

The Regular Meeting of the
Brian Head Town Council
Brian Head Town Hall - 56 North Highway 143
Brian Head, UT 84719
MONDAY, OCTOBER 22, 2018 @ 1:00 PM

AGENDA

- A. CALL TO ORDER**
- B. PLEDGE OF ALLEGIANCE**
- C. DISCLOSURES**
- D. REPORTS / PUBLIC INPUT (Limited to three (3) minutes) Non-Agenda Items**
- F. APPROVAL OF THE MINUTES:** October 8, 2018 Town Council Minutes
- G. AGENDA ITEMS:**
 - 1. BRIAN HEAD FIRE COUNCIL PRESENTATION.** Betty Phlan, Fire Council. The Fire Council committee will give a report to the Council.
 - 2. WORKFORCE HOUSING AND TRANSPORTATION DISCUSSION.** Bret Howser, Town Manager. The Council will hold discussion on workforce housing through the Community Development Block Grant (CDBG) and a discussion on transportation services.
 - 3. PATCHWORK PARKWAY DISCUSSION.** Bret Howser, Town Manager. The Council will hold a discussion on the Patchwork Parkway and appointing a representative to the committee.
 - 4. RESOLUTION AMENDING THE BRIAN HEAD PERSONNEL POLICY AND PROCEDURE MANUAL, TITLE 7, CHAPTER C “LEAVE ACCRUAL”.** Bret Howser, Town Manager. The Council will consider a resolution amending the Personnel Policy and Procedure Manual for leave accrual.
 - 5. ORDINANCE AMENDING THE BRIAN HEAD STANDARD FOR SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION MANUAL.** Aldo Biasi, Public Works Director. The Council will consider an ordinance amending the Brian Head Public Works Standards Manual, Chapter 5 Sanitary Sewer, Section 5.3 Field Testing.
 - 6. POTENTIAL FUTURE AGENDA ITEMS.** The Council will discuss potential future agenda items
- H. ADJOURNMENT**

Date: October 18, 2018

Available to Board Members as per Resolution No. 347 authorizes public bodies, including the Town, to establish written procedures governing the calling and holding of electronic meetings at which one or more members of the Council may participate by means of a telephonic or telecommunications conference. In compliance with the Americans with Disabilities Act, persons needing auxiliary communications aids and services for this meeting should call Brian Head Town Hall @ (435) 677-2029 at least three days in advance of the meeting.

CERTIFICATE OF POSTING

I hereby certify that I have posted copies of this agenda in three public and conspicuous places within the Town Limits of Brian Head; to wit, Town Hall, Post Office and The Mall on this 18th day of October 2018 and have posted such copy on the Utah Meeting Notice Website and have caused a copy of this notice to be delivered to the Daily Spectrum, a newspaper of general circulation.

Nancy Leigh, Town Clerk





STAFF REPORT TO THE TOWN COUNCIL

SUBJECT: Workforce Housing & Transportation Discussion
AUTHOR: Bret Howser
DEPARTMENT: Administration
DATE: October 22, 2018
TYPE OF ITEM: Information/Discussion

SUMMARY:

The Council will hear information regarding the various solutions that local businesses are currently employing for transporting workers from Cedar City and Parowan to Brian Head during the winter. The Council may engage in a discussion regarding any further solutions that the Town may be party to. There will also be a discussion regarding affordable workforce housing.

BACKGROUND:

The Town Council approved the FY 2019 Strategic Plan which included an action step to “Hold Meeting with Businesses to Discuss Employee Shuttle.” This informational/discussion item serves as a precursor to a meeting with local businesses, if indeed the Council concludes that such a meeting remains necessary.

The FY19 Strategic Plan also includes a Strategy CD05: “Establish affordable housing strategy”, which has one action step – “Work with 5 County AOG to identify funding for affordable housing plan.” During the last council meeting, the council requested to have a discussion regarding workforce housing.

ANALYSIS:

Staff contacted the 3 largest employers in Brian Head to discover how they’re currently addressing the workforce transportation issue:

- Brian Head Resort
 - 8 12-passenger UTA Vanpool Vans shuttle Resort Employees during the winter
 - Most run on one shift, but on weekends run a night shift as well
 - Provided by the Resort as a benefit to their employees
- Cedar Breaks Lodge
 - Run 4 in-house 15-passenger shuttles
 - 2 in morning, 1 in the evening
 - Offered as an employee benefit
- Best Western Premier
 - Currently looking at a proposal from St George shuttle
 - 1 shuttle pickup in morning

Staff has explored the potential cost to run an employee shuttle:

- Utah Transit Authority Vanpool
 - 12-passenger UTA van would be about \$1200/mo
 - This includes all costs including gasoline
- St George Shuttle

- 18-passenger van from Cedar City to Brian Head for employees would be \$175 per round trip (or about \$10 per passenger if it were full).
- Staff has not explored the potential cost to run a shuttle in-house.

Staff also met with 5 County Association of Governments (5 County AOG) representative Gary Zabriskie and Nate Wiberg on October 15 specifically to discuss options for an affordable housing plan. In the past staff has included an affordable housing plan on a list of potential projects for Community Development Block Grant (CDBG) funding. However, Mr. Wiberg had counseled us not to apply for CDBG funding for an affordable housing plan as they had other options to fund such plans. He has also noted that as a town, we're not statutorily required to have an affordable housing plan and thus funding may be difficult to come by.

During our meeting on the 15th, we discussed the distinction between an affordable housing plan and a workforce housing plan and successfully argued that in Brian Head they are one and the same. And although we aren't legally required to have such a plan Brian Head has unique circumstances making a plan necessary.

5 County AOG receives federal grant funding to do affordable housing plans in house (basically provided as an in-kind grant to communities). Mr. Zabriskie indicated that they have some latitude to provide these plans to whichever community they feel can benefit and meets the low to moderate income (LMI) guidelines they operate under. Both Mr. Zabriskie and Mr. Wiberg believe that a Workforce Housing Plan for Brian Head meets their guidelines and they've agreed to provide the plan for the Town (no application is necessary we're told).

5 County AOG is currently finishing two other communities' affordable housing plans, but we are on the list. They hope to be able to complete ours by July 2019.

A copy of 5 County AOG's affordable housing study for Cedar City is attached for reference as an example of what we can expect. The plan identifies gaps in the housing market and lays out strategies the community can use to address these gaps.

FINANCIAL IMPLICATIONS:

None at this point

BOARD/COMMISSION RECOMMENDATION:

N/A

STAFF RECOMMENDATION:

Staff recommends that the employee transportation issue should continue to be handled by private businesses in the manner they see best.

PROPOSED MOTION:

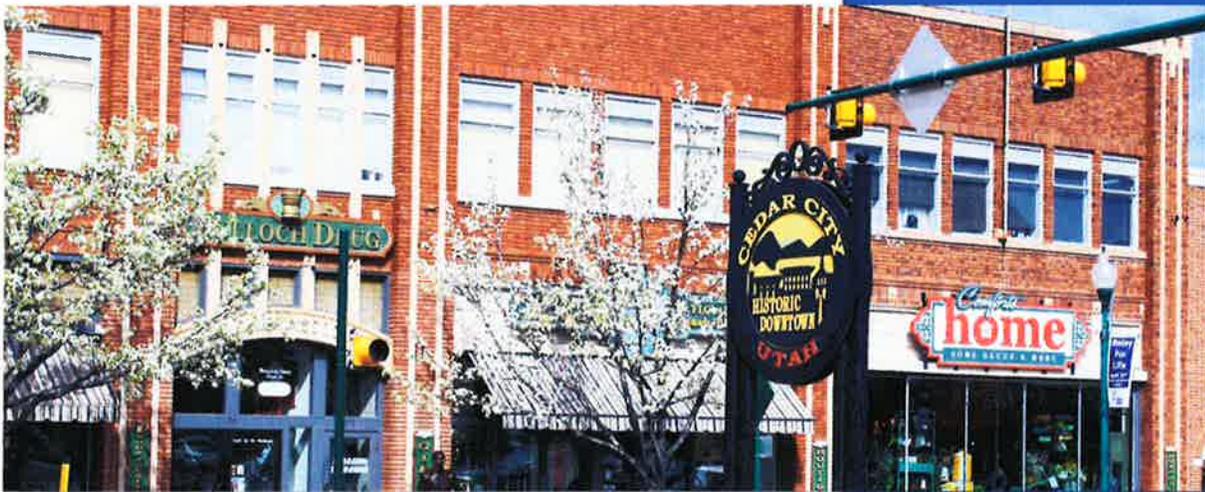
N/A

ATTACHMENTS:

A – Cedar City Affordable Housing Plan

2017

Cedar City: Affordable Housing Plan



Adopted by the Cedar City Council
November 29, 2017.

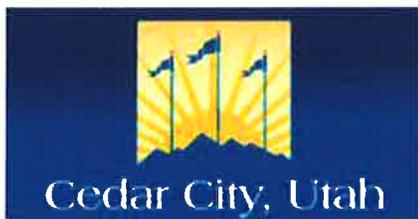


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Cedar City: Affordable Housing Plan

Executive Summary

The Purpose of this affordable housing plan is to ensure that Cedar City provides a reasonable opportunity for a variety of housing, including housing for low and moderate income households, to meet the needs of the population desiring to live in Cedar City.

The population of Cedar City is projected to increase substantially over the next 10 years. Approximately half of Cedar City households are earning a moderate income or less, and the demand for affordable home ownership and rental opportunities will likely increase.

There is a deficiency of housing for very low and extremely low income households in Cedar City. The City should be actively seeking sufficient housing to satisfy the rising population demands. Cedar City has an aging housing stock of which approximately 44% of the existing units are more than 30 years old. In order to maintain a healthy housing stock capable of providing safe, habitable, and affordable living conditions for residents, active maintenance and improvements to the current housing supply is necessary.

The Utah Affordable Housing Forecast Tool (UAHFT), provided by the Utah State Division of Housing and Community Development, indicates that a number of households, particularly those earning a very low income are expending a high percentage of their income on housing and a greater supply of affordable rental and owned housing is needed to meet the needs of affordable housing in Cedar City.

Even though moderate income earning households have sufficient affordable housing options, the UAHFT indicates that households earning less than a moderate income do not have sufficient opportunity to purchase or rent affordable homes. The City should review its zoning ordinance to ensure that there is adequate opportunity to develop a sufficient supply of various housing types to meet the need of the City's diverse needs.

The following goals are recommended to maintain adequate affordable housing choices for all those who wish to reside in Cedar City:

- Add affordable housing options such as affordable single family or multi-family housing for very low income (50% AMI) and extremely low income (30% AMI) households. (1 unit per year over the next 5 years)
- Increase Affordable Rental Opportunities to Provide Housing for Very Low (50% AMI) and Extremely Low Income (30% AMI) Households (2 units per year for the next 5 years)
- Rehabilitate and Weatherize Existing Housing to Increase Rental Properties, Homeownership, and Reinvestment in Cedar City (16-20 Units over the next 5 years)

Introduction

In 1996 the Utah Legislature passed House Bill 295 requiring cities and counties to include an affordable housing element as part of the general plan. Housing is considered affordable when households of various incomes, spend no more than 30% of their gross monthly income on

housing expenses. In this plan, housing needs are considered for households earning a moderate income or less (80% AMI or less).

The intent of this affordable housing plan is to ensure that Cedar City provides a reasonable opportunity for a variety of housing, including low to moderate income housing, to meet the needs of the population desiring to live in Cedar City. Low to moderate income housing should be encouraged to allow persons earning less than 80% of the Area Median Income to fully participate in, and benefit from all aspects of neighborhood and community life.

Demographics

Population and Growth

Between 2000 and 2010 Cedar City’s population increased by 8,330 people bringing the total population to 28,857 in 2010. According to the Governor’s Office of Planning & Budget the annual growth rate averaged 3.7% between 2000 and 2010, but is expected to decrease to an annual average of 2.4% between 2010 and 2020. The 2016 ACS estimates that Cedar City’s population is 31,223. This puts the current population estimate below the projections by 1,719 people. If the projected growth rate is realized, Cedar City will gain 6,809 new residents between 2010 and 2020, and 37,278 new people between 2010 and 2050. The chart below displays population projections up to 2050.



Source: Governor's Office of Planning & Budget, 2012 Baseline Projections

Analysis of Population and Growth

The projected population increase of 6,809 new residents between 2010 and 2020 is significant because 2,315 new households will need a place to live in Cedar City, and by 2050 it is estimated that 12,679 additional households will need a place to reside.

According to the 2010 US Census there are an estimated 1,152 non-seasonally vacant dwelling units in Cedar City. Seasonally vacant housing are units that are vacant during a specific season, and are for recreational or occasional use. Although it is likely that future residents will fill some of the vacant units, the vacant housing stock will not be sufficient to accommodate all of the estimated households over the next several years. In addition, the existing housing stock will have to be maintained and in some cases, rehabilitated, in order for the units to be safe, decent places to live.

Population Pyramid

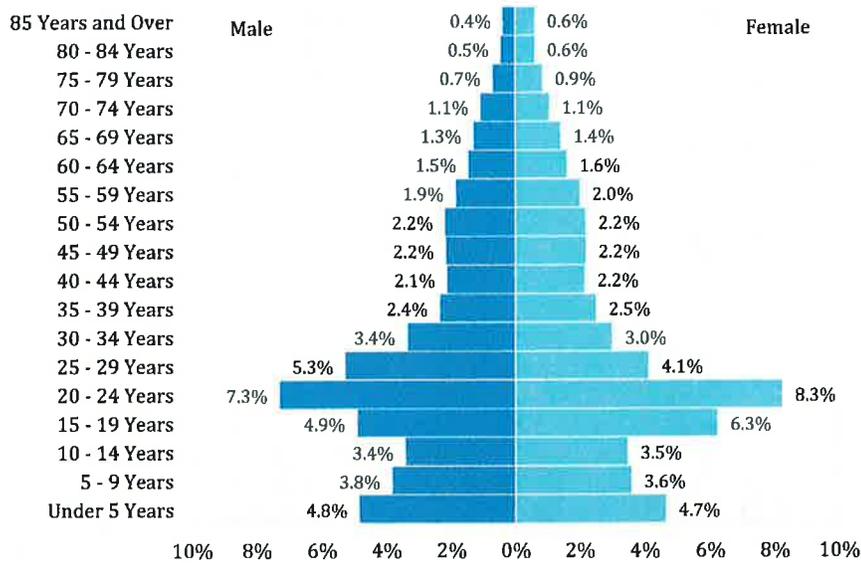
Population Pyramids are snap shots of a given population during a given time. They can help indicate what kinds of needs a given population will have and whether the population will be expected increase or decrease.

Thirty six percent of Cedar City's population is between the ages of 15-29 years old. This accounts for approximately 10,431 people. It is likely that a large portion of this population are students attending Southern Utah University (SUU), as 80% of SUU's student body lives away from home, accounting for approximately 7,740 people, who are most likely between the ages of 18-29. There are currently approximately 600 beds of on-campus housing, which means that students are seeking housing throughout the community. The large number of students seeking off-campus housing puts additional pressure on the rental market.

Factoring out the university students, the general shape of the population pyramid indicates that Cedar City is a growing community, with 23.9% of the population under the age of 15. The community has grown significantly over the past decade and is projected to double in population by 2050. Assuming that the projections are correct, Cedar City will need to facilitate a variety of housing types suited for the its diverse residents.

The population pyramid indicates that a wide variety of housing will need to be constructed over the next 30 years. The age groups between 35 and 59 are stable in population. It is likely that these people will either stay in their current homes or will be seeking to live in Active Living type developments as they age. Through a recent economic focus group, it has been stated that many young professionals are leaving Cedar City to find work, this could possibly be one reason why the 35-59 year old groups have a stable population. If this trend continues, the City will not likely need as high of a percent of single family homes as currently exists. If all of the people in this pyramid stay in Cedar City, the population will increase and have a large number of people in the working age groups, assuming that there will be a sufficient number of jobs for the number of the working age cohort. This will also increase the number of people in child rearing years, which could mean that more people will be looking for single family homes.

Population Pyramid



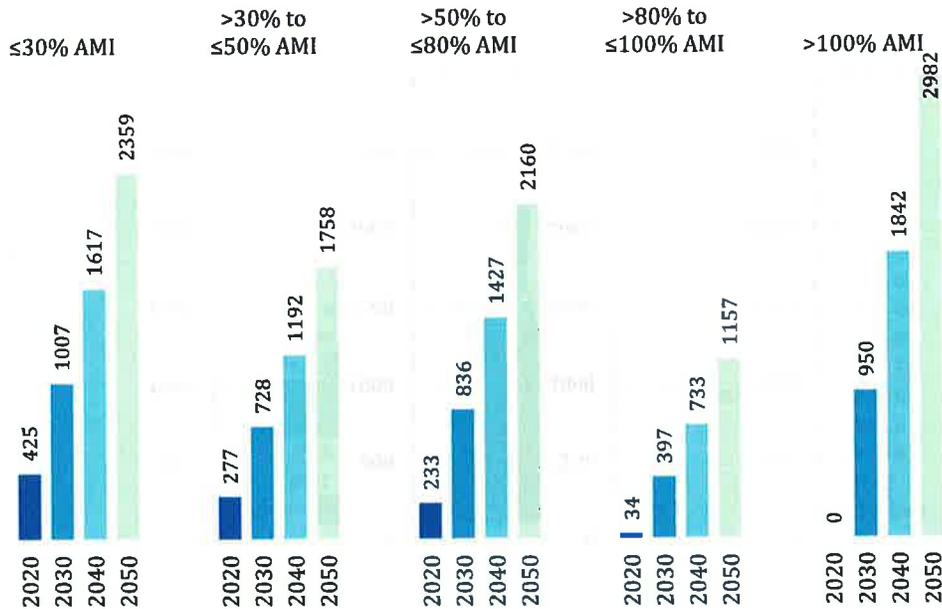
Source: UAHFT tool, 2010 U.S. Census

New Housing Demand

Households that earn a moderate income and less make up 53.4% of the population. Of the 2,315 households projected to move to Cedar City between 2010 and 2020, 1,236 will need affordable housing options. To meet this need on a yearly basis, 123 affordable housing units will be needed.

Based on the projected increase in population, observed income levels, and existing vacancies, the UAHFT Housing Model estimates that there will be a demand for 935 new housing units for low-moderate income households by 2020. The demand for new units in 2050 will be 6,277. The chart below summarizes the projected demand for new housing in Cedar City across various income groups.

New Housing Unit Demand by Household Income Level

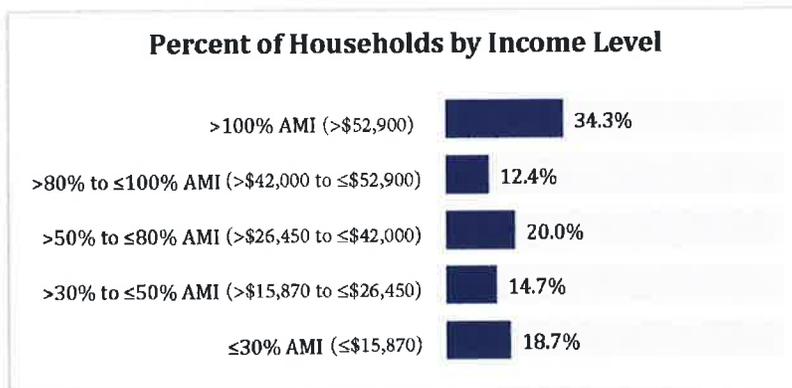


Source: UAHFT Tool, GOPB, www.realtor.com

Income

Analyzing the income of Cedar City’s residents is critical to understanding the affordable housing need for the city. Housing affordability at the household level is a direct function of income.

Because the cost of living is relative to the area in which the residents live and to household size, the U.S. Department of Housing and Urban Development (HUD) has created a measure called the Area Median Income (AMI). The AMI for Cedar City is \$52,900. The AMI is the standard to determine housing attainability of the population. The chart below categorizes household income levels by AMI, and illustrates the percent of Cedar City households whose total income falls within each income bracket.



Source: UAHFT Tool, CHAS 2013

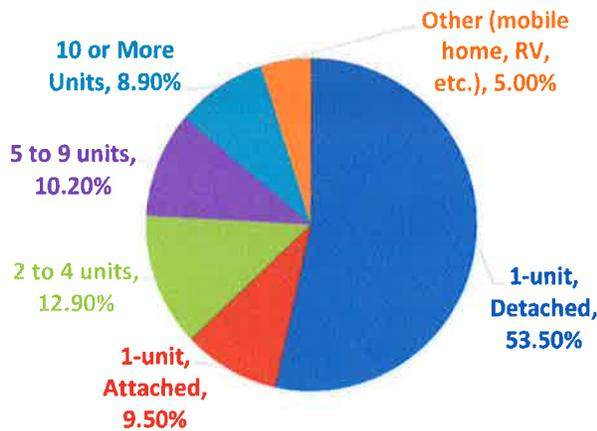
Analysis of Income

5,220 (53.4%) households in Cedar City earn a moderate income or less. A moderate income is 80% of the area median income, or \$42,320 annually. Perhaps even more important, 1,830 (18.7%) households in Cedar City earn just 30% of the area median income, or \$15,870 annually. The households that earn just 30% of the area median income find it very difficult to live within the affordable housing guidelines since they cannot afford average market rental rates. It is vital to the well-being of the community that households of all income levels have housing options.

Housing Stock Characteristics

The housing stock in Cedar City is primarily made of single-family homes, and less than half of the housing supply is multi-family housing and mobile homes. The 2015 American Community Survey estimates that of Cedar City's 10,942 housing units, 6,892 are single-family homes, 3,502 are multi-family housing (2+ units), and 548 are mobile homes, RV, etc.

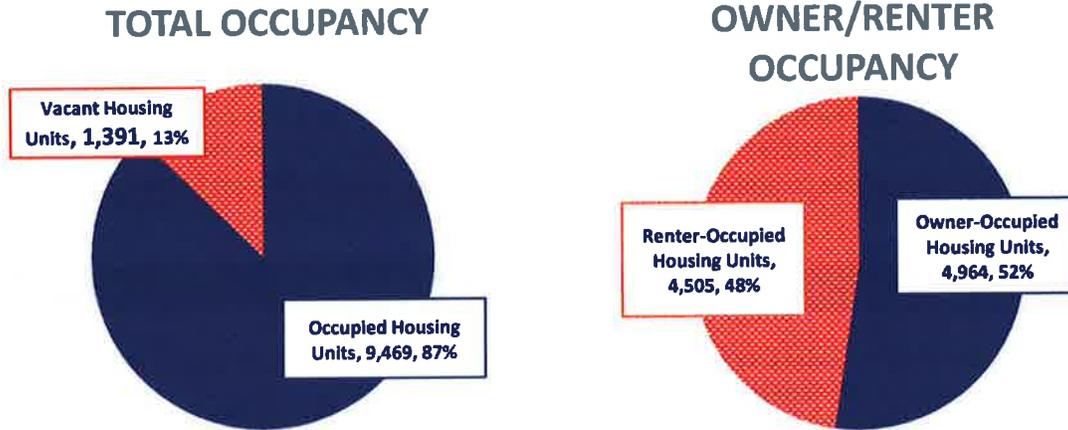
PERCENT OF HOUSING STOCK CHARACTERISTICS



Source: 2015 ACS

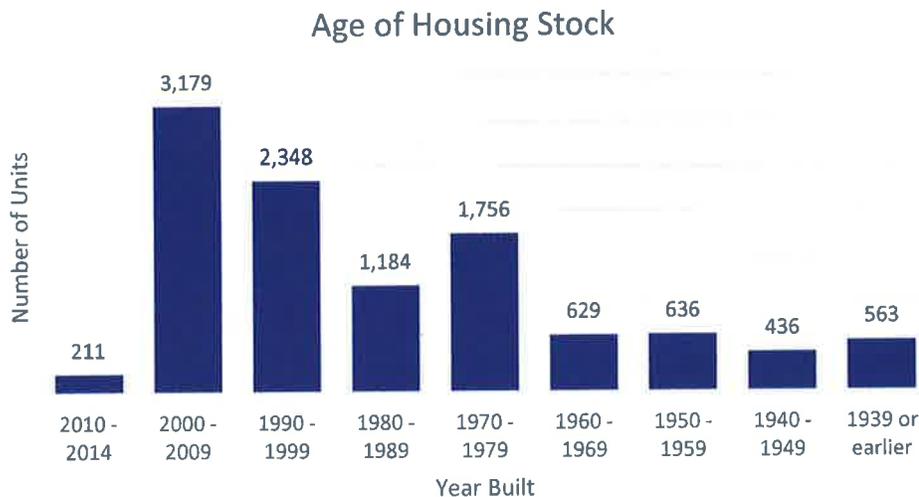
Housing Occupancy and Vacancy

According to the 2010 U.S. Census there are 10,860 housing units in Cedar City. 9,469 (87%) of the units were occupied while 1,391 (13%) were vacant. Of the 9,469 occupied housing units, 4,964 (52%) were owner occupied, and 4,505 (48%) of the units were rented.



Age of Housing Stock

Approximately 47% of the housing stock in the City was built prior to 1990, with approximately 9% built before 1950. Due to the age of the housing stock, rehabilitation efforts are likely necessary, and the existing properties will need to be maintained to adequately supply enough affordable housing in the future. The following chart displays the age of the existing housing stock.



Source: 2015 ACS 5 year

Condition of Housing Stock

As discussed above, a large portion of housing (Approximately 40-47%) is more than 30 years old. Homes older than 30 years generally require more rehabilitation than newer homes. According to a housing condition survey conducted by the Five County Association of Governments in 2012,

there are 5 (0.05%) homes in Cedar City, which are in dilapidated condition and 40 (0.37%) homes in severely deteriorated condition. Severely deteriorated homes are those that are beyond acceptable limits, and need several major repairs; while dilapidated homes are uninhabitable, and need to be completely replaced. The remainder of homes 10,815 (99.58%) in Cedar City is categorized to be in excellent, fair, or moderate condition.

Housing Affordability

The affordability of the housing stock is determined based upon the Area Median Income and the amount that a household at each income level can afford. According to current State and Federal definitions, housing is considered affordable when a household spends no more than 30% of their annual income on housing expenses, including mortgage or rent and utilities. Those that spend more than 30% of their monthly income on housing expenses are considered “cost-burdened” and are referred to as such throughout this document.

In Cedar City, the 2017 area median income (AMI) was \$52,900 annually or \$4,408 monthly. Based upon this standard, mortgage or rent and utilities should not exceed \$1,322 per month for a median income earning household in Cedar City.

The purpose of this plan is to ensure that housing is affordable for all income levels, not just those earning a median income or higher. The same affordability standards apply to households that earn less than the area median income. For example, a moderate income household in Cedar City earns 80% of the area median income, which is \$42,320 annually or \$3,526 monthly. Mortgage or rent and utilities should not exceed \$1,058 per month for a moderate income household. The table below summarizes the maximum monthly affordable housing costs for various income levels in Cedar City.

Summary of Affordability

Household Income	Maximum Monthly Income for Housing Expenses	Maximum Mortgage Loan Amount
<i>≤30% AMI</i>	\$397	\$39,229
<i>>30% to ≤50% AMI</i>	\$661	\$85,709
<i>>50% to ≤80% AMI</i>	\$1,058	\$155,430
<i>>80% to ≤100% AMI</i>	\$1,323	\$201,910

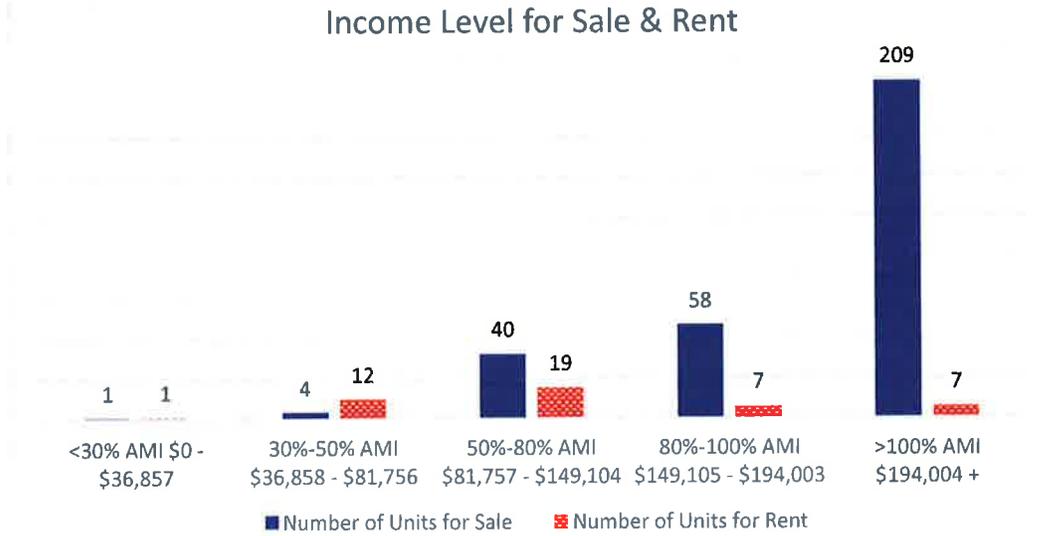
Source: UAHFT Tool, HUD Income Limits

Available Housing Prices

Property research conducted on www.realtor.com indicates that there were 312 total properties for sale in Cedar City on June 2, 2017. The median asking price was \$239,900. The chart below categorizes the prices of each housing unit affordable to each income level.

There were 46 units listed for rent on www.zillow.com. The median rental price at the time was \$838. The chart below displays the number of housing units that were for sale and rent on June 2, 2017 that are affordable for each income level.

Number of Affordable Housing Units to each Income Level for Sale & Rent

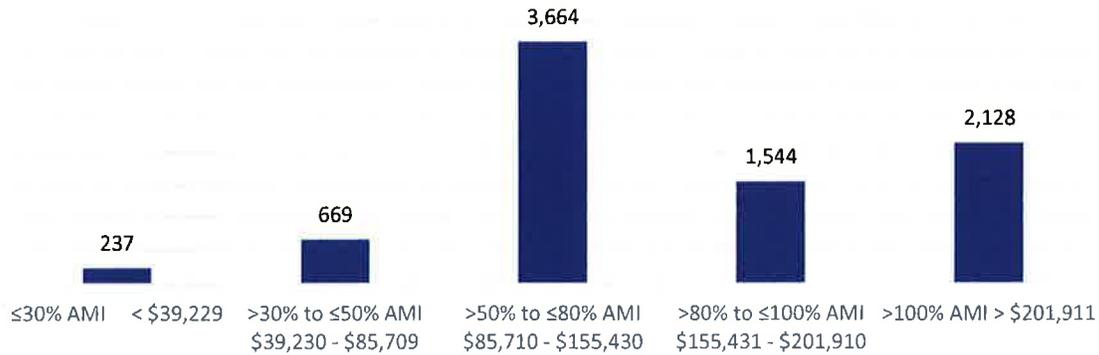


Source: HUD User Income Limits, www.zillow.com, www.realtor.com

Value of Existing Housing Stock

The current market value of the housing stock is used to determine affordability of home ownership. The chart below shows the current market values of existing homes by income level in Cedar City. According to the Iron County Assessor, categorized by affordability at various income levels, 21.5% of the housing stock in Cedar City is affordable to a moderate income household, earning 80% AMI

Number of Existing Affordable Housing Units by income level



Source: 2016 Iron County Assessor

Affordability of Home Ownership

A monthly budget of \$1,058 for housing and utility expenses would support a mortgage of approximately \$155,430 based on a 30-year fixed rate loan at 4.25% interest, an average monthly utility bill of \$150, and a 20% down payment. Homes valued at or below \$155,430 are considered affordable for moderate income earning households in Cedar City.

Approximately 53.4% (5,220) of all households in Cedar City earn a moderate income or below. Although there were a limited number of units listed for sale, 14.4% (45 units) of those listed on www.realtor.com were affordable to moderate income households or less (80% AMI or less). Only one out of those 45 units were affordable to extremely low income (30% AMI or less) households.

In order to estimate the affordability of home ownership at various income levels, a comparison will be used. The chart below compares the total number of households for each income bracket to the total number of dwelling units that are affordable for that income bracket.

Number of Households by Income Level in Relation to Existing Units Affordable to each Income Level



Source: Iron County Assessor's Office, 2013 CHAS data

It may appear that there are more than enough affordable units for the households earning a moderate income or less (80% AMI or less), but this analysis needs to factor in how housing deficiencies in one income level affects another.

The bar graph above shows that there is a sufficient number of units in the 50%-80% AMI income group, and the 80%-100% AMI income group. However, because there is a deficiency of housing for the household the lowest and highest income groups, they need the excess housing units that are affordable to the 50%-100% AMI income levels. There is not enough affordable housing for the majority of the income levels, especially for those households earning 50% AMI or less.

There is not enough housing for lower income levels, forcing these households into housing units that are considered not affordable. With this factored in, the chart shows that 1,593 very low income households (less than 30% AMI), 766 low income households (30%-50% AMI), and 650 moderate income households (50%-80%) are paying more for housing than they can afford.

There are additional factors that can be calculated into to the affordability of housing stock, such as rentals, and secondary homes. There are approximately 435 non-primary residential buildings in Cedar City, and approximately 4,505 occupied rental units. Even with the large number of rentals, available housing in Cedar City is very small, and shrinks further for the LMI population. Further, there are many households in occupied units that cannot afford the housing in which they live. The 2015 ACS estimates that 31.4% of housing units with a mortgage are cost-burdened while the UAHFT Housing Model estimates that 52.8% of the owner occupied households earning a moderate income (50-80% AMI) are cost-burdened, and 56.9% of the LMI population is cost burdened.

Affordability of Rent

According to the American Community Survey there are 4,091 occupied units paying rent in Cedar City. The median cost of rent in Cedar City is \$615. According to zillow.com the median cost of rent for available units is \$838. Households earning a moderate income (80% of AMI) may find it difficult to afford median rental rates, with a maximum monthly budget for housing expenses of \$1,058. Households earning below moderate income levels find it more difficult to afford rent. 2013 CHAS estimates indicate that 62.2% of LMI rental households in Cedar City are cost burdened. The chart below generated from the UAHFT tool displays the percent of Cost Burden Households, and extremely Cost Burdened Households by income level.

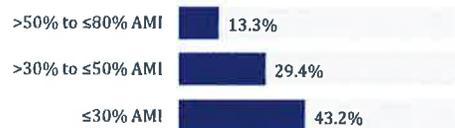
Demand for affordable housing stems partially from a high student population at Southern Utah University (SUU). As of 2016, 9,300 students were enrolled at the University, 80% of which were living away from home. There are currently 610 beds on campus, housing approximately 6% of the student population. Recently, a public/private partnership was initiated to add 320 beds to the University on-campus inventory. This new apartment-style facility, Founders Hall, will see completion during the 2017- 2018 Spring Semester. The University has long term plans to boost the on-campus bed population to roughly 1,500 beds over the next decade.

Cost Burdened Owner Households

Households Spending 30% or More of Monthly Income on Housing (by Income Level)



Households Spending 50% or More of Monthly Income on Housing (by Income Level)



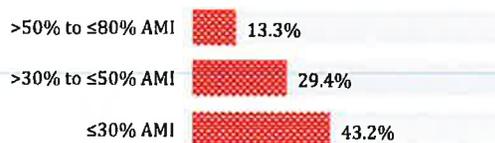
Source: UAHFT Tool, 2013 CHAS

Cost Burdened Owner Households

Households Spending 30% or More of Monthly Income on Housing (by Income Level)



Households Spending 50% or More of Monthly Income on Housing (by Income Level)



Source: UAHFT Tool, 2013 CHAS

Affordable Housing Options

There are several multi-family housing complexes that offer affordable housing through rental assistance programs and/or tax credit programs. The following chart lists affordable housing options available in Cedar City. All of the properties listed have units that are accessible to people with disabilities. The properties identified with an asterisk (*) are only available for seniors or people with disabilities.

Apartment Name	# of Units	# Bedrooms/Unit	Rent
Sunset Ridge	118	3	--
		4	--
Northfield Associates	69	1	\$500
		2	\$550
Southgate	62	1	\$450 - \$475
Kensington Place	61	2	\$492
		3	\$585
Kensington East	52	2	\$492
		3	\$585
Southgate II	42	1	\$425 - \$475
		2	\$492 - \$585
		3	\$525 - \$600
Iron Wood	28	1 and 2	30% of income
Wedgewood	25	1 and 2	30% of income
Canyon Park	25	1 and 2	30% of income
San Jac*	24	1	30% of income
Cedar Garden Villa	22	2 and 3	30% of income
Kensington East II	20	2	30% of income
Cedar Park	19	2	30% of income
Mountain View Suites*	38	1	30% of income
Four-Plex	4	2	\$450
Transitional Housing	4	2	30% of income
Duplex	2	2 and 3	\$450 and \$600

Source: Cedar City Housing Authority; Five County Association of Governments, July 2017

Utah Fair Housing Act Support

In accordance with state and federal laws, Cedar City exercises the authority to plan, zone, and regulate land-use in promoting the community's health, safety, and welfare. The moderate income housing element of this plan acknowledges and upholds the Utah Fair Housing Act by promoting the equal protection and equitable treatment of all people who lawfully seek to rent, lease, purchase, or develop real property within its jurisdiction. Its housing policies and plans strictly prohibit discrimination on the basis of color, disability, ethnicity, familial status, gender identity, national origin, race, religion, sex, sexual orientation, source of income, or any other suspect classification. It is the policy of Cedar City to report housing discrimination to the Utah Antidiscrimination Labor Division immediately. It is the goal of Cedar City to eliminate, mitigate, and prevent unfair housing practices systematically through biennial reviews of housing related plans, policies, and ordinances. It is also the goal Cedar City to affirmatively further fair and

affordable housing by reviewing the housing needs of its moderate income households and its vulnerable populations biennially, and proactively planning to meet those needs.

Special Needs Housing

It is important for Cedar City to address housing for those with special needs. People with special needs may include the seniors, people with disabilities, the homeless, or those otherwise in need of specialized or supportive housing.

Seniors

In 2010, there were an estimated 2,489 people who are aged 65 and over living in Cedar City, which constitutes 8.6% of the total populations. Many of the elderly who own their homes are living on fixed incomes, and their housing affordability is affected by property values, maintenance, and utility costs. For seniors that do not own their homes, obtaining affordable housing becomes even more difficult. Many elderly citizens can no longer remain in their own homes for a variety of reasons. As these citizens move out of their homes, demand for senior rental housing opportunities will increase.

Some options available to assist low income senior citizens are property tax deferred payment programs, tax and mortgage foreclosure prevention services, home rehabilitation and weatherization programs, and utility assistance programs.

Disabled

People with disabilities under the age of 65 comprise approximately 6.8% of the population in Cedar City or 2,189 individuals. Disability status is correlated to age, and the proportion of people with disabilities is expected to increase as the portion of the senior population rises. It is estimated that 36.6% of all Americans 65 or older have some form of disability. If Cedar City trends with the national average, there will be 1,062 people over the age of 65 with a disability. According to the UAHFT tool there are approximately 916 people over the age of 65 with a Disability. People with disabilities often face financial and social difficulties that make it difficult to obtain housing. Programs that are geared toward helping people with disabilities obtain housing include, low rent and public housing voucher programs, assistance through centers of independence, and employment and training resources.

Homeless

According to the 2016 annualized Point in Time count, roughly 0.1% of Utah's population is homeless, or 2,852 people. Although regional differences may impact the rate of homelessness, this percentage can be used to estimate the number of homeless individuals in Cedar City, which is approximately 31. Given this estimate, Cedar City should continue to develop and promote programs designed to help these individuals become stably housed.

Analysis of Special Needs Housing

Although there is a significant population of seniors and people with disabilities, there is currently a deficiency of housing in Cedar City specifically designated for this segment of the population. As Cedar City continues to grow, the need for specialized housing will likely follow and the City should

assure that there are minimal regulatory barriers to constructing this type of housing, in order to meet this need.

Racial Composition

The purpose of an Analysis of Impediments is to assess conditions and factors that affect fair housing choice. Impediments to fair housing choice include both actions taken because of race, color, religion, sex, disability, familial status, or national origin to restrict housing choices and actions which have the effect of restricting housing choices on the basis of race, color, religion, sex, disability, familial status, or national origin. Impediments to obtaining affordable housing can often have the effect of limiting housing options for the “protected classes” listed above. Therefore, the analysis focuses both on impediments to fair housing choice and to affordable housing.

Evaluation of Fair Housing Legal Status

Utah’s Fair Housing Act (Utah Code Annotated §57-21-1) prohibits discrimination on the basis of race, religion, color, sex, national origin, familial status, disability or source of income in the rental, purchase and sale of real property. According to The Utah Anti-discrimination and Labor Division, 10 out of 11 fair housing related complaints in Iron County between January 1, 2010 and Jan 1, 2017 were in Cedar City. Six of these complaints were related to a disability and four were related to retaliation. This compares to 47 complaints in Washington County during the same time period. Although there have been few fair housing complaints in Cedar City over the last several years, this is not sufficient evidence to suggest that discrimination is an impediment to fair housing choice.

Currently, the only formal mechanism for identifying discrimination cases, based upon the parameters of the Fair Housing Act, is the incident of fair housing complaints. There are several annual trainings throughout the area that are directed to train landlords on housing discrimination. However, in order to more comprehensively analyze the level of discrimination, it may be necessary to incorporate other methods, such as testing of landlords. However, these methods are not currently being utilized. Cedar City should remain diligent in its efforts to ensure that housing is provided in accordance with the Utah Fair Housing Act.

Ethnic and Racial Minority Populations

According to the 2010 US Census, 13.1% of the population of Cedar City reported a race other than “white. For a complete description of Cedar City’s Ethnic and Racial makeup see the table below.

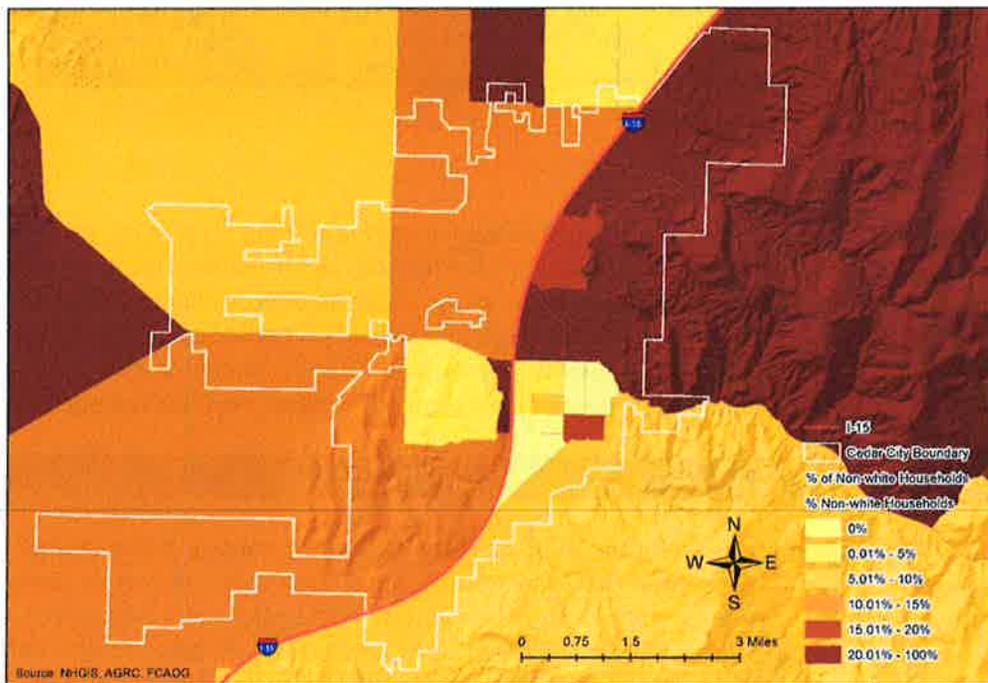
Race/Ethnicity	Number of Householders	Percentage	% of Race/Ethnicity that Rents
White Alone	24,974	86.0%	45.1%
Black or African American Alone	178	0.6%	86.8%
American Indian and Alaska Native Alone	689	2.4%	85.6%
Asian Alone	258	0.9%	61.3%
Native Hawaiian and Other Pacific Islander Alone	91	0.3%	70.4%
Some other race Alone	26	0.1%	45.5%

Two or more races	538	1.9%	71.9%
Hispanic or Latino	2,283	7.9%	61.2%

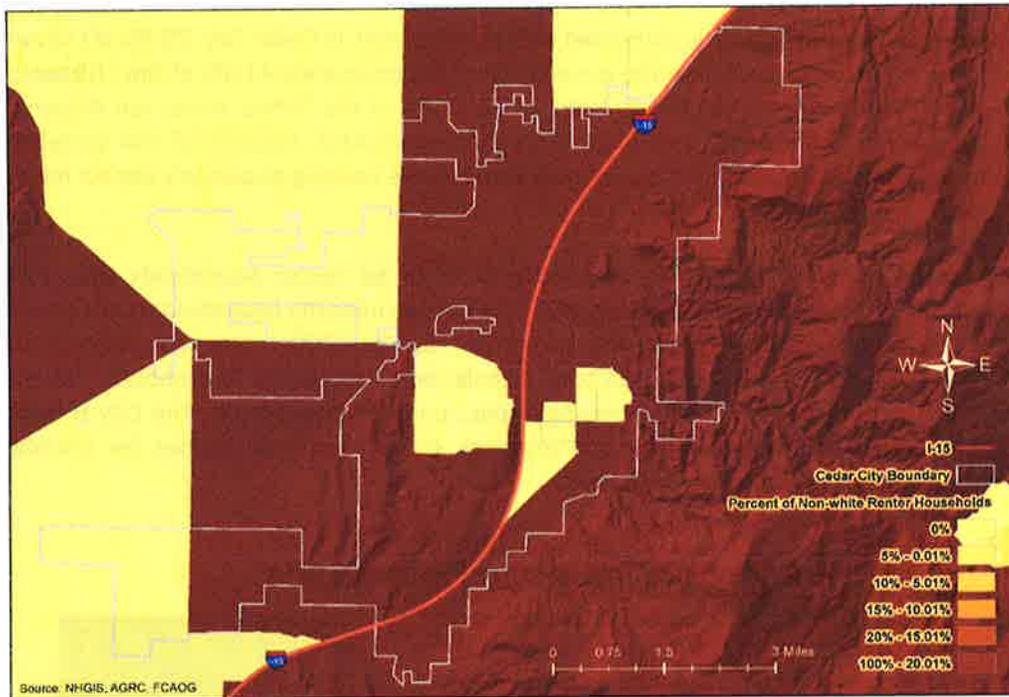
Racial and ethnic minority status is correlated with poverty level. In Cedar City, 22.9% of the entire population is reported to be below the poverty level. Approximately 41.8% of the “Hispanic or Latino” population is below the poverty level, while 21.0% of the “white alone, not Hispanic or Latino” population is below poverty (ACS, 2011-2015 estimates). Because of this correlation, actions which limit the provision for low to moderate income housing disparately impact minority populations.

Similarly, racial minority populations are more likely to be renter households than owner households. According to the 2010 Census, 86% of all of the minority householders in Cedar City are renters. As the maps below display, the portion of total non-white renter households in many of the block groups are greater than the total population of non-white households. Therefore, actions which limit options for rental housing impact minority populations. The City should be cognoscente about instituting policies and practices which may limit options for affordable housing for both renter and owner households.

Percent of Non-white Households



Percent of Non-white Households that Rent



Summary of Impediments

This analysis of impediments to fair housing choice concludes that there is currently no specific discriminatory policies currently in place that limit fair housing opportunities. However, actions which have the effect of limiting affordable housing also have the effect of limiting fair housing opportunities. As described, racial and ethnic minority households in Cedar City are more likely to be renters and low income than non-minority populations. The City should pursue strategies which provide for a variety of housing types to meet the needs of all segments of the population.

Public Housing Survey

Five County AOG Staff consulted with the Director of the Cedar City Housing Authority and the City Manager to develop a survey that assesses personal and community-wide housing affordability needs. The survey was posted on the Cedar City home page and advertised on the City's Facebook page as well as the Five County AOG Community Action's Facebook page. Staff at organizations such as the Iron County Board of Realtors, the Iron County builders Association, and other organizations were encouraged to take the survey and share it with others. The survey yielded a total of 187 respondents. A summary of the responses is included below: (percent's do not include blank responses)

1. Do you believe that employment in Cedar City provides income sufficient enough to cover the cost of reasonable or decent housing?
 - a. Yes – 20.0%

- b. No – 71.9%
 - c. Don't know – 1.1%
 - d. Other – 7.0%
2. What effects does the economy have on housing? (i.e., Do you see a lot of vacancies? Rentals? Homes for sale? Foreclosures? Etc.)
 - a. The majority of the respondents indicated that there are not enough rentals, current rental prices are high, and that they are seeing a lot of rental properties around Cedar City. A large number of respondents believe that SUU student contribute to high rental rates. Just a few respondents thought that rental prices are reasonable.
 - b. A large portion of the respondents stated that there are many vacancies and available homes on the market, while a smaller portion felt that there are not enough houses available. Many other indicated that home prices are expensive or not affordable to middle to lower income households.
 - c. Many of the respondents are still seeing foreclosures around town.
 - d. Some people indicated that housing prices ebb and flow with the economy.
3. What type of housing do you feel is most needed in Cedar City? (Apartments, Single-Family Homes, Condos, Etc.)
 - a. 25.3% of the comments indicated that there needs to be more condos in Cedar City.
 - b. 29.3% of the comments indicated that there needs to be more Apartments in Cedar City.
 - c. 71.3% of the comments indicated that there needs to be more single family homes in Cedar City. 30.8%
 - d. 10.0% of the comments indicated that there needs to be more student housing.
 - e. 2.0% of the comments indicated that there needs to be other types of housing.
4. Which social and income groups do you think are under housed? (e.g., elderly, disabled, etc.)
 - a. 37.7% of the comments indicated that people earning a low and moderate income are under housed.
 - b. 33.3% of the comments indicated that the elderly are under housed.
 - c. 23.9% of the comments indicated that young families are under housed.
 - d. 21.0% of the comments indicated that people with disabilities are under housed.
 - e. 11.6% of the comments indicated that the working class is under housed.
 - f. 11.6% of the comments indicated that single parents are under housed.
 - g. 5.8% of the comments indicated that students are under housed.
 - h. 4.3% of the comments indicated single people are under housed.
 - i. 3.6% of the comments indicated that minorities are under housed.
 - j. 2.2% of the comments indicated that Disabled Vets are under housed.
 - k. 5.1% of the comments indicated that the mentally ill, homeless/chronically homeless, and people with felonies or coming out of prison are under housed.
 - l. Eight other categories each where indicated in the comments by less than one percent?
5. Do you feel that the Cedar City should be an active partner in promoting affordable housing?
 - a. Yes – 82.5%
 - i. If so, what would you recommend?

- ii. 31.1% of the comments suggested working with the Housing Authority, or another agencies or programs that help low income households.
 - iii. 29.1% of the comments suggested that the city should work with developers on this issue.
 - iv. 28.2% of the comments mentioned that appropriate land use, zoning, and permitting could help with affordable housing.
 - v. 11.7% of the comments mentioned that developers should also be building affordable units.
 - vi. Other notable comments were to work with land owners and landlords; work multiple public entities; there should be tax breaks, incentives, and reduced impact fees; develop smaller more affordable single-family homes or condos, and work with banks and credit unions to find creative financing solutions.
- b. No – 17.5%
- i. If not, why?
 - ii. 50% of the comments suggested that housing should not be a government role, and that the market should dictate the housing supply and demand.
 - iii. 18.2% of the comments suggested that the city should focus on higher wage jobs than housing.
 - iv. The remainder of the comments were all different but included topics such as socialism, affordable housing on the golf course, city planning, etc.
6. Would you support Cedar City in their efforts to promote housing affordability?
- a. Yes – 75.2%
 - b. No – 9.0%
 - c. Depends – 12.8%
 - d. Probably – 1.5%
 - e. Other – 1.5%

Analysis of Zoning Ordinances

In order to evaluate the potential for the development of low to moderate income housing in the community, it is important to understand the regulatory environment for residential housing. Zoning regulations govern the use, lot size, and building size for new developments. These regulations have a direct impact upon the opportunity to provide affordable housing within the community.

Because ethnic and racial minority populations are composed of a much higher proportion of low-income earners, zoning regulations have an impact upon providing fair housing to minority populations. In some cases, zoning regulations can limit the opportunity to provide rental housing, and contain barriers toward providing housing targeted to individuals with disabilities. The following is a survey of residential zoning in Cedar City.

Cedar City zoning allows for the development of single-family, multi-family, and mobile home housing districts. Minimum lot size and building size provisions vary by zone. Below is a description of the districts in which residential dwellings are allowed in the City:

- RE Residential Estate: maximum of two lots per acre, single-family and guest houses permitted.
- R-1 Residential: minimum lot size- 10,000 sq. ft., minimum building size- 1,000 sq. ft., single-family and guest houses permitted.
- R-2 Residential (single unit): minimum lot size- 7,000 sq. ft., minimum building size- 750 sq. ft., single-family, guest houses, residential facilities for persons with a disability permitted.
- R-2 Residential (two unit): minimum lot size- 7,000 sq. ft., minimum building size- 750 sq. ft., single-family, guest houses, residential facilities for persons with a disability, twin homes, and two family dwellings permitted.
- R-3 Residential (single unit): minimum lot size- 6,000 sq. ft., minimum building size- no minimum requirement, single-family, guest houses, residential facilities for persons with a disability permitted.
- R-3 Residential (multiple unit): minimum lot size- 6,000 sq. ft. for one unit, 9,000 for two unit and an additional 1,500 sq. ft. for each additional unit, single-family, guest houses, residential facilities for persons with a disability, and multi-family dwellings permitted, mobile home parks conditional .
- CC Central Commercial: Apartment houses, dwelling units, residential facilities for persons with disabilities are permitted on the second story with accompanying permitted commercial uses on the ground floor.
- DC Downtown Commercial: Apartment Houses, dwelling units, residential facilities for persons with a disability permitted.
- HS Highway Service: Apartment Houses permitted.
- MU Mixed Use: Apartment Houses, dwelling units, residential facilities for persons with a disability permitted.
- I&M Industrial & Manufacturing: Mobile home park permitted.

In addition to the zones listed above, the City has established Residential Development Overlays (RDOs) which provide for higher density development

Evaluation of Zoning Code's Effect upon Fair and Affordable Housing

In general, the Cedar City Zoning Code provides for an opportunity to develop a variety of housing types within the city, including, small and large lot single family, multi-family, and mobile homes. The Cedar City Proposed Land Use Map, which guides future development plans provides for this mix of housing types. In addition, the Zoning Code provides a reasonable opportunity to develop housing for specialized populations. Section 26-XV-2 provides that "a residential facility for persons with a disability shall be a permitted use in any zoning district where a dwelling is allowed."

Although there is an opportunity to provide a variety of housing types within Cedar City, there remains to be a gap between the number of units that are affordable to very low and extremely low income earners. The City should be proactive in responding to the demand for housing which

is affordable to all income earners. A City should consider a number of strategies to provide a greater opportunity to provide housing for residents of various incomes, including:

- Reviewing the proposed land use map to provide greater opportunities for higher density housing.
- Review the parking ordinance for residential dwellings in Section 26-V-2. Currently, multi-family housing with 4 or more units requires 1.3 stalls per bedroom. This may be overly stringent, making it economically unfeasible to develop multi-family housing.
- Consider providing incentives to develop moderate-income housing in “residential development overlays.” This could be provided through a density bonus for new development.
- Consider allowing “guest houses” to be used as rental units. Currently, guest houses are limited to being used for “guests or servants, and not rented, leased, or sold separate.”

Gaps and Needs in Affordable Housing

Gap 1 - Many of the very low and extremely low income earning households do not have sufficient opportunity to purchase affordable housing.

Need - 2,485 households in Cedar City that earn less than \$26,450 per year need the ability to purchase housing they likely cannot afford under traditional lending standards.

Gap 2 - Many of the very low and extremely low income earning households do not have sufficient opportunity to rent affordable housing.

Need - 2,165 households in Cedar City are renting housing that they cannot afford. Additional affordable single family and multifamily rental units are needed. 85% of those households are very low and extremely low income households.

Gap 3 - Many homes are older than 30 years old, and several others are either deteriorated or dilapidated.

Need - 45 homes are severely deteriorated or dilapidated, and need rehabilitation. 4,849 homes are older than 30 years and require ongoing maintenance.

Goals & Objectives

Goal 1: The City should work with public and private entities to add affordable housing ownership options such as affordable single family or multi-family housing for very low income (50% AMI) and extremely low income (30% AMI) households. (1 unit per year over the next 5 years)

Objective 1 - Work with Cedar City Housing Authority to identify methods and potential partnerships to promote affordable housing programs. Such methods and partnerships may include Rent-to-Own, USDA Rural Development Direct Loan or Guarantee Loans that would assist low-income households to purchase homes. Or, use the direct loan program to lower interest rates to increase the purchasing power of the homeowner.

Objective 2 - Initiate the methods and partnerships to promote programs to create affordable housing options.

Objective 3 - Contact lenders about financing options.

Objective 4 - Work with contractors and developers to build affordable single family units in new developments, or rehabilitate units in existing developments.

Objective 5 - Review and revise Zoning Ordinance and Future Land Use Map to ensure that there is sufficient opportunity to develop units affordable to very low income and extremely low income households.

Goal 2: The City should work with public and private entities to increase Affordable Rental Opportunities to Provide Housing for Very Low (50% AMI) and Extremely Low Income (30% AMI) Households (2 units per year for the next 5 years)

Objective 1 - Support and work with the Cedar City Housing Authority's efforts to build and acquire affordable rental units in the City.

Objective 2 - facilitate adaptive reuse development by identifying and inventorying acceptable sites for developers and realtors.

Objective 3 - Review and revise Zoning Ordinance and Future Land Use Map to ensure that there is sufficient opportunity to develop affordable rental housing.

Goal 3: The City should work with public and private entities to rehabilitate and Weatherize Existing Housing to Increase Rental Properties, Homeownership, and Reinvestment in Cedar City (16-20 Units over the next 5 years)

Objective 1 - Obtain an inventory of dilapidated housing. Work with the housing authority and Five County AOG (Weatherization & Heat departments) to improve these properties.

Objective 2 - Work with the code enforcement and police department to identify homes that are in need of repair and/or demolition.

Objective 3 - Work with the Housing Authority and the AOG to work to purchase and/or repair homes. (1 per year for the next five years.)

Objective 4 - Encourage maintenance of existing housing stock by rehabilitating deteriorated homes.

Strategy - Promote the use of the Single Family Rehabilitation and Reconstruction Program and the USDA Rural Development Housing Program to extremely low to moderate income households. These programs offer low-interest loans and grants for maintaining and rehabilitating housing.

Objective 5 - Collaboration between with the City and the Housing Authority regarding transitional housing. The Housing Authority can build and maintain property but not manage due to a lack of training.

Benchmarks

The goals and objectives should be evaluated on an annual basis to determine if the housing goals are being met. If the city is not progressively moving toward the goals, the objectives should be restructured and/or amended to better meet the city's housing goals. Increased adjustments for goals that are being achieved early.

This Plan was prepared for Cedar City by the Five County Association of Governments Staff.

Contact: Nathan Wiberg, Associate Planner,
nwiberg@fivecounty.utah.gov, (435) 673-3548

CEDAR CITY RESOLUTION No. 17-1129

A RESOLUTION ADOPTING THE 2017 CEDAR CITY AFFORDABLE HOUSING PLAN

WHEREAS, Utah State Statute requires each City to adopt long range plans relating to meeting affordable and/or moderate income housing needs within the City; and

WHEREAS, long term projections for Cedar City include projected growth and increased need for moderate income housing; and

WHEREAS, the 2017 Cedar City affordable housing plan identifies gaps in the City's existing housing stock; things needed to fill the gaps; and goals, objectives, and strategies to provide affordable housing in Cedar City.

NOW THEREFORE, be it resolved by the City Council of Cedar City, Iron County, State of Utah that the 2017 Cedar City affordable housing plan, attached hereto and incorporated herein, is hereby adopted as the City's affordable housing plan.

Dated this 30th day of November, 2017.

[seal]
Attest:




Maile L. Wilson
Mayor


Renon Savage
Recorder



STAFF REPORT TO THE TOWN COUNCIL

SUBJECT: Patchwork Parkway
AUTHOR: Bret Howser
DEPARTMENT: Administration
DATE: October 22, 2018
TYPE OF ITEM: Discussion

SUMMARY:

Council will discuss the Town's continued involvement in the Patchwork Parkway and may appoint a Council representative to the Patchwork Parkway Committee.

BACKGROUND:

In 2009 a coalition formed with the aim of gaining Scenic Byway status for Highway 143 from Parowan to Panguitch. The committee was fueled in large part by the support of then-Brian Head Mayor Dutch Deutschlander, and included representation from Parowan, Brian Head, and Panguitch, as well as the Paiute Tribe and several businesses and other entities along Highway 143. The committee was successful in obtaining Scenic Byway status (calling the byway Utah's Patchwork Parkway) and has since engaged in a number of projects promoting the Patchwork Parkway through various marketing (pamphlets, billboard, website, etc) and lining it with interpretive monuments/kiosks/etc. Much of the work of the Patchwork Parkway Committee is accomplished through grant funding obtained by Nancy Dalton, who effectively serves as part-time staff for the Committee as the Byway Coordinator.

The Committee continues to meet quarterly to review and work out the details of grant-funded projects, such as the recently proposed Brian Head Fire interpretive panels, and receive reports from the various entities in attendance. Mayor Deutschlander, although no longer an official representative of Brian Head Town, continues to serve as Chair of the Committee. The Committee operates with a modest budget (\$15,000 proposed for 2019) which is made up of contributions from member communities (\$1500 apiece) and various governmental grants (mostly marketing grants from Iron County and Utah Office of Tourism). Earlier in 2018, the Brian Head Town Council appointed Councilwoman Lynn Mulder as the Town's official representative on the Committee. Councilwoman Mulder resigned from that post on October 9. From time to time, a member of Town staff will attend the Patchwork Parkway Committee meetings if there is something germane to the Town on the agenda. The meetings are occasionally held at Brian Head Town Hall.

On October 9, the Town Council requested a discussion regarding the nature of the Town's continued participation on the Patchwork Parkway Committee.

ANALYSIS:

Attached is the most recent report given to the Town Council from Nancy Dalton, Scenic Byway Coordinator, along with the minutes of the August meeting of the Committee and the proposed 2019 budget for the Committee.

Staff's experience with the Committee has been that much of the work done by the Scenic Byway Coordinator has little direct impact on the Town and requires even less oversight or

input from the Town. Most of the input that the Town might proffer could be handled in a quick email or phone call. The meetings of the Committee don't have a high payoff for the time invested. It is nice to have that link to our Garfield County neighbors, but checking in with the them once a year or so is probably enough.

The marketing work done by the Byway Coordinator is certainly valuable for the Town and well worth the \$1,500 a year we contribute, in staff's esteem.

FINANCIAL IMPLICATIONS:

The Town contributes \$1500/year to the Patchwork Parkway. Unless the Council is thinking of discontinuing that contribution, there is no financial impact.

BOARD/COMMISSION RECOMMENDATION:

N/A

STAFF RECOMMENDATION:

Staff recommends that the Council designate a representative, from either Council or Staff, to the Patchwork Parkway Committee, but that we inform the Parkway Committee that while we appreciate everything they're doing, we only plan to actively participate in the Committee meetings if there is a project they're considering that directly impacts the Town. Otherwise, we prefer they reach out to us on an as-needed basis.

PROPOSED MOTION:

N/A: Discussion only

ATTACHMENTS:

- A – Patchwork Parkway 2018 Annual Report
- B – 2019 Proposed Budget
- C – August 2018 Meeting Minutes



Utah's Patchwork Parkway 2018 Annual Report March 2018

"Utah's Patchwork Parkway offers travelers a diverse patchwork of colors, cultures, and climates."

National Scenic Byway Program

National Scenic Byway Program still intact without earmarked funding. FHWA Transportation Bill reauthorized September 30, 2015 for five years. Byways and their communities are eligible to apply for FHWA through federal and state DOT funding programs. Until Congressional Reauthorization of FHWA Transportation Bill in 2020, TAP funding will be unavailable.

Utah State Scenic Byway Program

- TODS (Tourist Oriented Directional Signage) program has successfully been implemented in small-class counties with over a 140 participating businesses. Utah's Patchwork Parkway west half is not eligible due to Iron County's population. Working on solutions for Parowan and Brian Head:
 - a) Comparable pricing on "Blue" signs
 - b) "Historic Business District" Brown Directional Sign
 - c) Work on an amendment to TODS Law that would allow small rural cities in a non-eligible county to be eligible for TODS signage

2010 FHWA Awarded Grant Project:

Interpretive & Signage Master Plan and Sign Implementation Project

Left to be Completed in the Grant Project:

- Fabrication of Brian Head Trailhead Signs
- Installation Event of Byway Interpretive Panel slated for June 9th, to be located at new Garfield County/Panguitch City Visitor Center. This panel will be regional, showcasing

the three southwest Utah byways, three national parks, two national monuments and Heritage Hwy. 89. Also participating in this project are All-American Road Hwy. 12, State Scenic Byway 9-Scenic Zion Byway, and Heritage Highway 89.

2010 FHWA Grant Contributions

FHWA	\$226,156
Garfield County	\$ 9,500
Iron County	\$ 9,500
Brian Head Town	\$ 28,039 (includes match for Brian Head Signs)
Panguitch City	\$ 4,750
Parowan City	<u>\$ 4,750</u>
Total	\$282,695

All local match funds have been paid.

Marketing



- New Byway Billboard currently being fabricated with installation in April
- Renewed one-year lease for Billboard at I-15 Parowan's south exit for the purpose of promoting and inviting travelers to explore Utah's Patchwork Parkway.
- Funding for project came from Garfield County Travel Office and Cedar City – Brian Head Tourism Office.

“Byway 143 is Still Alive” after the Fire, Floods, and Recovery campaign is being implemented using social media to get the word out that there are plenty of places to visit and recreate along National Scenic Byway 143 – Utah's Patchwork Parkway. Byway is working with Dixie USFS to put together an educational campaign to market what visitors can see as the forest regrows after a fire. This will be the main focus for use in our social media marketing program, which the byway received funding from the Utah Office of Tourism's Cooperative Marketing funding program. Implementation September 2017 through August 2018.

January 2018

- Tripadvisor individually lists the “**Top 5 Things to Do in Parowan, Panguitch, and Brian Head**”

December 2017

- Travel + Leisure site published an on-live video “**Have you been to this mysterious place?**” of the Parowan Gap which has had 4.1K Shares, 1.9K Likes, over 266 comments, and included the reposting of another Parowan Gap video produced by VIMEO.COM three years ago.

August 2017

- Byway 143 is one of the “**Top Eight Unique Destinations to View Fall Colors,**” by *NBC’s Today Show* and *USA Today* on viewonmagazine.com
- Panguitch is one of the “**Ten Most Beautiful Towns in Utah,**” by *Expedia* on viewfinder.com

July 2017 – Cedar Breaks National Monument is one of “**These 7 Gorgeous Utah National Monuments should be on your bucket list,**” on onlyinyourstate.com

May 2017

- Byway 143 is one of “**These 9 Beautiful Byways in Utah are Perfect for a Scenic Drive**” on onlyinyourstate.com
- Brian Head and Dixie National Forest are included in a 4-minute Youtube video by the *Knobby Tired Nomads* on visitutah.com

April 2017

- Byway 143 is one of the “**The 5 Best Scenic Drives in Southern Utah**” by rootsrated.com (Over a 1,000 social media views)
- “**Footprints on the Sands of Time: The Parowan Gap**” on rootsrated.com

March 2017

- Cedar Breaks National Monument becomes an **International Dark Sky Park**
- Dixie National Forest is “**This Hidden Destination in Utah is a Secret Only Locals Know About**” on onlyinyourstate.com
- Cedar Breaks National Monument is one of the “**10 US Parks with Amazing Wildflower Blooms**” on travelpulse.com
- Brian Head Resort and Cedar Breaks National Monument included in “**An Adventurous Guide to Southern Utah**” by austinfoodmagazine.com
- Parowan made it to the Elite 8; Panguitch made it to the Sweet 16 in a March Madness social media campaign: “**Poll: Which is Utah’s best small city,**” on KSL (through sharing these posts had over 6,000 views)
- Fox 13’s weekly feature: “**Uniquely Utah: Petroglyphs at Parowan Gap.**”

April 2016 – Panguitch and Parowan received national recognition as two of the “**15 Small Towns in Utah Where Everyone Knows Your Name**” by onlyinyourstate.com

April 2016 – Panguitch’s Ballon Festival received national recognition in “**What You’ll Find in These 12 Small Towns in Utah May Surprise You,**” by onlyinyourstate.com

March 2016 – Utah’s Patchwork Parkway received national recognition as one of sixteen of the “**Most Beautiful Spring Drives in the U.S.**” by *The Active Times* on msn.com’s Travel section.

2018 Marketing Implementation Strategies

- Priority: Implement “Byway 143 is Still Alive” tourism marketing campaign
- Develop and implement “The Patchwork’s Top 10 Favorites”, to promote and market 10 places to experience along the Byway while visiting our Byway Communities and the Events they host.
 - Objective 1: To support community efforts in bringing visitors to our area by providing a trip itinerary to encourage visitors to lengthen their stay and schedule a return visit.
 - Objective 2: Provide our National Parks, UOT and County Tourism Bureaus with spectacular alternative less crowded places for visitors to experience.
- Update Byway Website to reflect new marketing strategies and to provide direct links to city and county websites for lodging, dining and event schedule information.
- Develop and implement a Facebook marketing campaign to support and link to Byway cities and counties events and attractions.
- Create a new billboard design for fabrication in 2018.

2017 Grant Projects

- Received a UOT Cooperative Marketing Grant of \$1,892 to develop and implement a social media ad campaign to attract visitors to the byway recreational sites and communities. With the June 2017 Brian Head Fire, this campaign will focus on “Byway 143 is Still Alive” marketing strategies.
- Assisted Panguitch City with preparing and obtaining a TAP grant (local match 6.77%) to construct five trail head kiosks/staging areas. Project Proposal was ranked #1 for funding with approval to be made in May. The UDOT Review Committee approved to increase the project funding from \$95,000 to \$125,000. Project status: UDOT/Panguitch City preparing bid package.

2018 Grant-Fund Raising Project

Utah’s Patchwork Parkway will host a two-day Hands-On Grant Writing Workshop later this summer/fall at Brian Head, where participants will learn and draft a grant project proposal as well as meet one-on-one with potential funding resource representatives.

2014 Hands-On Grant Writing Workshop had 24 participants. After expenses were paid, the Byway netted \$1,000.

Potential Use of 2018 netted funds would be used for a mini-local business marketing grant.

Funding Request for Upcoming FY 2018

Purpose: Implement Marketing Strategies, apply for grants for community byway projects, renew billboard lease and new billboard design, upgrade website, implement Social Media Advertising campaign, and operating budget.

Three Priority Marketing Projects with Budget

- I-15 Billboard one-year lease and new Billboard Design \$6,625
- Upgrade Website \$5,587
- Social Media Advertising Campaign for one-year \$5,350

Funding Request Share

Garfield County	\$7,535 (Includes renewing billboard lease, new billboard design, website upgrade, and social media ad campaign)
Iron County	\$7,535 (Includes renewing billboard lease, new billboard design, website upgrade, and social media ad campaign)
Utah Office of Tourism	\$1,892 (Social Media Ad Campaign)
Brian Head Town	\$1,500
Panguitch City	\$1,500
Parowan City	<u>\$1,500</u>

2018 Byway Budget \$21,462



Utah's Patchwork Parkway Committee
Profit & Loss Budget Overview
 January through December 2019

	<u>Jan - Dec 19</u>
Ordinary Income/Expense	
Income	
Contributions	4,500.00
Government Grants	
Local Government Grants	
2010 FHWA Interpretive Plan	0.00
Marketing	<u>10,000.00</u>
Total Local Government Grants	10,000.00
State Grants	
UOT Mktg	<u>946.00</u>
Total State Grants	<u>946.00</u>
Total Government Grants	<u>10,946.00</u>
Total Income	<u>15,446.00</u>
Gross Profit	15,446.00
Expense	
Business Expenses	
Business Registration Fees	<u>20.00</u>
Total Business Expenses	20.00
Contract Services	
Accounting Fees	<u>400.00</u>
Total Contract Services	400.00
Marketing	
Billboard	5,525.00
Social Media Advertising	2,146.00
Website Maintenance	<u>50.00</u>
Total Marketing	7,721.00
Operations	
Memberships	100.00
Printing and Copying	34.60
Telephone, Telecommunications	<u>360.00</u>
Total Operations	494.60
Payroll Expenses	
Contract Labor	<u>2,400.00</u>
Total Payroll Expenses	2,400.00
Travel and Meetings	
Conference, Convention, Meeting	500.00
Lodging	500.00
Meals	657.50
Travel	<u>500.00</u>
Total Travel and Meetings	<u>2,157.50</u>
Total Expense	<u>13,193.10</u>
Net Ordinary Income	<u>2,252.90</u>
Net Income	<u><u>2,252.90</u></u>

Utah's Patchwork Parkway Committee, Inc.
Board Meeting Minutes
August 16, 2018 – 1:00 p.m.
Panguitch City Office

Attending: Lynn Mulder, Del Orme, Lori Veater, Lori Talbot, Ryan Riddle, Dutch Deutschlander, Nancy Dalton, and by phone: Amber Bennett

1. Welcome: Chairman Dutch Deutschlander welcomed everyone to the meeting. Introductions were made.
2. Approval of the Minutes: Amber Bennett made the motion to approve the minutes with the two corrections. Lori Talbot seconded the motion. All voted in favor.
3. Financial Report: Byway Coordinator Nancy Dalton reported the balance in the checking account is \$3,660.98 and that she had submitted the final grant reimbursement request to UDOT in the amount of \$3,493.46.
Nancy Dalton reviewed the Bills that have been Pre-Approved in Budget to be Paid. They include: Nancy Dalton for August secretarial/marketing services, phone & Ad Campaign \$330.00; YESCO – New Billboard design and installation for \$1,012.88; and final payment to Tourism Development Consulting for updated Website at \$2,487.50.
4. Annual County Commissions Report in September: Byway Coordinator Nancy Dalton reported that in September depending on scheduling, Chairman Dutch Deutschlander and herself will be making the annual byway report to Garfield and Iron County Commissions.
5. New Interpretive Project “Telling our Fire Story”: Chairman Dutch Deutschlander led the discussion which identified possible locations, project partners, stories and interpretive information that should be on the panels, sign construction, and funding sources. The committee created a subcommittee to work on this project which will host their first planning meeting on September 13, 2018 at 9:00 am at the Iron County Visitor Center in Cedar City.
6. Marketing – New Website & Social Media Ad Campaign:
 - a. New Website is online (utahspatchworkparkway.com) - Byway Coordinator Nancy Dalton had the committee review the updated website and explained how she will be responsible to keep content updated and event/calendar links to byway partners. She will follow up with Tourism Development about changing the Panguitch logo and connecting the link to the Quilt Walk video from the home page.
 - b. Blog: Byway Coordinator Nancy Dalton will prepare a minimum of two blogs each month that correspond with the ongoing Social Media Ad campaign
 - c. Facebook/Instagram/Twitter : A Twitter account was set up for the byway, and Byway Coordinator Nancy Dalton will learn how to Twitter and send out a Twitter once a week.
 - d. Add Major Events to Calendar with links to respective county/city webpages on a quarterly basis will be the responsibility of Byway Coordinator Nancy Dalton.

- e. Add Major Main Events as the top highlighted article on Annual Events web page with photos and links to respective county/city webpages on a monthly basis will be the responsibility of Byway Coordinator Nancy Dalton.
7. Partner Reports: Limited to 5 minutes each
 - a. Brian Head Town: Brian Head Councilwoman, Lynn Mulder, reported that OFF Road use is up at Brian Head. She also reported that the Town is paving more of the Brian Head Town Trail.
 - b. Parowan City
 - c. Iron County: Tourism Office, Amber Bennett, reported that the new fee system at Kanarrville Falls is moving along smoothly. She reported that Iron County had a great summer and is gearing up for Fall and Winter.
 - d. Panguitch City – City Manager, Lori Talbot, reported that Panguitch is still dealing with water issues from the fire. They are working on their trail heads.
 - e. Garfield County – Tourism Office, Lori Veater, reported that Garfield has had a successful summer with the Bryce Canyon Fly-In, Carshow, and ATV rally that is coming up.
 - f. Dixie NFS – Del Orme reported that the Forest Service has the road open from Second-Left Hand canyon and Yankee Meadows all the way to Sidney Valley, and that they have started work on the Clear Creek Trail. He also said that they are working on an Outdoor Recreation Trails grant with Brian Head Town.
 - g. Cedar Breaks National Monument
 - h. UDOT
 - i. Paiute Indian Tribe
 8. Other Business: Byway Coordinator Nancy Dalton reported that the annual Outdoor Recreation Conference will be Sept. 4-6 at Heber Valley; and that the annual Tourism Conference will be Oct. 9-11 at the Salt Palace.
 9. Next Meeting Date: Oct. 4, 2018 at 1:00 p.m. at Parowan

With there being no other business, Lynn Mulder made the motion to adjourn the meeting at 3:00 p.m.



STAFF REPORT TO THE TOWN COUNCIL

SUBJECT: Resolution Amending the Policies & Procedures Manual for Leave Accrual
AUTHOR: Bret Howser & Cecilia Johnson
DEPARTMENT: Administration
DATE: October 22, 2018
TYPE OF ITEM: Legislative Action

SUMMARY:

The Town Council will consider a resolution amending Title 7 Chapter C – “Vacation” of the Town’s Personnel Policies & Procedures with regard to the rate at which Town employees accrue vacation time.

BACKGROUND:

Pursuant to the action step “Update Personnel Policies with regard to leave accrual” under Strategy PM02: Provide Reasonable Work Hours and Leave Time in the FY 2019 Strategic Plan, staff has conducted an analysis of the rate at which Town staff accrues vacation leave relative to the market. The analysis is put forth below:

ANALYSIS:

Staff has relied on two separate studies of market leave accrual rates to develop our recommendations. First, we conducted our own study by pulling data from several regional and comparable cities/towns. Those results are as follows:

Brian Head Leave Accrual Study

Survey of 8 Cities/Towns

Service Time (Yrs)	Vacation Days Allowed...								Median
	City 1	City 2	City 3	City 4	City 5	City 6	City 7	City 8	
1 to 5	13	12	12	12	12	10	10	12	12.0
5 to 10	16	15	12	15	15	15	10	15	15.0
10 to 15	19	18	15	18	18	15	15	20	18.0
15 to 20	22	21	15	21	24	20	20	24	21.0
20+	22	24	18	21	24	20	20	24	21.5

Cities that responded to this study are: Cedar City, Clinton, Emery County, Midvale, Park City, Parowan, San Juan County, and Tooele City.

In addition to this sampling, the Utah City Managers Association also completed a similar study that included data from 26 cities. This study is summarized below:

UCMA Leave Accrual Study

Service Time (Yrs)	Vacation	
	Hours	Days
0-1	82	10.25
1-2	90	11.25
3-4	92	11.5
5	113	14.125
10	143	17.875
15	163	20.375
20+	171	21.375

The two studies have similar outcomes and staff has concluded that the current rate of vacation accrual for Brian Head Town employees is out of line with the market, specifically above the market. Staff recommends the following changes:

<u>Brian Head Current</u>		<u>Brian Head Proposed</u>	
Service Time (Yrs)	Vacation Days	Service Time (Yrs)	Vacation Days
0 to 3	10	1 to 5	12
4 to 6	15	5 to 10	15
7 to 10	20	10 to 15	18
10+	25	15 to 21	21

These changes will give new employees two extra vacation days initially but will limit the ultimate leave accrual they can reach to just over 4 weeks annually instead of 5.

We recommend that these changes be applied to incoming employees and that existing employees be grandfathered as follows:

- Employees currently in the 0 to 3 year bracket will immediately be increased to 12 days and continue at this rate until they reach 5 years, at which point they will receive 15 days and so on.
- Employees currently in the 4 to 6 year bracket will continue accruing 15 days until 10 years, and then will progress to the 10-15 bracket accruing 18 days and so on
- Employees currently in the 7 to 10 year bracket will continue receiving 20 days until they reach 15 years, at which point they'll begin accruing 21 days.
- Employees currently in the 10+ bracket will continue receiving 25 days throughout the remainder of their employment with the Town.

FINANCIAL IMPLICATIONS:

There will be no incremental cost to the Town in the short term. In the long term, this should decrease the Town's financial obligation to employees as well as the cost to fill in shifts for those on vacation.

BOARD/COMMISSION RECOMMENDATION:

N/A

STAFF RECOMMENDATION:

Staff recommends that Council adopt the attached ordinance amending the Policies & Procedures with regard to leave accrual to bring the Town's vacation benefit into line with the market.

PROPOSED MOTION:

I move to adopt resolution number 476 amending the Town's Personnel Policies & Procedures Title 7 Chapter C – Vacation, Sections 6 – Earning Rates and 7 – Limited Accrual as presented.

ATTACHMENTS:

A – Resolution Amending Vacation Section of Policies & Procedures



RESOLUTION NO. _____

A RESOLUTION AMENDING THE BRIAN HEAD TOWN PERSONNEL POLICY AND PROCEDURE MANUAL, TITLE 7, BENEFIT & COMPENSATION, CHAPTER C, VACATION, SECTIONS 6 “EARNING RATES” AND 7 “LIMITED ACCRUAL”

WHEREAS, Brian Head Town is a body politic who protects the health, safety and welfare of its citizens; and

WHEREAS, Brian Head Town reviews and amends its policies and procedures from time to time as needed; and

WHEREAS, staff recently conducted a survey of other cities and towns in the State of Utah regarding vacation leave for employees and feels Brian Head Town’s vacation earning rates and vacation hours need to be adjusted; and

WHEREAS, after reviewing Brian Head Town’s personnel policies and procedures manual, it has been determined vacation earning rates and vacation hours need to be adjusted.

THEREFORE, IT IS HEREBY RESOLVED by the Brian Head Town Council that the following amendments be made to the Brian Head Town Personnel Policy and Procedure Manual, Title 7 Benefit & Compensation, Chapter C Vacation, Section 6 – “Earning Rates” and Section 7 “Limited Accrual” as follows (with the words stricken out in red to be deleted and the italicized words in red to be added):

7.C.6: Earning rates. The amount of vacation earned depends on the seniority of the employee. The Town Council may grant additional vacation time to comply with the ADA if necessary for reasonable accommodation. The actual computation of credit and debit is in hours. Brian Head Town employees are paid bi-weekly (26) pay periods per year. Based on this, use the following vacation accumulation schedule;

Completed Years of Service Accrual/Year	Vacation Accrual/Per Period	Vacation
0-3 years of service	3.07 hours per pay period	80 hours annually
4-6 years of service	4.61 hour per pay period	120 hours annually
7-9 years of service	6.15 hour per pay period	160 hours annually
10+ years of service	7.69 hour per pay period	200 hours annually
<i>1-5 years of service</i>	<i>3.70 hours per pay period</i>	<i>96 hours annually</i>
<i>6-10 years of service</i>	<i>4.62 hour per pay period</i>	<i>120 hours annually</i>
<i>11-15 years of service</i>	<i>5.54 hour per pay period</i>	<i>144 hours annually</i>
<i>16+ years of service</i>	<i>6.47 hour per pay period</i>	<i>168 hours annually</i>

The above schedule includes Public Safety Employee Vacation Accrual Time

7.C.7. Limited Accrual. Employees are allowed to accrue a bank of vacation time

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before they are subject to a "use or lose" situation. This bank will allow eligible employees to take a vacation longer than the number of vacation days they accrue in one year. The size of vacation bank is determined by the length of service of each employee according to the following schedule:

—0—3 years	80 hours per year
4 years—6 years	120 hours per year
7 years—10 years	160 hours per year
10 + years	200 hours per year
1 - 5 years	96 hours per year
6 - 10 years	120 hours per year
10 – 15 years	144 hours per year
16 + years	168 hours per year

Vacation credit in excess of these limits shall be lost at midnight on the 31st of December each calendar year. However, no employee shall lose vacation time because they were forced by policy to use compensatory time. In such cases, the payroll clerk shall simply not remove the excess vacation time from the employee's account.

This resolution is to take effect immediately upon a majority vote of the Town Council.

PASSED and **ADOPTED** by the Brian Head Town Council of Iron County, Utah this ____ day of October 2018.

Vote:

Mayor Clayton Calloway	Aye____	Nay____
Council Member Larry Freeberg	Aye____	Nay____
Council Member Lynn Mulder	Aye____	Nay____
Council Member Shad Hunter	Aye____	Nay____
Council Member Kelly Marshall	Aye____	Nay____

BRIAN HEAD TOWN

By: _____
Clayton Calloway, Mayor

ATTEST:

Nancy Leigh, Town Clerk

(SEAL)



STAFF REPORT TO THE TOWN COUNCIL

SUBJECT: Ordinance Amending the Standards and Specifications for Public Works Construction, Chapter 5 Sanitary Sewer, Section 5.3 Field Testing

AUTHOR: Aldo Biasi

DEPARTMENT: Public Works

DATE: October 16, 2018

TYPE OF ITEM: Legislative Action

SUMMARY:

The Council will consider an ordinance amending the Standards and Specifications for Public Works Construction (SSPWC) Chapter 5 section 5.3 (field testing) to include the following sewer mainline tests as part of the Final Inspection process.

1. PVC Deflection Tests
2. Television Testing (to be paid for and provided by Contractor)

BACKGROUND:

During the 2018 construction season, several issues had to come back to the SSPWC for clarification. Public Works would like to add the PVC deflection test and television testing to the SSPWC as part of the final inspection process for new construction of sewer mainlines.

ANALYSIS:

By having the PVC deflection test and television testing requirements included into the SSPWC, it gives Brian Head Town more control and understanding of the final product that the Town is receiving from the contractor. Further review of the SSPWC will be done and suggested updates will be brought to the Council for approval to be included into the manual. Having the SSPWC current will help eliminate the gray areas of project construction.

FINANCIAL IMPLICATIONS:

None at this time. Eventually, we will have to print new manuals.

BOARD/COMMISSION RECOMMENDATION:

N/A

STAFF RECOMMENDATION:

Staff recommends Council approve the addition of the PVC deflection test and television testing requirement as part of the final inspection process of newly constructed sewer mains.

PROPOSED MOTION:

I moved to adopt ordinance No. 18-013, an ordinance amending the Brian Head Standard Specifications for Public Works Construction Manual as proposed.

ATTACHMENTS:

A – Ordinance Amending the Public Works Standards Manual.



ORDINANCE NO. _____

AN ORDINANCE AMENDING THE BRIAN HEAD STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION MANUAL, CHAPTER 5, SANITARY SEWER, STORM DRAIN LINES AND LATERALS, SECTION 3 FIELD TESTING; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Brian Head Town Council adopted Ordinance No. 07-011 establishing the Brian Head Standard Specifications for Public Works Construction Manual on September 11, 2007 which established certain standards for plans and specifications for construction within the Town boundaries; and

WHEREAS, The Brian Head Public Works Director has determined an amendment to the Public Works Standards to ensure they are up to date with industry and engineering standards, and;

WHEREAS, the Brian Head Town Council has determined that it is in the best interest of the public health, safety, and welfare of Brian Head Town that the Standard Specifications for Public Works Construction Manual be amended.

NOW THEREFORE, BE IT ORDAINED BY THE BRIAN HEAD TOWN COUNCIL OF IRON COUNTY, UTAH AS FOLLOWS:

SECTION 1. The Brian Head Town Standard Specifications for Public Works Construction be amended as follows for Chapter 5, Sanitary Sewer, Storm Drains and Laterals, Section 5 Field Tests is hereby amended as follows:

Chapter 5 – Sanitary Sewer, Storm Drain Lines and Laterals

5.3 Field Testing

5.3.2 PVC Deflection Test. *All sewer pipe shall be tested for deflection with a mandrel. The mandrel shall be a rigid device sized to pass through a pipe having five percent (5%) or less deflection. These allowances shall include deformations due to all causes (wall thickness variations, shipping, production, backfill, heat, etc). The mandrel device shall be cylindrical in shape and shall comply with the manufacturer's recommendations.*

The mandrel shall be hand pulled through all sewer lines. Any sections of sewer not passing the mandrel shall be uncovered and repaired by the Contractor. The Contractor shall re-round or replace the sewer to the satisfaction of the Town's Representative. All repaired sections shall be re-tested as noted above.

Deflection tests shall be conducted only after the final trench backfill is placed to final grade and compacted.

5.3.3 Television Testing: *The Contractor or his representative (a qualified firm or individual agreed upon by the Public Works Director and the Contractor) shall furnish labor,*

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equipment, and materials, including camera and video tapes, and shall perform, in the presence of a Town Representative, an internal television test of the completed pipe before it can be placed in service. The contractor shall supply the Town with a copy of the video tape. The television test shall be subject to the Public Works Director's approval. Any defects in the pipe or the pipe installation noted on the internal TV inspection shall be corrected by the contractor and the repaired section shall be TV inspected after the repair to verify that the defective section has been corrected. Television Testing shall be identified in any bid document that is prepared for or by Brian Head Town as a requirement of the Town.

SECTION 2. Effective Date. Upon this Ordinance being adopted by the Brian Head Town Council of Iron County, Utah, all provisions of this ordinance shall be incorporated. All provisions of the Brian Head Public Works Standards for Construction Manual that are inconsistent with the express terms of this ordinance shall be repealed. All other provisions of the Brian Head Public Works Standards for Construction Manual shall remain in full force.

SECTION 3. Conflict. To the extent of any conflict between other Town, County, State, or Federal ordinances or regulations, and this ordinance, the more restrictive is deemed to be controlling.

SECTION 4. Severability Clause. If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason, held invalid or unconstitutional by any court or competent jurisdiction, such portions shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions of this ordinance.

PASSED AND ADOPTED BY THE BRIAN HEAD TOWN COUNCIL OF IRON COUNTY, UTAH this ____ day of October 2018, with the following vote.

Vote:

Mayor Clayton Calloway	Aye____	Nay____
Council Member Larry Freeberg	Aye____	Nay____
Council Member Lynn Mulder	Aye____	Nay____
Council Member Shad Hunter	Aye____	Nay____
Council Member Kelly Marshall	Aye____	Nay____

BRIAN HEAD TOWN

By: _____
Clayton Calloway, Mayor

ATTEST:

Nancy Leigh, Town Clerk

(SEAL)

CERTIFICATE OF PASSAGE AND POSTING

I hereby certify that the above Ordinance is a true and accurate copy, including all attachments, of the Ordinance passed by the Town Council on the ____ day of October 2018, and have posted a complete copy of the ordinance in three conspicuous places within the Town of Brian Head, to-wit: Town Hall, Post Office and the Mall.

Nancy Leigh, Town Clerk

Ordinance No. ____