



STAFF REPORT

To: Summit County Council
From: Tom Fisher, County Manager
Janna Young, Deputy County Manager
Date of Meeting: April 20, 2022
Type of Item: Consideration and possible adoption of revisions to the 2022 Work Plan
Process: Regular Session

Requested Council Action

Adopt proposed revisions to the 2022 Work Plan

Introduction

On February 2, 2022, the Summit County Council adopted the 2022 Work Plan, outlining projects, prioritized by County Department and organized by Council's strategic priorities, on which County staff would focus for the year.

The tradition of adopting an annual work plan began in 2018 as a way to focus staff hours and align their work with the County budget. This approach was adopted after several years of the County taking on an ambitious, and sometimes unstructured work schedule. The Council made the decision to plan more deliberately, budget, study, and make decisions about where to focus staff resources in order to do things better, complete long-standing projects, generate sustainable results, and make sure the County organization was not growing the need for staff without an analysis of priorities.

Typically, the Council does not revise the Work Plan after it is adopted, unless a new issue arises, requiring the Council to discuss it with the County Manager who then retools staff resources to work on that new issue without overextending capacity. However, this has happened rarely since 2018.

This year, however, during the general session of the Utah State Legislature, several bills were adopted and signed by the Governor that placed new requirements on counties, compelling Staff to suggest revisions to the 2022 Work Plan to both add those items to the Work Plan and postpone or "shelve" others to free up staff time to work on those new items.

The most significant bill adopted this past legislative session was HB 462, which requires the County to adopt a Moderate Income Housing Plan by October 1, 2022. Not only is there a short timeframe in which to complete the plan and get it

through both Planning Commissions and the County Council, but the statute also prescribes a number of things that must be included in the Plan, such as data, strategies, and an implementation plan with benchmarks that will take a significant amount of time and work by the County's Community Development Department, Housing/Economic Development Director, Attorney's Office, County Manager, and others.

Other bills adopted this past session require additional updates and revisions to the County's general plans and development codes, which also require a significant amount of work by the same staff members.

As a result, Staff is proposing that several initiatives included in the 2022 Work Plan adopted in February be shelved until 2023. Even with these proposed changes, the County is still taking on a substantial amount of work, including several projects that require a heavy lift from multiple departments and leaders in the County.

Staff requests a discussion with the County Council on these proposed revisions and a vote to approve the changes, which are redlined in the attached exhibit and outlined below.

Summary of Proposed Revisions to the 2022 Work Plan

See attached redlined 2022 Work Plan for the specific changes.

Strategic Priority: Transportation and Traffic Congestion:

1. Add "Hire and onboard new Transportation Planner" under Public Works. With the promotion of Caroline Rodriguez to Executive Director of the High Valley Transit District (HVTD), the County must hire a new transportation planner to replace Caroline. Originally, when the 2022 Work Plan was adopted we envisioned this position being housed under the Community Development Department (CDD). Since that time, we've decided it fits better under Public Works (PW). We have removed it from CDD and added it to PW in the Work Plan
2. We do not have the staff capacity to devote dedicated time to working with Park City Municipal Corporation (PCMC) on parking solutions on SR-248. However, we know this is an issue on which PCMC is working and we will want to have a voice and partnership in the effort. We are proposing the issue remain a topic of conversation between the County and City Councils during the routine joint meetings

Strategic Priority: Local Housing Choice:

1. Added the Moderate Income Housing Plan (MIHP) and other general plan updates as required by new state law
2. Revised the item establishing a committee to study what local housing choice looks like in Summit County to occur after the MIHP is complete as a way to extend the community conversation about affordable/workforce housing

Strategic Priority: Environmental Stewardship:

1. Added the Sustainability Department's new leadership role on the Fleet Committee as this was decided after the 2020 Work Plan was adopted in February

Strategic Priority: Land Use and Regional Planning:

1. Staff proposes shelving the extensive community outreach and visioning process until 2023. There is no staff capacity to work on this until at least October and by then, not enough time left in the year to make it a valuable process
2. Added the Moderate Income Housing Plan and other general plan updates in response to new state laws to the Community Development Department
3. Retooled the regional planning item to narrow its focus to establishing a rural planning organization and providing input to UDOT on their Long Range Transportation Plan. This revision also focuses the work under the new Transportation Planner as Community Development staff will not have capacity to work on it
4. Unless the Critical Lands/Riparian code amendments are already underway or substantially completed, Staff recommends shelving it until 2023 as there is no capacity to work on it this year in light of the MIHP requirement
5. While there is not much capacity to work on the Rail Trail, a significant amount of work has already been done on it, including public input sessions/open houses. We kept it on the list but retooled the language to reflect the work that has already been done on it

Other Priorities:

Revisions to several items under the "other priorities" list were made to clarify the item. Other revisions were to shift the burden of the work to a particular department or outside consultant to accommodate other staff resources that are tapped out. The items added at the end of the list were missed by mistake when the original 2022 Work Plan was adopted in February.



**Summit County’s Fiscal Year 2022 Work Plan Project List
(Organized by Strategic Priorities)**

Adopted February 2, 2022; [Revised April 20, 2022](#)

Strategic Priority: Transportation and Traffic Congestion

2022 Work Plan Elements (Prioritized by Department):

Public Works and Engineering Department:

1. Bitner to Silver Creek Connection: Finish right-of-way (ROW) acquisition and delay build/construction of the road to 2023
2. Old Ranch Road: Complete ROW acquisition and delay build/construction of the road segment
3. SR-32 between Marion and Kamas: Acquire grants and start building paved trail
4. Hoytsville Road: Complete next planned extension improvements
5. [Hire and onboard a new Transportation Planner](#)

County Transportation Planning:

1. Kimball Junction/I-80 Interchange Improvements: Continue to work with UDOT and the State Legislature to make progress on this project, [which includes working with HVTD and the County’s federal lobbyist to secure funding](#)
2. Support High Valley Transit District with the following initiatives:
 - Environmental clearance of SR-224 Bus Rapid Transit (BRT)Wasatch County and High Valley Transit District (HVT) planning for regional transit

Deleted: ¶
Work with Park City Municipal Corporation on SR-248 and Quinns Junction with a focus on parking options for traffic headed into Park City

Deleted: ¶

- ↓

Deleted: Community Development Department:¶
Hire and onboard a new Transportation Planner

Capital Facilities

- Advance sales tax bond facilities projects (i.e., Justice Center remodel, new County facility, HVTD operations facility, Mountain Regional Water Special Service District headquarters) on the Gillmor parcel along the US-40 corridor with a concentration on constructing the HVTD operations facility

Strategic Priority: Local Housing Choice

2022 Work Plan Elements (Prioritized by Department):

Administration, Community Development, Economic Development:

Deleted: . Sustainability

- Develop and adopt Moderate Income Housing Plan (MIHP) and other general plan updates in compliance with legislation adopted during the 2022 general session of the Utah State Legislature

After the MIHP is completed, expand the public conversation about what local housing choice looks like in our community with an emphasis on social equity by convening a committee comprised of community stakeholders and County staff to study it, gather public input, and help the Council develop goals and objectives.

Deleted: Better understand what

Deleted: , and evaluate tools we have to achieve those goals and objectives

Strategic Priority: Environmental Stewardship

Deleted: ¶

2022 Work Plan Elements (Prioritized by Department):

Health Department:

- Continue to advance 100% net renewable energy goal for County government operations
- Continue to advance 100% net renewable energy goal for community countywide
- Chair the Fleet Committee and produce 2023 Fleet request that reflects County strategic goal to move towards no emission fleet.

Deleted:

Public Works

- Procure and implement next solid waste collections contract

County Administration

- Establish and continue to creatively capitalize the Weber River Watershed Resilience Fund through coalition building and working with state and federal partners and lobbyists on plan development and leveraging investment

Deleted: .

- As part of the Resilience Fund work item, secure funding and procure vendor through the United States Forest Service’s **Bioeconomy Development Opportunity Zone Initiative** to conduct an analysis of biomass viability of the Weber River Watershed and assign an investment rating to help the County pull in investment to process biomass extracted from the forest from fuel reduction treatments (include cost for the analysis in Watershed Restoration Initiative grant application)

Strategic Priority: Land Use and Regional Planning

2022 Work Plan Elements (Prioritized by Department):

County Administration and Community Development Department:

1. Develop and adopt Moderate Income Housing Plan and other general plan updates in compliance with legislation adopted during the 2022 general session of the Utah State Legislature. Procure outside consultants to supplement staff resources as appropriate/needed.
2. Once hired, task the County’s new Transportation Planner to continue the regional planning effort started with the Council of Governments, focusing on establishing a rural planning organization (RPO) for the Wasatch Back with guidance, expertise, and support from Mountainlands Association of Governments. Work under the RPO to produce input to the 2023 update to the UDOT Long Range Transportation Plan
3. Adopt Landscaping Ordinance, including water use conservation methods, in both planning districts
4. Finish Rail Trail Master Planning effort and gain adoption by Council

Deleted: Initiate an extensive community engagement/visioning and data collection process to inform County general plans and development codes that utilizes a survey instrument or focus group approach that is valid, unbiased, and complete

Deleted: As part of the community visioning process, conduct a regional coordination effort to align County, Park City, and east Summit County municipalities’ goals around development, density, and open space. Consider an Interlocal Agreement or rural planning organization structure to cover land use so there is coordination among entities on zoning and development decisions, particularly in declared annexation areas

Deleted: Adopt Critical Lands/Riparian code amendments for both planning districts

Formatted: Normal, Indent: Left: 0.25", No bullets or numbering

Deleted: Follow up with State Parks about exploring taking ownership over the Rail Trail (on segments outside of Park City limits)

Administration, Community Development, Finance, Public Lands

1. Complete finance process to issue general obligation bonds for open space approved by voters in 2021 in order to have bond revenues in 2022
2. Establish conservation and open space priorities with screening criteria to assist the Council and non-profit land conservancies in evaluating properties and expending general obligation bond proceeds

Other Priorities that Do Not Fall Under One of the Four Strategic Priorities

2022 Work Plan Elements:

- Assist County Clerk in general election process
- [IT Department to assist the County Clerk in implementing new agenda management system for public meetings to bring the County into compliance with state law](#)
- Consider Truth in Taxation process for County budget
- [Procure an outside consultant to master plan the provision of EMS in Summit County](#)
- Make progress on joint North Summit Special Recreation District–County Fairgrounds sports complex project funded by RAP Tax bond and Restaurant Tax monies
- Dakota Pacific Real Estate (DPRE) development agreement decision (cross-cutting impacts with housing and transportation, etc.)
- [Initiate senior citizen program strategic planning process with Park City Municipal Corporation, nonprofits, seniors, and other partners](#)
- [Legal processes around the Quinns Junction area about annexation, land use, housing and transportation planning](#)
- [Participate with Park City Municipal Corporation in an education and listening activity about future Winter Olympic participation and planning](#)
- [Ensure the North Summit Fire Special Service District is functioning properly and is appropriately budgeted for future operations](#)

Deleted: Complete study/master planning process for future EMS provision in Summit County and present recommendations to EMS Board and the County Council

Deleted: Complete

Deleted: Ongoing COVID-19 and vaccination response