCES</b>	<b>81,727</b>	<b>231,944</b>	<b>313,671</b>
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES</b>	<b>51,360,893</b>	<b>39,113,739</b>	<b>90,474,632</b>
<b><u>LIABILITIES AND DEFERRED INFLOWS OF RESOURCES</u></b>			
<b>CURRENT LIABILITIES</b>			
Accounts Payable and Accrued Liabilities	1,769,786	195,481	1,965,267
Unearned Revenues	126,226	-	126,226
<b>TOTAL CURRENT LIABILITIES</b>	<b>1,896,012</b>	<b>195,481</b>	<b>2,091,493</b>
<b>NONCURRENT LIABILITIES</b>			
Due Within One Year	133,307	381,507	514,814
Net Pension Liability	159,553	140,980	300,533
Due in More Than One Year	61,956	3,213,034	3,274,990
<b>TOTAL NONCURRENT LIABILITIES</b>	<b>354,816</b>	<b>3,735,521</b>	<b>4,090,337</b>
<b>TOTAL LIABILITIES</b>	<b>2,250,828</b>	<b>3,931,002</b>	<b>6,181,830</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>	<b>1,845,360</b>	<b>81,344</b>	<b>1,926,704</b>
<b>TOTAL LIABILITIES AND DEFERRED INFLOWS OF RESOURCES</b>	<b>4,096,188</b>	<b>4,012,346</b>	<b>8,108,534</b>
<b><u>NET POSITION</u></b>			
Net Investment in Capital Assets	40,983,279	26,341,051	67,324,330
Restricted	2,318,124	1,973,187	4,291,311
Unrestricted	3,963,302	6,787,155	10,750,457
<b>TOTAL NET POSITION</b>	<b>\$ 47,264,705</b>	<b>\$ 35,101,393</b>	<b>\$ 82,366,098</b>

See the accompanying notes to the financial statements

**ALPINE CITY**  
**STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED JUNE 30, 2020**

	<u>Program Revenues</u>			
	<u>Expenses</u>	<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>
<b><u>FUNCTIONS/PROGRAMS</u></b>				
<b>Governmental Activities</b>				
General Government	\$ 1,112,028	\$ 251,815	\$ -	\$ -
Public Safety	2,405,049	475,860	-	-
Streets	1,784,493	-	-	1,472,196
Parks and Recreation	737,025	105,800	-	124,304
Cemetery	170,791	71,905	-	-
Garbage	542,982	608,570	-	-
<b>Total Governmental Activities</b>	<b><u>6,752,368</u></b>	<b><u>1,513,950</u></b>	<b><u>-</u></b>	<b><u>1,596,500</u></b>
<b>Business-type Activities</b>				
Water	776,561	879,757	-	319,229
Sewer	1,056,211	994,992	-	268,206
Pressurized Irrigation	1,164,590	1,012,303	-	215,257
Storm Drain	225,394	193,108	-	351,085
<b>Total Business-type Activities</b>	<b><u>3,222,756</u></b>	<b><u>3,080,160</u></b>	<b><u>-</u></b>	<b><u>1,153,777</u></b>
<b>TOTAL PRIMARY GOVERNMENT</b>	<b><u>\$ 9,975,124</u></b>	<b><u>\$ 4,594,110</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 2,750,277</u></b>

General Revenues  
Property Taxes  
Vehicle Taxes  
Sales Taxes  
Franchise Taxes  
Unrestricted Investment Earnings  
Miscellaneous  
Extraordinary Item  
Lawsuit Settlement  
Total General Revenues and Transfers  
Change in Net Position  
Net Position - Beginning  
  
**Net Position - Ending**

See the accompanying notes to the financial statements

**Net (Expense) Revenue and Changes in Net Assets**

**Primary Government**

<b>Governmental Activities</b>	<b>Business-type Activities</b>	<b>Total</b>
\$ (860,213)	-	\$ (860,213)
(1,929,189)	-	(1,929,189)
(312,297)	-	(312,297)
(506,921)	-	(506,921)
(98,886)	-	(98,886)
65,588	-	65,588
<b>(3,641,918)</b>	<b>-</b>	<b>(3,641,918)</b>
-	422,425	422,425
-	206,987	206,987
-	62,970	62,970
-	318,799	318,799
<b>-</b>	<b>1,011,181</b>	<b>1,011,181</b>
<b>(3,641,918)</b>	<b>1,011,181</b>	<b>(2,630,737)</b>
1,880,712	-	1,880,712
124,289	-	124,289
1,536,039	-	1,536,039
644,201	-	644,201
149,745	152,628	302,373
64,155	-	64,155
400,000	-	400,000
4,799,141	152,628	4,951,769
1,157,223	1,163,809	2,321,032
46,107,482	33,937,584	80,045,066
<b>\$ 47,264,705</b>	<b>\$ 35,101,393</b>	<b>\$ 82,366,098</b>

**ALPINE CITY  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
JUNE 30, 2020**

	<u>Governmental-type Activities</u>			
	<u>General</u>	<u>Capital Projects</u>	<u>Nonmajor Governmental Funds</u>	<u>Total Governmental Funds</u>
<b><u>ASSETS</u></b>				
Cash and Cash Equivalents	\$ 868,136	\$ -	\$ -	\$ 868,136
Accounts Receivable	2,253,791	-	-	2,253,791
Restricted Cash and Cash Equivalents	1,651,139	3,720,865	1,697,783	7,069,787
Prepaid Expenses	6,030	-	-	6,030
<b>TOTAL ASSETS</b>	<b>\$ 4,779,096</b>	<b>\$ 3,720,865</b>	<b>\$ 1,697,783</b>	<b>\$ 10,197,744</b>
<b><u>LIABILITIES, DEFERRED INFLOW OF RESOURCES AND FUND BALANCE</u></b>				
<b>LIABILITIES</b>				
Accounts Payable	\$ 258,872	\$ -	\$ 5,890	\$ 264,762
Developer Completion Bonds Payable	413,559	-	-	413,559
Infrastructure Protection Bonds Payable	-	1,091,465	-	1,091,465
Unearned Revenue	-	126,226	-	126,226
<b>TOTAL LIABILITIES</b>	<b>672,431</b>	<b>1,217,691</b>	<b>5,890</b>	<b>1,896,012</b>
<b>DEFERRED INFLOW OF RESOURCES</b>	<b>1,753,297</b>	<b>-</b>	<b>-</b>	<b>1,753,297</b>
<b>TOTAL LIABILITIES AND DEFERRED INFLOW OF RESOURCES</b>	<b>2,425,728</b>	<b>1,217,691</b>	<b>5,890</b>	<b>3,649,309</b>
<b>FUND BALANCE</b>				
Non-Spendable	6,030	-	667,781	673,811
Restricted	1,294,012	-	1,024,112	2,318,124
Assigned	-	2,503,174	-	2,503,174
Unassigned	1,053,326	-	-	1,053,326
<b>TOTAL FUND BALANCES</b>	<b>2,353,368</b>	<b>2,503,174</b>	<b>1,691,893</b>	<b>6,548,435</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOW OF RESOURCES, AND FUND BALANCES</b>	<b>\$ 4,779,096</b>	<b>\$ 3,720,865</b>	<b>\$ 1,697,783</b>	<b>\$ 10,197,744</b>

See the accompanying notes to the financial statements

**ALPINE CITY**  
**RECONCILIATION OF THE GOVERNMENTAL FUNDS**  
**BALANCE SHEET TO THE STATEMENT OF NET POSITION**  
**JUNE 30, 2020**

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TOTAL GOVERNMENTAL FUNDS BALANCES	\$	6,548,435
<i>Amounts reported for governmental activities in the statement of net position are different because</i>		
Capital assets used in governmental activities are not current financial resources and, therefore, are not reported in the funds.		41,081,422
Deferred outflows of resources related to pensions represent a consumption of net position that applies to future periods and therefore, are not reported in the funds.		81,727
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the funds.		(354,816)
Deferred inflows of resources related to pensions represent a source of resources that applies to future periods and therefore, are not reported in the funds.		<u>(92,063)</u>
TOTAL NET POSITION OF GOVERNMENTAL ACTIVITIES	\$	<u>47,264,705</u>

See the accompanying notes to the financial statements

**ALPINE CITY**  
**STATEMENT OF REVENUES, EXPENDITURES AND**  
**CHANGES IN FUND BALANCES**  
**GOVERNMENTAL FUNDS**  
**FOR THE YEAR ENDED JUNE 30, 2020**

	<b>Governmental-type Activities</b>			
	<b>General</b>	<b>Capital Projects</b>	<b>Nonmajor Governmental Funds</b>	<b>Total Governmental Funds</b>
<b>REVENUES</b>				
Taxes	\$ 4,185,241	\$ -	\$ -	\$ 4,185,241
Licenses and Permits	497,067	-	-	497,067
Intergovernmental	620,755	-	-	620,755
Charge for Services	934,335	-	21,960	956,295
Fines and Forfeitures	60,588	-	-	60,588
Interest	61,083	54,277	34,384	149,744
Miscellaneous	60,066	4,089	-	64,155
<b>TOTAL REVENUES</b>	<b>6,419,135</b>	<b>58,366</b>	<b>56,344</b>	<b>6,533,845</b>
<b>EXPENDITURES</b>				
General Government	1,018,098	-	-	1,018,098
Public Safety	2,403,805	-	-	2,403,805
Streets	886,643	-	-	886,643
Parks and Recreation	463,620	17,885	22,218	503,723
Cemetery	153,699	-	9,850	163,549
Garbage	542,480	-	-	542,480
Capital Outlay	200,000	190,838	229,467	620,305
<b>TOTAL EXPENDITURES</b>	<b>5,668,345</b>	<b>208,723</b>	<b>261,535</b>	<b>6,138,603</b>
<b>EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES</b>	<b>750,790</b>	<b>(150,357)</b>	<b>(205,191)</b>	<b>395,242</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Impact Fees	-	-	168,678	168,678
Contributions from Builders	-	30,357	-	30,357
Lawsuit Settlement	400,000	-	-	400,000
Transfers from Other Funds	-	1,050,000	-	1,050,000
Transfer to Other Funds	(1,050,000)	-	-	(1,050,000)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>(650,000)</b>	<b>1,080,357</b>	<b>168,678</b>	<b>599,035</b>
<b>EXCESS (DEFICIT) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND USES</b>	<b>100,790</b>	<b>930,000</b>	<b>(36,513)</b>	<b>994,277</b>
BEGINNING FUND BALANCE	2,252,578	1,573,174	1,728,406	5,554,158
<b>ENDING FUND BALANCE</b>	<b>\$ 2,353,368</b>	<b>\$ 2,503,174</b>	<b>\$ 1,691,893</b>	<b>\$ 6,548,435</b>

See the accompanying notes to the financial statements

**ALPINE CITY**  
**RECONCILIATION OF THE GOVERNMENTAL FUNDS**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES**  
**IN FUND BALANCES TO THE STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED JUNE 30, 2020**

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EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER  
EXPENDITURES AND USES - TOTAL GOVERNMENTAL FUNDS \$ 994,277

*Amounts reported for governmental activities in the statement of activities  
are different because*

Governmental funds report capital outlays as expenditures. In the statement  
of activities the cost of those assets is allocated over their estimated useful  
lives as depreciation expense. This is the amount by which capital outlays  
were exceeded by depreciation in the current period. 121,235

Issuance of long-term debt provides current financial resources to  
governmental funds. The repayment of the principal of long-term debt  
consumes the current financial resources of governmental funds. This  
amount is the net difference in the treatment of long-term debt and  
related items. 46,591

Some revenues and expenses reported in the statement of activities do not add  
to or require the use of current financial resources and, therefore, are not  
reported as revenues or expenditures in the governmental funds. (4,880)

CHANGE IN NET POSITION OF GOVERNMENTAL FUNDS \$ 1,157,223

See the accompanying notes to the financial statements

**ALPINE CITY**  
**STATEMENT OF NET POSITION**  
**PROPRIETARY FUNDS**  
**FOR THE YEAR ENDED JUNE 30, 2020**

	Business-type Activities - Enterprise Funds				Total Enterprise Funds
	Water	Sewer	Pressure Irrigation	Storm Drain	
<b>ASSETS AND DEFERRED OUTFLOWS OF RESOURCES</b>					
<b>CURRENT ASSETS</b>					
Cash and Cash Equivalents	\$ 2,580,896	\$ 2,466,772	\$ 1,050,535	\$ 667,623	\$ 6,765,826
Accounts Receivable, Net of Allowance for Uncollectible	65,921	86,180	85,829	13,801	251,731
<b>TOTAL CURRENT ASSETS</b>	<b>2,646,817</b>	<b>2,552,952</b>	<b>1,136,364</b>	<b>681,424</b>	<b>7,017,557</b>
<b>NONCURRENT ASSETS</b>					
Restricted Assets					
Cash and Cash Equivalents	484,678	98,282	1,260,784	129,443	1,973,187
Capital Assets					
Water Shares	73,400	-	-	-	73,400
Land	219,000	21,072	-	216,055	456,127
Building and Structures	169,103	45,971	-	-	215,074
Improvements	14,517,338	7,849,604	13,536,989	6,085,019	41,988,950
Machinery, Equipment and Vehicles	1,158,241	294,156	316,319	-	1,768,716
Less Accumulated Depreciation	(5,917,780)	(3,192,995)	(4,046,903)	(1,453,538)	(14,611,216)
<b>TOTAL NONCURRENT ASSETS</b>	<b>10,703,980</b>	<b>5,116,090</b>	<b>11,067,189</b>	<b>4,976,979</b>	<b>31,864,238</b>
<b>TOTAL ASSETS</b>	<b>13,350,797</b>	<b>7,669,042</b>	<b>12,203,553</b>	<b>5,658,403</b>	<b>38,881,795</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	<b>25,723</b>	<b>23,737</b>	<b>176,096</b>	<b>6,388</b>	<b>231,944</b>
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES</b>	<b>13,376,520</b>	<b>7,692,779</b>	<b>12,379,649</b>	<b>5,664,791</b>	<b>39,113,739</b>
<b>LIABILITIES AND DEFERRED INFLOWS OF RESOURCES</b>					
<b>CURRENT LIABILITIES</b>					
Accounts Payable	77,048	59,060	4,912	9,014	150,034
Customer Deposits Payable	30,800	1,300	-	-	32,100
Developer Deposits	13,347	-	-	-	13,347
Compensated Absences	2,395	24,008	5,081	8,023	39,507
Current Portion of Long-Term Debt	-	-	342,000	-	342,000
<b>TOTAL CURRENT LIABILITIES</b>	<b>123,590</b>	<b>84,368</b>	<b>351,993</b>	<b>17,037</b>	<b>576,988</b>
<b>NONCURRENT LIABILITIES</b>					
Compensated Absences	107	4,569	-	358	5,034
Net Pension Liability	50,219	46,342	31,947	12,472	140,980
Bonds Payable	-	-	3,208,000	-	3,208,000
<b>TOTAL NONCURRENT LIABILITIES</b>	<b>50,326</b>	<b>50,911</b>	<b>3,239,947</b>	<b>12,830</b>	<b>3,354,014</b>
<b>TOTAL LIABILITIES</b>	<b>173,916</b>	<b>135,279</b>	<b>3,591,940</b>	<b>29,867</b>	<b>3,931,002</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>	<b>28,976</b>	<b>26,739</b>	<b>18,433</b>	<b>7,196</b>	<b>81,344</b>
<b>TOTAL LIABILITIES AND DEFERRED INFLOWS OF RESOURCES</b>	<b>202,892</b>	<b>162,018</b>	<b>3,610,373</b>	<b>37,063</b>	<b>4,012,346</b>
<b>NET POSITION</b>					
Net Investment in Capital Assets	10,219,302	5,017,808	6,256,405	4,847,536	26,341,051
Restricted					
Impact Fees	484,678	98,282	260,690	129,443	973,093
Bond Proceeds	-	-	1,000,094	-	1,000,094
Unrestricted	2,469,648	2,414,671	1,252,087	650,749	6,787,155
<b>TOTAL NET POSITION</b>	<b>\$ 13,173,628</b>	<b>\$ 7,530,761</b>	<b>\$ 8,769,276</b>	<b>\$ 5,627,728</b>	<b>\$ 35,101,393</b>

See the accompanying notes to the financial statements

**ALPINE CITY**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION**  
**PROPRIETARY FUNDS**  
**FOR THE YEAR ENDED JUNE 30, 2020**

	Business-type Activities - Enterprise Funds				Total Enterprise Funds
	Water	Sewer	Pressure Irrigation	Storm Drain	
<b><u>OPERATING REVENUES</u></b>					
Charge for Services	\$ 849,775	\$ 989,242	\$ 958,477	\$ 193,108	\$ 2,990,602
Connection Fees	24,490	5,750	48,724	-	78,964
Miscellaneous	5,492	-	5,102	-	10,594
<b>TOTAL OPERATING REVENUES</b>	<b>879,757</b>	<b>994,992</b>	<b>1,012,303</b>	<b>193,108</b>	<b>3,080,160</b>
<b><u>OPERATING EXPENSES</u></b>					
Salaries, Wages and Benefits	223,617	219,843	189,200	72,948	705,608
Operations	199,148	664,175	571,064	28,754	1,463,141
Depreciation	353,796	172,193	287,398	123,692	937,079
<b>TOTAL OPERATING EXPENSES</b>	<b>776,561</b>	<b>1,056,211</b>	<b>1,047,662</b>	<b>225,394</b>	<b>3,105,828</b>
<b>OPERATING INCOME (LOSS)</b>	<b>103,196</b>	<b>(61,219)</b>	<b>(35,359)</b>	<b>(32,286)</b>	<b>(25,668)</b>
<b><u>NON-OPERATING REVENUES (EXPENSES)</u></b>					
Grant Revenues	-	-	10,652	-	10,652
Impact Fees	98,824	19,706	89,633	36,428	244,591
Interest Income	62,819	49,453	24,230	16,126	152,628
Interest and Amortization Expense	-	-	(116,928)	-	(116,928)
<b>TOTAL NON-OPERATING REVENUES (EXPENSES)</b>	<b>161,643</b>	<b>69,159</b>	<b>7,587</b>	<b>52,554</b>	<b>290,943</b>
<b>INCOME BEFORE CONTRIBUTIONS AND TRANSFERS</b>	<b>264,839</b>	<b>7,940</b>	<b>(27,772)</b>	<b>20,268</b>	<b>265,275</b>
Capital Contributions	220,405	248,500	114,972	314,657	898,534
<b>CHANGE IN NET POSITION</b>	<b>485,244</b>	<b>256,440</b>	<b>87,200</b>	<b>334,925</b>	<b>1,163,809</b>
<b>TOTAL NET POSITION AT BEGINNING OF YEAR</b>	<b>12,688,384</b>	<b>7,274,321</b>	<b>8,682,076</b>	<b>5,292,803</b>	<b>33,937,584</b>
<b>TOTAL NET POSITION AT END OF YEAR</b>	<b>\$ 13,173,628</b>	<b>\$ 7,530,761</b>	<b>\$ 8,769,276</b>	<b>\$ 5,627,728</b>	<b>\$ 35,101,393</b>

See the accompanying notes to the financial statements

**ALPINE CITY**  
**STATEMENT OF CASH FLOWS**  
**PROPRIETARY FUNDS**  
**FOR THE YEAR ENDED JUNE 30, 2020**

	Business-type Activities - Enterprise Funds				Total Enterprise Funds
	Water	Sewer	Pressure Irrigation	Storm Drain	
<b><u>CASH FLOWS FROM OPERATING ACTIVITIES</u></b>					
Receipts from Customers	\$ 871,365	\$ 1,005,601	\$ 1,014,477	\$ 193,141	\$ 3,084,584
Payment to Suppliers	(155,185)	(652,265)	(902,846)	(20,793)	(1,731,089)
Payment to Employees	(221,765)	(214,691)	(161,460)	(72,131)	(670,047)
<b>NET CASH FLOWS FROM OPERATING ACTIVITIES</b>	<b>494,415</b>	<b>138,645</b>	<b>(49,829)</b>	<b>100,217</b>	<b>683,448</b>
<b><u>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</u></b>					
Transfer to/from other funds	-	-	-	-	-
<b>NET CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</u></b>					
Impact Fees	98,824	19,706	89,633	36,428	244,591
Grant Proceeds	-	-	520,576	-	520,576
Acquisition of Capital Assets	(344,098)	(37,644)	(152,400)	(154,606)	(688,748)
Bond Payments	-	-	(375,000)	-	(375,000)
Bond Proceeds	-	-	1,050,000	-	1,050,000
Interest and Amortization Expense	-	-	(116,928)	-	(116,928)
<b>NET CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>	<b>(245,274)</b>	<b>(17,938)</b>	<b>1,015,881</b>	<b>(118,178)</b>	<b>634,491</b>
<b><u>CASH FLOWS FROM INVESTING ACTIVITIES</u></b>					
Interest Income	62,819	49,453	24,230	16,126	152,628
<b>NET CASH FLOWS FROM INVESTING ACTIVITIES</b>	<b>62,819</b>	<b>49,453</b>	<b>24,230</b>	<b>16,126</b>	<b>152,628</b>
<b>NET CHANGE IN CASH AND CASH EQUIVALENTS</b>	<b>311,960</b>	<b>170,160</b>	<b>990,282</b>	<b>(1,835)</b>	<b>1,470,567</b>
<b>CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR</b>	<b>2,753,614</b>	<b>2,394,894</b>	<b>1,321,037</b>	<b>798,901</b>	<b>7,268,446</b>
<b>CASH AND CASH EQUIVALENTS AT END OF YEAR</b>	<b>\$ 3,065,574</b>	<b>\$ 2,565,054</b>	<b>\$ 2,311,319</b>	<b>\$ 797,066</b>	<b>\$ 8,739,013</b>

See the accompanying notes to the financial statements

**ALPINE CITY**  
**STATEMENT OF CASH FLOWS (CONTINUED)**  
**PROPRIETARY FUNDS**  
**FOR THE YEAR ENDED JUNE 30, 2020**

	<b>Business-type Activities - Enterprise Funds</b>				<b>Total Enterprise Funds</b>
	<b>Water</b>	<b>Sewer</b>	<b>Pressure Irrigation</b>	<b>Storm Drain</b>	
<b><u>RECONCILIATION OF OPERATING INCOME TO NET CASH FLOWS FROM OPERATING ACTIVITIES</u></b>					
Operating Income (Loss)	\$ 103,196	\$ (61,219)	\$ (35,359)	\$ (32,286)	\$ (25,668)
Adjustments					
Depreciation	353,796	172,193	287,398	123,692	937,079
Changes in Net Position					
Accounts Receivable, Net	(17,739)	9,309	2,174	33	(6,223)
Deferred Outflows - Pensions	24,251	22,379	(117,682)	6,023	(65,029)
Accounts Payable	43,963	11,909	(331,782)	7,961	(267,949)
Customer Deposits Payable	9,347	1,300	-	-	10,647
Compensated Absences	116	3,551	13	386	4,066
Net Pension Liability	(45,145)	(41,660)	(28,719)	(11,212)	(126,736)
Deferred Inflows - Pensions	22,630	20,883	14,396	5,620	63,529
<b>NET CASH FLOW FROM OPERATING ACTIVITIES</b>	<b>\$ 494,415</b>	<b>\$ 138,645</b>	<b>\$ (209,561)</b>	<b>\$ 100,217</b>	<b>\$ 523,716</b>
<b>Contributions of Capital Assets from Developers</b>	<b>\$ 220,405</b>	<b>\$ 248,500</b>	<b>\$ 114,972</b>	<b>\$ 314,657</b>	<b>\$ 898,534</b>

See the accompanying notes to the financial statements

# ALPINE CITY, UTAH

## NOTES TO THE FINANCIAL STATEMENTS

### JUNE 30, 2020

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#### NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of Alpine City, Utah (City) have been prepared in conformity with accounting principles generally accepted in the United States (GAAP) as applied to governments. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for governmental accounting and financial reporting. The following is a summary of the more significant of the City's accounting policies.

##### Financial Reporting Entity

Alpine City was incorporated in 1855 under the laws of the State of Utah. The City is a municipal corporation governed by an elected five-member Council and Mayor. The City provides services under the following organizational structure:

General Government: Mayor and City Council, City Administrator, Justice Court, Treasurer and Recorder

Public Safety: Police, Fire and Emergency Medical Services, (through Lone Peak Public Safety District), Building Inspection, Planning and Zoning

Public Works: Streets, Water, Sewer, Garbage, Pressurized Irrigation and Storm Drains

Parks and Recreation: Parks, Cemetery and Recreation

The reporting entity is comprised of the primary government and other organizations that are included to ensure that the financial statements are not misleading. The primary government of the City consists of all funds, departments, boards, and agencies that are not legally separate from the City. The City has no component units and is not a component unit of another entity.

##### Basis of Presentation

The City's basic financial statements consist of government-wide statements, including a statement of net position, a statement of activities, and fund financial statements, which provide a more detailed level of financial information.

*Government-wide Financial Statements* – The government-wide financial statements include the statement of net position and statement of activities. These statements report financial information for the City as a whole. For the most part, the effect of interfund activity has been removed from these statements. Individual funds are not displayed but the statements distinguish governmental activities, which normally are supported by taxes and general revenues, from business-type activities, which rely to a significant extent on fees and charges to external customers for support.

The statement of net position presents the financial position of the governmental and business-type activities of the City at year-end.

The statement of activities presents a comparison between direct expenses and program revenues for each function of the City's governmental activities and for each identifiable activity of the business-type activities of the City. Direct expenses are those that are specifically associated with a function and are clearly identifiable to that particular function. The City does not allocate indirect expenses to functions in the statement of activities.

## NOTE 1 - (CONTINUED)

The statement of activities reports the expenses of a given function or segment offset by program revenues directly connected to the functional program. A function is an assembly of similar activities and may include portions of a fund or summarize more than one fund to capture the expenses and program revenues associated with a distinct functional activity. Program revenues include 1) charges to customers who directly benefit from goods or services provided by a given function or activity; 2) operating grants and contributions which finance annual operating activities, including restricted investment income; and 3) capital grants and contributions which fund the acquisition, construction, or rehabilitation of capital assets.

For identifying to which function program revenue pertains, the determining factor for charges for services is which function generates the revenue. For grants and contributions, the determining factor is to which function the revenues are restricted.

Taxes, interest, and other revenue sources not properly included with program revenues are reported as general revenues. The comparison of direct expenses with program revenues identifies the extent to which each governmental function and each identifiable business activity is self-financing or draws from the general revenues of the City.

*Fund Financial Statements* – During the year, the City segregates transactions related to certain City functions or activities in separate funds in order to aid financial management and to demonstrate legal compliance. Fund financial statements are designed to present financial information of the City at this more detailed level. Fund financial statements are provided for governmental and proprietary funds.

Major individual governmental and enterprise funds are reported in separate columns with composite columns for non-major funds.

*Fund Accounting* – The City uses funds to maintain its financial records during the year. A fund is a fiscal and accounting entity with a self-balancing set of accounts. The City uses two types of categories: governmental and proprietary.

Governmental Funds – Governmental funds are those through which most governmental functions typically are financed. Governmental fund reporting focuses on the sources, uses and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may or may not be used. Fund liabilities are assigned to the fund from which they will be liquidated. The City reports the difference between governmental fund assets and liabilities as fund balance.

The City reports the following major governmental funds:

The *general fund* is the government's primary operating fund. It accounts for all financial resources of the general government, except for those required to be accounted for in another fund.

The *capital projects fund* accounts for the acquisition or construction of major capital facilities of the City (other than those financed by proprietary funds).

Proprietary Fund – Proprietary fund reporting focuses on the determination of operating income, changes in net position, financial position and cash flows. Proprietary funds are classified as either enterprise or internal service.

The City reports the following major proprietary funds:

The *water fund* accounts for the activities of the City's water production, treatment and distribution operations.

The *sewer fund* accounts for the activities of the City's sewer treatment operations.

## NOTE 1 - (CONTINUED)

The *pressure irrigation fund* accounts for the activities of the City's pressurized irrigation distribution operations.

The *storm drain fund* accounts for the activities of the City's storm drain operations.

### Measurement Focus

*Government-wide Financial Statements* – The government-wide financial statements are prepared using the economic resources measurement focus. All assets and liabilities associated with the operation of the City are included on the statement of net position. The statement of activities reports revenues and expenses.

*Fund Financial Statements* – All governmental funds are accounted for using a flow of current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The statement of revenues, expenditures and changes in fund balances reports the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach differs from the manner in which the governmental activities of the government-wide financial statements are prepared. Governmental fund financial statements therefore include a reconciliation with brief explanations to better identify the relationship between the government-wide statements and the governmental fund statements.

Like the government-wide statements, all proprietary fund types are accounted for on a flow of economic resources measurement focus on both financial reporting levels. All assets and liabilities associated with the operation of these funds are included on the statements of net position. The statements of changes in fund net position present increases (i.e., revenues) and decreases (i.e., expenses) in net position. The statement of cash flows provides information about how the City finances and meets the cash flow needs of its proprietary activities.

### Basis of Accounting

Basis of accounting determines when transactions are recorded in the financial records and reported on the financial statements. Government-wide financial statements are prepared using the accrual basis of accounting. At the fund reporting level, governmental funds use the modified accrual basis of accounting. Proprietary funds use the accrual basis of accounting at both reporting levels. Differences in the accrual and the modified accrual basis of accounting arise in the recognition of revenue, the recording of unearned revenue and in the presentation of expenses versus expenditures.

*Revenues – Exchange Transactions* – Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value is recorded on the accrual basis when the exchange takes place. On the modified accrual basis, revenue is recorded when the exchange takes place and in the fiscal year in which the resources are measurable and become available. Available means that the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year. For the City, the phrase “available for exchange transactions” means expected to be received within 60 days of year-end.

*Revenues – Non-exchange Transactions* – Non-exchange transactions in which the City receives value without directly giving equal value in return, include sales tax, property tax, grants, and donations. On an accrual basis, revenue from sales tax is recognized in the period in which the taxable sale taxes place. Revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenue from grants and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the year when the resources are required to be used or the year when use is first permitted, matching requirements, in which the City must provide local resources to be used for a specified purpose, and expenditure requirements, in which the resources are provided to the City on a reimbursement basis. On a modified accrual basis, revenue from non-exchange transactions also must be available (i.e., collected by June 30, 2020 for property taxes and within 60 days for other non-exchange transactions) before it can be recognized.

## NOTE 1 - (CONTINUED)

Under the modified accrual basis, the following revenue sources are considered to be susceptible to accrual: sales taxes, property taxes, special assessments, and federal and state grants.

*Unearned Revenue* – Unearned revenue arises when assets are recognized before revenue recognition criteria have been satisfied. The unearned revenue is expected to be collected in the next fiscal year.

*Expenses/Expenditures* – On the accrual basis of accounting, expenses are recognized at the time they are incurred, if measurable. On the modified accrual basis, expenditures are generally recognized in the accounting period in which the related fund liability is incurred and due, if measurable.

### Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Fund Equity

#### Cash, cash equivalents, and investments

Cash and cash equivalents include cash on hand, demand deposits with banks and other financial institutions, and deposits in other types of accounts or cash management pools that have the general characteristics of demand deposit accounts. The City's investment policy allows for the investment of funds in time certificates of deposit with federally insured depositories, investment in the Utah Public Treasurer's Investment Fund (Fund) and other investments allowed by the State of Utah's Money Management Act. Investments are reported at fair value. The Fund operates in accordance with state laws and regulations. The reported value of the City's cash in the Fund is the same as the fair value of the Fund shares.

Cash equivalents are generally considered short-term highly liquid investments with maturities of three months or less from the purchase date. Investments are recorded at fair value in accordance with GASB Statement No. 72 Fair Value Measurement and Application. Accordingly, the change in fair value of investments is recognized as an increase or decrease to investment assets and investment income.

#### Restricted assets

Cash which is restricted to a particular use due to statutory, budgetary or bonding requirements is classified as "restricted cash" on the statement of net position and on the balance sheets. Restricted cash would be spent first and then unrestricted resources would be used when the restricted funds are depleted.

#### Receivables

All trade and property tax receivables are reported net of an allowance for uncollectible amounts, where applicable.

#### Interfund Balances

On the fund financial statements, receivables and payables resulting from short-term interfund loans are classified as interfund receivables/payables. These amounts are eliminated in the governmental and business-type activities columns of the statement of net position, except for any net residual amounts due between governmental and business-type activities, which are reclassified and presented as internal balances.

## NOTE 1 - (CONTINUED)

### Capital assets

General capital assets are those assets not specifically related to activities reported in the proprietary funds. These assets generally result from expenditures in governmental funds or contributions. The City reports these assets in the governmental activities column of the government-wide statement of net position but does not report these assets in the governmental fund financial statements. Capital assets utilized by proprietary funds are reported both in the business-type activities column of the government-wide statement of net position and in the proprietary fund's statement of net position.

Capital assets are defined by the government as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of one year. Such assets are capitalized at historical cost, if purchased, and at fair market value at the date of the gift, if donated. Improvements to capital assets are capitalized. Major additions are capitalized, while maintenance and repairs which do not improve or extend the life of the respective assets are charged to expense.

All reported capital assets are depreciated except for land, rights-of-way, water rights, and construction in progress. Improvements are depreciated over the remaining useful lives of the related capital assets. Useful lives for infrastructure were estimated based on the City's historical records of improvements and replacements.

Capital asset depreciation is recognized using the straight-line method over the estimated useful lives as follows:

<u>Classification</u>	<u>Range of Lives</u>
Buildings and structures	20-50 years
Improvements and infrastructure	10-50 years
Machinery, equipment and vehicles	5-15 years

### Compensated absences

Accumulated unpaid vacation is accrued as incurred based on the years of service for each employee. Vacation is accumulated on a monthly basis. Proprietary funds expense all accrued vacation amounts when incurred. Governmental funds report an expenditure as the vacation is paid. Compensated leave time may be accrued up to 160 hours. The accumulated sick leave is earned at a rate of one day per month. Sick pay amounts are charged to expenditures when incurred. Employees may accumulate up to 90 days of sick leave. Employees who retire are offered the choice to be paid 25% of accumulated sick leave at retirement or to have City pay the cost of the employee's health insurance for one month for every two days of sick leave until the employee can qualify for Medicare.

The total compensated absence liability is reported on the government-wide financial statements. Proprietary funds report the total compensated absences liability in each individual fund at the fund reporting level. Governmental funds report the compensated absence liability at the fund reporting level only when it is due to for payment in the current fiscal year.

### Long-term liabilities

All payables, accrued liabilities, and long-term obligations are reported in the government-wide financial statements.

## NOTE 1 - (CONTINUED)

In general, governmental fund payables and accrued liabilities that, once incurred, are paid in a timely manner, and in full from current financial resources, are reported as obligations of these funds. Bonds are recognized as a liability in the governmental fund financial statements only when they are due for payment in the current fiscal year.

### Deferred Outflows/Inflows of Resources

In addition to assets, the statement of net position will sometimes include a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period and so will not be recognized as an outflow of resources (expenditure) until then. The City current has deferred outflows of resources related to debt refunding and pensions.

In addition to liabilities, the statement of net position will sometimes include a separate section deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until then. The governmental funds report deferred inflows of resources related to property taxes and pensions.

### Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Utah Retirement Systems Pension Plans (URS), including additions to/deductions from URS's fiduciary net position, have been determined on the same basis as they are reported by URS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

### Fund equity

Fund equity at the governmental fund financial reporting level is classified as "fund balance." Fund equity for all other reporting is classified as "net position."

*Fund Balance* – Generally, fund balance represents the difference between the current assets and current liabilities. In the fund financial statements, governmental funds report fund classifications that comprise a hierarchy based primarily on the extent to which the City is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. Fund balances are divided into five categories as follows:

Non-spendable – This classification includes amounts that cannot be spent because they are either a) not in spendable form or b) legally or contractually required to be maintained. Fund balance amounts related to inventory, prepaid expenses and permanent endowments (such as cemetery perpetual care) are classified as non-spendable.

Restricted – This classification includes net fund resources that are subject to external constraints that have been placed on the use of the resources either a) imposed by creditors (such as through a debt covenant), grantors, contributors, or laws or regulations of other governments or b) imposed by law through constitutional provisions or enabling legislation. The City's remaining balances of Class C roads and impact fees are restricted.

## NOTE 1 - (CONTINUED)

Committed – This classification includes amounts that can only be used for specific purposes established by formal action of the City Council, which is the City’s highest level of decision-making authority. Fund balance commitments can only be removed or changed by the same type of action (for example, resolution) of the City Council. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements. The City has not committed any fund balance amounts.

Assigned – This classification includes amounts that the City intends to be used for a specific purpose but are neither restricted nor committed. These are established by the City Council. This classification includes the remaining positive fund balances for governmental funds other than the general fund.

Unassigned – This classification holds the remainder of the fund equity and is the amount available for the city to spend.

*Net Position Flow Assumptions* – The City has established a flow assumption policy to use restricted net position first before using unrestricted net position.

*Fund Balance Flow Assumptions* – The City has established a flow assumption policy to use restricted fund balance before using any of the components of unrestricted fund balance. Further, when the components of unrestricted fund balance can be used for the same purpose, it is the City’s policy to use the fund balance in the following order: 1) Committed, 2) Assigned, and 3) Unassigned.

*Net Position* – The net position represents the difference between assets and liabilities. The net position component, net investment in capital assets, consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used for the acquisition, construction or improvements of those assets, and adding back unspent proceeds. The net position is reported as restricted when there are limitations imposed on its use either through enabling legislation or through external restrictions imposed by creditors, grantors or laws or regulations of other governments. The balance of the net position is reported as unrestricted.

### Operating Revenues and Expenses

Operating revenues are those revenues that are generated directly from the primary activity of the proprietary funds. Operating expenses are necessary costs incurred to provide the good or service that are the primary activity of each fund. All other revenues and expenses are classified as non-operating including investment earnings, interest expense, and the gain or loss on the disposition of capital assets.

### Contributions of Capital

Contributions of capital reported in proprietary fund financial statements and the government-wide financial statements arise from outside contributions of capital assets (e.g. developers), and grants or outside contributions of resources restricted to capital acquisition and construction.

## NOTE 1 - (CONTINUED)

### Inter-Fund Transactions

During the course of normal operations, the City has transactions between funds to subsidize operations in certain funds, to allocate administrative costs, to construct assets, to distribute grant proceeds, etc. These transactions are generally reflected as operating transfers. Inter-fund transfers are reported as other financing sources/uses in governmental funds and after the non-operating revenues/expenses section in proprietary funds.

Transfers between governmental and business-type activities on the government-wide statement of activities are reported as general revenues. Transfers between funds reported in the governmental activities column are eliminated. Transfers between funds reported in the business-type activities column are eliminated.

### Estimates and Assumptions

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the amounts reported in the financial statements and the accompanying notes. Actual results may differ from those estimates.

## NOTE 2 - RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

### Explanation of certain differences between the Governmental Fund Balance Sheet and the Government-Wide Statement of Net Position

The governmental fund balance sheet includes a reconciliation between total governmental fund balances and of governmental activities in the government-wide statement of net position. This difference primarily results from the long-term economic focus of the statement of net position versus the current financial resources focus of the governmental fund balance sheets.

### Capital Asset Differences

When capital assets (land, buildings, improvements and equipment) are purchased or constructed for use in governmental fund activities, the costs of those assets are reported as expenditures in the governmental funds. However, those costs are reported as capital assets in the statement of net position. The details of these differences are presented below:

Land	\$ 22,775,043
Buildings and Structures	1,913,266
Improvements and Infrastructure	38,116,062
Machinery, Equipment and Vehicles	1,172,235
Less Accumulated Depreciation	<u>(22,895,184)</u>
Net Capital Asset Difference	<u>\$ 41,081,422</u>

### Long-Term Liability Differences

Long-Term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental fund balance sheet. All liabilities (both current and long-term) are reported in the statement of net position. The details of these differences are presented below:

Lease Payable	\$ (98,143)
Net Pension Liability	(159,553)
Compensated Absences	<u>(97,120)</u>
Total Long-Term Liability Difference	<u>\$ (354,816)</u>

## NOTE 2 - (CONTINUED)

### Explanation of certain differences between the Governmental Fund Statement of Revenues, Expenditures and Changes in Fund Balances and the Government-Wide Statement of Activities

The governmental fund financial statements include a reconciliation between changes in fund balances in the governmental funds and changes in net position in the government-wide statement of activities. This difference primarily results from the long-term economic focus of the statement of activities versus the current financial resource focus of the governmental fund financial statements.

#### Capital Outlay and Depreciation Differences

Capital outlays are reported as expenditures in the statement of revenues, expenditures and changes in fund balances. They are reported as capital assets, with the costs allocated over the useful lives of the assets, as depreciation, in the statement of activities. The details of these differences are reported below:

Capital Outlay	\$ 620,305
Developer Contributions	776,710
Depreciation Expense	<u>(1,275,780)</u>
Net Difference	\$ <u>121,235</u>

#### Long-Term Debt Issuance and Repayment Differences

The change in long-term compensated absences is not reported in the statement of revenues, expenditures and changes in fund balance. This change is reported in the statement of activities. The detail of this difference is reported below:

Change in Pension Benefits Payable	\$ (5,516)
Change in Compensated Absences	<u>636</u>
Net Difference	\$ <u>(4,880)</u>

## NOTE 3 - STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

### Budgetary Information

Prior to the first regularly scheduled meeting of the City Council in May, the Mayor and the City Manager submit to the City Council a proposed operating budget for the fiscal year commencing the following July 1. The operating budget includes proposed expenditures and proposed sources of revenues.

Between May 1 and June 22, the City Council reviews and adjusts the proposed budget. On or before June 22, a public hearing is held and the budget is legally adopted through passage of a resolution, unless a property tax increase is proposed. If a property tax increase is proposed, a hearing must be held on or before August 17, which does not conflict with other taxing entities that have proposed a property tax increase. At this time the final balanced budget is adopted.

Under Utah State law, the City's budget establishes maximum legal authorization for expenditures during the fiscal year. Expenditures are not to exceed the budgeted amounts, including revisions, except as allowed by the code for certain events.

The Mayor, in conjunction with the appropriate department head, has the authority to transfer budget appropriations within and between any divisions of any budgetary fund. The City Council has the authority to transfer budget appropriations between individual budgetary funds by resolution. A public hearing must be held to increase the total appropriations of any one governmental fund type; however, after the original public hearing, operating and capital budgets of proprietary fund types may be increased by resolution without an additional hearing.

## **NOTE 3 – (CONTINUED)**

Annual budgets for the general fund, all debt service funds and capital projects funds were legally adopted by the City and prepared on the modified-accrual method of accounting. Annual budgets for the proprietary funds were legally adopted by the City and prepared on the accrual method of accounting.

Although Utah State law requires the initial preparation of budgets for all City funds (both governmental and proprietary), it only requires the reporting of comparisons of actual results to budgets for the general fund and any major special revenue funds.

### Tax Revenues

Property taxes are collected by the County Treasurer and remitted to the City in two to three installments in November, December, and a final settlement in the first quarter of the calendar year. Taxes are levied and are due and payable on November 1<sup>st</sup> and are delinquent after November 30<sup>th</sup> of each year, at which time they become liens if not paid. An accrual of uncollected current and prior year's property taxes beyond that which was received within 60 days after the fiscal year end has not been made, as the amounts are not deemed to be material.

Sales taxes are collected by the Utah State Tax Commission and remitted to the City monthly. An accrual has been made for all taxes received by the State for the period ended June 30<sup>th</sup> and thus due and payable to the City.

Franchise taxes are charged to various utility companies doing business with the City including telephone, cable television, gas utility, and electric utility companies. The fees are remitted on a monthly, quarterly, or annual basis. An accrual has been made for all fees due and payable to the City at June 30<sup>th</sup>.

## **NOTE 4 - DEPOSITS AND INVESTMENTS**

### **Deposits**

#### Custodial Credit Risk

*Deposits.* Custodial credit risk for deposits is the risk that in the event of a bank failure, the City's deposits may not be returned to it. The City does not have a formal deposit policy for custodial credit risk. As of June 30, 2020, none of the City's bank balances of \$79,102 were uninsured and uncollateralized.

### **Investments**

The State of Utah Money Management Council has the responsibility to advise the State Treasurer about investment policies, promote measures and rules that will assist in strengthening the banking and credit structure of the State, and review the rules adopted under the authority of the State of Utah Money Management Act that relate to the deposit and investment of public funds.

The City follows the requirements of the Utah Money Management Act (*Utah Code*, Title 51, Chapter 7) in handling its depository and investment transactions. The Act requires the depositing of City funds in a qualified depository. The Act defines a qualified depository as any financial institution whose deposits are insured by an agency of the Federal Government and which has been certified by the State Commissioner of Financial Institutions as meeting the requirements of the Act and adhering to the rules of the Utah Money Management Council.

**NOTE 4 – (CONTINUED)**

The Money Management Act defines the types of securities authorized as appropriate investments for the City’s funds and the conditions for making investment transactions. Investment transactions may be conducted only through qualified depositories, certified dealers, or directly with issuers of the investment securities.

Statutes authorize the City to invest in negotiable or nonnegotiable deposits of qualified depositories and permitted negotiable depositories; repurchase and reverse repurchase agreements; commercial paper that is classified as “first tier” by two nationally recognized statistical rating organizations; bankers’ acceptances; obligations of the United States Treasury including bills, notes, and bonds; obligations, other than mortgage derivative products, issued by U.S. government sponsored enterprises (U.S. Agencies) such as the Federal Home Loan Bank System, Federal Home Loan Mortgage Corporation (Freddie Mac), and Federal National Mortgage Association (Fannie Mae); bonds, notes, and other evidence of indebtedness of political subdivisions of the State; fixed rate corporate obligations and variable rate securities rated “A” or higher, or the equivalent of “A” or higher, by two nationally recognized statistical rating organizations; shares or certificates in a money market mutual fund as defined in the Money Management Act; and the Utah State Public Treasurers’ Investment Fund.

The Utah State Treasurer’s Office operates the Public Treasurers’ Investment Fund (PTIF). The PTIF is available for investment of funds administered by any Utah public treasurer and is not registered with the SEC as an investment company. The PTIF is authorized and regulated by the Money Management Act (*Utah Code*, Title 51, Chapter 7). The Act established the Money Management Council which oversees the activities of the State Treasurer and the PTIF and details the types of authorized investments. Deposits in the PTIF are not insured or otherwise guaranteed by the State of Utah, and participants share proportionally in any realized gains or losses on investments.

The PTIF operates and reports to participants on an amortized cost basis. The income, gains, and losses of the PTIF, net of administrative fees, are allocated based upon the participant’s average daily balance. The fair value of the PTIF investment pool is approximately equal to the value of the pool shares.

Fair Value of Investments

The City measures and records its investments using fair value measurement guidelines established by generally accepted accounting principles. These guidelines recognize a three-tiered fair value hierarchy, as follows:

- *Level 1*: Quoted prices for identical investments in active markets;
- *Level 2*: Observable inputs other than quoted market prices; and,
- *Level 3*: Unobservable inputs.

At June 30, 2020, the City had the following recurring fair value measurements:

	<u>Fair Value</u>	<u>Fair Value Measurements Using</u>		
		<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Debt Securities				
Utah Public Treasurers’ Investment Fund	\$16,642,712	\$ -	\$16,642,712	\$ -

Debt and equity securities classified in Level 2 are valued using the following approach: The Utah Public Treasurers’ Investment Fund uses the application of the June 30, 2020 fair value factor, as calculated by the Utah State Treasurer, to the City’s average daily balance in the Fund.

## NOTE 4 – (CONTINUED)

### Interest Rate Risk

Interest rate risk is the risk that changes in interest rates of debt investments will adversely affect the fair value of an investment. The City's policy for managing its exposure to fair value loss arising from increasing interest rates is to comply with the State's Money Management Act. Section 51-7-11 of the Money Management Act requires that the remaining term to maturity of investments may not exceed the period of availability of the funds to be invested. The Act further limits the remaining term to maturity on all investments in commercial paper, bankers' acceptances, fixed rate negotiable deposits, and fixed rate corporate obligations to 270 days – 15 months or less. The Act further limits the remaining term to maturity on all investments in obligations of the United States Treasury; obligations issued by U.S. government sponsored enterprises; and bonds, notes, and other evidence of indebtedness of political subdivisions of the State to 5 years. In addition, variable rate negotiable deposits and variable rate securities may not have a remaining term to final maturity exceeding 3 years.

At June 30, 2020, the City had the following maturities:

<u>Investment Type</u>	<u>Fair Value</u>	<u>Investment Maturities (In Years)</u>		
		<u>Less than 1</u>	<u>1-5</u>	<u>More than 5</u>
Utah Public Treasurers' Investment Fund	\$16,642,712	\$16,642,712	\$ -	\$ -

### Credit Risk

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The City's policy for deducing its exposure to credit risk is to comply with the State's Money Management Act, as previously discussed.

At June 30, 2020, the City's investments had the following quality ratings:

<u>Investment Type</u>	<u>Fair Value</u>	<u>Quality Ratings</u>			
		<u>AAA</u>	<u>AA</u>	<u>A</u>	<u>Unrated</u>
Utah Public Treasurers' Investment Fund	\$16,642,712	\$ -	\$ -	\$ -	\$16,642,712

The deposits and investments described above are included on the statement of net position as per the following reconciliation:

Deposits	\$ 33,224
Investments	16,642,712
Cash on Hand	<u>1,000</u>
Total	<u>\$16,676,936</u>
Cash and Cash Equivalents	\$11,354,827
Restricted Cash and Cash Equivalents	<u>5,322,109</u>
Total	<u>\$16,676,936</u>

## NOTE 5 - RECEIVABLES

Property taxes are levied on January 1 of 2020, are due in November of 2020, and are budgeted for the 2020 fiscal year. Even though they are not intended to fund the 2020 fiscal year, they must be recognized as an asset because the City has an enforceable claim to the revenue. The property taxes that have been remitted to the City within 60 days of the end of the current fiscal period have been recognized as revenue. The uncollected, measurable amounts have been accrued as deferred revenue.

Franchise taxes, licenses and interest associated with the current fiscal period are all considered to be susceptible to accrual and have been recognized as revenues of the current fiscal period. All other items are considered to be measurable and available only when cash is received by the City.

The following is a summary of receivables and the associated allowances for uncollectible accounts at June 30, 2020:

	Governmental Activities	Business-type Activities	Total
Accounts Receivable	\$ 59,300	\$ 260,735	\$ 320,035
Property Taxes Receivable	1,771,703	-	1,771,703
Class C Road Receivable	82,476	-	82,476
Sales Tax Receivable	272,634	-	272,634
Franchise Tax Receivable	42,064	-	42,064
Mass Transit Tax Receivable	25,614	-	25,614
Allowance for Uncollectible Accounts	<u>-</u>	<u>(9,004)</u>	<u>(9,004)</u>
Total	<u>\$2,253,791</u>	<u>\$ 251,731</u>	<u>\$ 2,505,522</u>

## NOTE 6 - CAPITAL ASSETS

The following schedule presents the capital activity of the governmental activities for the year ended June 30, 2020.

<u>Governmental Activities</u>	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Capital Assets not being Depreciated				
Land	\$ 22,775,044	\$ -	\$ -	\$ 22,775,044
Capital Assets being Depreciated				
Buildings and Structures	1,844,183	69,083	-	1,913,266
Improvements and Infrastructure	36,946,053	1,170,008	-	38,116,061
Machinery, Equipment and Vehicles	<u>1,014,311</u>	<u>157,924</u>	<u>-</u>	<u>1,172,235</u>
Total	62,579,591	1,397,015	-	63,976,606
Less Accumulated Depreciation	<u>(21,619,404)</u>	<u>(1,275,780)</u>	<u>-</u>	<u>(22,895,184)</u>
Governmental Activities Capital Assets, Net	<u>\$ 40,960,187</u>	<u>\$ 121,235</u>	<u>\$ -</u>	<u>\$ 41,081,422</u>

**NOTE 6 – (CONTINUED)**

The following schedule presents the capital activity of the business-type activities for the year ended June 30, 2020.

<u>Business-type Activities</u>	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Capital Assets not being Depreciated				
Land	\$ 456,127	\$ -	\$ -	\$ 456,127
Water Shares	73,400	-	-	73,400
Capital Assets being Depreciated				
Buildings and Structures	215,074	-	-	215,074
Improvements and Infrastructure	40,419,732	1,569,218	-	41,988,950
Machinery, Equipment, and Vehicles	<u>1,750,651</u>	<u>18,065</u>	<u>-</u>	<u>1,768,716</u>
Total	42,914,984	1,587,283	-	44,502,267
Less Accumulated Depreciation	<u>(13,674,135)</u>	<u>(937,079)</u>	<u>-</u>	<u>(14,611,216)</u>
Business-type Activities				
Capital Assets, Net	<u>\$ 29,240,849</u>	<u>\$ 650,204</u>	<u>\$ -</u>	<u>\$ 29,891,051</u>

Depreciation was charged to the functions/programs of the primary government as follows:

Governmental Activities	
General Government	\$ 92,390
Streets	943,684
Parks and Recreation	232,883
Cemetery	<u>6,823</u>
Total Depreciation for Governmental Activities	<u>\$1,275,780</u>
Business-type Activities	
Water	\$ 353,796
Sewer	172,193
Pressurized Irrigation	287,398
Storm Drain	<u>123,692</u>
Total Depreciation Expense-Business-type Activities	<u>\$ 937,079</u>

**NOTE 7 –DEFERRED OUTFLOWS/INFLOWS OF RESOURCES**

The City reports a deferred amount on refunding of \$159,732 in the pressure irrigation fund. The deferred amount on refunding resulted from the difference in the carrying value of refunded debt and its reacquisition price. This amount is deferred and amortized over the shorter of the life of refunded or refunding debt. The City also reports deferred outflows of resources related to pensions of \$81,727, in the governmental activities and \$72,212 in the business-type activities and funds.

## NOTE 7 – (CONTINUED)

Property taxes of \$1,735,298 to be collected in November were unavailable in the current fiscal year. Accordingly, these property taxes are deferred and will be recognized as an inflow of resources in the period that the amounts become available. These amounts are reported in the governmental funds balance sheet and in the government-wide statement of net position. Also, the City reported deferred inflows of resources related to pensions of \$92,063 in the governmental activities and \$81,344 in the business-type activities and funds.

These amounts are reported in the government-wide statement of net position as follows:

	Governmental Activities	Business-type Activities
Deferred Outflows of Resources	\$ 81,727	\$231,944
Deferred Inflows of Resources	\$1,845,360	\$ 81,344

## NOTE 8 - ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	Governmental Activities	Business-type Activities
Accounts Payable	\$ 264,762	\$ 146,395
Customer Deposits Payable	-	32,100
Accrued Interest Payable	-	3,639
Developer Completion Bonds Payable	413,559	13,347
Infrastructure Protection Bonds Payable	981,965	-
Open Space Bond Payable	<u>109,500</u>	<u>-</u>
Total Accounts Payable and Accrued Liabilities	<u>\$1,769,786</u>	<u>\$ 195,481</u>

The City collects deposits from those wishing to develop subdivisions within the City. The City also collects deposits from developers to ensure that the City's infrastructure is protected during construction. These amounts are deposited into the City's bank account. The original deposit is returned to the developer after the related project is completed.

## NOTE 9 - LONG-TERM DEBT

The following is a summary of changes in long-term debt of the City for the year ended June 30, 2020:

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
<u>Governmental Activities</u>					
Sweeper Lease	\$ 144,733	\$ -	\$ (46,590)	\$ 98,143	\$ 48,058
Net Pension Liability	302,985	-	(143,432)	159,553	-
Compensated Absences	<u>97,756</u>	<u>3,589</u>	<u>(4,225)</u>	<u>97,120</u>	<u>85,249</u>
	<u>\$ 545,474</u>	<u>\$ 3,589</u>	<u>\$ (194,247)</u>	<u>\$ 354,816</u>	<u>\$ 133,307</u>
<u>Business-type Activities</u>					
Revenue Bonds					
2010 Water Bond	\$2,875,000	\$ -	\$(2,875,000)	\$ -	\$ -
2020 Water Bond	-	3,550,000	-	3,550,000	342,000
Net Pension Liability	267,716	-	(126,736)	140,980	-
Compensated Absences	<u>40,475</u>	<u>6,210</u>	<u>(2,144)</u>	<u>44,541</u>	<u>39,507</u>
	<u>\$3,183,191</u>	<u>\$3,556,210</u>	<u>\$(3,003,880)</u>	<u>\$3,735,521</u>	<u>\$ 381,507</u>

**NOTE 9--(CONTINUED)**

Long-term debt and obligations payable at June 30, 2020 were as follows:

	<u>Interest Rate</u>	<u>Maturity Dates</u>	<u>Current Portion</u>	<u>Long-term Balance</u>
<u>Governmental Activities</u>				
2017 Street Sweeper Lease	3.05%	2022	\$ 48,058	\$ 50,085
Net Pension Liability			-	159,553
Compensated Absences			<u>85,249</u>	<u>11,871</u>
Total Governmental Activities Long-term Debt			<u>\$133,307</u>	<u>\$221,509</u>

	<u>Interest Rate</u>	<u>Maturity Dates</u>	<u>Current Portion</u>	<u>Long-term Balance</u>
<u>Business-type Activities</u>				
<u>Bonds Payable</u>				
Water Revenue Bonds, Series 2020, Dated June 2020, (original amount-- \$3,550,000)	1.33%	2030	\$ 342,000	\$3,208,000
Net Pension Liability			-	140,980
Compensated Absences			<u>39,507</u>	<u>5,034</u>
Total Business-type Activities Long-term Debt			<u>\$ 381,507</u>	<u>\$3,354,014</u>

On June 10, 2020, the City issued \$3,550,000 of water revenue and refunding bonds with an interest rate of 1.33%. The City issued \$1,009,000 of revenues bonds to finance future construction. The City issued the remaining \$2,541,000 of refunding bonds to advance refund \$2,500,000 of 2010 water refunding bonds with interest rates ranging from 2.85% to 3.60%. The City used the net proceeds of the 2020 water refund bonds to purchase U.S. government securities. These securities were deposited in an irrevocable trust to provide for all future debt service on the refunded portion of the 2010 series water bonds. As a result, the refunded portions mentioned above are considered defeased, and the City has removed the liabilities from its accounts.

The advance refunding reduced the total debt service payments over the next ten years by \$66,994. This resulted in an economic gain (difference between the present values of the debt service payments on the old and new debt) of \$131,563.

Principal and interest requirements to retire the City's long-term obligations are as follows:

	<u>Governmental Activities</u>		<u>Business-type Activities</u>		<u>Government Wide</u>	
	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>
2021	\$48,058	\$3,091	\$ 342,000	\$ 32,252	\$ 390,058	\$ 35,343
2022	50,085	1,065	338,000	40,419	388,085	41,484
2023	-	-	342,000	35,897	342,000	35,897
2024	-	-	347,000	31,315	347,000	31,315
2025	-	-	352,000	26,666	352,000	26,666
2026-2029	-	-	<u>1,829,000</u>	<u>61,466</u>	<u>1,829,000</u>	<u>61,466</u>
	<u>\$98,143</u>	<u>\$4,156</u>	<u>\$3,550,000</u>	<u>\$228,015</u>	<u>\$3,648,143</u>	<u>\$232,171</u>

**NOTE 10 - FUND EQUITY**

*Net Investment in Capital Assets* – The net investment in capital assets reported on the government-wide statement of net position as of June 30, 2020 is as follows:

	Governmental <u>Activities</u>	Business- type <u>Activities</u>
Cost of capital assets	\$ 63,976,606	\$ 44,502,267
Less accumulated depreciation	<u>(22,895,184)</u>	<u>(14,611,216)</u>
Book value	41,081,422	29,891,051
Less capital related debt	<u>(98,143)</u>	<u>(3,550,000)</u>
Net investment in capital assets	<u>\$ 40,983,279</u>	<u>\$ 26,341,051</u>

*Restricted Fund Equity*– The Class “C” Roads allotment from the state excise tax is restricted for construction and maintenance of City streets and roads. The City’s bond covenants require certain restrictions of retained earnings in the pressure irrigation fund as well as \$1,000,094 of bond proceeds to be used for future construction. Utah State statute requires unexpended impact fees held at year-end to be restricted for future expansion in the charging department or fund. A perpetual trust fund is designed to provide future operating costs for the cemetery. Funds are collected at the time a lot is sold and a percentage of the fee is transferred to the trust fund. In addition, funds have been assigned for various capital projects.

**NOTE 11 - RETIREMENT PLANS**

General Information about the Pension Plan

Plan description: Eligible plan participants are provided with pensions through the Utah Retirement Systems (URS). The Utah Retirement Systems are comprised of the following pension trust funds:

Defined Benefit Plans

- Public Employees Noncontributory Retirement System (Noncontributory System) is a multiple employer, cost sharing, public employee retirement system.
- Tier 2 Public Employees Contributory Retirement System (Tier 2 Public Employees System) is a multiple employer, cost sharing, public employee retirement system.

The Tier 2 Public Employees System became effective July 1, 2011. All eligible employees beginning on or after July 1, 2011, who have no previous service credit with any of the Utah Retirement Systems, are members of the Tier 2 Retirement System.

The Utah Retirement Systems (Systems) are established and governed by the respective sections of Title 49 of the Utah Code Annotated 1953, as amended. The Systems’ defined benefit plans are amended statutorily by the State Legislature. The Utah State Retirement Office Act in Title 49 provides for the administration of the Systems under the direction of the URS Board, whose members are appointed by the Governor. The Systems are fiduciary funds defined as pension (and other employee benefit) trust funds. URS is a component unit of the State of Utah. Title 49 of the Utah Code grants the authority to establish and amend the benefit terms. URS issues a publicly available financial report that can be obtained by writing Utah Retirement Systems, 560 E. 200 S., Salt Lake City, Utah 84102 or visiting the website: [www.urs.org/general/publications](http://www.urs.org/general/publications).

**NOTE 11 – (CONTINUED)**

Benefits Provided: URS provides retirement, disability, and death benefits. Retirement benefits are as follows:

Summary of Benefits by System

System	Final Average Salary	Years of service required and/or age eligible for benefit	Benefit percent per year of service	COLA**
Noncontributory System	Highest 3 years	30 years any age 25 years any age* 20 years age 60* 10 years age 62* 4 years age 65	2.0% per year all years	Up to 4%
Tier 2 Public Employees System	Highest 5 years	35 years any age 20 years any age 60* 10 years age 62* 4 years age 65	1.5% per year all years	Up to 2.5%

\*Actuarial reductions are applied.

\*\*All post-retirement cost-of-living adjustments are non-compounding and are based on the original benefit except for Judges, which is a compounding benefit. The cost-of-living adjustments are also limited to the actual Consumer Price Index (CPI) increase for the year, although unused CPI increases not met may be carried forward to subsequent years.

Contribution Rate Summary

As a condition of participation in the Systems, employers and/or employees are required to contribute certain percentages of salary and wages as authorized by statute and specified by the URS Board. Contributions are actuarially determined as an amount that, when combined with employee contributions (where applicable) is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded actuarial accrued liability. Contribution rates as of June 30, 2020 are as follows:

	Employee Paid	Employer Contribution Rates	Employer Rate for 401(k) Plan
Contributory System			
111 Local Governmental Division Tier 2	N/A	15.66	1.03
Noncontributory System			
15 Local Governmental Division Tier 1	N/A	18.47	N/A
Tier 2 DC Only			
211 Local Government	N/A	6.69	10.00

Tier 2 rates include a statutory required contribution to finance the unfunded actuarial accrued liability of the Tier 1 plans.

For fiscal year ended June 30, 2020, the employer and employee contribution to the Systems were as follows:

System	Employer Contributions	Employee Contributions
Noncontributory System	\$120,781	N/A
Tier 2 Public Employees System	41,269	-
Tier 2 DC Only System	3,538	N/A
<b>Total Contributions</b>	<b>\$165,588</b>	<b>\$ -</b>

Contributions reported are the URS Board approved required contributions by System. Contributions in the Tier 2 Systems are used to finance the unfunded liabilities in the Tier 1 Systems.

## NOTE 11 – (CONTINUED)

### Combined Pension Assets, Liabilities, Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2020, we reported a net pension asset of \$0 and a net pension liability of \$570,701.

	<u>Measurement Date: December 31, 2018</u>				
	<u>Net Pension</u>	<u>Net Pension</u>	<u>Proportionate</u>	<u>Proportionate Share</u>	<u>Change</u>
	<u>Asset</u>	<u>Liability</u>	<u>Share</u>	<u>December 31, 2016</u>	<u>(Decrease)</u>
Noncontributory System	\$	\$596,068	0.0785563%	0.0763697%	(0.0021866)%
Tier 2 Public Employees System	-	4,465	0.0198515%	0.0194641%	(0.0003874)%
	<u>\$</u>	<u>\$300,533</u>			

The net pension asset and liability was measured as of December 31, 2019, and the total pension liability used to calculate the net pension asset and liability was determined by an actuarial valuation as of January 1, 2019 and rolled-forward using generally accepted actuarial procedures. The proportion of the net pension asset and liability is equal to the ratio of the employer's actual contributions to the Systems during the plan year over the total of all employer contributions to the System during the plan year.

For the year ended June 30, 2020, we recognized pension expense of \$175,854.

At June 30, 2020, we reported deferred outflows of resources and deferred inflows of resources relating to pensions from the following sources:

	<u>Deferred</u>	<u>Deferred</u>
	<u>Outflows of</u>	<u>Inflows of</u>
	<u>Resources</u>	<u>Resources</u>
Differences between expected and actual experience	\$ 28,180	\$ 5,785
Change in assumptions	33,263	128
Net difference between projected and actual earnings on pension plan investments	-	153,156
Changes in proportion and differences between contributions and proportionate share of contributions	11,769	14,339
Contributions subsequent to the measurement date	<u>80,727</u>	<u>-</u>
Total	<u>\$153,940</u>	<u>\$173,408</u>

\$80,727 was reported as deferred outflows of resources related to pensions results from contributions made by us prior to our fiscal year end, but subsequent to the measurement date of December 31, 2019. These contributions will be recognized as a reduction of the net pension liability in the upcoming fiscal year.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Year Ended December 31,</u>	<u>Deferred Outflows</u>
	<u>(inflows) of Resources</u>
2020	\$(18,729)
2021	\$(32,586)
2022	\$5,954
2023	\$(57,844)
2024	\$451
Thereafter	\$2,558

## NOTE 11 – (CONTINUED)

### Actuarial Assumptions

The total pension liability in the December 31, 2019, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.50 Percent
Salary increases	3.25–9.75 percent, average, including inflation
Investment rate of return	6.95 percent, net of pension plan investment expense, including inflation

Mortality rates were developed from actual experience and mortality tables, based on gender, occupation and age, as appropriate, with adjustments for future improvement in mortality based on Scale AA, a model developed by the Society of Actuaries.

The actuarial assumptions used in the January 1, 2019, valuation were based on the results of an actuarial experience study for the five year period ending December 31, 2016.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class and is applied consistently to each defined benefit pension plan. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class	Expected Return Arithmetic Basis		
	Target Asset Allocation	Real Return Arithmetic Basis	Long-Term Expected Portfolio Real Rate of return
Equity securities	40%	6.15%	2.46%
Debt securities	20%	0.40%	0.08%
Real assets	15%	5.75%	0.86%
Private equity	9%	9.95%	0.90%
Absolute return	16%	2.85%	0.46%
Cash and cash equivalents	0%	0.00%	0.00%
Totals	100%		4.75%
			<u>Inflation</u> 2.50%
			<u>Expected arithmetic nominal return</u> 7.25%

The 6.95% assumed investment rate of return is comprised of an inflation rate of 2.50%, a real return of 4.45% that is net of investment expense.

Discount rate: the discount rate used to measure the total pension liability was 6.95 percent. The projection of cash flows used to determine the discount rate assumed that employee contributions will be made at the current contribution rate and that contributions from all participating employers will be made at contractually required rates that are actuarially determined and certified by the URS Board. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability. The discount rate does not use the Municipal Bond Index Rate. The discount rate was reduced to 6.95 percent from 7.20 percent from the prior measurement period.

## NOTE 11 – (CONTINUED)

*Sensitivity of the proportionate share of the net pension asset and liability to changes in discount rate:* The following presents the proportionate share of the net pension liability calculated using the discount rate of 6.95 percent, as well as what the proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (5.95 percent) or 1-percentage-point higher (7.95 percent) than the current rate:

System	1% Decrease (5.95%)	Discount Rate (6.95%)	1% Increase (7.95%)
Noncontributory System	\$924,725	\$296,068	\$(228,224)
Tier 2 Public Employees System	\$ 38,502	\$ 4,465	\$ (21,839)
Total	\$963,227	\$300,533	\$(250,063)

Pension plan fiduciary net position: Detailed information about the pensions plan's fiduciary net position is available in the separately issued URS financial report.

## NOTE 12– DEFINED CONTRIBUTION SAVINGSPLANS

### Defined Contribution Saving Plans

The Defined Contribution Saving Plans are administered by the Utah Retirement Systems Board and are generally supplemental plans to the basic retirement benefits of the Retirement Systems, but may also be used as a primary retirement plan. These plans are voluntary tax-advantaged retirement savings programs authorized under sections 401(k), 457(b) and 408 of the Internal Revenue code. Detailed information regarding plan provisions is available in the separately issued URS financial report.

Alpine City participates in the following Defined Contribution Savings Plans with Utah Retirement Systems:

- \*401(k) Plan
- \*457(b) Plan
- \*Roth IRA Plan

Employee and employer contributions to the Utah Retirement Defined Contribution Savings Plans for fiscal year ended June 30, were as follows:

	2020	2019	2018
401(k) Plan			
Employer Contributions	\$ 8,017	\$ 7,876	\$7,6055
Employee Contributions	\$14,398	\$12,457	\$14,642
457 Plan			
Employer Contributions	\$ 0	\$ 0	\$ 0
Employee Contributions	\$ 2,930	\$ 2,600	\$ 2,822
Roth IRA Plan			
Employer Contributions	N/A	N/A	N/A
Employee Contributions	\$13,633	\$18,382	\$11,442

### **NOTE 13 - RISK MANAGEMENT**

Alpine City is exposed to various risks of losses related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The City joined together with other governments in the State of Utah to form the Utah Local Governments Trust (ULGT), a public entity risk pool currently operating as a common risk management and insurance program for Utah State governments. The City pays an annual premium to ULGT for its general insurance coverage.

The City also carries comprehensive general liability insurance coverage through a commercial insurance company. Settled claims from this risk type have not exceeded coverage in any of the past three fiscal years.

### **NOTE 14—SUBSEQUENT EVENTS**

In preparing these financial statements, the City has evaluated events and transactions for potential recognition or disclosure through September 28, 2020, the date the financial statements were available to be issued.

**REQUIRED SUPPLEMENTARY INFORMATION**

# ALPINE CITY

## NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION FOR THE YEAR ENDED JUNE 30, 2020

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### Budgetary Comparison Schedule

The Budgetary Comparison Schedule presented in this section of the report is for the General Fund.

### Budgeting and Budgetary Control

The budget for the General Fund is legally required and is prepared and adopted on the modified accrual basis of accounting.

Original budgets represent the revenue estimates and spending authority authorized by the City Council prior to the beginning of the year. Final budgets represent the original budget amounts plus any amendments made to the budget during the year by the City Council through formal resolution. Final budgets do not include unexpended balances from the prior year because such balances automatically lapse to unreserved fund balance at the end of each year.

### Current Year Excess of Expenditures over Appropriations

No General Fund departmental budgets were exceeded during the fiscal year. Also, the overall General Fund budget was not exceeded for the fiscal year.

### Changes in Assumptions Related To Pensions

The assumptions and methods used to calculate the total pension liability remain unchanged from the prior year.

**ALPINE CITY**  
**BUDGETARY COMPARISON SCHEDULE**  
**GENERAL FUND**  
**FOR THE YEAR ENDED JUNE 30, 2020**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		
<b>REVENUES</b>				
Taxes	\$ 3,992,635	\$ 3,992,635	\$ 4,185,241	\$ 192,606
Licenses and Permits	552,800	552,800	497,067	(55,733)
Intergovernmental	430,400	430,400	620,755	190,355
Charge for Services	849,766	849,766	934,335	84,569
Fines and Forfeitures	82,500	82,500	60,588	(21,912)
Interest	99,000	99,000	61,083	(37,917)
Miscellaneous	30,000	30,000	60,066	30,066
<b>TOTAL REVENUES</b>	<b>6,037,101</b>	<b>6,037,101</b>	<b>6,419,135</b>	<b>382,034</b>
<b>EXPENDITURES</b>				
General Government	1,546,845	1,115,300	1,016,377	98,923
Public Safety	2,408,806	2,408,806	2,403,805	5,001
Streets	1,275,350	1,275,350	1,086,644	188,706
Parks and Recreation	445,250	485,250	463,620	21,630
Cemetery	154,700	154,700	153,699	1,001
Garbage	494,200	544,200	544,200	-
<b>TOTAL EXPENDITURES</b>	<b>6,325,151</b>	<b>5,983,606</b>	<b>5,668,345</b>	<b>315,261</b>
<b>EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES</b>	<b>(288,050)</b>	<b>53,495</b>	<b>750,790</b>	<b>697,295</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Lawsuit Settlement	-	-	400,000	400,000
Transfer From Other Funds	-	-	-	-
Transfer to Other Funds	-	1,371,545	(1,050,000)	(2,421,545)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>-</b>	<b>1,371,545</b>	<b>(650,000)</b>	<b>(2,021,545)</b>
<b>EXCESS (DEFICIT) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND USES</b>	<b>(288,050)</b>	<b>(1,318,050)</b>	<b>100,790</b>	<b>(1,324,250)</b>
<b>FUND BALANCE ALLOCATION</b>	<b>288,050</b>	<b>1,318,050</b>	<b>-</b>	<b>(1,318,050)</b>
<b>EXCESS (DEFICIT) OF RESOURCES OVER CHARGES TO APPROPRIATIONS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,790</b>	<b>\$ 100,790</b>

**ALPINE CITY**  
**SCHEDULE OF THE PROPORTIONATE SHARE OF THE NET PENSION LIABILITY**  
**UTAH RETIREMENT SYSTEMS**  
**DECEMBER 31, 2019**

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Last 10 Fiscal Years \*

		Non- contributory System	Tier 2 Public Employees System
Proportion of the net pension liability (asset)	2014	0.0717485%	0.0156287%
	2015	0.0810261%	0.0175649%
	2016	0.0848756%	0.0168651%
	2017	0.0800270%	0.0216500%
	2018	0.0763697%	0.0194641%
	2019	0.0785563%	0.0198515%
Proportionate share of the net pension liability (asset)	2014	\$ 311,549	\$ (474)
	2015	\$ 458,485	\$ (38)
	2016	\$ 545,005	\$ 1,881
	2017	\$ 350,622	\$ 1,909
	2018	\$ 562,365	\$ 8,336
	2019	\$ 296,068	\$ 4,465
Covered employee payroll	2014	\$ 663,550	\$ 76,759
	2015	\$ 736,998	\$ 113,498
	2016	\$ 786,682	\$ 138,306
	2017	\$ 652,780	\$ 211,607
	2018	\$ 629,264	\$ 227,417
	2019	\$ 666,346	\$ 275,964
Proportionate share of the net pension liability (asset) as a percentage of its covered employee payroll	2014	47.00%	0.60%
	2015	62.21%	0.03%
	2016	69.28%	1.36%
	2017	53.71%	0.90%
	2018	89.37%	3.67%
	2019	44.43%	1.62%
Plan fiduciary net position as a percentage of the total pension liability	2014	90.2%	103.5%
	2015	87.8%	100.2%
	2016	87.3%	95.1%
	2017	91.9%	97.4%
	2018	87.0%	90.8%
	2019	93.7%	96.5%

\* In accordance with paragraph 81.a of GASB 68, employers will need to disclose a 10-year history of their proportionate share of the Net Pension Liability (Asset) in the required supplementary information. The 10-year schedule will be built prospectively. The schedule above is only for the last five years.

**ALPINE CITY**  
**SCHEDULE OF CONTRIBUTIONS**  
**UTAH RETIREMENT SYSTEMS**  
**JUNE 30, 2020**

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Last 10 Fiscal Years \*

		Non- contributory System	Tier 2 Public Employees System **	Tier 2 Public Employees DC Only System **
Actuarial determined contribution	2014	\$ 114,397	\$ 13,136	\$ 1,353
	2015	\$ 114,070	\$ 13,929	\$ 3,446
	2016	\$ 124,334	\$ 18,357	\$ 3,445
	2017	\$ 127,890	\$ 24,959	\$ 3,555
	2018	\$ 121,718	\$ 35,747	\$ 2,588
	2019	\$ 115,756	\$ 39,205	\$ 3,346
	2020	\$ 120,781	\$ 41,269	\$ 3,538
Contributions in relation to the contractually required contribution	2014	\$ 114,397	\$ 13,136	\$ 1,353
	2015	\$ 114,070	\$ 13,929	\$ 3,446
	2016	\$ 124,334	\$ 18,357	\$ 3,445
	2017	\$ 127,890	\$ 24,959	\$ 3,555
	2018	\$ 121,718	\$ 35,747	\$ 2,588
	2019	\$ 115,756	\$ 39,205	\$ 3,346
	2020	\$ 120,781	\$ 41,269	\$ 3,538
Contribution deficiency (excess)	2014 to 2019	\$ -	\$ -	\$ -
Covered employee payroll	2014	\$ 738,603	\$ 94,004	\$ 24,245
	2015	\$ 689,192	\$ 93,312	\$ 51,275
	2016	\$ 746,994	\$ 123,115	\$ 51,493
	2017	\$ 726,568	\$ 167,396	\$ 53,140
	2018	\$ 659,004	\$ 237,435	\$ 38,681
	2019	\$ 641,474	\$ 252,287	\$ 50,008
	2020	\$ 671,273	\$ 264,894	\$ 52,884
Contributions as a percentage of covered-employee payroll **	2014	15.49%	13.97%	5.58%
	2015	16.55%	14.93%	6.72%
	2016	16.64%	14.91%	6.69%
	2017	17.60%	14.91%	6.69%
	2018	18.47%	15.06%	6.69%
	2019	18.05%	15.54%	6.69%
	2020	17.99%	15.58%	6.69%

\* Amounts presented were determined as of fiscal year July 1 - June 30. The City will be required to prospectively develop this table in future years to show 10 years of information. The schedule above is only for the prior six years.

\*\* Contributions in Tier 2 include an amortization rate to help fund the unfunded liabilities in the Tier 1 systems. Tier 2 systems were created effective July 1, 2011.

Paragraph 81.b of GASB 68 requires employers to disclose a 10-year history of contributions in Required Supplementary Information. Contributions as a percentage of covered payroll may be different than the board certified rate due to rounding and other administrative issues.

## **STATE COMPLIANCE REPORT**

GREG OGDEN, CPA  
1761 EAST 850 SOUTH  
SPRINGVILLE, UT 84663  
(801) 489-8408

MEMBER OF THE AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE AND REPORT ON INTERNAL  
CONTROL OVER COMPLIANCE AS REQUIRED BY THE *STATE COMPLIANCE AUDIT GUIDE***

Honorable Mayor  
Members of the City Council  
Alpine City, Utah

***REPORT ON COMPLIANCE***

I have audited Alpine City, Utah's (City) compliance with the applicable state compliance requirements described in the *State Compliance Audit Guide*, issued by the Office of the Utah State Auditor, for the year ended June 30, 2020.

State compliance requirements were tested for the year ended June 30, 2020 in the following areas:

Budgetary Compliance  
Fund Balance  
Justice Courts  
Restricted Taxes and Related Revenues  
Open and Public Meetings Act  
Fraud Risk Assessment

**Management's Responsibility**

Management is responsible for compliance with the state requirements referred to above.

**Auditor's Responsibility**

My responsibility is to express an opinion on the City's compliance based on my audit of the state compliance requirements referred to above. I conducted my audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and the *State Compliance Audit Guide*. Those standards and the *State Compliance Audit Guide* require that I plan and perform the audit to obtain reasonable assurance about whether noncompliance with the state compliance requirements referred to above that could have a direct and material effect on a state compliance requirement occurred. An audit includes examining, on a test basis, evidence about the City's compliance with those requirements and performing such other procedures as I considered necessary in the circumstances.

I believe that my audit provides a reasonable basis for my opinion on compliance for each state compliance requirement referred to above. However, my audit does not provide a legal determination of the City's compliance with those requirements.

### Opinion on Compliance

In my opinion, Alpine City, Utah, complied, in all material respects, with the state compliance requirements referred to above for the year ended June 30, 2020.

### Other Matters

The results of my auditing procedures disclosed an instance of noncompliance, which is required to be reported in accordance with the *State Compliance Audit Guide* and which is described in my management letter dated September 21, 2020 as item 2020-1 under the heading State Compliance Finding. My opinion on compliance is not modified with respect to this matter.

### City's Response to Finding

The City's response to the noncompliance finding identified in my audit is described in the accompanying management letter. The City's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, I express no opinion on the response.

### **REPORT ON INTERNAL CONTROL OVER COMPLIANCE**

Management of the City is responsible for establishing and maintaining effective internal control over compliance with the state compliance requirements referred to above. In planning and performing my audit of compliance, I considered the City's internal control over compliance with the state compliance requirements referred to above to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance with those state compliance requirements and to test and report on internal control over compliance in accordance with the *State Compliance Audit Guide*, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, I do not express an opinion on the effectiveness of the City's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions to prevent, or detect and correct, noncompliance with a state compliance requirement on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a state compliance requirement will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a state compliance requirement that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

My consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. I did not identify any deficiencies in internal control over compliance that I consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

I noted a matter involving internal control over compliance which I am submitting for your consideration. This matter is described in my management letter dated September 21, 2020 as item 2020-1 under the heading State Compliance Finding.

**Purpose of Report**

The purpose of this report on internal control over compliance is solely to describe the scope of my testing of internal control and compliance and the results of that testing based on the requirements of the *State Compliance Audit Guide*. Accordingly, this report is not suitable for any other purpose.

  
Greg Ogden,  
Certified Public Accountant  
Springville, Utah  
September 21, 2020

**GOVERNMENT AUDITING STANDARDS REPORT**

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING  
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL  
STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Honorable Mayor  
Members of the City Council  
Alpine City, Utah

I have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities and each major fund, and the aggregate remaining fund information of Alpine City, Utah (City), as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the City's basic financial statements and have issued my report thereon dated September 21, 2020.

**Internal Control over Financial Reporting**

In planning and performing my audit of the financial statements, I considered the City's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing my opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, I do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

My consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during my audit I did not identify any deficiencies in internal control that I consider to be material weaknesses.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the City of Alpine, Utah's financial statements are free from material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of my testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Greg Ogden CPA". The signature is written in a cursive style with a large, stylized "G" and "O".

Greg Ogden  
Certified Public Accountant  
Springville, Utah  
September 21, 2020

**ALPINE CITY, UTAH  
MANAGEMENT LETTER  
JUNE 30, 2020**

GREG OGDEN, CPA  
1761 EAST 850 SOUTH  
SPRINGVILLE, UT 84663  
(801) 489-8408

MEMBER OF THE AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS

September 28, 2020

Honorable Mayor  
Members of the City Council  
Alpine City, Utah

Council Members:

While planning and performing my audit of the basic financial statements of Alpine City, Utah (City) for the year ended June 30, 2020, I noted matters regarding compliance with requirements of the *Utah Code* and the City's internal control over financial reporting which need to be addressed by the City's management.

My findings from the audit are attached. If the weaknesses and deficiencies noted in this management letter are left uncorrected, an unacceptable amount of errors could occur without detection.

This report is intended solely for the use of the management of Alpine City. However, this report is a matter of public record and its distribution is not limited.

By its nature, this report focuses on exceptions, weaknesses and problems. This focus should not be understood to mean that there are not also various strengths and accomplishments. I appreciate the courtesy and assistance extended to me by the personnel of the City during the course of my audit, and I look forward to a continuing professional relationship. I would be pleased to discuss any of these matters with you at your convenience and, if desired, to assist you in implementing any of these suggestions.

  
Greg Ogden,  
Certified Public Accountant

## SCHEDULE OF FINDINGS AND QUESTIONED COSTS

### STATE COMPLIANCE FINDING

#### 2020-1 CONDITION

The City has unspent street and water impact fees which were collected more than six years ago.

#### CRITERIA

The City is required to spend or encumber impact fees within six years of collecting them. Cities are allowed to hold impact fees longer than six years if they identify in writing 1) an extraordinary and compelling reason why the fees should be held longer than six years, and 2) an absolute date by which the fees will be expended.

#### CAUSE

Alpine City has been growing rapidly for several years. Large amounts of impact fees have been collected and spent each year. The need for new streets and water improvements in the City has slowed down somewhat in recent years.

#### EFFECT

The City has \$14,022 of street and \$73,316 of water impact fees currently on hand which should be refunded to those who paid them. Alternatively, they need to identify in writing why the fees should be held longer than six years and provide an absolute date by which the fees will be expended.

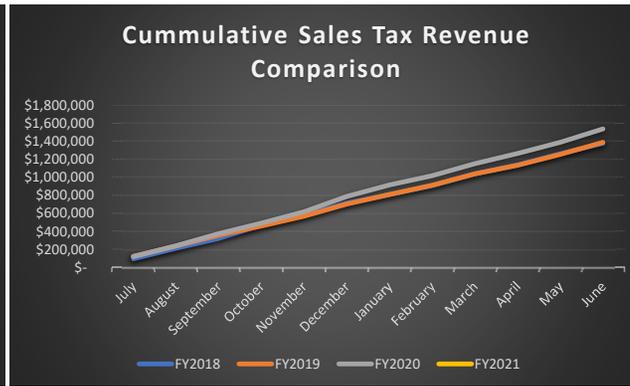
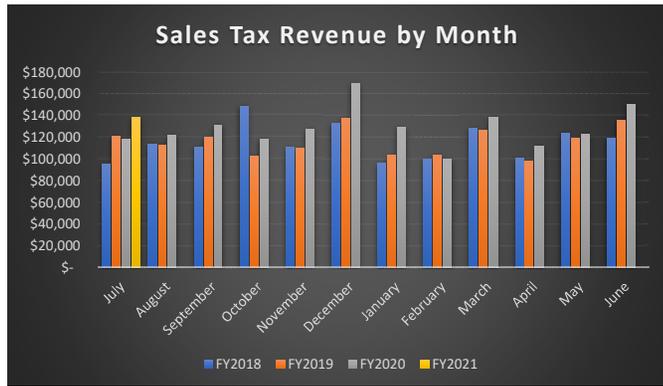
#### RECOMMENDATION

I recommend that a written justification for holding the impact fees longer than six years be prepared. Otherwise the fees should be refunded to those from whom they were collected.

#### RESPONSE – ALPINE CITY

The City had planned to have these funds expended by June 30, 2020. However, when the COVID-19 issues hit in March 2020, City staff who are responsible for management of these projects had to refocus their efforts. Currently, the City is in the process of updating their water capital facilities plan and other water impact fee related projects are being moved forward. Some intersection improvement projects are being worked on that will expend street impact fees. All impact fees that have been held for six years or more will be expended by June 30, 2021.

Sales Tax Revenue		FY2018		FY2019				FY2020				FY2021			
Month Received	Accrued Month	Monthly Total	Cumulative Total	Monthly Total	Cumulative Total	YOY - Month	YOY to Date - Cumulative	Monthly Total	Cumulative Total	YOY - Month	YOY to Date - Cumulative	Monthly Total	Cumulative Total	YOY - Month	YOY to Date - Cumulative
September	July	\$ 95,001	\$ 95,001	\$ 121,011	\$ 121,011	27.38%	27.38%	\$ 117,461	\$ 117,461	-2.93%	-2.93%	\$ 137,733	\$ 137,733	17.26%	17.26%
October	August	\$ 113,649	\$ 208,650	\$ 112,961	\$ 233,972	-0.61%	12.14%	\$ 121,991	\$ 239,452	7.99%	2.34%				
November	September	\$ 111,100	\$ 319,750	\$ 119,564	\$ 353,536	7.62%	10.57%	\$ 131,216	\$ 370,668	9.75%	4.85%				
December	October	\$ 148,257	\$ 468,007	\$ 102,686	\$ 456,222	-30.74%	-2.52%	\$ 117,769	\$ 488,437	14.69%	7.06%				
January	November	\$ 110,197	\$ 578,204	\$ 109,264	\$ 565,486	-0.85%	-2.20%	\$ 126,912	\$ 615,349	16.15%	8.82%				
February	December	\$ 132,782	\$ 710,986	\$ 136,828	\$ 702,315	3.05%	-1.22%	\$ 169,627	\$ 784,977	23.97%	11.77%				
March	January	\$ 96,347	\$ 807,333	\$ 103,359	\$ 805,674	7.28%	-0.21%	\$ 129,105	\$ 914,081	24.91%	13.46%				
April	February	\$ 99,883	\$ 907,216	\$ 103,889	\$ 909,563	4.01%	0.26%	\$ 99,855	\$ 1,013,936	-3.88%	11.48%				
May	March	\$ 128,031	\$ 1,035,247	\$ 126,332	\$ 1,035,895	-1.33%	0.06%	\$ 137,786	\$ 1,151,722	9.07%	11.18%				
June	April	\$ 100,288	\$ 1,135,535	\$ 97,739	\$ 1,133,634	-2.54%	-0.17%	\$ 111,682	\$ 1,263,404	14.27%	11.45%				
July	May	\$ 123,667	\$ 1,259,202	\$ 119,308	\$ 1,252,942	-3.52%	-0.50%	\$ 122,892	\$ 1,386,296	3.00%	10.64%				
August	June	\$ 118,672	\$ 1,377,874	\$ 135,603	\$ 1,388,544	14.27%	0.77%	\$ 149,742	\$ 1,536,038	10.43%	10.62%				



## **ALPINE CITY COUNCIL AGENDA**

**SUBJECT: Resolution 2020-16 Construction Standards Specifications and Details**

**FOR CONSIDERATION ON: 13 October 2020**

**PETITIONER: Staff**

**ACTION REQUESTED BY PETITIONER: Review and approve the proposed update.**

### **BACKGROUND INFORMATION:**

The City Construction Standards Specifications and Details need to be updated. Included in the updates is a new dark sky profile for the City street lights that the Planning Commission has indicated they would be in favor of changing. See attached memo for full list of changes.

#### **STAFF RECOMMENDATION:**

Approve Resolution 2020-16 as proposed.

#### **SAMPLE MOTION TO APPROVE:**

I motion that Resolution 2020-16 be approved as proposed.

#### **SAMPLE MOTION TO APPROVE WITH CONDITIONS:**

I motion that Resolution 2020-16 be approved with the following conditions/changes:

- **\*\*\*Insert Finding\*\*\***

#### **SAMPLE MOTION TO TABLE/DENY:**

I motion that Resolution 2020-16 be tabled/denied based on the following:

- **\*\*\*Insert Finding\*\*\***

# Memo



**To:** Alpine City Planning Commission and City Council

**From:** Jed Muhlestein, P.E., City Engineer *JM*

**Date:** September 30, 2020

**Subject:** Updates to Construction Standards Specifications and Details

This memo is written to highlight the proposed changes to the Alpine City Construction Standard Specifications and Details. The most recent version was adopted November 19, 2019. Since that time, Staff has noticed areas that could be improved. These changes (in red) are shown below:

## Construction Standard Specifications

- Section 200.030.F (pg 12) – Location of curb cuts for driveways  
Driveways and street intersection locations shall be designed according to Alpine City Transportation Master Plan. No driveway shall be constructed within 40 feet from an adjoining street. The distance is measured from the adjoining street's Top Back Curb (TBC) to the edge of driveway for access.  
  
Curb cuts shall only be allowed for driveways. Driveways shall be a minimum of 3 feet away from any above grade utility box and curb cuts for driveways must be a minimum of 6-inches away from the property line. All accesses and streets onto arterials must be approved by the City Engineer or his/her designee.
- Section 400.050.B (pg 41) – Location and height of Fire Hydrants  
In general, fire hydrants should be located on property lines to minimize conflicts with driveways. Fire hydrant location to be approved by the City Engineer or his/her designee. Fire hydrants shall be set vertical and held in place by adequate concrete blocking which shall be left in the trench. Hydrants shall be set at a height that will allow approximately 2 inches minimum and 7 inches maximum exposed between the finished ground and the sidewalk flange. A gravel filled drip area shall be provided. Hydrant drains shall not be connected to or located within 10 feet of sanitary sewers. Where possible hydrant drain shall not be located within 10 feet of storm drains. See standard drawing for fire hydrants.
- Section 600.040.B (pg 57) – Requires gas and power to be installed prior to paving  
For all new construction, paving shall not occur until gas and, power utilities are installed, and dry ~~dry~~ utility crossings are shall be installed and approved by the dry utility company representative and the City Engineer or his/her designee. Crossings shall be surveyed and included on the asbuilt drawings. Required testing for culinary water, pressurized irrigation, sewer, and storm drain shall be completed and approved by the City Engineer or his/her designee prior to paving.

4. Section 250.080.D (pg 23) – Asphalt thickness, developments

Thickness Test. Material depth tests will be conducted by the City when the City Engineer or his/her designee considers it necessary. The total depth shall be reasonably close to that shown on the typical section.

For City projects, Depth analysis shall be made on at least four holes for each section. Base thickness shall be accepted if 75% of the test holes are less than 1/4" below the specified thickness and no individual hole shall be more than 3/4 1/2" below the specified thickness. Work with sub-standard thickness may be accepted at reduced price if the appropriate pay factor for the lowest tested thickness is applied to all of the sub-standard work. The following table outlines the pay factors for sub-standard asphalt pavement thickness:

PAVEMENT DEPTH PAY FACTORS FOR CITY PROJECTS

Pay Factor	Tolerance (inches below specified thickness)
0.95	0.00 to 0.25
0.90	0.26 to 0.50
Replace	More than 0.5

For new development, the City will accept nothing less than what the plans call for. Depth analysis shall be made on at least four holes for each section. Base thickness shall be accepted if 75% of the test holes are less than 1/8" below the specified thickness and no individual hole shall be more than 1/4" below the specified thickness. Work with sub-standard thickness will be rejected, removed, and replaced.

**Construction Details**

5. Standard Drawing 31 – Residential Street Light moves to Dark Sky compliant

There has been discussions recently about lighting. Mountain States Lighting provided the City with a Dark Sky compliant residential light fixture about six months ago. City Staff installed the fixture south of City Hall in the parking lot for the Planning Commission and City Council to see. If this is something the City is interested in, approval of the attached updated detail is all that would be required. All new development and any replaced residential light fixtures would use the new standard.

Staff has been working with Mountain States Lighting to see if there is a Dark Sky compliant option that could replace the downtown decorative style, but we have not found an option that looks like what the city currently has yet.

6. Standard Drawing 23 – Typical Fire Hydrant concrete pad size change

The size of the concrete pad at the base of a fire hydrant has changed to match park strip widths. It changed from a 4'x4' to 5'x4'.

Cc: File

Attached:

- Photos of Residential and Downtown Style Dark Sky compliant light fixtures
- Proposed Standard Construction Drawings and Details

**PHOTO COMPARISON OF CURRENT VS PROPOSED RESIDENTIAL LIGHT FIXTURES**

Currently adopted Residential  
Street Light fixture  
See Standard Detail 31



Proposed Residential Street Light  
fixture (Dark Sky Compliant)  
See Standard Detail 31a



**PHOTO COMPARISON OF CURRENT VS PROPOSED DOWNTOWN DECORATIVE  
STYLE LIGHT FIXTURES**

Currently adopted Downtown  
Decorative Street Light fixture



Proposed Downtown Decorative  
light fixture (Dark Sky Compliant)



# FIXTURE SPECIFICATIONS



# K137 YARMOUTH (NO GLOBE) - LED

With its simple, yet classic design, the K137 Yarmouth is an excellent fit in architectural locations that are contemporary, historical, or somewhere in between. Teamed with King Luminaire's high performance P4 LED engine it makes for a perfect solution for city streets, parks, schools and commercial areas.



# King Luminaire

## PRODUCT SPECIFICATIONS

### LED ENGINE

Light engine shall include an array of Cree X-Series high power LEDs (light emitting diodes). The emitters shall be mounted to a metal core circuit board using SMT technology. The LEDs and circuit boards shall then be mounted to a high performance heat sink.

### OPTICS

External light control shall consist of high precision refractive lenses mounted above the LED emitter arrays in such a way to achieve optimum upright control. The lenses shall also control horizontal light distribution so that Type II, III, IV or V IESNA distribution patterns are achieved.

### LUMINAIRE CONSTRUCTION

All K137 Yarmouth cast components shall consist of a heavy grade A319 cast aluminum. The main body, or capital, acts as an enclosure for the driver assembly and is of adequate thickness to give sufficient structural rigidity.

The four heavy grade A319 cast aluminum struts that connect the main body and the capital are of adequate thickness to provide structural rigidity.

The capital shall have an opening at the base tenon body to allow the luminaire to be mounted to a tenon of 3-1/2" maximum diameter. The luminaire shall be locked in place by means of heavy duty, stainless steel set-screws.

### DRIVER

The LED universal dimmable driver will be class 2 and capable of 120 - 277V or 347 - 480V input voltage, greater than 0.9 power factor, less than 20% total harmonic distortion. The case temperature of the driver can range from -40°C up to 70°C. Each LED system comes with a standard surge protection designed to withstand up to 20kV/10kA of transient line surge as per IEEE C62.41.2 C High. An in-line ferrite choke is utilized to provide protection against EFT's. The driver assembly will be mounted on a heavy duty fabricated galvanized steel mounting bracket to allow complete tool-less maintenance.

### PHOTOMETRICS

Fixtures are tested to IESNA LM79 specifications. These reports are available upon request.

### CHROMATICITY

High output LEDs come standard at 3000K & 4000K (+/- 300K) with a minimum nominal 70 CRI. Additional CCT emitters are available upon request.

### LUMEN MAINTENANCE

Reported (TM21) and Calculated (L70) reports are available upon request with a minimum calculated value of 100,000 hrs.

### WIRING

All internal wiring and connections shall be completed so that it will be necessary only to attach the incoming supply connectors to Mate-N-Lok connectors or to a terminal block. Mate-N-Lok shall be certified for 600V operation. Internal wire connectors shall be crimp connector only and rated at 1000V and 150°C. All wiring to be CSA certified and/or UL listed, type SFF-2, SEWF-2, or SEW-2 No. 14 gauge, 150°C, 600V, and color coded for the required voltage.

### THERMALS

Fixtures tested by a DOE sanctioned test facility to determine the maximum in-situ solder-point or junction-point temperatures of the LED emitters. This report is available upon request.

### FINISH

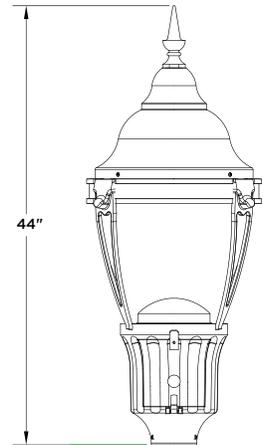
Housing is finished with a 13 step KingCoat™ SuperDurable polyester TGIC powder coat. Standard colors include strobe white, brown metal, marina blue, gate gray, Chicago bronze, standard gold, standard black, federal green and rain forest. Please see our website for a complete list of colors. RAL and custom color matches are available.

### MISCELLANEOUS

All exterior hardware and fasteners, wholly or partly exposed, shall be stainless steel alloy. All internal fasteners are stainless steel or zinc coated steel. All remaining internal hardware is stainless steel, aluminum alloy, or zinc coated steel.

### WARRANTY

The K137 Yarmouth LED luminaire comes with a 7 year limited warranty.



SHOWN WITH K24 CAPITAL

### CERTIFICATION:

CSA US Listed  
Suitable for wet locations  
ISO 9001  
IP66  
ARRA Compliant  
LM79 / LM80 Compliant  
IDA Certified\*

### DRIVER INFO:

>0.9 Power Factor  
<20% Total Harmonic Distortion  
120 - 277V & 347 - 480V  
-40°C Min. Case Temperature  
70°C Max. Case Temperature  
Surge Protection: ANSI C136.2  
extreme level 20kV/10kA

### EPA:

1.55 sq. ft.

### FIXTURE WEIGHT:

40 lbs

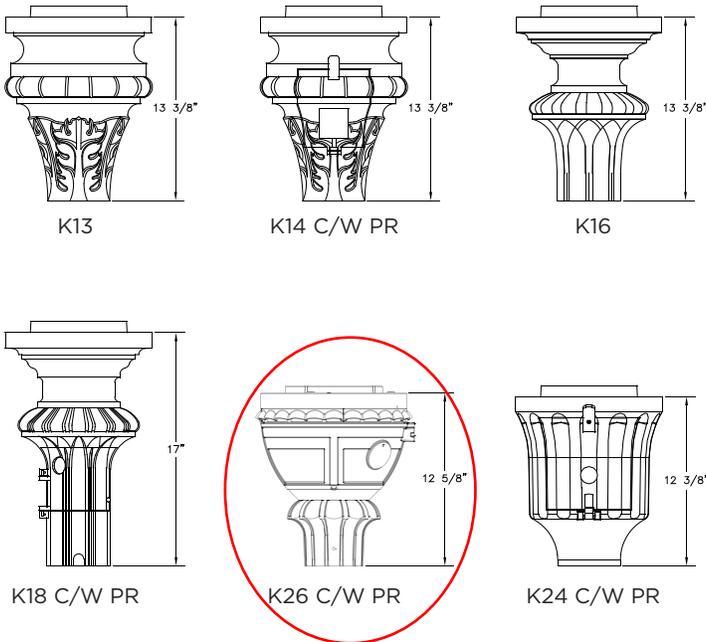


\*IDA Certification applicable for maximum 3000K CCT. Glass lenses do not apply. Contact King Luminaire for product specifications that are exempt from CSA Certification 1-30-2020

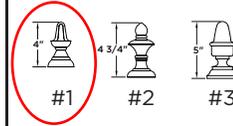
# FIXTURE OPTIONS

K137 YARMOUTH (NO GLOBE) - LED

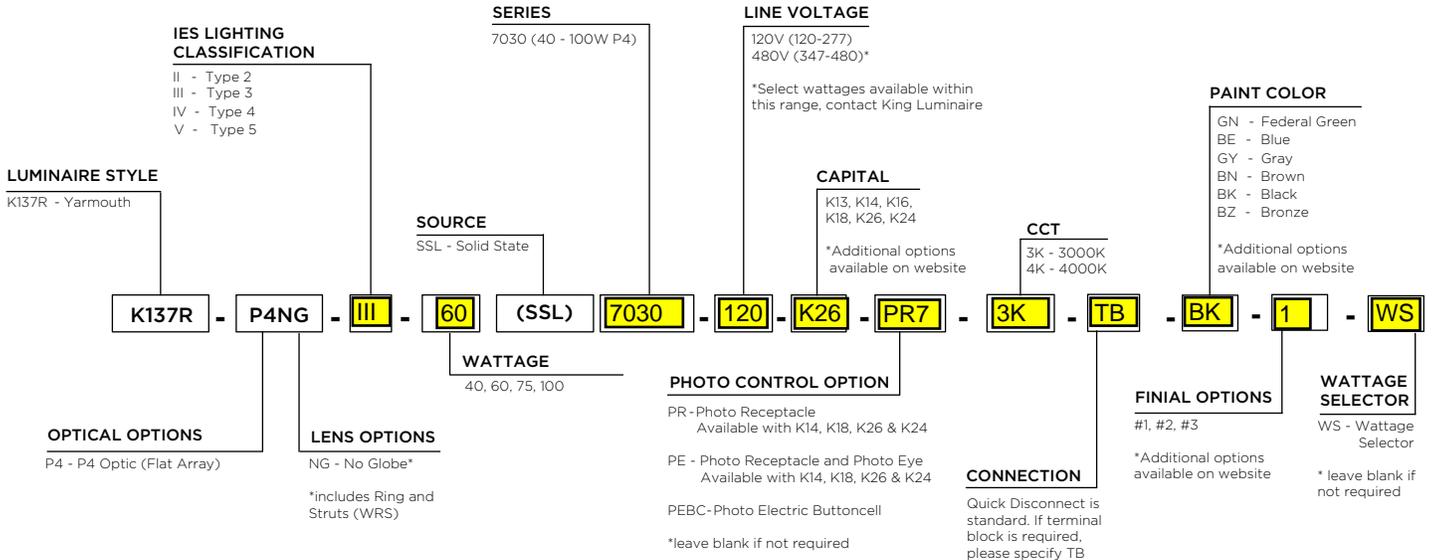
## Capital Options



## Finial Options



# HOW TO ORDER





# POST TOP LED ENGINE

## 7030 Flat Array



**Photometric Performance**



**Superior Thermal Management**



**Back Light Control**



**Long Useful Life**



**Up Light Control**



**Dimmable**



**Glare Control**



**Sustainable Technology**



The P4 7030 is a compact flat array optical system offering precision light quality and performance. Utilizing a refractor optic and 30 LED emitters, the P4 is perfect for both pedestrian and roadway applications, plus rail and park settings requiring a uniform footprint.

With premium light quality, excellent chromaticity and low glare, this optical system is available with Type II, III, IV or V IESNA distribution patterns. Precision optics provide enhanced photometric performance with premium light quality while offering a minimum of 106 lumens per watt and maintenance cost savings.

Effective thermal management is achieved with high performance heat sinks and with an efficient LED case temperature, the P4 7030 provides a long useful life that exceeds 100,000 hours.

The P4 7030 optical system was specifically designed for compact luminaires and is often paired with luminaires that utilize the larger P4 8060/8084 optical system for coordinating fixtures to offer architectural consistency. It is available with our traditional small pendants, select contemporary fixtures, coach lanterns, and octagonal fixtures.

# Features & Benefits

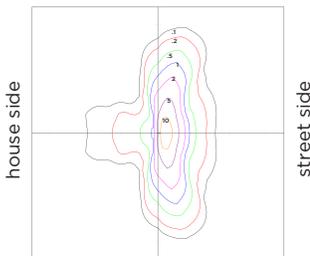
- Precision optics with a minimum of 106 lumens per watt providing enhanced light quality and control, improved spacing and high efficacy
- Efficient LED optical system provides energy savings and reduced maintenance costs
- Long operational life due to efficient thermal management
- Includes a dimmable driver and optional wattage selector available
- Offering 3000K and 4000K (+/- 300K) CCT and minimum 70 CRI
- Manufactured to CSA and UL standards and includes a 7 year warranty

# Performance

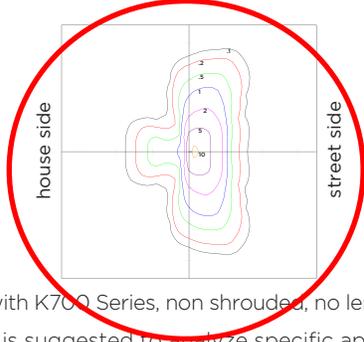
Specific photometric files can be found using an IES File Search tool on our website and additional TM21 reports are available upon request.

Optical System	Nominal Wattage	Input Wattage	IES Distribution	CCT	Lumens	Efficacy (L/W)	BUG	Uplight
P4 7030	40	40.2	II	4000K	5026	3000K Specified to be Dark Sky Compliant		0%
P4 7030	60	60.3	II	4000K	7047			0%
P4 7030	75	76.6	II	4000K	8645	112.86	2-1-2	0%
P4 7030	100	100.9	II	4000K	10723	106.28	2-1-2	0%
P4 7030	40	40.3	III	4000K	5078	126.02	1-1-1	0%
P4 7030	60	60.1	III	4000K	7071	117.65	2-1-2	0%
P4 7030	75	76.3	III	4000K	8735	114.48	2-1-2	0%
P4 7030	100	100.7	III	4000K	10848	107.73	2-1-2	0%
P4 7030	40	41.3	IV	4000K	5203	125.98	1-1-1	0%
P4 7030	60	59.7	IV	4000K	7103	118.97	1-1-2	0%
P4 7030	75	73.1	IV	4000K	8529	116.67	1-1-2	0%
P4 7030	100	101.7	IV	4000K	10837	106.55	2-2-2	0%
P4 7030	40	40.4	V	4000K	5068	125.42	2-1-1	0%
P4 7030	60	59.8	V	4000K	7060	118.06	2-1-1	0%
P4 7030	75	76.5	V	4000K	8739	114.23	3-1-1	0%
P4 7030	100	100.7	V	4000K	10764	106.89	3-1-2	0%

Type II, 100W at 16' Mount  
1" represents 25'



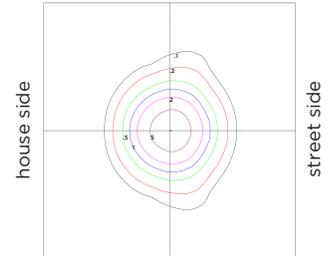
Type III, 100W at 16' Mount  
1" represents 25'



Type IV, 100W at 16' Mount  
1" represents 25'



Type V, 100W at 16' Mount  
1" represents 25'



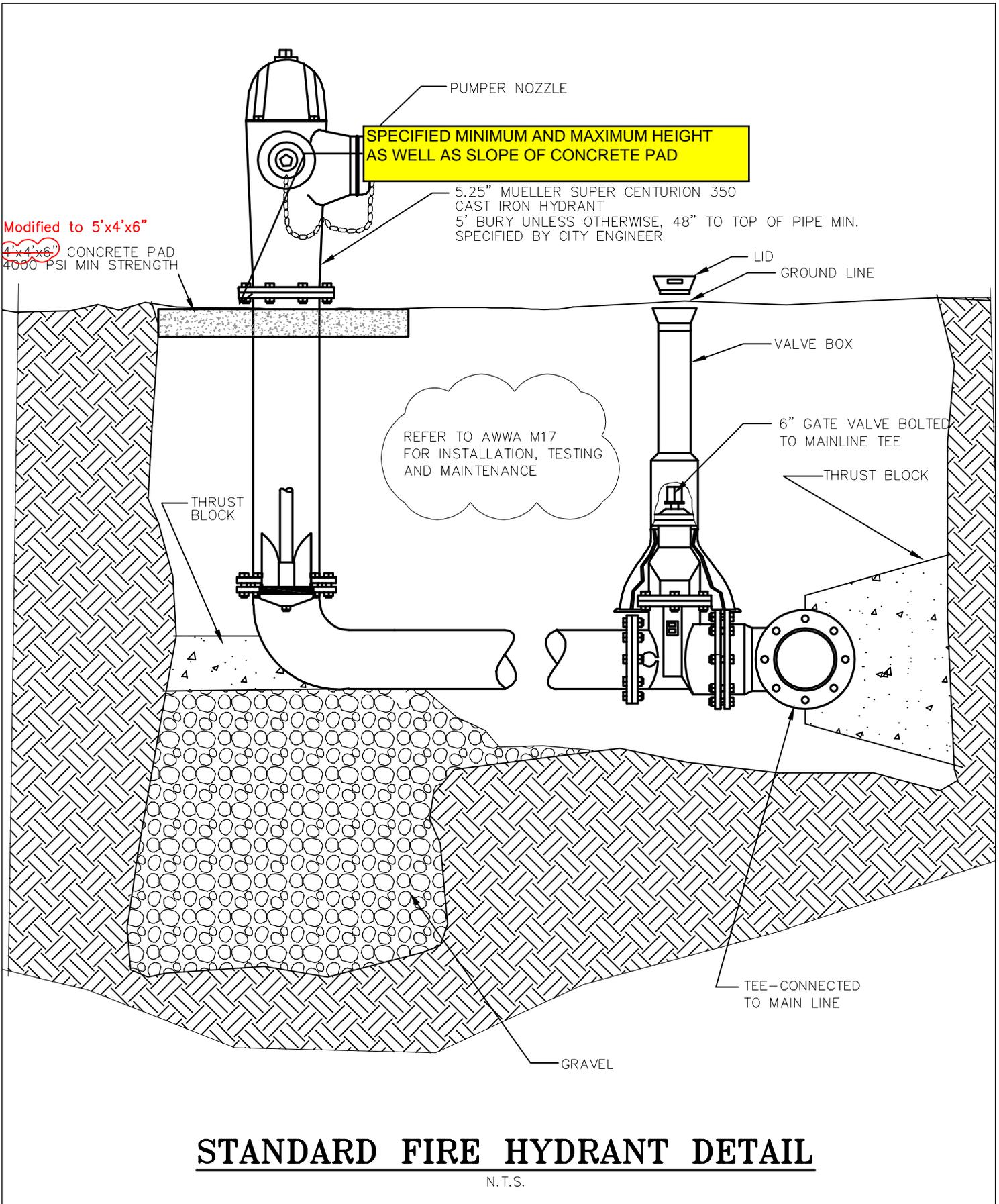
Photometric testing completed with K700 Series, non shrouded, no lens luminaires

Further photometric evaluation is suggested to analyze specific applications and achieve desired objectives

2-6-2020

# CURRENT STANDARD DETAILS

(Markup and Final of modified details only)



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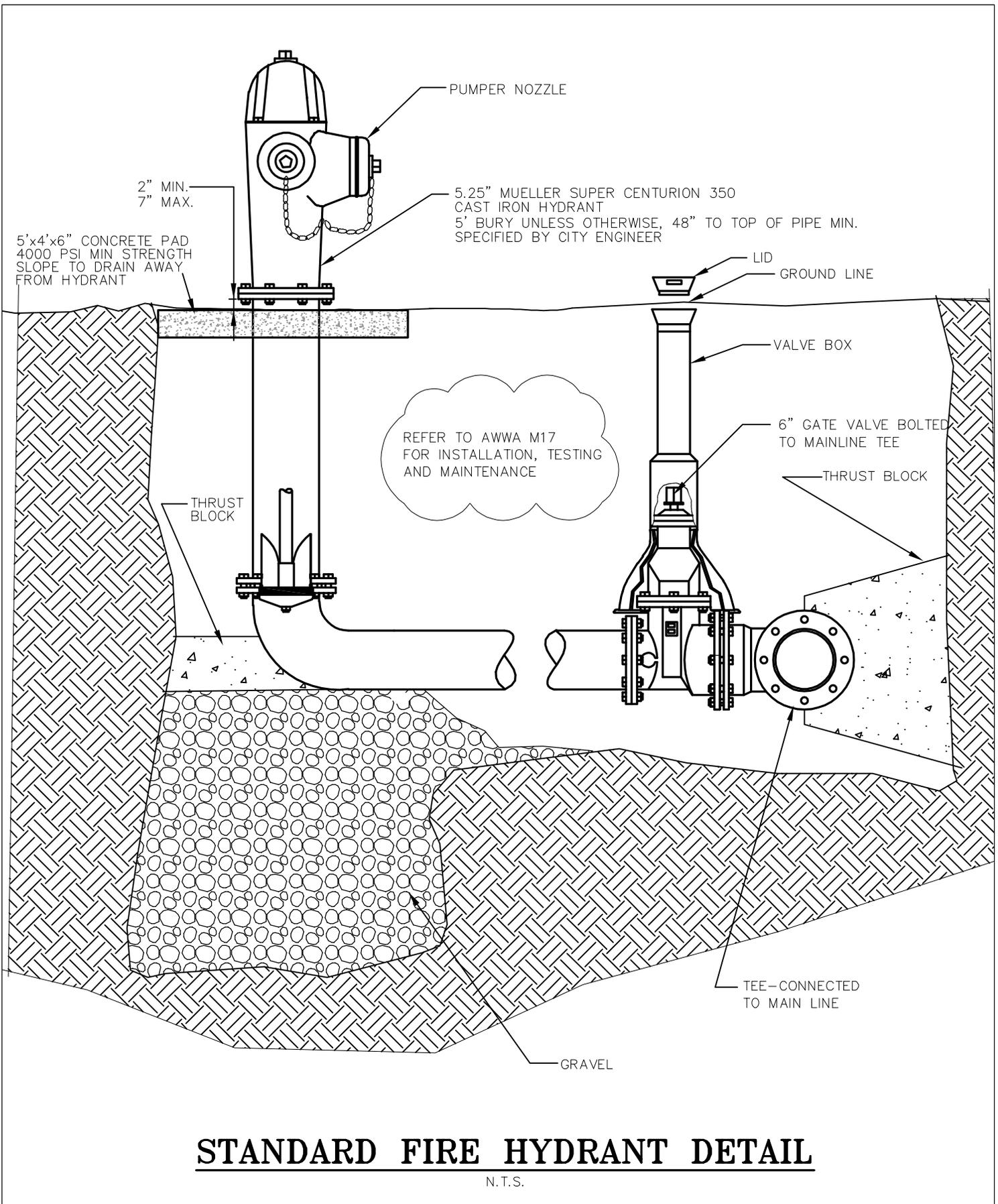
## TYPICAL FIRE HYDRANT

ALPINE CITY  
20 NORTH MAIN  
ALPINE, UT 84004

STANDARD DRAWING NUMBER: **23**

PLOT SCALE:	N.T.S.
DRAWN BY:	WJM
DESIGN BY:	
CHECKED BY:	
ADOPTED DATE:	4/1/04

REVISION			
NO.	BY	APRIL	DATE



# STANDARD FIRE HYDRANT DETAIL

N.T.S.

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### REVISION

NO.	BY	APRIL	DATE



CAD FILE: \\sage\csm\standard drawings\2015 Alzaki\Plot 18.dwg

## TYPICAL FIRE HYDRANT

ALPINE CITY  
20 NORTH MAIN  
ALPINE, UT 84004

STANDARD DRAWING NUMBER:

23

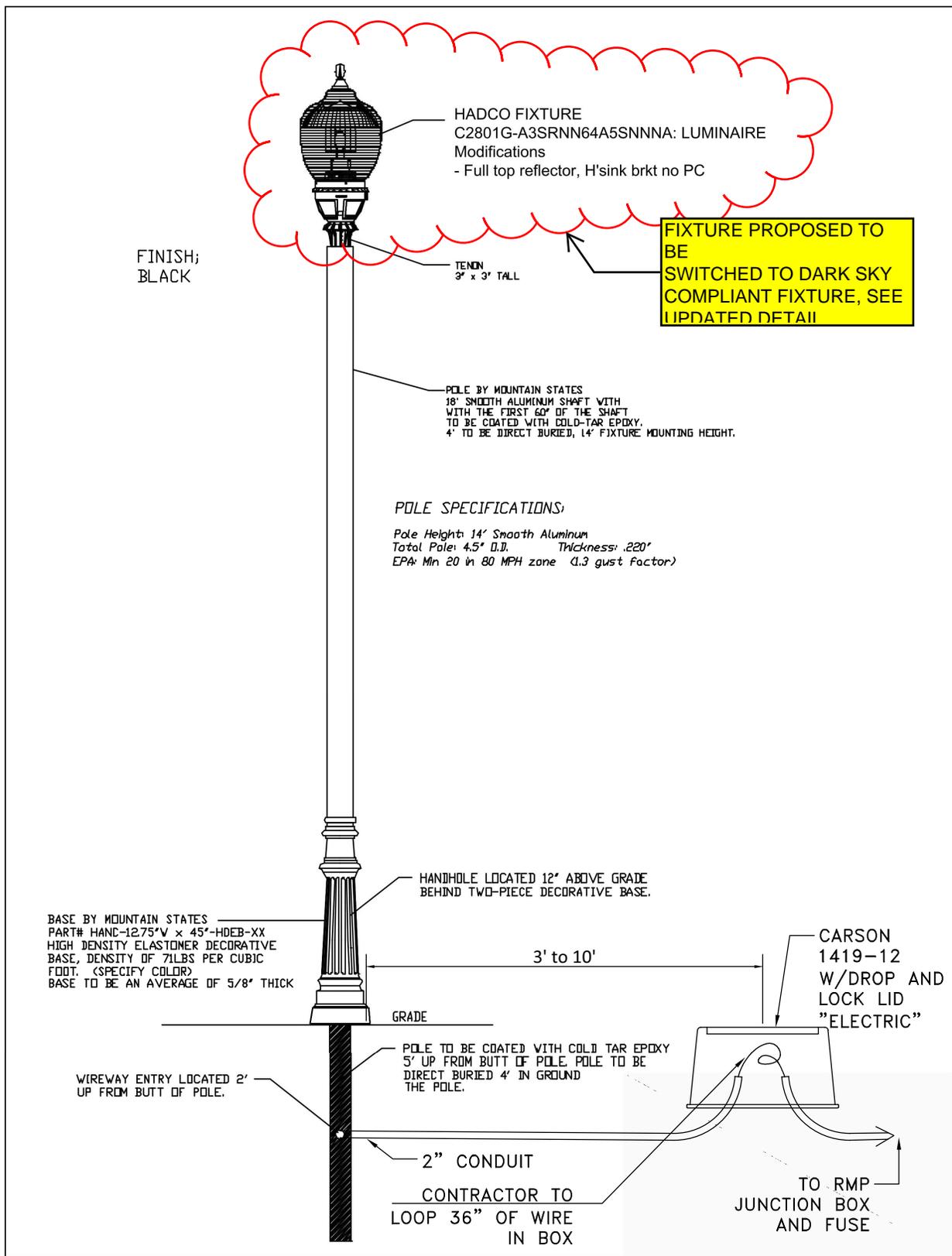
PLOT SCALE: N.T.S.

DRAWN BY: WJM

DESIGN BY:

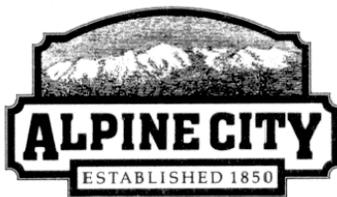
CHECKED BY:

ADOPTED DATE: 4/14/04



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**RESIDENTIAL  
STREET LIGHT**

ALPINE CITY  
20 NORTH MAIN  
ALPINE, UT 84004

STANDARD  
DRAWING  
NUMBER:

**31**

PLOT SCALE: N.T.S.  
DRAWN BY: WIM  
DESIGN BY:  
CHECKED BY:  
ADOPTED DATE: 12/7/18

**REVISION**

NO.	BY	APRIL DATE



KING LUMINAIRE K137 YARMOUTH (NO GLOBE) - LED  
 K137-P4NG-III-60(SSL)7030-120V-K26-PR7-  
 3K-TB-BK-1-WS

FINISH:  
 BLACK

TENON  
 3" x 3" TALL

14' SMOOTH ALUMINUM  
 4.5" O.D. .220" WALL THICKNESS  
 EPA: MIN 20 IN 80 MPH ZONE (1.3 GUST FACTOR)  
 PAINTED WITH THE FIRST 16"  
 OF POLE TO BE COATED  
 WITH ZINC COLD GALVANIZING COMPOUND

BASE BY MOUNTAIN STATES LIGHTING  
 PART# HANC-12.75"W x 45"-HDEB-XX  
 HIGH DENSITY ELASTOMER DECORATIVE  
 BASE, DENSITY OF 71LBS PER CUBIC  
 FOOT. (SPECIFY COLOR)  
 BASE TO BE AN AVERAGE OF 5/8" THICK

3' to 10'

GRADE

CARSON  
 1419-12  
 W/DROP AND  
 LOCK LID  
 "ELECTRIC"

INDUSTRIAL ZINC COATING  
 BURIAL PORTION OF SHAFT.  
 COATED 5' UP FROM THE BUTT  
 OF THE POLE.

WIREWAY ENTRY LOCATED 2'  
 UP FROM BUTT OF POLE.

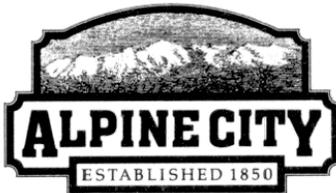
2" CONDUIT

CONTRACTOR TO  
 LOOP 36" OF WIRE  
 IN BOX

TO RMP  
 JUNCTION BOX  
 AND FUSE

**STATEMENT OF USE**

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**RESIDENTIAL  
 STREET LIGHT**

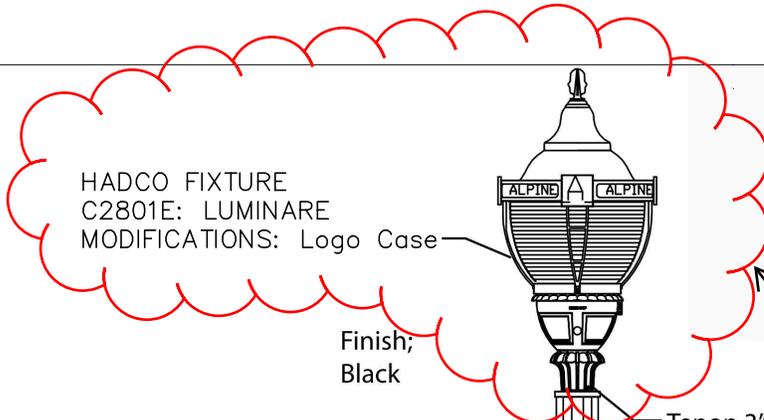
ALPINE CITY  
 20 NORTH MAIN  
 ALPINE, UT 84004

STANDARD  
 DRAWING  
 NUMBER: **31**

PLOT SCALE: N.T.S.  
 DRAWN BY: WJM  
 DESIGN BY:  
 CHECKED BY:  
 ADOPTED DATE: DRAFT

**REVISION**

NO.	BY	APRIL	DATE

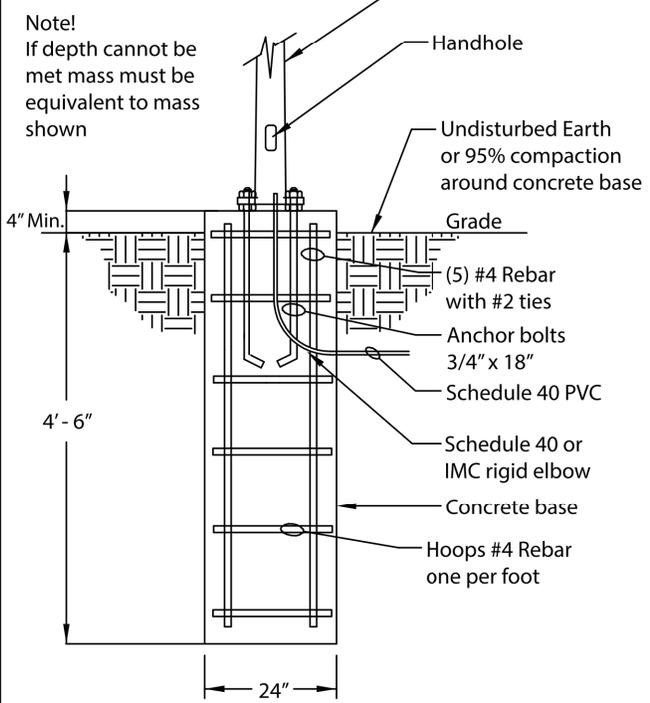


HADCO FIXTURE  
C2801E: LUMINARE  
MODIFICATIONS: Logo Case

**FIXTURE PROPOSED TO BE SWITCHED TO DARK SKY COMPLIANT FIXTURE, SEE UPDATED DETAIL**

Finish;  
Black

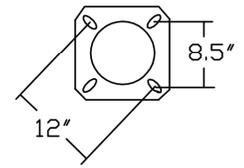
Tenon 3" x 3" Tall



**ARTERIAL - CONCRETE BASE DETAIL**

Pole by Mountain States Lighting  
14' extruded fluted aluminum shaft  
with the first 16" of the shaft  
to be coated with cold-tar epoxy

Pole Specifications:  
Mounting Height: 14'  
Pole O.D.: 5.0"  
Wall Thickness: .250"  
EPA: Min 20 in 80 MPH zone (1.3 gust factor)  
Anchor Plate: 12" bolt circle w/ 3/4" x 18" bolts



Anchor base detail  
12" bolt circle  
Anchor bolts: 3/4" x 18"

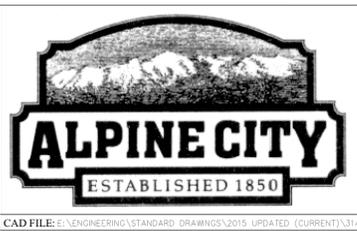
Base by Mountain States Lighting  
Part # Hanc-12.75" W x 45" -HDEB-BK  
High density elastomer decorative  
base, (Non-corroding).  
Density: 71lbs per cubic ft.  
Base to be an average of 5/8" thick

Handhole located 12" above grade  
behind two-piece decorative base.

\*\* SEE DETAIL 31 \*\*  
FOR REQUIRED  
JUNCTION BOX  
AT BASE

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REVISION	
NO.	BY

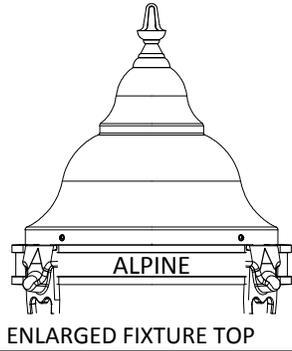


**DOWNTOWN STREET LIGHT**

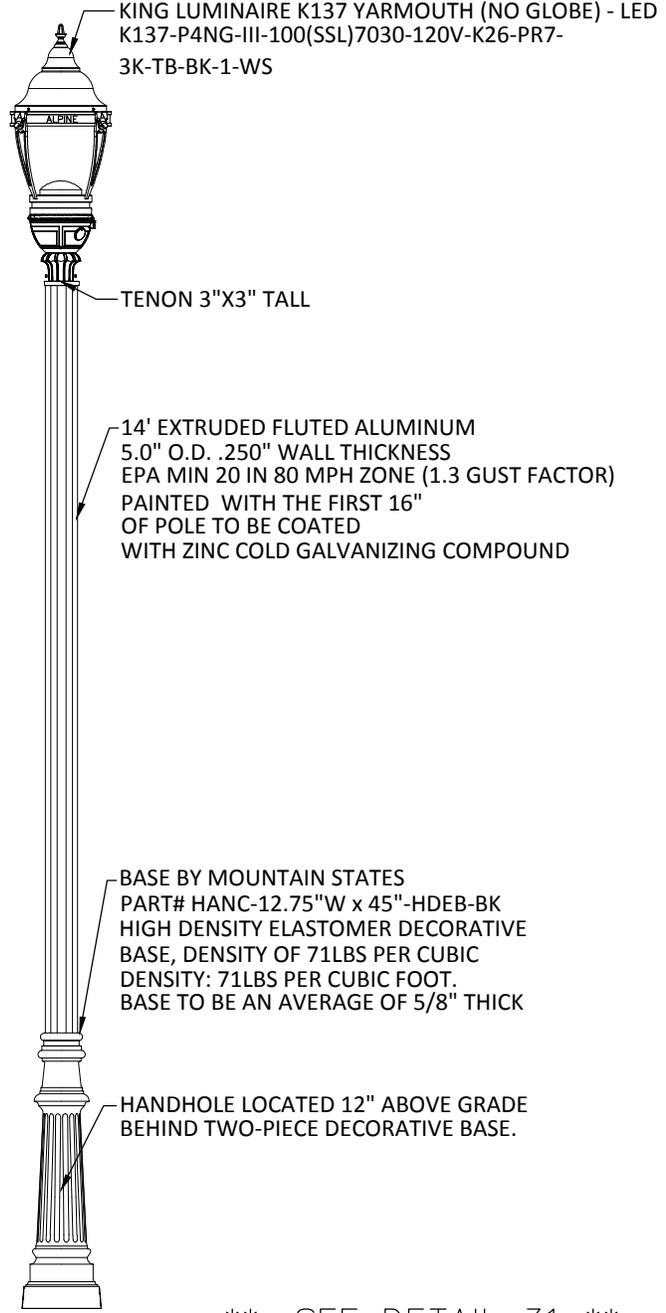
ALPINE CITY  
20 NORTH MAIN  
ALPINE, UT 84004

STANDARD DRAWING NUMBER: **31a**

PLOT SCALE:	N.T.S.
DRAWN BY:	WIM
DESIGN BY:	
CHECKED BY:	
ADOPTED DATE:	12/7/18

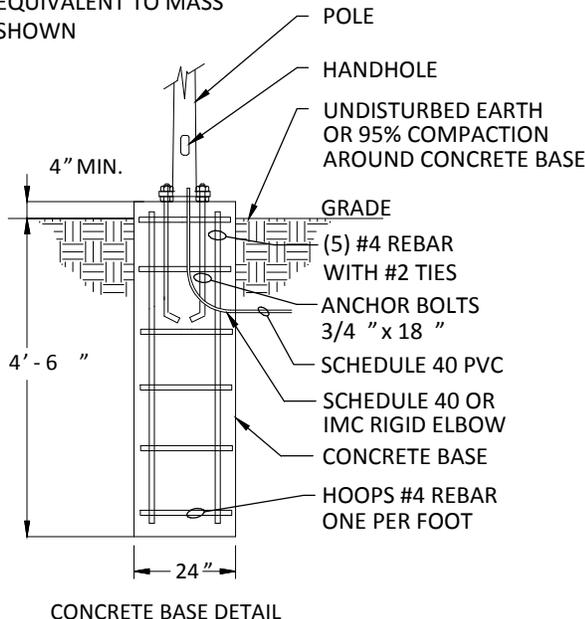


ENLARGED FIXTURE TOP

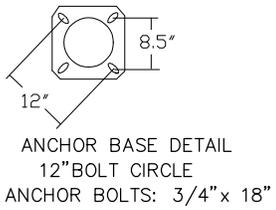


NOTE!!  
IF DEPTH CANNOT BE  
MET MASS MUST BE  
EQUIVALENT TO MASS  
SHOWN

FINISH;  
BLACK



CONCRETE BASE DETAIL



ANCHOR BASE DETAIL  
12" BOLT CIRCLE  
ANCHOR BOLTS: 3/4" x 18"

14' EXTRUDED FLUTED ALUMINUM  
5.0" O.D. .250" WALL THICKNESS  
EPA MIN 20 IN 80 MPH ZONE (1.3 GUST FACTOR)  
PAINTED WITH THE FIRST 16"  
OF POLE TO BE COATED  
WITH ZINC COLD GALVANIZING COMPOUND

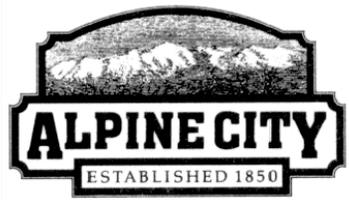
BASE BY MOUNTAIN STATES  
PART# HANC-12.75"W x 45"-HDEB-BK  
HIGH DENSITY ELASTOMER DECORATIVE  
BASE, DENSITY OF 71LBS PER CUBIC  
DENSITY: 71LBS PER CUBIC FOOT.  
BASE TO BE AN AVERAGE OF 5/8" THICK

HANDHOLE LOCATED 12" ABOVE GRADE  
BEHIND TWO-PIECE DECORATIVE BASE.

\*\* SEE DETAIL 31 \*\*  
FOR REQUIRED  
JUNCTION BOX  
AT BASE

STATEMENT OF USE

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DOWNTOWN  
STREET LIGHT

ALPINE CITY  
20 NORTH MAIN  
ALPINE, UT 84004

STANDARD DRAWING NUMBER: **31a**

PLOT SCALE:	N.T.S.
DRAWN BY:	WJM
DESIGN BY:	
CHECKED BY:	
ADOPTED DATE:	12/7/18

REVISION

NO.	BY	APRIL	DATE

# PROPOSED CONSTRUCTION STANDARD SPECIFICATIONS AND DETAILS (Clean version)



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Jed Muhlestein

Alpine City Engineer

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# CONSTRUCTION STANDARD SPECIFICATIONS

*Adopted* \_\_\_\_\_ *2020*



**ALPINE CITY CONSTRUCTION STANDARDS**

- Section 100. General Provisions.**
- Section 200. Improvement and Design Requirements.**
- Section 250. Inspection and Testing.**
- Section 300. Contractor Requirements.**
- Section 350. Earthwork and Trenches.**
- Section 400. Drinking Water.**
- Section 450. Pressurized Irrigation.**
- Section 500. Sanitary Sewer**
- Section 550. Storm, Land and Groundwater Drains.**
- Section 600. Streets and Pavements.**
- Section 650. Portland Cement Concrete and Masonry Work.**
- Section 700. Reserved.**
- Section 750. Reserved.**
- Section 850. Surface Irrigation Systems.**
- Section 900. Landscaping.**
- Section 950. Irrigation Sprinkler Systems.**
- Section 1000. Standard Details**

**Section 100. General Provisions.**

**SECTION INDEX**

**100.010. Improvement Requirements.**

- A. General.
- B. Improvements Made Before Recording.
- C. Variations, Substitutions, Exceptions and Changes.
- D. Protection of Existing Improvements.
- E. Maintaining Existing Road Surfaces.
- F. New Materials.
- G. City Furnished Products.
- H. Product Delivery and Handling.
- I. Product Storage and Protection.
- J. Building Permits.
- K. Other Specifications and Standards.

**100.020. Definitions.**

**100.010. Improvement Requirements.**

- A. General. This policy defines the general requirements for improvements to be built by the Developer, sub-divider, owner, or Contractor for all types of construction, (to include residential, commercial, industrial, institutional, governmental and professional office). All improvements which are in areas that are or will become public rights-of-way and/or easements, or that will be under the responsibility of a homeowner's association shall meet the requirements of these specifications.

The improvements shall include all street improvements in front of all lots and along all dedicated streets to a connection with existing improvements of the same kind and to the boundaries of the development. Layout must provide for future extension to adjacent development and to be compatible with the contour of the ground for proper drainage. All drinking water, sanitary sewer, pressurized irrigation, electric, communication, storm, land or groundwater drains and any other buried utilities or conduits shall be installed to the boundary lines of the Subdivision or development.

- B. Improvements Made Before Recording. No improvements shall be commenced until a final plat is approved and inspection fees paid.
- C. Variations, Substitutions, Exceptions and Changes. Any variation, substitution or exception from the standards in this policy must be authorized in writing by the City Engineer or his/her designee. Product options and substitutions must meet the requirements of APWA 01 25 00 (Product Options and Substitutions). Any item of construction not covered in these standards must have plans and specifications approved by the City Engineer or his/her designee. Requests for changes to the Construction Standards shall be made in writing to the City Engineer. These requests will be reviewed during revision process conducted in conjunction with the APWA revisions.
- D. Protection of Existing Improvements. The Contractor shall be responsible for the protection of any existing improvements on public or private property at the start of work or placed there during the progress of the work. Existing improvements shall include but are not limited to permanent surfacing, curbs, ditches, driveways, culverts, fences, walls and landscaping. Any surface improvements damaged as a result of construction shall be restored or replaced to an equal or better condition than before. This shall be accomplished in a timely manner.
- E. Maintaining Existing Road Surfaces. The Contractor shall be responsible for maintaining existing road surfaces suitable for travel by the public. The Contractor shall be responsible for all dust and mud control and all claims and damages resulting from failure to maintain the construction area.
- F. New Materials. Only new materials may be used during construction unless otherwise authorized by the City Engineer or his/her designee. In such a case where used materials are proposed, only materials of similar use may be installed in a new system with the same use. Example: Only previously used storm drain pipe can be evaluated for use in a new storm drain system or only previously used culinary main line may be evaluated for use in a new culinary system. If approved, the used materials must meet all applicable standards, thoroughly cleaned, and be restored to their original condition prior to installation.
- G. City Furnished Products. If the City furnishes any products the Contractor shall conform to requirements and specifications of APWA 01 64 00 (Owner-furnished Products).
- H. Product Delivery and Handling. The Contractor shall conform to requirements and specifications of APWA 01 65 00 (Product Delivery and Handling).
- I. Product Storage and Protection. The Contractor shall conform to requirements and specifications of APWA 01 66 00 (Product Storage and Protection).
- J. Building Permits. The City may issue a building permit upon application, in compliance with all laws, ordinances, rules, and regulations. No building permit will be issued until all the improvements essential to meet the building code and fire code are installed, accepted, and in service and all building permit and impact fees are paid.

When asphalt pavement plants are closed for the winter, building permits may be issued before paving if there is eight inches of compacted road base in all areas to be paved.

The City Engineer or his/her designee is hereby designated as the responsible official to accept the improvements.

- K. Other Specifications and Standards. City standards and ordinances shall supersede all other Standards whenever they conflict. Alpine City hereby adopts 2017 APWA (American Public Works Association). If not covered in these specifications and details, 2017 APWA specifications shall be used.

**100.020. Definitions.**

- A. AASHTO. The American Association of State Highway and Transportation Officials, is a standards setting body which publishes specifications, test protocols and guidelines which are used in highway design and construction throughout the United States.
- B. APWA. The Utah Section, American Public Works Association Manual of Standard Specifications, latest edition with all approved supplements. These standard specifications can be obtained at <http://utah.apwa.net/>. When sections of the APWA manual are referred to in these standards, the Contractor shall also adhere to the requirements and specifications of all related sections referred to by the section of the APWA manual.
- C. AWWA. The American Water Works Association Standards, latest edition.
- D. City. The City of Alpine, Utah.
- E. City Engineer. The person appointed by the City to be the City Engineer.
- F. City Planner. The person appointed by the City to be the City Planner.
- G. Civil Engineer. A person-licensed with the State of Utah to practice as a professional engineer.
- H. County. Utah County, Utah.
- I. Construction Plans. Construction plans include drawings showing all required improvements for a development showing their location, size, grade, and elevations.
- J. Customer. A person or company receiving service from any City utilities
- K. Contractor. A person or company hired by the City or a Developer to perform construction in or for the City, having appropriate state licenses to perform said work.
- L. Council or City Council. The governing body of the City.
- M. Cul-de-sac. A permanent dead-end street.
- N. Developer. Person, persons, partnership or corporation developing residential, commercial or industrial property.
- O. Development Code. The Alpine City Development Code as currently adopted by the City Council.
- P. Final Plat. An original recordable plat drawn on mylar in a form approved by the City and County, showing all lots, streets, utility easements, etc.
- Q. Flood Plain. That area designated on the most recent Flood Insurance Rate Map for the City of Alpine, prepared by the Federal Emergency Management Agency, as a flood plain as amended.
- R. General Plan. The general plan document as approved by the City Council.
- S. Improved Lot. A lot which has all the improvements required in the Alpine City Development Code.
- T. Improvements. Includes roads, streets, curb, gutters, sidewalks, grading, landscaping, water and sanitary sewer systems, irrigation systems, drainage systems, power and communication systems, fences, public facilities, trees or other requirements by this Section or by the City.
- U. Land Surveyor. A person licensed with the State of Utah to practice as a licensed land surveyor.

- V. Lot. A parcel or tract of land within a subdivision which is or may be occupied by a building or structure and the accessory buildings, structures or uses customarily incident thereto, including such open spaces as are arranged and designed to be used in connection with the building according to the zone within which the lot is located.
- W. LID. Low Impact Development is an approach to land development that works with nature to manage storm water as close to its source as possible. LID employs principles such as preserving and creating natural landscape features, minimizing effective imperviousness to create functional and appealing site drainage that treats storm water as a resource rather than a waste product.
- X. MUTCD. The Manual on Uniform Traffic Control Devices defines the standards used by road managers nationwide to install and maintain traffic control devices on all public streets, highways, bikeways, and private roads open to public traffic.
- Y. NEC. The National Electrical Code is a United States standard for the safe installation of electrical wiring and equipment.
- Z. NESC. The National Electrical Safety Code establishes rules which govern: a) methods of grounding; b) installation and maintenance of electric-supply stations and equipment, of overhead supply and communication lines, and of underground and electric-supply and communication lines; and c) operation of electric-supply and communication lines and equipment.
- AA. Offsite Facilities. Facilities outside of the boundaries of the subdivision or development site which are designated and located to serve the needs of the subdivision or development or adjacent property, usually lying between a development and existing facilities.
- BB. Onsite Facilities. Facilities installed within or on the perimeter of the subdivision or development site.
- CC. OSHA. The Occupational Safety and Health Administration is the main federal agency charged with the enforcement of safety and health legislation.
- DD. Parcel of Land. A contiguous area of land in the possession or ownership of one person with one tax identification number.
- EE. Planning Commission. The Planning Commission of Alpine City.
- FF. Preliminary Plat. A map or plat of a proposed subdivision or development with accompanying supplementary documents.
- GG. Public Utility Easements. The easements required to place public utilities across any privately owned property.
- HH. ROW. A public Right of Way is a strip of land that is granted, through an easement or other mechanism, for transportation purposes, such as for a trail, driveway, rail line or highway. A right-of-way is reserved for the purposes of maintenance or expansion of existing services with the right-of-way.
- II. Site Plan. A plan for a commercial, industrial, institutional, governmental or planned residential development in the City.
- JJ. Streets. A thoroughfare which has been dedicated and accepted by the City Council, which the City has acquired by prescriptive right or which the City owns, or is offered for dedication on an approved recorded final plat. For further explanation see the streets section.
- KK. Subdivision. Any parcel of land that is divided, re-subdivided or proposed to be divided into two or more lots, parcels, sites, units, plots, or other division of land for the purpose, whether immediate or future, for offer, sale, lease, or development either on the installment plan or upon any and all other plans, terms, and conditions. A subdivision includes (1) the division or development of land whether by deed, metes and bounds description, devise and testacia, lease, map, plat, or other recorded instrument; and (2) divisions of land for all land for all residential and nonresidential uses, including land used or to be used for commercial, agricultural, and industrial purposes.

- LL. Utilities. Includes drinking water lines; irrigation lines; sanitary sewer; storm, land and groundwater drains; gas lines; electric power lines; cable television and telephone lines; underground conduits; and junction boxes and all appurtenances to the above.

**Section 200. Improvement and Design Requirements.****SECTION INDEX****200.010. General.**

- A. Easement.
- B. Traffic Control.
- C. Survey.
- D. Temporary Controls.
- E. Landfill, Construction Debris, or Garbage.

**200.015. Specialized Engineering.**

- A. General
- B. Geotechnical Engineering.

**200.020. Construction Plans.**

- A. General.
- B. Plan Sheets.
- C. Electric and Communication Plans.
- D. Street, Parking Lot and Driveway Plans.
- E. Sanitary Sewer, Storm, Land and Groundwater Drain Plans.
- F. Drinking Water and Pressurized Irrigation Plans.
- G. Landscaping Plans.
- H. Irrigation Canal and Pipe Plans.

**200.030. Street Improvements.**

- A. General.
- B. Access
- C. Cul-de-sacs.
- D. Curbs, Gutters, and Sidewalks.
- E. Partial-Streets Widths.
- F. Driveway and Intersection Location.
- G. Parking.
- H. Reverse Frontage Lots.
- I. Temporary Turn-Arounds.
- J. Allowable Grades.
- K. Stamped Concrete or Pavers.
- L. Precast Concrete or Block Walls.
- M. Pedestrian Ramps.
- N. Horizontal and Vertical Curve.

**200.040. Utility Improvements.**

- A. General.
- B. Communication.
- C. Electric.
- D. Pressurized Irrigation.
- E. Sanitary Sewer.
- F. Storm Drain.
- G. Drinking Water.

**200.010. General.**

A. Easements. Developer shall provide easements for all utility extensions through private property. Developer shall also provide a 10 foot public utility easement along public right-of-ways or streets, along all exterior property boundaries of the development, and 5 foot public utility easements along all interior property lines of the development. If setbacks are less than 10 feet then public utility easements shall be the extent of the setback.

B. Traffic Control. A traffic control plan shall be submitted to the City prior to construction in or along public streets. All traffic control shall comply with APWA 01 55 26 (Traffic Control) and the MUTCD.

C. Survey. The alignment of the side property lines for each lot in a subdivision shall be marked in the top back of curb with a lot line witness marker that meets the requirements and specifications of APWA 31 05 10 (Boundary Markers and Survey Monuments). Developer shall provide survey bench marks and monuments as required by the City Engineer or his/her designee.

All property corners shall be marked with a rebar corner marker that meets the requirements and specifications of APWA 31 05 10 (Boundary Markers and Survey Monuments). Corners must be marked before acceptance of a subdivision's improvements by the City. The rebar must be offset 2 to 4 inches by a steel tee post four feet out of the ground on the property line alignment.

D. Temporary Controls. Temporary controls such as noise, dust, mud, surface water, ground water, pollution and erosion controls shall be made. Controls shall meet the requirements and specifications of APWA 01 57 00 (Temporary Controls). The pumping of groundwater across sidewalks, into gutters or into the sanitary sewer system is prohibited.

E. Landfill, Construction Debris or Garbage. No buildings, paved parking lots, paved roads, curb, gutter, or sidewalks are allowed to be located over landfills, construction debris, or garbage.

**200.015. Specialized Engineering.**

- A. General. Any specialized engineering beyond the expertise of city staff such as, but not limited to, geotechnical, traffic, environmental, hillside, floodplain, bank stabilization and erosion control will require the review of qualified consultants. All review costs shall be paid by the property owner/developer.
- B. Geotechnical Engineering. All Major subdivisions, as outlined in the Development Code, shall be required to submit a site specific geotechnical report. The geotechnical report shall include sufficient subsurface exploration, laboratory testing and geotechnical engineering analysis to render design level geotechnical recommendations and opinions regarding slope stability and required mitigation to protect planned or future development above and below the slope(s) from earth deformations and other adverse soil or geologic conditions.

All work completed in connection with the site specific geotechnical report shall be performed by an experienced geotechnical engineering firm and under the direct supervision and direction of a professional geotechnical engineer properly licensed in the state of Utah.

The scope of work described below is considered the minimum requirement for the geotechnical investigation. The geotechnical firm (Consultant) shall use their experience and engineering judgment in conjunction with the minimum requirements outlined below to develop an appropriate site-specific geotechnical scope of work and report.

1. Field Explorations. Prior to commencing field explorations the geotechnical engineer shall review available geologic maps, aerial photographs and other pertinent literature to develop an understanding of the site and its geologic setting.

Locate utilities within areas of explorations by notifying the appropriate local one-call state utility locate service. Independent private utility locates may be required for utilities not identified by the local one-call service. Complete subsurface explorations, as many as needed to obtain a representative sample of all soil conditions for the entire site, but specifically shall be obtained for proposed roadway locations and residential building.

Boring (s) shall be located within close proximity to slope crests so as to render a representative soil profile of the slope for analysis. The boring(s) shall extend to a minimum depth of 15 feet

below the top of the slope. For example, if a 30-foot tall slope is being evaluated the boring shall extend at least 45 feet below the top of the slope. Borings shall extend through existing fill materials so that at least one sample is collected in native soil. Adjust boring depths for anticipated site development cuts and fills and for known soil conditions.

The geotechnical shall consider past property use and location. Additional soil borings shall be planned for sites located in areas that are known or suspected to have had previous slope deformations or seeps, springs or other adverse features. Special attentions shall be given to identifying, to the extent practical, the presence and extent of existing fill.

Collect a minimum of four (4) soil samples in the upper ten (10) feet of the profile and at intervals of five (5) feet thereafter. Adjust sampling intervals to include major changes in soil layering. Collect a sufficient number of undisturbed samples in fine-grained soils to properly assess strength and consolidation properties. Perform split barrel sampling in granular soils. Field blow counts should be corrected for energy and depth and presented as Standard Penetration Test (SPT) blow counts on the soil boring logs.

Field classify encountered soil in accordance with the American Standard for Testing and Materials (ASTM) and Unified Classification System (USCS).

Borings encountering bedrock shall be extended a minimum of 5 feet into the bedrock. Rock coring equipment shall be used where practical to aid in assessing rock properties. Where cores are collected, Rock Quality Designator (RQD) values should be presented on the boring logs.

2. Laboratory Testing. Samples collected in the field shall be properly packaged to avoid disturbance or freezing and transported to an accredited geotechnical and materials testing laboratory for further observation and testing. Laboratory testing shall be performed under the direction of a Utah licensed professional geotechnical engineer and in accordance with appropriate ASTM standards. At a minimum laboratory testing shall include the following:

- a. Sieve analysis – determine grain size distribution and percent fines (minus 200 sieve)
- b. Atterberg tests – classification, indexing, shrinkage and expansiveness
- c. In-place density
- d. Natural moisture content
- e. Shear strength – Direct Shear and/or Triaxial Shear

Additional laboratory testing may be required to address site conditions and provide necessary engineering properties for analysis. The geotechnical engineer shall use his professional judgment and local experience to determine an appropriate scope for laboratory testing.

Laboratory test results shall be presented in the Geotechnical Report, on individual summary sheets in the report appendix or on the boring logs.

3. Geotechnical Report Requirements. The results of the field and laboratory programs shall be evaluated by a Utah registered professional geotechnical engineer. Based on the results of their evaluation, an engineering report shall be prepared that details the results of the testing performed, provides logs of the borings and a diagram of the site/boring layout and provides geotechnical recommendations and information regarding following:

- a. General suitability of the site for the planned development
- b. Recommended precautions and limitations
- c. Subsurface exploration procedures
- d. Soil and rock conditions encountered
- e. Groundwater depth during and after drilling
- f. Geologic setting
- g. Geologic hazards (ie – fault, slide, rock fall, etc.)
- h. Slope stability including provisions, recommendations and designs to mitigate the effects of unstable slopes and other geologic hazards that may adversely impact planned developments above and below the slope(s)
- i. Special design and construction provisions for footings or foundations near steep slopes, including type and depth of foundation system and set back distance from slopes
- j. Surface water runoff control and drainage

- k. Subsurface drainage
- l. Site grading and earthwork requirements, as appropriate

Detailed individual boring logs and graphical cross sections summarizing soil / rock profiles and slope stability analysis and results shall be included in the geotechnical report. The logs shall contain sufficient detail to render a clear description of the soil stratigraphy, soil descriptions and classifications, SPT blow counts, sample locations and depths, ground water depths and appropriate laboratory test results. Individual boring logs shall include a description of the boring location, exploration equipment used, relative or actual elevation, date of exploration and other pertinent information relative to the field exploration. The cross sections shall contain sufficient detail to render a clear description of the slope stability analysis results and any mitigation measures required. The cross sections shall contain soil profile data and a summary of engineering properties and parameters used in the analysis for each significant soil / rock layer.

The final geotechnical report shall bear the geotechnical engineer's stamp and seal. One (1) electronically submitted PDF copy of the report shall be delivered to the City of Alpine within sufficient time for review and comment. The City will have the report reviewed by its own geotechnical engineer. The cost of that review will be borne by the applicant.

**200.020. Construction Plans.**

- A. General. The following instructions are for the purpose of standardizing the preparation of construction plans to obtain uniformity in appearance, clarity, size, and style. Plans and designs shall meet the standards defined in the specifications and drawings hereinafter outlined. All drawings and/or prints shall be clear and legible and conform to good engineering and drafting room practice.

Include the following in construction plans for all developments:

- 1. A copy of the proposed final plat or site plan;
- 2. A plan view of the entire project showing all utilities, roads, and appurtenances;
- 3. Plan and profiles of all storm, land and groundwater drains, sanitary sewer, curb, gutter, and irrigation;
- 4. Detail drawings of street cross sections according to the standard drawings and other detail drawings only for items not found in the City standard drawings. Detail drawings shall be to scale and completely dimensioned and described. All items shall be designed in accordance with minimum requirements established by the City Construction Standards;
- 5. Complete plans for all off-site work to be done in conjunction with the project;
- 6. A stamp and signature of a Civil Engineer licensed in the state of Utah on each plan sheet, detail drawing, and design sheet;
- 7. Engineer's take off quantities and cost estimate for all construction work related to the project;

- B. Plan Sheets. Include the following on each plan sheet:

- 1. North Arrow;
- 2. A standard engineering scale between 1 inch equals 10 feet and 60 feet. A scale of 1 inch equals 100 feet may be used on the plan view of the entire project if necessary to fit project on one sheet;
- 3. Title block along right side of sheet with title of drawing in lower right corner. Include in title block:
  - a. Name of subdivision and plat or site plan;
  - b. Name of city;
  - c. Specific type of drawing (construction drawings, plan view, plan and profiles, off-site construction, detail drawings);
  - d. Name of engineer, surveyor, or firm preparing drawings;
  - e. Drawing number of total number of drawings;
- 4. Also include the following with profile drawings:
  - a. Vertical scale of 1 inch equals 1, 2, 3, 4, 5, or 6 feet;
  - b. Reference to the vertical datum. The 1929 or 1988 North American Vertical Datum (NAVD29 or NAVD88) shall be used for all elevation data;
  - c. Benchmark location and elevation for checking construction;
  - d. Stationing aligned from plan view with the profile view;
  - e. Existing ground, ditch, and utility lines;
  - f. A sheet index on each sheet showing profiled area in relation to the overall project.

- C. Electric and Communication Plans. Construction plans must include the location of all existing poles, transformers, secondary junction boxes, gas lines, sectionalizers, overhead electrical wire and overhead

communication cable. Developers will be required to work separately with owners of these companies to obtain the necessary approvals from them.

- D. Street, Parking Lot, and Driveway Plans. Include the following for curb, gutter, storm, land and groundwater drains, drainage structures, sidewalks, and street surfacing plans:
  1. Plan and profile for top back of curb for each side of the street. Label profile line as top back of curb for both sides of street if it is the same;
  2. Stationing and top back of curb elevations with curve data for curb returns;
  3. Flow direction and type of cross drainage structures at intersections with adequate flow line elevations;
  4. Type of curb and gutter if other than the standard twenty-four inch curb and gutter in the standard drawings;
  5. Location and width of driveways;
  6. Street cross sections with all proposed and existing utilities and base sections as per soils report and Construction and Development Standards;
  
- E. Sanitary Sewer, Storm, Land and Groundwater Drain Plans. Include the following for sanitary sewer, storm, land and groundwater drain plans:
  1. Plan and profile of all new and existing mains and manholes;
  2. Box and manhole size, location, and elevations of flow lines and rim;
  3. Location, size, grade, and type of pipe of new and existing mains;
  4. Location of each lateral with distance stubbed back into property clearly drawn and dimensioned;
  5. Storm water calculations per the Alpine City Storm Water Drainage Design Manual and Appendicies;
  6. Storm inlet boxes shall be located on street corners and or property lines.
  
- F. Drinking Water and Pressurized Irrigation Plans. Include the following for drinking water and pressurized irrigation plans:
  1. Location, size, and type of pipe of new and existing water mains;
  2. Location of valves, fittings, hydrants, boxes, meters, and appurtenances;
  3. Minimum cover;
  4. Location of each lateral with distance stubbed back into property clearly drawn and dimensioned;
  5. Looping of the drinking waterline will be required at the discretion of the City Engineer or his/her designee to provide adequate fire flows and redundancy.
  
- G. Landscaping Plans. For landscaping that will be maintained by the City, developments with landscaping restrictions (Three Falls, Summit Pointe, etc.), or a homeowner's association submit one copy of the landscaping plans including all irrigation system layouts, details, legends, and drawings. These project plans shall meet the requirements of the Section 900. Landscaping and Section 950. Irrigation Sprinkler Systems, as well as the specific requirements of the development in which they are located.
  
- H. Irrigation Canal and Pipe Plans. Plans that affect canals or irrigation pipes must be stamped approved by those responsible for their maintenance before they will be approved by the City.

**200.030. Street Improvements.**

- A. General. The Developer shall construct all streets and appurtenances required for the development as specified by the City Council in accordance with the City Construction and Development Standards and/or other codes adopted by the City. The design and all street work shall be done as directed and under the supervision of the City Engineer or his/her designee.
  
- B. Access. Access requirements shall be in accordance with the Development Code.
  
- C. Cul-de-sacs. The maximum length of a cul-de-sac is 450 feet measured from the nearest right-of-way line of the adjoining street to the center of the cul-de-sac. The minimum radius of the cul-de-sac is 60 feet at the property line.
  
- D. Curbs, Gutters and Sidewalks. Curbs, gutters, and sidewalks shall be built along all public streets according to the standard drawings. All curbs, gutters, and sidewalks shall connect to existing curbs, gutters, and sidewalks within a reasonable area as determined by the City Engineer or his/her designee.
  
- E. Partial-Streets Widths. Per Alpine City Development Code

- F. Driveway and Intersection Location. Driveways and street intersection locations shall be designed according to Alpine City Transportation Master Plan. No driveway shall be constructed within 40 feet from an adjoining street. The distance is measured from the adjoining street's Top Back Curb (TBC) to the edge of driveway for access.

Curb cuts shall only be allowed for driveways. Driveways shall be a minimum of 3 feet away from any above grade utility box and curb cuts for driveways must be a minimum of 6-inches away from the property line. All accesses and streets onto arterials must be approved by the City Engineer or his/her designee.

- G. Parking. Per Alpine City Development Code.
- H. Reverse or Double Frontage Lots. Per Alpine City Development Code
- I. Temporary Turn-Arounds. Per Alpine City Development Code.
- J. Allowable Grades. Per Alpine City Development Code
- K. Stamped Concrete or Pavers. Alpine City does not allow colored/stamped concrete or pavers on city owned concrete flatwork unless recommended by the Planning Commission and approved by the City Council.
- L. Precast Concrete or Block Walls. The design of all walls greater than four feet of exposed height must be approved through the Building Department. Design must be stamped and signed by a licensed professional civil engineer registered in the state of Utah.
- M. Pedestrian Ramps. Pedestrian ramps shall be placed at all corners of intersections and at all other locations of regular pedestrian traffic across roads as determined by the City Engineer or his/her designee. All ramps shall conform to the requirements of the Americans with Disabilities Act and City standards.
- N. Horizontal and Vertical Curve. Per Alpine City Development Code

**200.040. Utility Improvements.**

- A. General. It shall be the responsibility of the Developer to connect to existing utilities or improvements wherever they are located and extend those improvements to and through the development. Workmanship and details of construction shall be in accordance with the City Construction Standards and/or other codes adopted by the City. All work shall be done under the supervision of the City Engineer or his/her designee.
- B. Communication. Communication lines shall be underground except when the City Engineer or his/her designee feels that such underground lines are not in the best interest of the City.
- C. Electric. Electrical lines shall be underground except when the City Engineer or his/her designee feels that such underground lines are not in the best interest of the City. Lines shall be located opposite of water and pressurized irrigation lines.
- D. Pressurized Irrigation. The Developer shall connect the development with the city pressurized irrigation system with all appurtenances and shall make such pressurized irrigation available to each lot or unit within the development. Adequacy of supply and sizes of pressurized irrigation mains shall be established by the City Engineer or his/her designee. Meter boxes shall be located per Alpine City Standard Details.
- E. Sanitary Sewer. The Developer shall provide each lot with a sanitary sewer system in accordance with the ordinances of the City. All measures should be taken to utilize a gravity sewer system before the City will consider a pumped system. All said work shall be done as directed and under the supervision of the City Engineer or his/her designee.
- F. Storm Drain. The Developer shall provide on-site storm drainage facilities according to the storm water Drainage Design manual and in accordance with the ordinances of the City. Storm drainage systems shall incorporate Low Impact Development (LID) systems. The maximum allowable storm water discharge from any commercial and industrial development will be limited to 0.07 cfs/acre of development. Individual lots shall retain the 90<sup>th</sup> Percentile Storm.
- G. Drinking Water. The Developer shall connect the development with the city drinking water system with all appurtenances and shall make such drinking water is available to each lot or unit within the development. Adequacy of supply and sizes of drinking water mains shall be established by the City Engineer or his/her

designee. Pipes shall be located opposite from electrical lines. Looping of the drinking waterline will be required at the discretion of the City Engineer or his/her designee to provide adequate fire flows and redundancy. Meter locations shall be per Alpine City Standard Details.

**Section 250. Inspection and Testing.****SECTION INDEX****250.010. General.**

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**250.050. Pressurized Irrigation.**

- A. General.
- B. Main Line Inspection.
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- D. Pressure Test.
- E. Leakage Test.

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- A. General.
- B. Main Line Inspection.
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- D. Air Pressure Test.
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**250.070. Storm, Land and Groundwater Drains.**

- A. General.
- B. Main Line Inspection.
- C. Air Pressure Test.
- D. Video Inspection.
- E. Deflection Test.

**250.080. Streets.**

- A. Asphalt Pavement Material Tests.
- B. Compaction Tests.
- C. Grading Inspection.
- D. Thickness Test.
- E. Profile Tolerance Inspection.
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**250.090. Drinking Water.**

- A. General.
- B. Main Line Inspection.
- C. Drinking Water Service Inspection.
- D. High Chlorine Test.
- E. Pressure Test.
- F. Leakage Test.
- G. Bacteria Test.

**250.010. General.**

- A. Quality Assurance. The following work shall be subject to the inspection and testing requirements of this Section:
  1. Work on existing or proposed City property;
  2. Work on property that will be owned by a property owners association;
  3. Work on existing or proposed streets, easements, or right-of-ways;
  4. Work on existing or proposed City utilities.

The Contractor must ensure that all inspection and testing required by these standards is performed and accepted by the City Engineer or his/her designee. The Contractor must also ensure that any additional inspection and testing required by the City or a testing company is performed and accepted by the City. In projects other than those bid out by the City, the Developer is ultimately responsible for the work of the Contractor.

- B. Submittals. Contractor shall turn in submittals for all testing not performed by the City.
  1. *Field Test Report.* Contractor must submit original field test report immediately to City whenever possible. Reports may not be submitted later than the end of the current day.
  2. *Laboratory Test Report.* Submit original report to the City within 48 hours after test results are determined.

*Material and Equipment Specifications.* One copy of the manufacturer’s specifications and manuals for equipment and materials used must be submitted to the City 7 days before the pre-construction meeting.
- C. Preconstruction Meeting. The Contractor must schedule a preconstruction meeting with the City’s engineering department before any work on a new development or City project may begin.

The Contractor, Developer, project engineer, and all sub-contractors must be present at the preconstruction meeting. Any sub-contractor not attending the preconstruction meeting must schedule an additional preconstruction meeting with the City before beginning work. Work must begin within 4 weeks of the preconstruction meeting or a new preconstruction meeting must be scheduled by the Contractor at the discretion of the City Engineer.

- D. Inspection and Testing Notification. The City may contract with a private company to conduct any inspections or testing specified to be performed by the City. All inspections and tests must be scheduled with the City or company contracted by the City a minimum of 1 full business day before needed. Requests for inspection on work requiring continuous inspection shall be made 3 full business days prior to commencing the work.
- E. Testing and Sampling. The City Engineer or City Inspector may require that sampling be performed in their presence, in which case the Developer or Contractor shall be notified of this requirement in writing at the time the building permit is issued, or at the preconstruction meeting, or when construction drawings are released by the City for construction, as applicable.

Each sample or test shall be accompanied by the following written data, which shall be reported to the City with test results:

1. Name of Project.
  2. Name of Developer/Contractor.
  3. Project Street Address.
  4. Appropriate Test Name.
  5. Date of Sampling.
  6. Sample Number (if more than one sample per day).
  7. Name of technician who performed the testing.
  8. Location of sample.
- F. Testing Agency. All materials testing, whether in a laboratory or in the field, shall be conducted by a testing agency approved by the City Engineer or his/her designee.
  - G. Work without Required Inspection and Testing. Any work performed without required inspection or testing will give the City the option to call the bond covering that portion of the improvements in violation, or, require the removal and replacement of the un-inspected work. For City projects, the City Engineer may also accept the work at a reduced price if the lowest pay factor is applied.

- H. Inspection and Testing Fees. Inspection fees and/or connection fees shall be paid and permits required shall be obtained prior to commencement of construction.
- I. Sub-standard Work and Pay Factors. If any inspection or test indicates that work does not meet City standards the City Engineer may require that the work be redone. If the work has a pay factor option in the standards, the City Engineer may accept the work at a reduced price upon condition that the pay factors outlined in the City standards apply. Payment reduction amounts shall either be assessed to the developer as a fee based upon bond estimates for the work, or be applied against payments to Contractors for City contracts. When any work is done to a lower standard than allowed for in the pay factor tables the work shall be redone until it meets City standards.
- J. Weekly Progress Meetings. At the pre-construction meeting it will be determined if weekly construction meetings are required. The City Engineer or his/her designee, City inspectors, the Contractor, and sub-contractors shall be in attendance.
- K. Road Construction. Road construction may not commence until all underground utilities (both City and privately owned) are installed and pass all the inspections and tests required by these standards.
- L. As-Built Survey. The Contractor shall notify the City to survey all underground utilities either installed or uncovered in the course of construction. Contractor shall give the City 24 hour's notice to survey utilities.
- M. Acceptance of Improvements. Inspections made by the City or a company hired by the City to determine compliance with the specifications do not imply final acceptance of the work. The City requires the completion of all facilities before any are accepted for maintenance. The following inspections must be scheduled and passed before final acceptance of any improvements:
  - 1. End of Construction Inspection. The Contractor must schedule with the City an end of construction inspection once all the improvements in a development or project are completed according to the Construction and Development Standards.
  - 2. Final Acceptance Inspection. One year after the Contractor or Developer passes the end of construction inspection, he or she must schedule a final acceptance inspection.

If the Contractor or Developer does not pass one of these inspections a punch list of work items necessary to pass the inspection will be given to the Contractor or Developer within 2 business days of the inspection. The Contractor or Developer must reschedule inspections with the City until the project or development passes the inspection.

All improvements shall be free from defects, damage, or debris at the time of these inspections. The Contractor or Developer shall not be responsible for debris or damage not caused as a result of his or her work or quality of work.

Any faulty or defective work shall be corrected by the Contractor within 30 days of the failed inspection or according to the contract the City has with the Contractor.

If the Contractor or Developer fails to do so, the City Engineer or his/her designee shall have such repairs made, and the cost of such repairs shall be paid by the Developer together with 25% in addition thereto for stipulated damages for such failure on the part of the Developer to make the repairs.

**250.020. Earthwork.**

- A. Compaction and Moisture Content Tests. The Contractor will test all sub-grade and fill material for compaction and moisture content and will provide these tests to the city within 48 hours of testing. Test locations shall be determined by the City.
  - 1. Trenches. Tests will generally be taken 1 per 200 lineal foot of trench per 8 inch lift.
  - 2. Streets. Tests will generally be taken 3 per 200 lineal foot of street per 8 inch lift.
  - 3. Other Cuts and Fills. Tests will generally be taken 1 per 2,000 square feet of compacted area.
- B. Red-head Inspection. The project engineer must provide red-heads for all grade work when brought to within 3 inches of finish grade. The City must inspect and accept finished grading to the engineered red-heads.
- C. Proof Roll Inspection. Prior to placing fill material for roadbed backfills, proof roll sub-grade using gross weight of 18,000 pounds per tandem axle, with a tire pressure at least 90 psi, unless otherwise specified by

the soils report. Contractor shall proof roll under the supervision of the City according to the following conditions:

1. *Passes.* All proof roll passes will traverse the sub-grade parallel to the roadbed centerline. All subsequent passes will be offset half the vehicle width until the entire sub-grade is tested.
  2. *Mitigation.* The City will analyze, determine, designate, and measure the areas, if any, requiring additional compaction or reconstruction.
  3. *Sub-grade Protection.* Once sub-grade passes the proof rolling test, protect the surface from construction operations and traffic damage. Repair all cuts, ruts, and breaks. Keep surface in a satisfactory condition until geotextile fabric or base course has been placed.
- D. Thickness Test. Material thickness tests will be conducted by the City when the City Engineer or his/her designee considers it necessary. The total depth shall be reasonably close to that shown on the typical section. Depth analysis shall be made on at least four holes for each section. Base thickness shall be accepted if 75% of the test holes are less than 1/4" below the specified thickness and no individual hole shall be more than 3/4" below the specified thickness.

**250.030. Landscaping and Irrigation Sprinkler Systems.**

- A. Plant Material Inspection. All plant materials are to be inspected and approved by the City at the time of delivery on site. This approval does not constitute final acceptance of any plant material by the City Parks Department Representative. All plant materials will be inspected again at time of final inspection and once again at the end of the warranty period. Any plant found to be unacceptable at any of these inspections shall be immediately removed and replaced.
- B. Sprinkler System Assembly Inspection. An on-site inspection shall be conducted by the City after the entire sprinkler system is assembled and prior to backfilling the trenches. During this inspection all fittings, bends, sweeps, valves, sprinkler heads and any other appurtenance on the system shall be surveyed by the City.
- C. Fall Sprinkler Winterizing Test. In the fall of the year during the installation and guarantee period, the Contractor shall meet with the City on the project site. The Contractor shall winterize the system by draining all the water and doing everything necessary to insure the protection of the system until spring. Blowing out the lines by compression shall be permitted during the 1 year guarantee. The individuals involved from both parties shall exchange all information necessary for the eventual takeover of the system by the Alpine City Maintenance Personnel.
- D. Spring Sprinkler Energizing Test. The Contractor with the City Maintenance Personnel in attendance shall energize the sprinkler irrigation system the spring following the fall winterizing test. Contractor shall repair all defects found as a result of winter damage, improper installation, improper maintenance, defective materials or inadequate sprinkler drainage.
- E. Final Acceptance Inspection. At the end of the guarantee period, all landscaping and irrigation sprinkler systems must then be inspected and tested by the City. As-built drawings shall be furnished to the City at the time of the final inspection.

Irrigation sprinkler systems must operate in a satisfactory manner, with a full uniform coverage of the areas that are indicated to be sprinkled. Sprinkler heads shall be adjusted to proper level.

Landscape and irrigation sprinkler systems will not be inspected for acceptance in parts. Where inspected work does not comply with requirements, Contractor shall replace rejected work and continue specified maintenance until reinspected by the City and found to be acceptable. Remove rejected plants and materials promptly from the project site.

**250.040. Portland Cement Concrete Work.**

- A. General. All materials and processes involved in concrete work shall be subject to inspection and testing as detailed in the various paragraphs of this section and in general compliance with ASTM E105-54T. Results of tests performed by laboratories approved by the City to the satisfaction of the City Engineer or his/her designee shall be accepted by the supplier as a basis for acceptance or rejection of any and all materials.

The latest appropriate ASTM tests and methods shall be considered to be standard, and will include but not be limited to concrete, cement, aggregates additives, curing compounds, parting compounds and jointing materials. A copy of all batch tickets for concrete placed shall be submitted to the City.

- B. Slump, Temperature and Air Entrainment Test. The Contractor shall test slump, temperature, and air entrainment on every fifty cubic yards or less of concrete placed each day. Tests shall be taken after ½ to 1 yard has been poured from the mixer. Once a sample is taken the concrete pour shall be stopped until tests show that the concrete meets City standards. Concrete that does not meet mix design requirements for slump, temperature, and air entrainment shall not be used. Any that may already have been poured shall be removed before hardening.
- C. Compression Test. The Contractor shall test compression on every fifty cubic yards or less of concrete placed each day according to ASTM C143, C231, C1064, C172, and C31. Three cylinder specimens shall be taken for each test, one shall be broken at 7 days, one at 28 days and the third held for 45 days after submittal in case further testing is required.

Specimens shall attain the specified strength at 28 days. One lot is 1 day’s production. A lot with sub-standard compressive strength may be accepted at reduced price if the appropriate pay factor is applied to the whole lot. The following table outlines the pay factors for sub-standard Portland cement concrete strength:

PORTLAND CEMENT CONCRETE  
COMPRESSIVE STRENGTH PAY FACTORS

Pay Factor	Tolerance (psi below 28 day specified strength)
0.98	1 to 100
0.94	101 to 200
0.88	201 to 300
0.80	301 to 400
0.50	401 to 500
Replace	More than 500

These pay factors may not be applied toward concrete in structures.

- D. Forms and String Line Inspection. The City shall inspect all forms and string lines before concrete may be placed.
- E. Gutter Drainage Inspection. The City shall inspect all gutters for drainage prior to paving. Water shall be let into all gutters and any gutters with standing water in excess of 1/4 inch after runoff shall be replaced. Contractor must supply water truck for gutter drainage inspection.
- F. Thickness Test. The City shall determine the number, if any, and location of core tests necessary to ensure the proper thickness of Portland cement concrete. Tests shall be taken at equal intervals in a test area. A test area shall be defined as a total area placed at the same time and by the same process. The average thickness shall then be determined from all the cores taken. Tests shall be taken and verified by a certified testing lab, paid for by the Contractor.

When the average thickness is more than 0.25 inches below the specified thickness, a minimum of 1 core per 1,500 square feet of pavement shall be taken. Work with sub-standard thickness may be accepted at reduced price if the appropriate pay factor for the lowest tested thickness is applied to all of the sub-standard work. The following table outlines the pay factors for sub-standard Portland cement concrete thickness:

PORTLAND CEMENT CONCRETE  
THICKNESS PAY FACTORS

Pay Factor	Tolerance (inches below specified thickness)
1.00	0.00 to 0.25
0.90	0.26 to 0.50
0.70	0.51 to 0.75
0.50	0.76 to 1.00
Replace	More than 1.00

- G. Curing Inspection. The City shall inspect the curing of all Portland cement concrete work within 24 hours of pouring the concrete.

**250.050. Pressurized Irrigation.**

- A. General. The inspections and tests in this section are required for all pressurized irrigation construction in the City boundaries and on all construction relating to the City pressurized irrigation system outside the city boundaries.
- B. Main Line Inspection. The City must inspect all pressurized irrigation main line installation on an ongoing basis. Inspection notification must be given before any construction of the main line may begin. All crosses, tees, bends, valves, and drains must be inspected and surveyed by the City before they are backfilled.
- C. Pressurized Irrigation Service Inspection. The City must inspect all pressurized irrigation services before service trenches are backfilled. The City must be able to survey services at the main during the inspection.
- D. Pressure Test. The Contractor must pressure test all pressurized irrigation systems, system extensions and service laterals to the setter in the presence of the City Engineer or his/her designee or have tests documented and submitted by a certified testing company approved by the City. Pressure tests must meet the requirements and specifications of APWA 33 08 00 (Commissioning of Water Utilities). Provide a 210 psi test pressure for 2 hours unless specified otherwise. The pressure of 210 psi must be provided at the highest point in the section of pipe being tested unless elevations are such that this would create pressures over 250 psi at the lowest point in the section of pipe tested. In such a case, consultation with the City Engineer is required and AWWA standards will be considered.
- E. Leakage Test. For test lengths of pipe greater than 1,500 feet, a leakage allowance may be considered. There will be no allowance for leakage on test sections less than 1,500 feet. When allowed, leakage tests shall be conducted concurrently with the pressure tests. Leakage shall be defined as the quantity of water that must be supplied into the newly laid pipe, or any valved section thereof, to maintain pressure within 5 psi of the specified test pressure after the air in the pipeline has been expelled and the pipe has been filled with water.

No pipe installation will be accepted if the leakage is greater than that determined by the following formula:

$$Q \equiv \frac{LD * \sqrt{P}}{133,200}$$

In which Q is the allowable leakage, in gallons per hour; L is the length of pipeline tested in feet; P is the average test pressure, in pounds per square inch (gage) and D is the nominal diameter of the pipe in inches.

If any test of pipe laid discloses leakage greater than specified, the Contractor shall, at their own expense, locate and repair the defective material until the leakage is within the specified allowance. All visible leaks are to be repaired regardless of the amount of leakage.

**250.060. Sanitary Sewer.**

- A. General. The inspections and tests in this section are required for all sanitary sewer construction in the City boundaries and on all construction relating to the City sanitary sewer system outside the city boundaries.
- B. Main Line Inspection. The City must inspect all sanitary sewer main line installation on an ongoing basis. Inspection notification must be given before any construction of the main may begin.
- C. Service Inspection. The City must inspect all sanitary sewer services before service trenches are backfilled. The City must be able to survey services at each end during the inspection.
- D. Air Pressure Test. Contractor shall conduct a low pressure air test by the following method under the direction of the City Engineer or his/her designee with equipment equal to Cherne Industrial, Inc., or provide proof that test was conducted by a certified testing company. Sanitary sewer pipes with inside diameters of 30 inches or larger shall be leak tested according to manufacturer's specifications.

All wyes, tees, or ends of lateral stubs shall be suitably capped and braced to withstand the internal test pressures. Caps shall be easily removable for future lateral connections or extensions. After a manhole to manhole section of line has been backfilled and cleaned, it shall be plugged at each manhole with pneumatic plugs.

Low pressure air shall be introduced into the sealed line until the internal air pressure reaches 4 psi-G greater than the average back pressure of any ground water that may be over the pipe. At least 2 minutes shall be allowed for the air pressure to stabilize.

The portion of line being tested shall be accepted if the portion under test does not lose air at a rate greater than 0.003 cubic feet per minute per square foot of internal pipe surface or 2.0 cubic feet per minute minimum when tested at an average 3.0 psi-G greater than any back pressure exerted by ground water that may be over the pipe at the time of the test.

The pipe and joints shall also be considered acceptable when the time required in minutes for pressure to decrease from 3.5 To 2.5 psi-G (greater than the average back pressure of any ground water that may be over the pipe) shall not be less than the time shown for the given diameters in the following table:

PRESSURE REDUCTION TIME LIMITS

Pipe Diameter (inches)	Time (minutes)
4	2.0
6	3.0
8	4.0
10	5.0
12	5.5
15	7.5
18	8.5
21	10.0
24	11.5

If the installation fails to meet this requirement, the Contractor shall determine at his/her own expense the source of leakage. He shall repair or replace all defective materials and/or workmanship. All sanitary sewer mains shall be tested, cleaned and accepted by Alpine City before laying the street surface.

- E. Video Inspection. Contractor shall clean and provide the City with video inspection of all sanitary sewer main lines **prior to paving**. The City must approve video inspection company.

Cleaning shall be done using a high pressure jet cleaning machine, producing a minimum of 800 psi. Waste water and debris shall not be permitted to enter the City sanitary sewer system, but shall be removed at the lowest manhole of the extension.

Video Inspection shall be done by the Contractor. A digital video disk (DVD or thumb drive) of video inspection and log report shall be submitted by the inspection company to the City Engineer or his/her designee.

Main line determined to be defective by the City Engineer or his/her designee shall be remedied by the Contractor. Contractor shall then clean and video inspect the main lines again.

- F. Deflection Test. Contractor shall perform a displacement test on all sewer lines after video inspection. Deflections tests must be conducted in the presence of the City Engineer or his/her designee or be documented and submitted by a certified testing company approved by the City. In no case shall pipe be accepted that has a deflection of more than 5% after it has been backfilled. The Mandrel must be pulled by hand or air. A pipe deflection test shall be required of the Developer/Contractor after backfilling and compaction of the trench.

**250.070. Storm, Land and Groundwater Drains.**

- A. General. The inspections and tests in this section are required for all storm, land and groundwater drain construction in the City boundaries and on all construction relating to the City storm, land and groundwater drain system outside the city boundaries.
- B. Main Line Inspection. The City must inspect all storm, land and groundwater drain main lines during installation on an ongoing basis. Inspection notification must be given before any construction of the pipe may begin. All groundwater drains shall be pre-approved by the City Engineer or his/her designee.
- C. Air Pressure Test. Contractor shall conduct a low pressure air test for all sealed drains by the following method under the direction of the City Engineer or his/her designee with equipment equal to Cherne Industrial, Inc., or provide proof that test was conducted by a certified testing company. Storm drain pipes with inside diameters of 30 inches or larger shall be leak tested according to manufacturer’s specifications. Air pressure tests shall be completed prior to paving.

All wyes, tees, or ends of lateral stubs shall be suitably capped and braced to withstand the internal test pressures. Caps shall be easily removable for future lateral connections or extensions. After a manhole to manhole section of line has been backfilled and cleaned, it shall be plugged at each manhole with pneumatic plugs.

Low pressure air shall be introduced into the sealed line until the internal air pressure reaches 4 psi-G greater than the average back pressure of any ground water that may be over the pipe. At least 2 minutes shall be allowed for the air pressure to stabilize.

The portion of line being tested shall be accepted if the portion under test does not lose air at a rate greater than 0.003 cubic feet per minute per square foot of internal pipe surface or 2.0 cubic feet per minute minimum when tested at an average 3.0 psi-G greater than any back pressure exerted by ground water that may be over the pipe at the time of the test.

The pipe and joints shall also be considered acceptable when the time required in minutes for pressure to decrease from 3.5 To 2.5 psi-G (greater than the average back pressure of any ground water that may be over the pipe) shall not be less than the time shown for the given diameters in the following table:

**PRESSURE REDUCTION TIME LIMITS**

<b>Pipe Diameter (inches)</b>	<b>Time (minutes)</b>
4	2.0
6	3.0
8	4.0
10	5.0
12	5.5
15	7.5
18	8.8
21	10.0
24	11.5

If the installation fails to meet this requirement, the Contractor shall determine at his/her own expense the source of leakage. He shall repair or replace all defective materials and/or workmanship. All storm drain lines shall be tested, cleaned and accepted by Alpine City before laying the street surface.

- D. Video Inspection. Contractor shall clean and then video inspect all storm, land and groundwater drain lines **prior to paving.** The City must approve video inspection company.

Cleaning shall be done using a high pressure jet cleaning machine, producing a minimum of 800 psi. Debris shall not be permitted to enter the City storm drain system.

Video inspection shall clearly show any debris, broken pipe, misaligned pipe, displaced pipe and defective joints for all sections of the main line. All defects and their location shall be detailed on a separate video log report. A digital video disk (DVD or thumb drive) of video inspection and log report shall be submitted by the inspection company to the City Engineer or his/her designee.

Log reports shall be submitted on the City video form or an approved equivalent. Log reports must be submitted with an 11x17 copy of the plans. All manholes in the log report must reference the labeled manholes numbers on the plans. Each manhole must also have a street address clearly shown on the log report.

- E. Deflection Test. Contractor shall perform a displacement test on all non-concrete storm drain lines after video inspection. Deflections tests must be conducted in the presence of the City Engineer or his/her designee or be documented and submitted by a certified testing company approved by the City. In no case shall pipe be accepted that has a deflection of more than 5% after it has been backfilled. The Mandrel must be pulled by hand or air. A pipe deflection test shall be required of the Developer/Contractor after backfilling and compaction of the trench.

**250.080. Streets.**

- A. Asphalt Pavement Material Tests. Material tests will be conducted by the Contractor when the City Engineer or his/her designee considers it necessary.
- B. Compaction Tests. The Contractor will test all bituminous pavement for compaction and moisture content. Test locations shall be determined by the City but will generally be taken 3 per 200 lineal foot of street or 1 per 2,000 square foot of paved area. Pay factors as per APWA 32 12 16 (Plant-Mix Asphalt Paving) shall apply.
- C. Grading Inspection. The sub-grade, sub-base, and road base shall all be graded to an engineered red-head and accepted by Alpine City. Red-heads shall be placed every 50 feet at the crown of the road. If the distance between red-heads and edge of pavement exceeds 25 feet additional redheads shall be installed half way between the crown and edge of pavement. Red-heads shall also be placed every 50 feet at the edge of pavement where there is no curb and gutter.
- D. Thickness Test. Material depth tests will be conducted by the City when the City Engineer or his/her designee considers it necessary. The total depth shall be reasonably close to that shown on the typical section.

For City projects, depth analysis shall be made on at least four holes for each section. Base thickness shall be accepted if 75% of the test holes are less than 1/4" below the specified thickness and no individual hole shall be more than 1/2" below the specified thickness. Work with sub-standard thickness may be accepted at reduced price if the appropriate pay factor for the lowest tested thickness is applied to all of the sub-standard work. The following table outlines the pay factors for sub-standard asphalt pavement thickness:

PAVEMENT DEPTH PAY FACTORS FOR CITY PROJECTS

Pay Factor	Tolerance (inches below specified thickness)
0.95	0.00 to 0.25
0.90	0.26 to 0.50
Replace	More than 0.5

For new development, the City will accept nothing less than what the plans call for. Depth analysis shall be made on at least four holes for each section. Base thickness shall be accepted if 75% of the test holes are less than 1/8" below the specified thickness and no individual hole shall be more than 1/4" below the specified thickness. Work with sub-standard thickness will be rejected, removed, and replaced.

- E. Profile Tolerance Inspection. Profile tolerance inspections may be required by the City any time within a year of paving. Collector and arterial streets shall meet the "Tolerances" requirements of APWA 32 12 16 (Plant-Mix Asphalt Paving). For local streets profiling, the maximum vertical distance from the pavement surface to a straight edge is:
  - a. 1/4-inch in 10-feet parallel to centerline.
  - b. 3/8-inch in 10-feet perpendicular to centerline except at cross section grade breaks.
  
- F. Asphalt Concrete Temperature Test. This test shall be conducted on the first three loads of asphalt concrete installed, and on one in four of all future loads as required by the City. Testing shall be conducted according to the requirements and specifications of APWA 32 12 16 (Plant-Mix Asphalt Concrete Paving). Temperature gauge shall be allowed to stabilize for 1 minute before taking reading if using probe type. If using infra-red "gun" type, reading shall consist of an average of a minimum of 3 readings, where reading is taken immediately after displacing a minimum of 2 inches of material from the surface being tested and the "gun" is within 18" of the surface being tested.
  
- G. Asphalt Paving Limitations. In the event the City Engineer approves a paving plan proposed between November 15<sup>th</sup> and April 1<sup>st</sup>, and if temperatures never rise above 60 degrees during the paving process, an overlay in the spring will be required as outlined in the table below. Do not place HMA on frozen base or during adverse climatic conditions such as precipitation or when roadway surface is icy or wet. Use a release agent that does not dissolve asphalt and is acceptable to the City Engineer or his/her designee for all equipment and hand tools used to mix, haul, and place the HMA. Placement of HMA between November 15<sup>th</sup> and April 1<sup>st</sup> will be allowed when the air temperature in the shade and the roadway surface temperature are above 45 degrees Fahrenheit. Paving that occurs between the dates below, which requires a spring overlay, shall be finished 1.5 inches below lip of curb to accept the required 2-inch overlay in the spring.

PAVEMENT DEPTH AFTER NOVEMBER 15<sup>TH</sup> / BEFORE APRIL 1<sup>ST</sup>  
TEMPERATURES ARE BETWEEN **45-50 DEGREES** FAHRENHEIT\*

Street	Typical	Base Asphalt	Spring Overlay	Total Asphalt
Local / Secondary Access / Parking Lots / Driveway	3"	3"	2"	5"
Collector / Arterial	4"	3"	2"	5"

\*See 2017 APWA 32-12-16.13. If temperatures are between 45-50 degrees, the minimum lift to be placed at a time must be 3 inches to retain heat and obtain compaction. 50-59 degrees, 2 inches minimum lift. 60-69, 1.5 inches minimum lift.

PAVEMENT DEPTH AFTER NOVEMBER 15<sup>TH</sup> / BEFORE APRIL 1<sup>ST</sup>  
TEMPERATURES ARE BETWEEN 50-60 DEGREES FAHRENHEIT\*

Street	Typical	Base Asphalt	Spring Overlay	Total Asphalt
Local / Secondary Access / Parking Lots / Driveway	3"	2.5"	2"	4.5"
Collector / Arterial	4"	3"	2"	5"

PAVEMENT DEPTH AFTER NOVEMBER 15<sup>TH</sup> / BEFORE APRIL 1<sup>ST</sup>  
TEMPERATURES ARE ABOVE 60 DEGREES FAHRENHEIT\*

Street	Typical	Base Asphalt	Spring Overlay	Total Asphalt
Local / Secondary Access / Parking Lots / Driveway	3"	3"	n/a	3"
Collector / Arterial	4"	3"	n/a	4"

**250.090. Drinking Water.**

- A. General. The inspections and tests in this section are required for all drinking water construction in the City boundaries and on all construction relating to the City drinking water system outside the city boundaries.
- B. Main Line Inspection. The City must inspect all drinking water main line installations on an ongoing basis. Inspection notification must be given before any construction of main line may begin. All crosses, tees, bends, valves and hydrants must be inspected and surveyed by the City before they are backfilled.
- C. Drinking Water Service Inspection. The City must inspect all drinking water services before service trenches are backfilled. The City must be able to survey services at the main during the inspection.
- D. High Chlorine Test. High Chlorine tests shall meet the requirements and specifications of APWA 33 13 00 (Disinfection). The Contractor must conduct a high chlorine test at every hydrant on a new drinking water main installation. If a hydrant does not exist on the test section, tests must be taken at the end of each line. The chlorine residual shall be at least 25 mg/L.
- E. Pressure Test. Pressure test must be conducted after the successful completion of the bacteria test. The Contractor must pressure test all drinking water systems, system extensions and service laterals to the setter in the presence of the City Engineer or his/her designee or have tests documented and submitted by a certified testing company approved by the City. Pressure tests must meet the requirements and specifications of APWA 33 08 00 (Commissioning of Water Utilities). Provide a 210 psi test pressure for 2 hours unless specified otherwise. The pressure of 210 psi must be provided at the highest point in the section of pipe being tested unless elevations are such that this would create pressures over 250 psi at the lowest point in the section of pipe tested. In such a case, consultation with the City Engineer is required and AWWA standards will be considered.
- F. Leakage Test. For test lengths of pipe greater than 1,500 feet, a leakage allowance may be considered. There will be no allowance for leakage on test sections less than 1,500 feet. When allowed, leakage tests shall be conducted concurrently with the pressure tests. Leakage shall be defined as the quantity of water that must be supplied into the newly laid pipe, or any valved section thereof, to maintain pressure within 5 psi of the specified test pressure after the air in the pipeline has been expelled and the pipe has been filled with water.

No pipe installation will be accepted if the leakage is greater than that determined by the following formula:

$$Q \equiv \frac{LD * \sqrt{P}}{133,200}$$

In which Q is the allowable leakage, in gallons per hour; L is the length of pipeline tested in feet; P is the average test pressure, in pounds per square inch (gage) and D is the nominal diameter of the pipe in inches.

If any test of pipe laid discloses leakage greater than specified, the Contractor shall, at their own expense, locate and repair the defective material until the leakage is within the specified allowance. All visible leaks are to be repaired regardless of the amount of leakage.

- G. Bacteria Test. Bacteria tests shall meet the requirements and specifications of APWA 33 13 00 (Disinfection). Tests may only be scheduled at certain regular times set by the City. The Contractor shall be present and open all hydrants or other locations to be tested from. The City shall submit samples to a certified lab to be tested according to state drinking water regulations.

If any sample point fails on the first test, the line will be flushed and re-tested at all sample points. If any sample point fails a second time, the complete line will be re-disinfected and re-tested at all sample points. If any samples come back marked "presence", which means coliform bacteria is present, the line will be re-disinfected and re-tested at all sample sites. Contractor is responsible to pay for all bacteria tests and retests.

Drinking water services will not be installed until bacteria sample results have been approved by the City Engineer or his/her designee. All testing lab fees shall be paid for by the Contractor.

**Section 300. Contractor Requirements.**

**SECTION INDEX**

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- B. Contractors Working for the City.
- C. Status Verification System.

**300.020. Insurance.**

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- A. General.

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- A. General.

**300.070. Quality Control.**

- A. General.
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**300.010. General.**

- A. Contractors Working for a Developer. Contractors and Sub-Contractors working for a Developer must prequalify before doing any work in existing or proposed City property, streets, easements, or right-of-way and for any work on existing or proposed City utilities. To prequalify the following must be on file in the City Engineer’s office:
  - 1. A current Contractor’s license specified for project type according to Utah State Code;
  - 2. Insurance information;
  - 3. Contractor information sheet;
  - 4. Project Bond;
  - 5. Excavation Permit;
  - 6. UDOT Permit for construction in state right-of-way; and

Failure to pre-qualify before doing any construction shall constitute grounds for legal action.

- B. Contractors Working for the City. Bids for City projects will only be awarded to the lowest responsible bidder with current contractor’s license specified for the project type according to the Utah State Code. The City’s contractor qualifications and experience forms shall be completely filled out and submitted with bid. Failure to do so is basis to reject the bid. Alpine City reserves the right to determine a non-responsible bidder based upon these forms or any other research conducted by the city.
- C. Status Verification System. Contractor agrees that it, and its subcontractors, will register with and use a Status Verification System to verify the federal employment authorization status of all employees hired after July 1, 2009. Contractor, and its subcontractors, will comply, in all respects, with Utah Code Annotated §63g-11-103, as it may be amended from time to time.

**300.020. Insurance.**

- A. General. A Contractor must acquire the insurance stipulated in this section to prequalify to do construction work. The city must receive and accept proof of the insurance before any work may begin. The submittal of said evidence to the City shall not relieve or decrease the liability of the Contractor hereunder.
- B. Workers’ Compensation. Contractor shall obtain workers compensation insurance as required by State law.
- C. Commercial General Liability Insurance. The following commercial general liability insurance must be obtained and submitted on ISO Form CG 00 01 (11/85) or equivalent, occurrence policy, with limits not less than:
  - 1. General Aggregate \$1,000,000
  - 2. Products - Comp/OPS Aggregate \$1,000,000
  - 3. Personal and Advertising Injury \$ 500,000
  - 4. Each Occurrence \$ 500,000
  - 5. Fire Damage (any one fire) \$ 50,000
  - 6. Medical Expense (any one person) \$ 5,000

Also include the follow endorsements or their equivalents attached thereto:

- 1. ISO Form CG 25 03 (11/85), Amendment of Limits of Insurance (Designated Project or Premises), describing the subject contract and specifying limits as shown above.
- 2. ISO Form CG 20 10 (11/85), Additional Insured -- Alpine City, Lessees, or Contractors (Form B), naming the City as additional insured and containing the following statement, “This Endorsement Also Constitutes Primary Coverage in the Event of any Occurrence, Claim, or Suit”.
- D. Automobile Liability Insurance. Contractor shall obtain automobile liability insurance with limits of not less than \$500,000 Combined Single Limit per accident. Coverage shall apply to any auto.

**300.030. Bonding.**

- A. General. The owners and/or developers of property shall deposit security with the City prior to recording the final plat to guarantee proper installation of all required improvements in accordance with the plans, specifications, time limitations, and conditions relating thereto as meets with the approval of the City Council or such personnel as the City Council shall designate. Security shall be in the form of cash, an irrevocable letter of credit, surety bond, financial institution bond, or an escrow bond. The amount of the security shall be 110% of the City’s estimated costs of the improvements plus the estimated asphalt preservation coat costs.

Irrevocable letters of credit or escrow bonds shall be executed by financial institutions acceptable to the City and authorized to conduct business in the State of Utah, and must be in the form approved by the City. The bond or letter of credit as required by this section must be posted prior to recording. Upon completion of the punch list for the end of construction inspection, the security, less 10%, shall be released to the Developer. Ten percent (10%) of the security amount shall be held for a period of one (1) year following final inspection and acceptance to warrant improvements for this time period. The ten percent retained shall be the amount required as the minimum security. The amount estimated for the asphalt preservation coat shall be deposited to the City in the form of cash and held in escrow prior to recording. These funds will be held until used for the asphalt preservation coat for the applicable development either by the developer or City (see 600.020).

**300.040. Excavation Permits. (aka – Street Cut Permit)**

- A. General. Contractors are required to qualify before obtaining an excavation permit to do construction work unless a project is already approved, bonded and insured. The permit must be approved 48 hours prior to construction. The permittee is given a copy of the permit and plan after the City Engineer or his/her designee has approved and signed them.

The City may stipulate time limits for completion of work and suspend permits for non-compliance. A copy of the excavation permit shall be on site during construction. For fees related to Excavation Permits, please refer to the Alpine City Consolidated Fee Schedule.

- B. Contractors. Contractors are required to submit the following information to obtain an excavation permit:
  1. Copy of Contractors license;
  2. Certificate of Insurance;
  3. License and permit bond;
  4. Detailed drawing of proposed work and traffic control.
- C. Property Owners. Individual property owners doing his/her own work for drive approaches and other similar, minor concrete work in the City right-of-way are required to submit the following information to obtain an excavation permit:
  1. Proof of homeowners or similar insurance;
  2. Detailed drawings of the proposed work, including safety, barricades, traffic and pedestrian control.

Any cuts or changes to the curb shall be performed by a licensed contractor who has obtained an excavation permit or building permit.

**300.050. Inspection Fee.**

- A. General. For bonded developments, an inspection fee will be collected. The fee will be for city costs relating to the construction. These costs include but are not limited to survey, inspection, testing and administration. The fee will be estimated based upon previous projects. Portions of the fee not used shall be refunded to the Developer after the punch list of the final acceptance inspection is completed.

If City costs relating to inspection exceed the inspection fee, these costs will be paid for by the developer or they will be deducted from the 10% warranty portion of the bond.

**300.060. Materials Submittals.**

- A. General. Contractors are required to provide materials submittals for all materials to be used to the City for review and approval.
  1. For pre-manufactured items, documentation must be submitted a minimum of 2 weeks before installation and must include sufficient information, including shop drawings, if applicable, to establish models, colors, sizes, installation requirements, etc. that will be used.
  2. For on-site manufactured items, such as asphalt, concrete or base courses, submit mix designs, hot/cold weather installation plans, and materials certifications a minimum of 5 working days prior to planned installation.
  3. Submittals for the following, at a minimum, should be submitted:
    - a. All pre-manufactured items meeting city standards such as light fixtures, electrical components, utility fixtures and piping, landscaping, etc.
    - b. Hot Mix Asphalt Mix Designs
    - c. Portland Cement Concrete Mix Designs
    - d. Treated Base Course Mix Designs
    - e. Untreated Base Course Job Mix Formulas
    - f. Tack and Prime Coats

- g. Concrete Curing Compounds
- 4. Submit copies of all Quality Control testing and inspection reports within 48 hours of placement of materials.

**300.070. Quality Control.**

- A. General. Perform Quality Control work in accordance with applicable materials sections of the APWA Standard Specifications unless otherwise directed.

The contractor is responsible for performing quality control work sufficient to meet requirements of APWA Standard Specifications and to demonstrate compliance with acceptance criteria. The City will perform assurance functions at their discretion and inform the contractor of acceptance or rejection.

- B. Materials Production Use UDOT certified facilities for asphalt and Portland cement concrete.
  - 1. Submit verification of Plant Certifications with mix designs.
- C. Testing and Inspection. Use UDOT certified laboratories and personnel.
  - 1. Submit names, certificate levels and years of experience of testing agency's Field Technician that are assigned to work. Laboratory must comply with ASTM Standards. Use AMRL certified laboratory and WAQTC/UDOT TTQP certified technicians.
  - 2. Submit verification of lab and personnel with mix designs.

**Section 350. Earthwork and Trenches.****SECTION INDEX****350.010. Excavation.**

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- C. In Gravel and Paved Surface Areas.
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- A. Preparation.
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- A. General.

**350.010. Excavation.**

- A. General. Excavation shall meet the requirements and specifications of APWA 31 23 16 (Excavation) unless otherwise indicated.
- B. Safety. All construction shall be done in accordance with the provisions of the Utah State Industrial Commission, OSHA regulations and APWA 31 23 16 (Excavation). No trenches deeper than 4 feet shall be left open at any time unless construction is in process. When construction is in process only 200 feet of trench may be open at one time and must be completely backfilled before proceeding. No trenches shall be left open at any time unless guarded with adequate barricades, warning lamps and signs.

Any injury or damage resulting from lack of adequate bracing and shoring shall be the responsibility of the Developer/Contractor and the Developer/Contractor shall, at his/her own expense, effect all necessary repairs or reconstruction resulting from such damage. No inspections will be done in unsafe trenches and will be the cause for immediate shutdown at the project until the trench is deemed to be safe by the City Engineer or his/her designee.

- C. In Gravel and Paved Surface Areas. Where any excavation occurs in a gravel or paved surface area such as a road, driveway or parking area, the surface shall be restored according to the requirements and specifications of APWA 33 05 25 (Pavement Restoration, requires t-patching on trenches) and the following conditions:
1. *Base.* Only Engineered Fill (Section 350.040.C) may be used as backfill or sub-base material under gravel and paved surfaces. A minimum of 8 inches of untreated base course shall be placed over backfill or sub-base. All fill material shall be placed and compacted to City standards. Flowable fill shall not be allowed for backfill unless authorized by the City.
  2. *Surface Maintenance.* The surface shall be maintained by blading, sprinkling, rolling, adding gravel, etc., to maintain a safe uniform surface satisfactory to the City.
  3. *Cutting of Pavement.* Before any excavation in a paved area, the surface along the entire excavation shall be cut to provide a vertical joint in the surface. Cut shall be made 6 inches from the edge of excavation in straight lines parallel or perpendicular to the trench or edge of pavement. A pavement saw shall be used for all pavement cutting. If excavation damages the cut pavement, pavement shall be cut again before t-patching. A roto-milled edge shall be acceptable as a cut.
  4. *Time Limitation.* All road cuts shall be repaired within 2 working days of excavation unless otherwise authorized by the City Engineer or his/her designee.
  5. *Cold Weather Patching.* Trenches cut during winter months or when roadbed temperatures and temperatures in the shade are less than 40 degrees (APWA 33 05 25) or when asphalt plants are not operating, shall be patched the same day of the cut with a good quality cold mix according to the requirements and specifications of APWA 32 12 17 (Cold-Mix Asphalt Paving). These trenches shall be maintained until asphalt plants open. When asphalt plants open, the temporary cold patch shall be removed and a new t-patch (per APWA Plan 255) of hot mix asphalt shall be placed. All cold mix patches shall be replaced with hot mix patches within 30 days of the opening of the hot mix plant.
  6. *Adjust Incidental Structures to Grade.* Adjust incidental structures to grade according to APWA 33 05 14 (Utility Grade Adjustment). City standard concrete collars around valves and manholes shall be installed within 1 year from the time that pavement is placed or at the time of an overlay.
  7. *Residential vs Non-residential streets.* APWA 33 05 25 mentions "*Match existing pavement thickness plus 1 inch, but not less than four (4) inches. Maximum thickness is six (6) inches in residential areas and eight (8) inches in non-residential areas.*" Residential areas are to be defined as Local, Secondary Access, or Parking Lots per the most currently adopted Alpine City Transportation Master Plan. Non-residential is to be defined as Collector or Arterial Class streets per the most currently adopted Alpine City Transportation Master Plan.
- D. In Areas with Concrete. When damaged, existing concrete improvements shall be removed and replaced to the next joint or scoring line beyond the damaged or broken sections. In the event that joints or scoring lines do not exist or are three or more feet from the removed or damaged section, the damaged portions shall be removed and reconstructed to neat, plane faces. All concrete work shall meet the requirements and specifications of Section 650. Portland Cement Concrete Work and APWA 33 05 25 (Pavement Restoration).
- E. Rock Excavations. Rock excavations shall meet the requirements and specifications of APWA 31 23 17 (Rock Removal).

- F. Site Clearing and the Disposal of Excess Materials. Site clearing shall be conducted according to APWA 31 11 00 (Site Clearing). All excavation material, which is not required for construction or is unsuitable for fill material, shall be immediately disposed of by the Contractor. All roads, sidewalks, curbs, gutters and ditches shall be kept clean of excavated material except as outlined in Title 14.08.05 (Clean Streets) of the Alpine City Municipal Code.

All demolition work shall meet the requirements and specifications of APWA 02 41 13 (Selective Site Demolition), APWA 02 41 14 (Pavement Removal) and APWA 02 41 15 (Pavement Pulverizing).

Removal and disposal of Asbestos Cement Pipe shall be per the Utah Department of Environmental Quality (DEQ) Division of Air Quality (DAQ) guidance document, *How to Handle Non-friable Asbestos Cement Pipe, A Guide for Meeting Utah Department of Environmental Quality/Division of Air Quality Rules* ("Guidance").

**350.020. Sub-surface Pipe Installation.**

- A. General. Pipes, conduits or casings, 4 inches in diameter or less, may be bored, jacked, augured or jetted under sidewalk, curb, gutter if authorized by the City Engineer or his/her designee. The resulting hole diameter shall not exceed 1 inch plus the outside diameter of the pipe or sleeve installed.
- B. Boring or Jacking. Boring or jacking work shall meet the requirements and specifications of APWA 33 05 23 (Trenchless Utility Installation).
- C. Tunneling. Where sidewalk, curb, and gutter exists, excavation may be made by tunneling provided the following requirements are met:
1. Excavation shall be vertical and as near to the curb or sidewalk as possible;
  2. The length of the tunnel shall not exceed the width of the sidewalk, curb, and gutter;
  3. Where a separate sidewalk and curb exist, an excavation shall be made between the sidewalk and the curb;
  4. At least three feet of undisturbed earth shall be left under the sidewalk or curb; and
  5. Where the sidewalk has been tunneled, the hole shall be filled from each end with flowable fill. Where the excavation cannot meet these requirements, a section of sidewalk, curb, or gutter, from joint to joint shall be removed and replaced.

**350.030. Sub-grade.**

- A. Preparation. All sub-grade shall be shaped and compacted in reasonably close conformity with lines, grades and typical cross section as established by the City Engineer or his/her designee. All grading shall be based on an engineered survey, accepted by Alpine City.

In trenches and cut or fill areas the subgrade shall be scarified to a depth of 8 inches and compacted according to the compaction standards of this chapter. No rocks larger than 4 inches in diameter, organic material, soft clay, spongy material, or other deleterious material will be permitted in this scarified sub-grade layer.

- B. Soft and Yielding Areas. Soft and yielding areas which do not compact to City standards shall be removed and replaced with enough compacted engineered fill to bridge the area. Trenches excavated within 10 feet of the lip of gutter shall be removed and replaced as part of the trench asphalt pavement repair, or otherwise approved by the City Engineer.
- C. Trenches. When the sub-grade material does not afford a sufficiently solid foundation to support the pipe and superimposed load, the trench shall be over-excavated to a sufficient depth and backfilled with enough compacted fill as approved by the City to bridge the area.
- D. Roads. Road sub-grades shall be shaped and graded to within a tolerance of 0.15 feet of design grade. Drainage shall be maintained at all times.
- E. Structures. Sub-grade material for all concrete structures, regardless of type or location, shall be firm, dense, thoroughly compacted and consolidated; shall be free from mud and muck; and shall be sufficiently stable to remain firm and intact under the feet of the workmen engaged in sub-grade surfacing, laying reinforcing steel, and depositing concrete.

Coarse gravel or crushed stone may be used for subsoil reinforcement if results are satisfactory to the City Engineer or his/her designee. Such material shall be applied in layers, not exceeding 6 inches in thickness, each layer being embedded in the sub-soil by thorough tamping. All excess soil shall be removed to

compensate for the displacement of the gravel or crushed stone and the finished elevation of any subsoil reinforced in this manner and shall not be above the specified sub-grade.

The City Engineer may require a soil analysis and design for any area.

**350.040. Fill Material.**

- A. General. All fill material shall be placed on sub-grade prepared according to the specifications of this chapter. All fill material shall be compacted according to the specifications of this chapter.

Only engineered fill or untreated base course may be used as fill material under and within a foot of streets, future street areas, driveways, and concrete unless otherwise specified. All fill material under and within a foot of electrical and communications boxes shall be untreated base course. In other areas native excavated material may normally be used unless such material cannot be properly compacted according to specifications in this chapter. All fill material, including native fill material, must be free from debris, organic material, and rocks larger than 4 inches in diameter and have a liquid limit not to exceed 35 and plastic limit not to exceed 15.

- B. Bedding Material. Use APWA No. 4 sewer rock for gravity pipe bedding material. Use sand as a bedding material for pressure pipe and electrical and communication conduit. Bedding sand must compact sufficiently to support the pipe and shall meet the following gradation:

**SAND GRADATION**

Sieve/Screen Size	% Passing
No. 4	100
No. 200	10 to 20

- C. Engineered Fill. Engineered fill shall be used for all imported material unless otherwise specified. Engineered fill shall be granular and well graded meeting the following gradation:

**ENGINEERED FILL GRADATION**

Sieve/Screen Size	% Passing
4"	100
¾"	70 to 100
No. 200	0 to 15

On that portion of the aggregate passing the No. 40 sieve, the liquid limit shall not exceed 30, nor shall the plasticity index exceed 15 when tested in accordance with AASHTO T89 and T90. Imported material under city streets shall have a minimum CBR of 25.

Reclaimed asphalt pavement (RAP) may NOT be used as engineered fill.

- D. Untreated Base Course. All untreated base course shall meet the requirements and specifications of APWA 32 11 23 (Crushed Aggregate Base) Grade 3/4 for untreated base course. The use of slag as an untreated base course shall not be permitted.
- E. Cement Treated Fill. Cement treated fill shall meet the requirements and specifications of APWA 31 05 15 (Cement Treated Fill). Cement treated fill includes following fill materials:
  1. Controlled low-strength material (CLSM) (flowable fill),
  2. Lime treated fill,
  3. Asphalt treated fill.
- F. Defective Fill. Fill not conforming to the requirements of this specification shall be reworked to the requirements or removed and replaced with acceptable fill.

**350.050. Slopes, Embankments, Fills and Open Channels.**

- A. Preparation. Unsuitable materials that occur in the foundation for slopes, embankments, and fills shall be removed by clearing, stripping, and/or grubbing. Where suitable materials occur, after stripping, the foundation shall be scarified to a depth of not less than 8 inches. All materials in slopes, embankments, and fills, including the scarified foundation layer, shall be placed, moistened, and compacted according to the compaction standards in this chapter.
- B. Material. When the slope, embankment, or fill exceeds the amount of excavation, sufficient additional material shall be obtained from borrow pits provided by the Contractor. All material proposed to be imported shall be subject to the review and approval of the City Engineer or his/her designee prior any hauling operations.

The materials used for slope, embankment and fill construction shall be free from sod, grass, trash, rocks larger than 6 inches in diameter and all other material unsuitable for construction of compacted fills.

- C. Grading. Grading of completed slope, embankment, or fill shall bring the surfaces to a smooth, uniform condition with final grades being within 0.1 foot of the design grade. All grading shall be done to an engineered red-head.
- D. Slope Safety. All slope construction shall be in accordance with all City, State and Federal regulations. Plans and Specifications for structures must be approved by the City if the excavation is greater than five (5) feet. Cut slopes greater than 3:1 may be allowed per geotechnical report recommendation and approval of the City Engineer. Under no circumstance will a permanent slope steeper than 2:1 be allowed without a retaining structure unless otherwise approved in writing by the City Engineer or his/her designee. The width of the excavation shall be increased if necessary to provide space for sheeting, bracing, shoring and/or other supporting installations. Unsafe slopes will be the cause for immediate shutdown of the project.
- E. Erosion and Sedimentation Control. Erosion and sedimentation control shall meet the requirements and specifications of APWA 31 25 00 (Erosion and Sedimentation Control).
- F. Gabions. Gabions shall meet the requirements and specifications of APWA 31 36 00 (Gabions)
- G. Rip Rap and Rock Lining. Rip rap and rock lining work shall meet the requirements and specifications of APWA 31 37 00 (Riprap or Rock Lining).

**350.060. Installation and Compaction of Earth Materials.**

- A. General. The installation of all fill material shall meet the requirements and specifications of APWA 33 05 20 (Backfilling Trenches), APWA 31 23 23 (Backfilling Structures), APWA 32 05 10 (Backfilling Roadways) and APWA 31 23 26 (Compaction). Fill material outside of pavement areas, as defined by APWA 32 05 10 (Backfilling Roadways), and more than 24 inches from any utility box shall be compacted to not less than 90% of the maximum dry density.
- B. Streets. Sub-base and road-base shall be graded to an engineered red head. Loose rock, roots, brush, and other materials that may be encountered in shaping the sub-base must be removed.
- C. Soft and Yielding Spots. Any soft and yielding spots in the fill or sub-grade which do not compact to the specified density shall be removed and replaced with Engineered Fill installed and compacted to City standards.
- D. Backfill in Trenches. Backfill shall be carefully placed around and over pipes and shall not be permitted to fall directly on a pipe from such a height or in such a manner as to cause damage.
- E. Pipe Zone. The pipe zone includes the full width of trench from 3 inches below the pipe to 6 inches above the pipe for all pipes except for large reinforced concrete pipe (RCP). Large RCP includes RCP with internal diameters larger than 24 inches. The pipe zone for large RCP shall include the full width of trench from 6 inches below the pipe to 6 inches above the pipe. The pipe zone shall extend horizontally a minimum of 6 inches from either side of the pipe except for electrical and communication conduit. Electrical and communication conduit may be placed against the sides of trenches. Trenches shall be wide enough to compact fill material according to the specifications in this chapter.

The pipe zone for all pipes shall be filled with compacted bedding material. Pipe zone materials shall be placed and compacted under and around the pipe in horizontal layers not to exceed 8 inches and tamped by hand or pneumatic tampers.

**350.070. Geotextiles, Geogrids and Geocomposites.**

- A. General. All geotextile work shall meet the requirements and specifications of APWA 31 05 19 (Geotextiles). Geogrid and geocomposite work shall meet the requirements and specifications of APWA 31 05 21 (Geogrids/Geocomposites). Geotextile, geogrid and geocomposite work includes but is not limited to the following geotextile applications:
  - 1. Stabilization-separation,
  - 2. Silt fence,
  - 3. Erosion control,
  - 4. Roadway pavements,
  - 5. Drainage,
  - 6. Weed barrier
  - 7. Granular base reinforcement,
  - 8. Asphalt concrete reinforcement, and
  - 9. Soil reinforcement.

**Section 400. Drinking Water.****SECTION INDEX****400.010. General.**

- A. Specifications.
- B. Pipe.
- C. Size.
- D. Location.
- E. Unusual Piping and Plumbing.
- F. Dead Ends.
- G. Drains.
- H. Surface Water Crossings.

**400.020. Installation.**

- A. General.
- B. Pipe Cleanliness.
- C. Identification Tape.
- D. Lateral Displacement.
- E. Restraining.
- F. Connections to Existing Drinking Water Lines.
- G. Bedding.

**400.030. Pipe and Fittings.**

- A. Polyvinyl Chloride Pipe (PVC).
- B. Ductile Iron Pipe.
- C. Polyethylene Pipe.
- D. Steel Pipe - Lined and Coated.
- E. Copper Tubing.
- F. Fittings.

**400.040. Valves and Couplings.**

- A. General.
- B. Resilient Seated Gate Valve.
- C. Butterfly Valve.
- D. Valve Boxes.
- E. Couplings.
- F. Pressure Regulation Valves.
- G. Tapping Valves.
- H. Air Vacuum and Release Valves.
- I. Isolation Valves.
- J. Backflow Devices.

**400.050. Fire Hydrants.**

- A. General.
- B. Placement and Location.

**400.060. Meters and Services.**

- A. General.
- B. Placement and Location.
- C. Meters.

**400.070. Flushing.**

- A. General.
- B. Velocity.

**400.080. Disinfection of Drinking Water Lines.**

- A. Cleaning.
- B. Methods.

**400.010. General.**

- A. Specifications. These specifications cover the installation of drinking water lines. See Section 200 for improvement and design requirements, Section 250 for inspection and testing requirements, and Section 350 for earthwork and trench requirements. See standard drawings related to water.
- B. Pipe. PVC or polyethylene pipe shall be used for all culinary drinking water mains unless otherwise authorized by the City Engineer or his/her designee. Polyethylene pipe shall be used for the service lateral in conjunction with PVC main lines. Where ductile main line exists, copper pipe is to be used for the service lateral. Special precautions shall be taken in areas of contamination. Pipe and joint materials which are not susceptible to contamination, such as permeation by organic compounds, shall be used. Non-permeable materials shall be used for all portions of the system including water mains, service connections, and hydrant leads. The Division of Drinking Water shall be contacted to establish specific design requirements in areas of contamination or potential contamination such as sewer treatment plants, septic systems, or industrial sites.
- C. Size. The City Engineer or his/her designee must approve the sizes of all proposed drinking water lines. It is required to have the design hydraulically modeled by the City's designated Hydraulic Engineer, the Hydraulic Engineer must confirm that the design meets Utah Division of Drinking Water Standards. The minimum size of drinking water pipe is 8 inch diameter for main lines and 1 inch diameter for services unless otherwise authorized by the City Engineer or his/her designee.
- D. Location. Drinking water mains shall be located on either the north or east sides of a street 4 feet from the edge of curb. All drinking water appurtenances shall conform to the minimum separation standards from sanitary sewer systems as outlined in Utah Code R309-550-7 and R309-550-12. See standard drawings for utility locations.
- E. Unusual Piping and Plumbing. Special and unusual piping and plumbing for equipment or structures are treated as separate items and are not included in these standards. They shall be approved by the City Engineer or his/her designee.
- F. Dead Ends. To provide increased reliability of service and reduce head loss, dead ends shall be minimized by making appropriate tie-ins whenever practical. Where dead-end mains occur, they shall be provided with a fire hydrant or with an approved flushing hydrant or blow-off for flushing purposes. See section 400.070 for flushing specifications.
- G. Drains. No drain within the culinary water system or other such appurtenances to the distribution system can be connected to the sanitary sewer or storm drain system. Where drains cannot be drained to daylight, underground gravel-filled absorption pits may be used if the site is not subject to flooding and conditions will assure adequate drainage. Sump pumps may also be considered if a drain to daylight or absorption pit is not feasible.
- H. Surface Water Crossings. Surface water crossings, whether over or under water, require Division of Drinking Water approval and shall conform to Utah Code R309-550-8 (8).

**400.020. Installation.**

- A. General. Drinking water distribution and transmission systems shall be installed according to the Utah State-adopted plumbing code as well as the requirements and specifications of APWA 33 11 00, 33 05 05, 33 05 06, 33 05 07, AWWA M23; 2003, and AWWA M55; 2006. (Water Distribution and Transmission).
- B. Pipe Cleanliness. All foreign matter or dirt shall be removed from the inside of the pipe before it is placed and it shall be kept clean during and after laying. No debris, tools, or other materials shall be placed in the pipe during laying operations. When laying of pipe is not in progress, the pipe shall be closed by a water-tight plug.
- C. Identification Tape. All drinking water mains shall be installed with identification tape that meets the requirements and specifications of APWA 33 05 20 (Backfilling Trenches). Tape shall be buried 12 inches above the pipe.
- D. Lateral Displacement. All pipes shall be protected from lateral displacement resulting from impact or unbalanced loading during backfilling operations.

- E. Restraining. Either thrust blocks or mechanical restraining devices shall be used for all tees, valves, plugs, caps and bends. Restraining shall be accomplished according to the most recent APWA standards.
- F. Connections to Existing Drinking Water Lines. The Contractor will be responsible to verify actual size, type of material and location of existing utilities in the field. The fittings and materials required for construction must be approved by the City Engineer or his/her designee.

Where fitting sizes, such as tees and crosses, are shown on the plans, those sizes will be used. However, no attempt has been made to show all needed fittings or materials.

Tapping tees may only be installed when authorized by the City Engineer or his/her designee and when the existing main is at least one size larger than the proposed intersecting line.

- G. Bedding. A continuous and uniform bedding shall be provided in the trench for all buried pipe. Stones larger than 3/4" for plastic pipe or 2-inch minus for ductile iron pipe shall be removed for a depth of at least 6 inches below the bottom of the pipe. Bedding materials shall otherwise be installed per APWA standards

**400.030. Pipe and Fittings.**

- A. Polyvinyl Chloride Pipe (PVC). PVC pipe shall meet the standards and specifications of APWA 33 05 07 (Polyvinyl Chloride Pipe), AWWA C900 and C905. Only blue or white, SDR-18 pressure class 150 psi PVC pipe may be used for drinking water mains.
- B. Ductile Iron Pipe. Ductile iron pipe shall meet the standards and specifications of APWA 33 05 05 (Ductile Iron Pipe). Only a pressure class of 150 psi or larger may be used. A tubular black polyethylene encasement must be installed according to AWWA C105 over all ductile iron pipe and fittings. Flanges, when required, shall meet the requirements and specifications of AWWA C115.
- C. Polyethylene Pipe. Polyethylene pipe shall meet the standards and specifications of APWA 33 05 06 (Polyethylene Pipe) and AWWA C906 which includes NSF-61 certification.
- D. Steel Pipe - Lined and Coated. Steel pipe shall meet the standards and specifications of APWA 33 05 09 (Steel Pipe - Lined and Coated).
- E. Copper Tubing. Copper tubing shall be "soft annealed" and shall conform to the standards for "Type K," prescribed in ANSI/AWWA C800-89 Section A.2 for "Copper Water Tubing" and to ASTM, designation B42 and B88-99, and current revisions thereof. It shall be free from grooving cracks, indentations, flaws or other defects. At intervals of not greater than one and one-half feet, the tubing shall bear clear, permanent markings indicating the type and manufacturer.
- F. Fittings. Use Ductile Iron fittings that conform to the provisions of ANSI/AWWA C110/A21.10 or C153/A21.53 unless otherwise recommended by the manufacturer and authorized by the City Engineer or his/her designee. All PVC pipe being inserted into fittings shall have the bevel end removed. All the bolts and nuts of all fittings shall be greased. All fittings shall have an 8 mil vinyl wrap plastic cover.

Minimum pressure Class will be 250 for pipes larger than 12 inch diameter. Pipes of 12 inch diameter and smaller shall be pressure Class 350.

FLOW REQUIREMENTS FOR FLUSHING

Pipe Diameter	Flow in Gallons Per Minute
4 inch	100
6 inch	220
8 inch	390
10 inch	610
12 inch	880
16 inch	1,567
18 inch	1,980
20 inch	2,450
24 inch	3,525

30 inch	5,507
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**400.040. Valves and Couplings.**

- A. General. All valves shall meet the requirements of APWA 33 11 00 (Water Distribution and Transmission) and APWA 33 12 16 (Water Valves).
- B. Resilient Seated Gate Valve. All valves on 4 inch to 12 inch drinking water mains shall be resilient seated gate valves. Valves shall also be of iron body have non-rising bronze stems and meet the following specifications:
  - 1. Mechanical Joint. When valves are Mechanical Joint, they shall be furnished with all necessary glands, followers, and bolts and nuts to complete installation.
  - 2. Valve Stems. Bronze valve stems shall be interchangeable with stems of the double disc valves of the same size, direction of opening and manufacture.
- C. Butterfly Valve. All valves 14 inches and larger shall be butterfly valves which meet the requirements and specifications of APWA 33 11 00 (Water Distribution and Transmission) and APWA 33 12 16 (Water Valves) and the following specifications:
  - 1. General. Valve bodies shall be cast iron, ASTM A-126 Class B. Body ends shall be flanged with facing and drilling in accordance with ANSI B16.1, Class 125; or mechanical joint in accordance with AWWA C111. All mechanical joint end valves shall be furnished complete with joint accessories (bolts, nuts, gaskets, and glands). All valves shall conform to AWWA Standard C-504, Table 3, Laying Lengths for Flanged Valves and Minimum Body Shell Thickness for all Body Types.
  - 2. Disc. Valve disc shall be ductile iron ASTM A-536, grade 65-45-12. Valve disc shall be of the offset design providing 360 degree uninterrupted seating.
  - 3. Shaft Bearings. Shaft bearings shall be contained in the integral hubs of the valve body and shall be self-lubricated sleeve type.
  - 4. Coating. All valves shall be coated with epoxy in conformance to AWWA Standard C-550, latest revision. Interior wetted ferrous surfaces shall be coated a nominal 10 mils thick for long life; and body exterior shall have a minimum of 3 to 4 mils coating thickness in order to provide superior base for field-applied finish coats.
- D. Valve Boxes. Valves shall be bolted to the cross in the intersection of streets as a cluster valve set. Earth fill shall be carefully tamped around the valve box to a distance of 4 feet on all sides of the box, or to the undisturbed trench face if less than 4 feet.
 

All top of valve boxes located in streets shall be installed 1/2 inch below grade. When an overlay is required, the pavement surrounding the valve box shall be neatly cut to form a 30 inch round opening with the valve box centered, and a concrete collar shall be cast around the box 1/2 inch below grade and the valve box set 1/2 inch below grade. Valve boxes in off-road areas shall extend 6 inches above grade. Lid detail shall be similar to Comco C-6517.
- E. Couplings. Couplings shall be equal to the product of Smith-Blair or Dresser with cast iron couplings being used on all cast iron and PVC pipe. Couplings shall be of the straight, transition, or reducing style as required by the specific installation. All steel fittings and bolts shall be coated with a non-oxide coating and wrapped with polyethylene.
- F. Pressure Regulation Valves. Pressure regulation valves (PRV) which are required in a development when static pressures exceed 150 psi and shall be designed by the Developers engineer, the design shall be submitted to the City Engineer or his/her designee for review and approval prior to starting construction. All PRV's shall be Cla-Val with a 4" bypass or approved by the City Engineer, be placed in a concrete vault, have isolation valves on each side, and have telemetry included.
- G. Tapping Valves. Tapping valves may only be used when approved by the City Engineer or his/her designee. Tapping saddles with an "O" ring may be used if the drinking water main line to be tapped is larger than the new drinking water main line. Where the tap is the same size as the existing main, cast iron or stainless steel tapping sleeves shall be used, which encase the full perimeter of the pipe. The valve shall be a tapping valve with a guide lip on the flanged side. The opposite side of the valve shall have a mechanical joint connection.
- H. Air, Vacuum and Release Valves. Combination air, vacuum and release valves shall be installed according to the standard drawings at high points in the system as required by the City Engineer or his/her designee.

- I. Isolation Valves. A sufficient number of valves shall be provided on water mains so that inconvenience and sanitary hazards will be minimized during repairs. Valves shall be located at every roadway intersection or block on all segments of pipe. Where a proposed system may serve widely scattered customers and where future development is not expected, the valve spacing shall not exceed two thousand (2,000) feet.
- J. Backflow Assemblies. Installation of backflow assembly shall conform to City ordinances and the State-adopted plumbing code. Alpine City has strict guidelines regarding cross connections. In the event a cross connection is allowed, a reduced pressure zone (RPZ) backflow assembly is the only allowed style of backflow prevention assembly. A RPZ may be required in other circumstances, each situation will be evaluated on an individual basis.

**400.050. Fire Hydrants.**

- A. General. Fire hydrants shall meet the requirements and specifications of APWA 33 12 19 (Hydrants). All fire hydrants shall be Mueller Super Centurion 250 or approved equivalent and red in color. They shall have a 5 ¼ inch barrel diameter and 6-inch mechanical joint connection. The 6-inch gate valve will be mechanical joint by flange connected to the tee joint at the main line in the street. Hydrants shall be frost proof. The threads shall be National Standard Fire Hose Thread. Spacing of fire hydrants shall be according to the Uniform Fire Code but more specifically, hydrants are required to be located within 250' of any structure, typically located on property lines. The fire flow level of service Alpine City has established is 1,750 gpm for 2 hours at every hydrant, this will be verified when the proposed plan is submitted and reviewed by the City's designated Hydraulic Engineer.
- B. Placement and Location. In general, fire hydrants should be located on property lines to minimize conflicts with driveways. Fire hydrant location to be approved by the City Engineer or his/her designee. Fire hydrants shall be set vertical and held in place by adequate concrete blocking which shall be left in the trench. Hydrants shall be set at a height that will allow 2 inches minimum and 7 inches maximum exposed between the finished ground and the sidewalk flange. A gravel filled drip area shall be provided. Hydrant drains shall not be connected to or located within 10 feet of sanitary sewers. Where possible hydrant drain shall not be located within 10 feet of storm drains. See standard drawing for fire hydrants.

The relocation of fire hydrants shall meet the requirements and specifications of APWA 33 11 11 (Relocate Water Meters and Fire Hydrants) and related sections.

**400.060. Meters and Services.**

- A. General. Alpine City owns and maintains the water system up to and including the water meter. Between the water meter and home is the responsibility of the homeowner. See Standard Drawings for drinking water services. The minimum size of new drinking water service lines is 1 inch, while the standard meter size is 3/4 -inch. All drinking water services shall have dual check valves. Drinking water services shall extend 20 feet beyond the back of curb and shall be capped until connected to a building. Meter and service line installation shall conform to the State-adopted plumbing code and conform to the standard meter installation detail as noted in the Alpine City Standard Details.
- B. Placement and Location. All meter boxes shall have their location and grade staked prior to installation. No meter boxes shall be set in sidewalks, driveways, or encased in concrete in any way. Service taps shall be a minimum of 36 inches apart. No taps will be allowed within 36 inches of the end of the pipe.

Service laterals shall extend perpendicular from the main to the meter box. If a meter must be coordination with the City Engineer is required. When a new service line is installed the old corporation stop shall be shut off at the main and the old service line cut two feet from the main.

Drinking water service lines shall meet the separation from sanitary sewer requirements in this Section. Drinking water services shall extend 20 feet beyond the back of curb and capped until connected to a building.

The relocations of drinking water meters shall meet the requirements and specifications of APWA 33 11 11 (Relocate Water Meters and Fire Hydrants) and related sections. Services 3/4 – 2 inch shall be copper tubing shall be "soft annealed" and shall conform to the standards for "Type K," prescribed in ANSI/AWWA C800-89 Section A.2 for "Copper Water Tubing" and to ASTM, designation B42 and B88-99, and current revisions thereof. Pipe damaged by scratches, cuts, kinks, or buckled areas shall not be installed. PVC, as mentioned in section 400.010 (B) shall be used in conjunction with PVC mains where corrosive soils exist and shall conform to the requirements and specifications of APWA 33 05 06 (Polyethylene Pipe), only CTS SDR9 200 psi blue polyethylene pipe shall be used for service lines. Deflection in joints shall meet

manufacturer's specifications and shall be approved by the City Engineer or his/her designee or shall be replaced with the proper fitting.

- C. Meters. The standard meter size is 3/4-inch. All meters shall be paid for by the Contractor and supplied by the City. Meter boxes shall be in good repair. They shall not be set at an angle, crushed, or dented. The inside of boxes must be free from obstructions such as dirt, rocks or debris.

**400.070. Flushing.**

- A. General. All drinking water lines shall be flushed after the high chlorine test and prior to the pressure test. See Section 250. Testing and Inspection for testing information. Flushing shall be accomplished through hydrants and at the end each line. No flushing device shall be directly connected to a sewer or storm drain.
- B. Velocity. The Contractor shall install a tap sufficient in size to provide for 2½ foot per second flushing velocity in the line. The following is the flow quantity required to provide a 2½ foot per second flushing velocity.

FLOW REQUIREMENTS FOR FLUSHING

Pipe Diameter in Inches	Flow in Gallons per Minute
4 inch	100
6 inch	220
8 inch	390
10 inch	610
12 inch	880
16 inch	1,567
18 inch	1,980
20 inch	2,450
24 inch	3,525
30 inch	5,507

**400.080. Disinfection of Drinking Water Lines.**

- A. Cleaning. The pipe shall be clean prior to disinfection. If in the opinion of the City, contamination is such that it cannot be removed by flushing, the pipe shall be cleaned by mechanical means and then swabbed with a 1% hypochlorite disinfection solution.
- B. Methods. All drinking water pipeline shall be disinfected as outlined in AWWA C651 by one of the following methods:
  - 1. *Tablet Method.* The tablet method shall consist of placing calcium hypochlorite tablets at the specified rate in the main during construction at the upstream end of each section of pipe. The tablet shall be attached with an adhesive, such as Permatex No. 1 or equivalent as approved by the City Engineer or his/her designee. The line shall then be filled slowly (velocities less than 1 ft/sec), expelling all air pockets and maintaining the disinfection solution in the line for at least 24 hours, 48 hours if the water temperature is less than 41° F. The disinfection solution shall have a concentration of at least 25 mg/l of available chlorine.
  - 2. *Continuous Feed Method.* The continuous feed shall be done exactly as outlined in AWWA C651 and shall have a twenty-five mg/l available Chlorine after 24 hours.

Under both methods the Contractor shall not be allowed to flush the line until the chlorine residual test has been passed by the City. If necessary drinking water lines shall be re-chlorinated until satisfactory bacteriological testing is obtained. See Section 250. Testing and Inspection for testing information.

**Section 450. Pressurized Irrigation.****SECTION INDEX****450.010. General.**

- A. Specifications.
- B. Pipe.
- C. Size.
- D. Location.
- E. Unusual Piping and Plumbing.

**450.020. Installation.**

- A. General.
- B. Pipe Cleanliness.
- C. Minimum Cover.
- D. Identification Tape.
- E. Lateral Displacement.
- F. Restraining.
- G. Connections to Existing Pressurized Irrigation Lines.

**450.030. Pipe and Fittings.**

- A. Polyvinyl Chloride Pipe (PVC).
- B. Ductile Iron Pipe.
- C. Polyethylene Pipe.
- D. Steel Pipe - Lined and Coated.
- E. Fittings.

**450.040. Valves and Couplings.**

- A. General.
- B. Resilient Seated Gate Valve.
- C. Butterfly Valve.
- D. Valve Boxes.
- E. Couplings.
- F. Pressure Regulation Valves.
- G. Tapping Valves.
- H. Air, Vacuum and Release Valves.

**450.050. Meters, Boxes and Services.**

- A. General.
- B. Placement and Location.
- C. Meters and Boxes.
- D. Polyethylene Pipe.

**450.060. Flushing.**

- A. General.
- B. Velocity.

**450.010. General.**

- A. Specifications. These specifications cover the installation of pressurized irrigation lines. See Section 200 for improvement and design requirements, Section 250 for inspection and testing requirements, and Section 350 for earthwork and trench requirements. See standard drawings related to pressurized irrigation.
- B. Pipe. Polyvinyl Chloride (PVC) pipe shall be used for all pressurized irrigation mains 12 inches in diameter and smaller unless otherwise authorized by the City Engineer or his/her designee. Ductile iron, PVC, or polyethylene pipe shall be used for pressurized irrigation mains larger than 12 inches in diameter as approved by the City Engineer or his/her designee. Only PVC or polyethylene pipe may be used in corrosive soils.
- C. Size. The City Engineer or his/her designee must approve the sizes of all proposed pressurized irrigation lines. The minimum size of pressurized irrigation pipe in thru streets is 6 inch diameter for main lines, 4 inch diameter for cul-de-sacs unless otherwise specified in the Pressurized Irrigation System Master Plan. 1 inch diameter for services are required for each lot. A dual service shall be 1½" to the service tee.
- D. Location. Pressurized irrigation mains shall be located on either the south or west sides of a street 3 feet from the edge of curb. See standard drawings for utility locations.
- E. Unusual Piping and Plumbing. Special and unusual piping and plumbing for equipment or structures are treated as separate items and are not included in these standards.

Tapping tees may only be installed when authorized by the City Engineer or his/her designee and when the existing main is at least one size smaller than the proposed main.

**450.020. Installation.**

- A. General. Pressurized irrigation distribution and transmission systems shall be installed according to the requirements and specifications of APWA 33 11 00 (Water Distribution and Transmission). PVC pipe shall also be installed according to the requirements and specifications of AWWA C605.
- B. Pipe Cleanliness. All foreign matter or dirt shall be removed from the inside of the pipe before it is placed and it shall be kept clean during and after laying. No debris, tools, or other materials shall be placed in the pipe during laying operations. When laying of pipe is not in progress, the pipe shall be closed by a water-tight plug.
- C. Minimum Cover. All pressurized irrigation mains shall have a minimum cover of 2 feet to the top of the pipe.
- D. Identification Tape. All pressurized irrigation mains shall be installed with identification tape that meets the requirements and specifications of APWA 33 05 20 (Backfilling Trenches). Tape shall be buried 12 inches above the pipe.
- E. Lateral Displacement. All pipes shall be protected from lateral displacement resulting from impact or unbalanced loading during backfilling operations.
- F. Restraining. Either thrust blocks or mechanical restraining devices shall be used for all tees, valves, plugs, caps and bends. Restraining shall be accomplished according to the standard drawings.
- G. Connections to Existing Pressurized Irrigation Lines. The Contractor will be responsible to verify actual size, type of material and location of existing utilities in the field. The fittings and materials required for construction must be approved by the City Engineer or his/her designee.

Where fitting sizes, such as tees and crosses, are shown on the plans, those sizes will be used. However, no attempt has been made to show all needed fittings or materials.

**450.030. Pipe and Fittings.**

- A. Polyvinyl Chloride Pipe (PVC). PVC pipe shall meet the requirements and specifications of APWA 33 05 07 (Polyvinyl Chloride Pipe) and AWWA C900 and C905. Only purple, SDR-18 pressure class 150 psi pipe may be used for pressurized irrigation mains.
- B. Ductile Iron Pipe. Ductile iron pipe shall meet the standards and specifications of APWA 33 05 05 (Ductile Iron Pipe). Only a pressure class of 150 psi or larger may be used. A tubular purple polyethylene encasement must be installed according to AWWA C105 over all ductile iron pipe and fittings. Flanges,

when required, shall meet the requirements and specifications of AWWA C115. Ductile iron may be directed tapped for the use of corporation stops.

- C. Polyethylene Pipe. Polyethylene pipe shall meet the standards and specifications of APWA 33 05 06 (Polyethylene Pipe).
- D. Steel Pipe - Lined and Coated. Steel pipe shall meet the standards and specifications of APWA 33 05 09 (Steel Pipe - Lined and Coated).
- E. Fittings. Use Ductile Iron fittings that conform to the provisions of ANSI/AWWA C110/A21.10 or C153/A21.53 unless otherwise recommended by the manufacturer and authorized by the City Engineer or his/her designee. All PVC pipe being inserted into fittings shall have the bevel end removed. All the bolts and nuts of all fittings shall be greased. All fittings shall have an 8 mil vinyl wrap plastic cover.

**450.040. Valves and Couplings.**

- A. General. All valves shall meet the requirements of APWA 33 11 00 (Water Distribution and Transmission) and APWA 33 12 16 (Water Valves).
- B. Resilient Seated Gate Valve. All valves on 4 inch to 12 inch water mains shall be resilient seated gate valves. Valves shall also be of iron body have non-rising bronze stems and meet the following specifications:
  - 1. *Mechanical Joint.* When valves are Mechanical Joint, they shall be furnished with all necessary glands, followers, and bolts and nuts to complete installation.
  - 2. *Valve Stems.* Bronze valve stems shall be interchangeable with stems of the double disc valves of the same size, direction of opening and manufacture.
- C. Butterfly Valve. All valves 14 inches and larger shall be butterfly valves which meet the requirements and specifications of APWA 33 11 00 (Water Distribution and Transmission) and APWA 33 12 16 (Water Valves) and the following specifications:
  - 1. *General.* Valve bodies shall be cast iron, ASTM A-126 Class B. Body ends shall be flanged with facing and drilling in accordance with ANSI B16.1, Class 125; or mechanical joint in accordance with AWWA C111. All mechanical joint end valves shall be furnished complete with joint accessories (bolts, nuts, gaskets, and glands). All valves shall conform to AWWA Standard C-504, Table 3, Laying Lengths for Flanged Valves and Minimum Body Shell Thickness for all Body Types.
  - 2. *Disc.* Valve disc shall be ductile iron ASTM A-536, grade 65-45-12. Valve disc shall be of the offset design providing 360 degree uninterrupted seating.
  - 3. *Shaft Bearings.* Shaft bearings shall be contained in the integral hubs of the valve body and shall be self-lubricated sleeve type.
  - 4. *Coating.* All valves shall be coated with epoxy in conformance to AWWA Standard C-550, latest revision. Interior wetted ferrous surfaces shall be coated a nominal 10 mils thick for long life; and body exterior shall have a minimum of 3 to 4 mils coating thickness in order to provide superior base for field-applied finish coats.
- D. Valve Boxes. All buried valves shall be installed complete with two-piece, cast iron, slip type, 5-1/4-inch shaft valve box with drop lid. The lid shall have the word "IRRIGATION" or "DRAIN" according to the standard drawing cast in the metal.

Valves and valve boxes shall be installed where shown on the drawings. Valves and valve boxes shall be set plumb. Valve boxes shall be centered directly over the valve. Valves shall be aligned with property lines where possible. Earth fill shall be carefully tamped around the valve box to a distance of 4 feet on all sides of the box, or to the undisturbed trench face if less than 4 feet. Valves shall have the interiors cleaned of all foreign matter before installation.

All top of valve boxes located in streets shall be installed 1/2 inch below grade. The pavement surrounding the valve box shall be neatly cut to form a 30 inch round opening with the valve box centered, and a concrete collar shall be cast around the box. Valve boxes in off-road areas shall extend 6 inches above grade unless otherwise specified by the City Engineer or his/her designee. Lid detail shall be similar to Comco C-6517.

- E. Couplings. Couplings shall be equal to the product of Smith-Blair or Dresser with cast iron couplings being used on all cast iron and PVC pipe. Couplings shall be of the straight, transition, or reducing style as

required by the specific installation. All steel fittings and bolts shall be coated with a non-oxide coating and wrapped with polyethylene.

- F. Pressure Regulation Valves. Pressure regulation valves (PRV) which are required in a development shall be designed by the Developers engineer and the design shall be submitted to the City Engineer or his/her designee for review and approval prior to starting construction. All PRV's shall be Cla-Val with a 4" bypass or as specified by design, be placed in a concrete vault and have telemetry included.
- G. Tapping Valves. Tapping valves may only be used when approved by the City Engineer or his/her designee. Tapping saddles with an "O" ring may be used if the water main line to be tapped is larger than the new water main line. Where the tap is the same size as the existing main, cast iron or stainless steel tapping sleeves shall be used, which encase the full perimeter of the pipe. The valve shall be a tapping valve with a guide lip on the flanged side. The opposite side of the valve shall have a mechanical joint connection.
- H. Air, Vacuum and Release Valves. Combination air, vacuum and release valves shall be installed according to the standard drawings at high points in the system as required by the City.

**450.050. Meters, Boxes and Services.**

- A. General. See the standard drawings for pressurized irrigation services. The minimum size of new pressurized irrigation service lines is 1 inch for single service and 1 ½" for dual service.
- B. Placement and Location. All meters and boxes shall have their location and grade staked prior to installation. No meters or boxes shall be set in sidewalks or driveways. Meters and boxes are to be set 5 feet uphill from the water meter, 1 foot behind the sidewalk or 10 feet behind the curb. Service taps shall be a minimum of 36 inches apart. No taps will be allowed within 36 inches of the end of the pipe.

Service laterals shall extend perpendicular from the main to the meter or box. For dual pressurized irrigation services, laterals shall extend perpendicular from the main to the tee.

If a meter must be moved coordination with the City Engineer is required. When a new service line is installed the old corporation stop shall be shut off at the main and the old service line cut two feet from the main.

- C. Meters and Boxes. All meters shall be paid for by the developer and ordered by the City. Meter boxes and pressurized irrigation boxes shall be in good repair. They shall not be set at an angle, crushed, or dented. The inside of boxes must be free from obstructions such as dirt, rocks or debris. Meters shall be installed by the Developer or Contractor.
- D. Polyethylene Pipe. Only CTS SDR9 200 psi purple polyethylene pipe shall be used for pressurized irrigation service lines. Pipe damaged by scratches, cuts, kinks or buckled areas shall not be installed.

The bottom of trench shall be flat with no hollows, no lumps and no rock. If these conditions do not occur pipe must be bedded in coarse sand. No rocks shall be allowed within six inches of pipe.

Pipe shall be cut with either a wheel or scissor type tubing cutter with a blade specifically designed for plastic. Cuts shall be square and clean. Cutter manufacturer instructions shall be followed when cutting pipe. All connections shall have stainless steel stiffeners.

There shall be no unnecessary bending of pipe. Taps shall be exactly horizontal to the pressurized irrigation main. If bending cannot be avoided maximum bending radius shall be 25 times the pipe diameter as measured in inches (i.e.: a 16 inch pipe cannot bend on a curvature having a radius less than 16 x 25= 400 feet). There shall be no bending within 3 feet of a fixed point and no "S" shape curves.

**450.060. Flushing.**

- A. General. All pressurized irrigation lines shall be flushed before placed in service. Flushing shall be accomplished through the end of each line.
- B. Velocity. The Contractor shall install a tap sufficient in size to provide for 2 ½ feet per second flushing velocity in the line. The following is the flow quantity required to provide a 2 ½ foot per second flushing velocity.

**FLOW REQUIREMENTS FOR FLUSHING**

<b>Pipe Diameter</b>	<b>Flow in Gallons Per Minute</b>
4 inch	100
6 inch	220
8 inch	390
10 inch	610
12 inch	880
16 inch	1,567
18 inch	1,980
20 inch	2,450
24 inch	3,525
30 inch	5,507

**Section 500. Sanitary Sewer.****SECTION INDEX****500.010. General.**

- A. Specifications.
- B. Pipe.
- C. Size.
- D. Locations.
- E. Minimum Slopes.
- F. Sanitary Sewer Lift Stations.
- G. Unusual Piping and Plumbing.

**500.020. Pipe and Fittings.**

- A. General.
- B. Polyvinyl Chloride Pipe (PVC).
- C. ADS Sanitite HP Pipe.

**500.030. Services.**

- A. General.
- B. Clean-outs.

**500.010. General.**

- A. Specifications. Sanitary sewer facilities shall meet the requirements and specifications of APWA 33 31 00 (Sanitary Sewerage Systems). These specifications cover the installation of sanitary sewer lines. See Section 200 for improvement and design requirements, Section 250 for inspection and testing requirements, and Section 350 for earthwork and trench requirements. See standard drawings related to sanitary sewers.
- B. Pipe. All sanitary sewer pipe 18 inches in diameter and larger shall be ADS Sanitite HP pipe or approved equivalent unless otherwise approved by City Engineer or his/her designee. All other sanitary sewer pipe shall be constructed with polyvinyl chloride (PVC) pipe.
- C. Size. The City Engineer or his/her designee must approve the sizes of all proposed sanitary sewer lines. Minimum size of pipe is 8 inch diameter for main lines and 4 inch diameter for services.
- D. Location. Sanitary Sewer mains shall be located on either the south or west sides of a street 7 feet from the centerline. A maximum of 400 feet of pipe shall be allowed between manholes unless otherwise approved by the City Engineer.
- E. Minimum Slopes. Slopes shall be designed to have a 2 foot per second velocity unless otherwise approved by the City Engineer. The following table lists minimum slopes for sanitary sewer for each size of pipe:

MINIMUM SANITARY SEWER SLOPES

Pipe Diameter (inches)	Minimum Slope (%)
4	2.000
6	1.000
8	0.334
10	0.248
12	0.194
14	0.158
15	0.144
16	0.132
18	0.113
21	0.092
24	0.077
27	0.066
30	0.057
36	0.045
48	0.031
54	0.027
60	0.023

- F. Sanitary Sewer Lift Stations. Sanitary sewer lifts stations require prior approval. All possible options for a gravity flow system shall be considered prior to requesting approval of a sanitary sewer lift station or equivalent system. Sanitary sewer lift stations or equivalent systems which are approved to be used in a development shall be designed by the Developer’s engineer; the design shall be submitted to the City Engineer or his/her designee for review prior to Preliminary Approval of the development. Lift stations will be the wet well / dry well type, will have standby power, proper ventilation, telemetry, and will be designed for large areas, not individual subdivisions.
- G. Unusual Piping and Plumbing. Special and unusual piping and plumbing for equipment or structures are treated as separate items and are not included in these standards.

**500.020. Pipe and Fittings.**

- A. General. ADS Sanitite HP pipe or approved equivalent shall be used for all sanitary sewer lines larger than 18 inches in diameter. All other sanitary sewer lines shall be constructed with polyvinyl chloride (PVC) pipe.  
  
Pipe buried more than 12 feet deep shall require manufacturing and engineering specifications to be submitted to the City Engineer or his/her designee for written approval.
- B. Polyvinyl Chloride Pipe (PVC). PVC pipe shall meet the requirements and specifications of APWA 33 05 07 (Polyvinyl Chloride Pipe) and shall have a minimum rating of SDR-35.

- C. ADS Sanitite HP Pipe. Sanitite HP pipe with sizes up to 30 inches shall meet the requirements and specifications of ASTM F2732. Sanitite HP pipe with sizes over 30 inches shall meet the requirements of ASTM F2764.

**500.030. Services.**

- A. General. All sanitary sewer services shall be connected to existing sanitary sewer mains by use of an Inline Y or approved equivalent Insert-a-Tee type connection, and shall be approved by the City Engineer. Sewer services shall extend 10 feet beyond the back of sidewalk and plugged until connected to a building. The minimum cover of sewer laterals is at 3' 6" at the property line.
- B. Clean-outs. Clean-outs, per City details, shall be installed every 100 feet on all service lines.

**Section 550 Storm, Land and Groundwater Drains.****SECTION INDEX****550.010. General.**

- A. Specifications.
- B. Size.
- C. Location.
- D. Minimum Slopes.
- E. Unusual Piping and Plumbing.
- F. Groundwater Drains.

**550.020. Pipe and Fittings.**

- A. General.
- B. Concrete Pipe.
- C. Polyethylene Pipe.
- D. Polyvinyl Chloride Pipe.
- E. Corrugated Metal Pipe.

**550.030. Sumps and Appurtenances.**

- A. Connecting to Existing Drains Lines.
- B. Sumps.
- C. Inlet and Clean Out Structures.
- D. Headwalls.

**550.040. Retention/Detention Basins.**

- A. General.
- B. Retention Basins.
- C. Detention Basins.

**550.050. Low Impact Development.**

- A. General.

**550.010. General.**

- A. Specifications. Storm, land and groundwater drain facilities shall meet the requirements and specifications of APWA 33 41 00 (Storm Drainage Systems). These specifications cover the installation of storm, land and groundwater lines. See Section 200 for improvement and design requirements, Section 250 for inspection and testing requirements, and Section 350 for earthwork and trench requirements. See standard drawings related to storm, land and groundwater drains. Land and groundwater drains shall be approved by the City Engineer and shall be installed lower in elevation than the sewer mainline.
- B. Size. The City Engineer or his/her designee must approve the sizes of all proposed drain lines. The minimum size of pipe is 15" diameter for all lines, both mains and laterals.
- C. Location. Drain lines shall be located along the centerline of the street, typically below water mains to reduce conflicts. Unless approved otherwise, a maximum of 400 feet of pipe shall be allowed between manholes.
- D. Minimum Slopes. Slopes shall be designed to have a 2 foot per second velocity unless otherwise approved by the City Engineer. The following table lists minimum slopes for drain lines for each size of pipe:

MINIMUM DRAIN LINE SLOPES

Pipe Diameter (inches)	Minimum Slope (%)
12	0.194
14	0.158
15	0.144
16	0.132
18	0.113
21	0.092
24	0.077
27	0.066
30	0.057
36	0.045
48	0.031
54	0.027
60	0.023

- E. Unusual Piping and Plumbing. Special and unusual piping and plumbing for equipment or structures are treated as separate items and are not included in these standards.
- F. Groundwater Drains. All plans for groundwater drains must be designed and stamped by a licensed professional civil engineer in the State of Utah. Only rigid pipe may be used.

**550.020. Pipe and Fittings.**

- A. General. Reinforced concrete pipe shall be used for all lines with less than 2 feet of cover or more than 8 feet of cover. Corrugated metal pipe (CMP) may only be used when authorized by the City Engineer or his/her designee.
- B. Concrete Pipe. Concrete pipe shall meet the requirements and specifications of APWA 33 05 02 (Concrete Pipe and Culvert). Reinforced concrete pipe (RCP) shall be Class III. Only new pipe may be used unless otherwise authorized by the City Engineer or his/her designee.
- C. Polyethylene Pipe. Polyethylene pipe shall meet the requirements and specifications of APWA 33 05 06 (Polyethylene Pipe) Type S for storm drains and Type SP for land or groundwater drains.
- D. Polyvinyl Chloride Pipe (PVC). PVC pipe shall meet the requirements and specifications of APWA 33 05 07 (Polyvinyl Chloride Pipe).
- E. Corrugated Metal Pipe (CMP). CMP shall meet the requirements and specifications of APWA 33 05 04 (Corrugated Metal Pipe).

**550.030. Sumps, and Appurtenances.**

- A. Connecting to Existing Drain Lines. Manholes and sumps used to connect proposed storm drain to existing storm drain shall be plumb and centered on the existing storm drain. The new pipe shall be placed against the existing pipe at the elevation designated by the project engineer and the base poured as specified above. Care shall be taken not to disturb the alignment of the existing storm drain during the excavation procedure. Any damage to the existing storm drain shall be repaired.
- B. Sumps. Sumps may only be constructed of reinforced concrete, precast sections and shall meet the requirements of ASTM C478-73. Sumps shall have eccentric lids to ensure adjustments in alignment.
- C. Inlet and Clean Out Structures. Surface water must enter the City storm drain system through standard City inlet boxes. In no case may water inlet directly into storm manholes, clean-outs, or sumps. Inlets and clean out structures shall not exceed 400 ft spacing unless approved otherwise by the City Engineer.

All inlet and clean out structures shall be reinforced concrete boxes. They may be precast or cast-in-place. Grate and Frame Material. All castings shall be of ASTM A-48, Class 35 iron free from blowholes and shrinkage defects. Castings shall be free from fins and burrs and shall be shot-blasted to remove sand and other foreign matter. Freedom from cracks and defects shall be ascertained by the engineer prior to installation.

- D. Headwalls. A headwall shall be installed at all ditch to pipe transitions. Headwall designs must be stamped by a licensed professional civil engineer in the State of Utah and approved by the City Engineer or his/her designee.

**550.040. Retention/Detention Basins.**

- A. General. Basin designs shall be designed with the following side slopes:

Basin Finish	Min. Side Slope
Non-landscaped	3:1
Landscaped	4:1

- B. Retention Basins. All retention basins shall have a freeboard of 12 inches. Design of retention basins shall be according to the Storm Water Drainage Design Manual. All retention basins shall have a series of interconnected sumps connected to curb inlet boxes or storm drain main lines.

All retention basins shall be constructed for drainage areas designated in the Storm Drain Master Plan. Basins for smaller areas may be allowed only with prior written approval of the City Engineer or his/her designee.

- C. Detention Basins. All detention basins shall have 12 inches of freeboard. Design of detention basins shall be according to the Storm Water Drainage Design Manual. Detention basins may be constructed in landscape or parking areas. Each detention basin shall incorporate LID storm drain principles and have an overflow to the City storm drain system.

**550.050. Low Impact Development.**

General. All new development and roadways shall incorporate LID storm drain in the form of bioretention swales, underground retention cells and other methods as approved by the City Engineer or his/her designee. LID systems shall be designed in accordance with the Stormwater Design Manual.

**Section 600. Streets and Pavements.****SECTION INDEX****600.010. General.**

- A. Street Designations.
- B. Time Limitation after Curb and Gutter.
- C. Geotextiles, Geogrids and Geocomposites.
- D. Pavers.
- E. Painted Traffic Lines and Markings.
- F. Traffic Barriers.
- G. Vehicle Delineators.

**600.020. Street Section.**

- A. Soils Investigation.
- B. Pavement Section.
- C. Road-base Section.
- D. Sub-base Section.
- E. Grading.

**600.030. Trail Section.**

- A. General.
- B. Survey.
- C. Weed Abatement.
- D. Geotextile Fence.
- E. Sub-grade.
- F. Weed Barrier.
- G. Limestone Crusher Fines.
- H. Trail Markings.
- I. Clean-up.

**600.040. Bituminous Surface Course.**

- A. Paving Asphalts.
- B. Asphalt Concrete.
- C. Prime Coat.
- D. Tack Coat.
- E. Overlays and Patches.
- F. Slurry Seal.
- G. Chip Seal.
- H. Micro-Surfacing.
- I. Pavement Crack Seal.
- J. High Density Mineral Bond Seal

**600.010. General.**

- A. Street Designations. Street designations include: local streets, secondary access, collector streets and arterial streets. Designations shall be assigned by the City in compliance with the Alpine City Transportation Master Plan.
- B. Time Limitation after Curb and Gutter is Placed. Pavement shall be placed at least 7 days after and before 45 days after the placement of curb and gutter unless an extension is granted by the City Engineer or his/her designee.
- C. Geotextiles, Geogrids and Geocomposites. All geotextile work shall meet the requirements and specifications of APWA 31 05 19 (Geotextiles) and APWA 32 12 16 (Plant-Mix Asphalt Paving). Geogrid and geocomposite work shall meet the requirements and specifications of APWA 31 05 21 (Geogrids/Geocomposites) and APWA 32 12 16 (Plant-Mix Asphalt Paving).
- D. Pavers. Pavers and installation shall meet the requirements and specifications of APWA 32 14 13 (Precast Concrete Unit Paving) and APWA 32 14 16 (Brick Unit Paving).
- E. Painted Traffic Lines and Markings. Painted traffic lines and markings shall meet the requirements and specifications of APWA 32 17 23 (Pavement Markings) and the MUTCD.
- F. Traffic Barriers. Vehicle barriers shall meet the requirements and specifications of APWA 34 71 13 (Vehicle Barriers) and the MUTCD.
- G. Vehicle Delineators. Vehicle delineators shall meet the requirements and specifications of APWA 34 71 19 (Vehicle Delineators) and the MUTCD.

**600.020. Street Section.**

- A. Soils Investigation. A soils investigation shall be performed for all new roads and those roads for which work will be performed. The results of this investigation and a design of the road cross section shall be submitted to and accepted by the City Engineer or his/her designee.

The following guidelines shall be used as a minimum requirement for street cross sections. They should be used unless the soils investigation indicates they are not adequate. Any variations from these standards must be approved by the City Engineer or his/her designee.

- B. Pavement Section. All roads shall be paved with asphalt concrete according to City standards unless authorized by the City Engineer or his/her designee. The following table shall be used for minimum asphalt pavement surfacing depths:

**ASPHALT PAVEMENT COURSE THICKNESS**

<b>Application</b>	<b>Minimum Pavement</b>
Parking Lots and Driveways	3 inch
Local Streets	3 inch + preservation coat after 1 year
Secondary Access Roads	3 inch + preservation coat after 1 year (if pavement is required)
Collector/Arterial Streets	4 inch + preservation coat after 1 year

Streets shall have an approved preservation coat installed 1 year after the end of construction inspection, pending amenable conditions for installation. At the City's discretion, the contractor may arrange to have the City install the preservation coat at the Contractor's expense. The funds for a preservation coat shall be provided in escrow prior to recording the subdivision plat.

- C. Road-base Section. All roads shall have a minimum 8 inches of road-base under the pavement section. Road-base shall be an untreated base course installed according to City standards. See Section 350. Earthwork and Trenching. Road-base shall be finished to a smooth uniform line and grade and shall extend a minimum of 12" beyond the pavement surface for placements without curb and gutter. For placements with curb and gutter it shall extend 12" beyond the back of curb.

- D. Sub-base Section. All sub-base shall be an engineered fill that meets and is installed according to City standards. See Section 350. Earthwork and Trenching. Sub-base shall be finished to a smooth uniform line and grade and shall extend a minimum of 12" beyond the pavement surface for placements without curb and gutter. For placements with curb and gutter it shall extend 12" beyond the back of curb. The thicker section shall be used in the case where CBR may be in conflict. The following table shall be used for minimum sub-base course thicknesses for the following California Bearing Ratio (CBR) values of sub-grade:

PARKING LOTS AND DRIVEWAYS  
MINIMUM SUB-BASE COURSE THICKNESSES

Sub-grade CBR	Minimum Sub-base Thickness (inches)
Less than 2	12
2.1 to 8.0	8
More than 8	No Sub-base Required

LOCAL STREET / SECONDARY ACCESS  
MINIMUM SUB-BASE COURSE THICKNESS

Sub-grade CBR	Minimum Sub-base Thickness (inches)
Less than 2	15
2.1 to 3.0	12
3.1 to 10.0	8
More than 10	No Sub-base Required

COLLECTOR / ARTERIAL STREET  
MINIMUM SUB- BASE COURSE THICKNESS

Sub-grade CBR	Minimum Sub-base Thickness (inches)
Less than 2.0	18
2.1 to 3.0	15
3.1 to 5.0	12
5.1 to 15.0	8
More than 15	No Sub-base Required

- E. Grading. The sub-grade, sub-base, and road base shall all be graded to an engineered red-head and accepted by the City. Red-heads shall be placed every 50 feet at the crown of the road. If the distance between red-heads and edge of pavement exceeds 25 feet additional redheads shall be installed halfway between the crown and edge of pavement.

**600.030. Trail Section.**

- A. General. A pavement and soils investigation shall be performed for Class A and B trails. The results of this investigation and a design of the trail section shall be submitted to and accepted by the City Engineer or his/her designee.

The following guidelines shall be used as a minimum requirement for Class A thru D trail cross sections. They should be used unless the soils investigation indicates they are not adequate. Any variations from these standards must be approved by the City Engineer or his/her designee. All trail materials shall be placed according to City standards.

1. *Engineered Fill.* Compacted engineered fill shall be placed in all areas where fills are required to meet grade or the requirements of the soils investigation.
2. *Untreated Base Course.* 6 inches of compacted untreated base course shall be placed under the surface course of Class A thru D trails.
3. *Bituminous Surface Course.* A minimum of 2 inches of APWA DM-1/2, PG 58-28, 50 Blow or SP-3/8, PG58-28, 75Nd bituminous surface course shall be placed across 8 feet of the trail section.

- a. A maximum of 15% RAP or 15% Recycled Binder Replacement, whichever is less, will be allowed.
- B. Survey. Both sides of a trail shall be laid out by a survey and approved by the City before construction. Lath shall be placed at 100 foot intervals and at bends and obstacles the trail comes near.
- C. Weed Abatement. All weeds shall be sprayed and killed with Roundup or an approved equivalent one week before any work may be performed, and within 3 weeks of the placement of untreated base course.
- D. Geotextile Fence. An APWA 31 05 19 (Geotextiles) silt fence shall be installed along the limits of the trail construction at hillsides, river embankments, or by or through City Open Space.
- E. Sub-grade. The sub-grade shall be grubbed of all trees, bushes and other organic matter. Sub-grade shall be graded to meet the following ADA requirements for walkways when required on ADA accessible pathways:
  - 1. *Maximum Slope.* Sub-grade shall not have a slope greater than 8.33%.
  - 2. *Maximum Run for Steep Slopes.* For slopes between 5.00% and 6.25% the maximum run shall be 40 feet. For slopes between 6.25% and 8.33% the maximum run shall be 30 feet.
- F. Weed Barrier. Weed barrier geotextile shall meet the requirements and specifications of APWA 31 05 19 (Geotextiles).
- G. Trail Markings. Trail lanes shall be delineated by a center single dashed yellow line. Painted traffic lines and markings shall meet the requirements and specifications of APWA 32 17 23 (Pavement Markings) and the MUTCD.
- H. Clean-up. Upon completion of the trail section all windrows, survey and construction debris shall be removed from along the edges of the trail.

**600.040. Bituminous Surface Course.**

- A. Paving Asphalts. Paving asphalts shall meet the requirements and specifications of APWA 32 12 03 (Paving Asphalts). Recycled Asphalt Pavement (RAP) or Recycled Asphalt Binder (RAB) content may not exceed 15% in any mix design.

For all new construction, paving shall not occur until gas and power utilities are installed. Otherdry utility crossings shall be installed and approved by the dry utility company representative and the City Engineer or his/her designee. Crossings shall be surveyed and included on the asbuilt drawings.

Required testing for culinary water, pressurized irrigation, sewer, and storm drain shall be completed and approved by the City Engineer or his/her designee prior to paving.

For all streets, parking lots, trails, and repairs; use 1/2" 50 Blow PG 58-28 mix design.

For paving limitations, see Asphalt Paving Limitations, Section 250.

- B. Asphalt Concrete. Asphalt concrete shall meet the specifications and requirements of APWA 32 12 05 (Asphalt Concrete), APWA 32 12 16 (Plant-Mix Asphalt Paving) and APWA 32 12 17 (Cold-Mix Asphalt Paving).

Cold-mix asphalt concrete shall only be installed when allowed by the City Engineer or his/her designee. All cold-mix asphalt concrete shall be replaced with hot-mix within 30 days of when it becomes available.

- C. Prime Coat. Prime coat only as required by the plans or the City. Prime coat shall meet the requirements and specifications of APWA 32 12 13 (Prime Coat).
- D. Tack Coat. Install tack coat as required and according to APWA 32 12 14 (Tack Coat). Use CSS-1 or CSS-1h tack emulsion diluted 2:1 (concentrate to water).
- E. Thin Overlays and Patches. Use binder and bituminous concrete as defined in Article A based on paver or hand applications. Apply tack coat to all horizontal and vertical surfaces sufficient to achieve minimum 95% coverage prior to placement of overlay or patch.

- F. Slurry Seal. Slurry seals shall meet the requirements and specifications of APWA 32 01 13 (Slurry Seal). The type of slurry seal applied to a City street shall be approved and specified by the City Engineer.
- G. Chip Seal. Chip seals shall meet the requirements and specifications of APWA 32 01 13 (Chip Seal).
- H. Micro-Surfacing. Micro-surfacing shall meet the requirements and specifications of APWA 32 01 15 (Micro-Surface Seal).
- I. Pavement Crack Seal. Pavement crack seals shall meet the requirements and specifications of APWA 32 01 17 (Pavement Crack Seal).
- J. High Density Mineral Bond Seal. High densit mineral bond seals shall meet the requirements and specifications of APWA 32 01 13 (High Density Mineral Bond Seal).

**Section 650. Portland Cement Concrete and Masonry Work.****SECTION INDEX****650.010. General.**

- A. Specifications.
- B. Allowable Grades.
- C. American Disabilities Act (ADA) Requirements.
- D. Combination Curb, Gutter, and Sidewalk.
- E. Cold Weather Concrete.
- F. Debris in Gutters.
- G. Sidewalk.
- H. Drive Approaches.
- I. Protection of Wet Concrete.
- J. Repair.

**650.020. Installation.**

- A. Cutting Pavement.
- B. Forms and Joints.
- C. Base Material.
- D. Mixing and Conveying.
- E. Finishing.
- F. Curing.

**650.030. Materials.**

- A. Coarse Aggregate.
- B. Fine Aggregate.
- C. Cement.
- D. Water.

**650.040. Concrete Mixes.**

- A. Mix Design.
- B. Proportioning.
- C. Control.
- D. Water Adjustments.

**650.050. Masonry.**

- A. General.

**650.010. General.**

- A. Specifications. These specifications cover the installation of concrete work including but not limited to curbs, gutters, sidewalks, boxes, and thrust blocks. All concrete work shall meet the requirements and specifications of APWA Division 03 Concrete and related sections. Concrete driveway, sidewalk, curb and gutter work shall meet the requirements and specifications of APWA 32 16 13 (Driveway, Sidewalk, Curb, Gutter). See Section 200 for improvement and design requirements, Section 250 for inspection and testing requirements, and Section 350 for earthwork and trench requirements. Also, see standard drawings related to concrete work.

All concrete work shall be constructed where indicated on the plans or as directed by the project engineer and shall conform in all respects to the specified lines, grades, and dimensions and City standards.

- B. Allowable Grades. The minimum grade allowed for any gutter is 0.50%. See Alpine City Development Code for maximum allowable grades of City streets.
- C. American Disabilities Act (ADA) Requirements. All pedestrian facilities will conform to the current federal ADA standards.
- D. Combination Curb, Gutter, and Sidewalk. Combination curb, gutter, and sidewalk will not be allowed unless authorized by the City Engineer or his/her designee.
- E. Cold Weather Concrete. Concrete shall not be placed when a descending air temperature in the shade and away from artificial heat falls below 35°F. Concrete shall not be poured on frozen ground. Where temperatures are projected to descend below 32°F within 72 hours after placement, concrete shall be covered or otherwise protected against freezing. No calcium based add mixtures may be used. Any other add mixtures must be approved by the City Engineer or his/her designee.

If concrete is not protected by insulation blankets for 72 hours following installation and the temperature drops below 45 degrees a pay factor of 0.50 shall apply.

Per APWA Division 03, concrete placed between October 1 and March 1 requires an increase in mix design strength by 1 class, i.e. Class 3000 becomes Class 4000, Class 4000 becomes Class 5000, etc.

- F. Debris in Gutters. Once curb and gutter and surface course is in place they shall be kept as clean as possible. Dirt and gravel shall not be placed in gutter or on street. Gutter shall flow freely at all times.
- G. Sidewalk. Sidewalk shall be 5 inches thick with 6 inches of compacted road base. To protect the structural integrity of new sidewalk, all dry utilities shall be installed prior to installing sidewalk. When equipment is required to cross over sidewalk, bridging must be provided to protect concrete.
- H. Drive Approaches. All City owned drive approaches shall be 5 inches thick with 6 inches of compacted road base. Commercially owned drive approaches are recommended to be 6 inches thick.
- I. Protection of Wet Concrete. The Contractor shall be responsible to protect wet concrete. Any concrete that is vandalized before setting up shall be replaced at the contractor's expense.
- J. Repair. When authorized by the City Engineer or his/her designee, Contractor may repair concrete damage with Concrete Solution's Ultra Surface Concrete Polymer installed to manufacturer's specifications or an equivalent that is approved by the City Engineer or his/her designee.

**650.020. Installation.**

- A. Cutting Pavement. When replacing gutter, the pavement shall be cut along the entire excavation to provide a vertical joint in the surface. Cut shall be a minimum of 12 inches from lip of gutter. A pavement saw shall be used for all pavement cutting. If excavation damages the cut pavement, pavement shall be cut again before patching. All road cuts shall be repaired within 2 working days.
- B. Forms and Joints. When pouring concrete along a curve, flexible forms with enough stakes to hold the forms at an even curve shall be used.

Curb and gutter contraction joints shall be constructed every 10 feet by using steel templates 1/8 inch in thickness. Sidewalk contraction joints shall meet APWA requirements with the minimum distance between joints being 5 feet.

- C. Base Material. A minimum of 6 inches of untreated base course shall be installed under all concrete and shall extend out 1 foot in all directions from concrete unless otherwise specified. Untreated base course shall be compacted and installed according to City standards. See Section 350. Earthwork and Trenches.
- D. Mixing and Conveying. Concrete transported in a truck mixer, agitator, or other transportation device shall be discharged at the job and placed in its final position in the forms within 1 hour after the introduction of the mixing water to the cement and the aggregate, or the cement to the aggregate, except that in hot weather or under other conditions contributing to quick stiffening of the concrete, the maximum allowable time may be reduced by the City Engineer or his/her designee. The maximum volume of mixed concrete transported in an agitator shall be in accordance with the specified rating. During adverse weather conditions the City Engineer or his/her designee may deem it necessary for the use of a concrete pump truck.
- E. Finishing. As soon as the concrete has set sufficiently to retain its shape without support of the face form, the clamps, spreaders and face forms shall be removed. While the concrete is still green, the surface shall be thoroughly floated with a magnesium or moist wooden float to provide an even smooth surface, then broomed lightly.
- F. Curing. As soon as possible after final finishing, the finished surface shall be coated with a curing compound. The compound shall be an ASTM C-1315 Type 2 curing compound that meets the APWA 03 39 00 (Concrete Curing) specifications. The compound shall be applied in accordance with the manufacturer's recommendations. During the months of October through February exposed concrete shall be covered with an insulated curing blanket that meets the ACI 306 specification for 3 days when temperatures remain at 15 degrees Fahrenheit or higher and for 7 days for temperatures below 15 degrees Fahrenheit. Insulated curing blankets shall only be removed during the warmest parts of the day. The curing compound shall then be applied within 24 hours of the blankets being removed.

**650.030. Materials.**

- A. Coarse Aggregate. A coarse aggregate shall consist of hard durable particles of a mixture of crushed and natural gravel possessing at least 50% of broken surface area. The coarse aggregate shall be free from substances which are chemically active relative to hydrated cement and shall be subject to particularly the following:
  1. Loss on abrasion by Los Angeles Abrasion Test not more than 40% by weight.
  2. Loss on exposure to 5 cycles of sodium sulfate soundness test, not more than 8% by weight.
  3. Deleterious substances shall not exceed the values in the following table:

PORTLAND CEMENT CONCRETE  
COURSE AGGREGATE DELETERIOUS SUBSTANCES

Substance	Maximum % by Weight
Soft Fragments	3.0
Coal Lumps	1.0
Clay Lumps	0.5
Material passing 39 100 Sieve	1.5
Organic Material	0.1
Total for All of the Above	3.0

The maximum size of aggregate to be used shall not exceed 1 1/2 inches in terms of this size definition contained in ASTM Standards except that the maximum size shall not exceed 1/4 of the least dimension of the finished concrete in which the aggregate is to be used.

Coarse aggregate shall be uniformly graded within the following range:

PORTLAND CEMENT CONCRETE  
COARSE AGGREGATE GRADATION

Sieve Size	Minimum Retained (%)	Maximum Retained (%)
1 1/2 inch	0	10
3/4 inch	30	70
1/4 inch	75	100
No. 4	95	100

- B. Fine Aggregate. Fine aggregate shall consist of clean, hard durable particles of natural sands, subject to the following limitations:
1. Organic Calorimetric Test using sodium hydroxide shall result in a color not darker than Number 2 in the acceptance range.
  2. Loss on exposure to 5 cycles of the sodium sulfate soundness tests shall not exceed 8% by weight.
  3. Deleterious substances shall not exceed the values in the following table:

PORTLAND CEMENT CONCRETE  
FINE AGGREGATE DELETERIOUS SUBSTANCES

Substance	Maximum % by Weight
Soft Fragments	3.0
Coal Lumps	1.0
Material passing 39 100 Sieve	3.0
Micaceous or Flaky Particles	3.0
Total for All of the Above	5.0

Fine aggregate shall be uniformly graded within the following range:

PORTLAND CEMENT CONCRETE  
FINE AGGREGATE GRADATION

Sieve Size	Minimum Retained (%)	Maximum Retained (%)
No. 4	0	5
No. 8	0	20
No. 16	20	50
No. 30	50	75
No. 50	75	90
No. 100	95	100

- C. Cement. All cement used shall be Type II unless otherwise allowed by the City Engineer or his/her designee. All cement and dry additives shall be stored in damp-proof conditions. Shipments of cement shall be marked and stored in such a manner as to provide positive identification. The supplier shall keep and have available for inspection at all times an accurate record of supplies and use of cement of the various types and shipments. No cement shall be used which has been subject to dampness or exposure.
- D. Water. Water used for concrete shall be potable and free from excess salts, organic material, or other deleterious substances. Addition of water to the mixed concrete after specified workability has been obtained will not be allowed, nor shall any concrete be re-tempered or re-mixed.

**650.040. Concrete Mixes.**

A. Mix Design. Concrete mix designs shall meet the following requirements:

PORTLAND CEMENT CONCRETE MIX DESIGN REQUIREMENTS

Property	Standard Requirement	Thrust Block Material
Cement Content	6.5 Bags per Cubic Yard (Minimum)	3.5 Bags per Cubic Yard (Minimum)
28 Day Compressive Strength	4000 psi (Minimum)*	2000 psi (Minimum)*
Slump Range	1 to 3 inches	1 to 6 inches
Flatwork Slump Range	3 to 4 inches	NA
Air Content	5% to 7%	NA

\* Per APWA 03 30 04, increase cement content in the mix design by 1 class between **October 1 and March 1**, i.e. Class 4000 becomes Class 5000.

B. Proportioning. The supplier shall determine proportions by weight of aggregates, cement, additives, and water required to comply with strength, workability, and other requirements detailed herein. Such proportions shall be submitted to the City Engineer or his/her designee in three copies annually along with the following tests on materials and shall be subject to his/her approval.

1. Coarse aggregate
  - a. Source
  - b. Deleterious substances
  - c. Los Angeles Abrasion Test
  - d. Sodium Sulfate Soundness Test
  - e. Sieve
2. Fine aggregate
  - a. Source
  - b. Deleterious substances
  - c. Calorimetric Test for Organics
  - d. Sodium Sulfate Soundness Test
  - e. Sieve and fineness modulus
3. Cement
  - a. Type
  - b. Supplier
  - c. Analysis

Upon approval, all concrete shall be prepared in terms of the proportions so approved unless variation becomes necessary by reason of materials or conditions to achieve the requirements of these specifications, in which case such variation shall be approved in writing by the City Engineer or his/her designee. Approval by the engineer of mix proportions shall not relieve the supplier from the responsibility for obtaining the concrete strengths specified or complying will all other provisions of this specification.

C. Control. Measurements of materials except water shall be by weight. Equipment used shall be capable of controlling weight within 1% of each ingredient. Water may be measured either by volume or weight provided that an accuracy of 1% is maintained. Cement may be assumed to weigh 94 pounds per sack but proportioning aggregates for fractional sacks of cement will not be permitted unless the fractional amount is weighed for each batch.

D. Water Adjustments. Compensation for the water contained in the aggregates shall be made at least once daily or as often as inspection of the concrete may indicate that variation from this cause has occurred. The Pycnometer Method of assessing water in aggregate may be used for its determination for the purposes of this paragraph.

**650.050. Masonry.**

A. General. All masonry work shall meet the requirements and specifications of APWA Division 04 Masonry and related sections.

**Section 850. Surface Irrigation Systems.**

**SECTION INDEX**

**850.010. General.**

- A. Specifications.
- B. Size.
- C. Location.
- D. Minimum Slopes.
- E. Unusual Piping and Plumbing.

**850.020. Pipe and Fittings.**

- A. General.
- B. Concrete Pipe.
- C. Polyethylene Pipe.
- D. Corrugated Metal Pipe.

**850.010. General.**

- A. Specifications. Piped irrigation facilities shall be required per Alpine City Development Code. Facilities shall meet the requirements and specifications of APWA 33 41 00 (Storm Drainage Systems). These specifications cover the installation of storm/irrigation lines. See Section 200 for improvement and design requirements, Section 250 for inspection and testing requirements, and Section 350 for earthwork and trench requirements. See standard drawings related to storm/irrigation lines.
- B. Size. The City Engineer or his/her designee must approve the sizes of all proposed drain lines. The minimum size shall be determined based on Alpline Irrigation Company and Alpine City needs.
- C. Location. Piped irrigation systems shall be located as close to the original ditch system as possible. Variations in location must be approved by the City Engineer or his designee and the Alpine Irrigation Company. A maximum of 400 feet of pipe shall be allowed between manholes.
- D. Minimum Slopes. Slopes shall be designed to have a 2 foot per second velocity unless otherwise approved by the City Engineer. The following table lists minimum slopes for irrigation lines for each size of pipe:

MINIMUM IRRIGATION PIPE SLOPES

Pipe Diameter (inches)	Minimum Slope (%)
24	0.077
30	0.057
36	0.045
48	0.031
54	0.027
60	0.023

- E. Unusual Piping and Plumbing. Special and unusual piping and plumbing for equipment or structures are treated as separate items and are not included in these standards.

**850.020. Pipe and Fittings.**

- A. General. Reinforced concrete pipe shall be used for all lines with less than 2 feet of cover or more than 8 feet of cover. Corrugated metal pipe (CMP) may only be used when authorized by the City Engineer or his/her designee.
- B. Concrete Pipe. Concrete pipe shall meet the requirements and specifications of APWA 33 05 02 (Concrete Pipe and Culvert). Reinforced concrete pipe (RCP) shall be Class III. Only new pipe may be used unless otherwise authorized by the City Engineer or his/her designee.
- C. Polyethylene Pipe. Polyethylene pipe shall meet the requirements and specifications of APWA 33 05 06 (Polyethylene Pipe) Type S for storm drains and Type SP for land or groundwater drains.
- D. Corrugated Metal Pipe (CMP). CMP shall meet the requirements and specifications of APWA 33 05 04 (Corrugated Metal Pipe).

**Section 900. Landscaping.**

**SECTION INDEX**

**900.010. General.**

- A. Specifications.
- B. Appurtenances.
- C. As-Built Drawings.
- D. Government Regulations.
- E. Source.
- F. Fences and Walls.
- G. Tree Grates.
- H. Vegetation Control.

**900.020. Lawns and Grasses.**

- A. General.
- B. Grading.

**900.030. Ground Cover.**

- A. General.

**900.040. Trees.**

- A. General.
- B. Tree Sizes.
- C. Labels.

**900.010. General.**

- A. Specifications. These specifications are for landscape work completed on public property or private property that will become public property.
- B. Appurtenances. Any minor items of labor or materials not specifically noted on the drawings or specifications; but obviously necessary for the proper completion of the work, are to be considered as incidental to and are to be included in the contract.
- C. As-Built Drawings. The contractor must furnish as-built drawings to the City. These drawings should be updated whenever a change from the design is made to assure accuracy. The drawings must show a record of all departures from the contract drawings that occur during construction. These shall be kept on a clean set of prints of the contract drawings.

The Project Manager/Owner will review the "as-built drawings" to verify that changes are being recorded as construction occurs. These drawings and maintenance manuals must be submitted at the time of final inspection or in accordance to the general conditions.

- D. Government Regulations. Ship landscape materials with certificates of inspection as required by governmental authorities. Comply with governing regulations applicable to landscape materials.
- E. Source. Provide trees and shrubs, and other plants grown in a recognized nursery in accordance with good horticultural practice. Provide healthy, vigorous stock grown under climatic conditions similar to the locality of the project and free of disease, insects, eggs, larvae, and defects such as knots, sun-scale, injuries, abrasions, or disagreement.

Plant Materials and other landscape items will be evaluated according to compliance with drawings, schedules, and specifications; as well as overall aesthetic quality, grower or supplier reputation, physical inspection, and American Association of Nurseryman Standards (AANS). Select plants that will not be adversely affected by the existing soil chemistry at the planting location.

The source or supplier for all plant materials shall be furnished to the City prior to the delivery of any plant materials on site or stored elsewhere.

- F. Fences and Walls. All fences and walls must be approved by the City. Chain link and field wire fencing shall meet the requirements and specifications of APWA 32 31 13 (Chain Link Fences and Gates) and APWA 32 31 16 (Welded Wire Fences and Gates) respectively. The relocation of fences and gates shall meet the requirements and specifications of APWA 32 01 10 (Relocate Fences and Gates) and related sections.
- G. Tree Grates. Only 4 foot square D&L O-8644 or approved equivalent grates shall be used. Grates shall be set to grade with the top back of curb and sidewalk. Grates shall be set in metal frame manufactured specifically for grate. Frame shall be set in concrete extending a minimum of 6 inches from sides of frame. Concrete shall be installed to City standards for Portland Cement Concrete.
- H. Vegetation Control. Vegetation control shall meet the requirements and specifications of APWA 31 31 19 (Vegetation Control).

**900.020. Lawns and Grasses.**

- A. General. Lawns and grasses shall meet the requirements and specifications of APWA 32 92 00 (Turf and Grasses).
- B. Grading. Till soil to a depth of 4 inches and remove rocks and debris over 1 inch in diameter. The elevation of top soil relative to walks, hard surfaces or edges shall be:
  1. Seeded Areas. 1/2 inches below.
  2. Sodded Areas. 1 1/2 inches below.

**900.030. Ground Cover.**

- A. General. Ground cover shall meet the requirements and specifications of APWA 32 93 13 (Ground Cover) and APWA 32 01 90 (Plant Maintenance). Install according to APWA plan number 683.

**900.040. Trees.**

- A. General. Tree and work relating to trees shall meet the requirements and specifications of APWA 32 93 43 (Tree), APWA 32 01 91 (Tree Root Cutting), APWA 32 01 93 (Pruning Trees) and 32 01 90 (Plant Maintenance). Install according to APWA plan number 681. Use 6 foot posts for any tree staking. Trees may be planted without a certified arborist when authorized by the City Engineer or his/her designee.
- B. Tree Sizes. Follow Alpine City Tree Guidebook
- C. Labels. Label at least one plant of each variety with a securely attached waterproof tag bearing legible designation of botanical and common name.

**Section 950. Irrigation Sprinkler Systems.****SECTION INDEX****950.010. General.**

- A. Specifications.
- B. Appurtenances.
- C. Pressure Verification.
- D. Plan Modifications.
- E. As-Built Drawings.
- F. Final Inspection.

**950.020. Pipe and Fittings.**

- A. Pipe.
- B. Main Line Fittings.
- C. Circuit Pipe Fittings.
- D. Sleeves.

**950.030. Sprinkler Heads.**

- A. General.
- B. Spray Heads.
- C. Rotary Heads.

**950.040. Controller, Valves and Flow Meters.**

- A. Controller.
- B. Manual Main Line Isolation Valve.
- C. Manual Circuit Isolation Valve.
- D. Automatic Valves.
- E. Master Valves and Flow Meters.
- F. Automatic Drain Valves.
- G. Back Flow Preventer.
- H. Stop and Waste Valves.
- I. Quick Coupler Valves.
- J. Valve Boxes.
- K. Control Wire.

**950.050. Installation.**

- A. Schedule.
- B. Depth and Location.
- C. Trench Backfill Material.
- D. Thrust Blocks.
- E. Flushing.
- F. Gluing.
- G. Marking Zones.

**950.010. General.**

- A. Specifications. These specifications are for landscape work completed on private property that will become public property. All underground irrigation systems shall meet the requirements and specifications of APWA 32 84 23 (Underground Irrigation Systems).
- B. Appurtenances. Any minor items of labor or materials not specifically noted on the drawings or specifications; but obviously necessary for the proper completion of the work, are to be considered as incidental to and are to be included in the contract.
- C. Pressure Verification. The Contractor, prior to installing the system, must verify existing water pressure. If there is a failure to obtain the needed pressure or if an excess of pressure exists for normal operation, the Contractor shall contact the City for any adjustments to the system. Failure to report any discrepancies in pressure due to whatever reason, and installation done prior to notification of City Parks Department shall be done at the expense of the Contractor.
- D. Plan Modifications. The plans show the general arrangement of all piping. Should local conditions necessitate the rearrangement of some, or if piping can be run to better advantage, the contractor, before proceeding with the work, shall prepare and submit drawings of such to the office of the Alpine City Parks Department Representative and obtain written approval before commencing work shown by these drawings.
- E. As-Built Drawings. Before the final inspection is complete, the contractor must furnish as-build drawings. These drawings should be updated on a daily basis to assure accuracy. The drawings must show the location of all valves, pipe, heads, controller control lines, and drain valves used on the job. These drawings and maintenance manuals must be submitted at the time of final inspection or in accordance to the general conditions.
- F. Final Inspection. The Contractor shall operate, maintain, and guarantee the irrigation sprinkler system until all landscaping on the project is approved by the Alpine City Parks Department at a final inspection. Contractor shall submit manufacturer's technical product maintenance data and installation instructions for irrigation sprinkler system materials and products to the City before final inspection.

**950.020. Pipe and Fittings.**

- A. Pipe. Use solvent weld schedule 40 PVC for main line pipe 3 inches in diameter and smaller. Use Class 200 PVC for main line pipe larger than 3 inches in diameter.
- B. Main Line Fittings. Use solvent weld schedule 40 PVC fittings for pipe smaller than 3 inches in diameter. All fittings for pipe 3 inch and larger pipe shall be ductile iron, grade 65-45-12 in accordance with ASTM A-536.  
  
Fittings shall have deep bell push on joints with gaskets meeting ASTM F977. Fittings shall be Harco Deep Bell as manufactured by the Hanington Corporation of Lynchburg, VA or approved equivalent. Transition gaskets are not allowed.
- C. Circuit Pipe Fittings. Use solvent weld schedule 40 PVC fittings.
- D. Sleeves. Pipe and control wiring and tubing under walks, roads and other hard surfaces shall be installed in solvent weld Class 40 PVC sleeves of adequate size. Sleeves for pipes shall be a minimum of 3 inches in diameter or one and a half times the size of the pipes whichever is greater. Sleeves shall be straight and level or less than 2% grade. All wiring shall be placed in its own conduit. Wire conduit may be ran inside of sprinkler pipe sleeves. Conduit for control wires shall have minimum inside diameters according to the following chart:

MINIMUM SLEEVE CONDUIT SIZES	
Number of Wires	Conduit I.D.
1 to 7	1 inch
8 to 11	1 ½ inch
12 to 22	2 inch
23 to 31	2 ½ inch
32 to 36	3 inch

**950.030. Sprinkler Heads.**

- A. General. Install according to APWA plan number 621 and 622, but do not install PVC elbow and riser.

- B. Spray Heads. All spray type sprinkler heads shall be Rainbird "1804" PRS (pressure reducing spray) series or approved equivalent. All lawn spray heads shall be installed on swing pipe with two spiral barbed ells.
- C. Rotary Heads. All rotary type sprinkler heads shall be Rainbird Falcon 6500 or RS5000 series or approved equivalent. All stream rotary and impact heads capable of distributing 10 gallons per minute or more shall be installed on pre-assembled swing joint by Spears or an approved equivalent.

**950.040. Controller, Valves and Flow Meters.**

- A. Controller. Controller and pedestal shall be the same type as those used in the City central control system. The controller shall be as described in the irrigation legend on the drawings.
- B. Manual Main Line Isolation Valve. See standard drawing for pressure pipe main line valves.
- C. Manual Circuit Isolation Valve. Brass ball valve with handle.
- D. Automatic Valves. Automatic valves shall be Rainbird PEB electric remote control valves or an approved equivalent. A manual circuit isolation valve shall be installed on the supply side of each automatic valve. Install according to APWA plan number 633, but do not install schedule 80 PVC union.
- E. Master Valves and Flow Meters. Master valves and flow meters must be installed on main supply line and/or according to design and must be compatible with the City central control system.
- F. Automatic Drain Valves. Install according to APWA plan number 632.
- G. Back Flow Preventer. Shall be required on connections to the drinking water system. See section 400.040, Backflow Assemblies.
- H. Stop and Waste Valves. Stop and waste valves shall be Mueller H - 10288 Oraseal or an approved equivalent. Stop and Waste valve shall be of manual type for operation by handle key. Stop and waste valves shall be installed in a typical water meter can, see Standard Details.
- I. Quick Coupler Valves. Quick coupler valves shall be installed with brass riser and pre-manufactured swing joint. At least 2 quick coupler valves shall be installed, one at each end of main line. Valves shall be 1 inch standard.
- J. Valve Boxes. Valves shall be located in lawn or planted areas. Avoid locating valves in areas of high pedestrian and vehicular circulation. Valve boxes shall be at finished grade with valve stems 4 inches minimum and 12 inches maximum below top of box and with 3 inches of pea gravel or 3/4 inch minus crushed gravel under the valve. Valve boxes shall be rectangular, heavy duty and green in color. Valve boxes for automatic valves shall be large enough to enclose manual circuit isolation valve and automatic valve.
- K. Control Wire. Install wire according to APWA plan number 651. Add two extra blue control wires per controller to the longest run for emergency use and mark it in the control box as an extra wire.

**950.050. Installation.**

- A. Schedule. Contractor shall submit a construction schedule of anticipated work time to facilitate timely visits for review of work. Schedule must be submitted to the City before any landscaping may begin
- B. Depth and Location. Lines bordering curbs or sidewalks shall be 6 inches away to allow for maintenance and access to the lines. Control wires must be buried at least 12 inches below finished grade and bundled with a plastic tape every 20 feet.
- C. Trench Backfill Material. All trenches shall be backfilled in 12 inch lifts and tamped sufficiently to insure no settling of the surface. No rocks larger than 1 inch shall be allowed within 3 inches of the pipe. The Contractor, in placing the irrigation lines, and appurtenances, may uncover material not suitable for finished grading. This material shall be removed from the site. After the installation of the lines, the finished grading shall be smoothed over and restored to its original condition, using additional topsoil where necessary.
- D. Thrust Blocks. All mainlines greater than 2 inches in size shall be installed with thrust blocks wherever a change of direction occurs. Thrust blocks shall be installed as follows:

1. Bearing area of concrete thrust-block based on 200-PSI pressure and safe soil bearing load of 2,000 pounds per square foot.
  2. Concrete blocking shall be cast in place and have a minimum of 1/4 square foot bearing against the fittings.
  3. Block shall bear against fittings only and shall be clear of joints.
  4. Contractor shall install block adequate to withstand full test pressure as well as to continuously withstand operation pressure under all conditions of service.
- E. Flushing. When the pipe lines are connected and the sprinkler risers in place but before any heads are installed, the control valves shall be opened and flushed with a full head of water to clean out the system.
- F. Gluing. Gluing of PVC pipes shall be done with gray "Weld-on 711" and "Weld-on P70" primer.
- G. Marking Zones. Valves must be tagged with labels indicating which zone they operate.

**Section 1000. Standard Details**



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Signed: Jed Muhlestein

Alpine City Engineer

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## CONSTRUCTION DETAILS

*Adopted* \_\_\_\_\_, 2020



# ALPINE CITY STANDARD DETAILS

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ALPINE CITY ADOPTS 2017 APWA STANDARD SPECIFICATIONS AND DETAILS. FOR CITY SPECIFIC DETAILS, PLEASE SEE THE FOLLOWING:

## STREETS

1. Street Cross-Sections
2. Alternate Street Cross-Sections
3. Street Cross-Sections Unequal Elevations
4. Sidewalk, Curb & Gutter, Waterway
5. Class A & B Trail Cross-Sections
6. Class C, D, & E Trail Cross-Sections
7. Cul-de-sac Detail
8. Knuckle Detail
9. Standard Setbacks
10. Temporary Turn-a-round

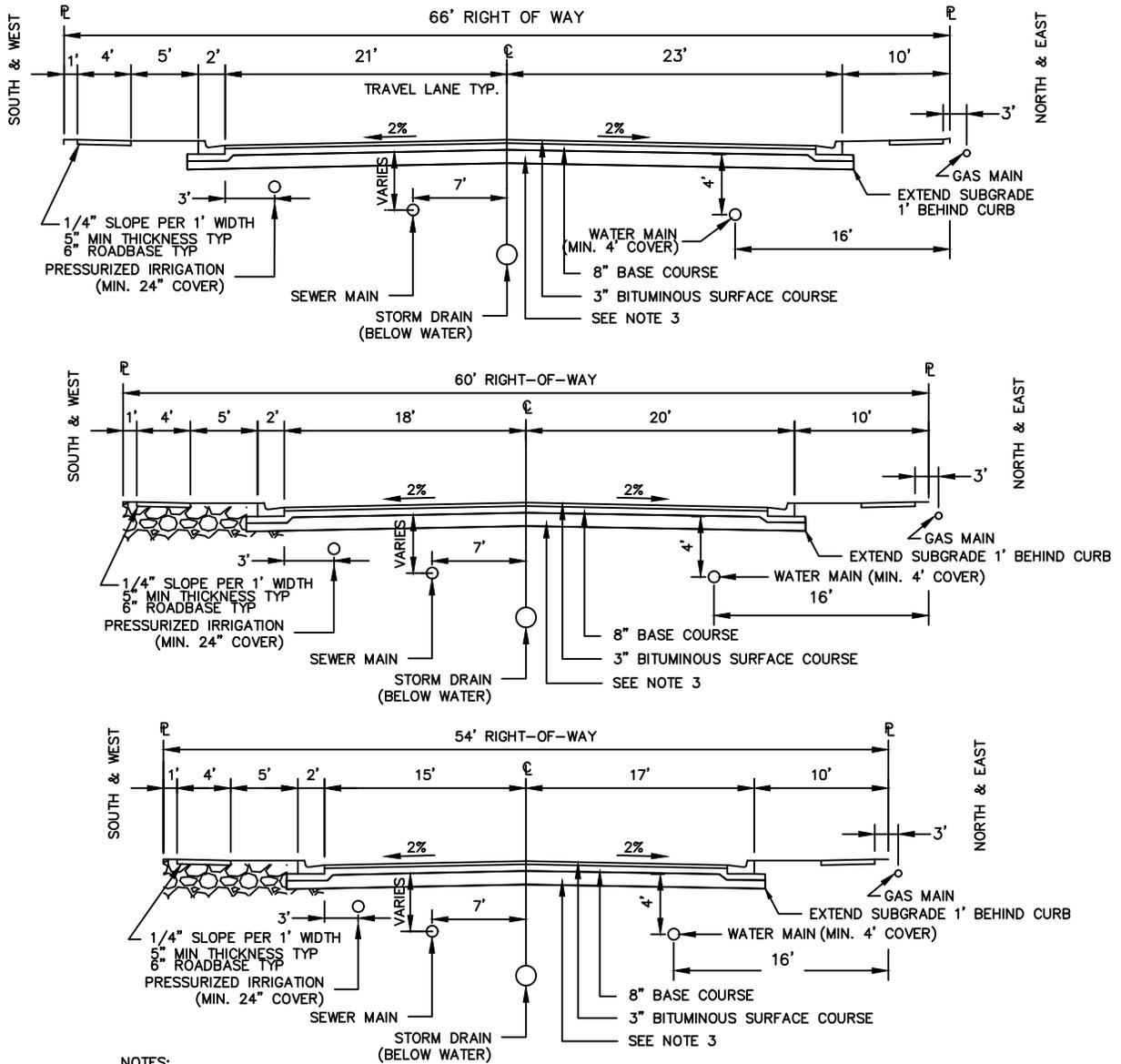
## UTILITIES

11. Standard Street Intersection and Utility Location
12. Standard Lot Utility Locations
13. Utility Conflict
14. City Utilities in Common Trench
15. Ditch Crossing
16. Manhole Ring & Cover (typical)
17. Sewer Manhole & Service Connection (typical)
18. Storm Drain Sump (typical)
19. Sump Disposal (typical)
20. Curb Face Drop Inlet Box (typical)
21. Dipstone Outlet
22. Flush Valve (typical)
23. Fire Hydrant
24. Pressurized Irrigation Service
25. Pressurized Irrigation Service w/ PRV
26. Pressurized Irrigation Airvac
27. Water Connection & Valve Box Details
28. Temporary Sewer Main Cleanout

## MISC

29. Public Open Space Fencing
30. Fencing Regulations
31. Street Lights

32. Sight Triangle
33. Standard Seed Mixtures
34. Irrigation Company Ditches



**NOTES:**

1. WATER VALVES AND 5-INCH VALVE OPENING MUELLER FIRE HYDRANTS SHALL BE LOCATED AS APPROVED.
2. NO WATER LINE SMALLER THAN 8-INCH DIA. SHALL BE INSTALLED WITHOUT APPROVAL OF CITY COUNCIL.
3. SUBGRADE DEPTHS VARY DEPENDING ON CBR VALUE OF THE AREA, SEE ALPINE CITY STANDARD SPECIFICATIONS
4. CULINARY WATER MAINS SHALL BE ON THE NORTH AND EAST SIDES OF THE STREET.  
PRESSURIZED IRRIGATION AND SEWER LINES SHALL BE ON THE SOUTH AND WEST SIDES OF THE STREET.

## STREET CROSS-SECTIONS & UTILITY LOCATIONS

N.T.S.

**STATEMENT OF USE**

THIS DOCUMENT AND ANY ILLUSTRATIONS HEREON ARE PROVIDED AS STANDARD CONSTRUCTION DETAILS WITHIN ALPINE CITY. DEVIATION FROM THIS DOCUMENT REQUIRES APPROVAL OF ALPINE CITY. ALPINE CITY CORPRTATION CAN NOT BE HELD LIABLE FOR MISSUSE OR CHANGES REGARDING THIS DOCUMENT.

**REVISION**

NO.	BY	APRIL	DATE



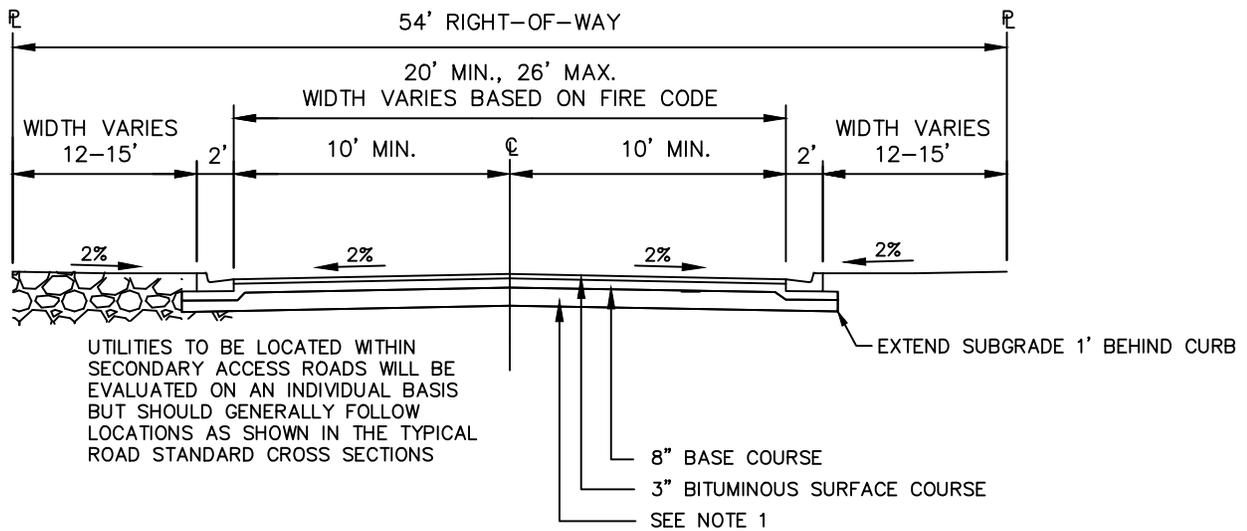
## STREET CROSS-SECTIONS

ALPINE CITY  
20 NORTH MAIN  
ALPINE, UT 84004

STANDARD  
DRAWING  
NUMBER:

**1**

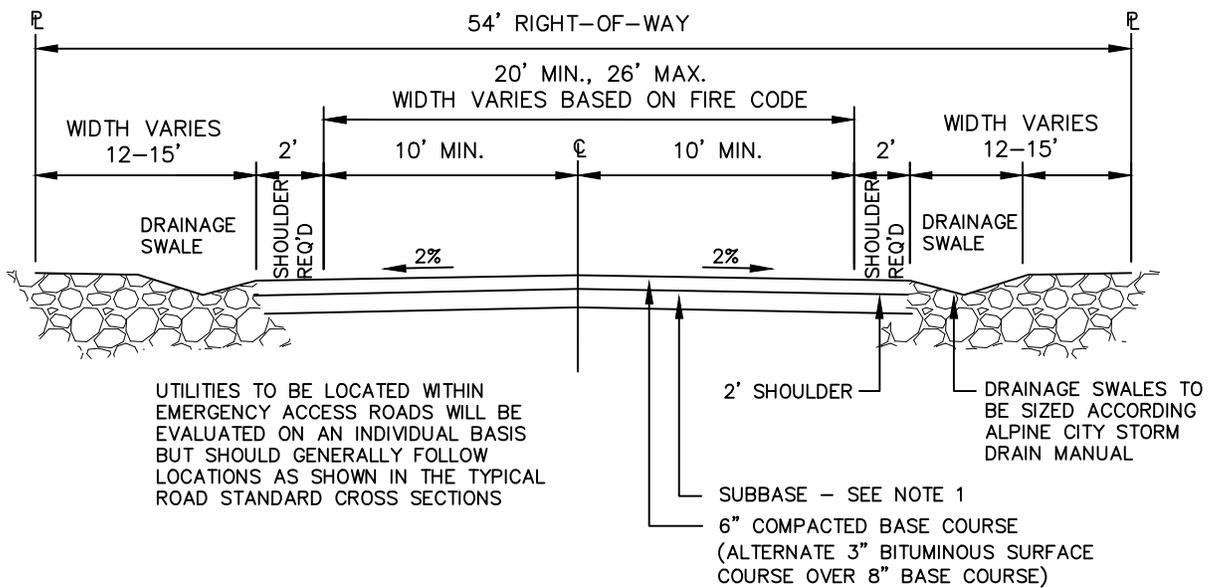
PLOT SCALE:	N.T.S.
DRAWN BY:	B.D.B.
DESIGN BY:	
CHECKED BY:	
ADOPTED DATE:	10/13/05



**NOTES:**

1. SUBGRADE DEPTHS VARY DEPENDING ON CBR VALUE OF THE AREA, SEE ALPINE CITY STANDARD SPECIFICATIONS
2. FIRE CODE REQUIRES AN "ALL WEATHER" SURFACE FOR SECONDARY ACCESS ROUTES. IT IS AT THE DISCRETION OF THE CITY COUNCIL WHETHER SECONDARY ACCESS ROADS WILL BE ASPHALT OR GRAVEL. SEE GRAVEL OPTION BELOW.

## SECONDARY ACCESS



**NOTES:**

1. SUBGRADE DEPTHS VARY DEPENDING ON CBR VALUE OF THE AREA, SEE ALPINE CITY STANDARD SPECIFICATIONS
2. CURB AND GUTTER MAY OR MAY NOT BE REQUIRED AT THE DISCRETION OF THE CITY COUNCIL

## SECONDARY ACCESS OPTION

# STREET CROSS-SECTIONS

N.T.S.

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### REVISION

NO.	BY	APRIL	DATE



## STREET CROSS-SECTIONS

ALPINE CITY  
20 NORTH MAIN  
ALPINE, UT 84004

STANDARD DRAWING NUMBER: **1A**

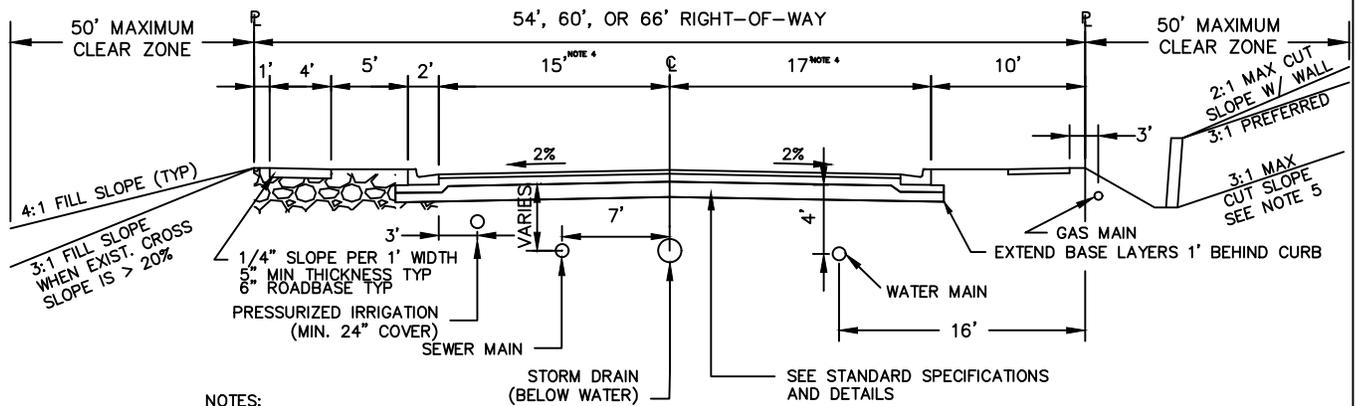
PLOT SCALE: N.T.S.

DRAWN BY: B.D.B.

DESIGN BY:

CHECKED BY:

ADOPTED DATE: 10/13/05



**NOTES:**

1. CLEAR ZONE DEFINES THE MAXIMUM HORIZONTAL DISTANCE PERPENDICULAR TO ROAD THAT CAN BE DISTURBED TO CONSTRUCT STREET SECTION.
2. ENGINEERED RETAINING WALLS ARE ALLOWED PER DEVELOPMENT CODE SECTION 3.32
3. BORROW DITCH AND CROSS DRAIN PIPES SHALL BE DESIGNED SUCH THAT SILTS AND MATERIAL WILL NOT ENTER STREET CROSS SECTION. POND ON CUT SIDE OF ROAD, AND / OR DRAIN TO APPROPRIATE COLLECTION / DETENTION SYSTEM ON FILL SIDE OF ROAD. REFER TO ALPINE CITY STORM DRAIN DESIGN MANUAL.
4. WIDTH VARIES PER RIGHT OF WAY, SEE STANDARD DETAILS.
5. CUT SLOPES GREATER THAN 3:1 MAY BE ALLOWED PER GEOTECHNICAL REPORT RECOMMENDATION. UNDER NO CIRCUMSTANCE WILL A CUT SLOPE GREATER THAN 2:1 BE ALLOWED WITHOUT A RETAINING WALL.

## STREET CROSS-SECTIONS WITH REQUIRED CUT AND FILL SLOPES

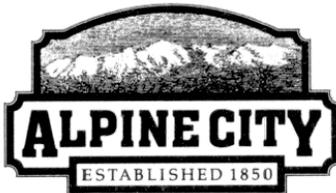
N.T.S.

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**REVISION**

NO.	BY	APRIL	DATE



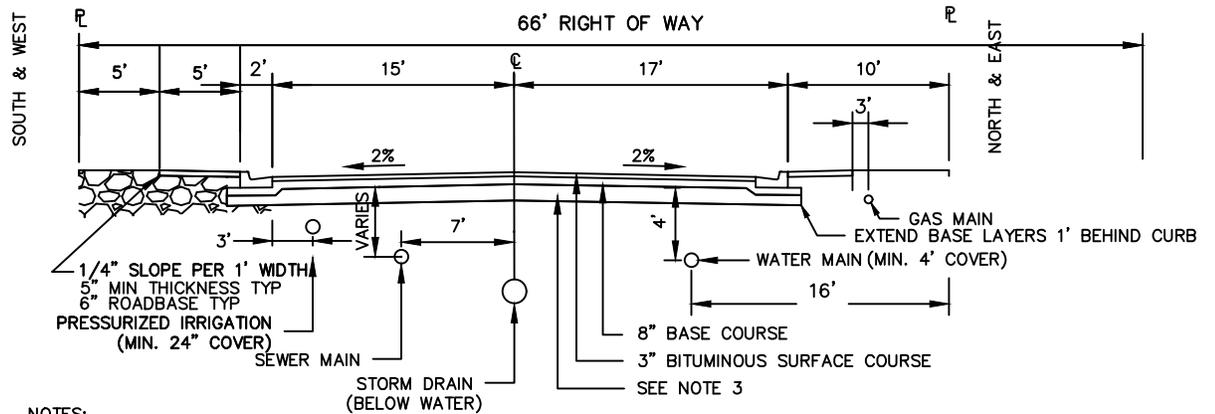
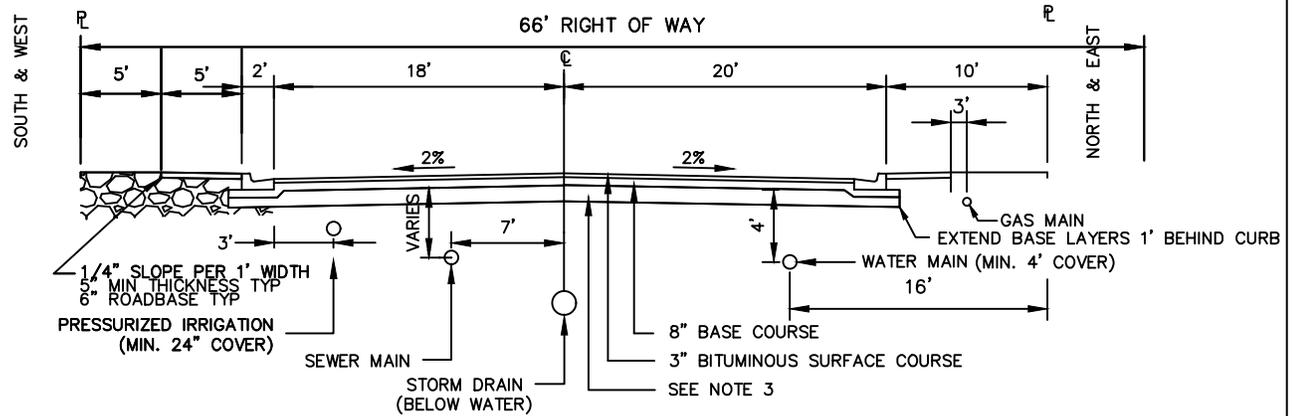
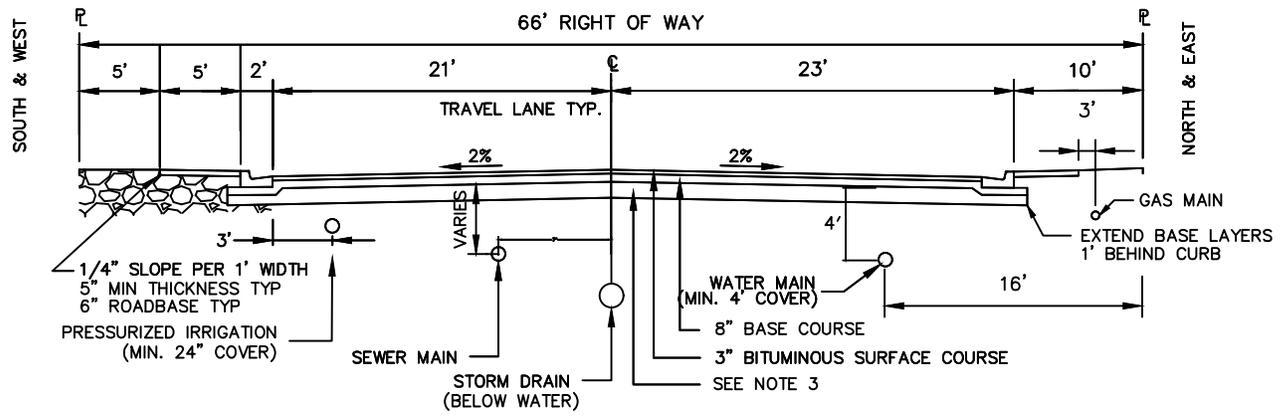
## STREET CROSS-SECTIONS

ALPINE CITY  
20 NORTH MAIN  
ALPINE, UT 84004

STANDARD DRAWING NUMBER:

**1b**

PLOT SCALE:	N.T.S.
DRAWN BY:	WJM
DESIGN BY:	
CHECKED BY:	
ADOPTED DATE:	10/13/05



**NOTES:**

1. WATER VALVES AND 5-INCH VALVE OPENING MUELLER FIRE HYDRANTS SHALL BE LOCATED AS APPROVED.
2. NO WATER LINE SMALLER THAN 8-INCH DIA. SHALL BE INSTALLED WITHOUT APPROVAL OF CITY COUNCIL.
3. SUBGRADE DEPTHS VARY DEPENDING ON CBR VALUE OF THE AREA, SEE ALPINE CITY STANDARD SPECIFICATIONS.
4. CULINARY WATER MAINS SHALL BE ON THE NORTH AND EAST SIDES OF THE STREET. PRESSURIZED IRRIGATION AND SEWER LINES SHALL BE ON THE SOUTH AND WEST SIDES OF THE STREET.
5. USE OF ALTERNATE STREET CROSS-SECTIONS REQUIRES APPROVAL BY ALPINE CITY.

## ALTERNATE STREET CROSS-SECTIONS & UTILITY LOCATIONS

N.T.S.

**STATEMENT OF USE**

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**REVISION**

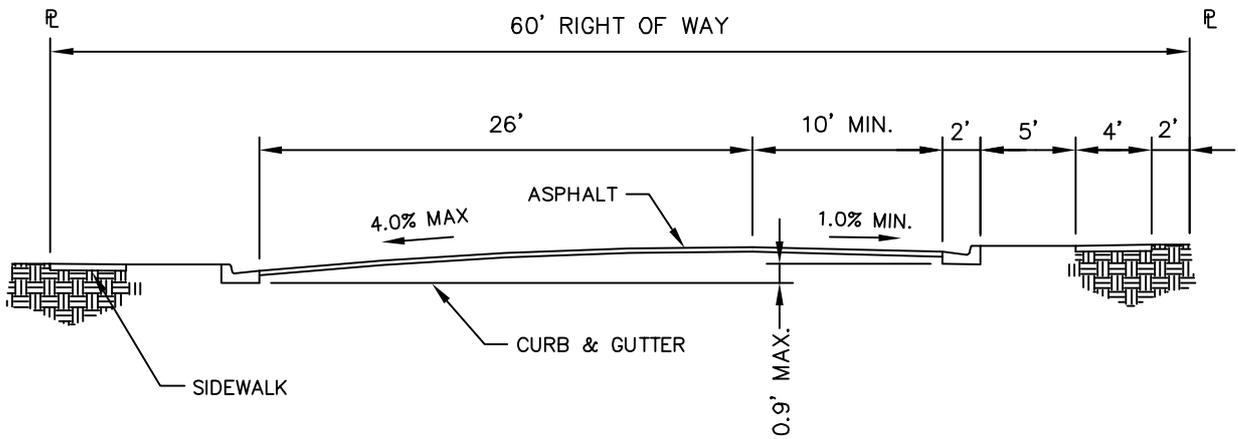
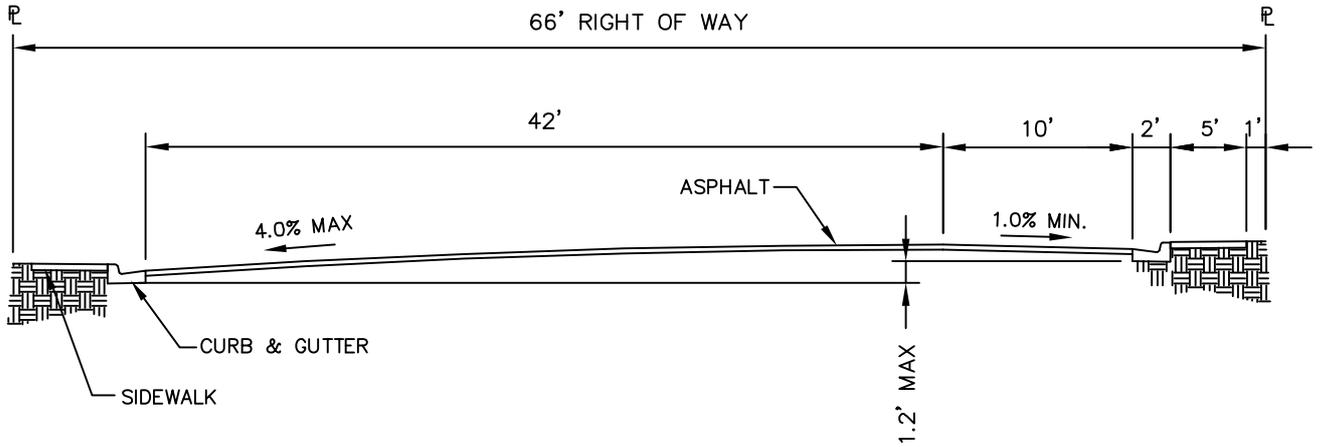
NO.	BY	APRIL	DATE



## ALTERNATE STREET CROSS-SECTIONS

ALPINE CITY  
20 NORTH MAIN  
ALPINE, UT 84004

STANDARD DRAWING NUMBER:	<b>2</b>
PLOT SCALE:	N.T.S.
DRAWN BY:	WJM
DESIGN BY:	
CHECKED BY:	
ADOPTED DATE:	2015



## STREET CROSS-SECTIONS

(CURBS AT UNEQUAL ELEVATIONS)

N.T.S.

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### REVISION

NO.	BY	APRIL DATE



## STREET CROSS-SECTIONS UNEQUAL ELEVATIONS

ALPINE CITY  
20 NORTH MAIN  
ALPINE, UT 84004

STANDARD DRAWING NUMBER: **3**

PLOT SCALE: N.T.S.

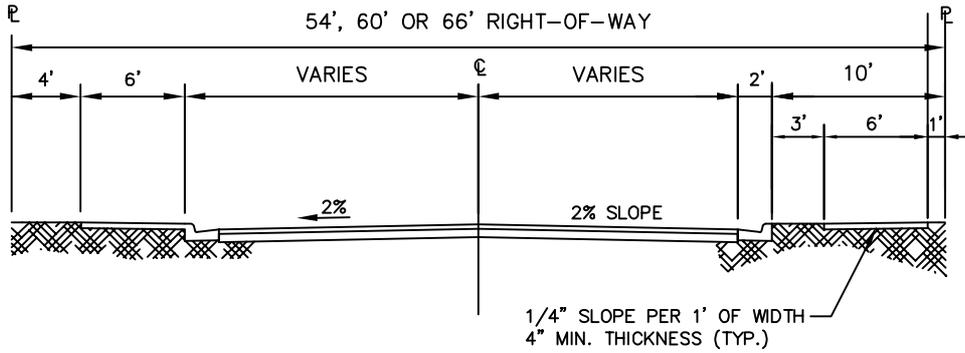
DRAWN BY: WJM

DESIGN BY:

CHECKED BY:

ADOPTED DATE: 4/14/04



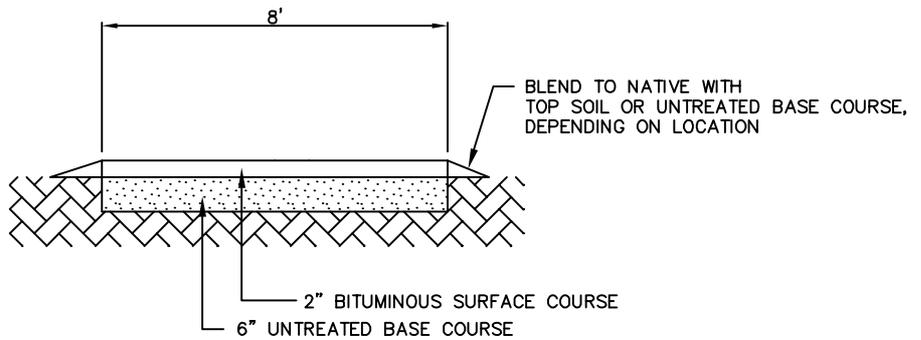


NOTES:

1. ALPINE CITY RESERVES THE RIGHT TO DETERMINE WHETHER THE COMBINATION OR PLANTER STRIP OPTION WILL BE CONSTRUCTED ON A CASE-BY-CASE BASIS.
2. IN SOME CASES, A 5' SIDEWALK WILL BE SUBSTITUTED. IF THE 5' SIDEWALK IS CONSTRUCTED, THE PLANTER STRIP WIDTH WILL BE INCREASED TO 4'.
3. ALL DEVELOPER BUILT TRAILS (NEW OR REFURBISHED) MUST BE BUILT TO INDUSTRY RECOGNIZED STANDARDS AND BE APPROVED BY THE ALPINE CITY TRAIL COMMITTEE. IF TRAILS ARE BUILT ON FILL, THE FILL MUST BE ENGINEERED FILL, COMPACTED AND TESTED, PER ALPINE CITY STANDARD SPECIFICATIONS.

## CLASS A (6' SIDEWALK) TRAIL CROSS-SECTION

N.T.S.

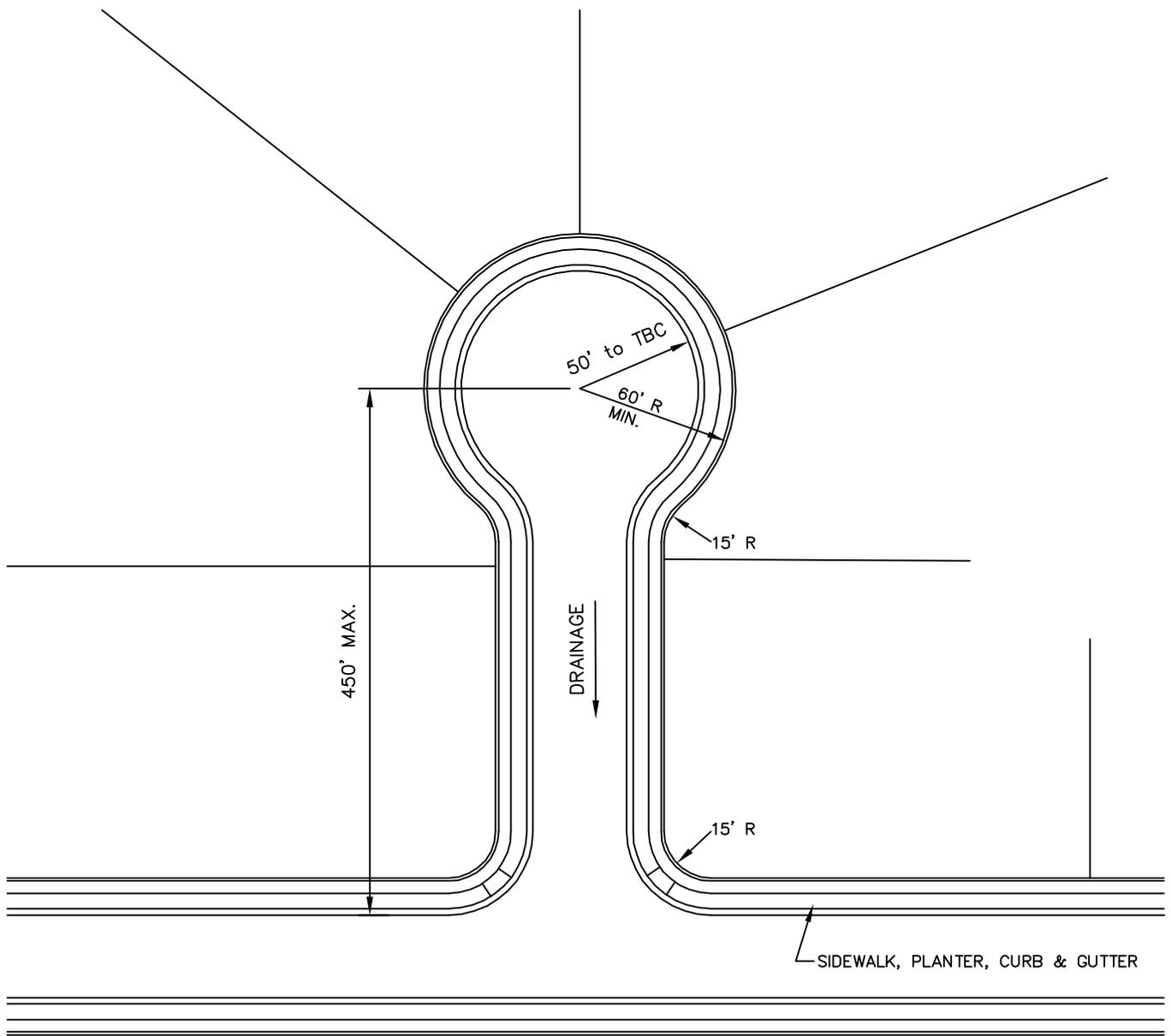


## CLASS B (ASPHALT) TRAIL CROSS-SECTION

N.T.S.

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<p><b>REVISION</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;">NO.</td> <td style="width: 15%;">BY</td> <td style="width: 15%;">APRIL DATE</td> <td style="width: 65%;">CAD FILE: C:\Program Files\Autodesk\AutoCAD 2010\UPDATED\CONTENT\05 CLASS A &amp; B TRAIL CROSS-SECTIONS</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	NO.	BY	APRIL DATE	CAD FILE: C:\Program Files\Autodesk\AutoCAD 2010\UPDATED\CONTENT\05 CLASS A & B TRAIL CROSS-SECTIONS							
NO.	BY	APRIL DATE	CAD FILE: C:\Program Files\Autodesk\AutoCAD 2010\UPDATED\CONTENT\05 CLASS A & B TRAIL CROSS-SECTIONS								





## CUL-DE-SAC DETAIL

N.T.S.

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### REVISION

NO.	BY	APRIL DATE



## CUL-DE-SAC DETAIL

ALPINE CITY  
20 NORTH MAIN  
ALPINE, UT 84004

STANDARD DRAWING NUMBER:

7

PLOT SCALE: N.T.S.

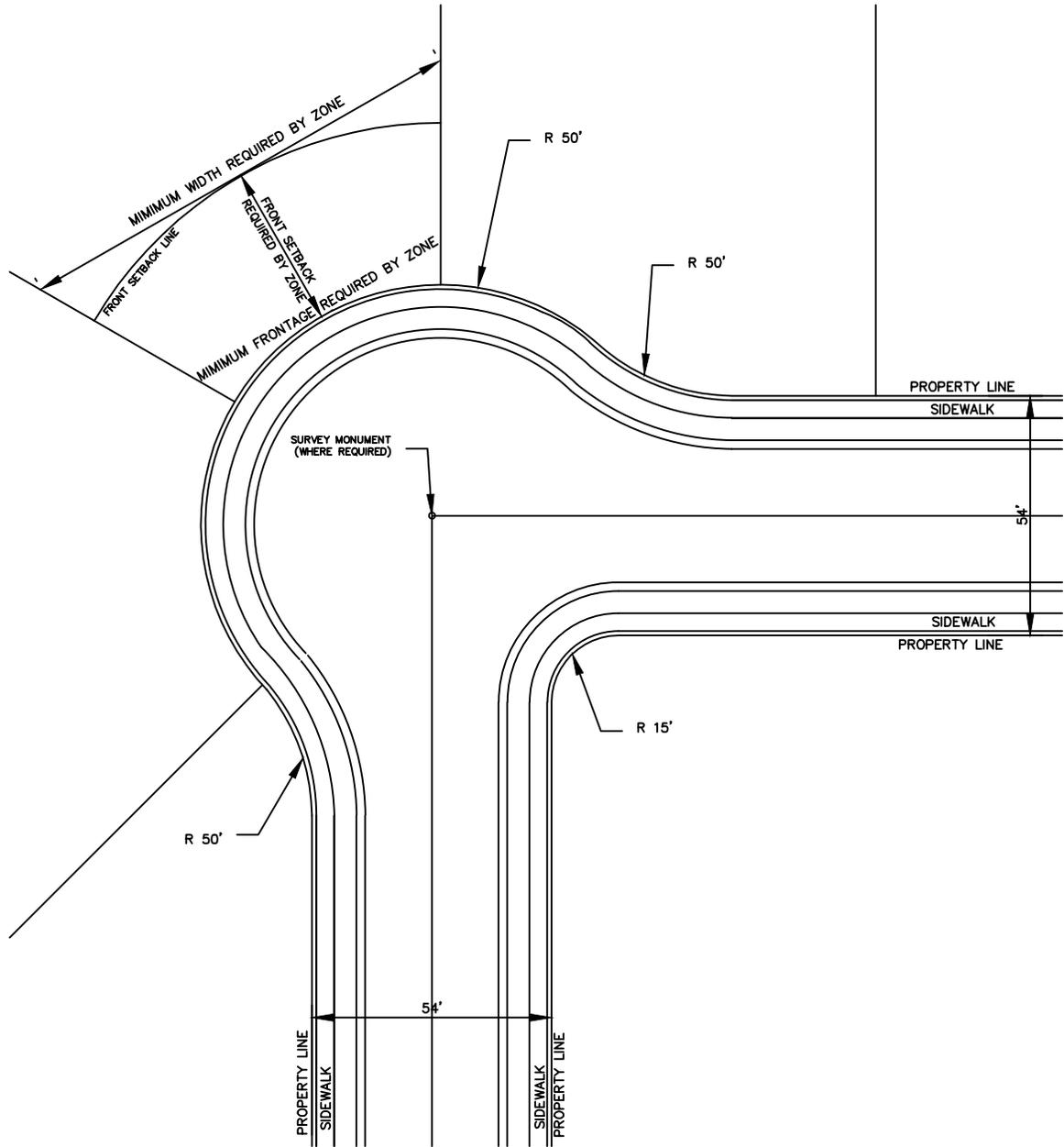
DRAWN BY: BDB

DESIGN BY:

CHECKED BY:

ADOPTED DATE: 10/13/05

CAD FILE: E:\ENGINEERING\STANDARD DRAWINGS\2015 UPDATED\7 CUL-DE-SAC DETAIL



# KNUCKLE DETAIL

N.T.S.

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## KNUCKLE DETAIL

ALPINE CITY  
20 NORTH MAIN  
ALPINE, UT 84004

STANDARD DRAWING NUMBER:

8

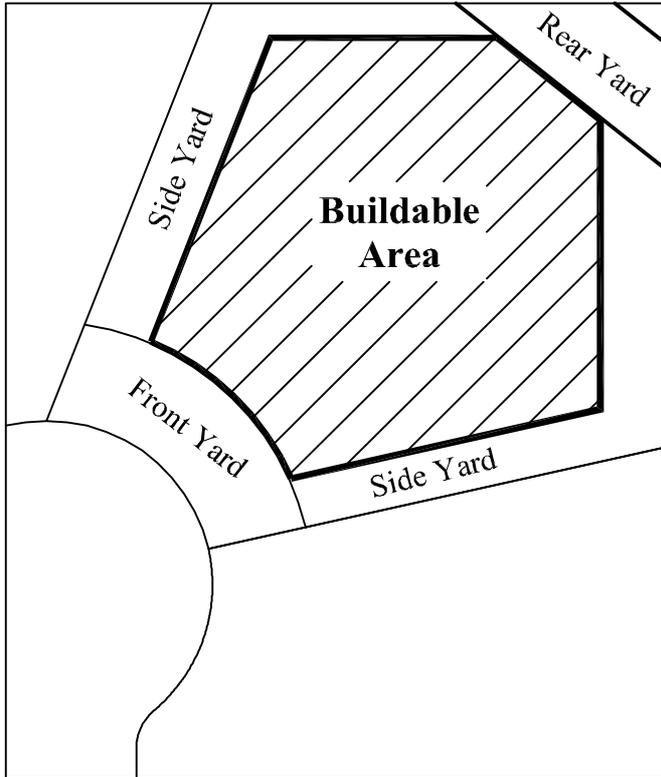
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DRAWN BY: BDB  
DESIGN BY:  
CHECKED BY:  
ADOPTED DATE: 10/11/05

### REVISION

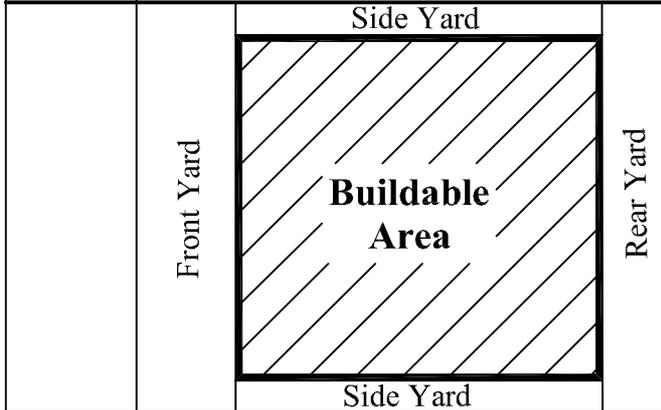
NO.	BY	APPROVAL	DATE

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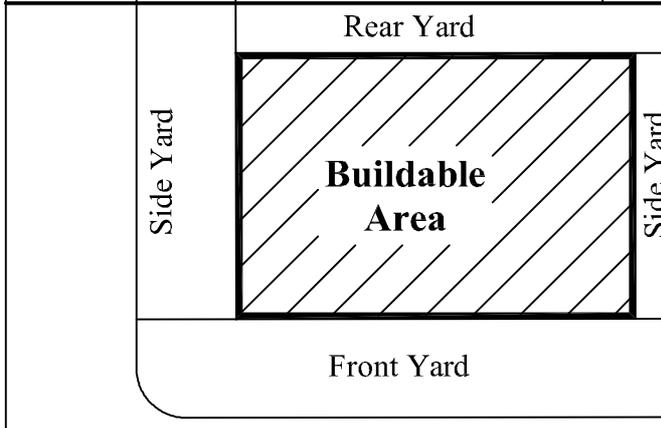
# FRONT, REAR, AND SIDE YARDS



**Figure A:**  
Cul-de-Sac  
or  
Irregular Shaped  
Lot



**Figure B:**  
Interior Lot  
(Typical)



**Figure C:**  
Corner Lot  
(Typical)

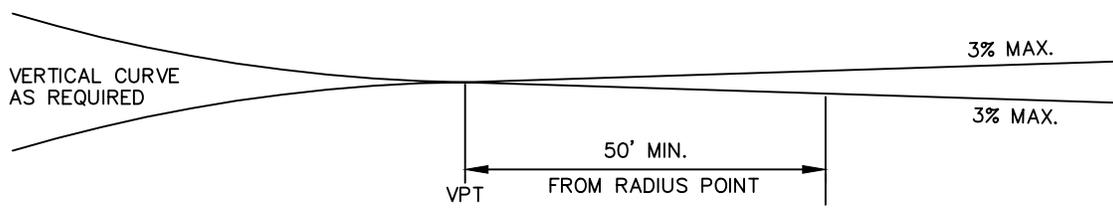
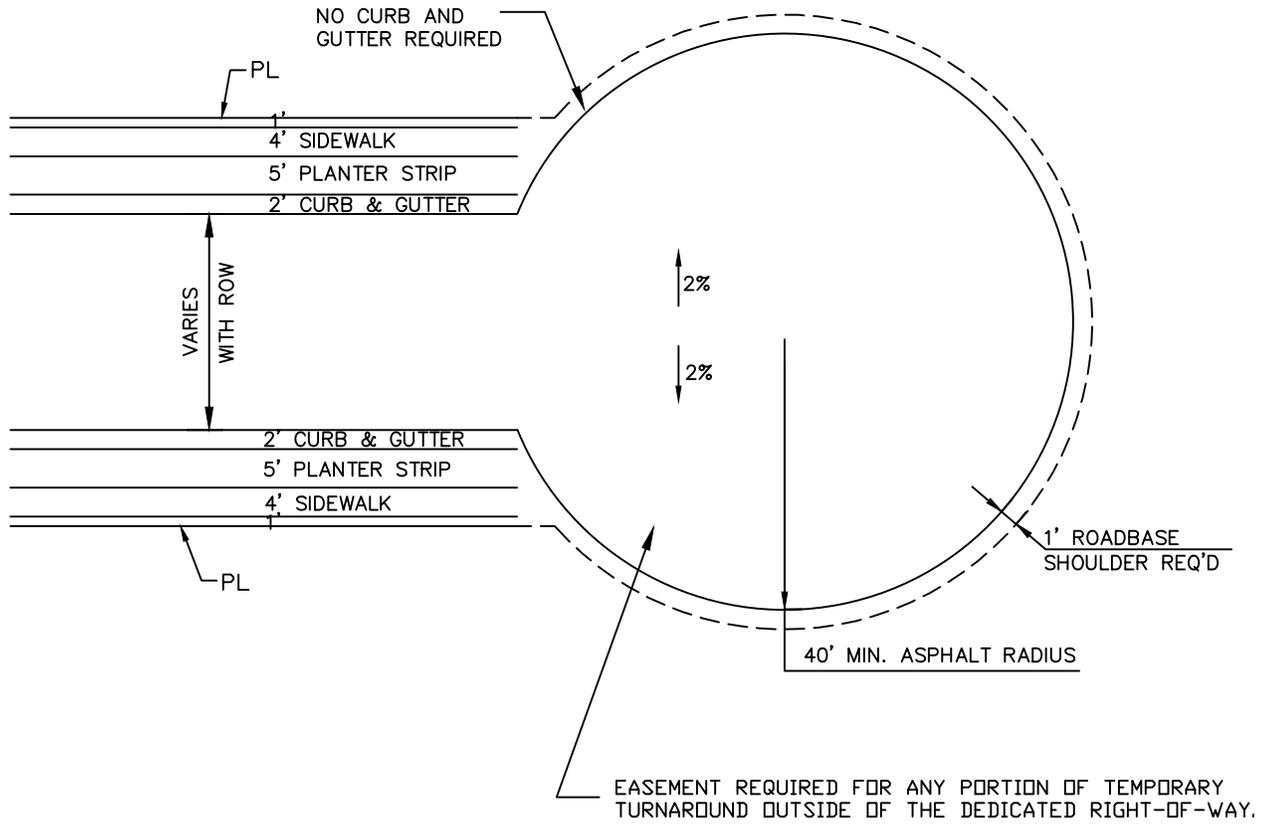
STATEMENT OF USE			
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REVISION			
NO.	BY	APRIL DATE	



## Standard Setbacks

ALPINE CITY  
20 NORTH MAIN  
ALPINE, UT 84004

STANDARD DRAWING NUMBER:	<b>9</b>
PLOT SCALE:	N.T.S.
DRAWN BY:	WJM
DESIGN BY:	
CHECKED BY:	
ADOPTED DATE:	4/14/04

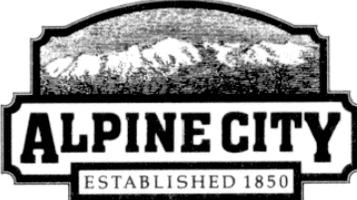


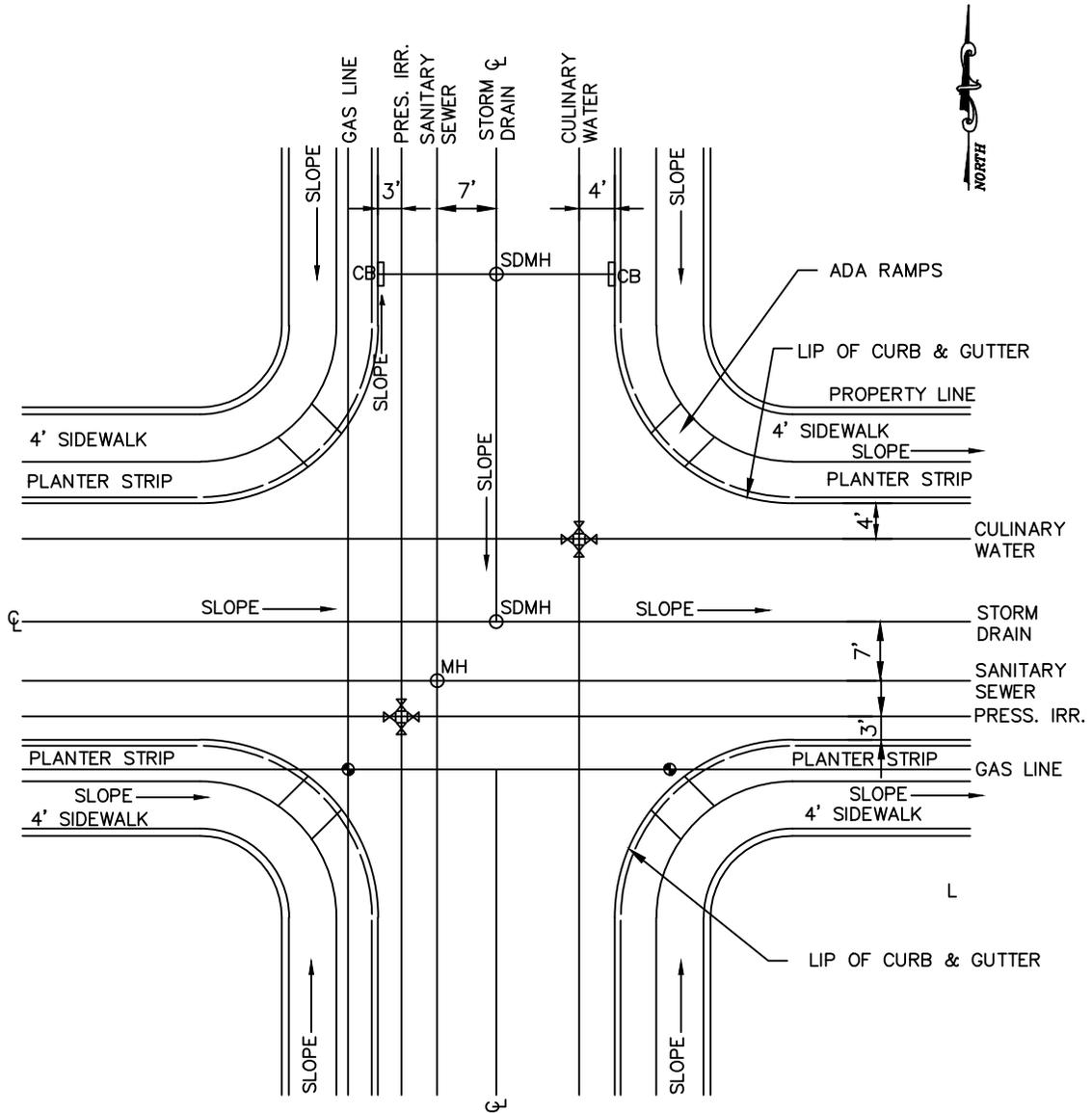
GENERAL CONSTRUCTION NOTES:

1. SUBGRADE SHALL CONFORM TO CITY CONSTRUCTION STANDARDS, SEE STREET CROSS SECTION DETAIL 1.
2. 8" MIN. CRUSHED GRAVEL BASE COURSE.
3. 3" MIN. COMPACTED PLANT MIX ASPHALT SURFACING.

## TEMPORARY TURNAROUND

NTS

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<p style="text-align: center;"><b>REVISION</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 5%;">NO.</th> <th style="width: 15%;">BY</th> <th style="width: 15%;">APRIL</th> <th style="width: 15%;">DATE</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	NO.	BY	APRIL	DATE					<p style="font-size: 0.8em;">PLOT SCALE: N.T.S.</p> <p style="font-size: 0.8em;">DRAWN BY: BDB</p> <p style="font-size: 0.8em;">DESIGN BY:</p> <p style="font-size: 0.8em;">CHECKED BY:</p> <p style="font-size: 0.8em;">ADOPTED DATE: 10/18/05</p>		
NO.	BY	APRIL	DATE								
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# STANDARD STREET INTERSECTION AND UTILITY LOCATION

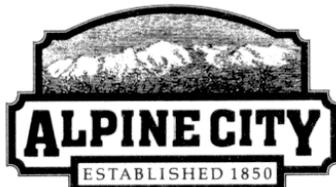
N.T.S.

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## REVISION

NO.	BY	APRIL	DATE



CAD FILE: D:\WORKING\STANDARD DRAWINGS\2018 UPDATE\11 INTERSECTION AND UTILITY LOCATION

## STANDARD STREET INTERSECTION AND UTILITY LOCATION

ALPINE CITY  
20 NORTH MAIN  
ALPINE, UT 84004

STANDARD  
DRAWING  
NUMBER:

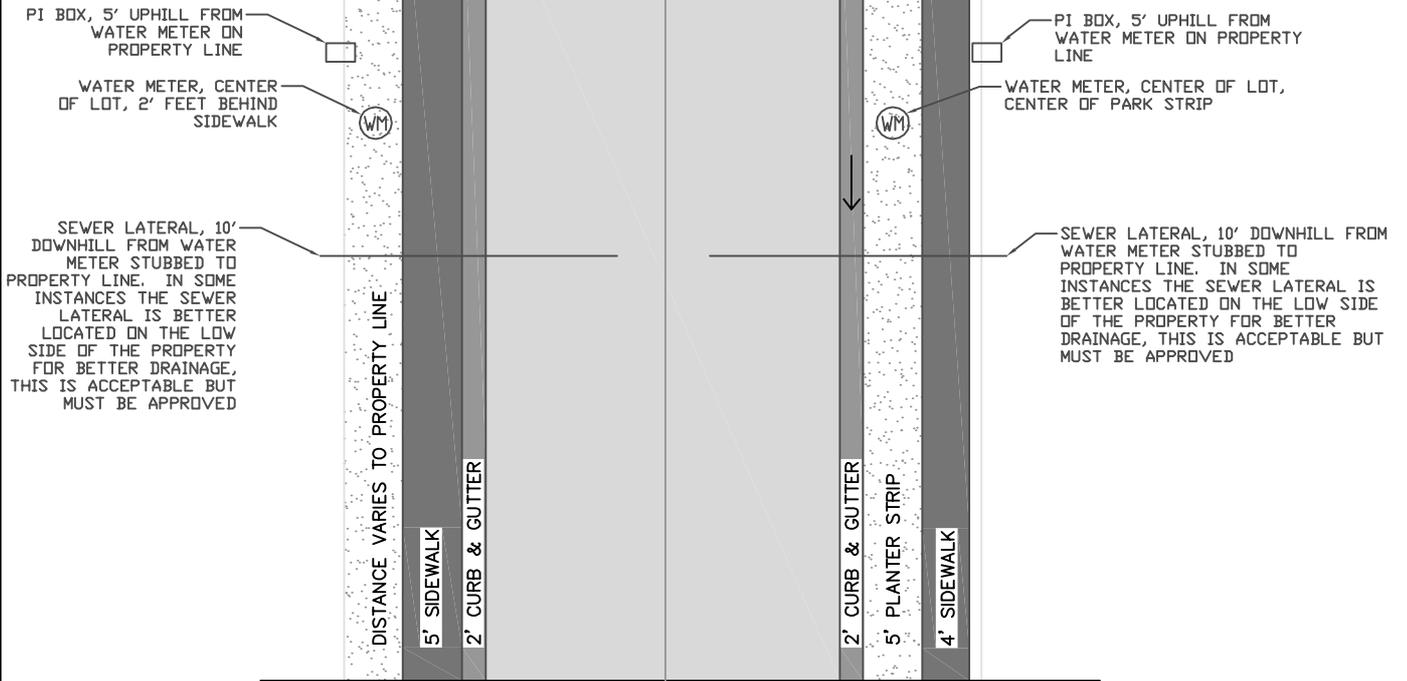
11

PLOT SCALE: N.T.S.  
DRAWN BY: BDB  
DESIGN BY:  
CHECKED BY:  
ADOPTED DATE: 10/13/05



ROADWAYS WITH NO PARK STRIP

ROADWAYS WITH PARK STRIP



## STANDARD LOT UTILITY LOCATIONS

N.T.S.

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### REVISION

NO.	BY	APRIL DATE



### STANDARD LOT UTILITY LOCATIONS

ALPINE CITY  
20 NORTH MAIN  
ALPINE, UT 84004

STANDARD DRAWING NUMBER: **12**

PLOT SCALE: N.T.S.

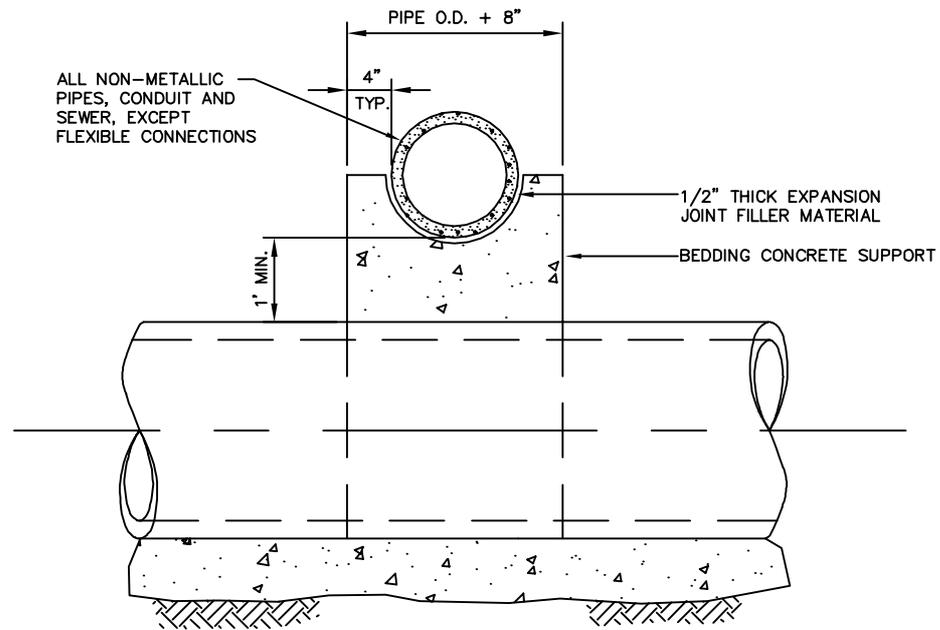
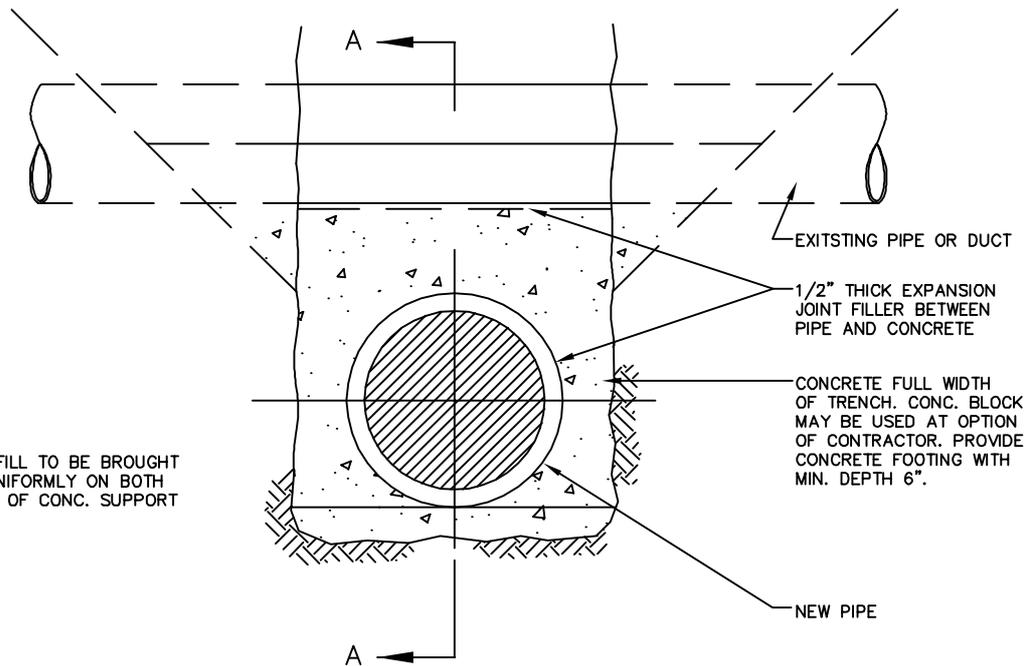
DRAWN BY: BDB

DESIGN BY:

CHECKED BY:

ADOPTED DATE: 10/13/05

CAD FILE: g:\p\standard\standard\2010\101305\12 LOT UTILITY LOCATIONS



SECTION A-A

UTILITY CONFLICT

N.T.S.

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REVISION

NO.	BY	APRIL DATE



UTILITY CONFLICT

ALPINE CITY  
20 NORTH MAIN  
ALPINE, UT 84004

STANDARD DRAWING NUMBER: 13

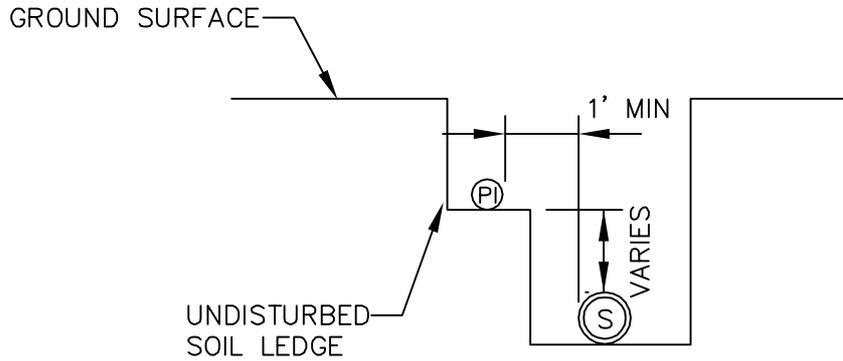
PLOT SCALE: N.T.S.

DRAWN BY: WJM

DESIGN BY:

CHECKED BY:

ADOPTED DATE: 4/14/04

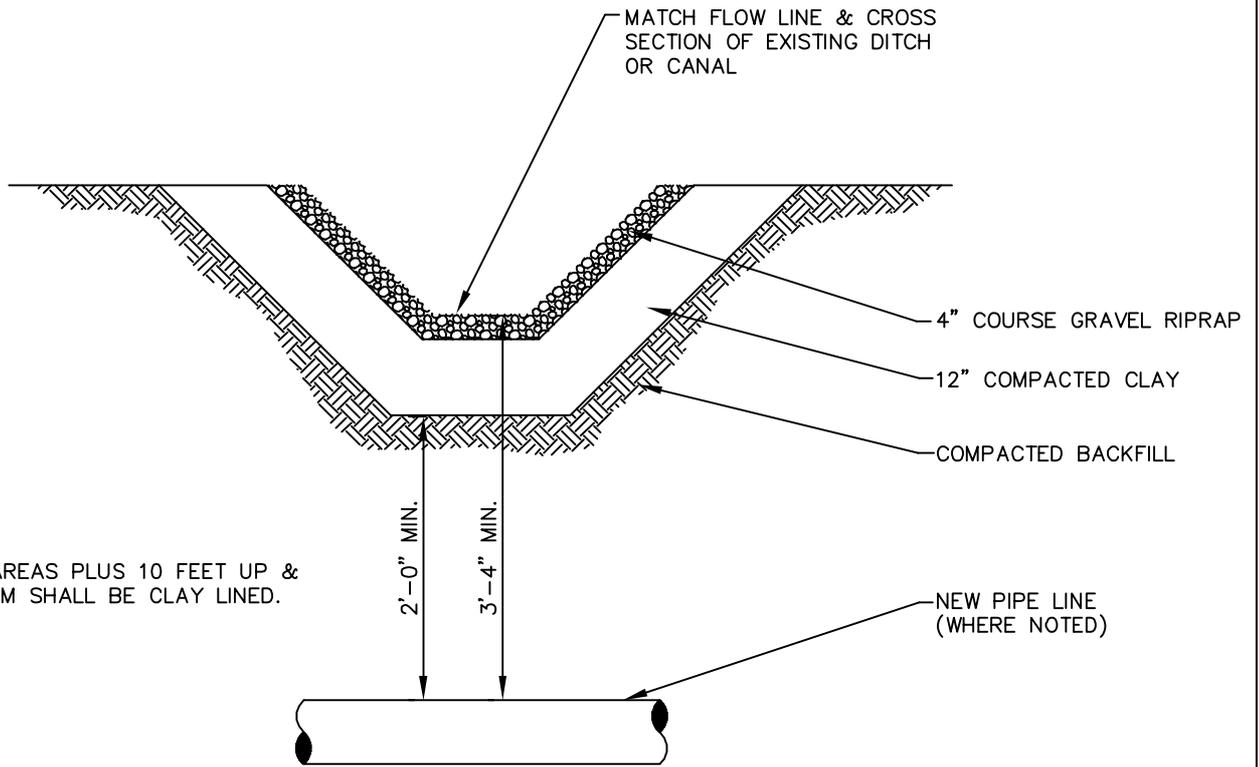


NOTE:  
 ALL PLUMBING PRACTICES SHALL CONFORM  
 TO THE PLUMBING CODE ADOPTED BY  
 ALPINE CITY

## SEWER & PI LATERALS IN COMMON TRENCH

N.T.S.

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<p><b>REVISION</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">NO.</td> <td style="width: 10%;">BY</td> <td style="width: 10%;">APRIL</td> <td style="width: 10%;">DATE</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	NO.	BY	APRIL	DATE					<p>ALPINE CITY          20 NORTH MAIN          ALPINE, UT 84004</p>	<p>PLOT SCALE: N.T.S.</p> <p>DRAWN BY: WJM</p> <p>DESIGN BY:</p> <p>CHECKED BY:</p> <p>ADOPTED DATE: 4/14/04</p>	
NO.	BY	APRIL	DATE								
<p>CAD FILE:  D:\ENGINEERING\STANDARD DRAWINGS\2016 UPDATED\14 UTILITIES IN SAME TRENCH</p>											



NOTE:  
DISTURBED AREAS PLUS 10 FEET UP &  
DOWN STREAM SHALL BE CLAY LINED.

## DITCH CROSSING

N.T.S.

### STATEMENT OF USE

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### REVISION

NO.	BY	APPL. DATE



## DITCH CROSSING

ALPINE CITY  
20 NORTH MAIN  
ALPINE, UT 84004

STANDARD  
DRAWING  
NUMBER:

15

PLOT SCALE: N.T.S.

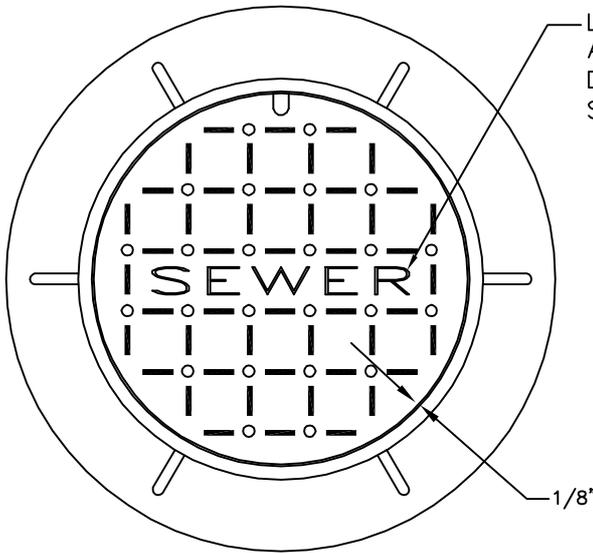
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CHECKED BY:

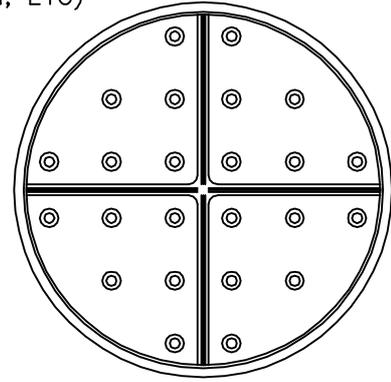
ADOPTED DATE: 4/14/04

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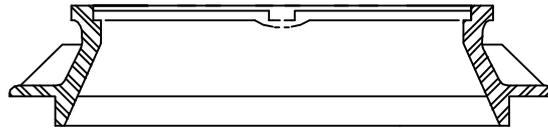
LID TO BE STAMPED WITH APPROPRIATE UTILITY DESIGNATION (SEWER, WATER, STORM DRAIN, ETC)

1/8"



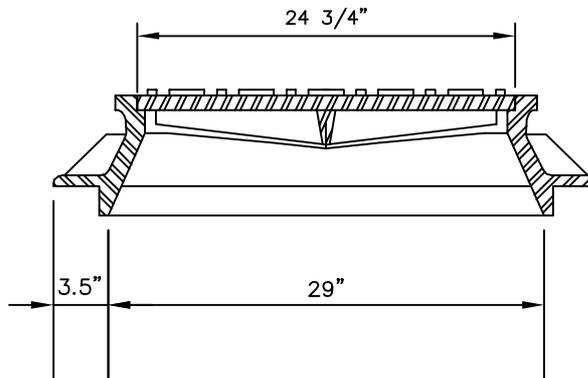
BOTTOM VIEW OF COVER

PLAN OF COVER AND RING



SECTIONS

D&L A-1180 OR APPROVED EQUAL



**HEAVY DUTY, 400 LB. MINIMUM,  
MANHOLE RING AND COVER**

N.T.S.

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**REVISION**

NO.	BY	APRIL DATE



CAD FILE: D:\MHEEDROW\STANDARD DRAWINGS\2015 UPDATED\16 TYPICAL MANHOLE RING & COVER

**MANHOLE RING  
& COVER (typical)**

ALPINE CITY  
20 NORTH MAIN  
ALPINE, UT 84004

STANDARD DRAWING NUMBER: **16**

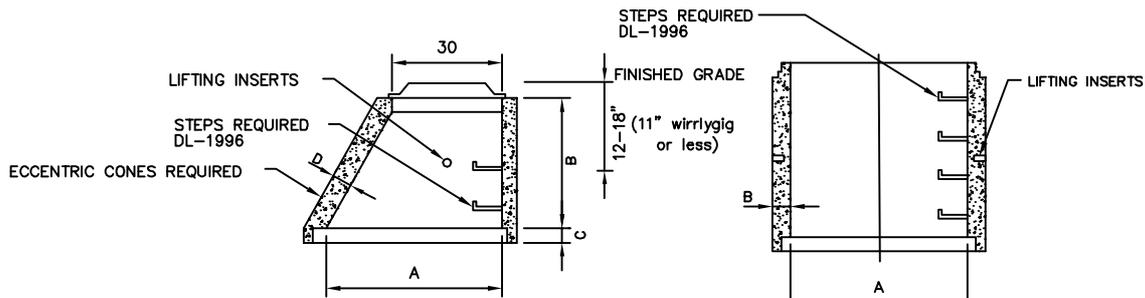
PLOT SCALE: N.T.S.

DRAWN BY: WJM

DESIGN BY:

CHECKED BY:

ADOPTED DATE: 4/14/04



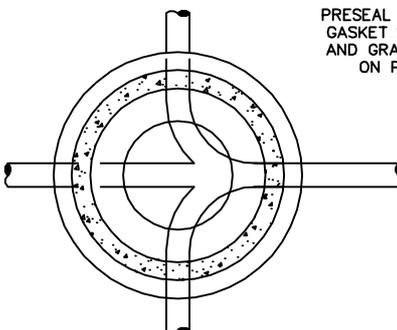
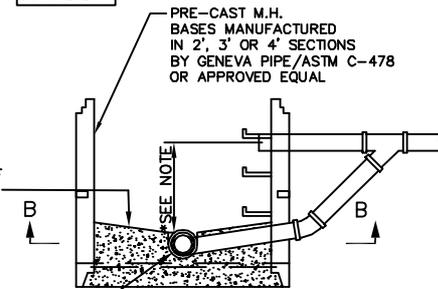
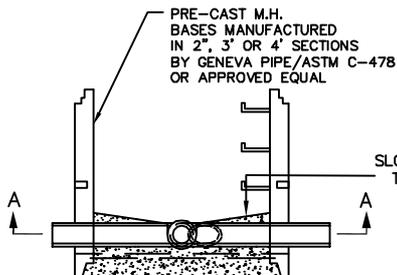
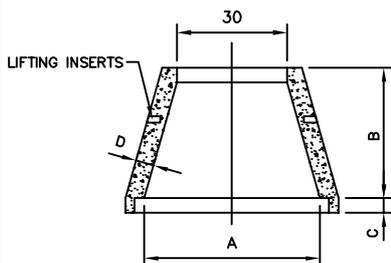
SIZE A (INCHES)	HEIGHT B (INCHES)	FLANGE C (INCHES)	WALL D (INCHES)	WEIGHT (LBS. EA.)
48	36	4	5	2720
60	39	6	6	4300

SIZE A (INCHES)	WALL B (INCHES)	WEIGHT (LBS. EA.)
48	5	900
60	6	1380

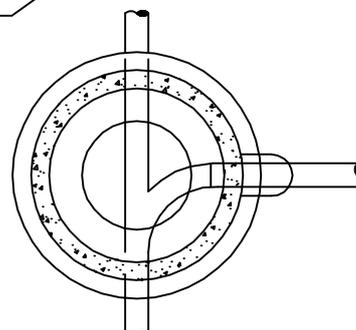
USE 5' DIA. MIN. FOR ALL PIPE 14" & LARGER USE 4' MIN. DIA. FOR ALL PIPE UP TO AND INCLUDING 12" DIA. UNLESS 3' OR ENTER THE MANHOLE. FOR ALL MANHOLES 15' OR DEPTH FROM RIM TO INV., USE 5' DIA. MANHOLE.

DROP PIPE INSTALLED IN CONCRETE

\*NOTE: MINIMUM AS DIRECTED BY CITY ENGINEER



SECTION A-A



SECTION B-B

**TYPICAL JUNCTION MANHOLE**

N.T.S.

**TYPICAL DROP MANHOLE**

N.T.S.

NOTE: USE OF DROP MANHOLES REQUIRES APPROVAL OF CITY ENGINEER AND PUBLIC WORKS DIRECTOR. FOR ALL OTHER SPECIFICATIONS, SEE APWA.

**STATEMENT OF USE**

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**REVISION**

NO.	BY	APRIL DATE



**SEWER MANHOLE (TYPICAL)**

ALPINE CITY  
20 NORTH MAIN  
ALPINE, UT 84004

STANDARD DRAWING NUMBER: **17**

PLOT SCALE: N.T.S.

DRAWN BY: WJM

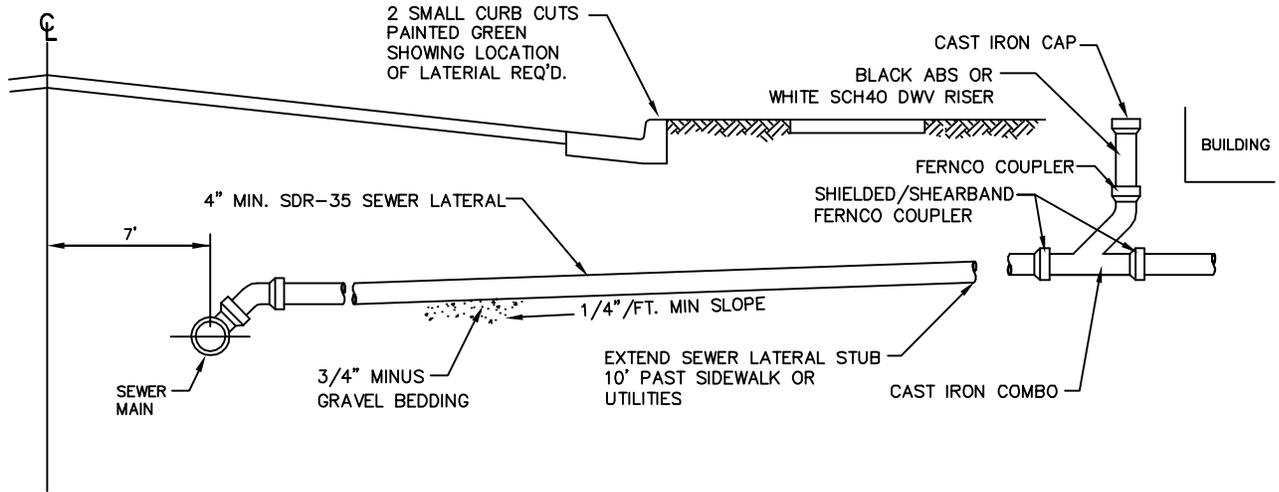
DESIGN BY:

CHECKED BY:

ADOPTED DATE: 4/14/04

NOTES:

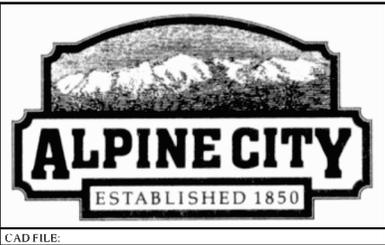
1. A CLEANOUT IS REQUIRED NEXT TO THE BUILDING.
2. ADDITIONAL CLEANOUTS REQUIRED BETWEEN THE BUILDING AND SEWER MAIN AT MAXIMUM 100 FOOT INTERVALS.
3. THE COMBO SHALL CONSIST OF CAST IRON, ABS MATERIAL (OR WHITE SCH40 DWV) FOR RISER.
4. FERNCO COUPLERS (AS SHOWN) SHALL BE USED WHEN CONNECTING CAST IRON TO RISER OR SDR-35 LATERAL PIPE.
5. ALL CLEANOUTS SHALL HAVE CAST IRON CAPS.
6. ALL SEWER LATERALS SHALL BE SDR-35 PIPE, BEING LAID WITH THE BELL END OF THE PIPE IN THE UP HILL DIRECTION.
7. ALL SEWER LATERALS SHALL BE BEDDED WITH 3/4" MINUS GRAVEL.
8. BACKFILL MATERIAL SHALL BE ENGINEERED FILL WITHIN CITY RIGHT OF WAYS, AS CLASSIFIED IN ALPINE CITY STANDARDS AND SPECIFICATIONS.
9. BACKFILL MATERIAL AROUND PIPE SHALL BE COMPACTED TO 95% OF DENSITY AS MEASURED BY AASHTO T-99.
10. SEWER LATERAL MUST BE INSPECTED BY AN AUTHORIZED REPRESENTATIVE OF THE CITY PRIOR TO BACKFILLING TRENCH.
11. A TIE SKETCH SHOWING THE LOCATION OF ALL SEWER LATERALS MUST BE SUBMITTED TO THE CITY.
12. THE CITY SHALL BE NOTIFIED 24 HOURS PRIOR TO WHEN A SEWER LATERAL INSPECTION IS NEEDED.
13. ALL APPROPRIATE EXCAVATION PERMITS MUST BE OBTAINED FROM THE CITY AND OTHER AGENCY PRIOR TO ANY EXCAVATION.
14. ALL APPROPRIATE IMPACT FEES MUST BE PAID PRIOR TO CONNECTING TO THE SEWER.
15. MARK END OF LATERAL STUB WITH 2x4 POST PAINTED GREEN. ALL OTHER MARKERS MUST BE PRE-APPROVED PRIOR TO USE.



**TYPICAL SEWER SERVICE CONN.**

N.T.S.

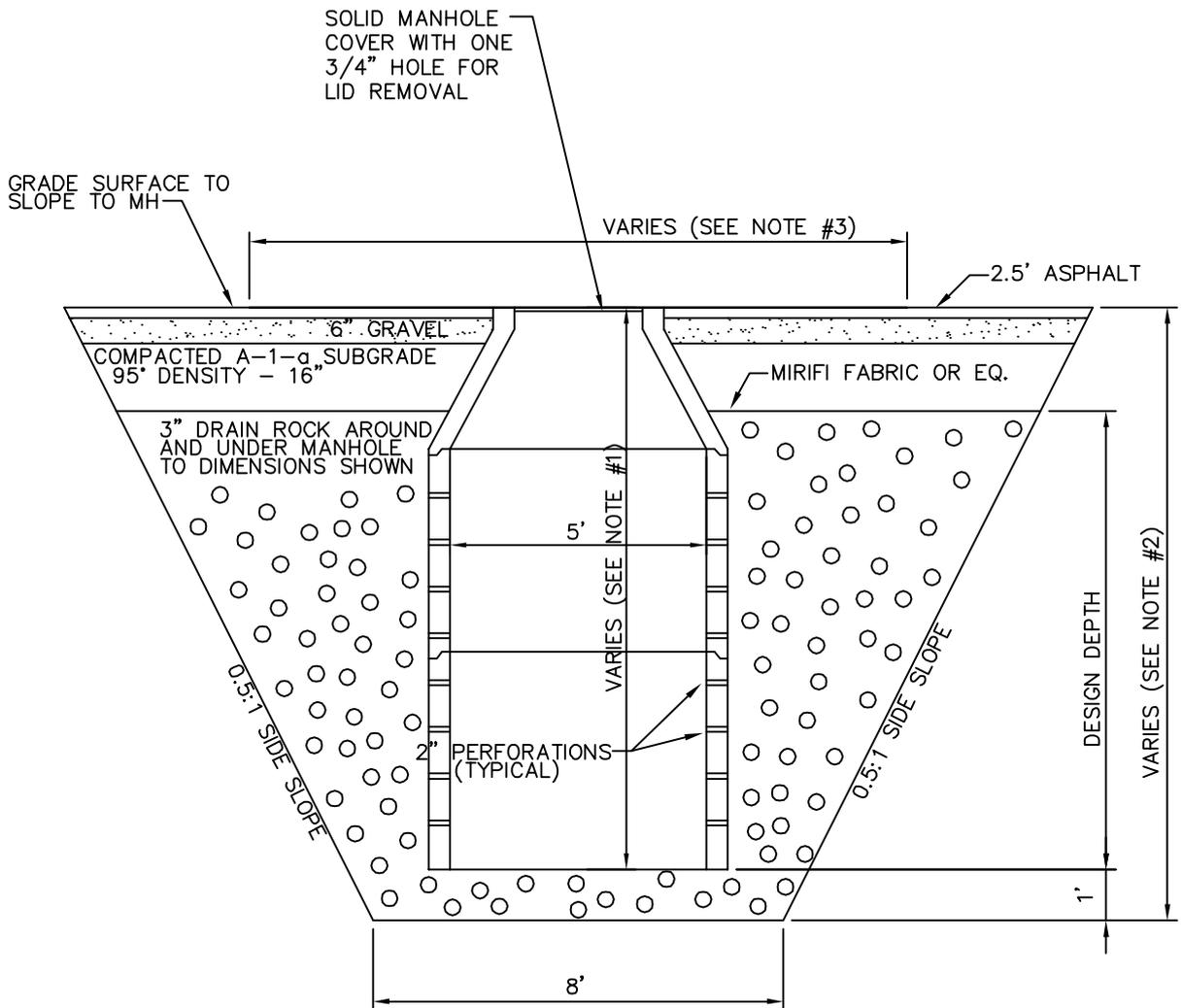
STATEMENT OF USE			
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REVISION			
NO.	BY	APRIL	DATE



**TYPICAL SEWER SERVICE CONN.**

ALPINE CITY  
20 NORTH MAIN  
ALPINE, UT 84004

STANDARD DRAWING NUMBER:	<b>17a</b>
PLOT SCALE:	N.T.S.
DRAWN BY:	WJM
DESIGN BY:	
CHECKED BY:	
ADOPTED DATE:	4/1/04



- NOTES:  
 #1. DESIGN DEPTH + 2'  
 #2. DESIGN DEPTH + 3'  
 #3. DESIGN DEPTH + 11'

# STORM DRAINAGE SUMP

N.T.S.

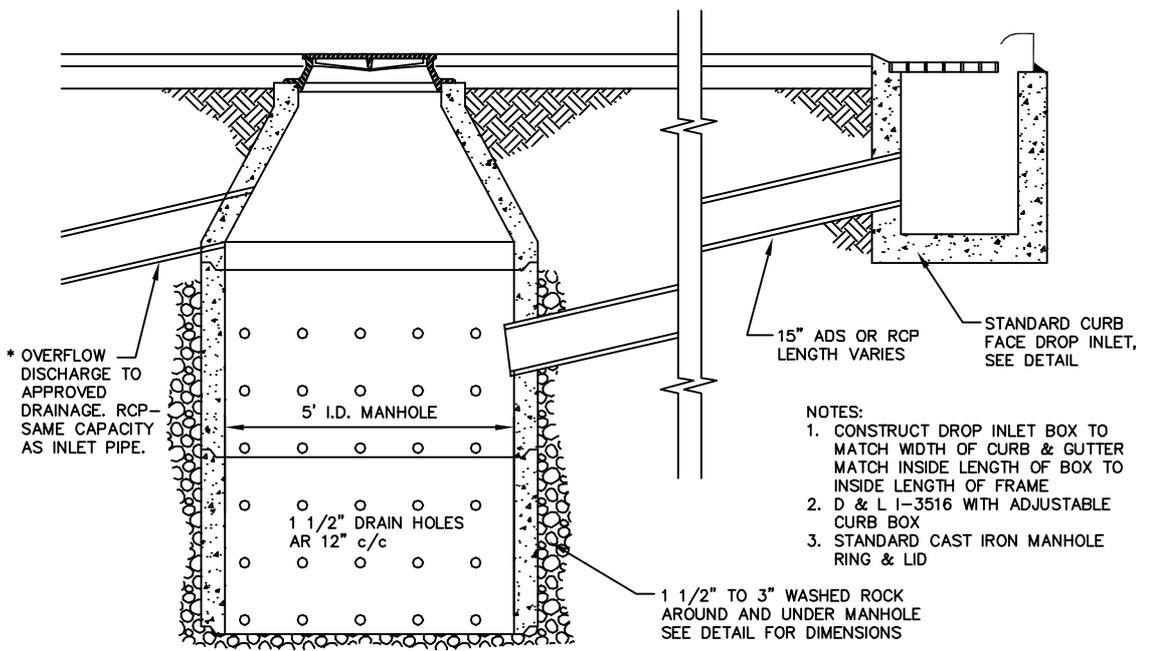
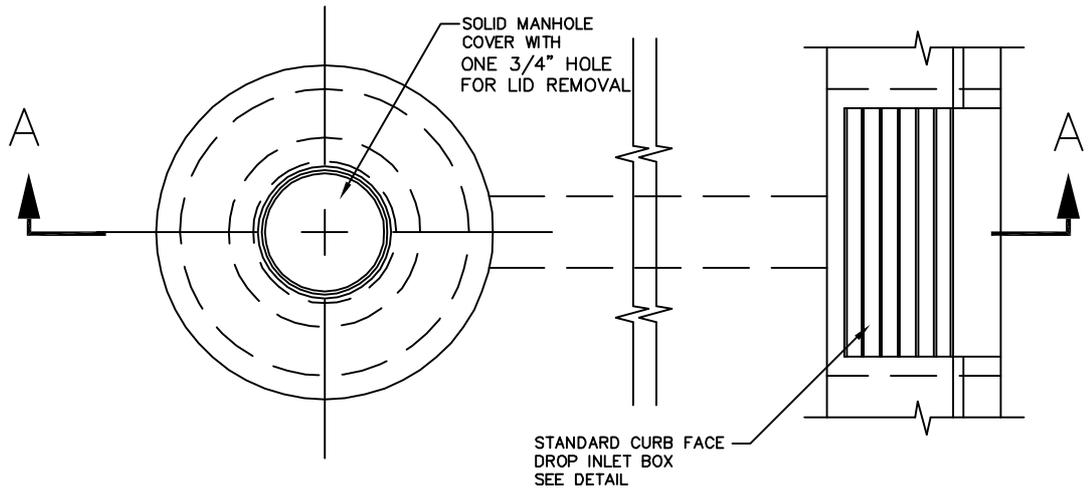
STATEMENT OF USE			
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REVISION			
NO.	BY	APRIL DATE	



## TYPICAL STORM DRAINAGE SUMP

ALPINE CITY  
 20 NORTH MAIN  
 ALPINE, UT 84004

STANDARD DRAWING NUMBER:	18
PLOT SCALE:	N.T.S.
DRAWN BY:	WJM
DESIGN BY:	
CHECKED BY:	
ADOPTED DATE:	4/14/04



\* OVERFLOW DISCHARGE TO APPROVED DRAINAGE. RCP - SAME CAPACITY AS INLET PIPE.

- NOTES:
1. CONSTRUCT DROP INLET BOX TO MATCH WIDTH OF CURB & GUTTER MATCH INSIDE LENGTH OF BOX TO INSIDE LENGTH OF FRAME
  2. D & L I-3516 WITH ADJUSTABLE CURB BOX
  3. STANDARD CAST IRON MANHOLE RING & LID

\* MAY BE REQ'D BY CITY ENGINEER

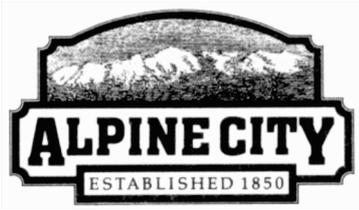
SECTION A-A

**SUMP DISPOSAL**

N.T.S.

NOTE: ONLY ALLOWED IN CERTAIN CIRCUMSTANCES. PRE-TREATMENT REQ'D

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REVISION	
NO.	BY APRIL DATE

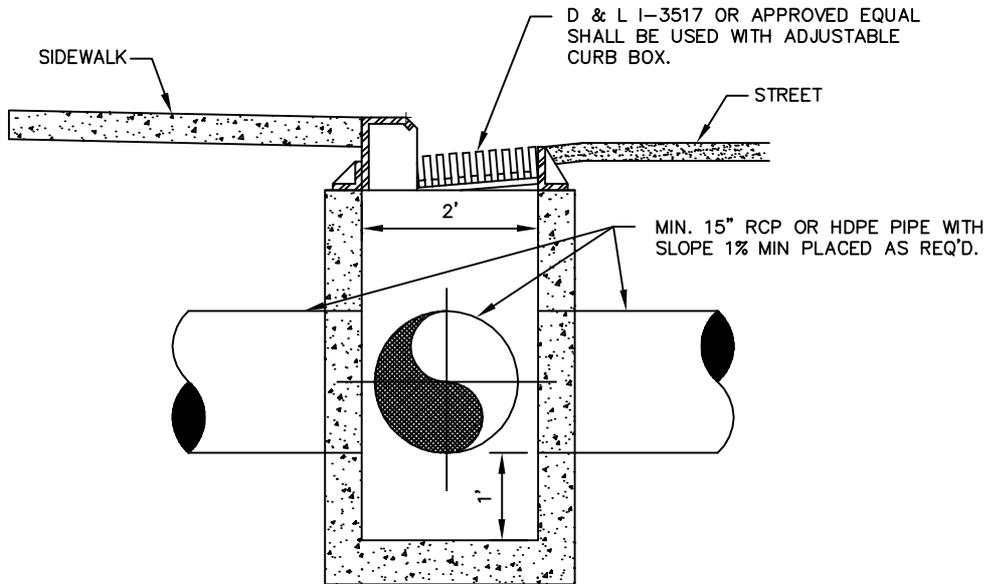
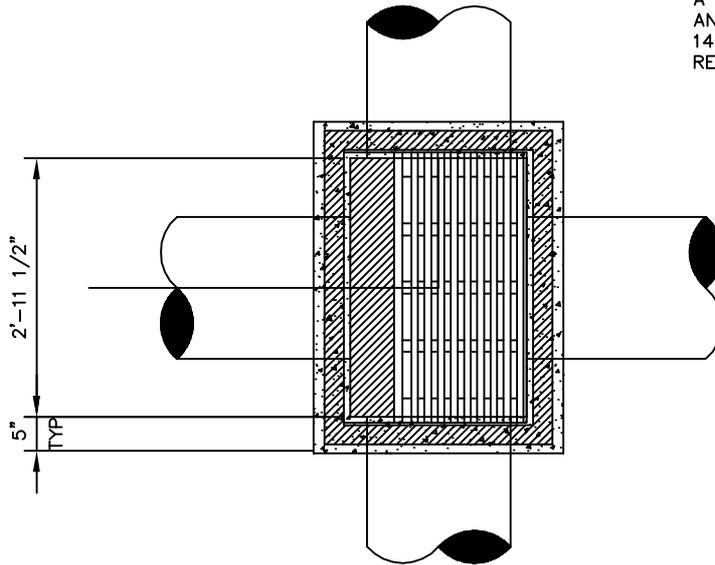


**SUMP DISPOSAL**  
(Typical)

ALPINE CITY  
20 NORTH MAIN  
ALPINE, UT 84004

STANDARD DRAWING NUMBER:	<b>19</b>
PLOT SCALE:	N.T.S.
DRAWN BY:	WJM
DESIGN BY:	
CHECKED BY:	
ADOPTED DATE:	4/14/04

**NOTE:**  
 #4 REBAR SPACED AT  
 A MINIMUM OF 12" O.C. HORIZ.  
 AND 8" O.C. VERTICAL.  
 14" OVERLAP OR REBAR  
 REQUIRED.



## CURB FACE DROP INLET BOX

N.T.S.

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NO.	BY	APRIL DATE



## CURB FACE DROP INLET BOX (Typical)

ALPINE CITY  
 20 NORTH MAIN  
 ALPINE, UT 84004

STANDARD DRAWING NUMBER: **20**

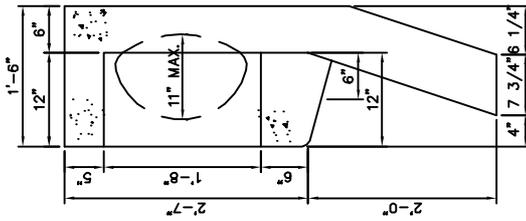
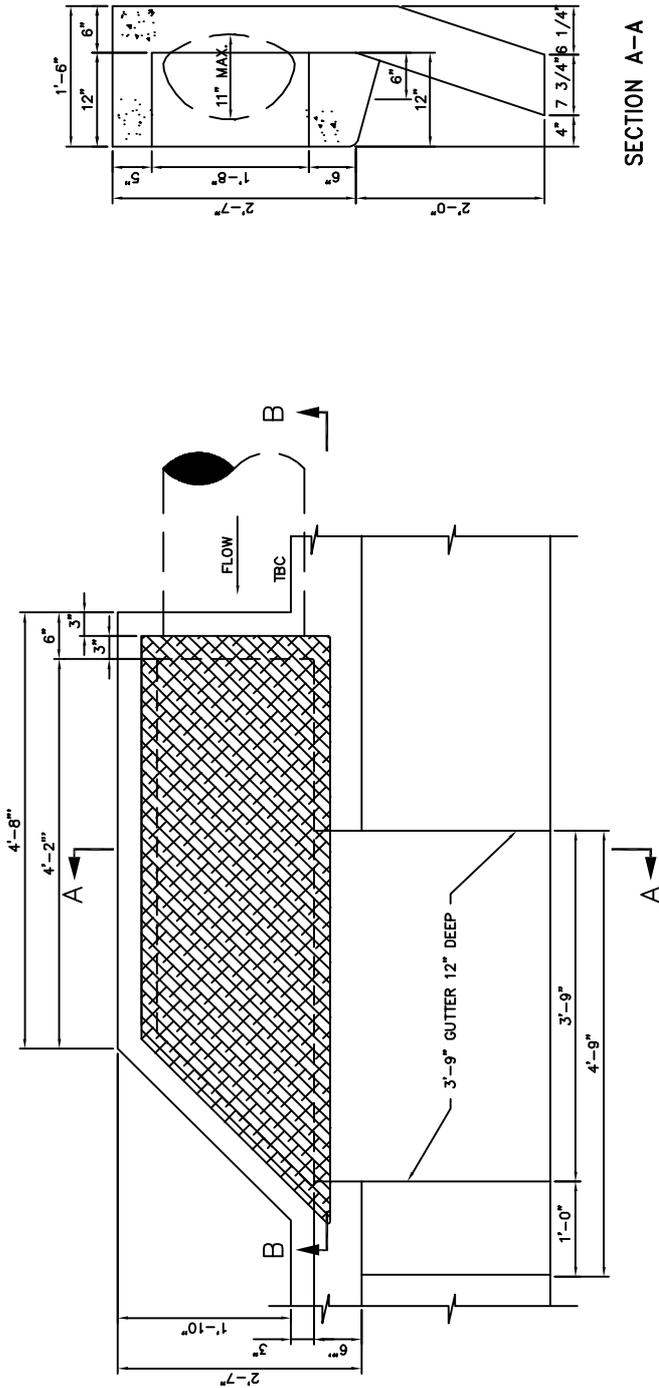
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DRAWN BY: WJM

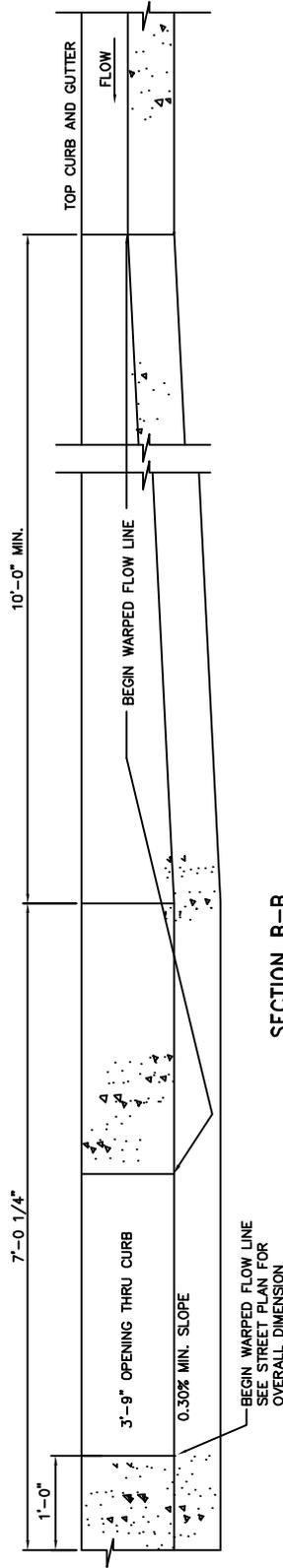
DESIGN BY:

CHECKED BY:

ADOPTED DATE: 4/14/04



SECTION A-A



SECTION B-B

**GENERAL NOTES**

1. ALL MATERIALS, CONSTRUCTION, AND WORKMANSHIP SHALL BE IN ACCORDANCE WITH ALPINE CITY SPECIFICATIONS AND AS DIRECTED BY THE ALPINE CITY ENGINEER OR HIS REPRESENTATIVE.
2. ALL CONCRETE TO BE 4000 P.S.I. @ 28 DAYS.
3. UNDER CONDITIONS WHERE PIPE SIZE, PIPE TYPE, OR EARTH COVER IS CRITICAL USE MODIFIED OUTLET BOX.
4. 1/4" PLATE SHALL BE PLACED ON THE OULET AS A COVER. THE PLAT SHALL BE PAINTED GREY

**DIPSTONE OUTLET**  
N.T.S.

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**REVISION**

NO.	BY	APRIL DATE



**DIPSTONE OUTLET**

ALPINE CITY  
20 NORTH MAIN  
ALPINE, UT 84004

STANDARD DRAWING NUMBER:

21

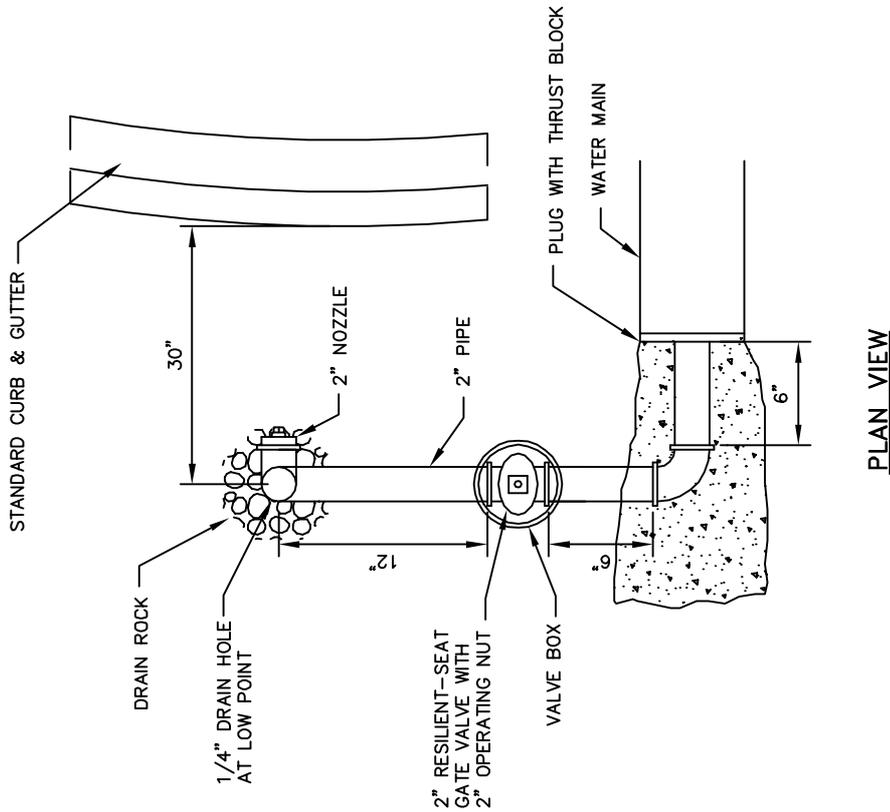
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DRAWN BY: WJM

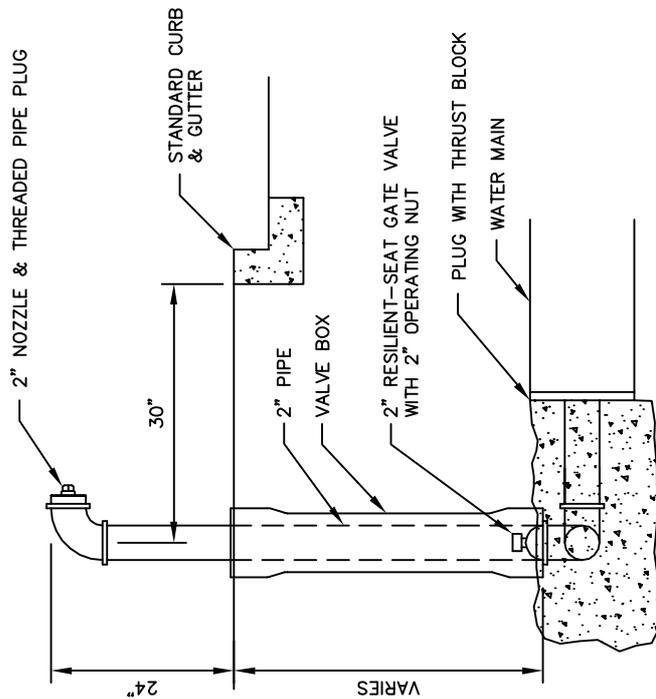
DESIGN BY:

CHECKED BY:

ADOPTED DATE: 4/14/04



PLAN VIEW



PROFILE

# FLUSH VALVE

N.T.S.

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### REVISION

NO.	BY	APRIL DATE



## FLUSH VALVE (Typical)

ALPINE CITY  
20 NORTH MAIN  
ALPINE, UT 84004

STANDARD DRAWING NUMBER: **22**

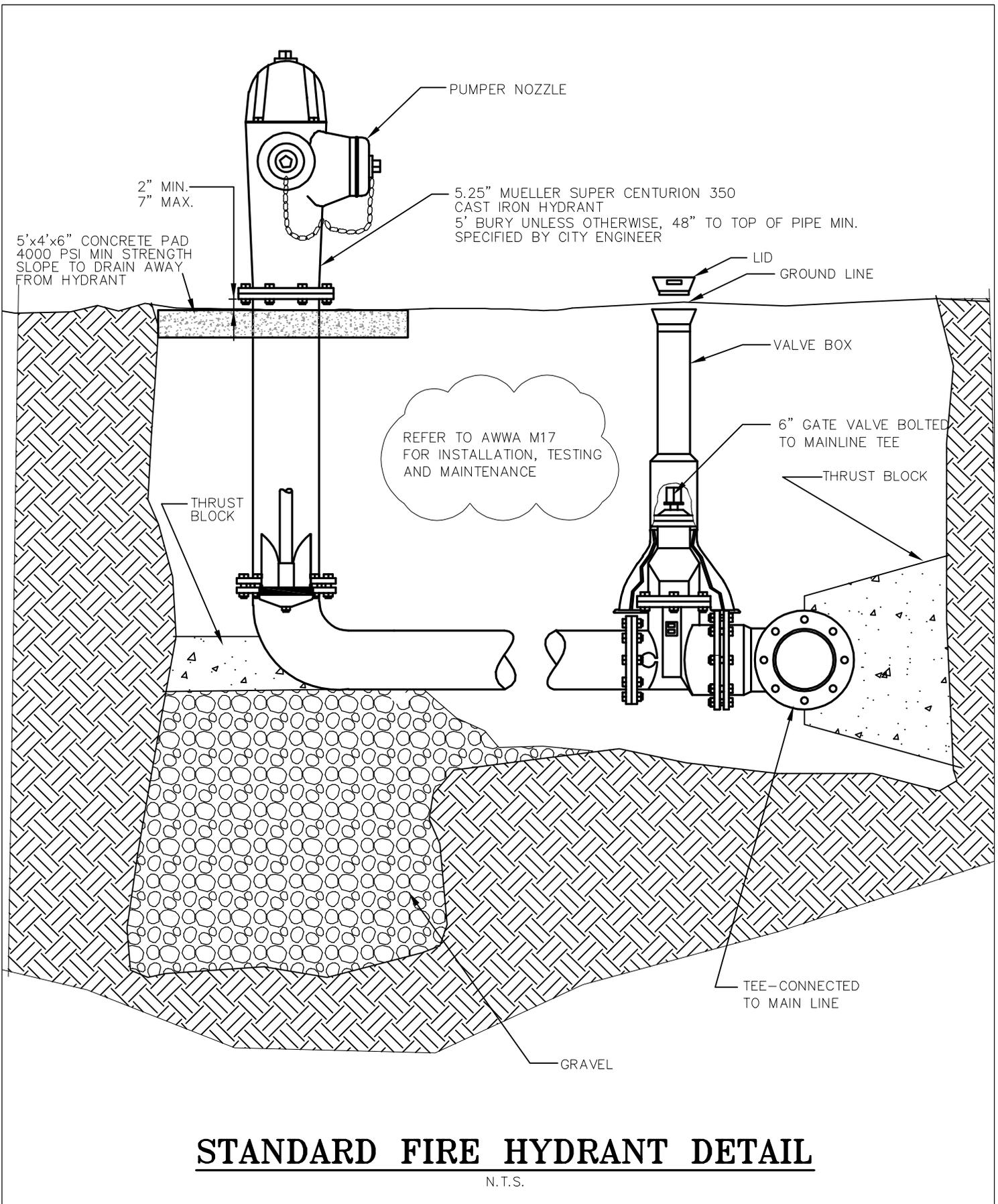
PLOT SCALE: N.T.S.

DRAWN BY: WJM

DESIGN BY:

CHECKED BY:

ADOPTED DATE: 4/14/04



# STANDARD FIRE HYDRANT DETAIL

N.T.S.

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## REVISION

NO.	BY	APRIL	DATE



CAD FILE: \\sage\csm\standard drawings\2015 Alzaki\Plot 18.dwg

## TYPICAL FIRE HYDRANT

ALPINE CITY  
20 NORTH MAIN  
ALPINE, UT 84004

STANDARD  
DRAWING  
NUMBER:

23

PLOT SCALE: N.T.S.

DRAWN BY: WJM

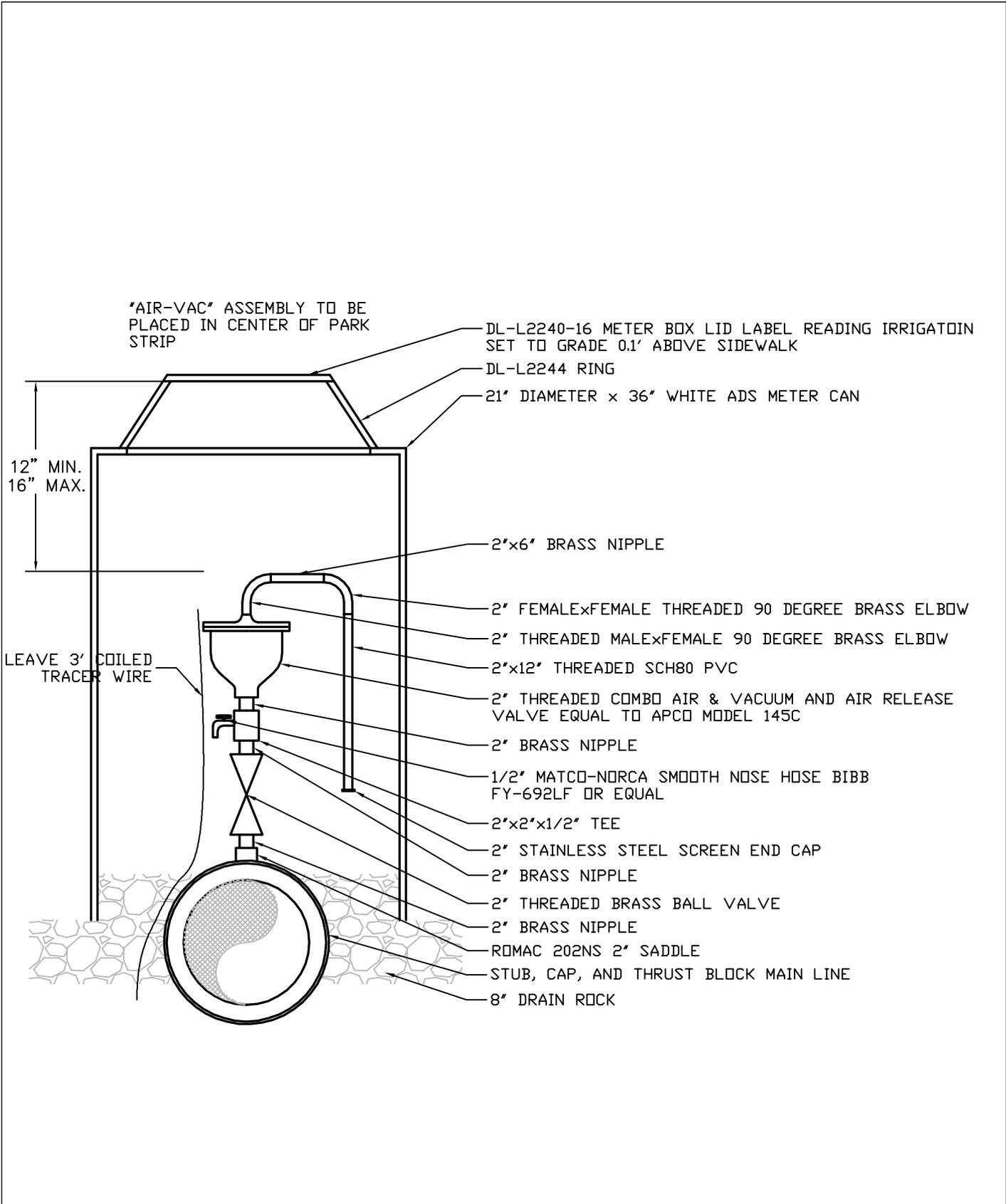
DESIGN BY:

CHECKED BY:

ADOPTED DATE: 4/1/04

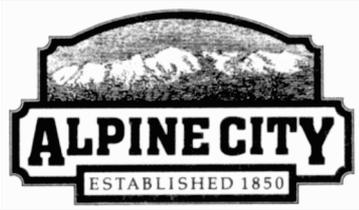






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REVISION			
NO.	BY	APRIL DATE	

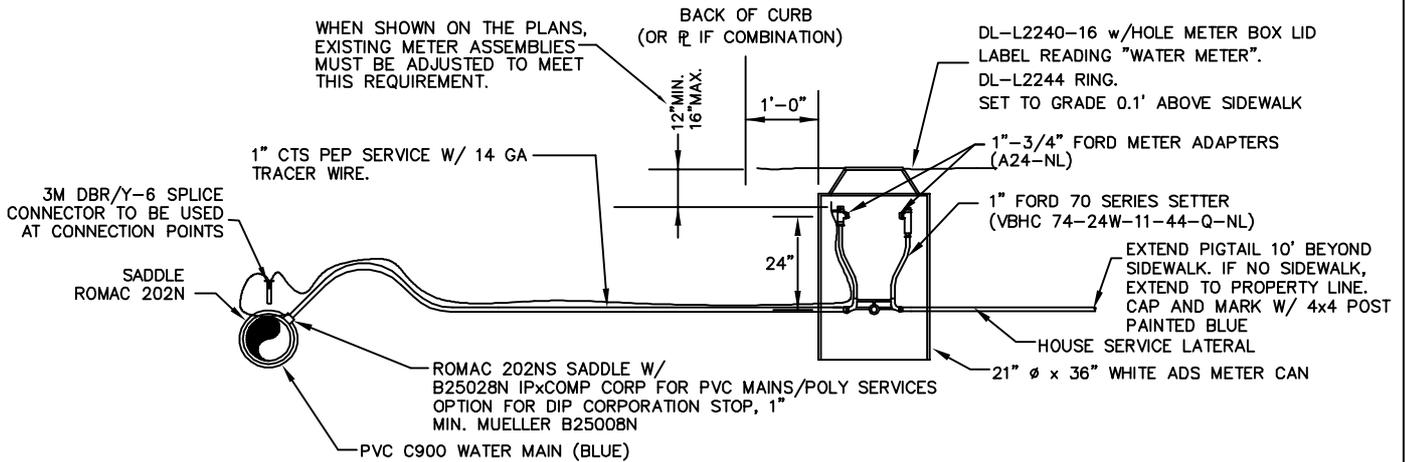


**SECONDARY WATER AIR-VAC ASSEMBLY**

ALPINE CITY  
 20 NORTH MAIN  
 ALPINE, UT 84004

STANDARD DRAWING NUMBER:	<b>26</b>
PLOT SCALE:	N.T.S.
DRAWN BY:	WJM
DESIGN BY:	
CHECKED BY:	
ADOPTED DATE:	12/7/18

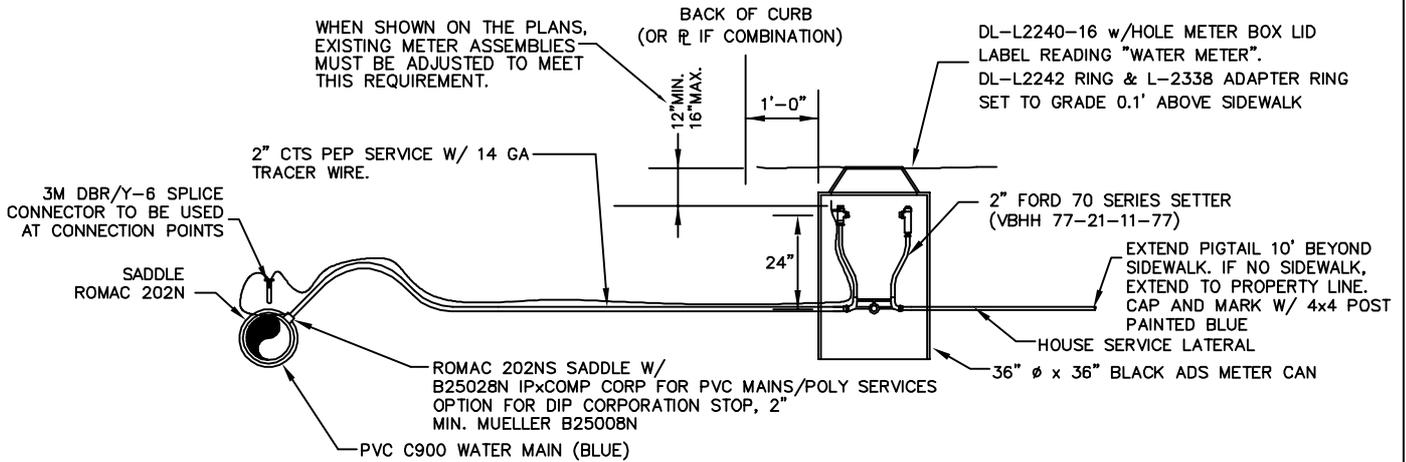
NOTE: METER BOX, COVER, COPPERSETTER, CORPORATION STOP, & SERVICE LINES TO BE FURNISHED AND INSTALLED BY DEVELOPER.



## 1" WATER SERVICE CONNECTION

N.T.S.

NOTE: METER BOX, COVER, COPPERSETTER, CORPORATION STOP, & SERVICE LINES TO BE FURNISHED AND INSTALLED BY DEVELOPER.

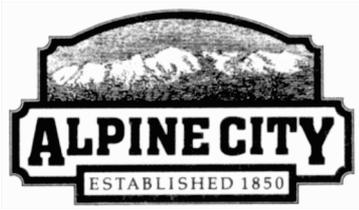


NOTE: FOR 1.5" SERVICES: ALL PARTS SHOWN ABOVE ARE THE SAME EXCEPT THE SERVICE LINE AND SETTER, WHICH WOULD BOTH BE CHANGED TO 1.5"

## 1.5" & 2" WATER SERVICE CONNECTIONS

N.T.S.

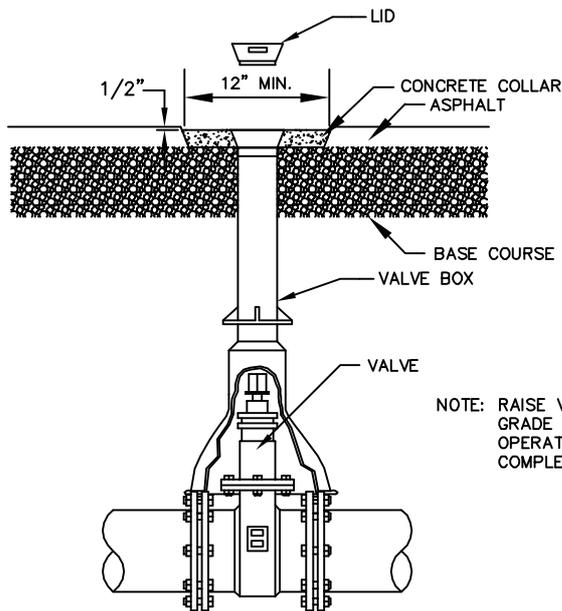
STATEMENT OF USE	
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REVISION	
NO.	BY APRIL DATE



**WATER SERVICE CONNECTION DETAIL**

ALPINE CITY  
20 NORTH MAIN  
ALPINE, UT 84004

STANDARD DRAWING NUMBER:	<b>27</b>
PLOT SCALE:	N.T.S.
DRAWN BY:	WJM
DESIGN BY:	
CHECKED BY:	
ADOPTED DATE:	4/14/04



NOTE: RAISE VALVE BOX TO GRADE AFTER PAVING OPERATIONS ARE COMPLETED.

## VALVE BOX COLLAR DETAIL

N.T.S.

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### REVISION

NO.	BY	APPL. DATE



## VALVE BOX DETAIL

ALPINE CITY  
20 NORTH MAIN  
ALPINE, UT 84004

STANDARD DRAWING NUMBER: **27a**

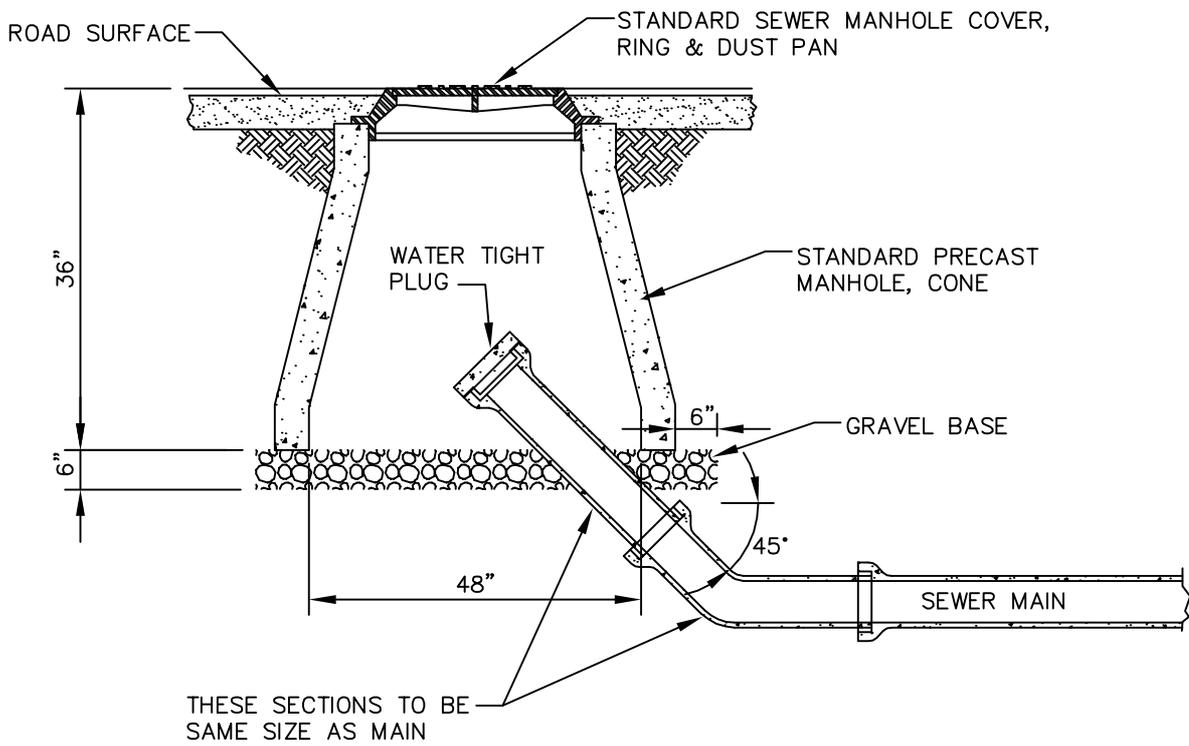
PLOT SCALE: N.T.S.

DRAWN BY: WJM

DESIGN BY:

CHECKED BY:

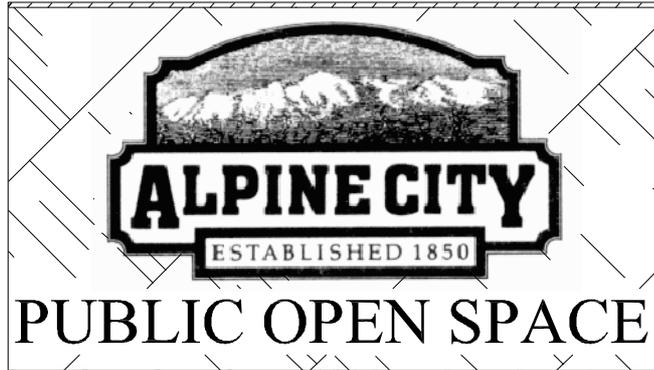
ADOPTED DATE: 4/14/04



# TEMPORARY SEWER MAIN CLEANOUT

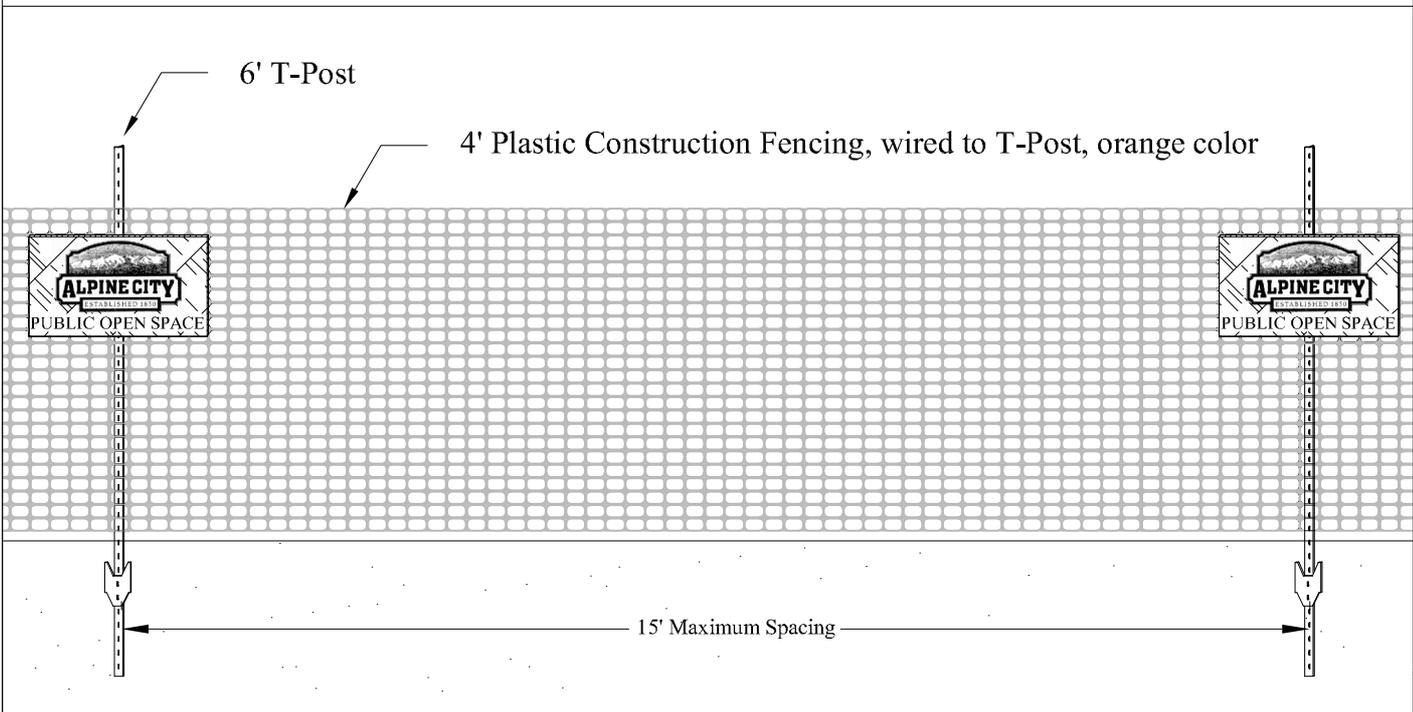
N.T.S.

<p><b>STATEMENT OF USE</b></p> <p>THIS DOCUMENT AND ANY ILLUSTRATIONS HEREON ARE PROVIDED AS STANDARD CONSTRUCTION DETAILS WITHIN ALPINE CITY. DEVIATION FROM THIS DOCUMENT REQUIRES APPROVAL OF ALPINE CITY. ALPINE CITY CORPORATION CAN NOT BE HELD LIABLE FOR MISUSE OR CHANGES REGARDING THIS DOCUMENT.</p>		<h2 style="margin: 0;">TEMPORARY SEWER MAIN CLEANOUT</h2> <p style="margin: 0;">ALPINE CITY 20 NORTH MAIN ALPINE, UT 84004</p>	<p>STANDARD DRAWING NUMBER: <span style="font-size: 2em; font-weight: bold;">28</span></p> <p>PLOT SCALE: N.T.S.</p> <p>DRAWN BY: WJM</p> <p>DESIGN BY:</p> <p>CHECKED BY:</p> <p>ADOPTED DATE: 4/14/04</p>								
<p><b>REVISION</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;">NO.</td> <td style="width: 15%;">BY</td> <td style="width: 15%;">APRIL DATE</td> <td style="width: 65%;">CAD FILE: E:\ENGINEERING\STANDARD DRAWINGS\2015 UPDATED (CURRENT)\28 BENCHOUT</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	NO.	BY	APRIL DATE	CAD FILE: E:\ENGINEERING\STANDARD DRAWINGS\2015 UPDATED (CURRENT)\28 BENCHOUT							
NO.	BY	APRIL DATE	CAD FILE: E:\ENGINEERING\STANDARD DRAWINGS\2015 UPDATED (CURRENT)\28 BENCHOUT								



**SIGN SPECIFICATIONS**

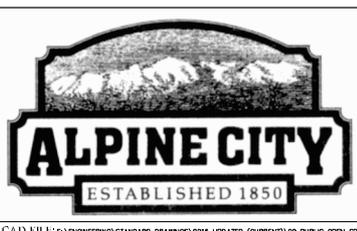
- SIGN TO BE 18"x24"
- PRINTED WITH BLACK LETTERS, WHITE BACKGROUND
- LAMINATED AND STAPLED TO PLYWOOD
- WIRED TO T-POSTS
- SPACED ONE PER JOB SITE IN A VISIBLE LOCATION  
IF MORE THAN 300' OF FENCING REQ'D, ONE SIGN TO  
BE PLACED EVERY 300'



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**REVISION**

NO.	BY	APRIL DATE



**PUBLIC OPEN SPACE FENCING**

ALPINE CITY  
 20 NORTH MAIN  
 ALPINE, UT 84004

STANDARD DRAWING NUMBER: **29**

PLOT SCALE: N.T.S.

DRAWN BY: WJM

DESIGN BY:

CHECKED BY:

ADOPTED DATE: 4/14/04





KING LUMINAIRE K137 YARMOUTH (NO GLOBE) - LED  
 K137-P4NG-III-60(SSL)7030-120V-K26-PR7-  
 3K-TB-BK-1-WS

FINISH:  
 BLACK

TENON  
 3" x 3" TALL

14' SMOOTH ALUMINUM  
 4.5" O.D. .220" WALL THICKNESS  
 EPA: MIN 20 IN 80 MPH ZONE (1.3 GUST FACTOR)  
 PAINTED WITH THE FIRST 16"  
 OF POLE TO BE COATED  
 WITH ZINC COLD GALVANIZING COMPOUND

BASE BY MOUNTAIN STATES LIGHTING  
 PART# HANC-12.75"W x 45"-HDEB-XX  
 HIGH DENSITY ELASTOMER DECORATIVE  
 BASE, DENSITY OF 71LBS PER CUBIC  
 FOOT. (SPECIFY COLOR)  
 BASE TO BE AN AVERAGE OF 5/8" THICK

3' to 10'

GRADE

CARSON  
 1419-12  
 W/DROP AND  
 LOCK LID  
 "ELECTRIC"

INDUSTRIAL ZINC COATING  
 BURIAL PORTION OF SHAFT.  
 COATED 5' UP FROM THE BUTT  
 OF THE POLE.

WIREWAY ENTRY LOCATED 2'  
 UP FROM BUTT OF POLE.

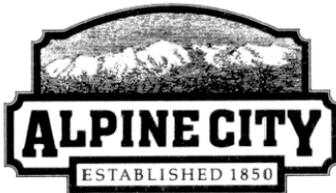
2" CONDUIT

CONTRACTOR TO  
 LOOP 36" OF WIRE  
 IN BOX

TO RMP  
 JUNCTION BOX  
 AND FUSE

**STATEMENT OF USE**

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 ARE PROVIDED AS STANDARD CONSTRUCTION  
 DETAILS WITHIN ALPINE CITY. DEVIATION FROM  
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 CITY. ALPINE CITY CORPRTATION CAN NOT BE HELD  
 LIABLE FOR MISSUSE OR CHANGES REGARDING THIS  
 DOCUMENT.



**RESIDENTIAL  
 STREET LIGHT**

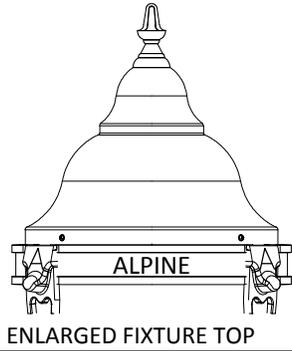
ALPINE CITY  
 20 NORTH MAIN  
 ALPINE, UT 84004

STANDARD  
 DRAWING  
 NUMBER: **31**

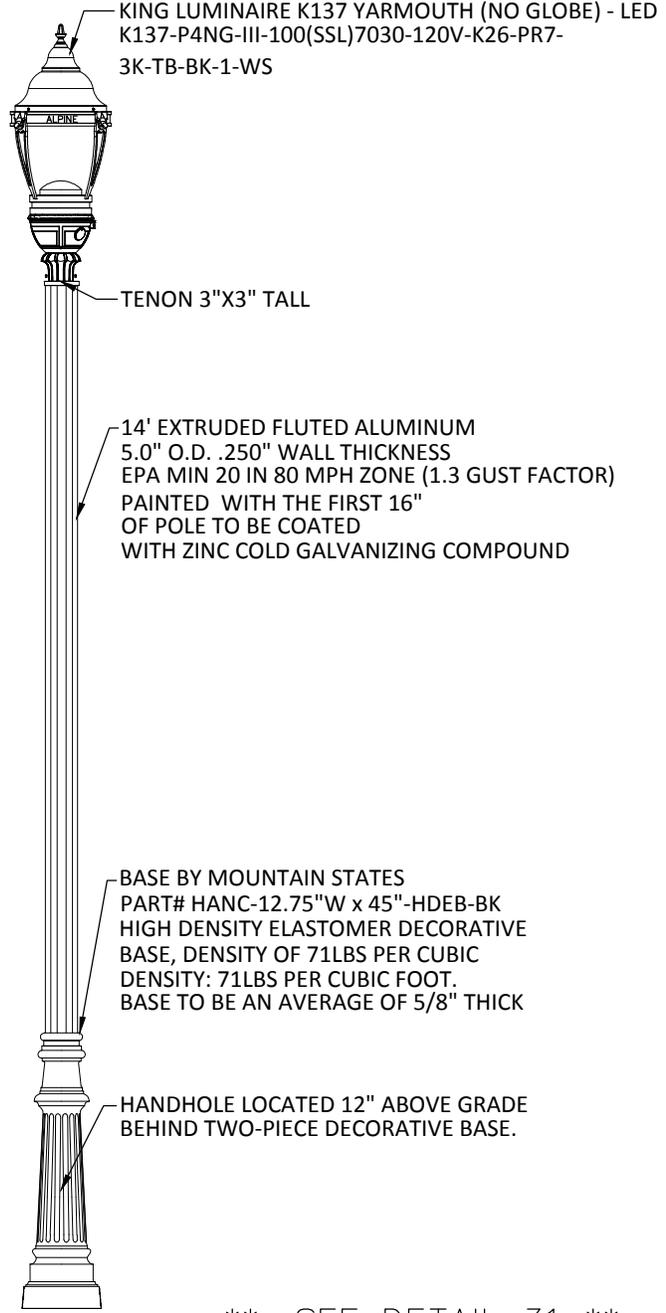
PLOT SCALE: N.T.S.  
 DRAWN BY: WJM  
 DESIGN BY:  
 CHECKED BY:  
 ADOPTED DATE: DRAFT

**REVISION**

NO.	BY	APRIL	DATE

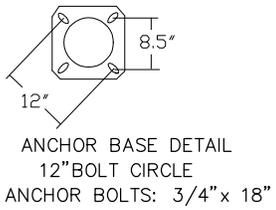
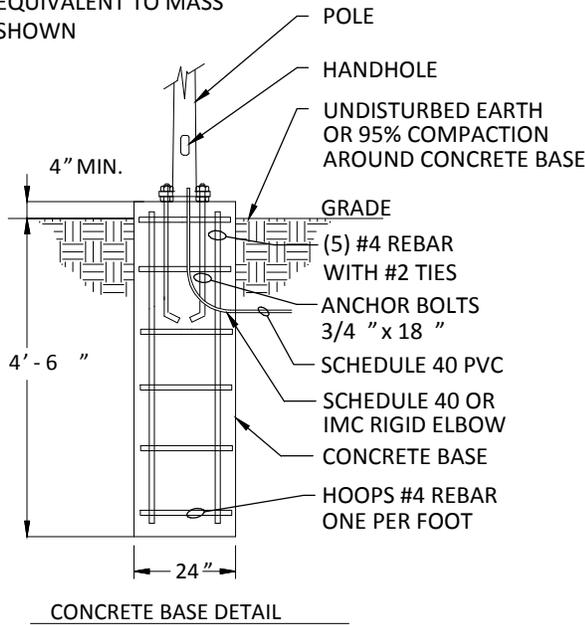


ENLARGED FIXTURE TOP



NOTE!!  
IF DEPTH CANNOT BE  
MET MASS MUST BE  
EQUIVALENT TO MASS  
SHOWN

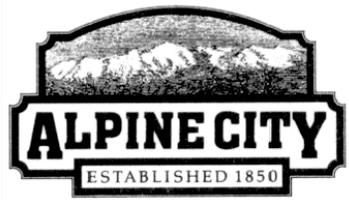
FINISH;  
BLACK



\*\* SEE DETAIL 31 \*\*  
FOR REQUIRED  
JUNCTION BOX  
AT BASE

STATEMENT OF USE

THIS DOCUMENT AND ANY ILLUSTRATIONS HEREON  
ARE PROVIDED AS STANDARD CONSTRUCTION  
DETAILS WITHIN ALPINE CITY. DEVIATION FROM  
THIS DOCUMENT REQUIRES APPROVAL OF ALPINE  
CITY. ALPINE CITY CORPRTATION CAN NOT BE HELD  
LIABLE FOR MISSUSE OR CHANGES REGARDING THIS  
DOCUMENT.



DOWNTOWN  
STREET LIGHT

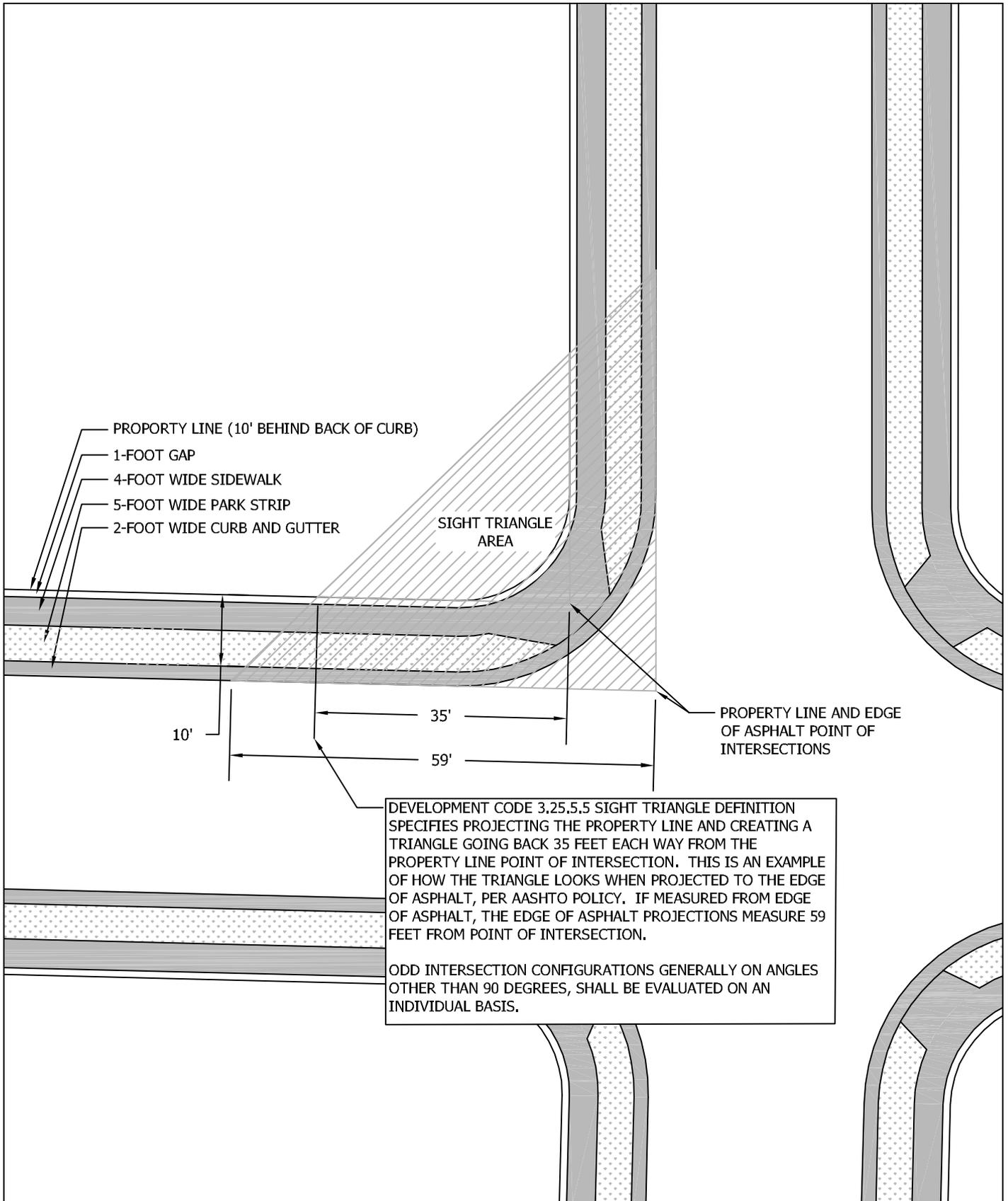
ALPINE CITY  
20 NORTH MAIN  
ALPINE, UT 84004

STANDARD  
DRAWING  
NUMBER: **31a**

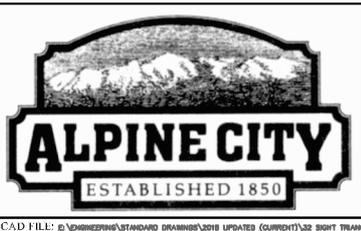
PLOT SCALE:	N.T.S.
DRAWN BY:	WJM
DESIGN BY:	
CHECKED BY:	
ADOPTED DATE:	12/7/18

REVISION

NO.	BY	APRIL	DATE



STATEMENT OF USE			
THIS DOCUMENT AND ANY ILLUSTRATIONS HEREON ARE PROVIDED AS STANDARD CONSTRUCTION DETAILS WITHIN ALPINE CITY. DEVIATION FROM THIS DOCUMENT REQUIRES APPROVAL OF ALPINE CITY. ALPINE CITY CORPORATION CAN NOT BE HELD LIABLE FOR MISUSE OR CHANGES REGARDING THIS DOCUMENT.			
REVISION			
NO.	BY	APRIL DATE	



**SIGHT TRIANGLE**

ALPINE CITY  
20 NORTH MAIN  
ALPINE, UT 84004

STANDARD DRAWING NUMBER:	<b>32</b>
PLOT SCALE:	N.T.S.
DRAWN BY:	J.M.
DESIGN BY:	
CHECKED BY:	
ADOPTED DATE:	10/13/11

PASTURE GRASS MIX

20 lbs CABIN BLEND AND 5 lbs ROCKY MOUNTAIN WILDFLOWER MIX PER ACRE

CABIN BLEND	
SPECIES	% BY WEIGHT
MOUNTAIN BROME	30
SLENDER WHEATGRASS	25
SANDBERG BLUEGRASS	5
BIG BLUEGRASS	5
SHEEP FESCUE	5
WESTERN WHEATGRASS	20
BEARDLESS BLUEBUNCH WHEATGRASS	10

WETLANDS/STREAM BANK GRASS MIX  
15 LBS PER ACRE

WETLAND/STREAMBANK MIX	
SPECIES	% BY WEIGHT
INLAND SALTGRASS	13.3
WESTERN WHEATGRASS	13.3
STREAMBANK WHEATGRASS	13.3
NEBRASKA SEDGE	20
BLUEJOINT REEDGRASS	1.67
BEAKED SEDGE	20
BALTIC RUSH	1.67
MEADOW SEDGE	16.67

ROCKY MOUNTAIN WILDFLOWER MIX	
SPECIES	% BY WEIGHT
BLUE FLAX	9
PURPLE CONEFLOWER	10
BLACKEYED SUSAN	2
CALIFORNIA POPPY	11
WALLFLOWER	6
FIREWHEEL	7
WILD LUPINE	10
LANCE-LEAVED COREOPSIS	8
PRAIRIE CONEFLOWER	2
MEXICAN HAT	2
FLANDERS POPPY	2
YELLOW COSMOS	5
BACHELOR BUTTON	6
PLAINS COREOPSIS	2
MOUNTAIN PHLOX	1
ROCKY MOUNTAIN IRIS	3
MOUNTAIN LUPINE	6
SHOWY GOLDENEYE	3
BLANKET FLOWER	6

**STATEMENT OF USE**

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**REVISION**

NO.	BY	APPL. DATE



**STANDARD SEED MIXTURES**

ALPINE CITY  
20 NORTH MAIN  
ALPINE, UT 84004

STANDARD DRAWING NUMBER: **33**

PLOT SCALE:	N.T.S.
DRAWN BY:	WJM
DESIGN BY:	
CHECKED BY:	
ADOPTED DATE:	12/7/18

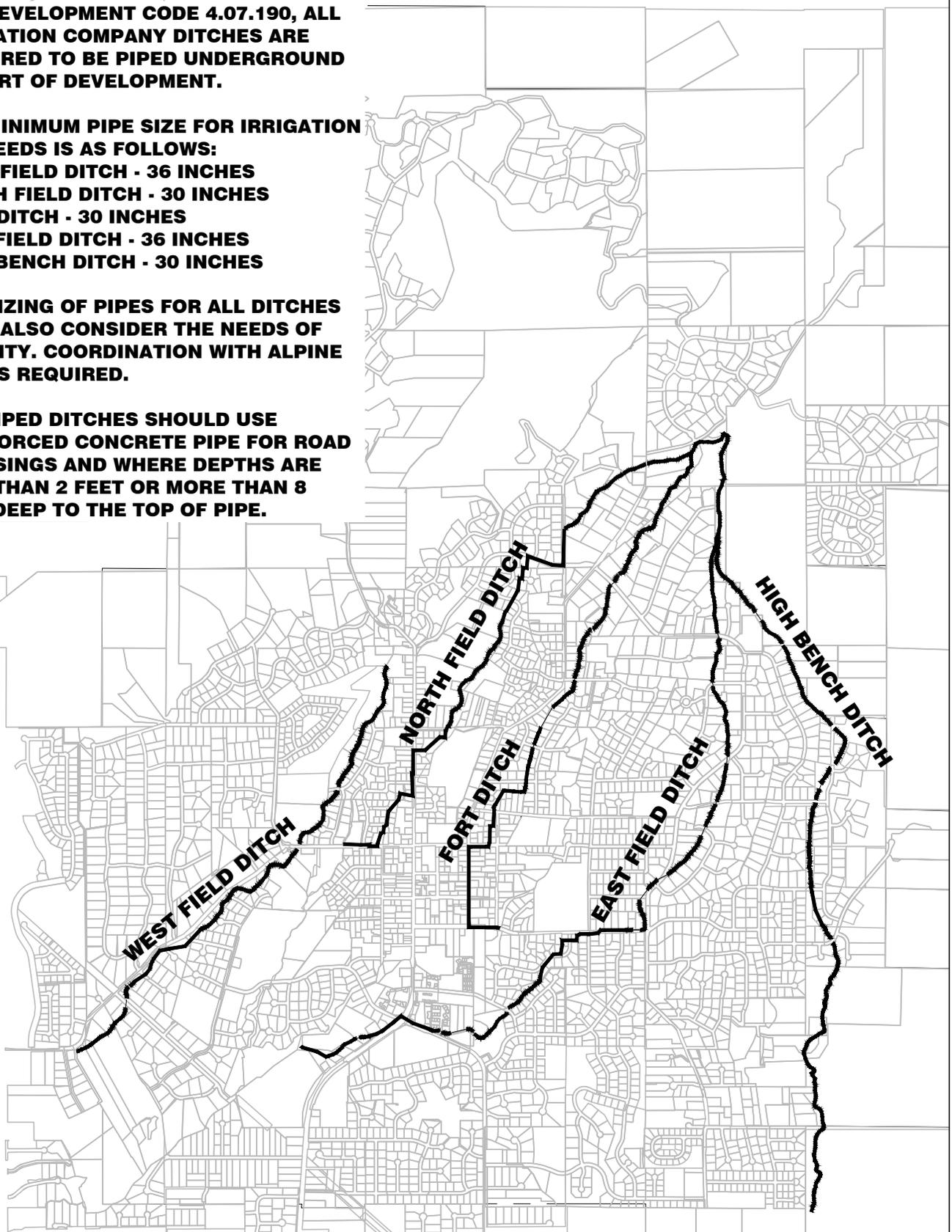
**PER DEVELOPMENT CODE 4.07.190, ALL IRRIGATION COMPANY DITCHES ARE REQUIRED TO BE PIPED UNDERGROUND AS PART OF DEVELOPMENT.**

**THE MINIMUM PIPE SIZE FOR IRRIGATION CO. NEEDS IS AS FOLLOWS:**

- WEST FIELD DITCH - 36 INCHES**
- NORTH FIELD DITCH - 30 INCHES**
- FORT DITCH - 30 INCHES**
- EAST FIELD DITCH - 36 INCHES**
- HIGH BENCH DITCH - 30 INCHES**

**THE SIZING OF PIPES FOR ALL DITCHES MUST ALSO CONSIDER THE NEEDS OF THE CITY. COORDINATION WITH ALPINE CITY IS REQUIRED.**

**ALL PIPED DITCHES SHOULD USE REINFORCED CONCRETE PIPE FOR ROAD CROSSINGS AND WHERE DEPTHS ARE LESS THAN 2 FEET OR MORE THAN 8 FEET DEEP TO THE TOP OF PIPE.**

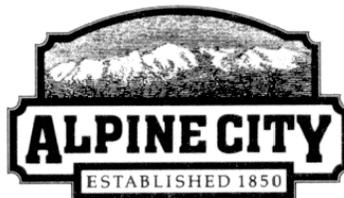


**STATEMENT OF USE**

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**REVISION**

NO.	BY	APRIL DATE



**IRRIGATION CO. DITCHES**

ALPINE CITY  
20 NORTH MAIN  
ALPINE, UT 84004

STANDARD DRAWING NUMBER: **34**

PLOT SCALE:	N.T.S.
DRAWN BY:	WJM
DESIGN BY:	
CHECKED BY:	
ADOPTED DATE:	12/7/18

**RESOLUTION NO. R2020-16**

**ADOPTING CONSTRUCTION STANDARDS SPECIFICATIONS AND DETAILS**

A RESOLUTION ADOPTING UPDATED CONSTRUCTION STANDARDS SPECIFICATIONS AND DETAILS FOR THE CITY OF ALPINE.

WHEREAS, the Planning Commission of Alpine City has certified Construction Standards Specifications and Details, and

WHEREAS, the City Council deems it to be in the best interest and general welfare of the City of Alpine to adopt said Construction Standards Specifications and Details;

THEREFORE, be it resolved by the City Council of the City of Alpine that the Construction Standards Specifications and Details dated October 13, 2020 is hereby adopted as the Construction Standards Specifications and Details of the City of Alpine.

This resolution shall become effective immediately upon its passage.

Dated this \_\_\_\_\_ day of October 2020.

\_\_\_\_\_  
TROY STOUT, MAYOR

ATTEST:

\_\_\_\_\_  
BONNIE COOPER, CITY RECORDER

## **ALPINE CITY COUNCIL AGENDA**

**SUBJECT: Resolution R2020-17 - A Resolution of the Governing Body of Alpine City Amending the Personnel Policies and Procedures Manual with Regard to the Utah Retirement System**

**FOR CONSIDERATION ON: 13 October 2020**

**PETITIONER: City Staff**

**ACTION REQUESTED BY PETITIONER: Review Proposal Amendment to Personnel Policies and Procedures Manual.**

### **BACKGROUND INFORMATION:**

Recently, we have been going through a Utah Retirement System (URS) audit. When the auditor reviewed the retirement section of our Personnel Policies and Procedures Manual, she determined that an update was required defining retirement eligibility. The proposed resolution includes the language required to clarify retirement eligibility for employees.

### **RECOMMENDED ACTION:**

Approve Resolution R2020-17 – A Resolution of the Governing Body of Alpine City Amending the Personnel Policies and Procedures Manual with Regard to the Utah Retirement System, which clarifies retirement eligibility for employees.

## EXHIBIT "A"

### ALPINE CITY

#### Retirement Systems-Tier 2 Employee Retirement Systems-Personnel Policy

Alpine City is a member of the Utah State Retirement System. Eligible City employees participate in the Public Employees Retirement System, as appropriate, subject to the rules and regulations of the respective systems.

- A. Membership Eligibility Requirements – Employees qualify for membership and must be certified eligible, if they meet one of the following:
  - a. Their employment, contemplated to continue during a fiscal or calendar year, normally requires an average of 20 hours or more per week and they receive at least one of the following benefits.
    - i. Leave Benefits
    - ii. Employer contributions to a retirement, savings plan, health savings or reimbursement account.
    - iii. Insurance premiums given to the employee or paid for by the employer on the employee's behalf (excluding payments mandated by state or federal law).
- B. Tier 1 employees are employees who began employment before July 1, 2011. Tier 2 employees are employees who began employment on or after July 1, 2011.
- C. Elected Officials
  - a. For purposes of the United States Retirement (URS) coverage, the City classifies all elected officials as part-time. Eligibility for retirement coverage under the Utah Retirement Systems shall be administered in accordance with the statutory rules governing Utah Retirement Systems.
- D. Appointed Officials
  - a. For purposes of the Utah State Retirement (URS) coverage, the City classifies all appointed officials as part-time. Eligibility for retirement coverage under the Utah Retirement Systems shall be administered in accordance with the statutory rules governing Utah Retirement Systems.
- E. Ineligibility Status
  - a. Certifying ineligible employee status provides documentation that may protect the City from liability on claims for benefits made by member in the future. The following positions are considered "ineligible" status, with no statutory contributions, with regards to participation in the Tier 2 Utah Retirement System.
    - i. A temporary or seasonal employee
    - ii. An employee without benefits normally provided
    - iii. An employee whose hours are below an average of 20 hours per week.
    - iv. A Tier 2 appointed/elected official designated as working part-time.

**RESOLUTION NO. R2020-17**

A RESOLUTION OF THE GOVERNING BODY OF ALPINE CITY AMENDING THE PERSONNEL POLICIES AND PROCEDURES MANUAL WITH REGARD TO THE UTAH RETIREMENT SYSTEM

WHEREAS, the City Council of Alpine, Utah wishes to provide a retirement program for its long-term employees; and

WHEREAS, Alpine City participates in the Utah Retirement System under the “Public Employees Non-Contributory Retirement Act,”

NOW, THEREFORE be it resolved by the City Council of Alpine City as follows:

The City Administrator is hereby directed to amend the Alpine City Personnel Policies and Procedures Manual as originally adopted by Resolution R 2012-09 by replacing Section XIV, Item 2, with the policy outlined in Exhibit “A”.

This EFFECTIVE DATE of this resolution shall be immediate upon execution.

ADOPTED by the City Council of Alpine City, Utah this 13<sup>th</sup> day of October 2020.

ALPINE CITY, UTAH

---

TROY STOUT, MAYOR

ATTEST:

---

BONNIE COOPER, CITY RECORDER

## ALPINE CITY COUNCIL AGENDA

**SUBJECT:** Ordinance 2020-17 Repair of Streets and Sidewalks

**FOR CONSIDERATION ON:** 13 October 2020

**PETITIONER:** Staff

**ACTION REQUESTED BY PETITIONER:** Review and approve the proposed ordinance.

### BACKGROUND INFORMATION:

City Code requires deviations from City standards for streets and sidewalks to be approved by the City Council. Also, permits for building materials are to be approved by the City Council. These items are administrative matters and staff recommends that they be handled at a staff level, rather than at City Council where a public meeting would need to be held.

#### **STAFF RECOMMENDATION:**

Approve of Ordinance 2020-17 as proposed.

#### **SAMPLE MOTION TO APPROVE:**

I motion that Ordinance 2020-17 be approved as proposed.

#### **SAMPLE MOTION TO APPROVE WITH CONDITIONS:**

I motion that Ordinance 2020-17 be approved with the following conditions/changes:

- \*\*\*Insert Finding\*\*\*

#### **SAMPLE MOTION TO TABLE/DENY:**

I motion that Ordinance 2020-17 be tabled/denied based on the following:

- \*\*\*Insert Finding\*\*\*

**ALPINE CITY  
ORDINANCE 2020-17**

**AN ORDINANCE ADOPTING AMENDMENTS TO ARTICLE 11.06.050 OF THE  
ALPINE CITY MUNICIPAL CODE PERTAINING TO REPAIR OF STREETS AND  
SIDEWALKS.**

**WHEREAS,** The City Council of Alpine, Utah has deemed it in the best interest of Alpine City to amend the ordinance to set forth requirements for the repair of streets and sidewalks; and

**WHEREAS,** the Alpine City Council has reviewed the proposed Amendments to the Municipal Code:

**NOW THEREFORE,** be it ordained by the Council of Alpine City, in the State of Utah, as follows: The amendments to Article 11.06.050 contained in the attached document will supersede Article 11.06.050 as previously adopted. This ordinance will take effect upon posting.

**SECTION 1:            AMENDMENT** “11.06.050 CONSTRUCTION AND REPAIR OF STREETS AND SIDEWALKS” of the Alpine City Municipal Code is hereby *amended* as follows:

A M E N D M E N T

11.06.050 CONSTRUCTION AND REPAIR OF STREETS AND SIDEWALKS

- A. CONSTRUCTION BY PERSONS. It shall be unlawful for any person either as owner, agent, servant, contractor, or employee to construct a street or sidewalk which does not conform to specification established by the city engineer or other authorized representative of the city, unless special permission to deviate from such specification is first obtained from the city ~~council~~ administrator.
- B. PERMIT REQUIRED - SUPERVISION
  - 1. No person, either as owner, agent, servant, contractor, or employee, shall construct any permanent sidewalk with ~~out~~ first obtaining from the recorder a permit so to do. The permit shall specify that the sidewalk to be constructed of cement, the character and quality of the cement, the consistent parts of the mixture, and the thickness of the walk.
  - 2. It shall be unlawful to construct a sidewalk in violation of the specifications given by a proper city official.
  - 3. All sidewalks shall be constructed under the inspection of the superintendent of streets or his duly authorized representative.
- C. CONSTRUCTION OF DRIVEWAYS OR CHANGES OF CONSTRUCTION. It shall be unlawful for any person to construct a driveway across a sidewalk, or cut or change the construction of sidewalk, curb, or gutter without first making written

application and obtaining from the recorder a permit to do so. The acceptance of such permit shall be deemed an agreement on the part of such person to construct said driveway in accordance with specification furnished by the city.

- D. BUILDING MATERIALS IN STREET PERMIT. It shall be unlawful for any person to occupy or use any portion of the public streets when erecting or repairing any building upon land abutting thereon, without first making application to and receiving from the city ~~council~~ administrator a permit for the occupation or use of such portions of streets for such periods of time and under such limitations and restrictions as may be required by the city ~~council~~ administrator. Any such permit may be revoked by the city ~~council~~ administrator at any time when the holder thereof fails to comply with any rule or regulation under which it is granted, or when, in the opinion of the city council, the public interest requires such revocation.
- E. PLACING OR MIXING SAND OR GRAVEL ON PAVED STREET OR SIDEWALK. Unless a permit from the superintendent has been obtained, it shall be unlawful to:
1. Place or pile, or permit to be placed or piled, any sand, gravel, lime, cement, mortar, plaster, concrete, or any like substance or mixture, or allow the same to remain on any portion of any paved street or sidewalk.
  2. Make or mix or permit to be made or mixed any mortar, plaster, concrete or any like substance or mixture on any portion of any paved street or sidewalk.
- F. OVERFLOWING OF WATER ON PUBLIC PROPERTY. It shall be unlawful for any person to allow water to overflow from any ditch, canal, well, or irrigation stream onto the streets, sidewalks or property of the city.
- G. IRRIGATION DITCHES ACROSS SIDEWALKS. All owners or occupants of lots in this city who require water from a main ditch for irrigation or other purposes shall dig ditches, erect flumes, lay pipes and install culverts, as needed, and maintain the same to convey water under sidewalks to or from their respective lots. All culverts, ditches, pipes and flumes conveying water under sidewalks shall meet such reasonable standards and specifications as may be established by the superintendent of streets.

PASSED AND ADOPTED BY THE ALPINE CITY COUNCIL

\_\_\_\_\_.

	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Lon Lott	_____	_____	_____	_____
Carla Merrill	_____	_____	_____	_____
Gregory Gordon	_____	_____	_____	_____
Jason Thelin	_____	_____	_____	_____
Jessica Smuin	_____	_____	_____	_____

Presiding Officer

Attest

\_\_\_\_\_  
Troy Stout, Mayor, Alpine City

\_\_\_\_\_  
Bonnie Cooper, City Recorder Alpine  
City

**ALPINE CITY  
ORDINANCE 2020-17**

**AN ORDINANCE ADOPTING AMENDMENTS TO ARTICLE 11.06.050 OF THE  
ALPINE CITY MUNICIPAL CODE PERTAINING TO REPAIR OF STREETS AND  
SIDEWALKS.**

**WHEREAS**, The City Council of Alpine, Utah has deemed it in the best interest of Alpine City to amend the ordinance to set forth requirements for the repair of streets and sidewalks; and

**WHEREAS**, the Alpine City Council has reviewed the proposed Amendments to the Municipal Code:

**NOW THEREFORE**, be it ordained by the Council of Alpine City, in the State of Utah, as follows: The amendments to Article 11.06.050 contained in the attached document will supersede Article 11.06.050 as previously adopted. This ordinance will take effect upon posting.

**SECTION 1:            AMENDMENT “11.06.050 CONSTRUCTION AND REPAIR OF STREETS AND SIDEWALKS”** of the Alpine City Municipal Code is hereby *amended* as follows:

**A M E N D M E N T**

**11.06.050 CONSTRUCTION AND REPAIR OF STREETS AND SIDEWALKS**

- A. **CONSTRUCTION BY PERSONS.** It shall be unlawful for any person either as owner, agent, servant, contractor, or employee to construct a street or sidewalk which does not conform to specification established by the city engineer or other authorized representative of the city, unless special permission to deviate from such specification is first obtained from the city administrator.
- B. **PERMIT REQUIRED - SUPERVISION**
  - 1. No person, either as owner, agent, servant, contractor, or employee, shall construct any permanent sidewalk without first obtaining from the recorder a permit so to do. The permit shall specify that the sidewalk to be constructed of cement, the character and quality of the cement, the consistent parts of the mixture, and the thickness of the walk.
  - 2. It shall be unlawful to construct a sidewalk in violation of the specifications given by a proper city official.
  - 3. All sidewalks shall be constructed under the inspection of the superintendent of streets or his duly authorized representative.
- C. **CONSTRUCTION OF DRIVEWAYS OR CHANGES OF CONSTRUCTION.** It shall be unlawful for any person to construct a driveway across a sidewalk, or cut or change the construction of sidewalk, curb, or gutter without first making written

application and obtaining from the recorder a permit to do so. The acceptance of such permit shall be deemed an agreement on the part of such person to construct said driveway in accordance with specification furnished by the city.

- D. **BUILDING MATERIALS IN STREET PERMIT.** It shall be unlawful for any person to occupy or use any portion of the public streets when erecting or repairing any building upon land abutting thereon, without first making application to and receiving from the city administrator a permit for the occupation or use of such portions of streets for such periods of time and under such limitations and restrictions as may be required by the city administrator. Any such permit may be revoked by the city administrator at any time when the holder thereof fails to comply with any rule or regulation under which it is granted, or when, in the opinion of the city council, the public interest requires such revocation.
- E. **PLACING OR MIXING SAND OR GRAVEL ON PAVED STREET OR SIDEWALK.** Unless a permit from the superintendent has been obtained, it shall be unlawful to:
  - 1. Place or pile, or permit to be placed or piled, any sand, gravel, lime, cement, mortar, plaster, concrete, or any like substance or mixture, or allow the same to remain on any portion of any paved street or sidewalk.
  - 2. Make or mix or permit to be made or mixed any mortar, plaster, concrete or any like substance or mixture on any portion of any paved street or sidewalk.
- F. **OVERFLOWING OF WATER ON PUBLIC PROPERTY.** It shall be unlawful for any person to allow water to overflow from any ditch, canal, well, or irrigation stream onto the streets, sidewalks or property of the city.
- G. **IRRIGATION DITCHES ACROSS SIDEWALKS.** All owners or occupants of lots in this city who require water from a main ditch for irrigation or other purposes shall dig ditches, erect flumes, lay pipes and install culverts, as needed, and maintain the same to convey water under sidewalks to or from their respective lots. All culverts, ditches, pipes and flumes conveying water under sidewalks shall meet such reasonable standards and specifications as may be established by the superintendent of streets.

PASSED AND ADOPTED BY THE ALPINE CITY COUNCIL

\_\_\_\_\_.

	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Lon Lott	_____	_____	_____	_____
Carla Merrill	_____	_____	_____	_____
Gregory Gordon	_____	_____	_____	_____
Jason Thelin	_____	_____	_____	_____
Jessica Smuin	_____	_____	_____	_____

Presiding Officer

Attest

\_\_\_\_\_  
Troy Stout, Mayor, Alpine City

\_\_\_\_\_  
Bonnie Cooper, City Recorder Alpine  
City

## ALPINE CITY COUNCIL AGENDA

**SUBJECT:** Ordinance 2020-18 Written Notification of Zone Change

**FOR CONSIDERATION ON:** 13 October 2020

**PETITIONER:** Staff

**ACTION REQUESTED BY PETITIONER:** Review and approve the proposed ordinance.

### BACKGROUND INFORMATION:

State Code requires that a zone change shall be noticed in writing at least ten (10) days before a public hearing. The Alpine City Development Code contradicts this and says seven (7) days. Staff have discussed this issue with the City Attorney and have been informed that the City Code cannot be less restrictive than the State Code. The proposed ordinance would fix this issue so that City Code matches State Code.

#### **STAFF RECOMMENDATION:**

Approve of Ordinance 2020-18 as proposed.

#### **SAMPLE MOTION TO APPROVE:**

I motion that Ordinance 2020-18 be approved as proposed.

#### **SAMPLE MOTION TO APPROVE WITH CONDITIONS:**

I motion that Ordinance 2020-18 be approved with the following conditions/changes:

- \*\*\*Insert Finding\*\*\*

#### **SAMPLE MOTION TO TABLE/DENY:**

I motion that Ordinance 2020-18 be tabled/denied based on the following:

- \*\*\*Insert Finding\*\*\*

**ALPINE CITY  
ORDINANCE 2020-18**

**AN ORDINANCE ADOPTING AMENDMENTS TO ARTICLE 3.01.090 OF THE  
ALPINE CITY DEVELOPMENT CODE PERTAINING TO WRITTEN  
NOTIFICATION REQUIREMENTS OF AMENDMENTS TO THE ZONING MAP.**

**WHEREAS,** The City Council of Alpine, Utah has deemed it in the best interest of Alpine City to amend the ordinance to set forth the requirements for written notification of amendments to the zoning map; and

**WHEREAS,** the Alpine City Planning Commission has reviewed the proposed Amendments to the Development Code, held a public hearing, and has forwarded a recommendation to the City Council; and

**WHEREAS,** the Alpine City Council has reviewed the proposed Amendments to the Development Code:

**NOW THEREFORE,** be it ordained by the Council of Alpine City, in the State of Utah, as follows: The amendments to Article 3.01.090 contained in the attached document will supersede Article 3.01.090 as previously adopted. This ordinance shall take effect upon posting.

**SECTION 1:            AMENDMENT “3.01.090 Amendments To The Zoning Ordinance Or Zoning Map”** of the Alpine City Development Code is hereby *amended* as follows:

A M E N D M E N T

3.01.090 Amendments To The Zoning Ordinance Or Zoning Map

1. **Amendments to the Zoning Ordinance.** Amendments to the Zoning Ordinance may be initiated by the City Council, the Planning Commission, the staff, or by an owner of real property in the area included in the proposed amendment.

Amendments to the Zoning Ordinance:

- a. Shall first be submitted to the Planning Commission for its review and recommendation.
- b. The Planning Commission shall provide appropriate notice and hold a public hearing on proposed amendments to the zoning ordinance before making a recommendation to the City Council. The Planning Commission may hold additional public hearings if deemed necessary or appropriate by the Planning Commission.
- c. The Planning Commission shall prepare and make a recommendation to the City Council on proposed amendments to the zoning ordinance that represents

the Planning Commission's recommendation for regulating the use and development of land within all or any part of the area of the City.

- d. The City Council shall consider each proposed amendment to the zoning ordinance recommended by the Planning Commission. The City Council shall have the option to hold a public hearing(s).
  - e. The City Council may adopt or reject amendments to the zoning ordinance either as proposed by the Planning Commission or after making any revisions the City Council considers appropriate.
2. **Amendments to the Zoning Map (Zone Change).** Amendments to the Zoning Map may be initiated by the City Council, the Planning Commission, the staff, or by an owner of real property in the area included in the proposed amendment.

Any application to change the boundary of a zone shall include an accurate map or other sufficient legal description of the area proposed for change. Applicants shall submit ten (10) copies of all required documentation to the City Planner at least fourteen (14) days prior to the public hearing.

Amendments to the Zoning Map (Zone Change):

- a. Shall first be submitted to the City Planner for its review before an applicant may apply to the Planning Commission.
  - b. If the applicant chooses to apply to the Planning Commission for a proposed zone change, the applicant shall pay the associated fee and the City Recorder shall set a public hearing for the Planning Commission on the proposed amendment to the zoning map, and shall provide appropriate notice for said public hearing. The public hearing shall be held before the Planning Commission may make a recommendation to the City Council. The Planning Commission may hold additional public hearings if deemed necessary or appropriate by the Planning Commission.
  - c. The Planning Commission shall prepare and make a recommendation to the City Council on each proposed amendment to the zoning map that comes before the Planning Commission.
  - d. The City Council shall consider each proposed amendment to the zoning map recommended by the Planning Commission. The City Council shall have the option to hold a public hearing(s) on the proposed zone change.
  - e. The City Council may approve or deny the proposed amendment to the zoning map, either as proposed by the Planning Commission or after making any revision the City Council considers appropriate.
3. **Written Notification of Property Owners.** At least (14) fourteen days prior to the public hearing held by the Planning Commission, the applicant for an amendment to the zone map shall submit to the Alpine City Planner a list of all property owners within five hundred (500) feet of the boundaries of the proposed zone change, along with stamped envelopes addressed to each of the property owners.

At least ~~seven-ten~~ (7)10 days prior to the public hearing held by the Planning

Commission, City staff will mail, in the envelopes provided by the applicant, written notification of the requested zone change with the following information:

- a. Address or location of the property for which a zone change is requested;
- b. The current zoning designation and proposed zoning;
- c. Name of the property owner;
- d. Number of acres; and
- e. Date, time, and place of the public hearing at which the zone change will be considered.

The written notification shall be required only for the first public hearing held by the Planning Commission. It shall not be required for any additional public hearings that may be held.

4. **Sign.** In addition to the mailing, the property owner shall erect a sign of sufficient durability, and print and size quality that is reasonably calculated to give notice to passers-by. The sign shall be required only for the first public hearing held by the Planning Commission. It shall not be required for any additional public hearings that may be held.

The sign:

- a. shall be 4 ft. (H) x 8 ft. (W);
- b. is to be raised no more than six (6) feet in height from the ground;
- c. shall be posted five (5) feet inside the property line in a visible location on the property proposed for the zone change; and
- d. shall be posted at least fourteen (14) days prior to the public hearing at which the zone change will be presented to the Planning Commission.

The following information shall be on the sign:

- i. Current zoning of the property and proposed zoning;
- ii. Number of acres; and
- iii. Date, time, and place of the first public hearing at which the zone change will be considered by the Planning Commission.

(Amended by Ordinance 2000-03, 3/28/00; 2007-04, 4/10/07)

PASSED AND ADOPTED BY THE ALPINE CITY COUNCIL

\_\_\_\_\_.

	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Lon Lott	_____	_____	_____	_____
Carla Merrill	_____	_____	_____	_____
Gregory Gordon	_____	_____	_____	_____
Jason Thelin	_____	_____	_____	_____
Jessica Smuin	_____	_____	_____	_____

Presiding Officer

Attest

\_\_\_\_\_  
Troy Stout, Mayor, Alpine City

\_\_\_\_\_  
Bonnie Cooper, City Recorder Alpine  
City

**ALPINE CITY  
ORDINANCE 2020-18**

**AN ORDINANCE ADOPTING AMENDMENTS TO ARTICLE 3.01.090 OF THE  
ALPINE CITY DEVELOPMENT CODE PERTAINING TO WRITTEN  
NOTIFICATION REQUIREMENTS OF AMENDMENTS TO THE ZONING MAP.**

**WHEREAS,** The City Council of Alpine, Utah has deemed it in the best interest of Alpine City to amend the ordinance to set forth the requirements for written notification of amendments to the zoning map; and

**WHEREAS,** the Alpine City Planning Commission has reviewed the proposed Amendments to the Development Code, held a public hearing, and has forwarded a recommendation to the City Council; and

**WHEREAS,** the Alpine City Council has reviewed the proposed Amendments to the Development Code:

**NOW THEREFORE,** be it ordained by the Council of Alpine City, in the State of Utah, as follows: The amendments to Article 3.01.090 contained in the attached document will supersede Article 3.01.090 as previously adopted. This ordinance shall take effect upon posting.

**SECTION 1:            AMENDMENT “3.01.090 Amendments To The Zoning Ordinance Or Zoning Map” of the Alpine City Development Code is hereby *amended* as follows:**

A M E N D M E N T

3.01.090 Amendments To The Zoning Ordinance Or Zoning Map

1. **Amendments to the Zoning Ordinance.** Amendments to the Zoning Ordinance may be initiated by the City Council, the Planning Commission, the staff, or by an owner of real property in the area included in the proposed amendment.

Amendments to the Zoning Ordinance:

- a. Shall first be submitted to the Planning Commission for its review and recommendation.
- b. The Planning Commission shall provide appropriate notice and hold a public hearing on proposed amendments to the zoning ordinance before making a recommendation to the City Council. The Planning Commission may hold additional public hearings if deemed necessary or appropriate by the Planning Commission.
- c. The Planning Commission shall prepare and make a recommendation to the City Council on proposed amendments to the zoning ordinance that represents

the Planning Commission's recommendation for regulating the use and development of land within all or any part of the area of the City.

- d. The City Council shall consider each proposed amendment to the zoning ordinance recommended by the Planning Commission. The City Council shall have the option to hold a public hearing(s).
  - e. The City Council may adopt or reject amendments to the zoning ordinance either as proposed by the Planning Commission or after making any revisions the City Council considers appropriate.
2. **Amendments to the Zoning Map (Zone Change).** Amendments to the Zoning Map may be initiated by the City Council, the Planning Commission, the staff, or by an owner of real property in the area included in the proposed amendment.

Any application to change the boundary of a zone shall include an accurate map or other sufficient legal description of the area proposed for change. Applicants shall submit ten (10) copies of all required documentation to the City Planner at least fourteen (14) days prior to the public hearing.

Amendments to the Zoning Map (Zone Change):

- a. Shall first be submitted to the City Planner for its review before an applicant may apply to the Planning Commission.
  - b. If the applicant chooses to apply to the Planning Commission for a proposed zone change, the applicant shall pay the associated fee and the City Recorder shall set a public hearing for the Planning Commission on the proposed amendment to the zoning map, and shall provide appropriate notice for said public hearing. The public hearing shall be held before the Planning Commission may make a recommendation to the City Council. The Planning Commission may hold additional public hearings if deemed necessary or appropriate by the Planning Commission.
  - c. The Planning Commission shall prepare and make a recommendation to the City Council on each proposed amendment to the zoning map that comes before the Planning Commission.
  - d. The City Council shall consider each proposed amendment to the zoning map recommended by the Planning Commission. The City Council shall have the option to hold a public hearing(s) on the proposed zone change.
  - e. The City Council may approve or deny the proposed amendment to the zoning map, either as proposed by the Planning Commission or after making any revision the City Council considers appropriate.
3. **Written Notification of Property Owners.** At least (14) fourteen days prior to the public hearing held by the Planning Commission, the applicant for an amendment to the zone map shall submit to the Alpine City Planner a list of all property owners within five hundred (500) feet of the boundaries of the proposed zone change, along with stamped envelopes addressed to each of the property owners.

At least ten (10) days prior to the public hearing held by the Planning Commission, City

staff will mail, in the envelopes provided by the applicant, written notification of the requested zone change with the following information:

- a. Address or location of the property for which a zone change is requested;
- b. The current zoning designation and proposed zoning;
- c. Name of the property owner;
- d. Number of acres; and
- e. Date, time, and place of the public hearing at which the zone change will be considered.

The written notification shall be required only for the first public hearing held by the Planning Commission. It shall not be required for any additional public hearings that may be held.

4. **Sign.** In addition to the mailing, the property owner shall erect a sign of sufficient durability, and print and size quality that is reasonably calculated to give notice to passers-by. The sign shall be required only for the first public hearing held by the Planning Commission. It shall not be required for any additional public hearings that may be held.

The sign:

- a. shall be 4 ft. (H) x 8 ft. (W);
- b. is to be raised no more than six (6) feet in height from the ground;
- c. shall be posted five (5) feet inside the property line in a visible location on the property proposed for the zone change; and
- d. shall be posted at least fourteen (14) days prior to the public hearing at which the zone change will be presented to the Planning Commission.

The following information shall be on the sign:

- i. Current zoning of the property and proposed zoning;
- ii. Number of acres; and
- iii. Date, time, and place of the first public hearing at which the zone change will be considered by the Planning Commission.

(Amended by Ordinance 2000-03, 3/28/00; 2007-04, 4/10/07)

PASSED AND ADOPTED BY THE ALPINE CITY COUNCIL

\_\_\_\_\_.

	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Lon Lott	_____	_____	_____	_____
Carla Merrill	_____	_____	_____	_____
Gregory Gordon	_____	_____	_____	_____
Jason Thelin	_____	_____	_____	_____
Jessica Smuin	_____	_____	_____	_____

Presiding Officer

Attest

\_\_\_\_\_  
Troy Stout, Mayor, Alpine City

\_\_\_\_\_  
Bonnie Cooper, City Recorder Alpine  
City

## **ALPINE CITY COUNCIL AGENDA**

**SUBJECT: Approval of Merit Increases for Lone Peak Public Safety District Employees**

**FOR CONSIDERATION ON: 13 October 2020**

**PETITIONER: City Staff**

**ACTION REQUESTED BY PETITIONER: Approve the Merit Increases for LPPSD staff.**

### **BACKGROUND INFORMATION:**

When the FY2021 Lone Peak Public Safety District (LPPSD) budget was going through the approval process by the board of directors, revenues were very uncertain due to the impact of the COVID-19 issue. The LPPSD budget was approved, including a 2% merit increase for employees, subject to revenues being at a level that would allow. At the time, future revenue levels, especially sales tax, were in question due to the COVID-19 pandemic. The LPPSD Board asked the merit increase be reviewed in October and that it be approved by the City Councils of both cities prior to it being implemented.

We have been monitoring sales tax revenue closely since March. Sales tax revenue for the fiscal year ending June 30, 2020, was up 10.62% over the previous fiscal year. If we compare the 4 month period from April-July 2019 to the same period in 2020, sales tax revenue increased by 11.05%. For the first month of FY2021, sales tax revenue increased by 17.26% as compared to the previous year.

It is the opinion of staff that our revenues will allow for the merit increases to be implemented. The 2% merit increase was included in our approved budget for FY2021.

### **RECOMMENDED ACTION:**

Approve the 2% merit increase for LPPSD employees.

## **ALPINE CITY COUNCIL AGENDA**

**SUBJECT: CARES Act Funds – Proposed Expenditures**

**FOR CONSIDERATION ON: 13 October 2020**

**PETITIONER: City Staff**

**ACTION REQUESTED BY PETITIONER: Review proposed expenditures for CARES Act Funds.**

### **BACKGROUND INFORMATION:**

City Staff has been working on projects that were approved to be funded with CARES Act Funds based on federal and Utah County requirements. Staff will present expenditures/obligations to date and make recommendations for adjustments to how the remainder of the funds will be expended. Following are some items that we will discuss in detail:

- City Hall Entrance Remodel
- Healey Park Improvements
- Public Safety Payroll (see guidance 70 and 71 on OIG FAQ document)
- Mountainville Academy request

### **RECOMMENDED ACTION:**

Review the proposed expenditure of CARES Act Funds and give staff direction on the expenditures.

## Shane Sorensen

---

**From:** Peter Brown <PeterB@utahcounty.gov>  
**Sent:** Tuesday, September 22, 2020 10:39 PM  
**To:** Commission; Danene Jackson; Amelia Powers Gardner; Josh Daniels; Aaron Shirley - Santaquin (AShirley@santaquin.org); Anna Montoya - American Fork City; Brandon Nelson - Orem (bcnelson@orem.org); Bruce Riddle - Springville (briddle@springville.org); Bryce Oylar - Mapleton (boylar@mapleton.org); Cathy Jensen - Payson (cathyj@payson.org); Charl Louw Cedar Hills; Chelese Rawlings - Saratoga Springs (crawlings@saratogaspringscity.com); Chris Helvey - Woodland Hills (chris@woodlandhills-ut.gov); Dan Follett - Provo (dfollett@provo.org); Dean Lundell - Lehi (dlundell@lehi-ut.gov); Denise Roy - Pleasant Grove (DRoy@pgcity.org); Jacob McHargue - Vineyard (jacobm@vineyardutah.org); Kent Clark - Spanish Fork (kent@spanishfork.org); Kristen Colson - Lindon (kcolson@lindoncity.org); Laurie Adams (laurie@highlandcity.org); Lucinda Thomas; Owen Jackson; Paul Jerome - Eagle Mountain (pjerome@Emcity.org); Rachel Carreno - Goshen City; Royce Swensen Elk Ridge City Recorder; Shane Sorensen; Tyler Bahr  
**Cc:** Kristie Bayles; Christy Hood; Sean Faeber  
**Subject:** re: Updated information on OIG Audit guidelines.  
**Attachments:** Treasury OIG- CRF FAQs September 2020 Updates pdf.pdf

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

Dear all,

In the midst of the bad news we've had this week with spikes in case counts, I'd like to deliver some news most will seem as positive that will help jurisdictions be able to apply their CARES CRF dollars in a way many had hoped.

The OIG Auditors have revised their audit guidelines to remove any need for documentation supporting Covid-19 tasks for personnel deemed "significantly dedicated" to mitigating Covid-19. The requirement that these personnel be performing tasks that would be different than what was budgeted remains an ideal, but for administrative convenience it may be applied for all public health and safety personnel. **The County now agrees that any HR costs for public health and safety between March 1 and December 30 may be covered by CARES CRF without any documentation supporting the idea that a difference in task need be supplied for auditors.** All such documentation guidelines have been removed. The only documentation needed is the documentation that supports salary and payroll expenses for those employees chosen to be covered.

For more information, please see the attached letter from the OIG's office, lines 63, 69-71 respectively.

The implication of this change is that it gives a broader and frankly easier application for these grant dollars that will both allow for expenditures of all funds for most jurisdictions, but could mitigate auditing costs in terms of time and documentation of other smaller costs as compared to larger HR costs that are easier to frame out. You still may want to review which expenditures make the best sense to cover with these funds according to your best administrative judgement.

If you have any questions, do not hesitate to reach out.

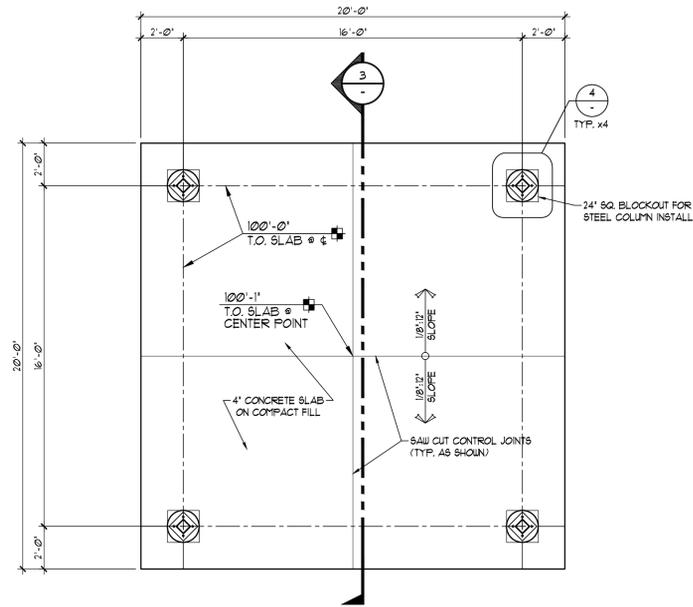
Peter Brown

(801) 851-8222

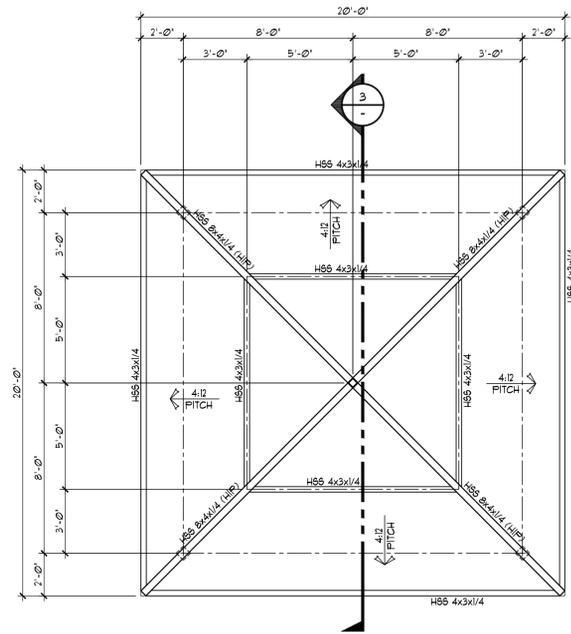
CARES Act Finance Manager

Office of Amelia Powers Gardner



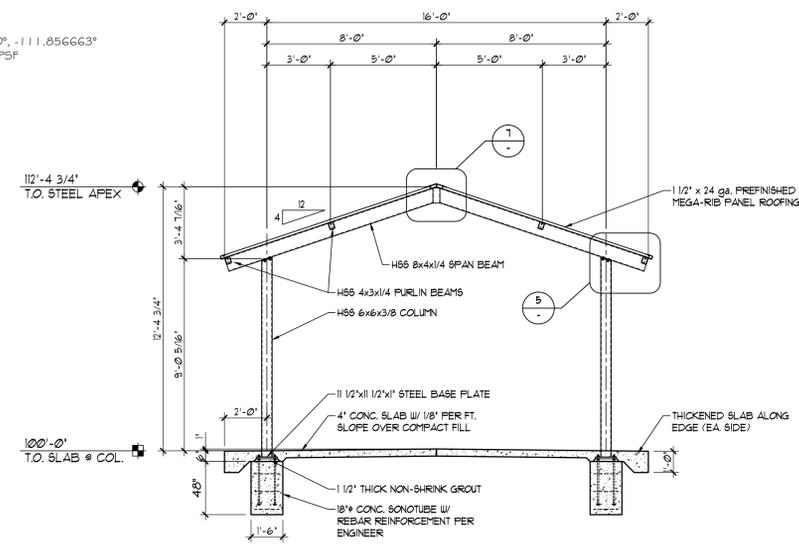


**1 FOUNDATION PLAN**  
SCALE: 1/4" = 1'-0"

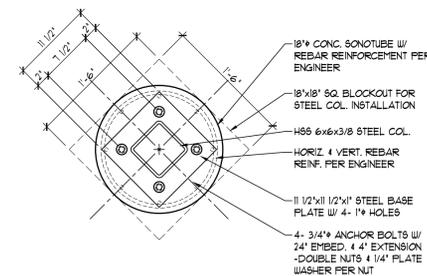


**2 ROOF PLAN**  
SCALE: 1/4" = 1'-0"

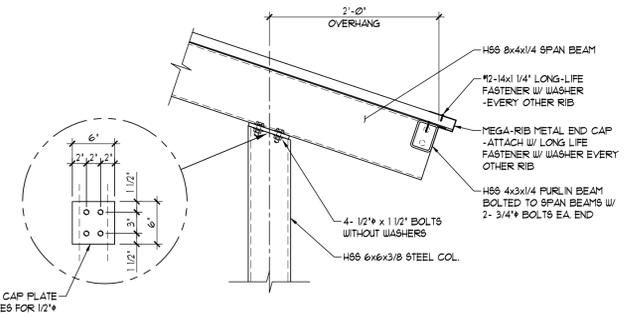
**ENGINEERING NOTES:**  
-LAT. LONG.: 41.742240°, -111.856663°  
-ROOF SNOW LOAD: 35 PSF



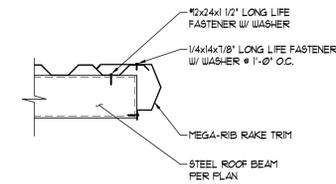
**3 SECTION**  
SCALE: 1/4" = 1'-0"



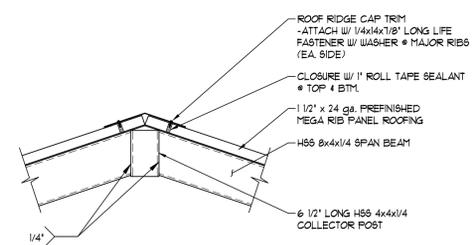
**4 COLUMN DETAIL**  
SCALE: 1" = 1'-0"



**5 STEEL BEARING DETAIL**  
SCALE: 1" = 1'-0"



**6 RAKE DETAIL**  
SCALE: 1" = 1'-0"



**7 RIDGE CONNECTION DETAIL**  
SCALE: 1" = 1'-0"

REVISIONS

**SMITH**  
STEELWORKS

ENGINEERING BY

PROFESSIONAL ENGINEER  
**SHANE CHRISTIAN WATSON**  
NO. 5208456  
-2202  
STATE OF UTAH

**SHOP DRAWINGS FOR 20x20 PAVILION KIT**  
950 WEST 600 NORTH, NORTH LOGAN, UT 84321

SHEET NAME  
SHOP DRAWINGS

PREVIOUS ISSUES

DATE  
SHOP DWSG.  
JANUARY 3, 2011

DRAWN BY: JAJ

JOB NUMBER  
17-00

SHEET  
A-1 OF 1



# Swoosh

Model Number: 11922

~~\$31,433~~ \$20,431

[Request a Quote](#)



## FEATURES

Benefits:

- Encourages imaginative, creative and social play
- Wide range of play activities in a compact design

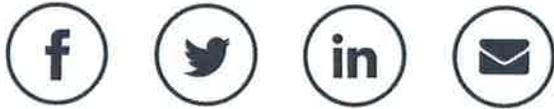
- Climbers and slides designed to promote active play
- Constructed of durable and recyclable materials and backed by the industry's leading warranty

## DOWNLOADS

[Top View PDF \[/uploads/media/11922.pdf\]](#)

[CAD File \[/uploads/media/client\\_11922.zip\]](#)

## SHARE



## SPECIFICATIONS

Model:	11922
Age:	2 to 5 Years 5 to 12 Years
Use Zone:	31 x 35
Fall Height:	5
Number of Children:	30-35

## ADA ACCESSIBILITY

Accessible	9
Elevated	9
Ground Level	3
Types	3

[Warranty \[/warranty\]](#)

[Services \[/services\]](#)

[Programs and Resources \[/resources\]](#)



Designing award-winning playgrounds since 1929.



Complies with ASTM standards before it leaves the factory.



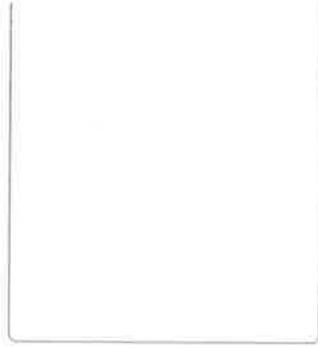
Certified Installer Network - GameTime trained for GameTime playgrounds.

Model Number: 11922

[Request a Quote](#)

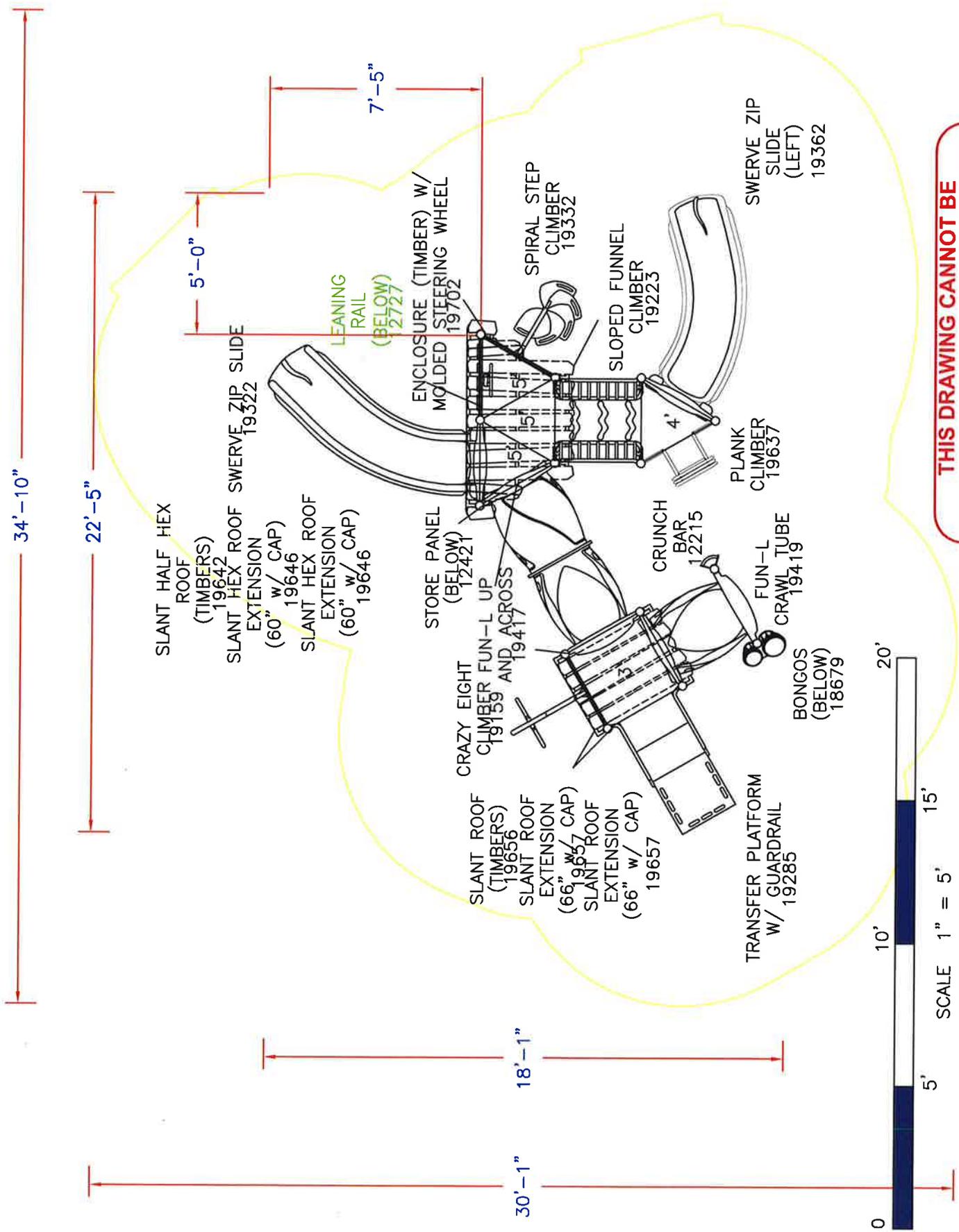
[Find a Rep \[/find-a-rep\]](#)

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creek-pt16024]





**THIS DRAWING CANNOT BE ALTERED IN ANY WAY. IF CHANGES ARE REQUIRED PLEASE CONTACT YOUR GAMETIME REPRESENTATIVE @ 1-800-235-2440.**



OFFICE OF  
INSPECTOR GENERAL

DEPARTMENT OF THE TREASURY  
WASHINGTON, D.C. 20220

September 21, 2020

OIG-CA-20-028

## Department of the Treasury Office of Inspector General Coronavirus Relief Fund Frequently Asked Questions Related to Reporting and Recordkeeping (Revised)

The Department of the Treasury (Treasury) Office of Inspector General (OIG) is responsible for monitoring and oversight of the receipt, disbursement, and use of Coronavirus Relief Fund (CRF) payments as authorized by Title VI of the Social Security Act, as amended by Title V of Division A of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act).<sup>1</sup> Treasury OIG was also assigned authority to recover funds in the event that it is determined a recipient of a CRF payment failed to comply with requirements of subsection 601(d) of the Social Security Act, as amended, (42 U.S.C. 801(d)). Recipient reporting and record retention requirements are essential for the exercise of these responsibilities, including our conduct of audits and investigations.

Beginning September 1, 2020, the prime recipient of CRF payments will begin reporting Coronavirus Disease 2019 (COVID-19) related costs incurred from March 1, 2020 to December 30, 2020 in the GrantSolutions portal. This document addresses frequently asked questions (FAQ) from CRF prime recipients regarding their reporting and record keeping requirements and supplements Treasury OIG's memorandums *Coronavirus Relief Fund Recipient Reporting and Record Retention Requirements* (OIG-CA-20-021; July 2, 2020)<sup>2</sup> and *Coronavirus Relief Fund Reporting Requirements Update* (OIG-CA-20-025; July 31, 2020).<sup>3</sup>

### A. Prime Recipients

#### 1. *Who is a prime recipient?*

A prime recipient is an entity that received a CRF payment directly from Treasury in accordance with the CARES Act, including:

- All 50 States,
- Units of local governments with populations over 500,000 that submitted required certifications to Treasury,
- The District of Columbia,

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<sup>1</sup> P. L. 116 136 (March 27, 2020)

<sup>2</sup> <https://www.treasury.gov/about/organizational-structure/ig/Audit%20Reports%20and%20Testimonies/OIG-CA-20-021.pdf>

<sup>3</sup> <https://www.treasury.gov/about/organizational-structure/ig/Audit%20Reports%20and%20Testimonies/OIG-CA-20-025.pdf>

- U.S. Territories, and
- Tribal Governments

**2. *Who is a sub-recipient?***

For purposes of reporting in the GrantSolutions portal, a sub-recipient is any entity to which a prime recipient issues a contract, grant, loan, direct payment, or transfer to another government entity of \$50,000 or more.

**3. *The definition of a sub-recipient provided by Treasury OIG is different than the definition of a sub-recipient in the Office of Management and Budget's (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal, 2 CFR Part 200 (Uniform Guidance). Which definition is a prime recipient expected to comply with?***

The prime recipient must comply with the Treasury OIG definition. For purposes of reporting in the GrantSolutions portal, a prime recipient is to report on sub-recipients, as defined in Question 2 above. In addition, Treasury has issued guidance as described in Treasury's *Coronavirus Relief Fund Frequently Asked Questions* (FAQs),<sup>4</sup> noting that prime recipients are to monitor and manage sub-recipients as defined in 2 CFR sec. 200.330 through 200.332.

**4. *Who is responsible for reporting in the GrantSolutions portal, the prime or sub-recipient?***

Only the prime recipient is required to report COVID-19 related costs in the GrantSolutions portal.

**5. *If the prime recipient distributes funds to an agency or department within the prime recipient's government, is the agency or department considered the prime recipient or a sub-recipient when funds obligated are \$50,000 or more?***

The agency or department is considered part of the prime recipient as they are all part of the same legal entity that received a direct CRF payment from Treasury. Obligations and expenditures that the agency or department incurs with the CRF proceeds must be collected by and reported in the GrantSolutions portal by the prime recipient as if they were obligated or expended by the prime recipient.

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<sup>4</sup> <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf>

- 6. If the prime recipient obligates funds to an entity that provides a public service on behalf of the prime recipient but the prime recipient is not financially accountable of, is the entity considered the prime recipient or a sub-recipient when funds obligated are \$50,000 or more (e.g., discreetly presented component unit, quasi agency, etc.)?**

The entity is considered a sub-recipient of the prime recipient when funds obligated are \$50,000 or more. The prime recipient must report its obligations and expenditures related to the sub-recipient, including associated projects and expenditure categories, in the GrantSolutions portal. If the prime recipient obligated less than \$50,000, the prime recipient must report its obligations and expenditures related to the sub-recipient entity in aggregate in the GrantSolutions portal.

- 7. If a prime recipient enters into multiple obligations with an entity, each obligation being less than \$50,000 with no agreement (i.e., contract, grant, or loan), however, the total obligations to the entity is above \$50,000, is the entity considered a sub-recipient?**

The entity is considered a sub-recipient, however since the obligations are below \$50,000, the prime recipient must report the multiple obligations to the entity and related expenditures in the aggregate section of the GrantSolutions portal.

- 8. If a unit of local government received funds as both a prime recipient and as a sub-recipient do they have to track and report obligations and expenditures separately?**

Yes. For purposes of reporting in the GrantSolutions portal, the unit of local government is the prime recipient and must report obligations and expenditures related to the funds received directly from Treasury. As a sub-recipient of funds, obligations and expenditures related to the funds received from another prime recipient must be reported by the prime recipient in the GrantSolutions portal. It is recommended that the unit of local government, as a sub-recipient, report obligations and expenditure information to the prime recipient for its reporting purposes.

- 9. If a third party is hired to review and approve sub-recipient reimbursement requests and supporting documentation, can the prime recipient place reliance on the reviews performed by the third party or is the prime recipient still required to review and approve 100 percent of all costs?**

It is up to the prime recipient on how much it relies on third-party review of reimbursement requests. However, the prime recipient is responsible for maintaining documentation to support the use of CRF proceeds. Per Treasury's *Coronavirus Relief Fund Guidance for State, Territorial, Local, and Tribal Governments*, the direct

(or prime) recipient is ultimately responsible for compliance with the limitation on the use of payments from the CRF.<sup>5</sup>

## **B. System for Award Management (SAM.gov) Registration**

### **10. *Treasury OIG's memorandum, Coronavirus Relief Fund Reporting Requirements Update, states that "each prime recipient should ensure that any current or potential sub-recipients are registered in SAM.gov." Are all sub-recipients required to register in SAM.gov?***

No, all sub-recipients are not required to register in SAM.gov. This statement is a recommendation to help reduce the reporting burden on the prime recipient when entering sub-recipient details in the GrantSolutions portal. SAM.gov registration allows sub-recipient identifying and demographic details to be automatically populated in the portal after the prime recipient inputs a valid Data Universal Numbering System (DUNS) number assigned to the sub-recipient.<sup>6</sup>

### **11. *What are the identifying and demographic data elements that automatically populate in the GrantSolutions portal if a sub-recipient is registered in SAM.gov with a valid DUNS number?***

The following identifying and demographic data elements will automatically populate in the GrantSolutions portal if a sub-recipient is registered in SAM.gov with a valid DUNS number:

- Legal Name
- Address Line 1
- Address Line 2, if applicable
- Address Line 3, if applicable
- City Name
- State Code
- Zip + 4
- Congressional District
- Country Name
- Country Code
- Organization Type

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<sup>5</sup> <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>

<sup>6</sup> A DUNS number is a unique nine-character number used to identify an organization.

**12. If a sub-recipient does not have a DUNS number, can another unique identification number be used in the GrantSolutions portal to automatically populate sub-recipient details (e.g. Federal Employment Identification Number, Federal Tax Identification Number, etc.)?**

No. The DUNS number is the only unique identification number that the GrantSolutions portal can associate with a SAM.gov registration in order to automatically populate sub-recipient details.

**13. Where does a prime recipient direct a sub-recipient to obtain a DUNS number?**

If a sub-recipient does not already have a DUNS number, they can call 1-866-705-5711 or access <http://fedgov.dnb.com/webform> to get a DUNS number assigned for free.

**14. Where does a prime recipient direct a sub-recipient to register in SAM.gov?**

Refer the sub-recipient to <https://sam.gov>.

**15. What if a sub-recipient is not registered in SAM.gov?**

For each sub-recipient that is not registered in SAM.gov, the prime recipient will be responsible for manually entering the following data elements in the GrantSolutions portal:

- Legal Name
- Address Line 1
- Address Line 2, if applicable
- Address Line 3, if applicable
- City Name
- State Code
- Zip Code
- Country Name (selection menu)
- Organization Type (selection menu)

**16. If a sub-recipient is registered in SAM.gov, are they required to report any information on a quarterly basis in SAM.gov?**

No. There are no reporting requirements for a sub-recipient; the prime recipient is required to report in the GrantSolutions portal on behalf of the sub-recipient.

**17. Is an entity that a prime recipient obligates a contract, grant, loan, direct payment, or transfer to another government entity of less than \$50,000 recommended to register in SAM.gov?**

No. Detailed information of an entity that the prime recipient obligates less than \$50,000 to will not be reported in the GrantSolutions portal. The obligations and related expenditure(s) to entities that the prime recipient obligates less than \$50,000 to will be reported in the aggregate.

**18. Is an individual that a prime recipient obligates a contract, grant, loan, or direct payment recommended to register in SAM.gov?**

No. Detailed information of an individual that the prime recipient obligates any amount to will not be reported in the GrantSolutions portal; the obligations and related expenditure(s) to individuals will be reported in the aggregate.

**C. Terminology**

**19. What is an obligation?**

For purposes of reporting in the GrantSolutions portal, an obligation is a commitment to pay a third party with CRF proceeds based on a contract, grant, loan, or other arrangement.

**20. What is an expenditure?**

For purposes of reporting in the GrantSolutions portal, an expenditure is the amount that has been incurred as a liability of the entity (the service has been rendered or the good has been delivered to the entity). As outlined in *Treasury's Coronavirus Relief Fund Guidance for State, Territorial, Local, and Tribal Governments*, performance or delivery must occur between March 1 and December 30, 2020 in order for the cost to be considered incurred; payment of funds need not be made during that time (though it is generally expected that payment will take place within 90 days of a cost being incurred).

**21. What is a project?**

A project is a grouping of related activities that together are intended to achieve a specific goal (e.g. building a temporary medical facility, offering an economic support program for small businesses, offering a housing support program, etc.)

**22. What is a contract?**

A contract is an obligation to an entity associated with an agreement to acquire goods or services.

**23. What is a grant?**

A grant is an obligation to an entity that is associated with a grant agreement. A grant agreement is a legal instrument of financial assistance between the prime recipient and entity that is used to enter into a relationship to carry out a public purpose and does not include an agreement to acquire goods or services or provide a loan.

**24. What is the primary place of performance for a contract or a grant?**

The primary place of performance is the address where the predominant performance of the contract or grant will be accomplished.

**25. What is the period of performance start date and end date for a contract or a grant?**

The period of performance start date is the date on which efforts begin or the contract or grant is otherwise effective. The period of performance end date is the date on which all effort is completed or the contract or grant is otherwise ended.

**26. What is a transfer to another government entity?**

A transfer to another government entity is a disbursement or payment to a government entity that is legally distinct from the prime recipient. See the list of government entities in Question 26 below.

**27. For transfers to another government entity, what type of entity is considered another government entity?**

The following organization types are considered another government entity:

- State government
- County government
- City/Township Government
- Special District Government
- US Territory or Possession
- Indian/Native American Tribal Government (Federally Recognized)
- Indian/Native American Tribal Designated Organization

**28. What is a direct payment?**

A direct payment is a disbursement (with or without an existing obligation) to an entity that is not associated with a contract, grant, loan, or transfer to another government entity. If the direct payment is associated with an obligation, then the obligation and expenditure should be reported. If the direct payment does not

involve a previous obligation, the direct payment will be recorded when the expenditure is incurred.

#### **D. Reporting**

***29. If a prime recipient received CARES Act funding from different Federal agencies, are all costs incurred related to CARES funding to be reported in the GrantSolutions portal, regardless of the funding source?***

No. The GrantSolutions portal is only for the reporting of costs incurred related to CRF proceeds received from Treasury. Financial assistance that a prime recipient may have received from other sources are not to be reported in this portal.

**30. Will CRF proceeds be subject to Federal Funding Accountability and Transparency Act (FFATA) reporting requirements? If so, what general information are recipients expected to report?**

No, FFATA reporting is not required since CRF payments are not grants.

***31. Are prime recipients required to report on an accrual or cash basis?***

The prime recipient should report on an accrual basis, unless the prime recipient's practice is traditionally to report on a cash basis for all its financial reporting.

***32. Are the reporting requirements different for lump sum payments versus payments made on a reimbursable basis?***

No. Reporting of obligations and expenditures related to lump sum payments and reimbursed payments are the same.

***33. How should a reimbursable payment to a sub-recipient be reported?***

The prime recipient should first report the total obligation to the sub-recipient. As reimbursements are made to the sub-recipient, the prime recipient should report the reimbursements as expenditures to the obligation by expenditure category.

***34. How should a lump sum payment to a sub-recipient be reported?***

The prime recipient must report the total obligation for the lump sum payment to the sub-recipient. As the sub-recipient uses the funds it received, the prime recipient is responsible for collecting and reporting on the uses as expenditures to the obligation by expenditure category.

**35. What level of sub-recipient data will prime recipients be required to report?**

The prime recipient is required to report on the first sub-recipient level only. For example: The prime recipient enters into a grant with Entity A to provide assistance to small businesses. For reporting purposes, the prime recipient must report the details of the grant with Entity A as an obligation. As Entity A provides assistance to small businesses, the prime recipient must report the assistance provided as expenditures to the obligation. However, details of the small businesses that received funding is not required.

**36. Is every obligation and expenditure required to be associated with a project?**

No. We understand that not all uses of funds will be associated with a project. If an obligation or expenditure is not associated with a project, in the GrantSolutions portal, the recipient would select "No Associated Project".

**37. How did Treasury OIG determine the \$50,000 reporting threshold?**

Sec. 15011 of the CARES Act states that any entity that receives large covered funds (or funds more than \$150,000) is considered a covered recipient. All prime recipients of CRF proceeds are covered recipients as no prime recipient received payment less than \$150,000. Sec. 15011 further requires that each covered recipient (in this case, prime recipient) should submit a report that contains, among other items, detailed information on subcontracts or subgrants awarded by the covered recipient allowing for aggregate reporting on awards below \$50,000.

**38. Is the \$50,000 threshold on a project basis?**

No. The \$50,000 threshold dictates the specific sub-recipients that must be identified by the prime recipient on a detailed basis rather than in an aggregate total for related obligations and expenditures, regardless of any projects.

**39. What is the reporting structure?**

The reporting structure is as follows:

- A. Projects
- B. Obligations of \$50,000 or more and related expenditures
  - a. Contracts of \$50,000 or more
    - i. Obligations (individually reported) and links to projects, if applicable
    - ii. Related expenditures (individually reported) and link to projects, if applicable
  - b. Grants of \$50,000 or more
    - i. Obligations (individually reported) and link to projects, if applicable

- ii. Related expenditures (individually reported) and link to projects, if applicable
  - c. Loans of \$50,000 or more
    - i. Obligations (individually reported) and link to projects, if applicable
    - ii. Related expenditures (individually reported) and link to projects, if applicable
  - d. Transfers to other government entities of \$50,000 or more
    - i. Obligations (individually reported) and link to projects, if applicable
    - ii. Related expenditures (individually reported) and link to projects, if applicable
  - e. Direct Payments of \$50,000 or more
    - i. Obligations (individually reported) and link to projects, if applicable
    - ii. Related expenditures (individually reported) and link to projects, if applicable
- C. Aggregate obligations and expenditures of contracts, grants, loans, direct payments, and transfers to other government entities below \$50,000 (reported in total by obligation type)
- D. Aggregate obligations and expenditures to individuals, regardless of the amount (reported in total)

**40. If a prime recipient obligates funds to another government entity in the form of a grant, are the obligated funds to be reported as a transfer to another government entity or as a grant?**

If a grant agreement is in place, the obligation should be reported as a grant.

**41. Treasury OIG's reporting timeline indicates six reporting cycles with three cycles for reporting periods of January 1, 2021 through September 30, 2021. If costs related to CRF proceeds must be incurred by December 30, 2020, why are there reporting cycles after December 30, 2020?**

Treasury's *Coronavirus Relief Fund Guidance for State, Territorial, Local, and Tribal Governments* addresses the concept of incurred costs. Specifically, "for a cost to be considered to have been incurred, performance of services or delivery of goods must occur during the covered period (March 1, 2020 through December 30, 2020) but payment of funds need not be made during that time (though it is generally expected that this will take place within 90 days of a cost being incurred)." As a result, we determined to allow reporting through September 30, 2021 to ensure that the prime recipient has sufficient time to capture and report all expenditures incurred that were covered with CRF, including loan repayments, the related obligations of which must have occurred, and been reported, during the covered period. In addition, any final close out reconciliations and adjustments should occur during the time period before September 30, 2021.

**42. Are forgivable loans to be reported as a grant or loan?**

The forgivable portion of a loan should be reported as a grant. If the forgiving of the loan is conditional, then the loan will originally be reported as a loan for the total amount. At the time that the conditions are met, the portion of the loan that is forgivable, will be removed from the loan section of the GrantSolutions portal and reported as a grant at that time.

**43. For each reporting period, should a prime recipient report all costs that are eligible to be covered with CRF proceeds or only report costs for which the prime recipient has made a final determination to cover with CRF proceeds?**

The prime recipient should only report eligible costs for which obligations have been made with CRF payments or specific determinations have been made related to using CRF funds.

**44. Do the expenditure categories apply to aggregate reporting?**

No. The only information collected during aggregate reporting are obligations (in total) and expenditures (in total) by obligation type (contract, grant, loan, transfer to another government entity, and direct payments) and for individuals.

**45. *For aggregate reporting of obligations to individuals, what information is required to be reported about the individuals?***

None. The only information collected during aggregate reporting are obligations (in total) and expenditures (in total).

**46. *Where can recipients and sub-recipients access training tools or archived training sessions to assist with reporting?***

The only entity responsible for reporting in the portal is the prime recipient. Training on the GrantSolutions portal will be provided to prime recipients by September 1, 2020.

**E. Reporting Corrections**

**47. *If a prime recipient submitted information in its interim report of costs incurred as of June 30, 2020 and some information has changed, can we correct this information in the portal?***

Yes. Keep in mind that for purposes of meeting the interim reporting requirement, reporting estimated costs incurred was allowed. For the first quarterly reporting period (March 1, 2020 through June 30, 2020) beginning September 1, 2020, the prime recipient must report actual obligations and expenditures in the GrantSolutions portal. The amounts reported in the GrantSolutions portal and certified will be considered the official reporting.

**48. *If an error is identified or an addition/modification needs to be made, is there an ability to amend the previous submitted data?***

Yes, if a prime recipient determines corrections or additions are necessary, the current GrantSolutions submission may be recalled, corrected, and resubmitted within the first 10 days after the quarter end. Also, changes to a previous quarterly submission may be made in a current reporting submission. If a Treasury OIG reviewer determines corrections or additions to the quarterly submission may be required, feedback and the submission will be returned to the prime recipient for resolution. The prime recipient is ultimately responsible for certifying that the quarterly submissions are true, complete, and accurate in the GrantSolutions portal. If an error is identified or a modification needs to be made after a report is already approved by the Treasury OIG, the prime recipient will need to make the modification or correction in the next quarterly reporting cycle.

**49. For forgivable loans originally reported as a grant, in a subsequent reporting period, if the recipient has not met the terms of forgiveness, should this obligation be changed to a loan in subsequent reporting period?**

See question 41 above. The loan should be recorded as a loan in total until the condition is met. Only at that time will the forgivable portion of the loan be removed and recorded as a grant.

**50. Is there a process to modify prior quarter numbers that change significantly due to the Department of Homeland Security's Federal Emergency Management Agency (FEMA) Public Assistance reimbursement?**

Yes, if a prime recipient determines corrections or additions to a quarterly submission are necessary and the quarterly submission has already been approved by Treasury OIG, changes to a previous quarterly submission may be made in the subsequent reporting submission. The prime recipient will not be able to re-open the previous quarter, but instead will make necessary adjustments in the open quarter. The prime recipient is ultimately responsible for certifying that the quarterly submissions are true, complete, and accurate in the GrantSolutions portal.

**51. If a prime recipient reports a cost allocated to the CRF in one reporting cycle, but subsequently determines to allocate that cost to a different funding source, can the prime recipient remove the obligations and related expenditures from its CRF reporting submission?**

Yes, if a prime recipient determines corrections or additions to a quarterly submission are necessary and the quarterly submission has already been approved by Treasury OIG, changes to a previous quarterly submission may be made in the subsequent reporting submission. The prime recipient will not be able to re-open the previous quarter, but instead will make necessary adjustments in the open quarter. The prime recipient is ultimately responsible for certifying that the quarterly submissions are true, complete, and accurate in the GrantSolutions portal.

Keep in mind, if a prime recipient has not used funds it has received to cover costs that incurred between March 1, 2020 and December 30, 2020, as required by the statute, those funds must be returned to the Treasury.

**52. Do we need a budget set up for FEMA Cares Act monies received or just to track and report monies used?**

The prime recipient is required to report obligations and expenditures of CRF proceeds. It is at the discretion of the prime recipient to determine a budget setup related to CRF payments.

## **F. Reporting Deadline**

### **53. *Can the CRF reporting submission deadline be modified to 30 days, opposed to 10 days, after the quarter end?***

We do not have the authority to change the quarterly recipient reporting deadline. Section 15011 of the CARES Act requires CRF reporting within 10 days after the end of each calendar quarter. Prime recipients' GrantSolutions data will be reported to the Pandemic Response and Accountability Committee (PRAC) for display on its website.

### **54. *Can a prime recipient request extensions in filing their quarterly reports?***

Yes, requests to extend the quarterly reporting deadline should be sent to Treasury OIG at CARES@oig.treas.gov for extension approval/disapproval. These decisions will be made on a case-by-case basis and consider extenuating circumstances.

### **55. *If a prime recipient does not close its records by 10 days after the reporting period ends, how should these costs be reported?***

Record closing times vary and may not align with the GrantSolutions reporting deadlines. If a prime recipient is not able to report within 10 days after the reporting period ends, the prime recipient is responsible for submitting the missing data in the GrantSolutions portal as part of the next quarter's reporting cycle.

## **G. GrantSolutions Portal**

### **56. *Is the portal still on schedule for becoming available on September 1, 2020?***

Yes for most users. An upload feature will be available for select very high volume prime recipients. The upload feature will be available after September and timing of that schedule will be communicated to those select recipients.

### **57. *If a prime recipient's designated users already have accounts with GrantSolutions, does the prime recipient still need to submit each user's name, title, email address, and phone number to Treasury OIG?***

Yes.

### **58. *Can portal access be granted to users if they share the same email address?***

No. In order to grant portal access, each user must have a unique email address; users cannot have the same email address.

**59. *Can a prime recipient designate more than two preparers?***

No. The GrantSolutions portal can only sustain up to three users per prime recipient: two preparers and one authorizing official.

**60. *Can the authorizing official also be one of the preparers?***

No. The authorizing official cannot be both a designee/preparer and an authorizing official.

**61. *What is the best way to import data from a large number of sub-recipients?***

Only the prime recipient is required to report CRF related obligations and expenditures in the GrantSolutions portal. We are currently working with GrantSolutions regarding a data upload feature. The upload feature will be available for certain prime recipients with the most sub-recipient activity. See question 55.

**62. *Will the portal provide a cumulated view of obligations and expenditures a prime recipient has reported?***

Yes.

**H. Record Retention/Audit**

**63. *According to Treasury's FAQs, for administrative convenience, a State can presume that all payroll costs for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency and, thus, can be covered by CRF. Will Treasury OIG or the PRAC ever question the applicability of this presumption in the audit context? If so, under what circumstances?***

During its reviews and audits, Treasury OIG will allow the use of the administrative accommodation made in accordance Treasury's FAQs. See responses to related questions 69, 70, and 71.

**64. *How far down will the audit cascade?***

The CARES Act provides that Treasury OIG is responsible for monitoring and oversight of the receipt, disbursement, and use of CRF payments. As such, all CRF payments received by the prime recipient are subject to audit. In this regard, an audit will be at the prime recipient level and may involve reviewing the prime's sub-recipients. In the event that it is determined the prime recipient failed to comply with requirements of subsection 601(d) of the Social Security Act, as amended, (42 U.S.C. 801(d)), those funds will be recouped by Treasury OIG.

**65. *If providing Small Business Assistance, do we have to receive actual documentation of the expense or business interruption? If we provide thousands of grants to small businesses and are audited, what would be need to provide to satisfy an audit?***

The prime recipient of CRF payments must maintain and make available to Treasury OIG upon request, all documents and financial records sufficient to establish compliance with subsection 601(d) of the Social Security Act, as amended (42 U.S.C. 801(d)). Records include, but are not limited to, general ledger and subsidiary ledgers used to account for (a) the receipt of CRF payments and (b) the disbursements from such payments to meet eligible expenses related to the public health emergency due to COVID-19. The prime recipient is responsible for determining the level and detail of documentation needed from the sub-recipient of Small Business Assistance to satisfy these requirements, however, there would need to be some proof that the small business was impacted by the public health emergency and was thus eligible for the CRF funds.

**66. *Is there an audit plan at this point? For example, will there be interim audits, or only after Dec 30 or final reporting? Also, do you have criteria upon which you will decide which awards to audit?***

Treasury OIG will perform monitoring of the prime recipient's receipt, disbursements, and uses of CRF payments and has developed procedures for this purpose. There are procedures for monitoring, reviewing, and approving prime recipient's quarterly GrantSolutions submissions. Treasury OIG will also conduct desk reviews, for which other procedures have been developed, to further evaluate the prime recipient's documentation supporting the reported uses of CRF proceeds, as well as, results of other audits (i.e. Single Audit), among other things. The desk review may result in a site visit to the prime recipient for a more in-depth review. Based on results of the quarterly monitoring, desk reviews, site reviews, and our risk assessments, Treasury OIG will determine the need for a more in-depth audit. In addition to ongoing monitoring, Treasury OIG will initiate audits as deemed necessary based on other referrals and ongoing risk assessments of the prime recipients.

**67. *Will Treasury OIG audit the sub-recipient as part of its prime recipient audit?***

Treasury OIG may audit the sub-recipient as part of its audit of the prime recipient.

**68. *What cost principles will Treasury OIG be applying to determine allowability of costs during audit if Subpart E of 2 CFR 200 is not applicable to this funding?***

The CARES Act and the Treasury guidance and FAQs will be used as criteria for allowability of costs. According to Treasury's FAQs, provisions of the Uniform

Guidance, 2 C.F.R. sec. 200.303 regarding internal controls, 2 C.F.R. sec. 200.330 through 200.332 regarding sub-recipient monitoring and management, and subpart F regarding audit requirements are applicable to CRF payments. Subpart E is not applicable.

**69. How does the CRF audit relate to Single Audit?**

CRF payments are considered to be Federal financial assistance subject to the Single Audit Act (31 U.S.C. sec. 7501-7507). The related provisions of the Uniform Guidance, 2 C.F.R. sec. 200.303 regarding internal controls, sec. 200.330 through 200.332 regarding sub-recipient monitoring and management, and subpart F regarding audit requirements provides detailed information. The results of a prime recipient's Single Audit will be evaluated as part of the Treasury OIG's desk reviews and any audits initiated.

**70. To what level of documentation will a government be held to support the reimbursement of public health and safety payroll that was "presumed" to be substantially dedicated to mitigating the emergency?**

The recipient of CRF payments must maintain and make available to Treasury OIG upon request, all documents and financial records sufficient to establish compliance with subsection 601(d) of the Social Security Act, as amended (42 U.S.C. 801(d)). Documents/records include payroll records for the covered period March 1 through December 30, 2020. Records include, but are not limited to (1) general and subsidiary ledgers used to account for the receipt of CRF payments and subsequent disbursements; and (2) payroll, time, and human resource records to support costs incurred for payroll expenses. Please refer to the Treasury OIG memorandum, Coronavirus Relief Fund Reporting and Record Retention Requirements (OIG-20-021; July 2, 2020). These document requirements apply to supporting payroll reimbursement amounts using CRF proceeds and not to support the presumption that public health and safety payroll is substantially dedicated to mitigating the emergency.

**a. Will a government have to demonstrate/substantiate that a public health or public safety employee's function/duties were in fact substantially dedicated to mitigating the emergency?**

No, the government will not have to demonstrate/substantiate that a public health or public safety employee's function/duties were substantially dedicated to mitigating the emergency but must maintain records and documentation supporting payroll amounts reimbursed using CRF proceeds. As indicated in Treasury's Guidance, as an administrative accommodation, governments may presume that public health and public safety employees meet the substantially dedicated test, unless the chief executive (or

equivalent) of the relevant government determines that specific circumstances indicate otherwise. Treasury's FAQs add that entire payroll cost of an employee whose time is substantially dedicated to mitigating or responding to the COVID-19 public health emergency is eligible, provided that such payroll costs are incurred by December 30, 2020.

- b. For payroll that was accounted for in the FY2020 budget but was then "presumed" to be substantially dedicated to mitigating the emergency, will the government have to demonstrate/substantiate that a public health or public safety employee's function was a substantially different use?***

No, the government will not have to demonstrate/substantiate that a budgeted public health or public safety employee's function was a substantially different use. As stated in Treasury's Guidance, within the category of substantially different uses, Treasury has included payroll and benefits expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID19 public health emergency. The Treasury OIG does require the government to maintain budgetary records to support the fiscal years 2019 and 2020 budgets.

- 71. Is the government required to perform any analysis or maintain documentation of the "substantially dedicated" conclusion for payroll expenses of public safety, public health, health care, and human service employees?***

No, the government is not required to perform an analysis or maintain documentation of the substantially dedicated conclusion for payroll expenses of public safety, public health, health care, and human service employees. As indicated in Treasury's Guidance, as an administrative accommodation, governments may presume that public health and public safety employees meet the substantially dedicated test, unless the chief executive (or equivalent) of the relevant government determines that specific circumstances indicate otherwise. Please refer to response to question 69.

- 72. Treasury's FAQs indicate a "State, territorial, local, or Tribal government may presume that payroll costs for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency, unless the chief executive (or equivalent) of the relevant government determines that specific circumstances indicate otherwise."***

- a. What level of documentation needs to be maintained to indicate the chief executive did not determine "specific circumstances indicate otherwise?"***

No documentation of the negative assurance of the chief executive (or equivalent) is required.

***b. Is the absence of documentation indicating “specific circumstances indicate otherwise” sufficient, or does an affirmative decision need to be documented?***

See previous responses.

***73. Are CRF funds required to be accounted for in a separate fund of the government? At least one state thinks it should be.***

These are individual management decisions, however, the documentation required above should be easily understandable by the auditors.

## **ALPINE CITY COUNCIL AGENDA**

**SUBJECT: Proposed Lambert Park Trail**

**FOR CONSIDERATION ON: 13 October 2020**

**PETITIONER: City Staff**

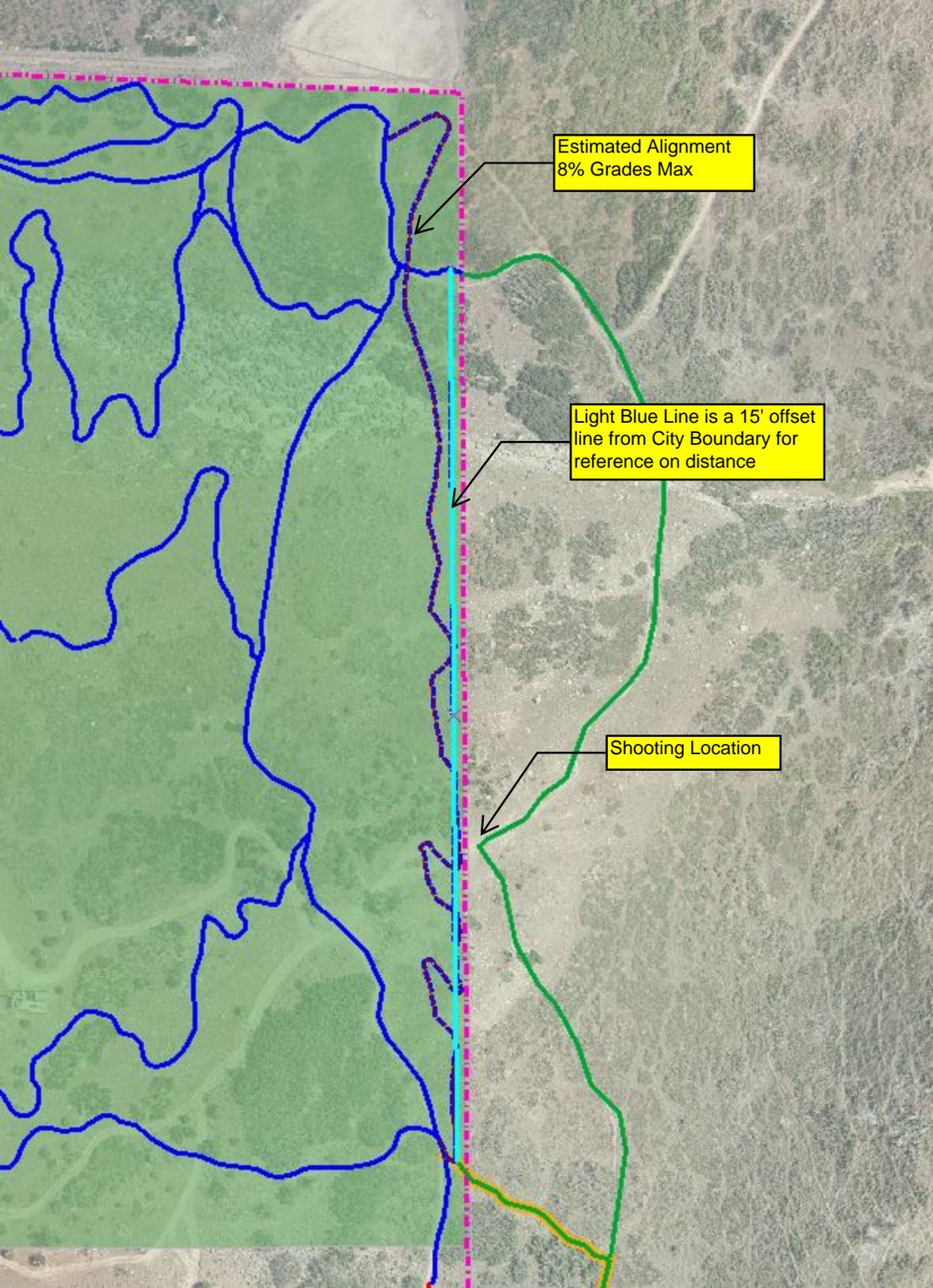
**ACTION REQUESTED BY PETITIONER: Review Proposal Trail Alignment  
in Lambert Park.**

### **BACKGROUND INFORMATION:**

Staff will be meeting with the mayor, two city council members and a representative of the trail committee to discuss the alignment of a proposed new trail in Lambert Park on Friday, October 9. We will report on the meeting to the rest of the City Council and get direction on proceeding.

### **RECOMMENDED ACTION:**

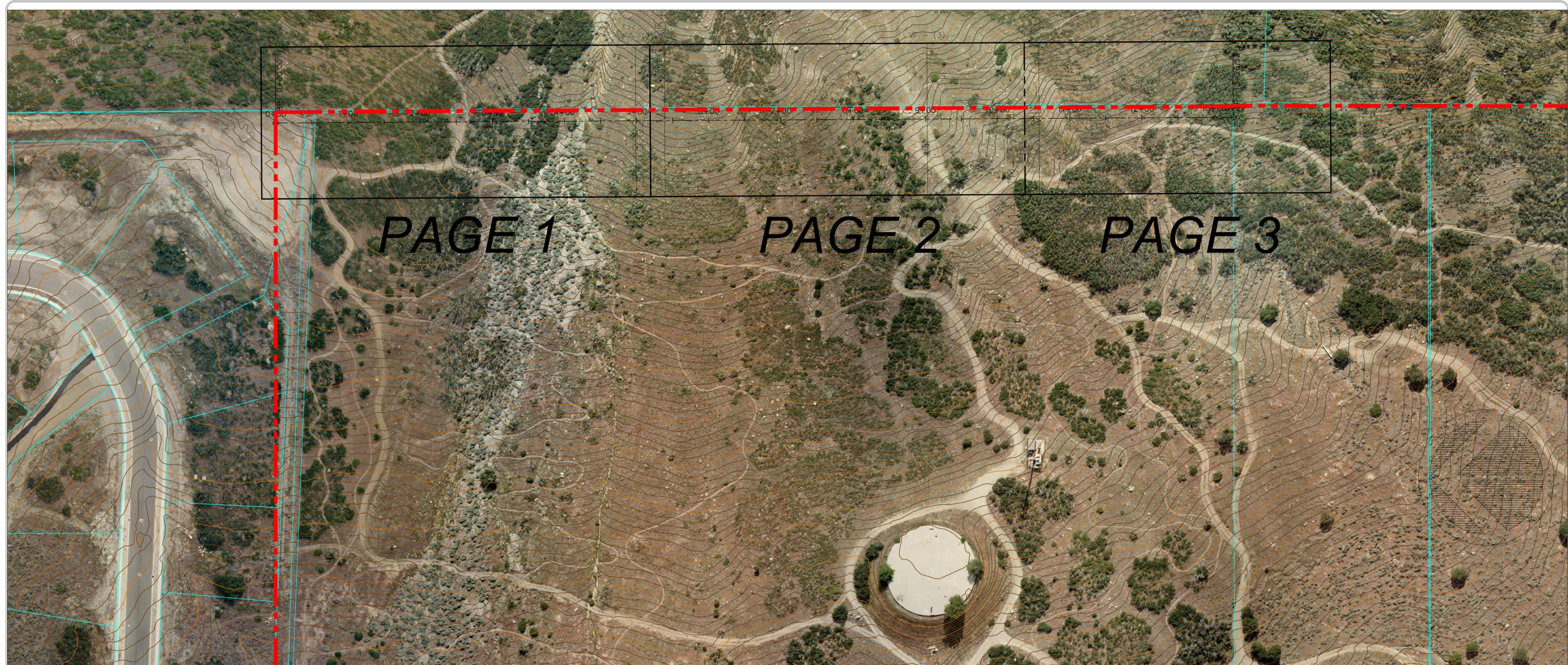
Review the proposed Lambert Park Trail.



Estimated Alignment  
8% Grades Max

Light Blue Line is a 15' offset  
line from City Boundary for  
reference on distance

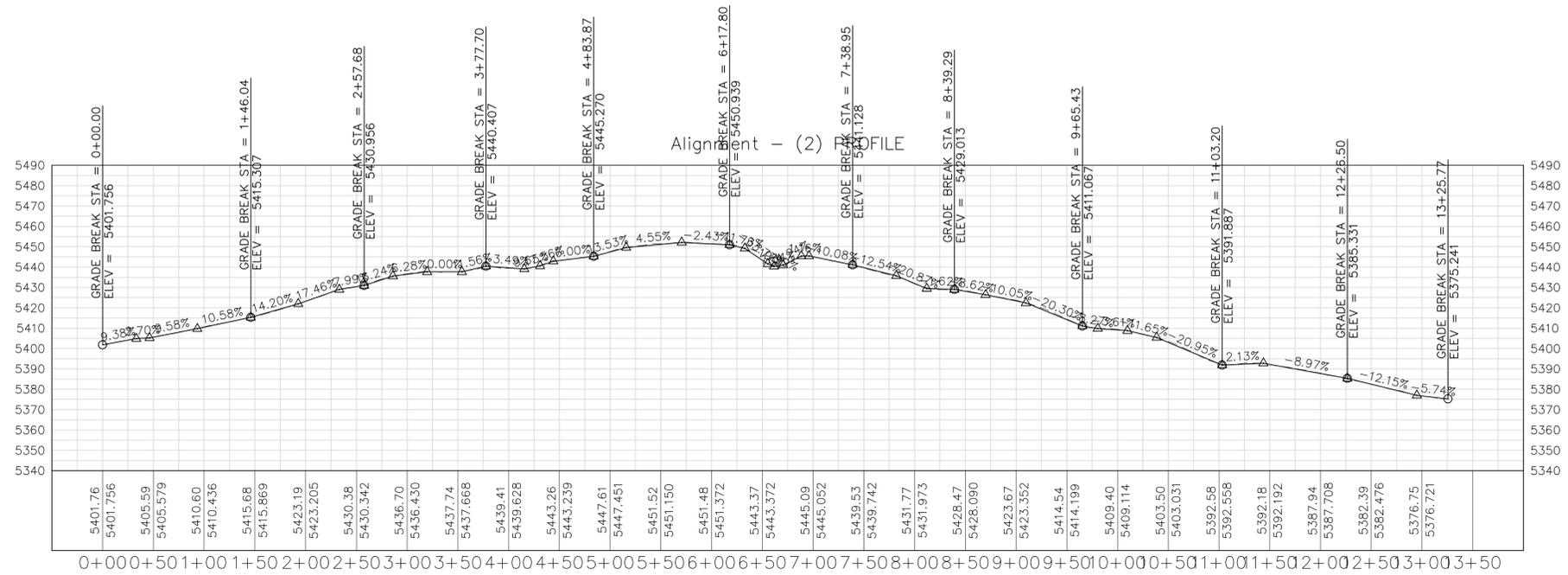
Shooting Location



PAGE 1

PAGE 2

PAGE 3



REMARKS

1.

LAMBERT GROUND PROFILE  
15' OFF EAST CITY BOUNDARY  
SEE OTHER SHEETS FOR  
ZOOMED IN DETAIL

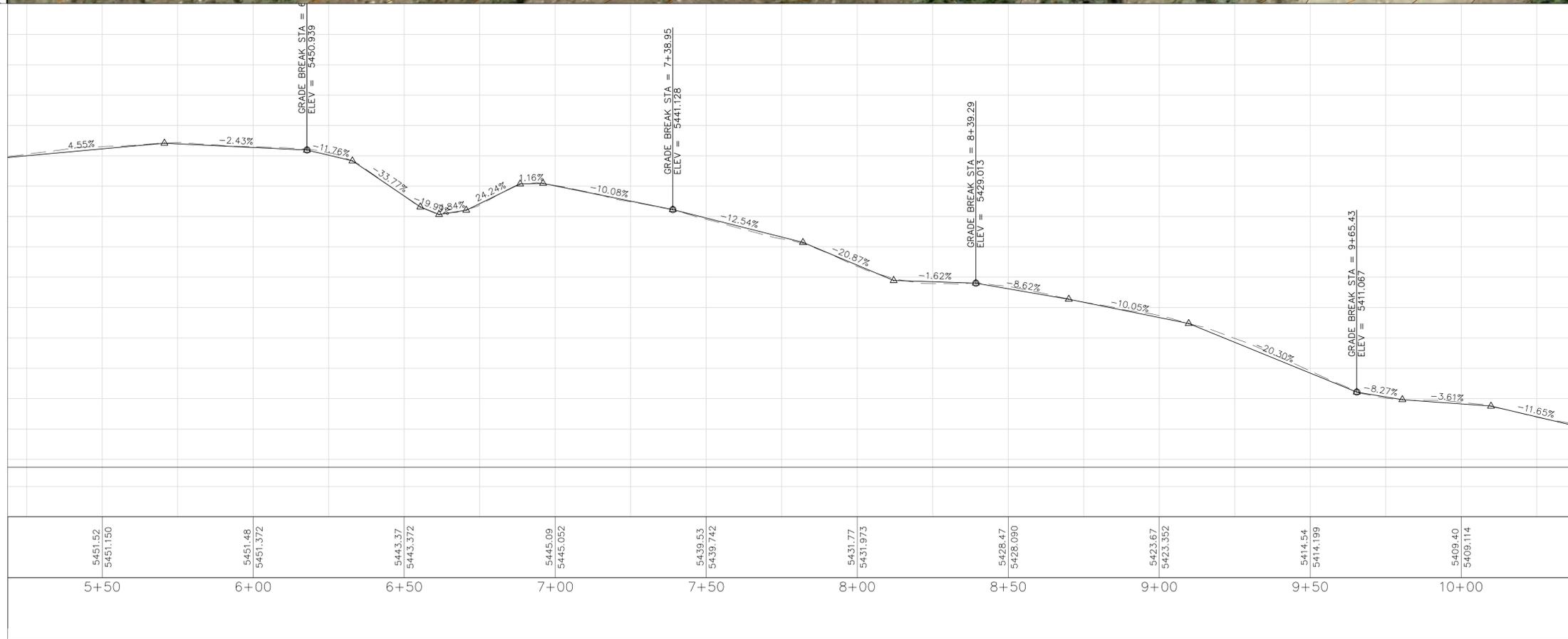
Engineering File  
Number:  
-

Drawing: ##  
Sheet: # of ##





5+18.82



General Notes

No.	Revision/Issue	Date

Firm Name and Address

Project Name and Address

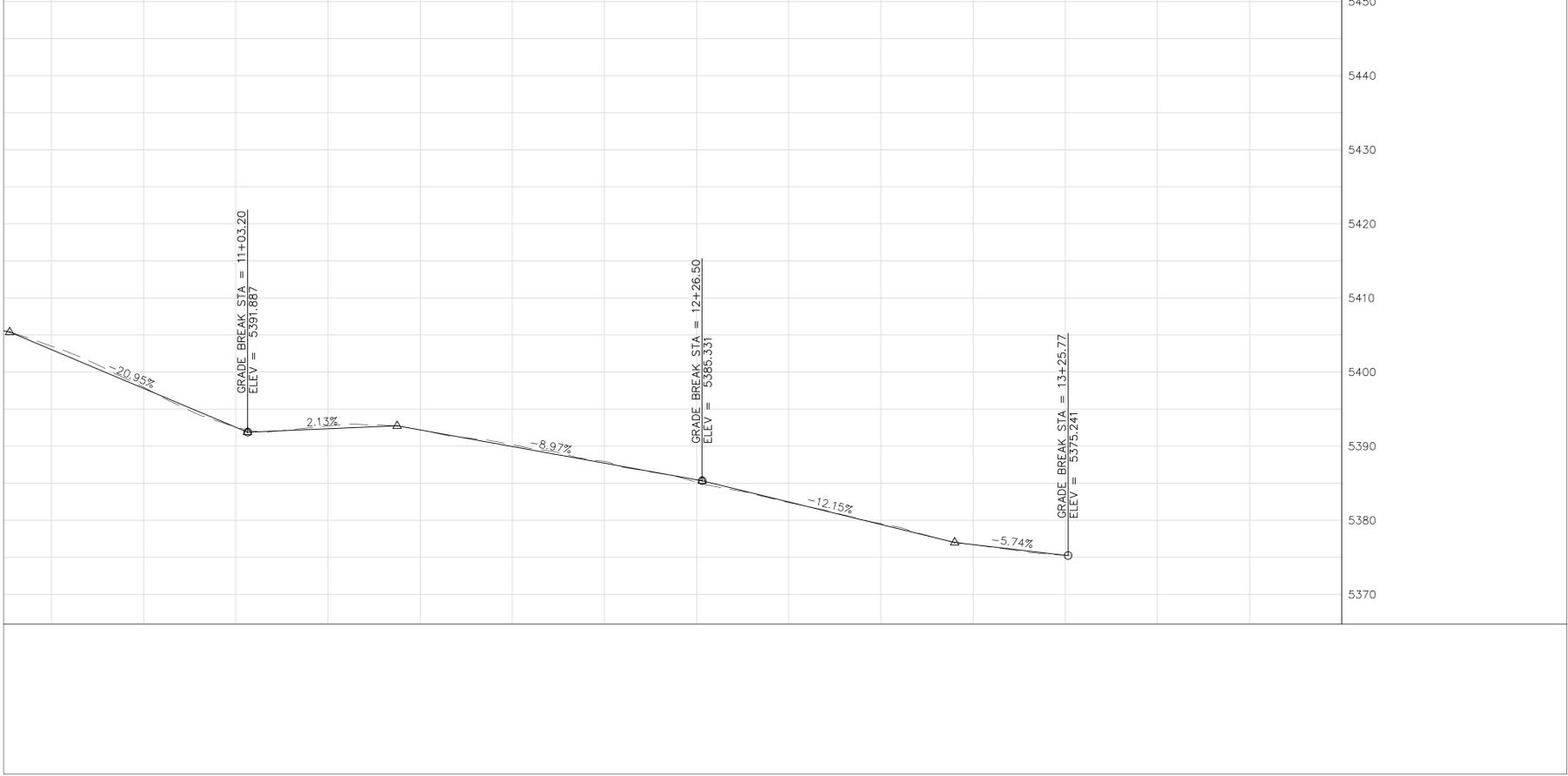
Project #####

Date 9/10/2020

Scale 1" = 20'

Sheet #####

10+37.64



General Notes

No.	Revision/Issue	Date

Firm Name and Address

Project Name and Address

Project #####

Date 9/10/2020

Scale 1" = 20'

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