



# SALT LAKE CITY TRANSMITTAL

**To:**  
Salt Lake City Council Chair

**Start Date:**  
09/23/2024

**Date Sent to Council:**  
09/25/2024

**From:**

**Employee Name:**  
Feldman, Andie

**E-mail**  
[andie.feldman@slc.gov](mailto:andie.feldman@slc.gov)

**Department**  
Economic Development

**Department Director Signature**

*Lorena Rizzo Jensen*

**Chief Administrator Officer's Signature \***

*Jill Love*

**Director Signed Date**  
09/24/2024

**Chief Administrator Officer's Signed Date**  
09/25/2024

**Subject:**  
Resolution to Designate and Appoint a Board of Equalization and set Board of Equalization hearing dates

**Additional Staff Contact:**  
Roberta Reichgelt, [roberta.reichgelt@slc.gov](mailto:roberta.reichgelt@slc.gov)  
Peter Makowski, [peter.makowski@slc.gov](mailto:peter.makowski@slc.gov)

**Presenters/Staff Table**  
Andie Feldman, [andie.feldman@slc.gov](mailto:andie.feldman@slc.gov)  
Roberta Reichgelt, [roberta.reichgelt@slc.gov](mailto:roberta.reichgelt@slc.gov)

**Document Type \***  
Resolution

**Budget Impact \***  
 Yes  
 No

**Budget Impact:**

**Recommendation: \***  
Adopt the Resolution to Designate the Central Business Improvement Area 2025 (CBIA-25) and the Resolution to Appoint a Board of Equalization (BOE).

**Background/Discussion (?)**  
Please see attached transmittal documents.

**Will the City Council need to hold a public hearing for this item? \***

Yes  
 No

**Public Process**

This process is in reference to UT Statute 11-42. Notices to property owners have been sent to inform them of the intention to designate the special assessment area so they may issue their protests of the assessment in general, or the individual assessments they will be levied. This hearing is necessary to tally any protests received and ensure they do not exceed the threshold to designate the special assessment area, and to appoint the Board of Equalization. Board hearings will be held in January, with the final designation of the assessment area to occur in March.



ERIN MENDENHALL  
MAYOR



LORENA RIFFO JENSON  
DIRECTOR

DEPARTMENT *of* ECONOMIC DEVELOPMENT

CITY COUNCIL TRANSMITTAL

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Jill Love, Chief Administrative Officer

**Date Received:** \_\_\_\_\_  
**Date sent to Council:** \_\_\_\_\_

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**TO:** Salt Lake City Council  
Victoria Petro, Chair

**DATE:** September 23, 2024

**FROM:** Lorena Riffo Jenson, Director - Department of Economic Development

**SUBJECT:** Resolution to Designate the Central Business Improvement Assessment Area and to Appoint a Board of Equalization and set Board of Equalization hearing dates.

**STAFF CONTACTS:** Roberta Reichgelt, roberta.reichgelt@slc.gov, Department of Economic Development; Peter Makowski, peter.makowski@slc.gov, Department of Economic Development; Andie Feldman, andie.feldman@slc.gov, Department of Economic Development

**DOCUMENT TYPE:** Resolution (two)

**RECOMMENDATION:** Adopt the Resolution to Designate the Central Business Improvement Area 2025 (CBIA-25) and the Resolution to Appoint a Board of Equalization (BOE).

**BUDGET IMPACT:** The CBIA-25 would receive funding through a Special Assessment.

**COORDINATION:** Department of Economic Development, Treasurer's Office, Engineering, Information Management Services (IMS), Records Office, City Council, Mayor's Office, Attorney's Office, Central Business District Property Owners, and Zions Public Finance, Inc.

**BACKGROUND/DISCUSSION:** The Central Business Improvement Area (CBIA) serves as an essential Improvement District in Downtown Salt Lake City, aimed at enhancing vibrancy and activity within the City's Central Business District. It operates through a special assessment on commercial properties within the designated area, funding various initiatives such as marketing, promotion, advocacy, and more. The creation of the CBIA is a lengthy and complex process that is governed by State law, has numerous noticing provisions, public hearings, and other requirements that involve a variety of City Council actions, in order to meet the deadline for continuous funding from the Area.

The inception of the Central Business Improvement Area dates back to 1991, with assessment periods spanning three years and management contracts awarded through Request for Proposals (RFPs). The current contract, awarded to the Downtown Alliance in 2022, will expire in April 2025 coinciding with the conclusion of the current assessment area, CBIA-22. To ensure uninterrupted funding, the Administration

proposes the initiation of a new assessment area, CBIA-25, continuing within the established downtown boundary.

CBIA-25 aims to sustain vital services such as marketing, promotion, advocacy, and The Farmers Market, among other programs supported by the Downtown Alliance. Establishing a CBIA involves a meticulous process governed by Utah State law, requiring various City Council actions, including noticing provisions, public hearings, and other regulatory requirements over approximately fourteen months. This timeline aligns with the expiration of the current contract to ensure seamless transition and uninterrupted service provision within the CBIA. Close collaboration between DED and Council staff will facilitate effective communication and compliance with the outlined timeline.

Additionally, a secondary assessment provides Specialty Lighting for a subsection of the CBIA. Recent findings have revealed that some of the existing lighting infrastructure in the CBIA is outdated and insufficient, particularly impacting properties along 362-375 South State Street, as well as parcel 7 on 400 South. The lighting assessment map is included below. In response, properties not receiving adequate lighting service have been excluded from the lighting assessment map to prevent unjust charges in the upcoming Special Assessment Area (SAA) renewal.

**Board of Equalization:** As required by Utah law, a Board of Equalization for the Assessment Area is appointed by the City Council. The Board will consist of representatives from the City Council Office, City Treasurer's Office, and City Engineer's Office.

The Board of Equalization will meet to hear and consider any arguments from persons or property owners who claim to be aggrieved. They will consider all facts and arguments presented at the hearings and make corrections to the proposed assessments when necessary. The Board may elect to hold the meetings in-person at the City & County Building in room 326 or electronically.

Property owners who desire to protest the assessment area have to provide a written protest to the City by November 3, 2024, during the 60-day protest period.

#### **The Board of Equalization Hearings Schedule:**

January 7, 2025 - between 9:00 a.m. and 10:00 a.m.

January 8, 2025 - between 10:00 a.m. and 11:00 a.m.

January 9, 2025 - between 1:00 p.m. and 2:00 p.m.

#### **Previous Action/discussion by the Council concerning the CBIA-25:**

- April 23, 2024 – Informational: Central Business Improvement Area 2025
- July 2, 2024 – Briefing on proposed Resolution: Intention to Designate Central Business Improvement Area 2025
- July 9, 2024 – Adoption of Resolution No. 21 of 2024: Intention to Designate Central Business Improvement Area 2025

**Remaining Proposed Council Actions:**

- November 12, 2024 - City Council announces the protest tally and if it exceeds the threshold; City Council considers adoption of the Resolution to Designate the Assessment Area and the Resolution to Appoint the Board of Equalization
- March 4, 2025 - City Council accepts or modifies the BOE recommendations and adopts or rejects the Assessment Ordinance

**Attachments:**

- Draft Resolution to Designate CBIA-25
- Draft Resolution to Appoint Board of Equalization
- Boundary Map
- Holiday Lighting Parcel Map
- CBIA-25 Timeline

Salt Lake City, Utah

November 12, 2024

A regular meeting of the City Council of Salt Lake City, Utah (the “City”), was held on Tuesday, November 12, 2024, at 7:00 p.m., at which meeting there were present the following members who constituted a quorum:

Victoria Petro	Chair
Chris Wharton	Vice-Chair
Alejandro Puy	Councilmember
Eva Lopez Chavez	Councilmember
Darin Mano	Councilmember
Dan Dugan	Councilmember
Sarah Young	Councilmember

Also present:

Erin Mendenhall	Mayor
Katherine Lewis	City Attorney
Cindy Lou Trishman	City Recorder

Absent:

Thereupon the following proceedings, among others, were duly had and taken:

Pursuant to published and posted notice concerning the intent of the City to designate the Salt Lake City, Utah Central Business Improvement Assessment Area No. DA-CBIA-25 (the “Assessment Area”), a public hearing was held on September 3, 2024, at which interested persons were heard concerning comments or objections relating to the Assessment Area.

On the date hereof, the City Council has counted the written protests and calculated whether adequate protests have been filed. The City Council then announced the protest tally and determined that adequate protests were not filed with respect to the Base Assessment or the Holiday Lighting Assessment (as such terms are used in Resolution 21 of 2024 adopted by the City Council on July 9, 2024 (the “Intent Resolution”)) and therefore the City Council may designate the Assessment Area as described in the Intent Resolution. The City Council then concluded that the public interest will best be served by designating the Assessment Area.

Councilmember \_\_\_\_\_ then moved and Councilmember \_\_\_\_\_ seconded the adoption of the following resolution. The resolution was adopted by the following vote:

AYE:

NAY:

RESOLUTION NO. \_\_\_\_ OF 2024

A Resolution designating an assessment area to be known as the Salt Lake City, Utah Central Business Improvement Assessment Area No. DA-CBIA-25, as described in the Notice of Intention to Designate Assessment Area (the “Notice of Intention”); Authorizing the City officials to proceed with the implementation of the economic promotion activities as described in the Notice of Intention; and Related Matters.

BE IT RESOLVED BY THE City Council (the “Council”) of Salt Lake City, Utah (the “City”), as follows:

WHEREAS, pursuant to the Assessment Area Act, Title 11, Chapter 42, Utah Code Annotated 1953, as amended (the “Act”), on July 9, 2024, the Council adopted a resolution of intention to designate an assessment area to be known as the “Salt Lake City, Utah Central Business Improvement Assessment Area No. DA-CBIA-25” (the “Assessment Area”), and after giving notice as required by the Act, held a public hearing on September 3, 2024 (the “Public Hearing”), at which interested persons were given an opportunity to provide objections relating to said Assessment Area; and

WHEREAS, pursuant to the Act, the City posted the total and percentage of the written protests it had received on its website at least five days before the date of this meeting; and

WHEREAS, pursuant to Section 11-42-206 of the Act, and consistent with the Notice of Intention, the Council now desires to designate the Assessment Area.

BE IT RESOLVED by the City Council of Salt Lake City, Utah, as follows:

Section 1. The Council has determined that it will be in the best interest of the City to finance the proposed activities, which include, but are not limited to, advertising, marketing, special events, festivals, transportation, newsletters, publications, banners, holiday lighting, homeless services, security, special projects, housing, town meetings, government policy, cultural promotion, reports, limited trash pickup through the Ambassadors Program, surveys and other promotional activities (the “Economic Promotion Activities”) in the downtown area for the benefit of the properties within the Assessment Area. The Council has also determined that the Economic Promotion Activities will benefit all properties within the Assessment Area to the extent of their proposed assessment.

Section 2. The City hereby designates the Assessment Area to levy assessments to finance the costs of the Economic Promotion Activities.

Section 3. The tax identification numbers and additional information of the properties to be assessed within the Assessment Area are more fully set forth in Exhibit B attached hereto. The Assessments to finance the cost of the Economic Promotion Activities will be levied based upon (i) 2024 taxable property values of the properties to be assessed in the Assessment Area (the “Base Assessment”), plus (ii) linear feet (except that corner

lots will not be assessed for both frontages as applicable, only one) on certain properties with frontage on the Holiday Lighting Streets (as defined in the Notice of Intention) for special holiday lights (the “Holiday Lighting Assessment”).

The Assessment Area is described by reference to the following streets (the “Reference Streets”):

A – North Temple from State Street to the East right-of-way line of I-15 (includes parcels on both sides of the street)

B – East right-of-way line of I-15 from North Temple to 400 South

C – 400 South from the East right-of-way line of I-15 to 300 East (includes parcels on both sides of the street)

D – 300 East from 400 South to South Temple (includes parcels on both sides of the street)

E – South Temple from 300 East to State Street (includes parcels on both sides of the street)

F – State Street from South Temple to North Temple (includes parcels on both sides of the street)

The area of the Assessment Area shall include all property bounded by Reference Streets A through F described above. In addition it shall include parcels of property, subject to the exceptions set out in the Notice of Intention, which abut the Reference Streets plus all corner parcels which have a corner touching any of the Reference Streets.

The Holiday Lighting Assessment shall apply to the following streets (collectively, the “Holiday Lighting Streets”):

A – 200 South between 300 West and 400 West

B – 200 South between West Temple and 200 West (South side only)

C – Pierpont Street between West Temple and 200 West

D – West Temple between 400 South and 200 South

E – Main Street between 400 South and South Temple

F – Market Street between West Temple and Main Street (North side only)

G – State Street between 350 South and South Temple

Section 4. As required by law, within fifteen (15) days from the date hereof, the City Recorder is hereby authorized and directed to (a) record in the Salt Lake County Recorder’s office an original or certified copy of this Resolution designating the Assessment Area, and (b) file in the Salt Lake County Recorder’s office a Notice of Proposed Assessment, in substantially the form of Exhibit C hereof, which states that the Council has designated the Assessment Area and which lists the properties proposed to be assessed, described by legal description and tax identification number.

After the conduct of other business not pertinent to the above, the meeting was, on motion duly made and seconded, adjourned.

(SEAL)

By: \_\_\_\_\_  
Chair

ATTEST:

By: \_\_\_\_\_  
City Recorder

APPROVED AS TO FORM:

*Sara Montoya*  
\_\_\_\_\_  
Sara Montoya  
Senior City Attorney

PRESENTATION TO THE MAYOR

The foregoing resolution was presented to the Mayor for her approval or disapproval on \_\_\_\_\_, 2024.

By: \_\_\_\_\_  
Chair

MAYOR'S APPROVAL OR DISAPPROVAL

The foregoing resolution is hereby approved on this \_\_\_\_\_, 2024.

By: \_\_\_\_\_  
Mayor

STATE OF UTAH )

: ss.

COUNTY OF SALT LAKE )

I, Cindy Lou Trishman, the duly appointed and qualified City Recorder of Salt Lake City, Utah (the "City"), do hereby certify according to the records of the City Council of the City in my official possession that the foregoing constitutes a true and correct excerpt of the minutes of the meeting of the City Council held on November 12, 2024, including a resolution (the "Resolution") adopted at said meeting as said minutes and Resolution are officially of record in my possession.

IN WITNESS WHEREOF, I have hereunto subscribed my signature and impressed hereon the official seal of said City, this November 12, 2024.

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City Recorder

(SEAL)

EXHIBIT A

CERTIFICATE OF COMPLIANCE WITH  
OPEN MEETING LAW

I, Cindy Lou Trishman, the undersigned City Recorder of Salt Lake City, Utah (the “City”), do hereby certify, according to the records of the City in my official possession, and upon my own knowledge and belief, that in accordance with the requirements of Section 52-4-202, Utah Code Annotated 1953, as amended, I gave not less than twenty-four (24) hours public notice of the agenda, date, time and place of the November 12, 2024 public meeting held by the City Council of the City (the “City Council”), as follows:

(a) By causing a Notice, in the form attached hereto as Schedule 1, to be posted at the principal offices of the City at least twenty-four (24) hours prior to the convening of the meeting, said Notice having continuously remained so posted and available for public inspection until the completion of the meeting; and

(b) By causing a copy of such Notice, in the form attached hereto as Schedule 1, to be posted on the City’s official website at least twenty-four (24) hours prior to the convening of the meeting; and

(c) By causing a copy of such Notice, in the form attached hereto as Schedule 1, to be posted on the Utah Public Notice Website (<http://pmn.utah.gov>) at least twenty-four (24) hours prior to the convening of the meeting.

In addition, the Notice of 2024 Annual Meeting Schedule for the City Council (attached hereto as Schedule 2) was given specifying the date, time, and place of the regular meetings of the City Council to be held during the year; by causing said Notice to be posted at least annually (a) on the Utah Public Notice Website created under Section 63A-16-601, Utah Code Annotated 1953, as amended, (b) on the City’s official website and (c) in a public location within the principal offices of the City that is reasonably likely to be seen by residents of the City.

IN WITNESS WHEREOF, I have hereunto subscribed my official signature this November 12, 2024.

\_\_\_\_\_  
City Recorder

(SEAL)

SCHEDULE 1  
NOTICE OF MEETING

SCHEDULE 2

NOTICE OF ANNUAL MEETING SCHEDULE

EXHIBIT B

TAX IDENTIFICATION NUMBERS  
OF PROPERTIES TO BE ASSESSED

EXHIBIT C

NOTICE OF PROPOSED ASSESSMENT

Salt Lake City, Utah

November 12, 2024

A regular meeting of the City Council of Salt Lake City, Utah, was held on Tuesday, November 12, 2024, at the hour of 7:00 p.m., at which meeting there were present the following members who constituted a quorum:

Victoria Petro	Chair
Chris Wharton	Vice-Chair
Alejandro Puy	Councilmember
Eva Lopez Chavez	Councilmember
Darin Mano	Councilmember
Dan Dugan	Councilmember
Sarah Young	Councilmember

Also present:

Erin Mendenhall	Mayor
Katherine Lewis	City Attorney
Cindy Lou Trishman	City Recorder

Absent:

After the conduct of other business not pertinent to the following, the Chair stated that the Office of the City Engineer had prepared the assessment list for the Salt Lake City, Utah Central Business Improvement Assessment Area No. DA-CBIA-25, for action and consideration by the Board of Equalization and by the City Council, which assessment list is on file in the office of the City Recorder and available for inspection by any interested property owner:

Thereupon, the following resolution was considered and fully discussed:

RESOLUTION NO. \_\_ OF 2024

A Resolution of the City Council of Salt Lake City, Utah, appointing a Board of Equalization for the Salt Lake City, Utah Central Business Improvement Assessment Area No. DA-CBIA-25; setting the dates for the Board of Equalization to hear and consider objections and corrections to any proposed assessments; authorizing the City Recorder to publish and mail a Notice of Assessment and Board of Equalization Hearings; and related matters.

WHEREAS, the City Council of Salt Lake City, Utah (the “City Council”), adopted a Notice of Intention to Designate Assessment Area on July 9, 2024 (the “Notice of Intention”), to designate the Salt Lake City, Utah Central Business Improvement Assessment Area No. DA-CBIA-25 (the “Assessment Area”), and published and posted said Notice as required by the Assessment Area Act, Title 11, Chapter 42, Utah Code Annotated 1953, as amended (the “Act”); and

WHEREAS, in accordance with the Notice of Intention and as required by the Act, a hearing was held before the City Council on September 3, 2024 (the “Public Hearing”); and

WHEREAS, up until 5:00 p.m. on November 4, 2024, persons having an interest in the Assessment Area were allowed to protest the designation of the Assessment Area, the inclusion of a property owner’s property in the Assessment Area, the proposed economic promotion activities, whether the assessment meets the requirements of Utah Code Section 11-42-409, or any other aspect of the proposed designation of the Assessment Area; and

WHEREAS, after protests against the designation of the Assessment Area were counted and considered, the City Council designated the Assessment Area by resolution adopted on November 12, 2024; and

WHEREAS, the City Engineer has prepared the proposed assessment list that pertains to all of the properties within the Assessment Area; and

WHEREAS, the City Council desires to establish a board of equalization for the purpose of considering any objections and corrections to the proposed assessment list:

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SALT LAKE CITY, UTAH AS FOLLOWS:

Section 1. As required by law, a Board of Equalization for the Assessment Area is hereby appointed, consisting of one member of the City Council or a representative of the City Council, a representative of the City Treasurer’s office, and a representative of the City Engineer’s office (the “Board”) as follows:

To Be Determined  
[Marina Scott, Steven Bagley]  
[Chris Norlem]

Member of City Council or a representative  
Representative of City Treasurer's office  
Representative of City Engineer's office

Section 2. The Board shall sit as the Board of Equalization on the special assessments proposed to be levied and assessed on the property within the Assessment Area and may elect to meet via electronic means or in person at the City & County Building, Room 326, Salt Lake City, Utah on January 7, 2025 between the hours of 9:00 a.m. and 10:00 a.m.; on January 8, 2025 between the hours of 10:00 a.m. and 11:00 a.m.; and on January 9, 2025, between the hours of 1:00 p.m. and 2:00 p.m. to hear and consider any arguments from persons who claim to be aggrieved and, following the hearings, to consider all facts and arguments presented at the hearings and to and make corrections to the proposed assessments that the Board may deem necessary to meet the requirements of the Act.

Section 3. The City Recorder is hereby authorized and directed to publish, post and mail, as provided by law and the ordinances of the City, a notice of meetings of the Board, said notice to be in substantially the following form:

## NOTICE OF ASSESSMENT AND BOARD OF EQUALIZATION HEARINGS

NOTICE IS HEREBY GIVEN that the assessment list for the Salt Lake City, Utah Central Business Improvement Assessment Area No. DA-CBIA-25 (the "Assessment Area") has now been completed and is available for examination at the Salt Lake City Recorder's office located at 451 South State Street, Room 415, Salt Lake City, Utah. The City Council has appointed a Board of Equalization to hear and consider arguments from any person who claims to be aggrieved by the proposed assessments to be levied within the Assessment Area, including arguments relating to (a) the amount of benefits accruing to the property proposed to be assessed or (b) the amount of the proposed assessment.

The assessments levied are for the purpose of paying for the proposed activities, which include, but are not limited to, advertising, marketing, special events, festivals, transportation, newsletters, publications, banners, holiday lighting, homeless services, security, special projects, housing, town meetings, government policy, cultural promotion, reports, limited trash pickup through the Ambassadors Program, surveys and other promotional activities (the "Economic Promotion Activities") in the downtown area (for the benefit of the properties within the Assessment Area). The total amount of the assessments to be levied against benefitted property within the Assessment Area is expected to be \$6,187,659, and will be based upon (i) 2024 taxable property values (the "Base Assessment"), plus (ii) linear feet (except that corner lots will not be assessed for both frontages as applicable, only one) on certain properties with frontage on certain streets for special holiday lights (the "Holiday Light Assessment" and together with the Base Assessment, the "Assessment"). The unit cost is each property's proportionate share of the Economic Promotion Activities applicable to the property as described in this notice. Funding from assessments provides only a portion of the total budget for the Assessment Area's programs and activities. Salt Lake City, Utah (the "City") will not contribute any of its own funds for the Economic Promotion Activities; however, the City anticipates that the manager of the Assessment Area will secure non-assessment funds from other sources such as grants, foundations, promotions, contributions, earned income, and sponsorships.

As required by law, three persons have been duly appointed to act as the Board of Equalization on the assessments proposed to be levied on the property benefitted within the Assessment Area. The Board of Equalization for assessments proposed to be levied on the affected property within the Assessment Area will meet via electronic means or in person at the City & County Building, Room 326, Salt Lake City, Utah, on January 7, 2025, between the hours of 9:00 a.m. and 10:00 a.m.; on January 8, 2025, between the hours of 10:00 a.m. and 11:00 a.m.; and on January 9, 2025, between the hours of 1:00 p.m. and 2:00 p.m. to hear and consider any objections to and make any corrections of any proposed assessments that the Board may deem necessary to meet the requirements of the Assessment Area Act, Title 11, Chapter 42, Utah Code Annotated 1953, as amended.

The assessment list and amounts of the proposed assessment against each parcel of property have been completed and are available for public examination from 8:00 a.m. to 5:00 p.m. at the Office of the City Recorder, 451 South State Street, Room 415, Salt Lake City, Utah.

After the Board has held all hearings and has made all corrections the Board considers necessary to comply with the law, the Board will report its findings to the City Council of the City. Appeal from a decision of the Board of Equalization may be taken to the City Council of the City by filing with the City Council a written notice of appeal in the office of the City Recorder within fifteen (15) days after the date the Board's final report to the City Council is mailed to the affected property owners.

By resolution of the City Council of Salt Lake City, Utah, this November 12, 2024.

(SEAL)

CITY RECORDER

Section 4. The City Recorder is hereby directed to enter the foregoing proceedings upon the records of the City, and to cause the notice set forth in Section 3 to be published as a Class B Notice under Section 63G-30-102, Utah Code Annotated 1953, as amended, for at least 20 days but not more than 35 days before the day on which the first hearing of the Board is held. As a Class B Notice, the City Recorder shall cause a copy of the notice set forth in Section 3 above, to be mailed, postage prepaid, to each owner of property to be assessed within the Assessment Area at the last known address of such owner using for such purpose the names and addresses appearing on the last completed real property assessment rolls of Salt Lake County. In addition, a copy of such notice shall be addressed to "Owner" and shall be so mailed, addressed to the street number (or post office box, rural route number, or other mailing address of the property, if a street number has not been assigned) of each of the improved properties to be affected by the assessment.

After due consideration of said resolution by the City Council, Councilmember \_\_\_\_\_ moved and Councilmember \_\_\_\_\_ seconded its adoption and the same was adopted by the following vote:

AYE:

NAY:

ADOPTED AND APPROVED this November 12, 2024.

(SEAL)

By: \_\_\_\_\_  
Chair

ATTEST:

By: \_\_\_\_\_  
City Recorder

APPROVED AS TO FORM:

*Sara Montoya*  
\_\_\_\_\_  
Sara Montoya  
Senior City Attorney

PRESENTATION TO THE MAYOR

The foregoing resolution was presented to the Mayor for her approval or disapproval on \_\_\_\_\_, 2024.

By: \_\_\_\_\_  
Chair

MAYOR'S APPROVAL OR DISAPPROVAL

The foregoing resolution is hereby approved on this \_\_\_\_\_, 2024.

By: \_\_\_\_\_  
Mayor



STATE OF UTAH )  
 : ss.  
COUNTY OF SALT LAKE )

MAILING CERTIFICATE

I, Cindy Lou Trishman, the duly appointed, qualified, and acting City Recorder of Salt Lake City, Utah, do hereby certify that I mailed a copy of the Notice of Assessment and Board of Equalization Hearings (the "Notice") of the Board of Equalization, postage prepaid, to each owner of property to be assessed within Salt Lake City, Utah Central Business Improvement Assessment Area No. DA-CBIA-25, at the last known address of such owner; using for such purpose the names and addresses appearing on the last completed real property assessment rolls of Salt Lake County and, in addition, I mailed, postage prepaid, a copy of such Notice addressed to "Owner" at the street number (or post office box, rural route number; or other mailing address of the property, if a street number has not been assigned) of each piece of improved property to be assessed. Said Notices were mailed by me on \_\_\_\_\_, 2024.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of Salt Lake City, Utah, this \_\_\_\_\_, 2024.

(SEAL)

By: \_\_\_\_\_  
City Recorder

CERTIFICATE OF COMPLIANCE WITH OPEN MEETING LAW

I, Cindy Lou Trishman, the undersigned City Recorder of Salt Lake City, Utah (the “City”), do hereby certify, according to the records of the City in my official possession, and upon my own knowledge and belief, that in accordance with the requirements of Section 52-4-202, Utah Code Annotated 1953, as amended, I gave not less than twenty-four (24) hours public notice of the agenda, date, time, and place of the November 12, 2024, public meeting held by the City Council of the City as follows:

(a) By causing a Notice, in the form attached hereto as Schedule 1, to be posted at the principal offices of the City at least twenty-four (24) hours prior to the convening of the meeting, said Notice having continuously remained so posted and available for public inspection until the completion of the meeting; and

(b) By causing a copy of such Notice, in the form attached hereto as Schedule 1, to be posted on the City’s official website at least twenty-four (24) hours prior to the convening of the meeting; and

(c) By causing a copy of such Notice, in the form attached hereto as Schedule 1, to be posted on the Utah Public Notice Website (<http://pmn.utah.gov>) at least twenty-four (24) hours prior to the convening of the meeting.

In addition, the Notice of 2024 Annual Meeting Schedule for the City Council (attached hereto as Schedule 2) was given specifying the date, time, and place of the regular meetings of the City Council to be held during the year; by causing said Notice to be posted at least annually (a) on the Utah Public Notice Website created under Section 63A-16-601, Utah Code Annotated 1953, as amended, (b) on the City’s official website and (c) in a public location within the principal offices of the City that is reasonably likely to be seen by residents of the City.

IN WITNESS WHEREOF, I have hereunto subscribed my official signature this November 12, 2024.

(SEAL)

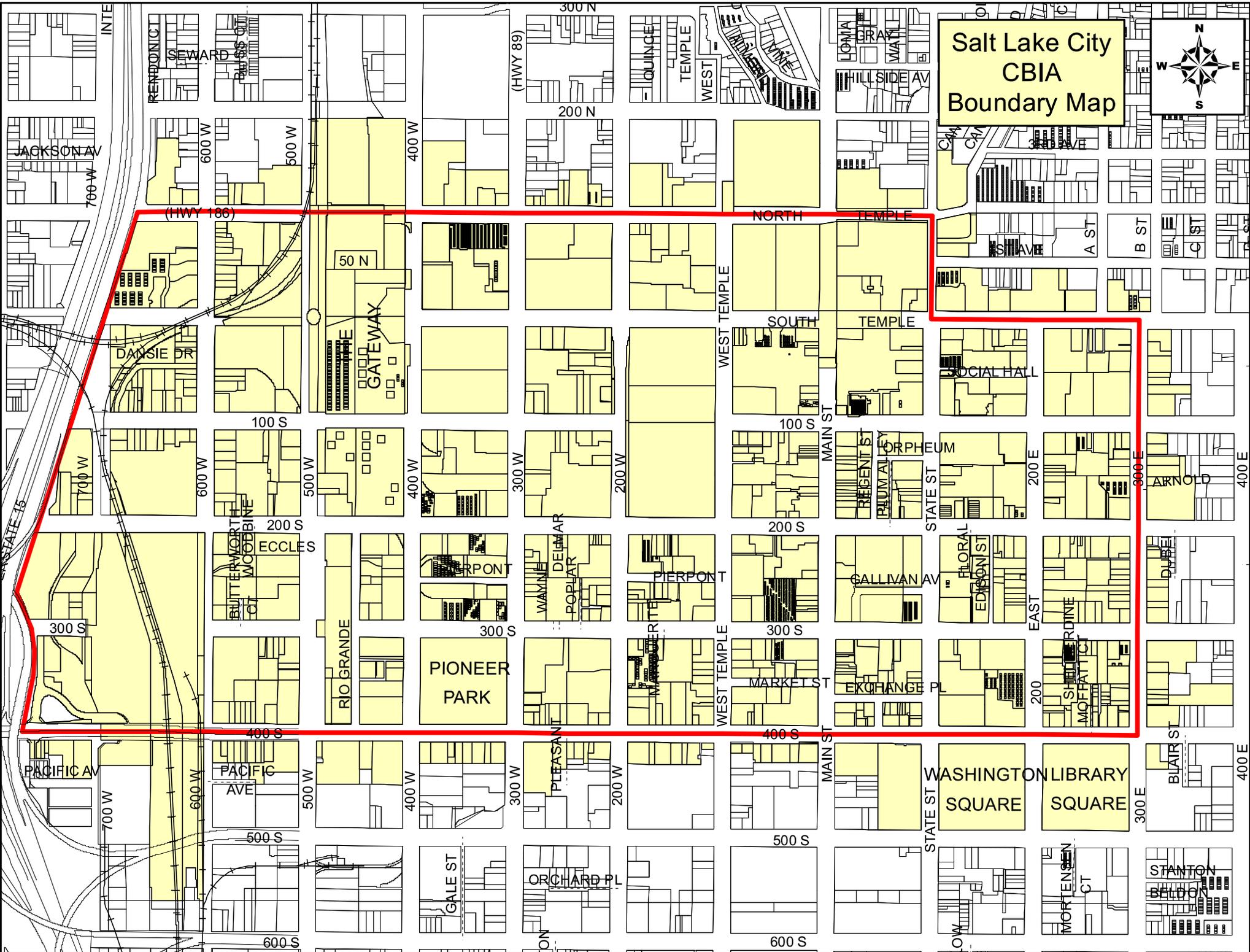
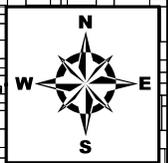
By: \_\_\_\_\_  
City Recorder

SCHEDULE 1  
NOTICE OF MEETING

SCHEDULE 2

NOTICE OF ANNUAL MEETING SCHEDULE

# Salt Lake City CBIA Boundary Map





<b>CBIA - 25 Tentative Timeline</b>				
<b>Step</b>	<b>Action</b>	<b>Description</b>	<b>Group/Lead</b>	<b>Deadlines</b>
1	Consultant Contract	Contract with a consultant to provide guidance throughout process,	DED	2/1/24 - 4/30/2024
2	Technical Description of the CBIA	Technical Description of the CBIA provided to Engineering, Engineering prepares tax roll based on this data.	Consultant	3/12/2024
3	Develop assessment methodology that conforms to Assessment Area Act.	Develop assessment methodology concerning Economic Promotion & Lighting Assessment.	DED	3/24/2024
4	Overview Transmittal. (Mayor)	High level document explaining the process transmitted to Mayor's Office.	DED	3/12/2024
5	Overview transmittal. (Council Office)	High level document explaining the process transmitted to Council Office.	Mayor's Office	3/19/2024
6	City Council Meeting	DED will provide a written briefing to the City Council on the upcoming on the CBIA-25 process.	DED	4/2/2024
7	Salt Lake County Property Tax Information.	Numbers should be available by May 22, 2024.	Consultant	5/31/2024
8	Bond Counsel Description & Improvement Review	Bond Counsel reviews the description of Improvements and Areas to be Improved.	DED	6/5/2024
9	Resolution of intent to designate.	Bond Counsel drafts resolution of Intent to Designate.	Bond Counsel	6/11/2024
10	Resolution of Intent to Designate and Justification transmittal. (Mayor)	Resolution of Intent to Designate and justification documentation transmitted to Mayor's Office.	DED	6/18/2024
11	Resolution of Intent to Designate and Justification transmittal. (Council Office)	Resolution of Intent to Designate and justification documentation transmitted to Council Office.	Mayor's Office	6/21/2024
12	City Council Meeting	DED will brief the City Council on CBIA-25 Information.	DED	7/2/2024
13	Property Owner Letter Prep	Property Owner letter includes verbiage of preliminary estimate, rate, notice of intent to designate, common question and map finalized.	DED	7/8/2024
14	Tax roll prepared for DED approval.	Assess County Data.	Engineering	7/8/2024
15	DED approval of tax roll.	DED approves county data.	DED	7/8/2024
16	City Council Meeting	City Council adopts the resolution of Intent to Designate the assessment area.	City Council	7/9/2024
17	Draft/Create Notice of Intent to Designate Letter		Engineering	7/11/2024
18	Post Notice of Intent to Designate	Post notice of intent to designate in at least three public places within boundaries of jurisdiction	DED	8/9/2024
19	Mail out Notice of Intent to Designate	Mail out Notice of Intent to Designate to go out within 10 days of notice posting.	DED sends via State Mail	8/12/2024
20	Minutes prepared for use at protest hearing	Distribute to team SAA.	Bond Counsel	8/23/2024
21	City Council Meeting	City Council Protest Hearing	City Council	9/3/2024
22	Draft Resolution to Designate the Assessment Area and appoint the Board of Equalization (BOE).		Bond Counsel	9/10/2024
23	Resolution to Designate the Assessment Area and appoint the Board of Equalization Transmittal (Mayor's Office)	Resolution to Designate the Assessment Area and appoint the Board of Equalization Transmitted to Mayor's Office.	DED	9/17/2024
24	Resolution to Designate the Assessment Area and appoint the Board of Equalization (City Council).	Resolution to Designate the Assessment Area and appoint the Board of Equalization Transmitted to the Council Office.	Mayor's Office	9/24/2024
25	Property Owners Written Protests Filing Deadline	Property owners who are protesting the assessment area. Also, the end of 60-day written protest period.	Recorder's Office	11/3/2024
26	Compile Written Protests.		Recorder's Office	11/4/2024
27	Delivery of Compilation of Protests	Compilation of protests sent to City Council.	Recorder's Office	11/5/2024
28	Publishing of Written Protests	Publishing of Written Protests on City & State public notice website.	Recorder's Office	11/5/2024
29	City Council Meeting	City Council announces the protest tally and if it exceeds 40% threshold.	City Council	11/12/2024
30	City Council Meeting	City Council adopts the Resolution to Designate the Assessment Area and appoints the Board of Equalization.	City Council	11/12/2024
31	Recording of the Resolution to Designate the Assessment Area & Notice of Proposed Assessment	Record Resolution to Designate the Assessment Area and Notice of Proposed Assessment with Salt Lake County Recorder, within 15 days of adoption.	Salt Lake City Recorders	11/12/2024 - 11/27/2024
32	BOE Notice and Dates of BOE Meetings.	Finalize Verbiage for BOE notice and dates of BOE meetings.	Bond Counsel	11/22/2024
33	Mailing process for the BOE notice.	Begins 2 weeks before mailing date.	Engineering	12/6/2024
34	Publication of the BOE hearings.	Publication and posting of time and location of the 3 consecutive meetings. Posted as a Class B notice at least 20 days, but not more than 35 days from the first BOE hearings dates. Published on the Utah Public Notice Website.	Recorder's & DED	12/10/2024

35	Mailing due to Recorder's Office for review.	Due 1 week before mailing date.	Engineering	12/13/2024
36	Mailing of preliminary assessment & notice of BOE hearings	Class B notice mailing sent to each property owner and each street address.	DED	12/20/2024
37	BOE hearings 9:00 am to 10:00 am (public meeting).	Held on consecutive days by statute.	Salt Lake City Recorders	1/7/2025
38	BOE hearings 10:00 am to 11:00 am (public meeting).	Held on consecutive days by statute.	Salt Lake City Recorders	1/8/2025
39	BOE hearings 1:00 pm to 2:00 pm (public meeting).	Held on consecutive days by statute.	Salt Lake City Recorders	1/9/2025
40	Finalization of BOE Hearings	Finalize the report	DED	1/14/2025
41	BOE Report Completion	BOE report completed, signed, and forwarded to City Council and Bond Counsel.	DED	1/17/2025
42	Mailing of BOE Final Report	BOE report mailed to objecting property owners. Begins 15 day appeal period.	Engineering	1/23/2025
43	Assessment Ordinance	Bond Counsel Draft Assessment Ordinance	Bond Counsel	1/28/2025
44	Assessment Ordinance Transmittal (Mayor's Office).	Assessment Ordinance transmitted to the Mayor's Office.	DED	2/4/2025
45	Assessment Ordinance Transmittal (Council Office).	Assessment Ordinance transmitted to the Council Office.	Mayor's Office	2/7/2025
46	Budget submission for CBIA	Submit budget to SLC Finance Department in anticipation of approval.	DED	2/7/2025
47	City Council Meeting	City Council accepts or modifies BOE recommendations and adopts or rejects Assessment Ordinance.	City Council	3/4/2025
48	Center Business Improvement Assessment Area Management Contract drafting and Execution	Execute Agreement between Salt Lake City and the vendor to manage the assessment area.	DED	
49	Transfer properties into billing status.		Engineering	3/20/2025
50	Assessment Invoices and Billing	Mail assessment notices and invoices to Property Owners by April 5, 2022 the latest.	Treasurer	3/21/2025
51	Publication & Posting of the Assessment Ordinance	1. Publication of the Assessment Ordinance on the Utah Public Notice Website. 2. Post a copy of the Assessment Ordinance as a Class A notice. For at least 21 days	DED/Recorder's	3/24/2025
52	Record Notice of Assessment Interest with Salt Lake County Recorder.	I note that Utah Code 11-42-404(4)(b)(iii) requires the notice of assessment interest to "describe the property assessed by legal description and tax identification number." Metes and Bounds legal description provided by Recorder's Office.	Salt Lake City Recorders	4/21/2025
53	Effective start date of the Assessment Ordinance	Must be specified in the Assessment Ordinance	DED	4/21/2025
54	Assessment Payments Due	Invoice Payments due from property owners [15 days after effective date of Assessment Ordinance]	Treasurer	5/6/2025

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