HIGHLAND CITY

HIGHLAND CITY COUNCIL AGENDA

February 7, 2017
Highland City Council Chambers, 5400 West Civic Center Drive, Highland Utah 84003

7:00 P.M. REGULAR SESSION – CITY COUNCIL CHAMBERS

Call to Order – Mayor Mark Thompson
Invocation – Councilman Ed Dennis
Pledge of Allegiance – Councilman Rod Mann

PRESENTATIONS *(20 min.)*

1. **Highland City Library Strategic Lone Range Plan, 2016-2025** – Blythe Shupe, Library Board Chairman

CONSENT *(5 min.)*

2. **MOTION: Approval of Meeting Minutes for the City Council Work Session** – January 10, 2017

3. **MOTION: Approval of Meeting Minutes for the City Council Regular Session** – January 10, 2017

4. **MOTION: Approval of Meeting Minutes for the City Council Special Meeting** – January 17, 2017

5. **MOTION: Final Plat Approval for a One Lot Single Family Subdivision located at 4884 West 11000 North** – Jared Peterson Home

6. **MOTION: Ratifying the Mayors Appointment to the Planning Commission** – Brittney Bills and David W. Harris

7. **MOTION: Ratifying the Mayors Re-Appointment to the North Point Solid Waste Special Service District** - Councilmember Tim Irwin

8. **MOTION: Ratifying the Mayors Appointment to the North Utah County Aquifer Committee** – Mayor Thompson with Todd Trane as Alternate

ACTION ITEMS *(60 min.)*

9. **PUBLIC HEARING / RESOLUTION: Designation of Open Space Property Disposal -** Wimbleton Subdivision Open Space

10. **PUBLIC HEARING / RESOLUTION: Designation of Open Space Property Disposal** - View Point Subdivision Open Space

11. **PUBLIC HEARING / RESOLUTION: Mid-Year Budget Adjustments -** 2016-2017 Fiscal Year Budget

12. **PUBLIC HERAING / ORDINANCE: Amendment to Section 3-4704.1.d, Maximum Number of Lots -** Town Center Overlay Zone

13. **ORDINANCE: Approval of Amendments to the Municipal Code Section 12.24 –** City Parks and Cemetery
    RESOLUTION: Approval of a Field Use Fee Schedule

14. **MOTION: Approval of Road Design, Construction and Reduced Speed School Zone** – Highland Blvd. & 11800 No

MAYOR/ CITY COUNCIL & STAFF DISCUSSION AND COMMUNICATION ITEMS *(15 min.)*

- Highland Blvd. Traffic Data – Justin Parduhn, Operations & Maintenance Director
- Funding Option for Road Re-Construction – Nathan Crane, City Administrator

ADJOURNMENT

ELECTRONIC PARICIPATION
Members of the City Council may participate electronically via telephone, Skype, or other electronic means during this meeting.

CERTIFICATE OF POSTING
The undersigned duly appointed City Recorder does hereby certify that on this **2nd day of February 2017,** the above agenda was posted in three public places within Highland City limits. Agenda also posted on State (http://pmn.utah.gov) and City websites (www.highlandcity.org).
JOD'ANN BATES, City Recorder

- In accordance with the Americans with Disabilities Act, Highland City will make reasonable accommodations to participate in the meeting.
- Requests for assistance can be made by contacting the City Recorder at 801-772-4505, at least 3 days in advance to the meeting.
- The order of agenda items may change to accommodate the needs of the City Council, the staff and the public.

THE PUBLIC IS INVITED TO PARTICIPATE IN ALL CITY COUNCIL MEETINGS.

Highland City Library Strategic Long-Range Plan, 2016-2025

Executive Summary

The Strategic Long-Range Plan has been developed by the Library Board at the request of the Highland City Council. The plan supports the Library mission statement by providing residents with access to a broad range of information, involves the community through outreach programs, and prepares for the future growth of a successful library. It also considers the Arts Council mission statement, which is to enrich lives through the arts.

The plan is built on needs that emerge as the community grows and as the Library and Arts Council provide activities that are highly valued by the communities involved. Activities are outlined in the plan that increase the Library services in response to community needs, involve the community through outreach programs which will help residents understand the benefits of a community library, and enrich community, family and home life through the arts. Our community history has demonstrated that by providing quality library and arts programs there is an increase in demand for these same services. Several approaches for funding and expanding the library and/or community space are presented in this strategic plan.

Library usage has continued to increase steadily since its inception in the Highland City Hall. Recent changes under the new Library Director and staff have attracted even more patrons to a variety of activities. The Library has outgrown its physical space. Generally, libraries use a measure of approximately .7 square feet per resident as a working estimate of the optimal size a facility should be to house the resources necessary to meet community needs. This measure varies from .5 to 1.3 square feet, depending on the needs of the community. Presently Highland has a population of just over 17,000 residents and using .7 square feet per resident as a guideline, the Library space should equal about 12,000 square feet. The Library currently occupies just under 4,000 square feet. Even using the minimum standard of .5 square feet, the square footage should be about 8,500 square feet.

The plan contemplates heightened fund-raising activity by the Friends of the Library to supplement the Library budget in programs, supplies, and equipment. It also contemplates increased fund-raising activity by the Library Foundation as the need for facilities increases.

The plan represents several developmental stages: surveying the needs of the Highland community, gauging the interest of neighboring communities (Alpine and Cedar Hills) in collectively addressing the needs identified, seeking funding sources that would contribute to meeting the needs identified, connecting with people and groups that would actively support efforts to meet the community needs, and providing the space necessary to support the identified needs.

Highland City Library Strategic Long-Range Plan, 2016-2025

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Highland City Library Strategic Long-Range Plan, 2016-2025

Introduction

Public libraries have long been an important aspect of American life. From the early days of the Republic, libraries were valued by Americans. In fact, Benjamin Franklin founded the first subscription library in Philadelphia in 1732 with fifty members to make books more available for citizens of the young nation.[1] Later, libraries became the hallmark of a well-organized community.

Library service has long been important to the residents of Highland. From 1994 to 2001, residents of Highland and Alpine were served by a joint-use facility at Mountain Ridge Junior High School. That arrangement was eventually terminated and in 2001 the entire library collection was re-located to the old Highland City building for storage. In 2008, Highland City built a new city hall and dedicated a portion of the building for a city Library. In the spring of 2016, a renovation initiative branded "Room For Everyone" took place with the purpose to make best use of the building's current footprint, to free up space to allow additions to the collections, and to add gathering spaces for patrons. The Library is supported by three constituent bodies: the Library Board;[2] Friends of the Library;[3] and the Library Foundation.[4]

The Library joined the North Utah County Library Cooperative (NUCLC) April 1, 2012 as an associate member. NUCLC is a reciprocal borrowing system that allows library card holders from participating libraries to check out materials from other participating libraries. It is not a county library system. Each participating library maintains its own policies, budget, administration, non-resident fees, etc. Becoming a full member of NUCLC requires that the collection grow by about 12,000 titles. Recent donations have increased the collection by about 2,000 usable titles that are being added to the collection.

[1] This library's motto was "to support the common good is divine" ("The Tree of Knowledge," 2011). From http://firstmonday.org/ojs/index.php/fm/article/view/3765/3074

[2] The Library Board oversees the operation of the Library. It consists of nine persons, eight appointed for three year terms and a representative from the City Council. All meetings are held in the Highland City Hall. Minutes of the Library Board are available from the City.

[3] Friends of the Library contribute in the following ways: increase Library awareness and membership, keep the community and Library connected, increase volunteerism to support and supplement Library resources, support Library services including story time, displays, and shelving, fundraise through sales and grants, and assist with used book sales.

[4] The Library Foundation is a nonprofit, tax-exempt foundation dedicated to assisting the Highland City Library with fund-raising and additional support. Charitable bequests to the Library help the Library fulfill its mission. Bequests to the Library are not subject to estate tax. Donations of $500 or more will be recognized on the plaques in the Library.

Highland City Library Strategic Long-Range Plan, 2016-2025

Long-Term Vision Statement

The Highland City Library seeks to provide a versatile community space which evolves with changing technology and social trends to empower unique learning opportunities, literacy, and lifelong education.

Mission Statement

The mission of the Highland City Library includes the following goals:

1. provide residents with access to information that educates, inspires, and entertains;
2. involve the community through outreach programs to help residents understand the benefits of a community library; and
3. prepare for the future growth of a successful library.

Values

To realize our vision and fulfill our mission, the following ideals direct us in our service to the Highland community:

1. High quality of **service**: dependable, reliable, and always there to help users meet their needs.
2. Effective **communication**: clear, concise, collaborative, and ongoing.
3. Welcoming **environment**: a comfortable place for learning, relaxation, and entertainment that is inviting to all.
4. Responsive to **user needs**: flexible service that is sensitive to the needs of the user community.
5. Competent **staff:** respectful, polite, relevant, effective, efficient, and professional.

Core Competencies

The value-added, core services and functions we offer the Highland community are:

1. Training to create a **professional staff** which meets the unique and diverse needs of all Highland residents.
2. Building and maintaining vital and interactive **partnerships**.
3. Providing relevant informational, cultural, and entertaining **programs** for people of all ages and interests.
4. Building and maintaining vital connections and close bonds to the **user community** to ensure an understanding of the breadth and depth of library services offered by the Library.
5. Maintaining a pleasant **physical environment** to meet, be entertained, and seek relevant information.
6. Providing up-to-date **technology** that meets the needs of the user community to use library programs, services, and resources.

Community Benefits Provided by a Public Library

- Many individuals in the community aspire to **engage in continuing education**, or 'learning for leisure'. There is a growing emphasis on developing new skills and interests, such as mastering Oriental cooking, taking up photography, car repair, or learning a new language. The public library provides lifelong learning opportunities that are affordable and accessible.
- The public library **supplements the resources** found in school libraries. In addition, the public library offers study space for individual and group work with evening and weekend hours an added benefit for study.
- Public libraries support **literacy skills** including reading readiness for **pre-school children**, maintenance of reading skills through summer vacations, and adult literacy. Research shows that early exposure to reading lays the foundation for future success in formal education.
- **Recreational reading** and viewing or listening to audio-visual material is one of the most used services offered by the public library. A large proportion of the population values the public library's role in filling leisure time and stimulating mental and spiritual well-being.
- The public library is a source of **affordable information for small businesses**. The information covers business decisions such as: following government procedures and regulations, marketing by analyzing demographic information, new product development, the development of business plans, and improved management practices.
- The public library supports **the entrepreneur** with information such as regulations, business registration, training programs, or accessing business resources.
- Public libraries contribute to the **quality of life factors** that attract businesses to a community.
- Public libraries provide resources that help individuals investigate **career interests**, **pursue employment**, or **upgrade skills** related to their occupation. Resources include databases of job listings and employment opportunities, publications and programs on preparing résumés and making career choices, and word processors for writing résumés.
- The public library provides a **safe and comfortable environment** where members of the community meet and interact. Residents with common interests can meet like-minded people through the programs and services offered by the library. Programs for parents, younger children, and older adults play an important role in promoting a **sense of community**. Also, the public library provides **outreach programs** to those confined to their homes or institutions.
- The public library has a role in **keeping residents informed and involved** in community affairs. The public library provides access to community information and links to other agencies and services. The public library may play a role in preserving and maintaining the community's history by being a repository of archives, local history collections, and genealogical resources. [5]
- People prefer to **live near** a public library if they have a choice, and often perceive library access as part of an enhanced quality of life. [6]
- In addition, our experience shows that public libraries support **literacy skills** including reading readiness for pre-school children, maintenance of reading skills during academic vacations, and **adult literacy**.

[5] From https://biblioblogaroni.wordpress.com/2007/09/28/the-librarys-contribution-to-the-community/

[6] http://www.ala.org/research/librariesmatter/taxonomy/term/143

Highland City Library Strategic Long-Range Plan, 2016-2025

Narrative Summary of the Library Plan

Background

The first long-range plan for the Library (2010-2012) focused on basic services, expanded the Highland City Library, and established traditions and services that would serve well through the coming years. It also stretched the Library staff to provide services that were beyond the basics, and began to provide the community with enhanced library services.

The next long-range plan for the Library (2013-2015) focused on improving existing services, looked for more efficiencies in the processes and procedures, improved customer service, and maintained the rights of the patron.

The current Strategic Long-Range Plan for the Library (2016-2025) is presented below and focuses on continuing to improve services and products, exploring new technologies, and planning for a new facility as the need for library services expands within the community.

In the Strategic Long-Range Plan presented here, we use the following terminology;

A **goal** is a broad outcome.

A **strategy** is the general approach taken to achieve a goal.

An **objective** is a step or steps taken to achieve a strategy.

An **activity** is a measurable step which contributes to the achievement of a specific objective or strategy.

Overall Approach

The guidelines that have informed the preparation of this document are: 1) ensure that the legitimate library and cultural needs of the Highland community are met in a timely fashion, and 2) seek a solution that, if possible, includes a collaborative effort with, and responds to, the needs of our neighbors, Alpine and Cedar Hills.

Increasing Library Services in Response to Community Needs

To bring the **mission statement** into reality, the Strategic Long-Range Plan focuses on providing information that educates, inspires, and entertains the residents of Highland. Community demands for library services are the principal measure for determining what the Library should offer. The Library constantly seeks public input to provide **patron-driven** collections, programs and services. Based on community needs already identified, we detail the following objectives and activities in this plan.

Our experience is that Library patrons favor programs that **foster literacy and lifelong learning**, such as story time programs for children and their parents, summer reading programs, and family time events. Patrons also look for **unique learning opportunities** that require unique spaces and resources. Patrons are especially interested in **electronic resources** which enhance continuing education through educational databases. In addition, there is an increasing demand to add **e-books and audiobooks** to the collection.

The plan also addresses **professional development** opportunities for the Library staff to increase training, and staffing levels that meet or exceed state certification benchmarks.

The Library is currently an associate member of the North Utah County Library Cooperative (**NUCLC**), which allows patron access to the collections of other Northern Utah County libraries. The Library is working to meet the criteria for full membership. The Library will also continue to **collaborate** with other libraries in the area, state and nation to share resources and maximize networking.

The Library is collaborating with the City effort to preserve and make available current documents relating to the **history** of Highland City and northern Utah County.

Community Outreach

Another aspect of the **mission statement** encourages the Library to involve the community through **outreach programs** to help residents understand the **benefits** of a community library. The plan outlines activities that will involve **local businesses** in programming. The Library will also participate in **local school** activities, such as Battle of the Books, and provide **volunteer** opportunities for students seeking class credit.

The Library will use **social networking** sites and **community newsletters** to communicate Library news to Highland residents. It will also provide **scouts**, **students** and other **members of the community** with opportunities to volunteer for service projects. The Library will recruit community members to **host and teach programs** and will provide **tours** for interested groups.

Approaches for Funding and Expanding the Library

The third aspect of the **mission statement** calls on the Library and staff to prepare for the **future growth** of a successful library. It is natural to expect that increasing library services to meet community needs will increase demand on library services. This will, in turn, create a demand for larger and more extensive facilities. In fact, the Library has already outgrown its physical space. Typically, libraries use a measure of approximately .7 square feet per resident to give a working estimate of the optimal size a facility should be to house the resources necessary to meet community needs, although this may vary from .5 to 1.3 square feet depending on the needs of the community. Presently, Highland has a population of just over 17,000 residents and using .7 square feet per resident as a guideline, the Library space should equal about 12,000 square feet. The Library currently occupies just under 4,000 square feet. Even using the minimum standard of .5 square feet, the square footage should be about 8,500 square feet.

We have identified **three approaches** to expansion. The extent of the expansion would be determined by the needs expressed by the participating communities and driven by the metrics outlined in this plan.

Approach 1: Library space only

Option A. Highland only (Highland City Library)

Option B. Alpine, Cedar Hills, and Highland (Lone Peak Library)

Option C. Expand the current Library space within the City Hall. This plan was considered a few years ago, and could meet Library needs on an interim basis.

Option D. Push back the exterior walls of the City Hall and expand the physical size of the Library which could meet Library needs on an interim basis.

Approach 2: Space for the Library and other community needs

Option A. Highland only (Highland City Library and Community Center)

Option B. Alpine, Cedar Hills, and Highland (Lone Peak Library and a medium-sized Community Center)

Approach 3: Space for the Library and other community needs

Option A. Highland only (Highland City Library and Community Center)

Option B. Alpine, Cedar Hills, and Highland (Lone Peak Library and a larger-sized Community Center)

We can even contemplate the possibility that different cities would each house a separate space, for example: the Library in Highland; an arts and music facility in Alpine; and a recreational and senior center in Cedar Hills.

Funding the Project

To move ahead effectively with the Strategic Long-Range Plan, it will be necessary to procure estimates on cost and at the same time gauge the collective community appetite for any expansion. At some point, it may also be necessary to carry out environmental studies, traffic studies, fees for cost estimates, etc. To do this, we will need some up-front money. Below we lay out several options to make funds available from existing resources.

To establish the need, it will be necessary to conduct some surveys of the various populations involved, which will require some funding. Once the need has been established and a way forward has been chosen, certain costs will need to be financed, such as: architectural fees, environmental impact statements, a building advisor, etc. Therefore, we propose the following two options:

Highland Fund option totaling $40K

- The Highland Library Foundation provides up to $20K for the project.
- The City Council matches up to $20K to represent the Arts Council's interests.

Lone Peak Fund option totaling $90K

- The population of Highland is about 17,000. If Highland provides $40K, that would average about $2.5 per resident.
- The populations of Alpine and Cedar Hills equal about 10,000 each. We could ask each City to commit up to $25K, or $2.5 per resident.

Regardless of which way forward is chosen, at some point it will be necessary to engage in substantial fund-raising efforts in all participating cities. Some of the possible ways in which funds could be raised:

- Donations from residents and businesses. To encourage donors, we could offer the possibility that various rooms or the Library itself, could be named in honor of the most significant donors.
- Sale of surplus city-owned property
- Grants from institutions that support libraries
- Municipal bonds

Highland City Library Strategic Long-Range Plan, 2016-2025

Years one and two: 2016-2017

Goal 1. Provide residents with access to information that educates, inspires, and entertains.

Strategy 1.1 Promote lifelong learning in the community.
Objective 1.1.1 Provide programs that foster literacy and lifelong learning.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
1.1.1.1 Increase story time programs for children	Increase from 2/week to 4/week by end of 2017	Programming Asst. (Teresa McKitrick)	Published Library calendar
1.1.1.2 Modify Summer Reading Program to focus on reading, not programs	Implement new program by May 2017	Program Dir. (Carol Rice)	Program materials & attendance
1.1.1.3 Expand Summer Reading Programs for teens and adults	Implement new program by May 2017	Program Dir. (Carol Rice)	Program materials & attendance
1.1.1.4 Create Summer Reading program for preschool age children	Implement new program by May 2017	Program Dir. (Carol Rice)	Program materials & attendance
1.1.1.5 Increase number of adult and teen programs	Increase from 0/month to 4-8/month by end of first quarter 2017	Program Dir. (Carol Rice)	Published Library calendar
1.1.1.6 Increase number of family time events	Increase from 0/month to 1/month by end of first quarter 2017	Program Dir. (Carol Rice)	Published Library calendar
1.1.1.7 Offer programs for patrons that focus on lifelong learning	Increase from 0/month to 2/month by end of first quarter 2017	Program Dir. (Carol Rice)	Published Library calendar
1.1.1.8 Implement process to incorporate programming requests from patrons	Create, distribute, & analyze patron survey by end of 2016	Program Dir. (Carol Rice)	Survey results

Highland City Library Strategic Long-Range Plan, 2016-2025

Years one and two: 2016-2017

Strategy 1.1 Promote lifelong learning in the community.
Objective 1.1.2 Provide a center for unique learning opportunities.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
1.1.2.1 Create study and gathering spaces in present Library area	In progress and ongoing efforts in workflow of Program Director	Program Dir. (Carol Rice)	Physical verification

Strategy 1.1 Promote lifelong learning in the community.
Objective 1.1.3 Provide electronic resources to enhance continuing education.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
1.1.3.1 Provide educational databases for patrons	Implement affordable educational databases on an ongoing basis (determine use stats and reassess as necessary)	Director (Janae Wahnschaffe)	Databases available
1.1.3.2 Increase audiobook collection	Increase portion of book budget to 20% toward purchase of audiobooks by May of 2017	Director (Janae Wahnschaffe)	More audiobooks available in catalog
1.1.3.3 Improve access to online resources	Offer programs instructing patrons how to successfully create and use accounts for online resources by end of 2016	Program Dir. (Carol Rice)	Online use increase

Highland City Library Strategic Long-Range Plan, 2016-2025

Years one and two: 2016-2017

Strategy 1.2 Deliver personalized, consistent, high-quality service to patrons while protecting their privacy.
Objective 1.2.1 Enforce Library policies and practices consistently.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
1.2.1.1 Review & adjust the Strategic Long-Range Plan quarterly	Library Board agenda item April, July, October 2017	Board Chair (Blythe Shupe)	Board minutes
1.2.1.2 Review Open Meetings Act annually to ensure compliance	Library Board agenda item January 2017	Board Chair (Blythe Shupe)	Board minutes

Strategy 1.2 Deliver personalized, consistent, high-quality service to patrons while protecting their privacy.
Objective 1.2.2 Provide professional development opportunities for the Library staff.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
1.2.2.1 Increase staffing levels to meet or exceed state certification benchmarks	Send staff to relevant trainings provided by the state and conferences by June 2017	Director (Janae Wahnschaffe)	Training attendance log
1.2.2.2 Work with Board Chair, Outreach Director, and patrons to develop training topics that will be of interest and valuable to the Library	Schedule training planning meetings with Chair and Outreach Director by June 2017	Director (Janae Wahnschaffe)	Training schedule
1.2.2.3 Work toward full time executive assistants to efficiently operate library	Executive assistants are identified and appointed by end of 2017	Director (Janae Wahnschaffe), Highland City Council	Operating budget

Highland City Library Strategic Long-Range Plan, 2016-2025

Years one and two: 2016-2017

Strategy 1.2 Deliver personalized, consistent, high-quality service to patrons while protecting their privacy.
Objective 1.2.3 Provide current technology training to staff.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
1.2.3.1 Train staff to use library digital resources for all devices	Hold regular training meetings for staff members specific to digital resources by June 2017	Director (Janae Wahnschaffe)	Track training hours for staff
1.2.3.2 Improve book cataloguing process by additional training and count expectations	Increase monthly item creation records by May 2017	Director (Janae Wahnschaffe), Programming Asst. (Teresa McKitrick)	ILS reports

Highland City Library Strategic Long-Range Plan, 2016-2025

Years one and two: 2016-2017

Strategy 1.3 Maintain a well-operated library.
Objective 1.3.1 Seek public input to provide patron-driven collections, programs and services.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
1.3.1.1 Increase collection for NUCLC membership	50,000 holdings by end of 2017	Director (Janae Wahnschaffe)	Catalog
1.3.1.2 Continue to correctly label series and sequels list, and standardize entries in database to ensure easy access	Spine labels consistent on shelves & discoverability increased by end of 2017	Director (Janae Wahnschaffe)	Physical verification
1.3.1.3 Provide a patron-driven collection by offering avenues for requests	Completed second quarter 2016	Programming Asst. (Teresa McKitrick)	Link on website, in library forms; Responding to requests
1.3.1.4 Provide reading levels for elementary aged chapter books	In progress and database completed by end of 2017	Director (Janae Wahnschaffe)	Physical verification
1.3.1.5 Create updated and relevant signage for easy navigation of library	Color code spine labels in junior and children collection by end of first quarter 2017	Programming Asst. (Teresa McKitrick)	Physical verification
1.3.1.6 Offer suggestion box and distribute surveys for patron input regarding programming	Feedback provided to patrons within a month of receiving suggestion as to the practicality of the suggestion	Program Dir. (Carol Rice)	Notifications to patrons

Highland City Library Strategic Long-Range Plan, 2016-2025

Years one and two: 2016-2017

Strategy 1.3 Maintain a well-operated library.
Objective 1.3.2 Maintain good relationships with other libraries in the area and across the state to share resources and maximize networking.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
1.3.2.1 Continue to participate with other libraries in the area, state and nation	Attend conferences, summits, trainings and workshops, as budget allows	Director (Janae Wahnschaffe)	Log hours of attendance, monthly statistics
1.3.2.2 Work to enhance our profile within the North Utah County Library Cooperative	Attend quarterly meetings, seek input, work collaboratively	Director (Janae Wahnschaffe)	Meeting minutes

Strategy 1.3 Maintain a well-operated library.
Objective 1.3.3 Work with the Highland City Council, Library Foundation, Friends of the Library, donors, grant makers, and others to ensure adequate revenues to increase Library services.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
1.3.3.1 Continue to explore grants and opportunities for additional funding	Submit 2 grants by end of 2017	Library Board (Nancy Passeritti)	Grant applications
1.3.3.2 Develop a reserve fund	Policy proposal submitted to City Council by end of 2017	Board Chair (Blythe Shupe)	City Council minutes

Highland City Library Strategic Long-Range Plan, 2016-2025

Years one and two, 2016-2017

Strategy 1.3 Maintain a well-operated library.
Objective 1.3.4 Prepare a fiscally responsible annual budget.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
1.3.4.1 Develop annual budget	Budget submitted on time 2016, 2017	Director (Janae Wahnschaffe)	Budget

Strategy 1.3 Maintain a well-operated library.
Objective 1.3.5 Prepare all required reports.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
1.3.5.1 Run monthly reports and have spreadsheet of information available	Monthly reports submitted on time	Director (Janae Wahnschaffe)	Reports on file

Goal 2. Involve the community through outreach programs to help residents understand the benefits of a community library.

Strategy 2.1 Create and maintain relationships with local businesses, cities, & NGO's.
Objective 2.1.1 Create positive relationships with local businesses.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
2.1.1.1 Recruit local businesses to offer free classes in their area of expertise	Currently in progress and inviting businesses with one class scheduled by end of 2017	Program Dir. (Carol Rice)	Published Library calendar

Highland City Library Strategic Long-Range Plan, 2016-2025

Years one and two: 2016-2017

Strategy 2.1 Create and maintain relationships with local businesses, cities, & NGO's.
Objective 2.1.2 Create positive relationships with local cities.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
2.1.2.1 Obtain calendar from Highland City with scheduled city events and determine how to participate and assist in those events	Collaborate with Highland City to participate in city events beginning in 2017	Program Dir. (Carol Rice)	Acknowledgement of Library participation from City
2.1.2.2 Hold an Open House for city leaders from Highland, Alpine, and Cedar Hills to tour Library and ask questions	Open House held in third quarter 2017	Board Chair (Blythe Shupe), Director (Janae Wahnschaffe)	Library Board minutes

Strategy 2.2 Create and maintain relationships with local educational institutions.
Objective 2.2.1 Create positive relationships with local educational institutions.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
2.2.1.1 Increase outreach efforts by participating in local school activities, such as Battle of the Books, volunteer opportunities for class credit, reports, etc.	Participate in 5 local school activities by end of 2017	Director (Janae Wahnschaffe)	Reports on file
2.2.1.2 Create partnership with Alpine School District by meeting with Alpine School Board Members & District administration to find partnering opportunities	Schedule meeting by end of second quarter 2017	Director (Janae Wahnschaffe)	Library Board minutes

Highland City Library Strategic Long-Range Plan, 2016-2025

Years one and two: 2016-2017

Strategy 2.3 Create and maintain relationships with community members.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
2.3.1 Use other social networking sites and community newsletters to communicate Library news	In progress, monthly article in Highland and Alpine newsletters and social networking sites	Program Dir. (Carol Rice)	Websites, newsletters on file
2.3.2 Encourage scouts and other community members the opportunity to volunteer in the Library	3-5 unique volunteers by end of 2017	Director (Janae Wahnschaffe)	Reports on file
2.3.3 Provide tours for interested groups	3-5 tours by end of 2017	Director (Janae Wahnschaffe)	Reports on file
2.3.4 Recruit community members to host and teach programs	2 new program hosts by end of 2017	Program Dir. (Carol Rice)	Reports on file
2.3.5 Increase resident card holders	10% increase by end of 2017	Director (Janae Wahnschaffe)	Reports on file
2.3.6 Increase non-resident card holders	5% increase by end of 2017	Director (Janae Wahnschaffe)	Reports on file
2.3.7 Identify possible partner groups	Board chair make initial meeting; appoint Library Board member to be liaison by end of 2017	Board Chair (Blythe Shupe)	Board minutes

Highland City Library Strategic Long-Range Plan, 2016-2025

Years one and two: 2016-2017

Goal 3. Provide residents with a gathering place that creates a sense of community and enhances the quality of life while preparing for future growth.

Strategy 3.1 Continue to improve the existing Library space to promote gathering and facilitate learning.
Objective 3.1.1 Better signage to promote gathering.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
3.1.1.1 Street signage identifying the Library	Presentation to Highland City Council and vote by Council by end of 2017	Library Board	Highland City Council minutes, outdoor signs placed

Strategy 3.1 Continue to improve the existing Library space to promote gathering and facilitate learning.
Objective 3.1.2 Additional spaces in Library to facilitate learning.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
3.1.2.1 Create media center	Additional square footage added to existing building as approved by Highland City Council	Library Board, Highland City Council	Board & City Council minutes
3.1.2.2 Create children's library	Additional square footage added to existing building as approved by Highland City Council	Library Board, Highland City Council	Board & City Council minutes

Highland City Library Strategic Long-Range Plan, 2016-2025

Years one and two: 2016-2017

Phase I Defining the Need

Strategy 3.2 Provide a facility that will meet current and future Library operations.
Objective 3.2.1 Work with the communities of Alpine, Cedar Hills, and Highland, and other partners, to provide a facility that serves all participating communities.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
3.2.1.1 Prepare long-range expansion plan for review and approval by the Library Board	Plan approved by the Highland Library Board December 2016	Board sub-committee (Roger Dixon, Tiffany Whiting, Sue Carey)	Library Board Minutes
3.2.1.2 Involve the Highland Arts Council in the preparation of a long-range expansion plan	Meet with the Chair of the Arts Council and explain the approach and need for their involvement October 2016	Board Chair (Blythe Shupe)	Joint recommendation from Library Board and Arts Council
3.2.1.3 Prepare Strategic Long-Range Plan 2016-2025 for presentation to the City Council	Plan approved by the Highland City Council February 2017	Board Chair (Blythe Shupe)	Highland City Council Minutes
3.2.1.4 Discuss Strategic Long-Range Plan 2016-2025 with the city authorities in Alpine and Cedar Hills to establish strategic partners to help fund operations	Meetings held with city authorities in Alpine and Cedar Hills May 2017	Board Chair (Blythe Shupe) and designated City Council members	Results of the meetings

Years one and two: 2016-2017

3.2.1.5 Establish a Community Needs Committee to guide the needs survey for library and community center. (If Alpine and/or Cedar Hills chose to opt out, then the committee would consist of representatives from one or two communities.)	Each community commits (or not) to participation and resources for the needs survey by July 2017	City Council of each community	Commitment reflected in the minutes of the respective City Council meetings
3.2.1.6 Survey the citizens of the participating communities	Needs survey results available for review by February 2018	Community Needs Committee	Report from survey company
3.2.1.7 Review results of needs survey and prepare options for presentation to the participating City Council(s) on next steps	Present options to the respective City Councils by May 2018	Community Needs Committee	Minutes of the respective City Councils

Strategy 3.3 Develop a viable financial strategy for future growth.
Objective 3.3.1 Develop a financial plan for programs.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
3.3.1.1 Revitalize the Friends of the Library to develop a fund-raising plan to support Library programs	Library Board approves Friends of the Library fund-raising program by March 2017	Library Board	Library Board Minutes
3.3.1.2 Friends of the Library organize a book drive for used books using community help, such as Eagle Scout candidates	Book drive finished by May 2017	Library Board	Library Board minutes

Years one and two: 2016-2017

3.3.1.3 Friends of the Library sell used books in booth at Cedar Hills Family Festival	Booth set up and manned at Festival in June 2017	Library Board	Library Board minutes
3.3.1.4 Friends of the Library sell used books in booth at Highland Fling	Booth set up and manned at Fling in August 2017	Library Board	Library Board minutes
3.3.1.5 Friends of the Library sell used books in booth at Alpine Days	Booth set up and manned at Alpine Days in August 2017	Library Board	Library Board minutes

Strategy 3.3 Develop a viable financial strategy for future growth.
Objective 3.3.2 Develop a financial plan for facilities that accommodate Library needs.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
There are no fund-raising activities since needs are being determined during this period			

Highland City Library Strategic Long-Range Plan, 2016-2025

Years three through five: 2018-2020

Goal 1. Provide residents with access to information that educates, inspires, and entertains.

Strategy 1.1 Promote lifelong learning in the community.
Objective 1.1.1 Provide programs that foster literacy and lifelong learning.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
1.1.1.1 Organize a tutoring program that provides library space and volunteer tutors	Recruit tutors by end of first quarter 2018	Director	Advertise in library, website, social media
1.1.1.2 Purchase home school lesson supplements to support home school students	Make purchase of supplements in one subject area in 2018, 2019, 2020	Director	Catalog, Signage in library
1.1.1.3 Sponsor writing contest for middle school students	Contest runs first quarter 2018	Program Director	Published Library calendar
1.1.1.4 Develop a storytelling program to teach local 5th grade students storytelling skills	5th grade storytelling program begins third quarter 2018	Program Director	Published Library calendar
1.1.1.5 Organize a quarterly book club for adults	Meetings once/quarter in 2018	Program Director	Published Library calendar
1.1.1.6 Develop a storytelling program to teach local 6th grade students storytelling skills	6th grade storytelling program begins third quarter 2019	Program Director	Published Library calendar
1.1.1.7 Organize a quarterly book club for middle school students	Meetings once/quarter in 2019	Program Director	Published Library calendar
1.1.1.8 Provide series of parenting classes	5 classes taught during 2019	Program Director	Published Library calendar

Years three through five: 2018-2020

1.1.1.9 Provide series of Shakespeare workshops for high school students	4 classes taught during 2019	Program Director	Published Library calendar
1.1.1.10 Develop a storytelling program to teach local middle school students storytelling skills	Middle school storytelling program begins third quarter 2020	Program Director	Published Library calendar
1.1.1.11 Organize a quarterly book club for 4th-6th grade students	Meetings once/quarter in 2020	Program Director	Published Library calendar
1.1.1.12 Sponsor art contest for high school students	Contest runs first quarter 2020	Program Director	Published Library calendar
1.1.1.13 Provide series of family history classes	6 classes taught during 2020	Program Director	Published Library calendar
1.1.1.14 Present book reviews for YA books	3 times/year during 2020	Program Director	Published Library calendar
1.1.1.15 Present book reviews for adult fiction	3 times/year during 2020	Program Director	Published Library calendar

Years three through five: 2018-2020

Strategy 1.1 Promote lifelong learning in the community.
Objective 1.1.2 Provide a center for unique learning opportunities.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
1.1.2.1 Organize a Literacy Center for early childhood literacy	Resource material purchased by end of second quarter 2018	Director	Resource material in library
1.1.2.2 Organize a Senior recipe sharing club	Club meets once/month beginning 2018	Program Director	Published Library calendar
1.1.2.3 Develop "danger camps" that use STEM educational resources	One camp begins third quarter 2018	Program Director	Program materials
1.1.2.4 Start a LEGO club for ages 10-14	Club meets once/month beginning 2019	Program Director	Published Library calendar
1.1.2.5 Organize Battle of the Bands event for high school students	Event occurs by end of 2019	Program Director	Published Library calendar
1.1.2.6 Provide series of nutrition/health classes	4 class series presented by end of 2020	Program Director	Published Library calendar

Strategy 1.1 Promote lifelong learning in the community.
Objective 1.1.3 Provide electronic resources to enhance continuing education.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
1.1.3.1 Acquire test preparation materials for a variety of tests from high school through graduate school	Purchase made for 2 unique tests by end of 2019	Director	Catalog; Advertise in library, website, social media
1.1.3.2 Start a Computer Coding Club for ages 12-16	Club meets once/month beginning 2019	Program Director	Published Library calendar

Years three through five: 2018-2020

Strategy 1.2 Deliver personalized, consistent, high-quality service to patrons while protecting their privacy.
Objective 1.2.1 Enforce Library policies and practices consistently.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
1.2.1.1 Review & adjust the Strategic Long-Range Plan quarterly	Library Board agenda item Jan, April, July, October 2018, 2019, 2020	Board Chair	Board minutes
1.2.1.2 Library Board appoint sub-committee to thoroughly review Strategic Long-Range Plan and make recommendations	Recommendations to Library Board by end of 2019	Board Chair	Board minutes
1.2.1.3 Review all Library policies	Library Board agenda item each month 2018 and completed by end of 2018	Board Chair	Board minutes
1.2.1.4 Review Open Meetings Act annually to ensure compliance	Library Board agenda item January 2018, 2019, 2020	Board Chair	Board minutes

Strategy 1.2 Deliver personalized, consistent, high-quality service to patrons while protecting their privacy.
Objective 1.2.2 Provide professional development opportunities for the Library staff.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
1.2.2.1 Evaluate Library staff to determine needed trainings	Provide one professional development opportunity to each staff member in 2018, 2019, 2020	Director	Training attendance log
1.2.2.2 Develop training modules to allow cross-training of staff	Modules developed by end of 2019	Director	Training schedule
1.2.2.3 Implement cross-training modules	Schedule staff throughout 2020	Director	Training schedule

Years three through five: 2018-2020

Strategy 1.2 Deliver personalized, consistent, high-quality service to patrons while protecting their privacy.
Objective 1.2.3 Provide current technology training to staff.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
1.2.3.1 Train staff to use library digital resources for all devices	Hold quarterly training meetings for staff members in 2018	Director	Track training hours for staff
1.2.3.2 Send a staff member to outside technology training	Training completed by end of 2019	Director	Training schedule
1.2.3.3 Staff member trained in 1.2.3.2 present in-service training to Library staff on technology training attended	In-service training completed by end of 2020	Director	Training schedule

Strategy 1.3 Maintain a well-operated library.
Objective 1.3.1 Seek public input to provide patron-driven collections, programs and services.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
1.3.1.1 Distribute surveys for patron input regarding programming	Two times each year via email system in 2018, 2019, 2020	Program Director	Reports on file

Strategy 1.3 Maintain a well-operated library.
Objective 1.3.2 Maintain good relationships with other libraries in the area and across the state to share resources and maximize networking.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
1.3.2.1 Continue to participate with other libraries in the area, state and nation	Attend conferences, summits, trainings and workshops as budget allows	Director	Attendance hours, monthly statistics

Years three through five: 2018-2020

Strategy 1.3 Maintain a well-operated library.
Objective 1.3.3 Work with the Highland City Council, Library Foundation, Friends of the Library, donors, grant makers, and others to ensure adequate revenues to increase Library services.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
1.3.3.1 Replace printer/copier with a color copier	Purchase by end of first quarter 2018	Library Foundation	Library Foundation minutes
1.3.3.2 Replace two computers	Purchase by end of first quarter 2018	Friends of the Library	Friends of the Library minutes
1.3.3.3 Replace another two computers	Purchase by end of first quarter 2019	Friends of the Library	Friends of the Library minutes
1.3.3.4 Replace an additional two computers	Purchase by end of first quarter 2020	Friends of the Library	Friends of the Library minutes

Strategy 1.3 Maintain a well-operated library.
Objective 1.3.4 Prepare a fiscally responsible annual budget.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
1.3.4.1 Develop annual budget	Budget submitted on time 2018, 2019, 2020	Director	Budget

Strategy 1.3 Maintain a well-operated library.
Objective 1.3.5 Prepare all required reports.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
1.3.5.1 Run monthly reports and have spreadsheet of information available	Monthly reports submitted on time	Director	Reports on file

Years three through five: 2018-2020

Goal 2. Involve the community through outreach programs to help residents understand the benefits of a community library.

Strategy 2.1 Create and maintain relationships with local businesses, cities, & NGO's.
Objective 2.1.1 Create positive relationships with local businesses.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
2.1.1.1 Recruit local businesses to offer free classes in their area of expertise	One more unique class scheduled by end of 2018, 2019, 2020	Program Director	Published Library calendar

Strategy 2.1 Create and maintain relationships with local businesses, cities, & NGO's.
Objective 2.1.2 Create positive relationships with local cities.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
2.1.2.1 Have a presence at Highland Fling, Cedar Hills Family Festival, and Alpine Days through Friends of Library used book sale (Strategy 3.3)	Annual booths 2018, 2019, 2020	Library Board	Library Board minutes
2.1.2.2 Hold an Open House for city leaders from Highland, Alpine, and Cedar Hills to tour Library and ask questions	Open House held in first quarter 2019	Board Chair, Director	Library Board minutes

Years three through five: 2018-2020

Strategy 2.2 Create and maintain relationships with local educational institutions.
Objective 2.2.1 Create positive relationships with local educational institutions.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
2.2.1.1 Expand partnership with Alpine School District by sharing curriculum and providing curriculum supports	Provide curriculum supports by end of first quarter 2018	Director	Material available in library
2.2.1.2 Host an after-school program in partnership with Alpine School District	Begin program third quarter 2019	Director	Students enrolled in program
2.2.1.3 Partner with local school writing, art, and music contests, like Reflections program	Make contacts with local school chairpersons by end of third quarter 2018	Program Director	Reports on file

Strategy 2.3 Create and maintain relationships with community members.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
2.3.1 Recruit community members to host and teach programs	2 new program hosts by end of 2019	Program Director	Reports on file
2.3.2 Increase resident card holders	10% increase by end of 2019	Director	Reports on file
2.3.3 Increase non-resident card holders	5% increase by end of 2019	Director	Reports on file
2.3.4 Organize an annual toy exchange for families	Hold exchange in third quarter of 2018, 2019, 2020	Program Director	Published Library calendar
2.3.5 Hold Pizza and Movie Night for upper elementary students	Two activities by end of year 2018	Program Director	Published Library calendar
2.3.6 Hold a Library Comic Convention event	Event held by end of 2019	Program Director	Published Library calendar

Years three through five: 2018-2020

Goal 3. Provide residents with a gathering place that creates a sense of community and enhances the quality of life while preparing for future growth.

Strategy 3.1 Continue to improve the existing Library space to promote gathering and facilitate learning.
Objective 3.1.1 Better signage to promote gathering.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
3.1.1.1 Street signage identifying the Library	Completed in 2017		

Strategy 3.1 Continue to improve the existing Library space to promote gathering and facilitate learning.
Objective 3.1.2 Additional spaces in Library to facilitate learning.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
3.1.2.1 Make a dedicated space for the Literacy Center materials acquired in 1.1.2.1	Space created by end of third quarter 2018	Director	Visual confirmation
3.1.2.2 Create a Homework Zone with tables and supplies to facilitate successful homework completion and collaboration	Space created with appropriate signage by end of 2019	Director	Visual confirmation

Years three through five, 2018-2020

Phase II Defining the Scope

Strategy 3.2 Provide a facility that will meet current and future Library operations.
Objective 3.2.1 Work with the communities of Alpine, Cedar Hills, and Highland, and other partners, to provide a facility that serves all participating communities.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
3.2.1.1 Decision by the participating City Councils as to which option to pursue *This decision would trigger the fund-raising activities outlined in Objective 3.3.2. As a part of this activity, we need to seek the approval of the participating City Councils to: 1) seek grants; 2) seek donors; and 3) seek bonds.*	Decision on expansion options and plans by November 2018	Participating City Councils	Minutes of the participating City Councils
3.2.1.2 Complete environmental, architectural, and traffic studies, etc.	Studies completed by March 2019	Community Needs Committee	Studies on file in the participating City offices
3.2.1.3 Hire a specialized building consultant, solicit applications, and rank the applicants	Job opening announcement by June 2019	Community Needs Committee	Job announcement on file with the City
3.2.1.4 Hire a building consultant to review space needs and recommend a layout for the purposes envisioned by the Board *At a minimum, the consultant will look at the community data, consult with the Community Needs Committee and apply data to recommendations including location and size of the building, as well as provide general guidance to the architect.*	Decision to hire a building consultant by August 2019	Community Needs Committee	Contract with the building consultant

Years three through five: 2018-2020

3.2.1.5 Building consultant makes recommendations to the Community Needs Committee	Decision by the Community Needs Committee of recommendations to the participating City Councils by January 2020	Building consultant	Minutes of the Community Needs Committee
3.2.1.6 Present initial expansion plan to participating City Councils	Expansion plan approved by the participating City Councils by May 2020	Community Needs Committee	Minutes of the respective City Council meetings
3.2.1.7 Establish a Community Center Committee to oversee the building process *This could be a continuation of the Community Needs Committee or a new skill set may be advisable.*	Committee approved by the city councils of the participating cities by June 2020	Participating City Councils	Minutes of the participating City Councils

Strategy 3.3 Develop a viable financial strategy for future growth.
Objective 3.3.1 Develop a financial plan for programs.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
3.3.1.1 Friends of the Library organize an annual book drive for used books using community help, such as Eagle Scout candidates	Book drive finished by May 2018, 2019, 2020	Library Board	Library Board minutes
3.3.1.2 Friends of the Library sell used books annually in booth at Cedar Hills Family Festival	Booth set up and manned at Festival in June 2018, 2019, 2020	Library Board	Library Board minutes
3.3.1.3 Friends of the Library sell used books annually in booth at Highland Fling	Booth set up and manned at Fling in August 2018, 2019, 2020	Library Board	Library Board minutes

Years three through five: 2018-2020

3.3.1.4 Friends of the Library sell used books annually in booth at Alpine Days	Booth set up and manned at Alpine Days in August 2018, 2019, 2020	Library Board	Library Board minutes
3.3.1.5 Friends of the Library hold a silent auction	Auction held by end of 2019	Library Board	Library Board minutes

Strategy 3.3 Develop a viable financial strategy for future growth.
Objective 3.3.2 Develop a financial plan for facilities that accommodate Library needs.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
3.3.2.1 Begin grant seeking activities once the cities have determined which expansion option to follow (See Objective 3.2.1.1, November 2018)	Grants for expansion are approved by other entities. Deadline for grants May 2020 (See 3.2.1.5 Building consultant makes recommendations to the Community Needs Committee)	Library Board and other participating cities	Grants received
3.3.2.2 Begin donor seeking activities. Once the cities have determined which expansion option to follow (See Objective 3.2.1.1, November 2018) *Approval needed by the participating City Councils to name rooms within the Library after donors per the amount of their donation. Criteria to be determined.*	Donations for expansion are approved by other entities. Deadline for donations May 2020 (See 3.2.2.5 Building consultant makes recommendations to the Community Needs Committee.)	Library Foundation, Friends of the Library, Arts Council; participating cities	Donations received

Years three through five: 2018-2020

3.3.2.3 Begin bond seeking activities once the cities have determined which expansion option to follow (See Objective 3.2.1.1, November 2018)	Bonds for expansion approved by other entities. Deadline for bonds May 2020 (See 3.2.1.5 Building consultant makes recommendations to the Community Needs Committee.)	Highland City Administration; Administrations of other participating cities	Bonds approved
3.3.2.4 Seek to sell surplus city-owned property once the cities have determined which expansion option to follow (See Objective 3.2.1.1, November 2018)	Properties are sold by May 2020 (See 3.2.1.5 Building consultant makes recommendations to the Community Needs Committee.)	Highland City Administration	Funds on hand
3.3.2.5 Arts Council actively raising funds for the expansion project once the cities have determined which option to follow (See Objective 3.2.1.1, November 2018)	Arts Council raises a proportional amount by May 2020	Arts Council	Arts Council meeting minutes

Highland City Library Strategic Long-Range Plan, 2016-2025

Years six through eight: 2021-2023

Goal 1. Provide residents with access to information that educates, inspires, and entertains.

Strategy 1.1 Promote lifelong learning in the community.
Objective 1.1.1 Provide programs that foster literacy and lifelong learning.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
1.1.1.1 Develop adult literacy tutoring program	Program begins first quarter 2021	Director	Program enrolls students
1.1.1.2 Provide classes to teach resume building, interview tips, and job searching skills	One class in each topic provided in 2021	Program Director	Published Library calendar
1.1.1.3 Provide series of parenting classes	5 classes taught during 2021	Program Director	Published Library calendar
1.1.1.4 Present book reviews for YA books	3 times/year during 2021	Program Director	Published Library calendar
1.1.1.5 Present book reviews for adult fiction	3 times/year during 2021	Program Director	Published Library calendar
1.1.1.6 Expand writing contest for middle school students to include high school students	Contest runs first quarter 2021	Program Director	Published Library calendar
1.1.1.7 Organize a quarterly book club for seniors	Meetings once/quarter in 2021	Program Director	Published Library calendar
1.1.1.8 Provide series of family history classes	6 classes taught during 2022	Program Director	Published Library calendar
1.1.1.9 Expand series of Shakespeare workshops for high school students to include series for middle school students	4 classes taught during 2021 and 2023	Program Director	Published Library calendar

Years six through eight: 2021-2023

1.1.1.10 Expand art contest for high school students to include middle school students	Contest runs first quarter 2022	Program Director	Published Library calendar
1.1.1.11 Provide series of local hiking information	5 class series by end of 2022	Program Director	Published Library calendar
1.1.1.12 Provide series of classes on stress management and time management	4 class series by end of 2023	Program Director	Published Library calendar

Strategy 1.1 Promote lifelong learning in the community.
Objective 1.1.2 Provide a center for unique learning opportunities.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
1.1.2.1 Expand storytelling program to include more students in grades 5-9	Expansion begins third quarter 2021	Program Director	Published Library calendar
1.1.2.2 Expand "danger camps" that use STEM educational resources	Second camp begins third quarter 2021; third camp begins third quarter 2023	Program Director	Program materials
1.1.2.3 Organize a comic book club for middle school students	Group meets monthly beginning 2022	Program Director	Published Library calendar
1.1.2.4 Organize yoga or other similar class	Begin one class by first quarter 2022	Program Director	Published Library calendar
1.1.2.5 Organize knit/crochet group in which seniors teach younger generations	Group meets monthly beginning 2023	Program Director	Published Library calendar
1.1.2.6 Organize a Skit Night event for families	Event held in 2023	Program Director	Published Library calendar

Years six through eight: 2021-2023

Strategy 1.1 Promote lifelong learning in the community.
Objective 1.1.3 Provide electronic resources to enhance continuing education.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
1.1.3.1 Purchase language learning program supplements	Purchase of one program supplement by end of 2021	Director	Catalog
1.1.3.2 Acquire test preparation materials for a variety of tests from high school through graduate school	Purchase of 2 additional unique tests by end of 2022	Director	Catalog; Advertise in library, website, social media
1.1.3.3 Provide a 3D printing program for high school students	4 classes taught during 2022	Program Director	Published Library calendar
1.1.3.4 Expand 3D printing program for high school students to include middle school students	4 additional classes taught during 2023	Program Director	Published Library calendar

Highland City Library Strategic Long-Range Plan, 2016-2025

Years six through eight: 2021-2023

Strategy 1.2 Deliver personalized, consistent, high-quality service to patrons while protecting their privacy.
Objective 1.2.1 Enforce Library policies and practices consistently.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
1.2.1.1 Review & adjust the Strategic Long-Range Plan quarterly	Library Board agenda item Jan, April, July, October 2021 and 2023	Board Chair	Board minutes
1.2.1.2 Review all Library policies	Library Board agenda item each month 2021 and 2023 and completed by end of 2021 and 2023	Board Chair	Board minutes
1.2.1.3 Library Board appoints sub-committee to thoroughly review Strategic Long-Range Plan and make recommendations	Recommendations to Library Board by end of 2022	Board Chair	Board minutes
1.2.1.4 Review Open Meetings Act annually to ensure compliance	Library Board agenda item January 2018, 2019, 2020	Board Chair	Board minutes

Strategy 1.2 Deliver personalized, consistent, high-quality service to patrons while protecting their privacy.
Objective 1.2.2 Provide professional development opportunities for the Library staff.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
1.2.2.1 Evaluate Library staff to determine needed trainings	Provide one professional development opportunity to each staff member in 2021, 2022, 2023	Director	Training attendance log
1.2.2.2 Continue cross-training modules for staff	Schedule staff throughout 2021 and 2023	Director	Training schedule

Years six through eight: 2021-2023

Strategy 1.2 Deliver personalized, consistent, high-quality service to patrons while protecting their privacy.
Objective 1.2.3 Provide current technology training to staff.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
1.2.3.1 Train staff to use library digital resources for all devices	Hold quarterly training meetings for staff members in 2021	Director	Track training hours for staff
1.2.3.2 Send a staff member to outside technology training	Training completed by end of 2021	Director	Training schedule
1.2.3.3 Staff member trained in 1.2.3.2 present in-service training to Library staff on technology training attended	In-service training completed by end of 2022	Director	Training schedule

Strategy 1.3 Maintain a well-operated library.
Objective 1.3.1 Seek public input to provide patron-driven collections, programs and services.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
1.3.1.1 Distribute surveys for patron input regarding programming	Two times each year via email system in 2021, 2022, 2023	Program Director	Reports on file

Strategy 1.3 Maintain a well-operated library.
Objective 1.3.2 Maintain good relationships with other libraries in the area and across the state to share resources and maximize networking.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
1.3.2.1 Continue to participate with other libraries in the area, state and nation	Attend conferences, summits, trainings and workshops as budget allows	Director	Attendance hours, monthly statistics

Years six through eight: 2021-2023

Strategy 1.3 Maintain a well-operated library.
Objective 1.3.3 Work with the Highland City Council, Library Foundation, Friends of the Library, donors, grant makers, and others to ensure adequate revenues to increase Library services.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
1.3.3.1 Purchase a 3D printer for program activities	Purchase by end of first quarter 2021	Friends of the Library	Friends of the Library minutes
1.3.3.2 Replace an additional two computers	Purchase by end of first quarter 2022	Friends of the Library	Friends of the Library minutes
1.3.3.3 Replace an additional two computers	Purchase by end of first quarter 2023	Friends of the Library	Friends of the Library minutes

Strategy 1.3 Maintain a well-operated library.
Objective 1.3.4 Prepare a fiscally responsible annual budget.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
1.3.4.1 Develop annual budget	Budget submitted on time 2021, 2022, 2023	Director	Budget

Strategy 1.3 Maintain a well-operated library.
Objective 1.3.5 Prepare all required reports.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
1.3.5.1 Run monthly reports and have spreadsheet of information available	Monthly reports submitted on time	Director	Reports on file

Highland City Library Strategic Long-Range Plan, 2016-2025

Years six through eight: 2021-2023

Goal 2. Involve the community through outreach programs to help residents understand the benefits of a community library.

Strategy 2.1 Create and maintain relationships with local businesses, cities, & NGO's.
Objective 2.1.1 Create positive relationships with local businesses.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
2.1.1.1 Recruit local businesses to offer free classes in their area of expertise	One more unique class scheduled by end of 2021, 2022, 2023	Program Director	Advertise in library, website, social media

Strategy 2.1 Create and maintain relationships with local businesses, cities, & NGO's.
Objective 2.1.2 Create positive relationships with local cities.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
2.1.2.1 Have a presence at Highland Fling, Cedar Hills Family Festival, and Alpine Days through Friends of Library used book sale (Strategy 3.3)	Annual booths 2021, 2022, 2023	Library Board	Library Board minutes
2.1.2.2 Hold an Open House for city leaders from Highland, Alpine, and Cedar Hills to tour Library and ask questions	Open House held in first quarter 2021, 2023	Board Chair, Director	Library Board minutes

Years six through eight: 2021-2023

Strategy 2.2 Create and maintain relationships with local educational institutions.
Objective 2.2.1 Create positive relationships with local educational institutions.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
2.2.1.1 Organize a meeting of local school media specialists to explore ways to collaborate	Meeting held by end of 2021	Director	Library Board minutes
2.2.1.2 Implement collaboration ideas from meeting with media specialists	One new collaboration implemented by end of 2022, 2023	Director	Library Board minutes

Strategy 2.3 Create and maintain relationships with community members.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
2.3.1 Recruit community members to host and teach programs	2 new program hosts by end of 2021	Program Director	Reports on file
2.3.2 Increase resident card holders	10% increase by end of 2021	Director	Reports on file
2.3.3 Increase non-resident card holders	5% increase by end of 2021	Director	Reports on file
2.3.4 Organize an annual toy exchange for families	Hold exchange in third quarter of 2021, 2022, 2023	Program Director	Published Library calendar
2.3.5 Hold Gaming Night for middle school students	2 activities by end of year 2021	Program Director	Published Library calendar
2.3.6 Organize duct tape craft contests	2 activities by end of year 2022	Program Director	Published Library calendar
2.3.7 Organize Senior Game Night	6 activities by end of year 2023	Program Director	Published Library calendar

Highland City Library Strategic Long-Range Plan, 2016-2025

Years six through eight: 2021-2023

Goal 3. Provide residents with a gathering place that creates a sense of community and enhances the quality of life while preparing for future growth.

Strategy 3.1 Continue to improve the existing Library space to promote gathering and facilitate learning.
Objective 3.1.1 Better signage to promote gathering.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
3.1.1.1 Street signage identifying the Library	Completed in 2017		

Strategy 3.1 Continue to improve the existing Library space to promote gathering and facilitate learning.
Objective 3.1.2 Additional spaces in Library to facilitate learning.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
3.1.2.1 Create a computer literacy center to promote computing skills	Space created with appropriate signage by end of 2022	Director	Visual confirmation

Highland City Library Strategic Long-Range Plan, 2016-2025

Years six through eight: 2021-2023

Phase III Begin Construction

Strategy 3.2 Provide a facility that will meet current and future Library operations.
Objective 3.2.1 Work with the communities of Alpine, Cedar Hills, and Highland, and other partners, to provide a facility that serves all participating communities.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
3.2.1.1 Hire an architect, solicit applications, rank the applicants	Invitation to bid sent out. Decision announced by January 2021	Community Center Committee	Bid notice on file with the City
3.2.1.2 Enter negotiations with the top choice, conduct personal interviews with the person or firm that interests the Library Board, and check references *Legal counsel should be sought on an appropriate contract.*	Decision on architect made by March 2021	Community Center Committee	Contract with architect
3.2.1.3 Architectural plans prepared and submitted to the Community Center Committee	Review and approval of architectural plan by September 2021	Community Center Committee	Minutes of the Community Center Committee
3.2.1.4 Architectural plans prepared and submitted to the participating City Councils	Review and approval of architectural plan by December 2021	Participating City Councils	Minutes of the participating City Councils
3.2.1.5 Begin process to select a contractor	Invitation to bid sent out by January 2022	Community Center Committee	Bid notice on file with the participating cities

Years six through eight: 2021-2023

3.2.1.6 Select a contractor for expansion project *Specifications by an architect will be submitted to contractors for bids. It is wise for the Community Center Committee to have the specifications include several options so that it can add or subtract as cost is known. Multiple bids are needed, but an overly long list may not add to the Committee's ability to make the decision. Low bid is one factor, probably the most important, but value and evidence of good work elsewhere are additional considerations.*	Bid awarded by April 2022	Community Center Committee	Duly signed contract on file with the participating cities
3.2.1.7 Begin construction *The Community Center Committee is the link between the architect and builder to bring decisions on changes as well as regular progress reports to the participating City Councils. The better the original plans and more precise the specifications, the more likely construction will run smoothly.*	Construction begun by June 2022	Community Center Committee monitors construction and files reports	Progress reports on file with the participating cities
3.2.1.8 Hold special events to maintain public interest such as groundbreaking, cornerstone laying (perhaps with a time capsule), setting the first brick, and topping off. Issue regular press releases, and identify times during the process when special events can be held	Special progress events are announced as appropriate	Community Center Committee	Copies of press releases and press coverage of events on file in the Library
3.2.1.9 Issue press releases on a regular basis that notify the public of special events and general progress on the expansion project	Regular press releases at least bimonthly	Community Center Committee	Copies of press releases and press coverage of events on file in the Library

Years six through eight: 2021-2023

Strategy 3.3 Develop a viable financial strategy for future growth.
Objective 3.3.1 Develop a financial plan for programs.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
3.3.1.1 Friends of the Library organize an annual book drive for used books using community help, such as Eagle Scout candidates	Book drive finished by May 2021, 2022, 2023	Library Board	Library Board minutes
3.3.1.2 Friends of the Library sell used books annually in booth at Cedar Hills Family Festival	Booth set up and manned at Festival in June 2021, 2022, 2023	Library Board	Library Board minutes
3.3.1.3 Friends of the Library sell used books annually in booth at Highland Fling	Booth set up and manned at Fling in August 2021, 2022, 2023	Library Board	Library Board minutes
3.3.1.4 Friends of the Library sell used books annually in booth at Alpine Days	Booth set up and manned at Alpine Days in August 2021, 2022, 2023	Library Board	Library Board minutes
3.3.1.5 Friends of the Library hold a Dinner Theatre	Production held by end of 2022	Library Board	Library Board minutes

Strategy 3.3 Develop a viable financial strategy for future growth.
Objective 3.3.2 Develop a financial plan for facilities that accommodate Library needs.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
3.3.2.1 Funds are disbursed for construction	Invoices submitted to Community Center Committee	Community Center Committee	Paid invoices on file

Highland City Library Strategic Long-Range Plan, 2016-2025

Years nine and ten: 2024-2025

Goal 1. Provide residents with access to information that educates, inspires, and entertains.

Strategy 1.1 Promote lifelong learning in the community.
Objective 1.1.1 Provide programs that foster literacy and lifelong learning.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
1.1.1.1 Provide class series in public speaking skills	Class series occurs during 2024	Program Director	Published Library calendar
1.1.1.2 Organize an Author Camp	Camp runs third quarter 2024	Program Director	Published Library calendar
1.1.1.3 Expand writing contest for middle school & high school students to include adults	Contest runs first quarter 2024	Program Director	Published Library calendar
1.1.1.4 Expand storytelling program to include more students in grades 10-12	Expansion begins third quarter 2024	Program Director	Published Library calendar
1.1.1.5 Expand storytelling program to include Senior Storytelling	Expansion begins third quarter 2025	Program Director	Published Library calendar
1.1.1.6 Provide class series in helps and tips for popular business software programs	5 class series by end of 2025	Program Director	Published Library calendar
1.1.1.7 Expand series of Shakespeare workshops for high school & middle school students to include series for 5th & 6th grade students	4 classes taught by end of first quarter 2025	Program Director	Published Library calendar
1.1.1.8 Expand art contest for high school & middle school students to include adults	Contest runs first quarter 2025	Program Director	Published Library calendar
1.1.1.9 Provide class series on home organization tips	3 class series by end of 2025	Program Director	Published Library calendar

Years nine and ten: 2024-2025

Strategy 1.1 Promote lifelong learning in the community.
Objective 1.1.2 Provide a center for unique learning opportunities.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
1.1.2.1 Organize a summer camp for ages 8-10	Camp runs third quarter 2025	Program Director	Published Library calendar
1.1.2.2 Organize a summer camp for ages 11-12	Camp runs third quarter 2025	Program Director	Published Library calendar
1.1.2.3 Organize Senior Exercise class	Class runs weekly beginning 2025	Program Director	Published Library calendar

Strategy 1.1 Promote lifelong learning in the community.
Objective 1.1.3 Provide electronic resources to enhance continuing education.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
1.1.3.1 Acquire test preparation materials for a variety of tests from high school through graduate school	Purchase of 2 additional unique tests by end of 2024	Director	Catalog; Advertise in library, website, social media

Years nine and ten: 2024-2025

Strategy 1.2 Deliver personalized, consistent, high-quality service to patrons while protecting their privacy.
Objective 1.2.1 Enforce Library policies and practices consistently.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
1.2.1.1 Review all Library policies	Library Board agenda item each month 2025 and completed by end of 2025	Board Chair	Board minutes
1.2.1.2 Review Open Meetings Act annually to ensure compliance	Library Board agenda item January 2024, 2025	Board Chair	Board minutes
1.2.1.3 Library Board appoints sub-committee to thoroughly review Strategic Long-Range Plan and make recommendations	Recommendations to Library Board by end of 2024	Board Chair	Board minutes
1.2.1.4 Library Board write and approve new Strategic Long-Range Plan 2026-2035	Library Board approves new plan by end of third quarter 2025	Board Chair	Board minutes

Strategy 1.2 Deliver personalized, consistent, high-quality service to patrons while protecting their privacy.
Objective 1.2.2 Provide professional development opportunities for the Library staff.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
1.2.2.1 Evaluate Library staff to determine needed trainings	Provide one professional development opportunity to each staff member in 2024, 2025	Director	Training attendance log
1.2.2.2 Implement cross-training modules	Schedule staff throughout 2020	Director	Training schedule

Years nine and ten: 2024-2025

Strategy 1.2 Deliver personalized, consistent, high-quality service to patrons while protecting their privacy.
Objective 1.2.3 Provide current technology training to staff.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
1.2.3.1 Train staff to use library digital resources for all devices	Hold quarterly training meetings for staff members in 2024	Director	Track training hours for staff
1.2.3.2 Send a staff member to outside technology training	Training completed by end of 2024	Director	Training schedule
1.2.3.3 Staff member trained in 1.2.3.2 present in-service training to Library staff on technology training attended	In-service training completed by end of 2025	Director	Training schedule

Strategy 1.3 Maintain a well-operated library.
Objective 1.3.1 Seek public input to provide patron-driven collections, programs and services.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
1.3.1.1 Distribute surveys for patron input regarding programming	Two times each year via email system in 2024, 2025	Program Director	Reports on file

Strategy 1.3 Maintain a well-operated library.
Objective 1.3.2 Maintain good relationships with other libraries in the area and across the state to share resources and maximize networking.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
1.3.2.1 Continue to participate with other libraries in the area, state and nation	Attend conferences, summits, trainings and workshops as budget allows	Director	Attendance hours, monthly statistics

Years nine and ten: 2024-2025

Strategy 1.3 Maintain a well-operated library.
Objective 1.3.3 Work with the Highland City Council, Library Foundation, Friends of the Library, donors, grant makers, and others to ensure adequate revenues to increase Library services.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
1.3.3.1 Replace an additional two computers	Purchase by end of first quarter 2024	Friends of the Library	Friends of the Library minutes
1.3.3.2 Replace an additional two computers	Purchase by end of first quarter 2025	Friends of the Library	Friends of the Library minutes

Strategy 1.3 Maintain a well-operated library.
Objective 1.3.4 Prepare a fiscally responsible annual budget.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
1.3.4.1 Develop annual budget	Budget submitted on time 2024, 2025	Director	Budget

Strategy 1.3 Maintain a well-operated library.
Objective 1.3.5 Prepare all required reports.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
1.3.5.1 Run monthly reports and have spreadsheet of information available	Monthly reports submitted on time	Director	Reports on file

Highland City Library Strategic Long-Range Plan, 2016-2025

Years nine and ten: 2024-2025

Goal 2. Involve the community through outreach programs to help residents understand the benefits of a community library.

Strategy 2.1 Create and maintain relationships with local businesses, cities, & NGO's.
Objective 2.1.1 Create positive relationships with local businesses.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
2.1.1.1 Recruit local businesses to offer free classes in their area of expertise	One more unique class scheduled by end of 2024, 2025	Program Director	Published Library calendar

Strategy 2.1 Create and maintain relationships with local businesses, cities, & NGO's.
Objective 2.1.2 Create positive relationships with local cities.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
2.1.2.1 Have a presence at Highland Fling, Cedar Hills Family Festival, and Alpine Days through Friends of Library used book sale (Strategy 3.3)	Annual booths 2024, 2025	Library Board	Library Board minutes
2.1.2.2 Hold an Open House for city leaders from Highland, Alpine, and Cedar Hills to tour Library and ask questions	Open House held in first quarter 2025	Board Chair, Director	Library Board minutes

Strategy 2.2 Create and maintain relationships with local educational institutions.
Objective 2.2.1 Create positive relationships with local educational institutions.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
2.2.1.1 Implement collaboration ideas from meeting with local school media specialists	One new collaboration implemented by end of 2024, 2025	Director	Library Board minutes

Years nine and ten: 2024-2025

Strategy 2.3 Create and maintain relationships with community members.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
2.3.1 Recruit community members to host and teach programs	2 new program hosts by end of 2024	Program Director	Published Library calendar
2.3.2 Increase resident card holders	10% increase by end of 2024	Director	Reports on file
2.3.3 Increase non-resident card holders	5% increase by end of 2024	Director	Reports on file
2.3.4 Organize an annual toy exchange for families	Hold exchange in third quarter of 2024, 2025	Program Director	Published Library calendar
2.3.5 Organize Senior Craft Day	6 events by end of 2024	Program Director	Published Library calendar
2.3.6 Provide animal care and wildlife programs	1 program by end of 2025	Program Director	Published Library calendar

Goal 3. Provide residents with a gathering place that creates a sense of community and enhances the quality of life while preparing for future growth.

Strategy 3.1 Continue to improve the existing Library space to promote gathering and facilitate learning.
Objective 3.1.1 Better signage to promote gathering.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
3.1.1.1 Street signage identifying the Library	Completed in 2017		

Years nine and ten: 2024-2025

Strategy 3.1 Continue to improve the existing Library space to promote gathering and facilitate learning.
Objective 3.1.2 Additional spaces in Library to facilitate learning.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
3.1.2.1 Create an enhanced children's reading area	Space created by end of 2025	Director	Visual confirmation

Phase IV Complete Construction

Strategy 3.2 Provide a facility that will meet current and future Library operations.
Objective 3.2.1 Work with the communities of Alpine, Cedar Hills, and Highland, and other partners, to provide a facility that serves all participating communities.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
3.2.1.1 Monitor construction until expansion is completed	Expansion project completed by February 2024	Community Center Committee	Final inspection documents are on file in the participating cities
3.2.1.2 Plan and announce an occupancy date when the public can view the completed project	Public invited to view the new facility March 2024	Community Center Committee	Invitation on file in the Library
3.2.1.3 Plan and announce an Open House and Dedication of the new facility	Public invited to Open House and Dedication April 2024	Community Center Committee	Invitation on file in the Library

Years nine and ten: 2024-2025

Strategy 3.3 Develop a viable financial strategy for future growth.
Objective 3.3.1 Develop a financial plan for programs.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
3.3.1.1 Friends of the Library organize an annual book drive for used books using community help, such as Eagle Scout candidates	Book drive finished by May 2024, 2025	Library Board	Library Board minutes
3.3.1.2 Friends of the Library sell used books annually in booth at Cedar Hills Family Festival	Booth set up and manned at Festival in June 2024, 2025	Library Board	Library Board minutes
3.3.1.3 Friends of the Library sell used books annually in booth at Highland Fling	Booth set up and manned at Fling in August 2024, 2025	Library Board	Library Board minutes
3.3.1.4 Friends of the Library sell used books annually in booth at Alpine Days	Booth set up and manned at Alpine Days in August 2024, 2025	Library Board	Library Board minutes
3.3.1.5 Friends of the Library hold a silent auction	Auction held by end of 2024	Library Board	Library Board minutes

Strategy 3.3 Develop a viable financial strategy for future growth.
Objective 3.3.2 Develop a financial plan for facilities that accommodate Library needs.

ACTIVITIES	INDICATORS OF SUCCESS	RESPONSIBLE PERSON	VERIFICATION
3.3.2.1 Funds are disbursed for construction	Invoices submitted to Community Center Committee	Community Center Committee	Paid invoices on file

Narrative Summary of the Arts Council Activities

The Highland Arts Council was first organized in 1990 and is now a charitable 501(c)3 organization. Its mission is to bring the arts to the Highland community and surrounding cities through exhibits, education, art fairs, literary readings, theater, and music programs. The events sponsored by the Arts Council are family and community oriented.

The Arts Council's biggest events are the concerts presented by the Timpanogos Symphony Orchestra. Typically, 600 to 800 people attend each concert. The Children's Choir has 150 to 200 people attending each of its presentations, and other choirs and musical groups have been organized recently. The plays sponsored by the Arts Council usually attract about 100 people. The Shakespeare Workshops attract 80 to 100 people. Many other concerts and events attract about the same number of people as the Shakespeare Workshops.

Other events sponsored by the Arts Council include: Art in the Park (11th year), Art of Soul Workshops (2nd year), Street Art Festival's Art Expo (12th year), the Hard Road Theatre, the Highland Community Chorus, art exhibits in local historical buildings, and exhibits of local artists in local retail stores. The Council has also sponsored Craft Day with Santa, artisan classes, and guest artist presentations. The Arts Council sponsors an art show, which is a traditional feature of the annual Highland Fling and serves to showcase the work of artists in the community. The Council also sponsors art classes and music classes.

The Arts Council has also worked with Tom Holdman of Holdman Studios to display art from Highland Elementary students that was produced into stained glass sculptures. One of the Arts Council's biggest achievements was the purchase of a new Yamaha piano which allows the community to hold recitals, plays, and concerts.

Many high-quality events are planned and will be detailed in a Highland Arts Council long-range plan soon.

DRAFT

Item # 2

MINUTES
Highland City Council Work Session

January 10, 2017
Highland City Council Room,
5400West Civic Center Drive, Highland, Utah 84003

Present: Mayor Mark S. Thompson
Councilmember Brian Braithwaite
Councilmember Dennis LeBaron
Councilmember Tim Irwin
Councilmember Ed Dennis
Councilmember Rod Mann

STAFF PRESENT: Nathan Crane, City Administrator/Community Develop. Director
Erin Wells, Assistant to the City Administrator
JoD'Ann Bates, City Recorder
Todd Trane, City Engineer
Justin Parduhn, Public Works O &M Director
Ty Christensen, Road Superintendent

Others: Larry Becknell, Tim Biel, Ryan Kitchen, Heather Hamilton, Tim Heyrend and Devril Barfuss

The meeting was called to order by Mayor Mark Thompson as a work session at 6:07 pm. The meeting agenda was posted on the *Utah State Public Meeting Website* at least 24 hours prior to the meeting.

Roads- PEPG

Larry Becknell introduced himself as the project manager, Ryan Kitchen and Mike Russell as project engineers, Tim Biel as a pavement engineer, and Heather Hamilton as the administrator who put the information together. Mr. Becknell explained that the original scope of PEPG's work was to focus on roads in poor condition, which can be categorized as lower C, D and F roads. The second phase of the project examined roads categorized A, B, and higher C. He then gave a brief history of what was done in regards to roads before PEPG contracted with the City. Mr. Becknell then turned the time over to Tim Biel to discuss the coring analysis and pavement distresses.

Tim Biel stated that the information he would be presenting had been discussed with the City Council during previous work sessions. All of Mr. Biel's recommendations in the report were based on the concept that the City would be saving money by doing small fixes on roads before they fail. Mr. Biel then briefly addressed the results of the visual and core samplings. He explained the difference between environmental and structural distresses and stated that 90% of their findings were not tied to the structural failure of the roads, but to small areas connected to trenches, patches, and thin asphalt.

Councilman Brian Braithwaite asked for an example of a trench, and for clarification on the difference between a trench and a patch.

Mr. Biel explained that a trench is an area where the road is cut for utilities, whereas a patch is how that cut is fixed. A patch usually is an indication that the road itself has some constructional issues. Mr. Biel continued on with his presentation by stating that they noticed an inconsistency in the type of materials used to construct and repair roads within the City. There was a brief discussion regarding what measures the City could take to ensure future consistency.

Mr. Biel continued by presenting a table of the roads, their category, and what repairs are needed. In regards to the second phase of their study, Mr. Biel reported that 18 roads were discovered to need more than simple maintenance. Repairs may include patching, and crack sealing. All roads would need seal coats.

Councilman Dennis LeBaron asked if other cities required seal coats as part of initial road construction. Nathan Crane, City Administrator, explained that Highland City does require seal coating be done at end of the one year warrantee period. Mr. Biel commented that this requirement was commonly seen throughout the state.

Ryan Kitchen explained that after the field work is completed, it was his job to put together the information so that the City has valid data on which to base future financial decisions. He then presented a map of Highland City roads and their classifications. Mr. Kitchen explained that the report contained tables prioritizing the road repairs and estimating costs. The total cost for both phases would require a yearly budget of approximately $1.5 million. He confirmed that this cost included both road repairs and maintenance.

Mr. Biel presented a summary of their final recommendations. He also reminded the City Council that this report was not static but would need to be continually updates.

Mr. Becknell commended the City on being progressive in getting this study completed. The final report would be sent to the City staff within a few weeks.

The Work Session adjourned at 7:02 pm.

DRAFT

Item # 3

MINUTES
HIGHLAND CITY COUNCIL MEETING
Tuesday, January 10, 2017

Highland City Council Chambers, 5400 West Civic Center Drive, Highland, Utah 84003

PRESENT: Mayor Mark S. Thompson, conducting
Councilmember Brian Braithwaite
Councilmember Dennis LeBaron
Councilmember Tim Irwin
Councilmember Ed Dennis
Councilmember Rod Mann

STAFF PRESENT: Nathan Crane, City Administrator/Community Develop. Director
Erin Wells, Assistant to the City Administrator
Gary LeCheminant, Finance Director
JoD'Ann Bates, City Recorder
Justin Parduhn, Public Works O&M Director
Todd Trane, City Engineer
Brian Gwilliam, Chief of Police
Tim Merrill, City Attorney

OTHERS: Devirl Barfuss, Kelly Schaeffer-Bullock, Doug Bowers, Warren Hansen, Scott Hansen, Todd Whiting, Kim Guymon, Aaron Dayley, Betsy Mabey, Amy Van Woerkom, Jessica Van Woerkom, Anabele Sutton, Venessa Sutton, Blakeley Whiting, Christy Whiting, Rovert Aagard, Ron Campbell, Julie Tausoa, Amy Jones, Brennon Jones, Scot Jones, Kyle Honeycutt, Natalie Ball, Tanya Colledge, Tim Heyrend, Neal Evans, Van Darals, Ira Roper, James Millins, David Turivr, Pepper Jones, Steve Rowby, Leann Miller Justin Flyeger, MeKenna Hunt, Emily Guymon, Aubrie Aagard, Ben Trunbow, Bryanna Gummow, Glade Gummow, Kelly Gill, Tate Modersitzki, Audrey Cannon, Tanner West, Karen Hunt, Daniel Gardanier, Lily Trampleasure, Lindsay Tampleasure, Marc Modersitzki, Marci Modersitzki, Laura Gardainer, Steve Gardainer, Jillyne Mugleston, Karalee Pettit, Trevor Pettit, Laura Maybe, Brooke Woolley, Jeannie Walley.

The meeting was called to order by Mayor Mark S. Thompson as a regular session at 7:15 p.m. The meeting agenda was posted on the *Utah State Public Meeting Website* at least 24 hours prior to the meeting. The prayer was offered by Councilman Dennis LeBaron and those assembled were led in the Pledge of Allegiance by Ira Roper, a Scout.

APPEARANCES:

There were no appearances.

PRESENTATION:

1. Oath of Office - Highland City Youth Council

Julie Tapsoua, the Youth Council Advisor, explained that 30 applicants were interviewed and 18 were accepted to serve on the Highland City Youth Council. Those who were not asked to serve on the Council were offered invitations to be on the Service Committee. Ms. Tapsoua read the mission statement of the Youth Council and explained what they were working to achieve in the upcoming year.

Mayor Thompson read the names of the Highland City Youth Council and invited them to come forward. JoD'Ann Bates, City Recorder, swore in the Youth Council.

2. 2015-2016 Audit Report – Keddington & Christensen Auditors

Steven Roley, a representative of Keddington & Christensen, presented the audit report. Mr. Roley briefly explained the process in which they examine the City's internal controls. He noted that this information is used during the audit, but the auditors do not provide an opinion on the operating effectiveness of those controls. Mr. Roley stated that they did not notice any weaknesses or deficiencies that could cause alarm. The audit did reveal two findings, and the City had responded to both of those. The first issue related to the Open and Public Meetings Act which requires that all public meeting agendas and minutes are uploaded to the Utah Public Notices website. Mr. Roley found one instance where this was not done, but it seemed to be an isolated incident. The second finding related to the limitation on the unrestricted general fund balance. At the end of the fiscal year, the balance was over the 25% limit by roughly $123,000. The response from the City was that they would maintain that fund and reexamine it more closely in fiscal year 2017.

Councilman Ed Dennis stated that the City Council had determined that funds obtained by the sale of City property would be temporarily restricted and later used for parks. He believed that the discrepancy in the General Fund had come from that practice. There was some discussion regarding this issue, and it was determined that the audit report would not need to be altered.

CONSENT ITEMS:

3. MOTION: Approval of Meeting Minutes for the City Council Work Session – December 6, 2016

4. MOTION: Approval of Meeting Minutes for the City Council Regular Session – December 6, 2016

5. MOTION: Approval of Dedication of Street Right of Way – Parkway East

6. **MOTION: Preliminary Plat Approval for a 15 lot single family subdivision located at 5879 West 10400 North** – Sienna Estates

MOTION: Councilman Ed Dennis moved the City Council approve the consent items on the agenda.

Councilman Tim Irwin seconded the motion.
Unanimous vote, motion carried.

ACTION ITEMS:

7. **RESOLUTION: Confirmation of the Appointment of Highland/Alpine Justice Court Judge** – Kelly Schaeffer-Bullock.

BACKGROUND: The Administrative Office of the Courts proceeded with the process of advertising and reviewing nominees for the Justice Court to replace Judge Doug Nielsen who was recently appointed as a District Court Judge. A Nominating Commission was selected that included representatives from Highland and Alpine, a representatives from the Utah County Bar Association and Utah County Prosecutor's Office. Interviews were held in December at which time the Nominating Commission forward three individuals to for consideration by the Mayors of Highland and Alpine. Mayor Thompson and Mayor Wimmer interviewed all three candidates and selected Kelly Schaeffer-Bullock to be the new judge. An offer has been extended and accepted by Mrs. Schaeffer-Bullock. The next step in the process is for the Council to confirm the Mayor's appointment. Mrs. Schaeffer-Bullock is scheduled to take the bench in late January after completion of the required new judge orientation.

Kelly Schaeffer Bullock briefly introduced herself and explained her schooling and career background.

MOTION: Councilmember Tim Irwin moved the City Council adopt a Resolution Confirming the Appointment of Highland/Alpine Justice Court Judge Kelly Schaeffer-Bullock.

Councilman Ed Dennis seconded the motion.

Those voting aye: Ed Dennis, Tim Irwin, Rod Mann, Brian Braithwaite, Dennis LeBaron
Those voting nay: None
Motion carried.

8. **ORDINANCE: Adoption of a Temporary Land Use Regulation Prohibiting the Application and Approval of Re-Zoning Request for the Next Six Months –** R-1-30 Zone

BACKGROUND: Utah Municipal Code Section 10-9a-504 allows the City Council to enact a temporary land use regulation if the Council finds a compelling, countervailing public interest or the area is unregulated. The temporary land use regulation may prohibit any new development approvals. The maximum amount of time a temporary land use regulation can be in effect is six months. Temporary land use regulations do not apply to projects that have been submitted and are under review. Depending on the extent of the revisions and the desired public involvement process, staff will need assistance from a contract employee or consultant to complete the amendment within the six month time frame. The City Council should conduct a public meeting and determine if the proposed temporary land use regulation prohibiting new residential development in the Town Center Overlay Zoning District is in the best interest of the community. The Council should also authorize staff to select a contract employee or consultant to assist with the amendment.

Nathan Crane, City Administrator, presented the information above and explained that the issue had been brought forward by Councilman Brian Braithwaite and Councilman Rod Mann. He asked them to address the item.

Councilman Brian Braithwaite explained that three applications had come before the City Council requesting a rezone to the newly formed R-1-30 zone, and there had been some confusion regarding how that zoning should be applied in the City. He noted that a referendum regarding this zoning ordinance would be finalized within a matter of days. Councilman Braithwaite stated that the City Council would be having a joint meeting with the Planning Commission so that the zoning ordinance could be discussed, and they could determine if R-1-30 would be the new standard zoning for Highland City. He also suggested that they consider public input when making this decision. Councilman Braithwaite noted that the six month time frame could be reduced if they came to a solution before that time.

Councilman Rod Mann asked that the language of the ordinance and motion be altered to reflect the potentially shortened timeframe. Staff suggested that the language read "up to six months".

Councilman Rod Mann added that the City would be receiving input from the residents in the form of the survey that had been sent out. That data should be ready for review by mid-February.

Councilman Ed Dennis thought that the last R-1-30 rezone request had been unanimously approved by the Planning Commission. Nathan Crane corrected him, stating that the Planning Commission has a split vote and they did not have enough members to make a decision that night.

Councilman Dennis LeBaron felt that any action should be taken after the discussion from the Planning Commission and after they receive information from the survey. He asked if the joint meeting should be delayed until after the survey results had been compiled so that it could be discussed at that meeting.

Councilman Ed Dennis believed that the proposed moratorium was premature because of the existing referendum. The last rezone request was passed by the City Council with a vote of 3 to 2, so it seemed that the majority of the City Council members were in agreement as to the purpose of the R-1-30 zoning. He suggested that this decision be continued until they see the results of the referendum.

Teri German reported that she had been visiting with residents regarding the referendum, and almost every response has been in favor of keeping R-1-40 as the standard zoning in Highland. She also stated that many residents feel that the City has not been listening to their concerns about this issue. If the City Council determined that R-1-30 should be the new standard, Ms. German suggested that the ordinance be refined and clarified to eliminate any confusion regarding the application of the zone. Ms. German encouraged the approval of the moratorium.

Neil Evans expressed his support for the proposed resolution. He had also been speaking with other residents about the referendum and the response was overwhelmingly in favor of the R-1-40 zoning.

There was a brief discussion regarding the specific language of the survey in regards to R-1-30 and R-1-40 zoning. Erin Wells, Assistant to the City Administrator, presented the two survey questions regarding zoning, density, and lot size preference.

Mayor Thompson explained that the R-1-30 zone was created in an attempt to resolve some existing issues with the R-1-40 zoning. He stated that the City probably should have spent more time in reviewing the zoning ordinance before it was adopted.

Councilman Brian Braithwaite noted that the need to amend and refine an ordinance should not reflect badly on the City. It would be worth taking the time to get an ordinance to work for the City.

Councilman Ed Dennis briefly addressed the R-1-30 zone in relation to the Moderate to Low Income Housing report that would be discussed later in the meeting. He felt that the R-1-30 zone should be stricken from the report if the proposed resolution was passed. Councilman Dennis did not believe that the City was meeting the letter or the spirit of that report.

MOTION: Councilman Brian Braithwaite moved the City Council adopt an Ordinance of a Temporary Land Use Regulation Prohibiting the Application and Approval of Re-Zoning Request for up to Six Months for the R-1-30 Zone.

Councilman Rod Mann seconded the motion.

Those voting aye: Rod Mann, Tim Irwin, Dennis LeBaron, Brian Braithwaite
Those voting nay: Ed Dennis
Motion carried, 4 to 1.

9. ORDINANCE: Approval of an Open Space Maintenance Agreement and Amendments to Highland City Municipal Code Section 12.28 - Private Maintenance of Public Open Space Property

BACKGROUND: In October 2016, a resident petitioned City Council to remove the moratorium for Open Space Maintenance agreements. Since that time Staff, Council, and the Open Space Committee have discussed the agreements and worked on multiple drafts of a new agreement. Attached is the product of that work and final proposed draft of the Open Space Maintenance Agreement. Also attached is the proposed update to Municipal Code 12.28 that corresponds with the new agreement. If City Council approves the new agreement and ordinance change, open space property that cannot be disposed of will now be available for private maintenance. Subdivisions would first need to conduct public noticing and come to City Council and obtain approval of a Subdivision Maintenance Plan. Afterwards, individual property owners would apply with staff to obtain an Open Space Maintenance Agreement. The Agreements would not transfer ownership of the land. They simply allow private property owners to maintain the open space property adjacent to their own. In addition, the City would still be able to access the property and conduct maintenance as needed.

Erin Wells presented the information above and a list of allowed improvement to a property under an Open Space Maintenance Agreement, as well as some forbidden uses. She noted that fiscally, the resident would be responsible for any improvement costs, but pressurized irrigation cross charges would be the responsibility of Highland City.

Councilman Brian Braithwaite was concerned about the language of the ordinance regarding fiscal responsibilities of the resident and City. He wanted it clear that the City was not responsible for obtaining additional water shares for the properties, but they would be responsible for water costs that could be assessed in the future if there was ever a change in how that was calculated, such as the installation of meters.

Councilman Ed Dennis stated that the property still belongs to the City. He argued that the City would be unable to pass the pressurized irrigation costs to the land owner that this time because there was no way of knowing how much was being used.

Erin Wells stated that the language was included because the City Council had suggested that the City should bear the cost of the water. Admittedly, staff had not considered meters when crafting the language, as the current calculation for water costs was based on square footage.

Councilman Brian Braithwaite commented that the language made it seem like that City would be responsible for delivering the water to the property from City pipes, which would be very expensive. He wanted to make it clear that the resident would not have to buy additional water shares, but that the resident is responsible for everything else. Councilman Braithwaite was concerned that the residents would have no restrictions on water usage, and Councilman Ed Dennis argued that no residents in the City have restrictions because nothing is metered.

Todd Trane, City Engineer, stated that the method for billing pressurized irrigation water could change in the future. Any resident participating in an Open Space Maintenance Agreement would be using more water than they normally would because of the additional property. If the City is to pay for the water, it will require the City to payout more in the future than they are now with water shares.

Councilman Ed Dennis argued that the City was already absorbing all of the water costs for all of the open space. He believed that any open space subdivision would provide adequate shares to water all of the property. Councilman Brian Braithwaite stated that no one was arguing that point. The language did not pose a concern with how the water was calculated today, and it would not be a concern if meters were never installed. He wanted the language to protect the City in case meters were installed in the future. The City should not be responsible for the cost of piping.

Mayor Thompson asked that the City Council decide whether the City should be paying for the cost of water or not. There was continued discussion regarding pumping costs and potential metering.

Todd Trane commented that any property that could be under an Open Space Maintenance Agreement would not be adding enough square footage to make a substantial difference on their bill, even with metering. Erin Wells confirmed that there were only four properties in Highland City that could enter into this kind of agreement, and they were all small.

Warren Hansen, a resident, asked why the City couldn't sell these properties at a discounted price to interested residents.

Mayor Thompson explained that the City wanted to continue to have access to the utilities beneath the properties.

After further discussion, it was determined that the City would not be assessing an additional rate to the home owner for the City property. The ordinance would be readdressed if and when meters were installed.

MOTION: Councilman Brian Braithwaite moved the City Council adopt an Ordinance approving an Open Space Maintenance Agreement and Amendments to Highland City Municipal Code Section 12.28, Private Maintenance of Public Open Space, with the language regarding Pressurized Irrigation costs being struck.

Councilman Rod Mann seconded the motion.

Those voting aye: Dennis LeBaron, Rod Mann, Brian Braithwaite, Tim Irwin, Ed Dennis
Those voting nay: None
Motion carried.

10. MOTION/RESOLUTION: Dissolution of the North Utah County Aquifer Association and the Creation of the North Utah County Aquifer Council.

BACKGROUND: This item was originally considered at the November 1, 2016 City Council meeting. Minor changes to the interloacal agreement have been made and it is ready for formal adoption. In 2009, Highland City signed an Interlocal Agreement to become part of a collation to perform a feasibility study regarding the potential for recharging the ground water in Utah County. The group was called the North Utah County Aquifer Association. The Association had the power to conduct a feasibility study regarding the potential of recharging the ground water. The study was managed by the Central Utah Water Conservancy District. The Board could not incur debt or contractual liability in excess of $250,000. The Association has been meeting since 2009. The feasibility study has been completed. It was presented to the Council in a work session earlier this year. The Association has since been dissolved. Mayor Thompson has been serving on the Association Board. It is now proposed that the North Utah County Aquifer Council be created. The purposes of the Council are as follows:

- *Study, review, evaluate, and analyze all aspects of surface and groundwater resources in north Utah County.*
- *Review and coordinate specific groundwater projects.*
- *Serve as an advisory board to the legislative bodies.*

The General Powers of the Council is to have the power to plan, oversee, coordinate, review, advise, assist, share information and foster cooperation among the Members in the promotion and implementation of Member Groundwater Projects, in an effort to facilitate and coordinate aquifer recharge and storage within north Utah County, while minimizing the negative impacts of excessive groundwater withdrawals by the Members from the common aquifers as development occurs. The Council does not have the power to tax or assess and collect fees or spend more than the assessments paid by its Members as provided herein; however, the Council shall have the power to apply for, receive and administer grants from federal, state and/or private sources for use in fulfilling its purposes, powers and functions. The Council will allow for sharing of activities, studies, knowledge, and coordination regarding ground water and surface water along with working together on conjunctive use projects. For specific projects being proposed, participation would only include those members that it would benefit and would require a separate cost sharing agreement aside of the council. The current cities/districts proposed to participate in the council are: Alpine, Highland, Lehi, American Fork, Pleasant Grove, Saratoga Springs, and Central Utah Water Conservancy District (CUWCD).

Todd Trane presented the information above. Nathan Crane noted that the City must appoint two representatives for this Council, and Mayor Thompson stated that those appointments would be made at the next City Council meeting.

Councilman Brian Braithwaite suggested that a term be specified for these appointments, as is required for all other committee and board member appointments. There was some discussion.

MOTION: Councilman Dennis LeBaron moved the City Council adopt a Resolution to Dissolve the North Utah County Aquifer Association and the Create the North Utah County Aquifer Council.

Councilman Ed Dennis seconded the motion.

Those voting aye: Tim Irwin, Ed Dennis, Rod Mann, Dennis LeBaron, Brian Braithwaite
Those voting nay: None
Motion carried.

11. MOTION: Approval of Road Surface Treatments (HA5) for Spring 2017 in the amount not to exceed $210,000, and $50,000 for Crack Sealing.

BACKGROUND: Staff has identified approximately 6.15 miles of roads for surface treatment. These projects were identified using the Road Maintenance Plan prepared previously by JUB and the newest Road Maintenance Plan being presented by PEPG as well as staff inspection/knowledge of the roads. Emphasis was placed on newer streets where surface treatments are the best form of maintenance. Streets that need major patching or repair were not included. The cost is $210,000 in HA5 surface treatments and $50,000 for crack sealing. These projects will be completed this spring/summer 2017. HA5 is a high density mineral bonding surface treatment. HA5 can last between 5-7 years. Specifically for local roads, HA5 is comprised of a dense mixture of fine aggregates and polymers suspended in an asphalt emulsion. It reduces cracking and raveling by effectively preserving the existing asphalt binder and effectively deflects UV rays. This will complete years four and five in the 5 Year Road Maintenance Plan previously done by JUB as well as a small portion of additional roads identified by PEPG that need crack sealing and surface treatments. Prior to the installation of the HA5 product, these roads will need to be crack sealed. This is addition to $100,000 that was budgeted for crack sealing and pot whole repair. Further, as time permits additional crack sealing will be done by staff.

Councilman Ed Dennis asked if the proposal was consistent with the road plan that had been presented during the work session.

Justin Parduhn, Public Works Director, explained that the proposal would complete the previous five-year road plan, as well as address some of the roads contained in the plan presented during the work session. He further explained that staff would examine the road report and then create another five-year plan based on that information.

MOTION: Councilman Ed Dennis moved the City Council approve the Road Surface Treatments (HA5) for Spring 2017 in the amount not to exceed $210,000, and $50,000 for Crack Sealing.

Councilman Tim Irwin seconded the motion.

Those voting aye: Tim Irwin, Ed Dennis, Rod Mann, Dennis LeBaron, Brian Braithwaite
Those voting nay: None
Motion carried.

12. RESOLUTION: Approval of the Moderate Income Housing Biennial Report

BACKGROUND: Each City of Town is required to adopt a Moderate Income Housing Plan (MIHP) as part of their General Plan. The MIHP analyzes the housing supply in the city in relation to the ability of households with incomes at or below 80 percent of the median income to afford home ownership. A MIHP is designed to promote affordable housing opportunities in the city. Highland City adopted its initial MIHP in 1998. It was also updated as part of the 2008 General Plan Update. The last biennial review was completed in September of 2014. Section 10-9a-408 of the Utah State Code, requires each City or Town to biennially review the moderate income housing plan element of its general plan and its implementation and provide a report to the Utah Housing and Community Development Division and Mountainland Association of Governments. The biennial report is required to include a description of the following:

- *Efforts made by the City to reduce, mitigate, or eliminate local regulatory barriers to moderate income housing;*
- *Actions taken by the City to encourage preservation of existing moderate income housing and the development of new moderate income housing;*
- *Progress made within the City to provide moderate income housing, as measured by permits issued for new units of moderate income housing; and*
- *Efforts made by the City to coordinate moderate income housing plans and actions with neighboring municipalities.*

Highland City continues its efforts to provide a diversified housing stock that attempts to meet the needs of all residents, is inclusive, and is not discriminatory. Changes to the MIHP are adopted through the General Plan amendment process. Staff believes the MIHP should be updated as part of an overall update to the General Plan. This would allow any changes to the plan that would affect housing to be incorporated into the MIHP.

Councilman Ed Dennis suggested that the creation of the R-1-30 zone be stricken from the report as a mitigating effort, since the moratorium had been approved.

Nathan Crane explained that one of the items the City must report is their efforts to reduce, mitigate, or eliminate local regulatory barriers to moderate income housing during the past two years. The creation of the R-1-30 zone had been included as a mitigating effort. Councilman Ed Dennis did not believe that the zoning even applied here, because the zoning did not really help to provide moderate income housing. After some discussion, the City Council decided to leave the information in the report.

MOTION: Councilman Dennis LeBaron moved the City Council adopt a Resolution approving the Moderate Income Housing Biennial Report.

Councilman Brian Braithwaite seconded the motion.

Those voting aye: Dennis LeBaron, Brian Braithwaite, Tim Irwin, Rod Mann
Those voting nay: Ed Dennis
Motion carried, 4 to 1.

13. NOMINATION/VOTE: Mayor Pro-Tempore

BACKGROUND: In all municipalities, the Mayor shall be the chairman and reside at the meetings for the governing body. In the absence of the Mayor or because of his inability or refusal to act, the governing body may elect a member of the governing body to reside over the meetings as Mayor Pro Tempore. Councilmember Rod Mann had been serving as Mayor Pro Tempore during 2016. Traditionally, the City Council selects a Mayor Pro Tempore at the beginning of each year. This action is done pursuant to Utah Code, Annotated 10-3b-302(2)

Nomination: Councilman Brian Braithwaite nominated Councilman Dennis LeBaron as Mayor Pro-Tempore for 2017

Councilman Tim Irwin seconded the Nomination.
Unanimous vote. Nomination carried.

MAYOR, CITY COUNCIL & STAFF COMMUNICATION ITEMS
(These items are for information purposes only and do not require action or discussion by the City Council)

- Councilman Rod Mann asked that staff prepare a report on the traffic data gathered from Highland Boulevard and presented to the City Council. Nathan Crane confirmed that such a presentation was scheduled for presentation in February. Staff would be presenting their recommendations for that intersection at that time.

- Councilman Rod Mann suggested that the City Council have a discussion on the Park Maintenance Bill between now and the end of the fiscal year.

- Councilman Rod Mann requested an updated five-year plan for road maintenance and repair. This plan should include the data provided in the Road Report. Staff confirmed that this update plan would be ready within the next two months.

ADJOURNMENT

MOTION: Councilman Rod Mann moved to adjourn.

Councilman Brian Braithwaite seconded the motion.
Unanimous vote. Motion carried.

Meeting adjourned at 9:20 p.m.

JoD'Ann Bates, City Recorder

Date Approved: February 7, 2017

DRAFT

SPECIAL MEETING

MINUTES
HIGHLAND CITY COUNCIL MEETING

Tuesday, January 17, 2017
Highland City Council Chambers, 5400 West Civic Center Drive, Highland, Utah 84003

PRESENT:	Mayor Mark S. Thompson, conducting
	Councilmember Brian Braithwaite
	Councilmember Dennis LeBaron
	Councilmember Tim Irwin
	Councilmember Ed Dennis
	Councilmember Rod Mann
STAFF PRESENT:	Nathan Crane, City Administrator/Community Develop. Director
	Erin Wells, Assistant to the City Administrator
	Gary LeCheminant, Finance Director
	JoD'Ann Bates, City Recorder
	Todd Trane, City Engineer
	Justin Parduhn, Public Works O&M Director
	Tim Merrill, City Attorney
	Brian Gwilliam, Chief of Police
	Josh Castleberry, Parks Superintendant

OTHERS: Michelle Hammond, Michelle Prosozki, Jordan Hope, Marlin Eldred and Erin Child

The meeting was called to order by Mayor Mark S. Thompson as a special session at 7:00 p.m. The meeting agenda was posted on the *Utah State Public Meeting Website* at least 24 hours prior to the meeting. The prayer was offered by Councilman Tim Irwin and those assembled were led in the Pledge of Allegiance by Councilman Ed Dennis.

PRESENTATION:

1. ECONOMIC DEVELOPMENT

Mr. Eldred provided a brief overview of his background in economic development. He explained that when he was with Morgan County, he spent a lot of time developing an economic development strategic plan. The process entailed a visioning process through the community, working with a focus group, and doing a self-community review to validate the information received. Focusing on Highland's economic development, he said he wanted to look at Highland housing, retail, and industrial base. He said the majority of Highland's community is housing

(85-90% housing), with some retail, and only two parcels of land designated to industrial base. He asked the Council what their intentions are with the space that is left.

Councilman Rod Mann said when the City Council surveyed the residents one year ago, they indicated that the number one reason they live in Highland is because they have large lots. He does not foresee residents of Highland being keen on establishing a strong industrial base. Residents generally seem to like that Highland is a ~~veteran~~ community and wish they could pay less taxes. Residents seem to like Highland the way it is now, and to have that change dramatically with higher density homes such as apartments or condos would not likely happen. The question becomes what kind of business would serve the community.

Councilman Tim Irwin said that Highland has several negative factors if the City wanted to have more of an industrial base; the City is not on the way to anywhere except the canyon, and people going to the canyon do not want to have an industrial or retail presence nearby. Furthermore, Highland is not close to a freeway either.

Marlin Eldred said farmland puts together a cost-to-community services study. For every dollar in ~~tax~~ revenue Highland receives, it costs $1.23 to provide those services, for residential, as an average for Utah County.

Councilman Dennis LeBaron asked if that varies based on tax rate. Mr. Eldred said yes and no. Highland's tax rate in comparison to Lehi is lower, but Highland's housing is $200,000 more on average than Lehi City, so Highland actually pays more in taxes. The tax rate is lower, but the amount of taxes Highland pays on the average home is higher. Mr. Eldred opined that in order for Highland to continue as a bedroom community, at some point down the road taxes will have to be increased to provide utilities services and maintain infrastructure needs. Mr. Eldred gave the example of a neighborhood where the infrastructure is put in by a developer, but is then maintained by the City.

Councilman Rod Mann said Mr. Eldred's numbers may not be accurate. Mr. Eldred said that in comparison to commercial and industrial, it is about $0.26 on the dollar. So, for every dollar the City receives it costs about $0.26 to provide the services, and open land is about $0.82 for every dollar received. The reason industrial land does not cost as much is because there are a lot of services the City does not have to provide. A police officer might drive by industrial land once, whereas in a neighborhood they constantly have to drive through to provide services. He said the reality is that residential costs more than open land to provide services.

Councilman Dennis LeBaron asked if the above figures involve sales tax or if it just property tax. Mr. Eldred responded that according to farmland, the above numbers only involve property tax. Mr. Eldred said if the Council wanted to continue with housing one acre lots, he highly recommended they do an analysis to find out what the cost, as well as do a future forecast on construction for the next five to ten years. This would give the City an idea of where it stands now. Mr. Eldred opined that the City may never get to the point where they need to cut services,

but if they don't plan for the expense of residential land there may be potential problems in the future.

Councilman Dennis LeBaron asked if there is a percentage of commercial versus residential optimal ratio for a city. Mr. Eldred said this depends on individual cities based on build-out and location. The City would want around 35% commercial, meaning some kind of industrial base with the rest coming in from the housing base. He recommended Highland City assess what kind of commercial development would work in Highland based on their ordinances.

Councilman Rod Mann asked what businesses would be interested in Highland. The demographic of Highland is such that the density is low, but the income level is higher than average.

Mr. Eldred said the key is not incentivizing, but showing there are land parcels available. He recommended the Council work with staff to possibly put together a request for proposal (RFP). He also said there are consulting services available which will help assess what times of commercial activity would be a fit for the City.

Councilman Dennis LeBaron asked if Lehi used similar strategies. Mr. Eldred answered affirmatively. Lehi has been fortunate enough to receive several proposals from developers, and Mr. Eldred explained that sometimes action is needed on the part of the City in order to attract business into the area.

Councilman Ed Dennis asked if Mr. Eldred's business would do an economic analyses and make recommendations based on the demographics of Highland. He expressed concern that the City has been running along a status quo for years and have already exceeded what would be a typical residential/commercial mix, as they are very heavy on residential. They are already struggling to provide services such as road maintenance. He expressed that there is a conflict between residential demands and the demands to provide sufficient funding for the City to go forward in a productive way. Councilman Ed Dennis requested Mr. Eldred's unbiased assessment of Highland's needs, and said property taxes will rise unless they do something different.

Councilman Rod Mann said Highland's tax rate is lower than Lehi City, American Fork City or Cedar Hills City, and yet Highland does not have the same commercial land as any of those three. He asked if this was problematic. Mr. Eldred answered in the negative; however, he acknowledged that he does not know Highland City's budget. ~~Councilman Rod Mann said there is a fallacy opting for more commercial, than having property tax rates similar to other Cities, thus having more sales and property taxes.~~

In response to a question from Councilman Rod Mann, Mr. Eldred explained that an RFP could cost anywhere between $5,000 and $30,000. It depends on how much work the City wants done. If the RFP is just a retail study, it would be at most $10,000.

Councilman Rod Mann asked if there is any potential for industrial in Highland, or commercial office space. Mr. Eldred opined that Highland would see high rise office space for legal, accounting, or medical offices. However, one reason a lot of residents live in Highland is that there are no high rise buildings.

Councilman Rod Mann asked if businesses would consider Highland based location, aside from their ordinances. Mr. Eldred said the City could get traction along the Highland's main thoroughfare. If a business has 1,000 employees, they will opt out of being tucked in a corner area. Class A office space for 1,000 employees also brings up the issue of where they would eat for lunch. If there are no food services in the area, a business may choose not to build there.

Councilman Brian Braithwaite asked how far away employees would have to go to get those amenities, noting that Traverse Bridge has seen continual growth. Mr. Eldred said normally businesses try to be five to 10 minutes from an area that could provide services.

Councilman Ed Dennis asked Mr. Eldred to address some other ramifications of the Smith's and Walmart store adjacent to Highland, and the impact they have on the City's cost and infrastructure without the direct benefit of their sales tax. Mr. Eldred responded that the biggest reasons those businesses are located in their respective locations is because of the draw from Highland. Businesses draw a concentric circle around areas they are scouting for potential locations, and count how many rooftops will support the location in question.

Councilman Ed Dennis said there is also the cost of policing the roads that feed into those areas, and costs associated with that traffic flow. The City would have the impact of the traffic flow between Smith's and Walmart. This makes it appear as though Highland has big box retail stores, when it really does not.

Councilman Rod Mann said SR-92 and the highway are not maintained by the City. Councilman Ed Dennis responded that in public safety, they are. Councilman Rod Mann said maintenance and public safety on those roads are covered by the Lehi Police Department.

Councilman Tim Irwin said that one of the issues the Council deals with is they do not have a large staff and they already have a lot of work on their hands.

Councilman Rod Mann said the parcel by the high school is owned by the State, and as such they control what goes in at that location. Councilman Brian Braithwaite said the Council could encourage the State to develop the parcel by high school in a certain way. Mr. Eldred said City Staff is limited, so this would boil down to time, money, and staff. Councilman Rod Mann said Highland has benefited from external experts and he doesn't mind investing in development. The City has land allocated for commercial that has been vacant for a long time.

Councilman Ed Dennis expressed support for submitting an RFP to continue with the studies suggested by Mr. Eldred. Councilman Rod Mann said he would like to know, given the

demographics and ordinances of Highland, what businesses could be successful in the City. Mr. Eldred said he would work with staff on the matter.

ACTION ITEMS:

2. MOTION: Consideration of Pressurized Irrigation Rate Allocation

Nathan Crane, City Administrator said the Council discussed some concerns relating to the pressurized irrigation rate. What the staff agreed upon was that this issue came down to a two-part question: (1) does the Council want to consider it a tiered rate structure for pressurized irrigation, and/or (2) does the Council want to modify those items that are listed in the base rate and the per square foot rate.

Councilman Ed Dennis asked if there already exists a tier rate system based on different property sites. Mr. Crane responded that there is a base rate and a square footage cost that is based on property.

Mr. Crane said the concern is based on pumping charges that are incurred to get water to above 11800 North. There are approximately 4,082 connections, 420 of those are above 11800 North. In looking at the approved number of lots, there are 250 additional connections in that area. One of the discussions revolved around the water shares that were purchased from the enclosure. A local auditor had explained the cost for those shares need to be in the PI enterprise fund rather than the General Fund. The Council could supplement the PI fund with the General Fund, but that was not recommended.

Councilman Ed Dennis asked if they were pricing the water shares too high, as market price will drive it to be sold. Mr. Crane said he had received input from one developer about obtaining shares at a cheaper rate from other locations.

Councilman Rod Mann said buyers are limited to people who develop in Highland. Councilman Ed Dennis asked if there was any reason why buyers should be limited. Mayer Thompson explained that once the water is taken into the City's guardianship, the City cannot divest itself of the water right. Councilman Ed Dennis asked if this also applied to the surplus shares from the canal. Mayer Thompson answered affirmatively and said one of the arguments was this was a subset of water the City already had. It would have been offered to others if the City did not take it. Councilman Dennis LeBaron asked how a developer would then be able to purchase water at a lower price that belongs to a different city. Mr. Crane responded that it may not belong to a city, but a private owner.

Mr. Crane showed a map of the pressure zones in Highland. Public Works Director, Justin Parduhn, continued the presentation and identified the pump stations within the City.

Councilman Rod Mann said the question is whether the City should have tiered rates by altitude. He reminded the Council that they went through an exercise last year to come up with rates that were fair and equitable. He stated that the City is subsidizing the rates for people that live at higher altitudes, and is passing the subsidy along based on the size of the lot. Fees such as garbage do not depend on lot size. He proposed putting a cap on the rates.

Councilman Ed Dennis asked if the Council was making this proposal revenue neutral. The purpose of the increase was to provide sufficient funding for capital expenditure needs.

Mr. Crane said there are two cost components in the pi bill; (1) the base rate, and the (2) variable rate which is based on lot size. There are some costs related to the pumping and maintenance of the pumps for the higher elevation points of Highland, and rather than including those expenses as part of the base rate, the City should create a third category of costs, which are variable costs that will not exceed 30,000 or 40,000 square feet. Currently these costs are variable, and the electricity for the pumps is included in the variable square foot cost component. Mr. Crane said it is a challenge to make the costs fair, and opined that this proposal will reduce the likelihood of residents on two to five-acre lot from experiencing increased rates.

Mayor Thompson said when water is pumped to a higher elevation and the cost of pumping the water is absorbed by everyone, the cost is alleviated to $0.27 per month per resident. The new pumping station is specifically for delivering water to those at a higher elevation. Councilman Ed Dennis asked if the entire system was pressurized with pumps throughout the entire City. Mayor Thompson said no, there are specific booster pumps for various parts of the City. As it currently stands, the additional cost of pumping water to these residents is spread among all the residents of Highland using the pump systems, using a compounding factor of the lot size. The individuals who benefit from that extra pumping is paying less than individuals who do not benefit from the extra pumping.

Councilman Ed Dennis asked if there is any way of differentiating the incremental pumping costs of those pumps going to higher elevations. Mayor Thompson answered affirmatively. He explained that on the secondary system is not metered, so there is no way to identify whether someone is using more than their allotment. Councilman Ed Dennis asked if a simpler solution of putting meters on those lots could be implemented, arguing that simply charging residents based on a meter system would be far more equitable.

City Attorney, Tim Merrill, stated that he was not concerned about legal liability with regards this proposal. Whichever approach is taken in regards to policy decisions will be reasonable, as defined by the law. The cost of the service must fall equitably upon those who are similarly situated. He opined that in terms of what has already been discussed, he believes whatever the Council decides will fall within these parameters.

Councilman Tim Irwin said he sees no reason to change the current pricing system for water pumping, as he feels the current rates are reasonable. Councilman Ed Dennis said a meter would give certain residents an alternative if they did not want to be charged per square foot.

Councilman Tim Irwin agreed that giving residents that option would be agreeable. Councilman Ed Dennis said in terms of conservation, metering the water would be wise. Councilman Dennis LeBaron said, should the City allow such action, an unfair burden of cost could be placed upon those who do not chose to purchase a meter. Councilman Ed Dennis said a problem he has with the Mayor's proposal is that the cost is not justifiable over time in terms of capital expenditures.

Councilman Dennis LeBaron said that in order to assess a fee for a higher elevation, it would have to be specific to the homes that are affected. Mayor Thompson explained that infrastructure costs are different. After further discussion, Mayor Thompson explained that the pumping rate would be associated primarily with those who needed the water pumped to a higher elevation. Councilman Tim Irwin asked if the people who lived below 11800 would see an $8.80 increase per month. Councilman Ed Dennis responded that everyone in the City would see an increase.

Councilman Ed Dennis said that the base fee, along with the annual maintenance cost, is inconsistent with what the Mayor would consider an operational expense and a capital expenditure. The proposal would force small lots to pay disproportionately to the cost to put pipes to their homes. There was further deliberation on the matter.

Mayor Thompson suggested that staff and elected officials study the spreadsheet of costs and decide which ones are legitimate, prior to making any changes. In his opinion, the City should not have to rent any water. He stated that if the City is going to ask for another $1.4 million of new revenue, then the Council is obligated to make cuts to the budget. Councilman Ed Dennis said changing the base fee across the entire City does not seem equitable or fair. Councilman Rod Mann said as it stands, everyone shares in a subsidy by virtue of their lot size. The downside is if a resident lives at a higher elevation they might not even be paying for what they use.

Councilman Rod Mann asked how, with a metering system, the City would accommodate the pumping cost for higher elevation. Councilman Ed Dennis recalled that the Council had determined a rate of approximately $2.00 per household for 420 homes in the area in question. Councilman Rod Mann referenced a spreadsheet that showed $200,000 per year in electricity for pumping and other costs, which is much more than pennies per household. Councilman Dennis LeBaron said the spreadsheet is not broken up into the pumping costs for the higher elevations.

Mayor Thompson reiterated previous points made throughout the discussion, and the Council deliberated upon the most equitable way to charge residents for the water they consume. Councilman Ed Dennis said that a good time to reassess the rates would be when the City pays off the PI bond.

Mr. Parduhn asked how the City would like to proceed with water rental shares. Councilman Rod Mann asked if it is cheaper to rent water than it is to pump it. Mr. Parduhn said American Fork's shares are around $16 per acre foot, whereas Lehi's shares are around $22 per acre foot, thus making them the cheapest shares in the area. In past years water from Deer Creek has averaged $40 to $42 per acre foot, which includes carriage, homestead power diversion and CUP

costs. Pumping on Highland's culinary wells costs about $95 per acre foot. He asked the Council if they want to continue renting water, and noted that the last three or four years the City has not used their rented shares.

Councilman Ed Dennis asked why the City would want to rent additional water shares from other sources if they already have extra shares. Mayor Thompson explained that there are management practices that can be used. For example, Metropolitan was releasing water for $110 per acre foot at the end of the season. If Highland could rent the water for $80 per acre foot the City would actually make money. Mr. Parduhn asked if the City can do that legally. Mayor Thompson said they can use their water; they just can't dispose of it. At some point the water is going to be applied to acres that are not currently developed. Growth has created a situation for Lehi to where they are growing so fast that they are looking to get water any way they can. The City needs to be able to say they have vetted every option of thinning down the budget prior to raising rates and/or taxes. He asked if the expenditure is justified on water shares if they are not being used.

Mr. Parduhn said this time of year is when people start asking about renting water again. Half of rented water is from American Fork and Lehi. If the City were to only rent some, he recommends renting from those places as they are cheapest and can be fed directly into Highland's pond. Councilman Brian Braithwaite said it seems to be cheaper to use rented water than pumped water from the wells. Mr. Parduhn said that while renting is cheaper than pumping, there is a matter of having more than what the City needs. If there are options of leasing out water in the summer, some costs could be recouped.

Mayor Thompson said he has been reviewing every cost to prepare the City for additional costs of road maintenance. As such, he determined that there is nothing wrong with carrying some of the water over. He opined that there is no use not having Lehi and American Fork water when it can be delivered at a lower price than other methods. In order for the City to ask for more money from the citizenry, good management practices are necessary.

Councilman Brian Braithwaite asked if the City can turn around and lease the water to someone else, to which Mayor Thompson answered in the affirmative. Councilman Ed Dennis asked if he was talking about the extra shares Highland holds. Councilman Brian Braithwaite responded that he was talking specifically about the rented shares. Mayor Thompson stressed that best management strategies must be pursued. There was further deliberation on the matter.

MOTION: Councilman Rod Mann moved the City Council table the Consideration of Pressurized Irrigation Rate Allocation.

Councilman Tim Irwin seconded the motion.
Unanimous vote. Motion carried.

3. ORDINANCE: Adoption of a Park Use Policy

BACKGROUND: *There have been a myriad of issues related to park usage in Highland City in recent years. As such, staff was tasked with coming up with a Park Usage Policy. Myself along with Josh Castleberry have worked to develop a Policy and Ordinance that we believe addresses a number of issues including growing recreation demand, inconsistency in rental handling, liability to the City, allowing residents access to fields, and maintenance costs. The ordinance would create two different overall types of parks: Community Parks and Neighborhood Parks. Community Parks (depending on their size, parking, and facilities) would be available for rental for a fee. These are our larger parks that are designed for sports use for groups such as competition leagues and older participants. Neighborhood Parks are every other park that does not qualify as a Community Park and would be available for free rental for younger groups who are using the park intermittently for recreational practices and live in the general area of the park. The policy treats Open Space Parks the same as all other parks. What is allowed at each of the Community Parks in terms of usage (age, games vs. practices, etc.) is determined by parking lot size, field size, and if restrooms are on-site or a porta-potty can be rented. These determinations are outlined in the ordinance. To the City's knowledge, the groups who are currently using the City's fields are Lone Peak High School Band, Lone Peak Lacrosse, Stars United Soccer, Lone Peak Baseball, Rocky Mountain Baseball, and North Utah County Soccer. Prior to Council, staff had a meeting with these organizations and all groups were in attendance. In the meeting, the groups gave some suggestions on improvements to the policy document which have been incorporated. Overall, the groups seemed pleased with the policy and were willing to work with the City. The one concern the non-profit organizations voiced is over the fee schedule. Many of them expressed concern that it was too high. The school district did not have any issue with the proposed fees. All organizations have been asked to supply the total number of hours they plan on using Highland City fields this coming year so that we can better assess the impact this will have on them. There are a few cities that have unique fee policies. Cedar Hills charges Stars United Soccer $500 per year for the use of their field. In exchange Stars United does field striping for Cedar Hills recreation as well. Bluffdale City only charges $20 per game but does not charge anything for practices at their baseball fields. Bluffdale also does not charge for games or practices at their soccer fields. They generally limit reservations to once per league per week unless there is more room. Herriman City charges $10 per night for practices and $15 per hour for games at both their baseball and soccer fields. Because there is still some final research to be done, rather than passing the fee schedule tonight, staff is asking for the Council's comments on it and staff will bring it back for final approval at a later time. Tonight staff asking the Council to adopt the ordinance. The policy document follows the ordinance and is a document that will be used for administrative purposes. As such, the Council does not need to vote on the policy document.*

Erin Wells, Assistant to the City Administrator, presented the above staff report. Councilman Ed Dennis asked if these changes will apply to Highland residents only. Ms. Wells responded that with pavilion rentals, residents are not charged whereas nonresidents are charged. Councilman Rod Mann asked if there was a requirement for restrooms to be considered a community park. Ms. Wells responded that community parks must have designated restrooms.

Councilman Tim Irwin asked where the unorganized groups would fit in the priority list. Ms. Wells said the organized groups will give schedules a few months in advance. The unorganized groups likely would not. She said it may be a first come, first serve basis at that point.

Ms. Wells explained that unorganized groups or groups using neighborhood fields would be asked to make an online request to obtain information and sign a hold-harmless agreement; however, they would not be subject to any fees or require insurance. The organized groups have

or would need to provide liability insurance, deposit, an hourly fee, and if porta-potties would have to be rented, they would split that fee as well. The fees are listed in the policy and the proposed fee schedule. They tried to stay relatively low, understanding that they have not charges fees in the past. Neighboring cities to Highland charge anywhere between $10 and $45 per hour depending on the usage. The proposed fees for Highland's parks are relatively low, but the intention was not to make money for the City.

Ms. Wells presented estimates of the different groups they know use the fields, and how many hours per year they are actually using them. She explained that these numbers were more than she previously estimated. She further reviewed the reservation process.

Ms. Wells reported that feedback from the coaches meeting the previous week was mostly positive, but they were concerned about fees. Lacrosse indicated fees would require a $75 increase in their registration rates for each of their kids. Baseball asked if there could be a per/day rate rather than a per/hour rate.

Ms. Wells explained other government agencies, particularly schools, would be charged $5 per hour. Lone Peak High School had no issue with these fees; rather, it was the nonprofit entities that had concerns. It is a $5 per hour rate up to 100 hours, then $10 per hour thereafter.

Councilman Dennis LeBaron asked if there are enough available parks to go around to all the entities that want to use them, to which Ms. Wells answered affirmatively.

Councilman Dennis LeBaron asked if an unorganized team's reservation could be discarded in favor of something of higher priority. Ms. Wells explained that they would communicate across parties to coordinate times and accommodate everyone. Reservation policies always outline priorities, but she is not interested in kicking a team off a field they have been using for a very long time.

Eric Child, President Lone Peak Youth Football, expressed concerns regarding fees. He said that to his knowledge they have never been charged before. Youth Football is a nonprofit organization, and they are trying to provide the opportunity for kids to play football. The challenge they face every year is more fees from cities and school districts. As a result, they are losing kids from the program because they cannot afford to play. The problem with football is its complexity. It requires many days of two hour practices per week. It is a very heavy burden for a sport like football to pay mounting fees. Alpine School District has increased their fees each year, allowing school to individually set prices.

Councilman Tim Irwin pointed out the care of the fields as a defining issue. If there ~~were~~ no damage to the fields as a result of sports, there would be no need to charge a fee. Mr. Child said the nonprofit program is at risk when fees increase. Councilman Tim Irwin asked Mr. Child who he proposed would absorb the cost of repairing the fields. Mr. Child expressed the frustration of paying taxes and not seeing the benefits of it. He said charging for games would be appropriate, but not charging for practices—especially when they are meant to be a service to the community.

Councilman Tim Irwin asked about the demographic of participants in Lone Peak Youth Football. Mr. Child explained the diversity that comprises the program. Councilman Tim Irwin asked Mr. Child if they could have their games at a field in Highland instead of just practices. Mr. Child said they have not been able to schedule games in Highland before. Ms. Wells said she spoke to a few people in different cities to find out how much they charge for practices. She said Alpine School District and other cities have posted fees but will work out other agreements with organizations.

Councilman Tim Irwin said there may be a community service component that could reduce the cost. Ms. Well said she would be happy to look into the possibility of charging different rates for practices versus games, as other cities enact similar practices. However, they may not want to depart from charging for practices altogether, as the wear and tear on the field is more rigorous from practices than from games.

Michelle Hammond, Lone Peak Lacrosse, agreed with many of the same concerns as Mr. Child. They play many games on the Lone Peak field and would be happy to pay for games, but like football, lacrosse requires extensive practice time. A lot of field time is used for practices. They are not opposed to paying more fees, taking into consideration the wear and tear of the field. They would be happy to work with the City in some capacity such as helping to reseed the fields or give back in some way. It's a significant change to start charging $75 to $100 more per kid.

Councilman Brian Braithwaite suggested refunding half the fees if the lacrosse team wins the State title. Councilman Ed Dennis asked how many youth are participating in the lacrosse program, excluding the high school team. Councilman Tim Irwin said the high school team is a club team, and as such is not sponsored by the school. Ms. Hammond said that in the spring the Junior Varsity and Varsity teams pay to play on the Lone Peak football field, but the freshmen and sophomore teams play and practice on the Lone Peak community park. She said there are 75 youth currently registered for high school. There are one to two teams per age group, and they are a nonprofit organization in a competitive league across Highland, Alpine, and Cedar Hills. Councilman Ed Dennis said it would be nice to know the number of participants in her program all together in order to understand better the cost per student of the fee schedule. Ms. Hammond said the current fee per student is $375 for the spring season, and $75 in the fall. Councilman Ed Dennis expressed concern that lacrosse is a competitive league as opposed to a recreational league that would typically be sponsored by a City. Beyond the recreational level, competitive leagues are generally much more expensive and should be somewhat self-sustaining. Mayor Thompson asked for additional information from Ms. Hammond to be forwarded to Erin Wells.

Councilman Rod Mann asked Mr. Castleberry if it would be reasonable or possible to come up with a list of things these teams could do that could add value to the parks.

Josh Castleberry, Parks Superintendent answered in the affirmative. He explained that unlike baseball where the field needs to be prepped, most of it would involve some kind of equipment and supervision. There could be some things such as over-seeding that could be done by a community effort. Councilman Rod Mann asked about places where community projects may be

needed. Mr. Castleberry said there are always projects, but they will almost always require supervision or equipment of some kind. Councilman Dennis LeBaron asked if the $25,000 reflects the amount of money it takes to repair the lawns. Mr. Castleberry said this number wasn't even close.

Councilman Brian Braithwaite asked about the difference between a for-profit entity and a commercial use entity, and the language concerning these entities in the Park Use Policy. Ms. Wells explained the differences between the two terms, as outlined in State law.

After subsequent discussion, Councilman Tim Irwin said he would be okay with tripling the fee schedule on for-profit entities. Ms. Wells agreed.

Councilman Ed Dennis said when a league uses the park it is essentially puts it off-limits for any other residents. He favors the fee even though it seems high, because there is a cost incurred by all the other residents to give up the use of that park while that league has exclusive use of that space. Mr. Castleberry said that in his experience, when the City starts charging for practices, the for-profit organizations are more than happy to pay for it if it means they can lock up a field. When fields go to a fee-based system they suddenly get a lot more use and they are reserved more often. Councilman Tim Irwin said that as far as the open space is concerned, residents gave up their back yard in many cases for the sake of having a park which they then cannot use because it's being used by a league. Councilman Ed Dennis said it is rightfully City property.

In response to a question from Councilman Brian Braithwaite, Ms. Wells explained that the size of Town Center is appropriate for a 10 and under team, because the field size is different depending on the ages of the players. Councilman Rod Mann said that as far as he's concerned there needs to be some limitation, and asked for parts of the policy to be reworded. Councilman Tim Irwin agreed with his remarks.

Councilman Brian Braithwaite said that the City does not currently post reservations, and asked staff about the work load concerning changing postings and signs. Ms. Wells said this is a point of concern for her as well. If they were only using the community parks, that would be an additional seven postings that would have to be done plus purchasing the sign. Councilman Brian Braithwaite said the postings should be covered in a way that people can't get in and tear them out like what is done with pavilions. He asked for costs of porta-potty rentals to be included in the policy.

Councilman Brian Braithwaite asked how often people cancel. Ms. Wells said that since the City does not yet reserve field she could not say. She also said people should be billed based on actual usage in case of a team getting rained out.

Councilman Brian Braithwaite suggested that cancelations for reservations should be made one week in advance. He said there needed to be consistency in verbiage within the Park Use Policy and identified placed where the language could be more specific and consistent.

Councilman Brian Braithwaite pointed out that a school district required $3 million in insurance on the park. Ms. Wells said no one voiced this concern in the meeting. After further discussion, Councilman Brian Braithwaite explained that the intent is to make sure the City is being as protected as much as possible. Ms. Wells said unorganized groups will not be required to have insurance; however, organized groups will be required to carry insurance. Councilman Brian Braithwaite said that stipulation needed to be spelled out in the policy.

MOTION: Councilman Brian Braithwaite moved the City Council Continue the Park Use Policy until staff is prepared to bring it back.

Councilman Ed Dennis seconded the motion.
Unanimous vote. Motion carried.

MAYOR, CITY COUNCIL & STAFF COMMUNICATION ITEMS

(These items are for information purposes only and do not require action or discussion by the City Council)

- Funding of the Road Reconstruction Master Plan

Nathan Crane, City Administrator suggested Council members meet with staff and prepare a presentation on the Road Reconstruction Master Plan.

Councilman Ed Dennis said that with regards to the economic development study, the budget was approved on June 14th, with a substitute motion that added a $20,000 addition for a revenue study to come from reserves. According to the minutes, the item was passed unanimously. Mayor Thompson designated two Councilmembers to work with him on reviewing road funding.

ADJOURNMENT

MOTION: Councilman Ed Dennis moved to adjourn.

Councilman Tim Irwin seconded the motion.
Unanimous vote. Motion carried.

Meeting adjourned at 10:35 p.m.

JoD'Ann Bates, City Recorder

Date Approved: February 7, 2017

HIGHLAND CITY

CITY COUNCIL AGENDA REPORT
ITEM #5

DATE: Tuesday, February 7, 2017

TO: Honorable Mayor and Members of the City Council

FROM: Nathan Crane, AICP
City Administrator/Community Development Director

SUBJECT: **MOTION:** A request by Jared Peterson for Final Plat approval of a one lot subdivision located at 4884 West 11000 North (FP-16-11). *Administrative*

STAFF RECOMMENDATION:

The City Council should conduct a public meeting, accept the findings and **APPROVE** subdivision subject to the stipulations recommended by the Planning Commission.

BACKGROUND:

The property is designated as Low Density Residential on the General Plan Land Use Map. The property is zoned R-1-40 (Single Family Residential). The R-1-40 District allows one home per 40,000 square feet. The minimum lot width is 130 feet. The property is one acre in size and is owned by Greg Clifford.

This application is being processed as a minor subdivision.

Final plat approval is an administrative process.

SUMMARY OF THE REQUEST:

1. The applicant is requesting approval of a one lot single family residential subdivision. The lot is one acre in size.

2. Access to the site will be from 11000 North (SR-92). 11000 North is a State Highway (SR-92).

CITIZEN PARTICIPATION:

Notice of the January 24, 2017 Planning Commission meeting was published in the Daily Herald on January 8, 2017. Notice of the meeting was also mailed to all property owners on January 9, 2017. No comments have been received.

ANALYSIS:

- The property is designated as low density residential on the General Plan Land Use Map. The subdivision is consistent with the General Plan.

- The property to the north, south, east and west is existing single family residential. The proposed subdivision is compatible with the surrounding land uses.

- Utilities will be extended from 11000 North.

- Since 11000 North is a State Road, access approval from UDOT is required. A stipulation has been included to address this issue.

- There is a Lehi Irrigation ditch along the west side of the property. Most of the ditch has been piped. There is a short length that is still uncovered and will need to be piped. All plans will need to be approved by the irrigation district.

- Water shares will be dedicated as required by the Development Code prior to final plat recordation.

FINDINGS:

The proposed plat meets the following findings with stipulations:

- It is in conformance with the General Plan, the R-1-40 District and the Highland City Development Code.

PLANNING COMMISSION ACTION:

The Planning Commission held a public hearing on January 24, 2017 and voted 6-0 to recommend **APPROVAL** of the subdivision subject to the following stipulations:

1. The final plat shall be in substantial conformance with the preliminary plat date stamped January 19, 2017.

2. Prior to recordation of the final plat, written approval form the Lehi Irrigation District shall be provided.

3. Prior to recordation of the final plat, written approval from UDOT regarding access and construction improvements shall be provided.

4. Prior to recordation of the final plat, water shares shall be dedicated to the City as required by the Development Code.

5. The final plat and civil construction plans shall meet all requirements as determined by the City Engineer.

RECOMMENDATION AND PROPOSED MOTION:

I move that the City Council accept the findings and **APPROVE** case FP-16-11 a request for approval of a one lot subdivision subject to the five stipulations recommended by the Planning Commission.

ALTERNATIVE MOTION:

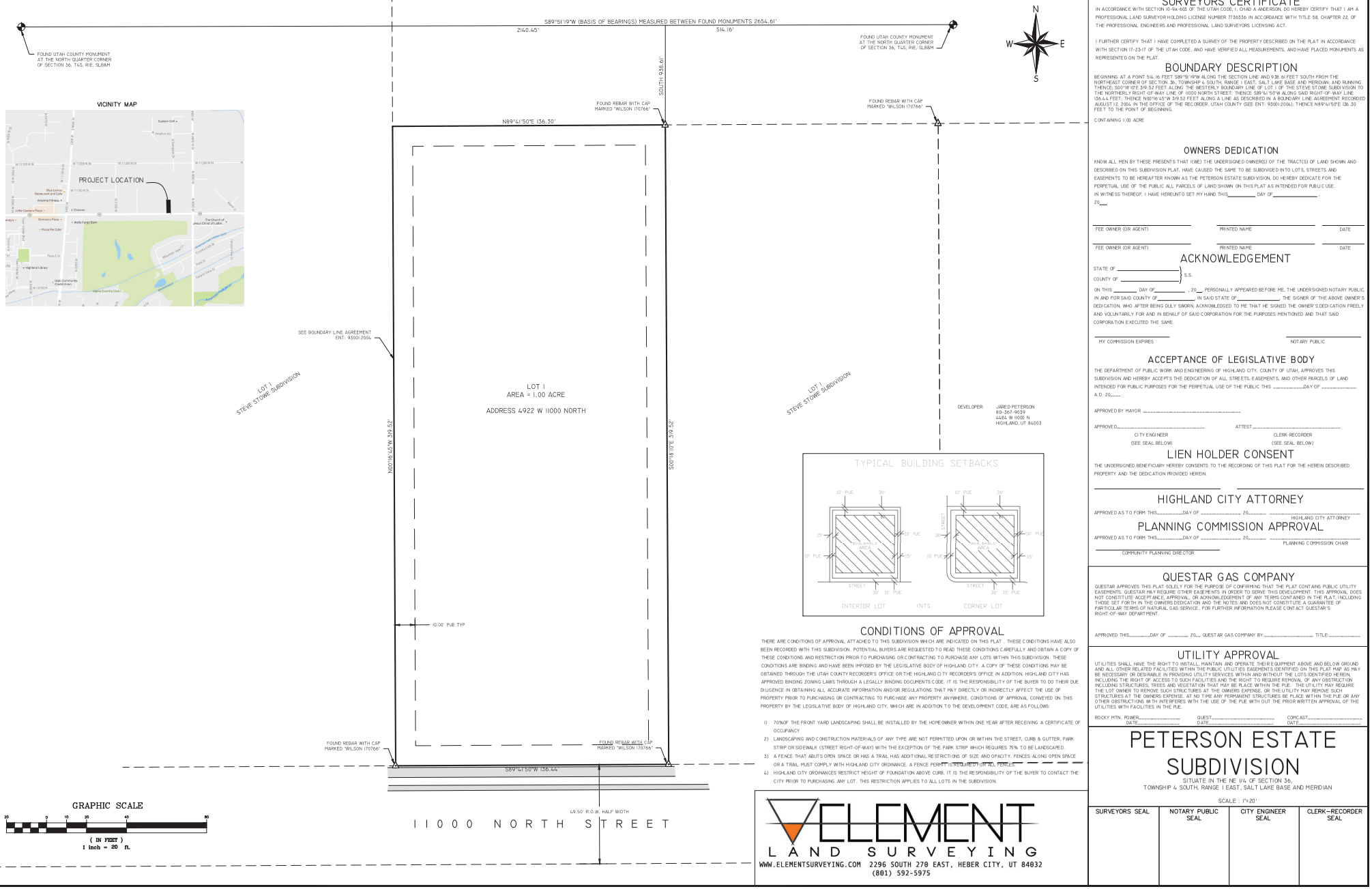
I move that the City Council deny the proposed preliminary plat subject to the following findings: (The Council should draft appropriate findings).

FISCAL IMPACT:

This action will not have a financial impact on this fiscal year's budget expenditures.

ATTACHMENTS:

- Proposed Plat



CONDITIONS OF APPROVAL

THERE ARE CONDITIONS OF APPROVAL ATTACHED TO THIS SUBDIVISION WHICH ARE INDICATED ON THIS PLAT . THESE CONDITIONS HAVE ALSO BEEN RECORDED WITH THIS SUBDIVISION. POTENTIAL BUYERS ARE REQUESTED TO READ THESE CONDITIONS CAREFULLY AND OBTAIN A COPY OF THESE CONDITIONS AND RESTRICTION PRIOR TO PURCHASING OR CONTRACTING TO PURCHASE ANY LOTS WITHIN THIS SUBDIVISION. THESE CONDITIONS ARE BINDING AND HAVE BEEN IMPOSED BY THE LEGISLATIVE BODY OF HIGHLAND CITY. A COPY OF THESE CONDITIONS MAY BE OBTAINED THROUGH THE UTAH COUNTY RECORDER'S OFFICE OR THE HIGHLAND CITY RECORDER'S OFFICE IN ADDITION, HIGHLAND CITY HAS APPROVED BINDING ZONING LAWS THROUGH A LEGALLY BINDING DOCUMENTS CODE. IT IS THE RESPONSIBILITY OF THE BUYER TO DO THEIR DUE DILIGENCE IN OBTAINING ALL ACCURATE INFORMATION AND/OR REGULATIONS THAT MAY DIRECTLY OR INDIRECTLY AFFECT THE USE OF PROPERTY PRIOR TO PURCHASING OR CONTRACTING TO PURCHASE ANY PROPERTY ANYWHERE. CONDITIONS OF APPROVAL CONVEYED ON THIS PROPERTY BY THE LEGISLATIVE BODY OF HIGHLAND CITY, WHICH ARE IN ADDITION TO THE DEVELOPMENT CODE, ARE AS FOLLOWS:

1) 70%OF THE FRONT YARD LANDSCAPING SHALL BE INSTALLED BY THE HOMEOWNER WITHIN ONE YEAR AFTER RECEIVING A CERTIFICATE OF OCCUPANCY .
2) LANDSCAPING AND CONSTRUCTION MATERIALS OF ANY TYPE ARE NOT PERMITTED UPON OR WITHIN THE STREET, CURB & GUTTER, PARK STRIP OR SIDEWALK (STREET RIGHT-OF-WAY) WITH THE EXCEPTION OF THE PARK STRIP WHICH REQUIRES 75% TO BE LANDSCAPED.
3) A FENCE THAT ABUTS OPEN SPACE OR HAS A TRAIL HAS ADDITIONAL RESTRICTIONS OF SIZE AND OPACITY. FENCES ALONG OPEN SPACE OR A TRAIL MUST COMPLY WITH HIGHLAND CITY ORDINANCE. A FENCE PERMIT IS REQUIRED FOR ALL FENCES
4) HIGHLAND CITY ORDINANCES RESTRICT HEIGHT OF FOUNDATION ABOVE CURB. IT IS THE RESPONSIBILITY OF THE BUYER TO CONTACT THE CITY PRIOR TO PURCHASING ANY LOT. THIS RESTRICTION APPLIES TO ALL LOTS IN THE SUBDIVISION.

SURVEYORS CERTIFICATE

IN ACCORDANCE WITH SECTION 10-9a-603 OF THE UTAH CODE, I, CHAD A ANDERSON, DO HEREBY CERTIFY THAT I AM A PROFESSIONAL LAND SURVEYOR HOLDING LICENSE NUMBER 7736336 IN ACCORDANCE WITH TITLE 58, CHAPTER 22, OF THE PROFESSIONAL ENGINEERS AND PROFESSIONAL LAND SURVEYORS LICENSING ACT.

I FURTHER CERTIFY THAT I HAVE COMPLETED A SURVEY OF THE PROPERTY DESCRIBED ON THE PLAT IN ACCORDANCE WITH SECTION 17-23-17 OF THE UTAH CODE, AND HAVE VERIFIED ALL MEASUREMENTS, AND HAVE PLACED MONUMENTS AS REPRESENTED ON THE PLAT.

BOUNDARY DESCRIPTION

BEGINNING AT A POINT 514.16 FEET S89°51'19"W ALONG THE SECTION LINE AND 938.61 FEET SOUTH FROM THE NORTHEAST CORNER OF SECTION 36, TOWNSHIP 4 SOUTH, RANGE 1 EAST, SALT LAKE BASE AND MERIDIAN; AND RUNNING THENCE S00°18'10"E 319.52 FEET ALONG THE WESTERLY BOUNDARY LINE OF LOT 1 OF THE STEVE STOWE SUBDIVISION TO THE NORTHERLY RIGHT-OF-WAY LINE OF 11000 NORTH STREET; THENCE S89°41'50"W ALONG SAID RIGHT-OF-WAY LINE 136.44 FEET; THENCE N00°16'45"W 319.52 FEET ALONG A LINE AS DESCRIBED IN A BOUNDARY LINE AGREEMENT RECORDED AUGUST 12, 2004 IN THE OFFICE OF THE RECORDER, UTAH COUNTY (SEE ENT: 93001:2004:); THENCE N89°41'50"E 136.30 FEET TO THE POINT OF BEGINNING.

CONTAINING 1.00 ACRE

OWNERS DEDICATION

KNOW ALL MEN BY THESE PRESENTS THAT I(WE) THE UNDERSIGNED OWNER(S) OF THE TRACT(S) OF LAND SHOWN AND DESCRIBED ON THIS SUBDIVISION PLAT, HAVE CAUSED THE SAME TO BE SUBDIVIDED INTO LOTS, STREETS AND EASEMENTS TO BE HEREAFTER KNOWN AS THE PETERSON ESTATE SUBDIVISION. DO HEREBY DEDICATE FOR THE PERPETUAL USE OF THE PUBLIC ALL PARCELS OF LAND SHOWN ON THIS PLAT AS INTENDED FOR PUBLIC USE.

IN WITNESS THEREOF, I HAVE HEREUNTO SET MY HAND THIS_____ DAY OF_____, 20___.

FEE OWNER (OR AGENT) PRINTED NAME DATE

FEE OWNER (OR AGENT) PRINTED NAME DATE

ACKNOWLEDGEMENT

STATE OF _____ }
S.S.
COUNTY OF _____ }

ON THIS _____ DAY OF_____, 20___, PERSONALLY APPEARED BEFORE ME, THE UNDERSIGNED NOTARY PUBLIC, IN AND FOR SAID COUNTY OF_____, IN SAID STATE OF_____, THE SIGNER OF THE ABOVE OWNER'S DEDICATION, WHO AFTER BEING DULY SWORN, ACKNOWLEDGED TO ME THAT HE SIGNED THE OWNER'S DEDICATION FREELY AND VOLUNTARILY FOR AND IN BEHALF OF SAID CORPORATION FOR THE PURPOSES MENTIONED AND THAT SAID CORPORATION EXECUTED THE SAME.

MY COMMISSION EXPIRES NOTARY PUBLIC

ACCEPTANCE OF LEGISLATIVE BODY

THE DEPARTMENT OF PUBLIC WORK AND ENGINEERING OF HIGHLAND CITY, COUNTY OF UTAH, APPROVES THIS SUBDIVISION AND HEREBY ACCEPTS THE DEDICATION OF ALL STREETS, EASEMENTS, AND OTHER PARCELS OF LAND INTENDED FOR PUBLIC PURPOSES FOR THE PERPETUAL USE OF THE PUBLIC THIS _____DAY OF _____ A.D. 20____.

APPROVED BY MAYOR _____

APPROVED_____ ATTEST _____

CITY ENGINEER (SEE SEAL BELOW) CLERK-RECORDER (SEE SEAL BELOW)

LIEN HOLDER CONSENT

THE UNDERSIGNED BENEFICIARY HEREBY CONSENTS TO THE RECORDING OF THIS PLAT FOR THE HEREIN DESCRIBED PROPERTY AND THE DEDICATION PROVIDED HEREIN.

HIGHLAND CITY ATTORNEY

APPROVED AS TO FORM THIS_____DAY OF _____, 20____ _____
HIGHLAND CITY ATTORNEY

PLANNING COMMISSION APPROVAL

APPROVED AS TO FORM THIS_____DAY OF _____, 20____ _____
PLANNING COMMISSION CHAIR

COMMUNITY PLANNING DIRECTOR

QUESTAR GAS COMPANY

QUESTAR APPROVES THIS PLAT SOLELY FOR THE PURPOSE OF CONFIRMING THAT THE PLAT CONTAINS PUBLIC UTILITY EASEMENTS. QUESTAR MAY REQUIRE OTHER EASEMENTS IN ORDER TO SERVE THIS DEVELOPMENT. THIS APPROVAL DOES NOT CONSTITUTE ACCEPTANCE, APPROVAL, OR ACKNOWLEDGEMENT OF ANY TERMS CONTAINED IN THE PLAT, INCLUDING THOSE SET FORTH IN THE OWNERS DEDICATION AND THE NOTES AND DOES NOT CONSTITUTE A GUARANTEE OF PARTICULAR TERMS OF NATURAL GAS SERVICE. FOR FURTHER INFORMATION PLEASE CONTACT QUESTAR'S RIGHT-OF-WAY DEPARTMENT.

APPROVED THIS_____DAY OF _____, 20___, QUESTAR GAS COMPANY BY:_____ TITLE:_____

UTILITY APPROVAL

UTILITIES SHALL HAVE THE RIGHT TO INSTALL, MAINTAIN AND OPERATE THEIR EQUIPMENT ABOVE AND BELOW GROUND AND ALL OTHER RELATED FACILITIES WITHIN THE PUBLIC UTILITIES EASEMENTS IDENTIFIED ON THIS PLAT MAP AS MAY BE NECESSARY OR DESIRABLE IN PROVIDING UTILITY SERVICES WITHIN AND WITHOUT THE LOTS IDENTIFIED HEREIN, INCLUDING THE RIGHT OF ACCESS TO SUCH FACILITIES AND THE RIGHT TO REQUIRE REMOVAL OF ANY OBSTRUCTION INCLUDING STRUCTURES, TREES AND VEGETATION THAT MAY BE PLACE WITHIN THE PUE. THE UTILITY MAY REQUIRE THE LOT OWNER TO REMOVE SUCH STRUCTURES AT THE OWNERS EXPENSE, OR THE UTILITY MAY REMOVE SUCH STRUCTURES AT THE OWNERS EXPENSE. AT NO TIME ANY PERMANENT STRUCTURES BE PLACE WITHIN THE PUE OR ANY OTHER OBSTRUCTIONS WITH INTERFERES WITH THE USE OF THE PUE WITH OUT THE PRIOR WRITTEN APPROVAL OF THE UTILITIES WITH FACILITIES IN THE PUE.

ROCKY MTN. POWER_____ QUEST_____ COMCAST_____
DATE_____ DATE_____ DATE_____

PETERSON ESTATE SUBDIVISION

SITUATE IN THE NE 1/4 OF SECTION 36,
TOWNSHIP 4 SOUTH, RANGE 1 EAST, SALT LAKE BASE AND MERIDIAN

SCALE : 1"=20'

SURVEYORS SEAL	NOTARY PUBLIC SEAL	CITY ENGINEER SEAL	CLERK-RECORDER SEAL

ELEMENT LAND SURVEYING
WWW.ELEMENTSURVEYING.COM 2296 SOUTH 270 EAST, HEBER CITY, UT 84032
(801) 592-5975

CITY COUNCIL AGENDA REPORT
ITEM #6

DATE: Tuesday, February 7, 2017

TO: Honorable Mayor and Members of the City Council

FROM: JoD'Ann Bates, CMC
City Recorder

SUBJECT: **MOTION:** – Ratifying the Appointment of Brittney Bills and David W. Harris as alternates to the Highland City Planning Commission

STAFF RECOMMENDATION:

Mayor Mark S. Thompson is recommending that the Highland City Council ratify the Appointment of Brittney Bills and David W. Harris to be alternates on the Highland City Planning Commission.

BACKGROUND:

Brittney Bills and her family have been residents of Highland for 9 years and has a degree in Public Policy Analysis.

David W. Harris and his family has been residents of Highland for 21 years and have been involved with commercial and residential building for over 25 years.

This appointment will enable the Planning Commission to continue with meetings and recommendations to the City Council. These appointments are for a 4 year term expiring 2021.

FISCAL IMPACT:

Planning Commissioners are paid $56 per meeting attended and is budgeted from GL 10-52-15.

ATTACHMENTS:

- Brittney Bill Volunteer Statement
- David W. Harris Volunteer Statement

COPY

HIGHLAND CITY

RECEIVED
FEB 22 2016
HIGHLAND CITY RECORDER'S OFFICE

Highland City Volunteer Statement of Interest

The residents of Highland have great pride in their City. The City utilizes many volunteers in numerous capacities to improve the overall quality of life in our town.

In order to encourage this participation, the Mayor is requesting statement of interests from those who are willing to serve. As vacancies or needs arise within the City, the Mayor and the City Recorder will review the statements, conduct interviews and make a selection(s).

If you are interested in serving as a volunteer within Highland City, please submit this Statement of Interest to the City Offices.

Name Brittney Bills Date February 20,

Phone number [redacted] Email address brittney[redacted]

Residence address [redacted] Highland UT 84003

Please fill out the following form or attach a resume type document listing expertise, experience, interests, etc.

How long have you resided in Highland City? 9 years

Occupation Homemaker/Professor

Education MS Public Policy Analysis

Are you able to meet in the evenings? yes Semi-monthly yes Monthly yes

List any background and experience you have that you think would be helpful to the Committee or Commission you would like to serve: I have always been very involved in my community, schools, and state public policy. I have worked with legislators, examined policy, and have a background in public policy. Most importantly, I am very interested in serving my community and making Highland City an even better place to live.

Please state why you would like to serve: Highland City is a beautiful, wonderful city and I would love to participate in the process of making our city even better.

If not selected for an immediate opening, do you wish to be considered for the next opening? yes

Additional comments: resume attached

Please select your interest:

Standing Committees	Ad Hoc Committees
Arts Council	Planning Commission
Beautification	Open Space
Highland Fling	Water Advisory Board
Tree Commission	Other: PLANNING COMMISSION
Youth Council	

Submittal of a Statement of Interest does not guarantee an appointment to a committee.

RECEIVED
JAN 30 2017
HIGHLAND CITY
RECORDER'S OFFICE

Highland City Volunteer Statement of Interest

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If you are interested in serving as a volunteer within Highland City, please submit this Statement of Interest to the City Offices.

Name David W. Harris Date Jan. 24 2017
Phone number [redacted] Email address davidharris[redacted]
Residence address [redacted]

Please fill out the following form or attach a resume type document listing expertise, experience, interests, etc.

How long have you resided in Highland City? 21 years
Occupation Finsih carpenter / General contractor
Education High school diploma
Are you able to meet in the evenings? yes Semi-monthly _____ Monthly yes
List any background and experience you have that you think would be helpful to the Committee or Commission you would like to serve: I have been in the Commercial and residential building industry for over 25 years focused mostly on interior carpentry. I have seen well planned neighborhoods and communities here in Utah and in Californa and some with very little planning. I grew up in Alpine and always loved the openness of Highland, and we chose to raise our five children here! Highland needs to keep its big lots and open areas as much as possible, with very little(if any) high impact/ multi. dwelling areas.
Please state why you would like to serve: I see it as a good way to serve my community, to help Highland keep its identity for future families. To learn. This may open my eyes to other possibilities to serve my community.

If not selected for an immediate opening, do you wish to be considered for the next opening? yes
Additional comments: I have had the opportunity to serve in the LDS church with the young men for 13 yrs and in many leadership positions. I have also owned my construction bussiness for 23 years.

Please select your interest:

Standing Committees	Ad Hoc Committees
Arts Council	(Planning Commission)
Beautification	Open Space
Highland Fling	Water Advisory Board
Tree Commission	Other: _____
Youth Council	

Submittal of a Statement of Interest does not guarantee an appointment to a committee.

CITY COUNCIL AGENDA REPORT
ITEM #7

DATE: Tuesday, February 7, 2017

TO: Honorable Mayor and Members of the City Council

FROM: JoD'Ann Bates, CMC
City Recorder

SUBJECT: **MOTION:** Ratifying the Mayors Re-Appointment of Councilman Tim Irwin to the North Point Solid Waste Special Service District

STAFF RECOMMENDATION:
Mayor Mark S. Thompson is recommending that the Highland City Council ratify the re-appointment of Councilman Tim Irwin to the North Point Solid Waste Special Service District.

BACKGROUND:
Councilman Tim Irwin was appointed to represent Highland City with the North Point Solid Waste Special Service District in 2012. This appointment expired January 31, 2017. The North Point Solid Waste SSD is requesting a re-appointment of Councilman Irwin in order for him to continue to represent Highland City.

FISCAL IMPACT:
None

ATTACHMENTS:
None

CITY COUNCIL AGENDA REPORT
ITEM #8

DATE: Tuesday, February 7, 2017

TO: Honorable Mayor and Members of the City Council

FROM: JoD'Ann Bates, CMC
City Recorder

SUBJECT: **MOTION:** Ratify the Appointment of Mayor Mark Thompson, representative and City Engineer Todd Trane as alternate to the North Utah County Aquifer Committee

STAFF RECOMMENDATION:

The appointment of Mayor Mark Thompson, representative and City Engineer Todd Trane as alternate to the North Utah County Aquifer Committee

BACKGROUND:

On January 10, 2017 the Highland City Council approved Resolution R-2017-2 dissolving the Interlocal Agreement for the North Utah County Aquifer Association and approved Resolution R-2017-3 and approving a new Interlocal Agreement creating the North Utah County Aquifer Committee.

As part of R-2017-3 Highland City was requested to appoint a city representative and an alternate representative. They requested if possible the representatives have knowledge of water workings and the previous association's workings.

FISCAL IMPACT:

None

ATTACHMENTS:

None

CITY COUNCIL AGENDA REPORT
ITEM #9

DATE: Tuesday, February 7, 2017

TO: Honorable Mayor and Members of the City Council

FROM: Nathan Crane, AICP
City Administrator/Community Development Director

SUBJECT: **PUBLIC HEARING AND RESOLUTION**: Designation of Open Space Property for Disposal in the Wimbleton Subdivision. *Legislative.*

STAFF RECOMMENDATION:

The City Council should conduct a ~~public~~ and determine if the property should be disposed.

BACKGROUND:

The Wimbleton Subdivision was recorded in October 2000 and has 54 lots.

Chapter 2.44 Disposal of Public Property of the Municipal Code regulates the disposal of property. The first step in the process is for the City Council to declare the property surplus by resolution (attached). The second step is for the Council to hold a public hearing.

Chapter 12.32 Removal of Open Space Property provides the process for the removal of open space property.

The Council has determined that the price per square foot for the land is $1.40. If the property is purchased, acquiring residents pressurized irrigation rate will be revised to include the purchased area.

Three property owners within the subdivision are requesting the disposal of all of the open space and trails in the subdivision except for two parks (Attachment A).

As a result of the review there are issues that need to be resolved prior to approval by the Council:

1. There are four owners within the subdivisions that have not signed the ownership petition. The disposal plan does not identify who has agreed to purchase the land. The purchase of all land must be accounted for in order for the disposal plan to be

approved. This has been required for all previous disposal requests. In addition, we have received three phone calls from owners who signed the petition stating that they would not purchase the property and would only acquire the property if it was given to them.

2. The disposal plan includes two detention/retention areas. Based on past experience, staff does not believe that it is good public policy to have these areas under private ownership.

3. There is an existing sewer line between lots 15 and 16. If the property is sold an easement is needed. The sewer line would be in the middle of a yard.

4. There is a Lehi Irrigation Ditch along the eastern boundary of the subdivision. A concern has been expressed about private ownership of the ditch, retaining enough width to maintain the ditch, and having access to the ditch. Currently the trail is used to access and maintain the ditch. The Mayor is proposing that if the property is sold private ownership ends no closer than 15 feet to the west edge of the ditch. An easement for the ditch The applicant is requesting the adjacent owners be allowed to include the area within the purchase. We have requested formal comments from the irrigation company.

CITIZEN PARTICIPATION:

A petition has been submitted showing support from 82 property owners within the subdivision which represents 79.6% of the property owners in the subdivision. The petition exceeds the minimum requirement of 60%. In addition, three owners adjacent of the property to be disposed and who have signed the petition have expressed that they will only acquire the property if it is given to them and not through a purchase.

Notice of the City Council public hearing was sent to all property owners within the subdivision on January 26, 2016. The property was posted on January 18, 2017.

Staff has received several phone calls of opposition to the proposal from residents who live within and outside of the subdivision. Concerns expressed included that the trails are used by students who attend Freedom Elementary (both within and outside the subdivision), the open space provides a buffer, they bought their property in the subdivision for the trails, etc.

CONCLUSION:

The City Council will need to hold a public hearing and determine if the property should be disposed. The Council should also discuss the four items raised in the staff report and provide the appropriate direction.

FISCAL IMPACT:

This action will not have a financial impact on this fiscal year's budget expenditures.

ATTACHMENTS:

- Resolution
- Disposal Application
- Constraints Map

RESOLUTION NO. 2017-**

A RESOLUTION OF HIGHLAND CITY, UTAH DESIGNATING OPEN SPACE PROPERTY FOR DISPOSAL PROPERTY IN THE WIMBELTON SUBDIVISION

WHEREAS, the Highland City Council has established a process of designating open space property for disposal.

NOW, THEREFORE be it resolved by the City Council of Highland City that the Open Space Property in the Wimbelton Subdivision, outlined and shown in Exhibit "A" is hereby designated for disposal the City Council hereby authorizes the City Administrator to begin the disposal process of the above-mentioned property following State and City Code.

This resolution shall take effect immediately upon passage.

ADOPTED by the City Council of Highland City, Utah, this 7th day of February 2017.

HIGHLAND CITY, UTAH

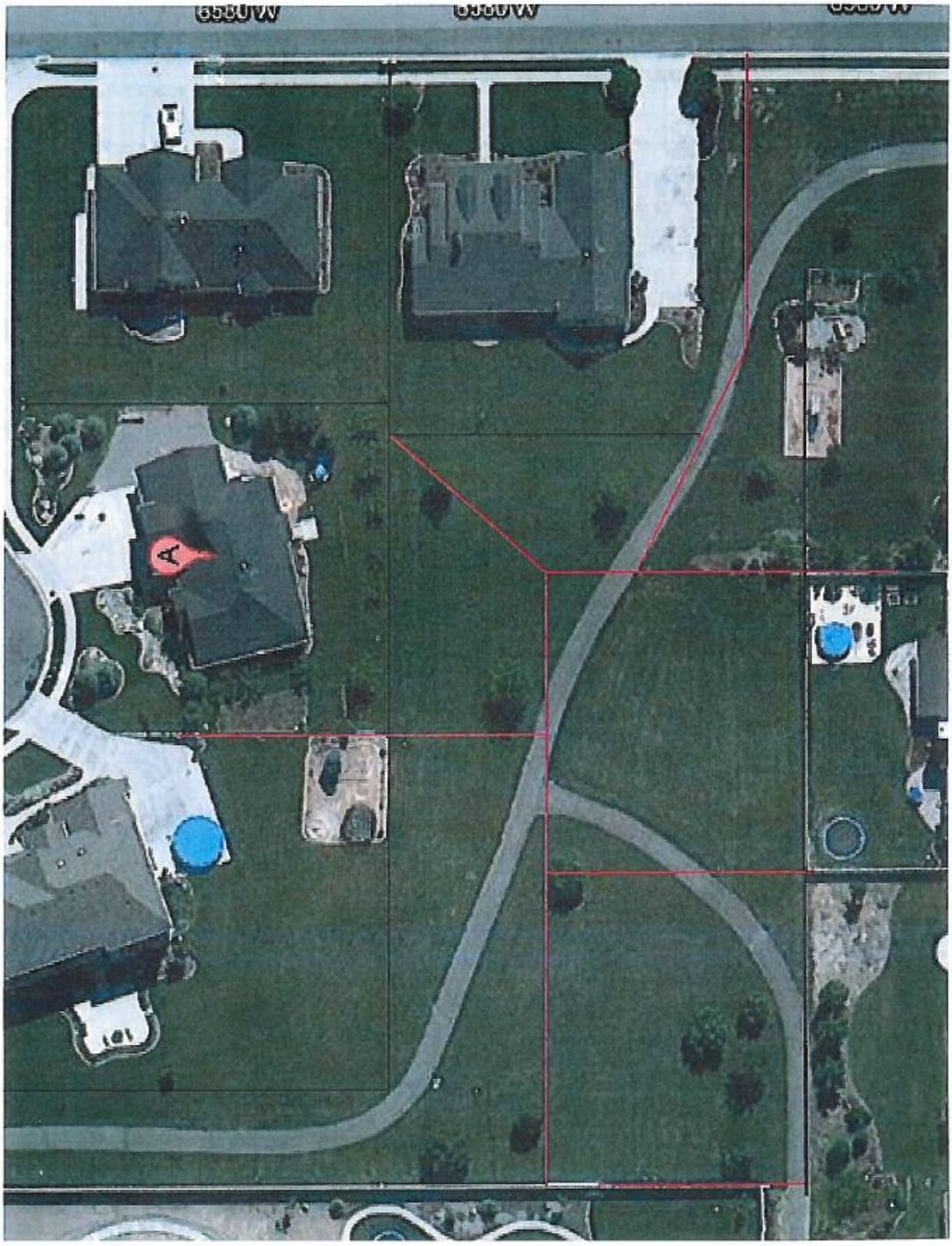
_____
Mark S. Thompson, Mayor

ATTEST:

_____
Jo'DAnn Bates, City Recorder

COUNCILMEMBER	YES	NO
Brian Braithwaite	□	□
Ed Dennis	□	□
Tim Irwin	□	□
Dennis LeBaron	□	□
Rod Mann	□	□

Exhibit A


A

January 4, 2017

Highland City Council
5400 W. Civic Center Drive
Highland, Utah 84003

RE: Wimbleton Subdivision
Chapter 12.32 – Designation of Open Space Property for Disposal

Dear Members of the City Council and Mayor,

Thank you for your time in reviewing our petition to purchase the city owned open space property adjacent to the homes within the Wimbleton Subdivision.

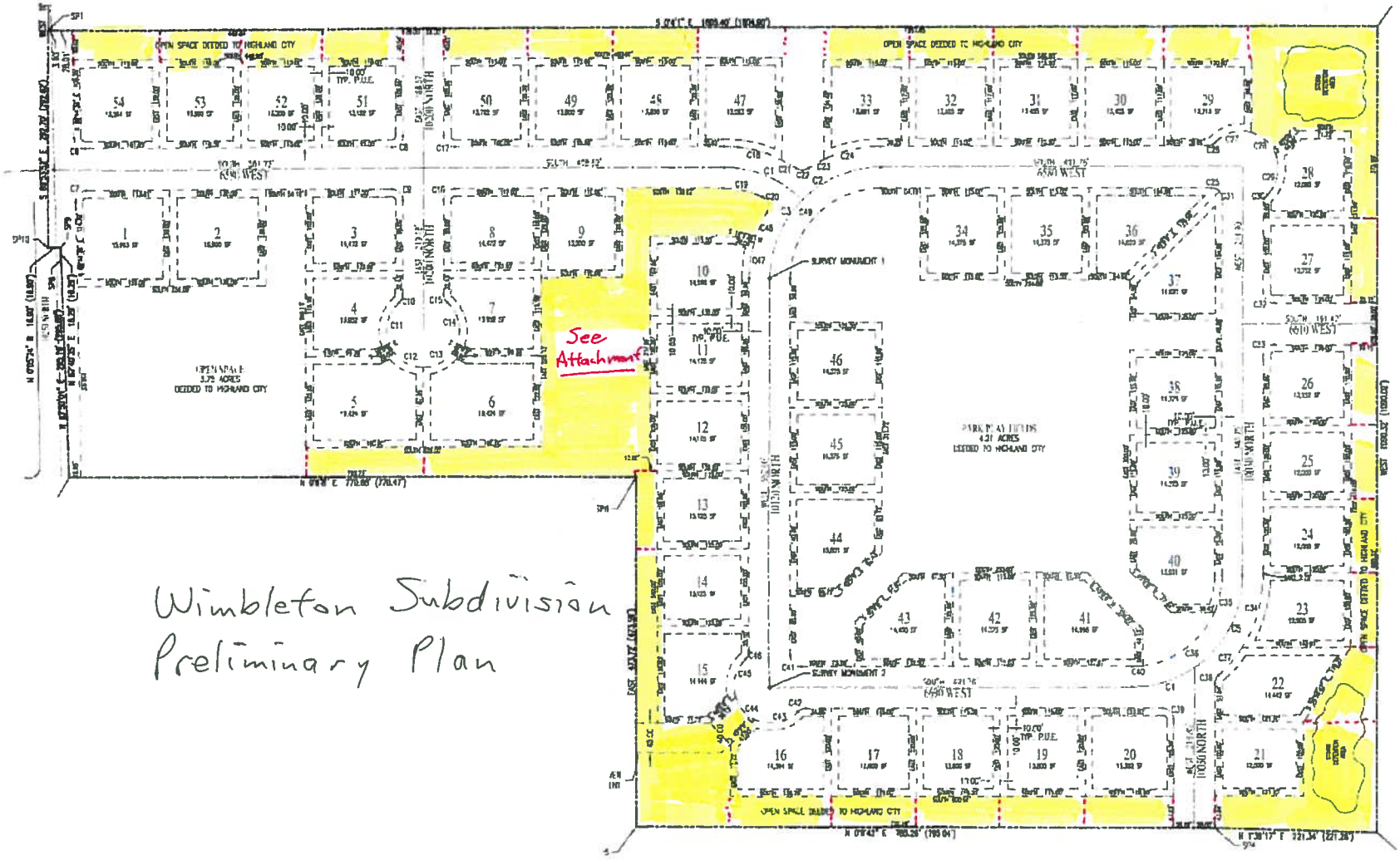
The attached petition includes signatures from 43 of the real property owners within the Subdivision and from 32 of the real property owners adjacent to the trails. As a result, the petition exceeds the percentages required by the ordinance.

We also understand that this approval is contingent upon a public hearing and have provided the City with addressed stamped envelopes for mailing the public hearing notifications.

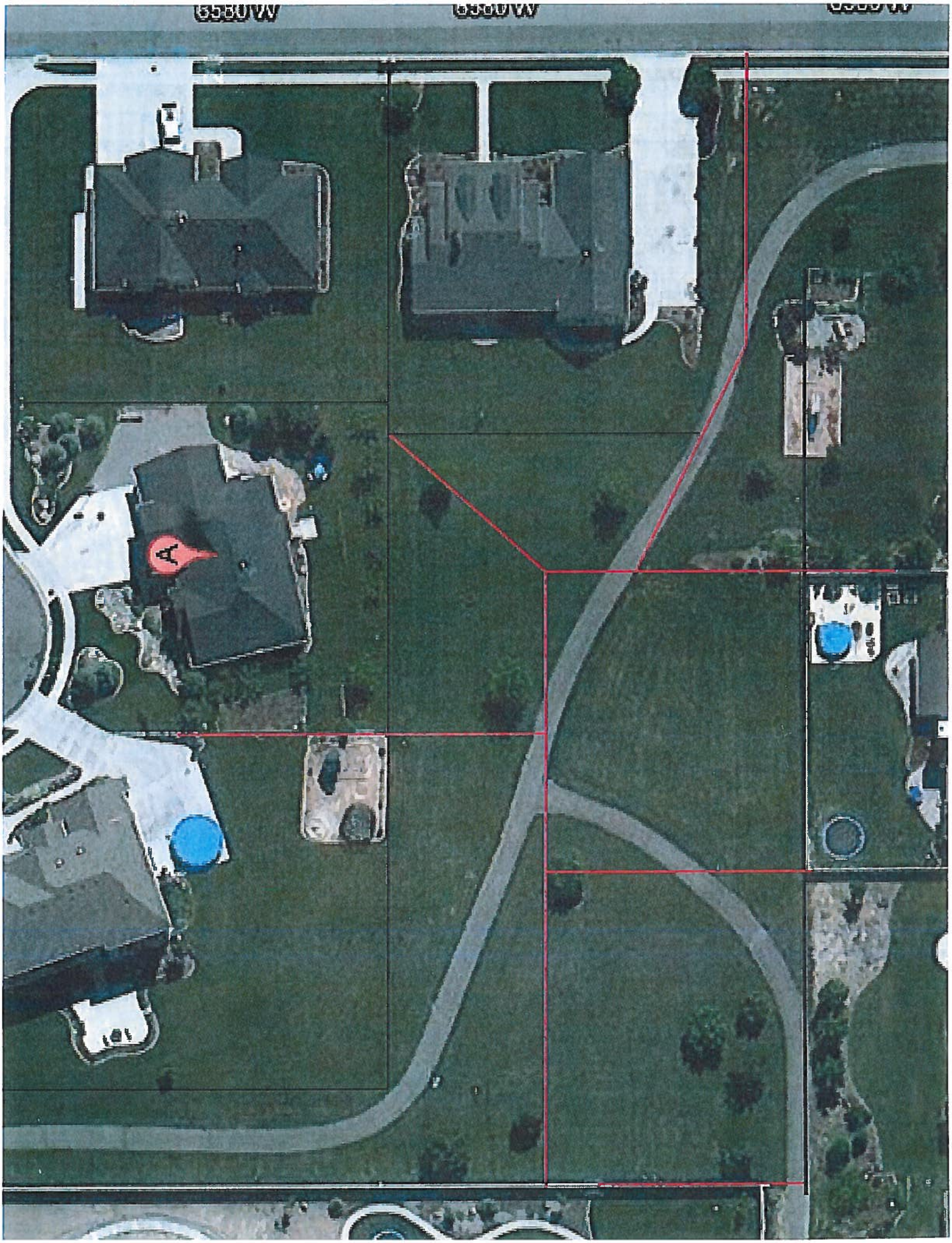
We greatly appreciate the support that has been given from everyone on this phase in the overall open space purchase process.

Sincerely,

Ed Dennis
Highland City Council
Chairman, Open Space Committee



Wimbleton Subdivision
Preliminary Plan



Public Hearing

Petitions to Remove and Sale the Neighborhood Option Trails

Wimbleton Subdivision

	Property Owners	Signatures	Percentage	Required
Total	54	43	**80%**	65%
Adjacent to Trails	36	32	**89%**	75%

Members of the City Council,

Based on the positive results of the property owners signing the attached petitions, we formally request the City Council approve the removal and sale of all the Neighborhood Option Trails in the Wimbleton Subdivision in accordance with the Highland City Ordinance No. 0-2013-03, Chapters 12.30 and 12.32.

We have included a plat map highlighting the preliminary property boundaries which will be finalized after formal approval to proceed is obtained from the City Council. In addition, we have complied with all public notices and mailings to all property owners within the subdivision, as a notice was sent by first class mail to each real property owner in the subdivision, as well as a notice was posted on or near the property within the subdivision at least 10 days prior to the hearing.

We also acknowledge the following conditions the property will be subject to if purchased:

1. The Lehi Water Company ditch easement of 15 feet that runs along the Eastern boundary of the subdivision;
2. The Highland City detention basin easements in the Southeast and Southwest corners of the subdivision; and
3. The existing asphalt trails that are on the Neighborhood Option Trails which will be the owner's responsibility to remove.

This petition will have no impact on City trails and parks within the Subdivision. In addition, the petition will not eliminate the Open Space fee for anyone in the Subdivision.

Thank you for your consideration of this petition.

Best regards,

Margot Edwards
Wimbleton Subdivision Resident

WIMBLETON - OPEN SPACE SUBDIVISION
Petition to Sale Neighborhood Option Trails

Lot #	Property Owners Name	Address	Adjacent to Trails Signature	Entire Subdivision Signature
1	Steven & Elizabeth Mouritsen	6583 West 10250 North	Not Applicable	
2	Brian R & Jennifer Barlow	10241 North 6580 West	Not Applicable	
3	Eric W & Melinda S Heath	6592 West 10200 North	Not Applicable	
4	Marilyn Ouimette	6608 West 10200 North	Not Applicable	
5	Donald W & Julie Merrell	6628 West 10200 North8		
6	Matthew A & Shirlene Barlow	6627 W 10200 North		
7	Kyle & Ann Smith	6609 W 10200 North		
8	Edmund K & Sandra J Howell	10185 North 6580 West	Not Applicable	
9	E Bryan & Katie Hatch	10167 North 6580 West		
10	Marie L & Greg M Pavich	6618 West 10120 North		
11	Mike Jensen	6622 West 10120 North		
12	Tristen K Lewis	6634 West 10120 North		
13	Troy & Corinne Selk	6654 West 10120 North		
14	Bruce L & Jessica K Braithwaite	6672 West 10120 North		
15	Dan & Sarah Woolsey	6686 West 10120 North		
16	Mark & Candace Hafen	10117 North 6690 West		
17	Terrence J & Margot W Edwards	10099 North 6690 West		
18	Adam R & Amber Lee Wilson	10089 North 6690 West		
19	Jay D & Alisha Gray	10071 North 6690 West		

WIMBLETON - OPEN SPACE SUBDIVISION
Petition to Sale Neighborhood Option Trails

Lot #	Property Owners Name	Address	Adjacent to Trails Signature	Entire Subdivision Signature
20	Maria Blakesley	6702 West 10050 North	Maria L. Blakesley	Maria L. Blakesley
21	Boyd H & Emily Jean Timothy	6705 West 10050 North	Boyd Timothy	Boyd Timothy
22	Grant & Stacylee Chandler	6689 West 10050 North	Stacylee Chandler	Stacylee Chandler
23	~~CRK Investments LLC~~ Derric + Cassie RyKert	6675 West 10030 North		
24	Criag E & Karla Pepples	6659 West 10030 North		
25	Shawn L & Farrah Olmstead	6643 West 10030 North		
26	Douglas B & Connie Webb	6627 West 10030 North	Douglas Webb Connie Webb	Douglas Webb Connie Webb
27	Brady & Celeste Porter	6599 West 10030 North	Brady	Brady
28	Robert D & Ginger D Harris	6581 West 10030 North	Ginger D Harris	Ginger D Harris
29	D Mark & Lois Ricks	10036 North 6580 West	Lois Ricks	Lois Ricks
30	Rachel E Smith	10054 North 6580 West		
31	Scott R & Angela A Hansen	10072 North 6580 West	Scott R Hansen	Scott R Hansen
32	Nancy C McCandless	10082 North 6580 Wes	Nancy C McCandless	Nancy C McCandless
33	~~Jeff H Fishburn~~ Julia Thomas	10102 North 6580 West	Julia Thomas	Julia Thomas
34	Julia P Lindsay	10087 North 6580 West	Not Applicable	Julia Lindsay
35	Antonio & Alice Sia	10071 North 6580 West	Not Applicable	
36	Lois Ann Ricks	10036 North 6580 West	Not Applicable	Lois Ricks
37	R Scott & Jessica Thompson	6602 West 10030 North	Not Applicable	
38	Scott & Kendra Stromberg	6632 West 10030 North	Not Applicable	

WIMBLETON - OPEN SPACE SUBDIVISION
Petition to Sale Neighborhood Option Trails

Lot #	Property Owners Name	Address	Adjacent to Trails Signature	Entire Subdivision Signature
39	Kyle & Jessica Roberts	6648 West 10030 North	Not Applicable	
40	Adam S & Tennille T Lisonbee	6664 West 10030 North	Not Applicable	
41	Nan Nell Robison	10062 North 6690 West	Not Applicable	
42	Johnny & Rachel A Walters	10078 North 6690 West	Not Applicable	
43	Scott N & Janel Smith	10098 North 6690 West	Not Applicable	
44	Stephen W & Tonya A Mc Bride	6657 West 10120 North	Not Applicable	
45	Barbara J Harward	6637 West 10120 North	Not Applicable	
46	Corwin S & Jeana R Harmon	6621 West 10120 North	Not Applicable	
47	Robert A & Cristina F Rolapp	10126 North 6580 West		
48	Edwin A. & Laurelee R. Dennis	10142 North 6580 West		
49	Bryce & Nycole Westcott	10168 North 6580 West		
50	Shawn Rocco	10184 North 6580 West		
51	Michael & Tamra Sandstrom	10212 North 6580 West		
52	D Jason & Brandi K Hawkins	10228 North 6580 West		
53	David W & Jodie C Monson	10236 North 6580 West		
54	Colby J & Alicia Gibson	10248 North 6580 West		

Signature Obtained - Count	28	36
Signatures Obtained - Percentage	78%	67%
Minimum Required Percentage	75%	65%

WIMBLETON - OPEN SPACE SUBDIVISION
Petition to Remove Neighborhood Option Trails

Lot #		Property Owners Name	Address	Adjacent to Trails Signature	Entire Subdivision Signature
1		Steven & Elizabeth Mouritsen	6583 West 10250 North	Not Applicable	
2	✓	Brian R & Jennifer Barlow	10241 North 6580 West	Not Applicable	
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WIMBLETON - OPEN SPACE SUBDIVISION
Petition to Remove Neighborhood Option Trails

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34		Julia P Lindsay	10087 North 6580 West	Not Applicable	Julia Lindsay
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36	✓	Lois Ann Ricks	10036 North 6580 West	Not Applicable	Lois Ricks
37	✓	R Scott & Jessica Thompson	6602 West 10030 North	Not Applicable	
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WIMBLETON - OPEN SPACE SUBDIVISION
Petition to Remove Neighborhood Option Trails

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54	Colby J & Alicia Gibson	10248 North 6580 West		

Signature Obtained - Count	28	36
Signatures Obtained - Percentage	78%	67%
Minimum Required Percentage	75%	65%

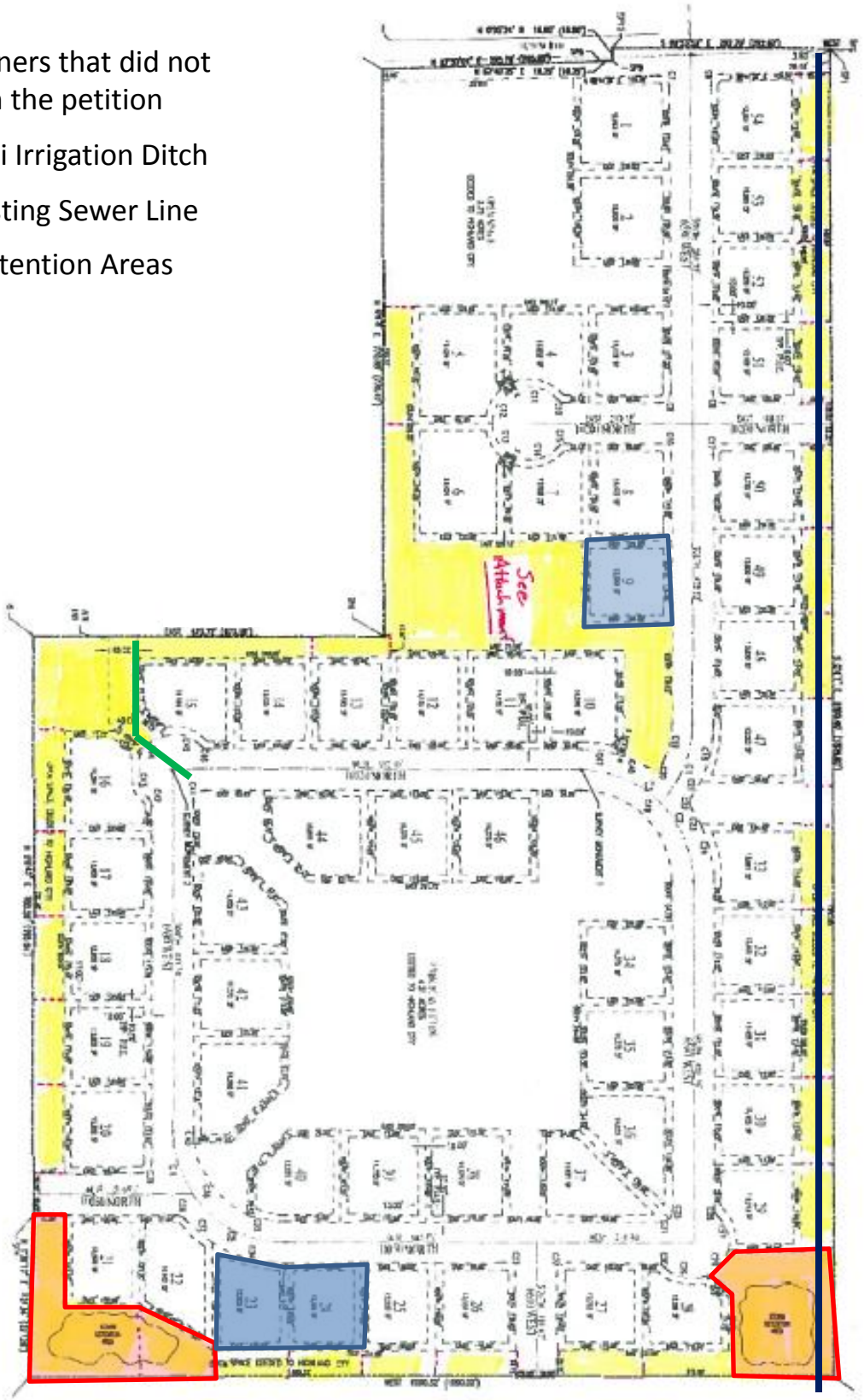
Constraints Maps

Owners that did not sign the petition

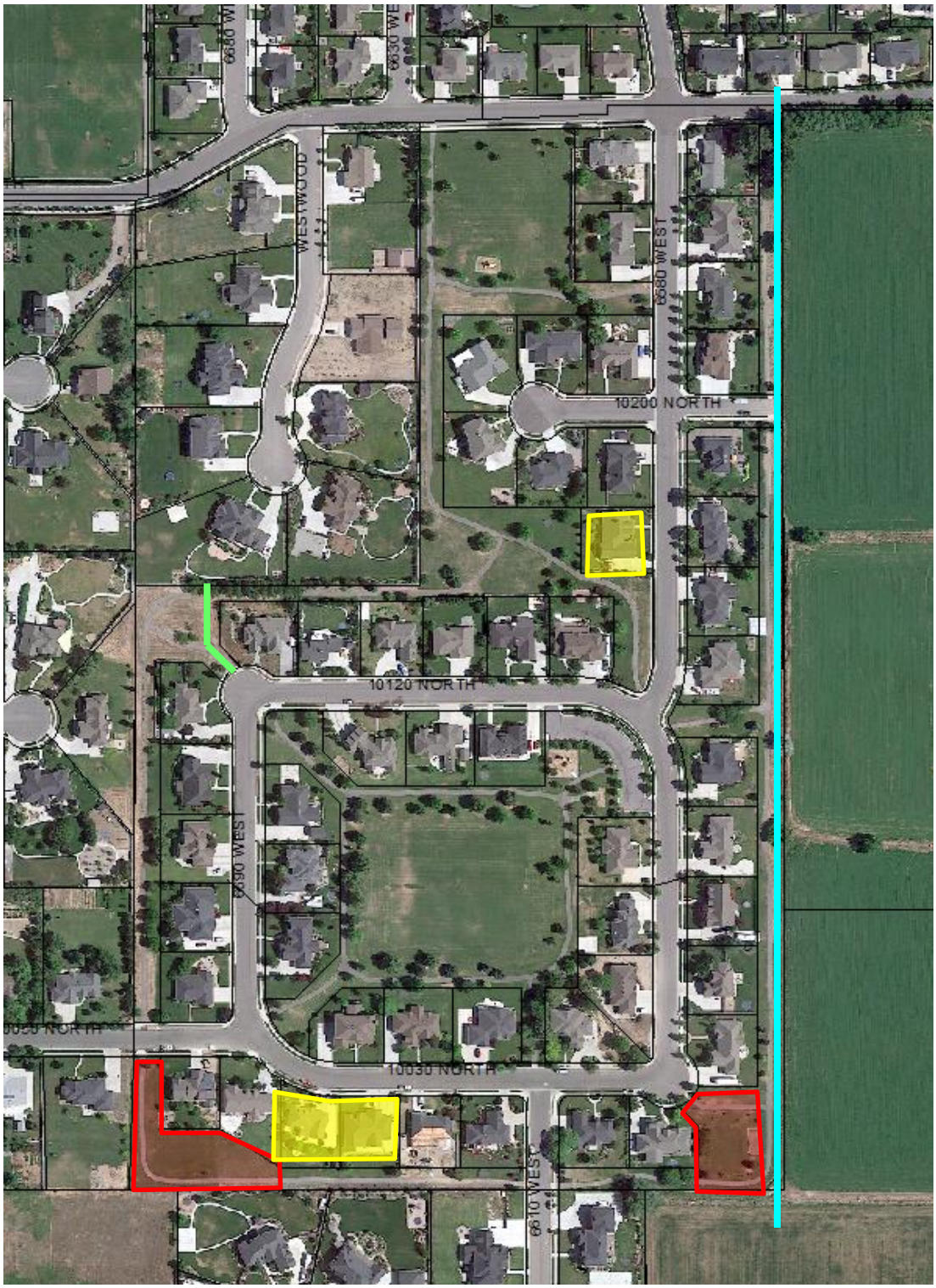
Lehi Irrigation Ditch

Existing Sewer Line

Retention Areas



Constraints Maps - Aerial



HIGHLAND CITY

CITY COUNCIL AGENDA REPORT
ITEM #10

DATE: Tuesday, February 7, 2017

TO: Honorable Mayor and Members of the City Council

FROM: Nathan Crane, AICP
City Administrator/Community Development Director

SUBJECT: **PUBLIC HEARING AND RESOLUTION**: Designation of Open Space Property for Disposal in the View Point Subdivision. *Legislative.*

STAFF RECOMMENDATION:

The City Council should conduct a public hearing and determine if the property should be disposed.

BACKGROUND:

The View Pointe Subdivision was recorded in 2005 and has 103 lots.

Three property owners within the subdivision are requesting the disposal of approximately 0.18 acres of open space property on the northwest boundary of the subdivision (Attachment A). There are no known utilities or other public facilities on the land that is being proposed for disposal.

Chapter 2.44 Disposal of Public Property of the Municipal Code regulates the disposal of property. The first step in the process is for the City Council to declare the property surplus by resolution (attached). The second step is for the Council to hold a public hearing.

Chapter 12.32 Removal of Open Space Property provides the process for the removal of open space property.

The Council has determined that the price per square foot for the land is $1.40.

CITIZEN PARTICIPATION:

A petition has been submitted showing support from 82 property owners within the subdivision which represents 79.6% of the property owners in the subdivision. The petition exceeds the minimum requirement of 60%. In addition, all three owners adjacent of the property to be disposed have signed the petition.

Notice of the City Council public hearing was sent to all property owners within the subdivision on January 26, 2016. The property was posted on January 18, 2017. No comments have been received.

CONCLUSION:

The City Council will need to hold a public hearing and determine of the property should be disposed.

FISCAL IMPACT:

This action will not have a financial impact on this fiscal year's budget expenditures.

ATTACHMENTS:

1. Resolution
2. Disposal Application

RESOLUTION NO. 2017-**

A RESOLUTION OF HIGHLAND CITY, UTAH DESIGNATING OPEN SPACE PROPERTY FOR DISPOSAL PROPERTY IN THE VIEW POINTE SUBDIVISION

WHEREAS, the Highland City Council has established a process of designating open space property for disposal.

NOW, THEREFORE be it resolved by the City Council of Highland City that the Open Space Property in the View Pointe Subdivision, outlined and shown in Exhibit "A" is hereby designated for disposal the City Council hereby authorizes the City Administrator to begin the disposal process of the above-mentioned property following State and City Code.

This resolution shall take effect immediately upon passage.

ADOPTED by the City Council of Highland City, Utah, this 7th day of February 2017.

HIGHLAND CITY, UTAH

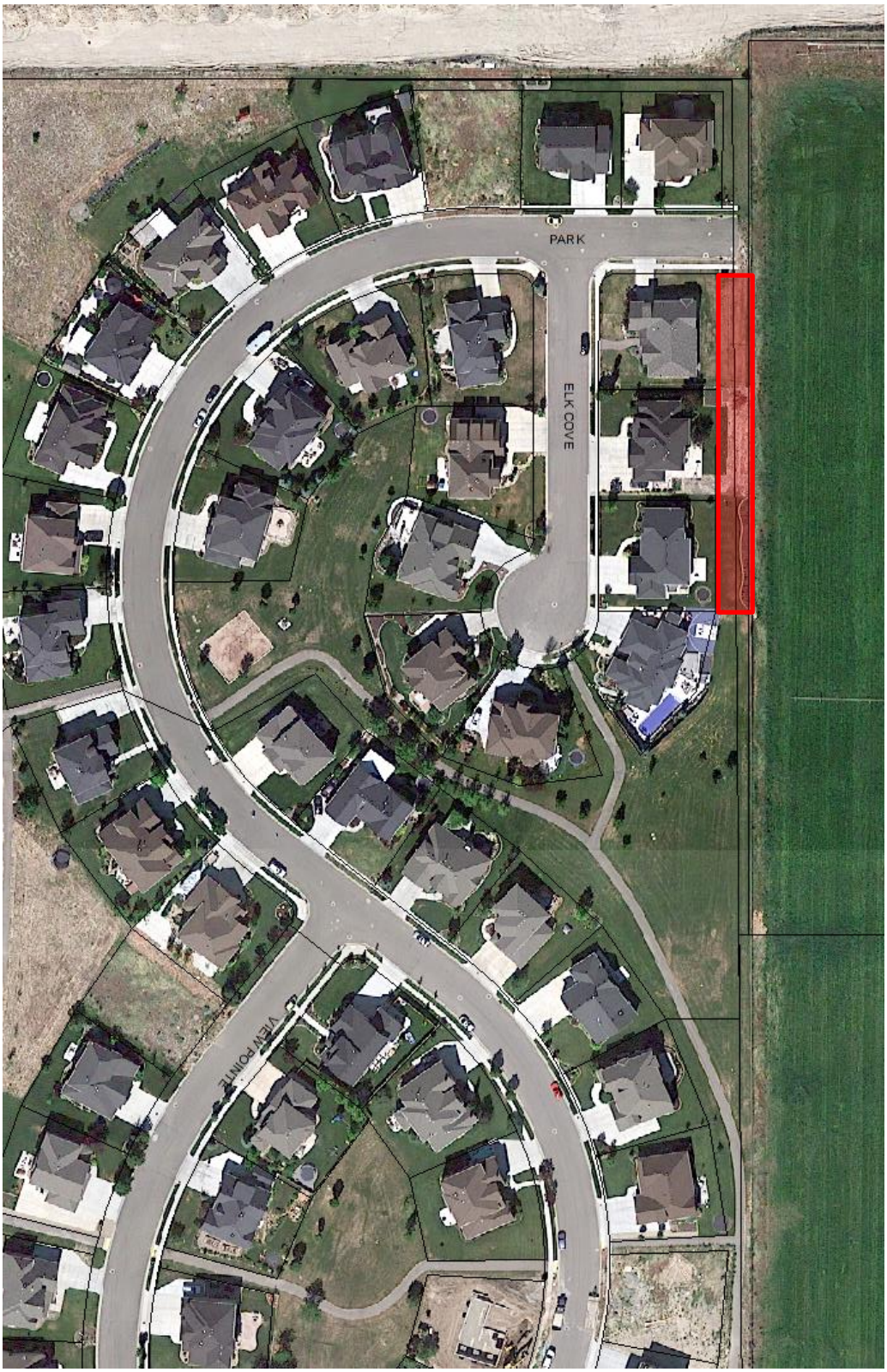
_____
Mark Thompson, Mayor

ATTEST:

_____
Jo'DAnn Bates, City Recorder

COUNCILMEMBER	YES	NO
Brian Braithwaite	□	□
Ed Dennis	□	□
Tim Irwin	□	□
Dennis LeBaron	□	□
Rod Mann	□	□

Exhibit A



December 29, 2016

Highland City Council
5400 W. Civic Center Drive
Highland, Utah 84003

RE: View Pointe Subdivision
Purchase of 3 Orphan Plats by Adjacent Neighbors

Dear Members of the City Council and Mayor,

Thank you for your time in reviewing our petition to purchase three parcels of undeveloped, orphan common area adjacent to our property, at fair market value.

The attached petition includes signatures from 72 percent of the real property owners within the Subdivision and from the 3 real property owners adjacent to the parcels. As a result, the petition exceeds the percentages required by the ordinance.

We also understand that this approval is contingent upon a public hearing and valuation of the properties involved.

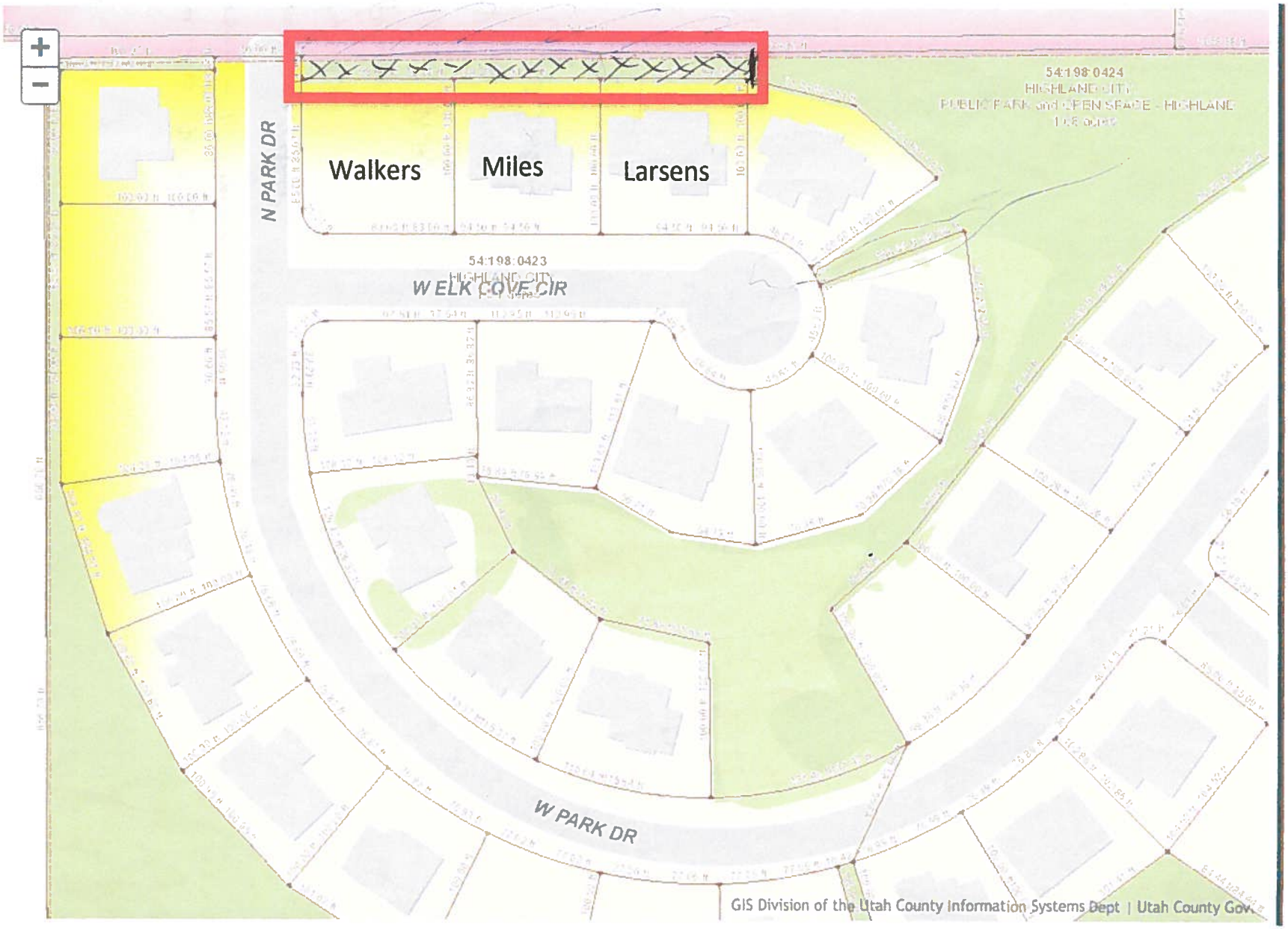
We greatly appreciate your support.

Sincerely,

Bryant & Deborah Larsen Vaughn & Kym Miles Ben & Amanda Walker

75/104

3 Undeveloped Orphan Parcels in View Pointe – Proposed sale from City to adjacent Landowners



Property for Disposal -- Chapter 12.32
Real Property Owner Authorization (70%) View Pointe Subdivision, Highland City

A petition of the property owners within the Highland, Utah View Pointe Subdivision to allow the disposal of city owned open space property to the adjacent property owner as shown on the attached graphic. 3 parcels in the Northwest corner of View Pointe, adjacent to lots 411, 412 and 413.

Occupant	Lot No.	Address	Property Owner	Signature(s) of Property Owner(s)	Date
Ben Walker	54:198:0411	4232 W. Elk Cove Circle	Andrea J. Hutchings		9/24/16
Vaughan Miles	54:198:0412	4218 W. Elk Cove Circle	Vaughn & Kim Miles		7.16.16
Bryant Larsen	54:198:0413	4204 W. Elk Cove Circle	Bryant & Deborah Larsen		7-16-16
Chris Howe	54:198:0414	4194 W. Elk Cove Circle	Chris & Sandi Howe		9/24/16
Todd Robinson	54:198:0415	4189 W. Elk Cove Circle	Jacob Schroader		
Tim Thompson	54:198:0416	4191 W. Elk Cove Circle	ICA Incorporated		
Dan Milliron	54:198:0417	4201 W. Elk Cove Circle	Peter & Amber Knecht		
Kevin Davidson	54:198:0418	4215 W. Elk Cove Circle	Kevin & Katie Davidson		9/24/2016
Jorge Campozano	54:198:0419	4231 W. Elk Cove Circle	Jorge & Karma Campozano		9/24/2016
Jerry Gardner	54:198:0420	11248 N. Park Drive	Colleen and Henry Gardner		9/24/2016
Matt Nelson	54:198:0421	4224 W. Park Drive	Matthew Nelson		9/24/16
Heath Clark	54:198:0422	4208 W. Park Drive	Daniel Heath Clark		9/24/16
Tim Sorenson	54:197:0311	4174 W. Park Drive	Tim & Nicole Sorensen	Nicole Sorensen	9/24/16
Collins (Grubbs)	54:197:0312	4166 W. Park Drive	Jeff & Amy Grubbs		
Dave Walker	54:197:0313	4158 W. Park Drive	David & Kerry Walker		
John Howlett	54:197:0314	4148 W. Park Drive	John and Angela Howlett		
Burke Alder	54:197:0315	4142 W. Park Drive	Burke & Chelsea Alder		9/24/16
Todd Abbott	54:197:0316	4132 W. Park Drive	Todd & Ashley Abbott		
Mike Lacey	54:197:0317	4120 W. Park Drive	Michael & Alison Lacey		9/21/16
Tmpty Lot	54:197:0318	4108 W. Park Drive	David & Marsha Harvey		
Spencer Posey	54:197:0319	4096 W. Park Drive	Spencer & Michelle Posey		9/24/16
Cal Garvin	54:196:0213	4076 W. Shoreline Drive	Cal & Robyn Garvin	Robyn Garvin	9/24/16
Shad Pyper	54:196:0214	4066 W. Shoreline Drive	Shad & Kelly Pyper		
Jason Pilling	54:196:0215	4054 W. Shoreline Drive	Jason & Lisa Pilling		9/24/16
Brad Probst	54:196:0216	4042 W. Shoreline Drive	Brad & Diane Probst	BRADLEY C. PROBST	9/25/16
Joey Carlson	54:196:0217	4032 W. Shoreline Drive	Jerry Carlson Properties		9/24/16

Property for Disposal – Chapter 12.32
Real Property Owner Authorization (70%) View Pointe Subdivsion, Highland City

A petition of the property owners within the Highland, Utah View Pointe Subdivision to allow the disposal of city owned open space property to the adjacent property owner as shown on the attached graphic. 3 parcels in the Northwest corner of View Pointe, adjacent to lots 411, 412 and 413.

Occupant	Lot No.	Address	Property Owner	Signature(s) of Property Owner(s)	Date
Craig Shelley	54:196:0218	4022 W. Shoreline Drive	Craig & Elaine Shelley	Craig A Shelley	3/19/16
Steve Davis	54:196:0219	11266 N. Shoreline Drive	Steven & Kathryn Davis	[illegible]	7/16/16
Jasen Mikels	54:196:0220	11256 N. Shoreline Drive	Jasen & Roberta Mikels	Other page	
Bill Van Valkenburg	54:196:0221	11244 N. Shoreline Drive	Heidi & William VanValkenburg	Other page	
Trent Pedersen	54:196:0222	11232 N. Shoreline Drive	Trent Pedersen	[illegible]	3/19/16
Chris Dodge	54:196:0223	11218 N. Shoreline Drive	Chris & Melanie Dodge	Mel Dodge	3-19-16
Casey Foote	54:196:0224	11206 N. Shoreline Drive	Jane & Daniel Madsen	Casey Foote *	3/19/16
Tom Ercanbrack	54:196:0225	11192 N. Shoreline Drive	Tom ~~& Lyndsey Ercanbrack~~ Branson	other page	
Matt Lowder	54:196:0226	11178 N. Shoreline Drive	Matt & Shalana Lowder	Shalana Lowder	5/10/16
John Jorgensen	54:196:0227	11168 N. Shoreline Drive	John & Karyn Jorgensen	[illegible]	9/24/16
~~Matt Money~~ Martin	54:196:0228	11158 N. Shoreline Drive	Ed + Catherine Martin Matt & Greta Money	[illegible]	9/24/16
Michael Batchelor	54:196:0201	11173 N. Shoreline Drive	Eric & Sarah Sharp	other page	
Chad Johnson	54:196:0202	11191 N. Shoreline Drive	Chad & Susan Johnson	[illegible]	9/24/16
Steve Smoot	54:196:0203	11207 N. Shoreline Drive	Steven & Kendra Smoot	[illegible]	3/19/16
Brenn Bybee	54:196:0204	11221 N. Shoreline Drive	Brenda Bybee		
Clayton Patch	54:196:0205	11237 N. Shoreline Drive	Clayton & Andre Patch	[illegible]	3/24/16
Javier Vargas	54:196:0206	11253 N. Shoreline Drive	Javier & Lisa Vargas	[illegible]	3/19/16
Tyler Kukahiko	54:196:0207	4035 W. Shoreline Drive	Tyler & Valerie Kukahiko	[illegible]	3/19/16
Alan Heath	54:196:0208	4051 W. Shoreline Drive	Alan & Leslie Heath	[illegible]	3/19/16
Adam Nelson	54:196:0209	11258 W. Park Drive	Adam & Brittany Nelson	[illegible]	5/10/16
Ryan Bills	54:196:0210	11254 N. Park Drive	Ryan & Brittney Bills	Brittany Bills	5/21/16
empty lot	54:196:0211	11242 N. Park Drive	Tom & Lyndsey Ercanbrack		
Jack Kendrick	54:196:0212	11232 N. Park Drive	John & Tonja Kendrick	Tonja Kendrick	5.10.16
Weight	54:195:0101	4031 W. Park Circle	Matt & Angie Weight	Angie Weight	5/10/16
Stephen and Richard	54:195:0102	4043 W. Park Circle	Rhetta Crowninshield ?		
Evan Bybee	54:195:0103	4055 W. Park Circle	B3 Holdings LLC ?		

* owner finance by parents

Vaughn 21

Property for Disposal -- Chapter 12.32
Real Property Owner Authorization (70%) View Pointe Subdivsion, Highland City

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Steve Davis	54:196:0219	11266 N. Shoreline Drive	Steven & Kathryn Davis		
Jasen Mikels	54:196:0220	11256 N. Shoreline Drive	Jasen & Roberta Mikels		4-30-16
Bill Van Valkenburg	54:196:0221	11244 N. Shoreline Drive	Heidi & William VanValkenburg		4-30-16
Trent Pedersen	54:196:0222	11232 N. Shoreline Drive	Trent Pedersen		
Chris Dodge	54:196:0223	11218 N. Shoreline Drive	Chris & Melanie Dodge		
Casey Foote	54:196:0224	11206 N. Shoreline Drive	Jane & Daniel Madsen		
Tom Ercanbrack	54:196:0225	11192 N. Shoreline Drive	Kelly & Jessica Brown ~~Tom & Lyndsey Ercanbrack~~		4.30.16
Matt Lowder	54:196:0226	11178 N. Shoreline Drive	Matt & Shalana Lowder		
John Jorgensen	54:196:0227	11168 N. Shoreline Drive	John & Karyn Jorgensen		
Matt Money	54:196:0228	11158 N. Shoreline Drive	Ed & Cathy Martin Matt & ~~Greta~~ Money		
Michael Batchelor	54:196:0201	11173 N. Shoreline Drive	Liz & Jason Batchelor ~~Eric & Sarah Sharp~~		
Chad Johnson	54:196:0202	11191 N. Shoreline Drive	Chad & Susan Johnson		
Steve Smoot	54:196:0203	11207 N. Shoreline Drive	Steven & Kendra Smoot		
Brenn Bybee	54:196:0204	11221 N. Shoreline Drive	Brenda Bybee		
Clayton Patch	54:196:0205	11237 N. Shoreline Drive	Clayton & Andre Patch		
Javier Vargas	54:196:0206	11253 N. Shoreline Drive	Javier & Lisa Vargas		
Tyler Kukahiko	54:196:0207	4035 W. Shoreline Drive	Tyler & Valerie Kukahiko		
Alan Heath	54:196:0208	4051 W. Shoreline Drive	Alan & Leslie Heath		
Adam Nelson	54:196:0209	11258 W. Park Drive	Adam & Brittany Nelson		
Ryan Bills	54:196:0210	11254 N. Park Drive	Ryan & Brittney Bills		
empty lot	54:196:0211	11242 N. Park Drive	Tom & Lyndsey Ercanbrack		
Jack Kendrick	54:196:0212	11232 N. Park Drive	John & Tonja Kendrick		
Weight	54:195:0101	4031 W. Park Circle	Matt & Angie Weight		
Stephen and Richard	54:195:0102	4043 W. Park Circle	Rhetta Crowninshield		
Evan Bybee	54:195:0103	4055 W. Park Circle	B3 Holdings LLC		

Property for Disposal -- Chapter 12.32
Real Property Owner Authorization (70%) View Pointe Subdivsion, Highland City

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Occupant	Lot No.	Address	Property Owner	Signature(s) of Property Owner(s)	Date
Jim Bradshaw	54:195:0104	4065 W. Park Circle	Jim & Kerry Bradshaw		3-19-16
Gary Gardner	54:195:0105	4077 W. Park Circle	Gary & Ann Gardner		3/12/16
Derek Adams	54:195:0106	4087 W. Park Circle	Derek & Melissa Adams		3-12-16
Angie Hixson	54:195:0107	4099 W. Park Circle	Jason & Tricia Loder		
Ron Wells	54:195:0108	4105 W. Park Circle	Ron & Anita Wells		2-27-16
Steve Rasband	54:195:0109	11123 N. Park Circle	Stephen & Jana Rasband		2-27-16
Michael Bunmker	54:195:0110	11141 N. Park Circle	Michael & Tiffany Bunker		2-27-16
Hollingsworths	54:195:0111	11153 N. Park Circle	Brian Hollingsworth		3/12/16
Gary Simmonds	54:195:0112	11169 N. Park Circle	Gary & Jenny Simmonds		2/27/16
Mindy Davis	54:195:0113	4104 W. Park Circle	Shaunie & Mindy Davis		2-27-16
Heather Hamilton	54:195:0114	4096 W. Park Circle	Michael Andelin		
Brandon Nelsh	54:195:0115	4086 W. Park Circle	Branden Nelsh		3-12-16
Chiuchiarelli	54:195:0116	4072 W. Park Circle	Pietro Chiuchiarelli		
Steve Brown / Gina Brown	54:195:0118	4057 W. Park Circle	Steven & Gina Brown		3-19-16
Robbie Boyer	54:195:0119	4071 W. Park Circle	Robert & Janette Boyer		2-27-16
Hiko Kinjo	54:195:0120	11162 N. Park Circle	Mahiko & Deborah Kinjo		
Wade Walker	54:195:0121	11146 N. Park Circle	Wade & Melanie Walker		3-12-16
Ryan Spafford	54:195:0122	11132 N. Park Circle	Ryan & Kelly Spafford		3-19-16
Smith	54:195:0123	4064 W. Park Circle	Paul & Deeann Smith		7-16-16
Mark Morley	54:195:0124	4052 W. Park Circle	Mark & Peggy Morley		3/12/16
Rob Sunderlage	54:195:0125	4042 W. Park Circle	Rob & Wendy Sunderlage		3/19/16
Jeff Armstrong	54:195:0117	11197 N. Park Drive	Jeff & Michele Armstrong		3/12/16
Brady Brammer	54:197:0301	4067 W. View Pointe Drive	Brady & Nicole Brammer		2-27-16
Kyle Smith	54:197:0302	4081 W. View Pointe Drive	Kyle & Bonnie Smith		2/27/16
Jon McDaniel	54:197:0303	4091 W. View Pointe Drive	Jon McDaniel		9/25/16
Scott Staker	54:197:0304	4107 W. View Pointe Drive	Scott & Samara Staker		3.12.16

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Property for Disposal -- Chapter 12.32
Real Property Owner Authorization (70%) View Pointe Subdivsion, Highland City

A petition of the property owners within the Highland, Utah View Pointe Subdivision to allow the disposal of city owned open space property to the adjacent property owner as shown on the attached graphic. 3 parcels in the Northwest corner of View Pointe, adjacent to lots 411, 412 and 413.

Occupant	Lot No.	Address	Property Owner	Signature(s) of Property Owner(s)	Date
Preston Packer	54:197:0305	4119 W. View Pointe Drive	Preston & Charmayne Packer	Charmayne Packer	3-12-16
~~Baldwin~~ Emily Norton	54:197:0306	4131 W. View Pointe Drive	Garde & Lavon Baldwin	~~Garde T. Baldwin~~ Emily Norton	3/12/2016
Empty Lot	54:197:0307	4141 W. View Pointe Drive	Casey & Tamra Waldron		
Ryan Shwarz	54:197:0324	4146 W. View Pointe Drive	Ryan & Sommer Schwarz		2/27/16
Brian Ford	54:197:0325	4134 W. View Pointe Drive	Brian & Mekette Ford	9/24/16	2-27-16
Troy Gagon	54:197:0326	4122 W. View Pointe Drive	Troy & Sarah Gagon		2/27/16
Brandon Eliason	54:197:0327	4104 W. View Pointe Drive	Brandon & Stephanie Eliasohn		2/27/16
Jim Styler	54:197:0328	4084 W. View Pointe Drive	James & Jennifer Styler	~~Jennifer~~ Jim Styler	3/12/16
Joe Pavia	54:197:0320	4087 W. Park Drive	Joe & Catherine Pavia		3/12/16
Larry Sotomayor	54:197:0321	4101 W. Park Drive	Larry & Rosalee Sotomayor		3/12/16
Paintons	54:197:0322	4121 W. Park Drive	Micah & Heather Painton		3/12/16
Bill Maughan	54:197:0323	4137 W. Park Drive	William & Susan Maughan		3/19/16
Greg Atwood	54:197:0308	4151 W. View Pointe Drive	Greg & Lorna Atwood		4.24.16
Lonnie Gray (Kilgers)	54:197:0309	4171 W. Park Drive	Pete & Penny Kilger		
Andrew Ford Clark	54:197:0310	4181 W. Park Drive	Andrew & Rebekah Clark		3/16/16
Donnie Janson	54:198:0401	4193 W. Park Drive	Don & Tammy Janson	Tammy Janson	3-12-16
Jon Peachey	54:198:0402	4205 W. Park Drive	Jon & Amy Peachy		3/5/16
Loren Andersen (Andrews)	54:198:0403	4217 W. Park Drive	Chris & Anne Andrew		
Melonie Shuren	54:198:0404	4227 W. Park Drive	Melonie Thompson		
Andrew Ford	54:198:0405	4237 W. Park Drive	Ginger Ford		3-5-16
Michael Brisco	54:198:0406	11241 N. Park Drive	Michael & Heidi Brisco		2/27/16
Travis Huntsman	54:198:0407	11253 N. Park Drive	Travis & Angelle Huntsman	Angelle Huntsman	3/12/16
Empty lot	54:198:0408	11263 N. Park Drive	David & Marsha Harvey		
Greg Thompson	54:198:0409	11277 N. Park Drive	Greg & Heyoung Thompson		3/12/16
Jerry Brown	54:198:0410	11289 N. Park Drive	Jerry Brown		3/12/16

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CITY COUNCIL AGENDA REPORT
ITEM #11

DATE: Tuesday, February 7, 2017
TO: Honorable Mayor and Members of the City Council
FROM: Gary LeCheminant, Finance Director
SUBJECT: **PUBLIC HEARING AND RESOLUTION:** Mid-Year Budget Adjustments for Fiscal Year 2017

STAFF RECOMMENDATION:

It is the recommendation of the Finance Director that Highland City make some mid-year budget adjustments to bring some of the expenses and revenues into alignment with the year-to-date actuals and estimates for certain expense and revenue accounts. One of the adjustments is transferring $211,050 from the General Fund to the Capital Roads Fund to satisfy the 2016 State Compliance Audit Guide requirements concerning deficit fund balances.

BACKGROUND:

Each fiscal year after the budget has been approved in June, it is sometimes necessary to make adjustments to various expense and revenue accounts because of unplanned or unforeseen needs or that forecasts/estimates of revenue or expenses have turned out different from the original budget numbers. Mid-year budget adjustments allow the city to better see their budget status half way through the budget year. With all of the recommended adjustments, the General Fund revenue budget will be increasing from $8.73 Million to $9.02 Million, an increase of approximately $290,000. The General Fund expense budget will be increasing from $8.74 Million to $9.01 Million, an increase of approximately $270,000. The net effect of the adjustments on the four enterprise funds is to increase expenses by approximately $111,000.

Some of the largest adjustments are as follows:

- The 2016 financial audit showed that the Capital Road Fund had an unrestricted fund balance of a negative $211,050. The State Audit Compliance Guide states that such a negative balance must be fixed in the following budget year by a sufficient appropriation of funds to cover this negative balance. Therefore, a transfer of $211,050 from the General Fund to the Capital Road Fund needs to be made. This situation was brought about by the city spending $695,432 in account 41-40-71, Major Road Maintenance. This transfer covers the extra $200,000 the city decided to spend on large road projects.

- Another major adjustment is the additional $187,000 to be used from our previous year's surplus balance to ensure that the General Fund revenue and expenses are in balance. In essence the $211,050 adjustment is causing the city to use prior year's funds to maintain a balanced budget.

- Since it looks like the park maintenance building project will not be done this fiscal year, an adjustment of $300,000 in the Capital Building Fund to remove this as a budget item is being done. This also means there is an adjustment of the same amount in the Town Center fund from which a transfer of funds to the building was budgeted.

- There is a net increase in tax collections of $72,660 and a decrease in building permit revenue of $40,000. In the Engineering Department, salary expense has been increased by $39,600 due to the fact we hired a full-time engineer in December 2016. Since we now have a full-time engineer, the engineering consultant budget has been decrease by $60,000.

- The two largest adjustments in the Enterprise Funds are an increase of $100,000 in the Sewer Fund expense and a $32,000 expense increase in the Storm Sewer Fund. The $100,000 increase is due to a revised estimate of the cost of TSSD sewage disposal fees. The increase in the Storm Sewer fund is due under budgeting the cost of the Accena Group that now does our storm sewer inspections. Their cost replaces the cost of having a full-time person doing storm sewer work for the city.

FISCAL IMPACT:

The City's General Fund revenue budget will increase from $8,728,060 to $9,020,620, an increase of $292,560. The General Fund expense budget will increase from $8,742,678 to $9,013,364, an increase of $270,691. The budgeted revenues exceed expenses by $7,256. In essence the General Fund is a balanced budget. In the Enterprise Funds, the Sewer Fund's expenses increase by $100,000 and the Storm Sewer Fund's expenses increase by $32,000.

ATTACHMENTS:

- Resolution
- Proposed Budget Amendments
- Financial Report from July 2016 through January 26, 2017

RESOLUTION NO. 2017-**

A RESOLUTION OF HIGHLAND CITY, UTAH
ADOPTING THE AMENDED 2016-2017 FISCAL YEAR BUDGET

WHEREAS, the City Council of Highland City, Utah finds that it is in the public interest to amend the budget for fiscal year 2016-2017, and

WHEREAS, The City Council finds that procedures for the amendments pursuant to Section 10-6-127 of the Utah State Code Annotated have been followed including a public hearing if budgetary funds are increasing.

WHEREAS on February 2, 2017, Amendments to the 2016-2017 Fiscal Year Budget was provided to the City Council; and

WHEREAS the City Council held a public hearing on February 7, 2017, to receive additional public input on the budget; and

WHEREAS the City Council desires to adopt the Amended 2016-2017 Fiscal Year Budget for the General Fund, for the City of Highland, Utah, a municipal corporation, in the State of Utah as required by State law.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Highland City, Utah, as follows:

1. The City Council hereby adopts the Amendments to the 2016-2017 Fiscal Year Budget attached as Exhibit "A" as amended;

PASSED by the City Council this 7th, day of February, 2017.

_____
Mark S. Thompson
Mayor Highland City

ATTEST:

_____
JoD'Ann Bates, CMC
Highland City Recorder

COUNCILMEMBER	YES	NO
Brian Braithwaite	□	□
Dennis LeBaron	□	□
Tim Irwin	□	□
Ed Dennis	□	□
Rod Mann	□	□

Highland City Fiscal Year 2017								
Mid-Year Budget Adjustments								
Actuals are through Jan. 26, 2017								
			2016-17	2016-17	Y-T-D			
Account Number			Current year	Current year	Percent of	Budget	New Budget	
REVENUE-TRANS	Dept.	Account Title	Actual	Budget	Budget	Adjustment	Amount	
10-31-10	Taxes	Current Year Property Taxes	1,551,275	1,574,043	98.6%	5,000	1,579,043	Increase in estimated revenue to be collected.
10-31-12	Taxes	Library Property Taxes	234,879	237,683	98.8%	660	238,343	Increase in estimated revenue to be collected.
10-31-20	Taxes	Delinquent Prior Year's Taxes	61,311	30,000	204.4%	45,000	75,000	Increase in estimated revenue to be collected.
10-31-30	Taxes	General Sales and Use Taxes	873,603	1,990,000		30,000	2,020,000	Increase in estimated revenue to be collected.
10-31-61	Taxes	Phone Tax	61,515	150,000		(8,000)	142,000	Decrease in estimated revenue to be collected.
10-32-21	Lic & Permits	Building Permits	230,086	500,000		(40,000)	460,000	Decrease in estimated revenue to be collected.
10-32-26	Lic & Permits	Road Cut Permits	6,000	4,000	150.0%	4,000	8,000	Increase in estimated revenue to be collected.
10-33-30	Intergov Rev.	Gen. Fund Surplus	0	220,000		187,000	407,000	Must use previous surplus to balance Gen. Fund. Main cause is spending an extra $200K in Capital Roads Budget in FY 2016.
10-33-56	Intergov Rev.	Class C" Road Fund Allotment"	223,733	600,000		30,000	630,000	Conservative estimate of B&C collections. Waiting to hear from the League of Towns to see how changes in the law affect this year's dollars.
10-33-58	Intergov Rev.	State Liquor Fund Allotment	11,396	13,000	87.7%	(1,600)	11,400	Adjustment to actuals
10-34-18	Fees & Services	Public Works Inspection Fee	47,271	20,000	236.4%	27,000	47,000	Adjustment to actuals
10-36-10	Other Revenue	Interest Earnings	6,530	3,500	186.6%	9,500	13,000	Intereset rates have gone up. Therefore interest income is higher than budgeted.
10-38-83	Misc. Revenue	Facility Rentals	5,993	2,500	239.7%	4,000	6,500	Increase in estimated revenue to be collected.
10-41-63	Council	Economic Development	0	1,000		19,000	20,000	Economic Development budget item has been approved by council.
10-43-34	Admin.	Building Maintenance	21,104	24,131	87.5%	7,500	31,631	One time out of the ordinary charges include, TriCity Alarm, $1400, Rcky Mtn Voice & Data $1700, Alpine Lock and Safe $4400
10-43-39	Admin.	Safety Committee	1,510	1,000	151.0%	1,000	2,000	Purchased defibrillator for public works yard with the insurance premium refund money we received for fulfilling their "safety" program requirements.
10-43-52	Admin.	Bond Continuing Disclosure Fee	0	2,500		(2,500)	0	Adjustment to actuals
10-47-31	Recorder	Codification	1,500	1,000	150.0%	500	1,500	Adjustment to actuals
10-48-23	Treasurer	Mileage Reimbursement	215	150	143.6%	250	400	Increase in estimated expense.
10-58-12	Bldg. Inspection	Overtime	3,214	4,500	71.4%	1,000	5,500	Increase in estimated expense.
10-58-29	Bldg. Inspection	Cell Phone	815	600	135.9%	500	1,100	Increase in estimated expense.
10-60-39	Roads	Street Striping	11,065	10,000	110.7%	1,000	11,000	Adjustment to actuals
10-66-11	Engineering	Salaries/Wages	22,018	28,811	76.4%	39,600	61,618	Hired a full-time engineer. This is my new estimated expense for this account.
10-66-29	Engineering	Highland City PE Tracking Cost	112,848	200,000	56.4%	(60,000)	140,000	Hansen Allen Luce could be another $25000. Full Time engineer lowers this expense.
10-70-42	Parks & Rec.	Tree Pruning Project	16,992	15,000	113.3%	9,000	24,000	Part of this increase is an expense for Darrington Tree Experts of $6636, who removed some trees that needed to be removed.
10-71-12	Cemetery	Overtime	1,276	2,000	63.8%	500	2,500	Increase in estimated expense.
10-90-90	Transfers	Transfer to Capital Imp Fund	0	420,000		211,050	631,050	The city spent $695,432 in major road funds in FY 2016 without transferring the funds to cover it from the general fund. This also caused the need for an audit adjustment.
20-36-10	Open Space	Interest Earnings	671	100	671.0%	1,200	1,300	Intereset rates have gone up. Therefore interest income is higher than budgeted.
40-36-10	Cap. Parks	Interest Income	4,972	3,000	165.7%	5,500	8,500	Intereset rates have gone up. Therefore interest income is higher than budgeted.
40-40-86	Cap. Parks	Bond Trust Fees	3,750	3,000	125.0%	750	3,750	Adjustment to actuals
41-30-90	Cap. Roads	Transfer from General Fund	0	420,000		211,050	631,050	The city spent $695,432 in major road funds in FY 2016 without transferring the funds to cover it from the general fund. This also caused the need for an audit adjustment.
42-30-94	Cap. Bldg.	Transfer from Other Funds	0	300,000		(300,000)	0	Remove from budget until city decides to build a park maintenance bldg.
42-40-67	Cap. Bldg.	New Parks Maintenance Bldg.	0	300,000		(300,000)	0	Remove from budget until city decides to build a park maintenance bldg.
44-36-10	Town Center	Interest Income	2,054	1,500	136.9%	2,500	4,000	Intereset rates have gone up. Therefore interest income is higher than budgeted.
44-36-13	Town Center	Town Center Exaction	0	50,000		(40,000)	10,000	Decrease in estimated revenue to be collected.
44-39-90	Town Center	PY Carryover Budgeted	0	300,000		(300,000)	0	Remove from budget until city decides to build a park maintenance bldg.
44-90-90	Town Center	Transfer to Capital Imp Fund	0	300,000		(300,000)	0	Remove from budget until city decides to build a park maintenance bldg.
52-40-42	Sewer	TSSD Collection & Disposal Fee	598,821	900,000	66.5%	100,000	1,000,000	Increase in estimated TSSD collection & disposal costs.
53-38-10	Press. Irrig.	Interest Earnings	2,178	700	311.2%	3,300	4,000	Intereset rates have gone up. Therefore interest income is higher than budgeted.
54-38-10	Storm Sewer	Interest Earnings	3,481	1,000	348.1%	5,000	6,000	Intereset rates have gone up. Therefore interest income is higher than budgeted.
54-40-46	Storm Sewer	Accena Group	20,720	10,000	207.2%	32,000	42,000	Finance Director under budgeted in this account. Accena Group expenses replace the cost of having our own full-time storm sewer personnel.
55-38-10	Culinary	Interest Earnings	10,317	7,000	147.4%	13,000	20,000	Intereset rates have gone up. Therefore interest income is higher than budgeted.
55-40-29	Culinary	Mobile Phones	1,787	2,400	74.5%	600	3,000	Increase in estimated expense.

Highland City Financials FY 2017, July 2016 through Jan. 24, 2017
Current Year Budget Level 5, which Means Mid-Year Budget Adjustments are Incorporated
Prior Year's Data is the full fiscal year, while current year is only for 7 months

		12 Months of Data	12 Months of Data	12 Months of Data	12 Months of Data	7 Months of Data	Includes Mid Year Budget Adjustments
Account Number GENERAL FUND REVENUE-TRANSFERS	**Account Title**	**2012-13 Prior year 4 Actual**	**2013-14 Prior year 3 Actual**	**2014-15 Prior year 2 Actual**	**2015-16 Prior year Actual**	**2016-17 Current year Actual**	**2016-17 Current year Budget**
10-30-90	Transfer From Capital Projects	0	0	0	391,311	132,434	322,177
10-30-91	Transfer From Oth Fin Sources	0	57,100	57,100	57,100	0	0
10-30-92	Transfer From Open Space Fund	0	0	0	0	0	0
Total REVENUE-TRANSFERS:		0	57,100	57,100	448,411	132,434	322,177
TAXES							
10-31-10	Current Year Property Taxes	1,408,547	1,413,263	1,448,717	1,525,068	1,551,275	1,579,043
10-31-12	Library Property Taxes	212,662	216,349	219,351	230,833	234,879	238,343
10-31-20	Delinquent Prior Year's Taxes	123,937	118,729	108,409	88,317	61,311	75,000
10-31-30	General Sales and Use Taxes	1,691,767	1,815,443	1,933,632	2,040,765	873,603	2,020,000
10-31-40	Franchise Taxes	0	0	0	0	0	0
10-31-50	Fee-In Lieu of Pers Prop Tax	164,604	189,293	154,158	173,329	88,338	172,000
10-31-60	Utility Franchise Tax	766,912	916,995	860,296	920,808	440,519	896,000
10-31-61	Phone Tax	202,259	199,331	159,132	152,896	61,515	142,000
Total TAXES:		4,570,688	4,869,404	4,883,695	5,132,016	3,311,439	5,122,386
LICENSES AND PERMITS							
10-32-10	Business Licenses and Permits	20,610	15,725	14,493	26,919	11,802	25,557
10-32-21	Building Permits	383,651	435,208	423,434	571,511	233,333	460,000
10-32-22	Building Plan Check Fees	90,529	93,284	97,821	128,709	55,614	100,000
10-32-25	Animal Licenses	0	0	0	0	0	0
10-32-26	Road Cut Permits	5,750	6,500	7,210	8,025	6,000	8,000
10-32-27	Fence Permit	970	800	1,064	775	225	500
10-32-28	Building Reinspection Fee	65	502	0	0	0	0
10-32-29	Infrastructure Reimb. (Legal)	0	0	0	1,560	12,090	0
Total LICENSES AND PERMITS:		501,576	552,019	544,022	737,499	319,064	594,057
INTERGOVERNMENTAL REVENUE							
10-33-30	General Fund Surplus	0	0	0	0	0	407,000
10-33-31	Library Surplus	0	0	0	0	0	0
10-33-40	State Grants	0	0	0	0	0	0

		12 Months of Data	12 Months of Data	12 Months of Data	12 Months of Data	7 Months of Data	Year Budget Adjustments
Account Number GENERAL FUND REVENUE-TRANSFERS	**Account Title**	**2012-13 Prior year 4 Actual**	**2013-14 Prior year 3 Actual**	**2014-15 Prior year 2 Actual**	**2015-16 Prior year Actual**	**2016-17 Current year Actual**	**2016-17 Current year Budget**
10-33-56	Class C" Road Fund Allotment"	562,545	537,276	566,560	617,890	223,733	630,000
10-33-58	State Liquor Fund Allotment	9,693	13,543	13,964	13,296	11,396	11,400
Total INTERGOVERNMENTAL RE\		572,239	550,820	580,525	631,186	235,129	1,048,400
FEES AND SERVICES							
10-34-10	Zoning	4,205	2,730	1,000	7,960	2,019	6,000
10-34-11	Planning Review	0	0	0	0	0	0
10-34-12	DRC Fee	1,400	840	280	14,760	1,120	10,000
10-34-13	Open Space Concept	0	0	0	0	0	0
10-34-14	Architectural Review	575	575	0	0	0	0
10-34-15	Preliminary Review	4,800	3,600	10,065	16,360	16,655	19,500
10-34-16	Final Review	3,925	17,944	47,658	14,961	7,374	10,000
10-34-17	Open Space Inspection Fee	0	0	0	0	0	0
10-34-18	Public Works Inspection Fee	0	0	0	29,502	47,271	47,000
10-34-19	Open Space Review Fee	0	0	0	0	0	0
10-34-20	Annexation Fees	550	550	550	200	50	0
10-34-21	Civil Review Fee	0	0	4,093	49,159	20,000	50,000
10-34-50	Misc. Revenue Subd.Bonds	0	0	0	0	0	0
10-34-72	Open Space Trees	0	0	0	0	0	0
Total FEES AND SERVICES:		15,455	26,239	63,646	132,902	94,489	142,500
COURT FINES							
10-35-10	Highland Fines	224,099	220,529	179,793	185,760	97,342	150,000
10-35-13	Highland Traffic School	7,837	6,615	7,065	4,327	6,635	6,000
10-35-14	Alpine Fines	55,243	53,260	54,144	54,457	23,373	50,000
10-35-15	Highland Small Claims Ct Rev	0	0	0	0	0	0
10-35-16	Court Return Check Fees	0	0	0	0	0	0
10-35-32	Highland Restitution Revenue	100	0	0	0	0	0
Total COURT FINES:		287,278	280,404	241,002	244,543	127,349	206,000
OTHER REVENUE							
10-36-10	Interest Earnings	1,495	207	4,258	11,960	6,530	13,000
10-36-20	Rents and Concessions	0	0	0	0	0	0
10-36-21	Cell Tower Revenue	28,587	27,836	29,107	28,375	28,993	28,000
Total OTHER REVENUE:		30,082	28,043	33,365	40,335	35,523	41,000
CEMETERY REVENUE							

		12 Months of Data	12 Months of Data	12 Months of Data	12 Months of Data	7 Months of Data	Year Budget Adjustments
Account Number GENERAL FUND REVENUE-TRANSFERS	**Account Title**	**2012-13 Prior year 4 Actual**	**2013-14 Prior year 3 Actual**	**2014-15 Prior year 2 Actual**	**2015-16 Prior year Actual**	**2016-17 Current year Actual**	**2016-17 Current year Budget**
10-37-10	Cemetery Lot Sales	81,455	155,955	133,105	133,605	100,805	100,000
10-37-20	Other Income	0	0	0	0	0	0
Total CEMETERY REVENUE:		81,455	155,955	133,105	133,605	100,805	100,000
MISCELLANEOUS REVENUE							
10-38-40	Sale of Fixed Assets	10,645	5,100	0	0	299,750	0
10-38-49	Alpine Court	0	0	0	0	0	0
10-38-80	Grants	2,577	28,023	0	0	0	0
10-38-81	Library Grant Revenue	7,273	5,340	4,937	11,199	0	5,000
10-38-82	Highland Foundation	500	(500)	0	0	0	0
10-38-83	Facility Rentals	0	0	0	5,558	6,358	6,500
10-38-84	Youth Council Misc. Rev.	0	0	0	0	720	0
10-38-87	Sidewalk Bond Revenue	(3,000)	7,000	0	0	0	0
10-38-88	Farmers Market Revenue	1,480	0	0	0	0	0
10-38-89	Highland Fling Rodeo	458	688	796	657	0	1,000
10-38-90	PSD Rent	221,237	221,497	221,497	222,997	55,375	222,000
10-38-91	Miscellaneous Revenue	22,569	33,677	44,714	61,524	21,878	50,000
10-38-92	Community Class Revenue	520	1,380	655	955	0	500
10-38-93	Alpine Reimbursement	52,022	52,602	54,046	43,409	29,355	54,000
10-38-94	Lone Peak PSD Reimbursement	28,200	19,601	29,065	36,799	30,249	35,000
10-38-95	Highland Fling Revenue	21,148	13,330	28,948	30,550	25,572	20,500
10-38-96	Cultural ArtsClass Revenue	0	0	0	0	0	0
10-38-97	Library Donations	0	0	2,500	5,554	709	0
10-38-98	Library Miscellaneous Revenues	29,699	28,368	27,637	23,515	10,690	20,000
10-38-99	Tree Sale Revenue	0	22,985	17,954	17,505	0	20,000
Total MISCELLANEOUS REVENUE		395,327	439,090	432,749	460,222	480,656	434,500
REVENUE-GARBAGE & OTHER							
10-39-00	Other Sources Of Funds	0	0	0	0	0	0
10-39-10	Garbage Collection Fees	653,124	688,504	712,966	750,967	389,614	768,004
10-39-11	Indirect Charge Library Rent	0	0	0	37,567	21,914	37,567
10-39-15	Indirect Charge Open Space	0	23,622	12,518	15,705	10,102	17,318
10-39-20	Indirect Charge Sewer	0	95,558	34,002	60,027	39,659	67,986
10-39-25	Indirect Charge Garbage	0	0	0	0	0	0
10-39-30	Indirect Charge PI	0	84,633	30,424	54,130	36,615	62,769

		12 Months of Data	12 Months of Data	12 Months of Data	12 Months of Data	7 Months of Data	Year Budget Adjustments
Account Number GENERAL FUND REVENUE-TRANSFERS	Account Title	2012-13 Prior year 4 Actual	2013-14 Prior year 3 Actual	2014-15 Prior year 2 Actual	2015-16 Prior year Actual	2016-17 Current year Actual	2016-17 Current year Budget
10-39-35	Indirect Charge Storm Water	(0)	22,675	6,211	15,321	8,734	14,972
10-39-40	Indirect Charge Culinary Water	0	47,232	19,123	35,128	23,907	40,984
10-39-41	Rent Charge Library	0	0	0	0	0	0
Total REVENUE-GARBAGE & OTH		653,124	962,224	815,244	968,844	530,545	1,009,600
COUNCIL							
10-41-11	Salaries/Wages	38,520	38,764	31,045	23,666	12,503	23,220
10-41-13	Employee Benefits	6,920	6,900	5,526	3,953	2,261	3,724
10-41-21	Professional Org. Memberships	14,315	9,346	15,298	18,526	19,529	21,100
10-41-22	Public Notices	3,228	1,338	1,266	2,568	1,729	2,000
10-41-23	Mileage Reimbursement	704	338	319	0	0	600
10-41-28	Telephone	720	360	0	0	0	0
10-41-31	Professional Services	0	5,974	2,800	2,208	16,848	22,500
10-41-33	Continuing Education	0	175	464	455	415	500
10-41-51	Insurance & Bonds	0	0	0	0	0	0
10-41-54	Contributions	0	0	0	0	0	0
10-41-55	Overhead Allocation	(26,225)	0	0	0	0	0
10-41-56	Legal Settlements	0	0	0	0	0	0
10-41-60	Youth City Council	4,750	5,500	6,184	4,136	4,915	5,500
10-41-61	Misc. Supplies & Expenses	3,024	2,314	1,856	1,983	2,120	2,500
10-41-62	Council Appropriations	3,068	1,329	1,932	1,442	1,301	2,000
10-41-63	Economic Development	0	0	1,360	0	0	20,000
10-41-64	Highland Historical Society	0	0	0	100	0	100
Total COUNCIL:		49,025	72,338	68,050	59,037	61,620	103,744
COURT							
10-42-11	Salaries/Wages	62,817	67,308	70,323	79,695	27,207	69,585
10-42-12	Overtime	621	33	0	0	0	0
10-42-13	Employee Benefits	30,674	32,222	16,011	11,614	3,779	8,671
10-42-15	Part-Time Employee	0	3,301	0	0	0	0
10-42-21	Professional Org. Memberships	25	25	10	0	0	0
10-42-22	Prosecutor	22,268	25,531	22,983	18,717	8,696	20,000
10-42-23	Mileage Reimbursement	393	368	108	0	0	200
10-42-24	Office Supplies & Postage	3,536	3,150	2,013	1,811	1,001	2,000
10-42-25	Witness Fees	1,148	574	1,362	463	259	1,500

Account Number GENERAL FUND REVENUE-TRANSFERS	Account Title	12 Months of Data 2012-13 Prior year 4 Actual	12 Months of Data 2013-14 Prior year 3 Actual	12 Months of Data 2014-15 Prior year 2 Actual	12 Months of Data 2015-16 Prior year Actual	7 Months of Data 2016-17 Current year Actual	Year Budget Adjustments 2016-17 Current year Budget
10-42-26	Technical Manuals & Code Books	443	628	912	584	53	500
10-42-27	Credit Card Fees	3,138	3,246	3,808	3,815	2,347	3,000
10-42-28	Uniforms	0	309	0	0	0	0
10-42-30	Alpine Fine Reimbursement	55,822	49,351	58,144	51,152	31,462	57,000
10-42-31	Victim Restitution Fund	74,918	71,148	60,994	67,547	33,605	50,000
10-42-33	Continuing Education	933	1,028	204	834	95	1,000
10-42-34	Public Defender	13,996	29,693	14,960	15,701	10,538	20,000
10-42-35	Court Interpreter	575	448	555	625	370	500
10-42-36	Court Bailiff/Security	0	0	3,937	6,285	3,598	5,976
10-42-74	Capital Outlay-Equipment	0	480	5,000	0	0	0
Total COURT:		271,307	288,842	261,322	258,842	123,011	239,932
ADMINISTRATIVE							
10-43-11	Salaries/Wages	98,001	104,137	78,724	99,141	45,848	95,242
10-43-12	Overtime	0	0	0	0	0	0
10-43-13	Employee Benefits	46,611	46,769	30,074	37,480	20,950	40,297
10-43-14	Merit Pay Increase & Benefits	0	0	0	0	0	0
10-43-15	Part-Time Employee	31,394	24,741	0	0	0	4,000
10-43-20	Personnel Advertising	0	150	0	90	1,190	0
10-43-21	Professional Org. Memberships	2,153	2,494	4,104	1,470	2,040	1,300
10-43-22	Public Notices	0	0	527	0	80	0
10-43-23	Mileage Reimbursement	112	0	319	7	0	500
10-43-24	Office Supplies	13,699	12,676	14,973	17,117	8,210	14,000
10-43-25	Equip.-Supplies & Maintenence	4,411	5,292	5,516	5,119	1,191	4,000
10-43-26	Personnel Recruitment	9,032	2,003	1	960	0	500
10-43-27	Newsletter Printing	4,391	5,080	4,039	4,968	3,119	5,000
10-43-28	Telephone	14,409	11,049	13,352	9,534	6,344	9,882
10-43-29	Website	3,468	0	11,189	15,666	19,285	13,000
10-43-30	Car Allowance	3,877	4,800	4,958	2,242	2,400	4,800
10-43-31	Professional & Technical Ser	34,179	27,343	26,548	34,685	15,370	27,500
10-43-32	Postage	1,695	1,770	2,114	2,593	963	2,000
10-43-33	Continuing Education	1,866	465	1,500	4,602	1,534	4,500
10-43-34	Building Maintenance	26,797	47,488	37,163	27,214	21,104	31,631
10-43-35	Building Utilities	51,507	45,704	50,433	47,084	19,707	36,197

Account Number GENERAL FUND REVENUE-TRANSFERS	Account Title	12 Months of Data 2012-13 Prior year 4 Actual	12 Months of Data 2013-14 Prior year 3 Actual	12 Months of Data 2014-15 Prior year 2 Actual	12 Months of Data 2015-16 Prior year Actual	7 Months of Data 2016-17 Current year Actual	Year Budget Adjustments 2016-17 Current year Budget
10-43-36	Building Lease Payment	0	0	0	0	0	0
10-43-37	Technical Manuals & Code Books	307	344	65	560	909	500
10-43-38	Uniforms	0	377	193	290	165	500
10-43-39	Safety Committee	0	0	2,561	1,474	1,510	2,000
10-43-40	Mass Notification System	0	0	0	3,745	0	3,745
10-43-41	Phone Reimbursement	0	0	0	0	540	0
10-43-47	Supplies & Expenses-Mayor	0	0	0	0	0	0
10-43-48	Supplies & Expenses Oper Mgr	0	0	0	0	0	0
10-43-49	Supplies & Expenses City Adm	1,739	1,164	2,000	1,357	172	2,000
10-43-51	Insurance & Surety Bonds	67,606	71,952	63,884	74,298	52,665	54,241
10-43-52	Bond Continuing Disclosure Fee	5,500	1,500	2,991	1,708	0	0
10-43-53	Interest	0	0	0	0	0	0
10-43-54	Contributions	0	0	0	0	0	0
10-43-60	Overhead Allocation	(124,713)	0	0	0	0	0
10-43-61	Miscellaneous Supplies	249	290	500	935	108	500
10-43-62	Miscellaneous Services	0	0	0	0	0	0
10-43-74	Capital Outlay-Equipment	1,000	0	32,290	18,042	0	10,000
10-43-75	Capital Outlay-Special Proj	0	0	0	0	0	0
10-43-79	Capital Outlay-Other	0	0	0	0	0	0
Total ADMINISTRATIVE:		299,290	417,588	390,017	412,379	225,405	367,835
AUDITOR							
10-45-31	Professional & Technical Serv	9,500	9,500	9,500	9,500	11,000	11,000
10-45-32	Overhead Allocation	(3,378)	0	0	0	0	0
Total AUDITOR:		6,122	9,500	9,500	9,500	11,000	11,000
FINANCE DEPT							
10-46-11	Salaries/Wages	126,749	172,513	92,008	103,238	52,254	98,133
10-46-12	Overtime	825	688	113	650	37	0
10-46-13	Employee Benefits	45,924	44,441	45,045	48,795	25,446	48,134
10-46-21	Professional Org. Memberships	828	795	545	795	0	1,400
10-46-23	Mileage Reimbursement	609	381	1,026	431	103	850
10-46-24	Office Supplies & Postage	0	0	4,599	1,000	435	5,000
10-46-25	Overhead Allocation	(74,920)	0	0	0	0	0
10-46-26	Technical Manuals & Code Books	129	65	123	0	0	150

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10-46-28	Phone Reimbursement	100	540	1,680	1,080	630	1,080
10-46-29	Uniforms	0	280	251	236	184	300
10-46-33	Continuing Education	1,400	363	2,030	1,850	1,413	2,400
10-46-74	Capital Outlay-Equipment	0	0	0	0	0	0
Total FINANCE DEPT:		101,644	220,066	147,420	158,076	80,503	157,447
RECORDER							
10-47-11	Salaries/Wages	56,256	55,461	80,579	72,036	30,787	56,703
10-47-12	Overtime	2,125	3,087	4,745	6,330	204	4,000
10-47-13	Employee Benefits	22,719	18,079	23,078	24,758	13,486	26,900
10-47-14	Part-time Transcriptionist	0	0	0	2,921	1,490	6,000
10-47-21	Professional Org. Memberships	295	150	401	1,494	601	500
10-47-22	Election	1,934	15,731	647	3,615	0	5,000
10-47-23	Mileage Reimbursement	850	911	848	715	477	1,000
10-47-24	Office Supplies & Postage	322	156	35	30	0	0
10-47-28	Software Licenses and Maint.	1,391	3,473	1,249	2,150	50	18,000
10-47-29	Phone	2,784	1,080	1,080	1,080	540	1,080
10-47-30	Uniforms	0	131	146	149	59	150
10-47-31	Codification	2,415	1,789	1,528	799	1,500	1,500
10-47-33	Continuing Education	250	1,819	910	1,677	906	2,000
10-47-74	Capital Outlay-Equipment	0	0	4,553	0	0	0
Total RECORDER:		91,340	101,868	119,800	117,755	50,100	122,833
TREASURER							
10-48-11	Salaries/Wages	46,770	39,221	23,247	14,583	13,472	25,837
10-48-12	Overtime	315	34	0	0	0	400
10-48-13	Employee Benefits	21,685	23,145	14,564	6,019	4,352	17,569
10-48-21	Professional Org. Memberships	190	326	141	130	75	300
10-48-23	Mileage Reimbursement	97	121	105	14	215	400
10-48-24	Office Supplies & Postage	101	0	49	1,421	0	200
10-48-25	Treasurer Bond	2,041	1,238	1,162	1,035	1,035	1,200
10-48-26	Overhead Allocation	(43,523)	0	0	0	0	0
10-48-28	Telephone	0	0	0	0	250	600
10-48-30	Uniforms	0	128	113	99	65	150
10-48-31	Legal Services	0	0	0	0	0	0

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10-48-33	Continuing Education	1,234	1,828	1,916	1,331	1,226	2,200
10-48-74	Capital Outlay-Equipment	0	0	0	0	0	0
Total TREASURER:		28,910	66,041	41,296	24,632	20,690	48,856
ATTORNEY							
10-49-31	Professional & Technical Ser	25,213	36,908	40,445	45,250	22,900	40,000
10-49-32	Legal Settlements	0	0	0	200,000	200,000	200,000
Total ATTORNEY:		25,213	36,908	40,445	245,250	222,900	240,000
LIBRARY							
10-50-11	Salaries/Wages	90,027	91,355	92,138	117,374	28,538	54,588
10-50-12	Overtime	0	0	0	0	0	0
10-50-13	Employee Benefits	32,904	34,871	36,845	39,597	8,021	38,918
10-50-14	Salaries/Wages Part-Time	43,060	51,188	47,307	71,937	42,501	90,054
10-50-21	Equipment	684	1,844	3,958	2,819	662	5,000
10-50-22	Friends of Library Expenses	0	0	0	0	0	0
10-50-23	Books & Materials	29,178	33,420	27,927	29,328	11,306	30,000
10-50-24	Library Card Refunds	0	0	0	0	0	0
10-50-25	Travel & Other Misc.	959	1,864	1,556	3,069	292	3,000
10-50-26	Insurance & Bonds	0	0	0	0	0	0
10-50-27	Postage	1,870	1,994	1,756	1,940	785	2,000
10-50-28	Information Technology	12,250	12,466	12,607	17,157	26,171	37,240
10-50-29	Printing	302	495	594	92	35	600
10-50-30	Special Programs	4,273	4,550	3,322	3,969	2,029	7,500
10-50-35	Supplies	2,895	7,160	2,163	4,225	1,906	6,000
10-50-50	Library Grant Expenditures	4,668	7,618	7,360	5,179	0	0
10-50-61	Cross Charge Telephone	0	0	0	2,132	1,235	2,118
10-50-62	Cross Charge Prof. & Tech.	0	0	0	1,815	875	1,500
10-50-63	Cross Charge Bldg. Maint.	0	0	0	4,397	3,423	5,869
10-50-64	Cross Charge Bldg. Utilities	0	0	0	9,781	5,135	8,803
10-50-65	Cross Charge Rent	0	0	0	37,567	21,914	37,566
10-50-66	Cross Charge Insurance	0	0	0	1,415	657	1,126
10-50-70	Capital Outlay/ OneTime Exp	0	0	2,480	0	7,298	0
10-50-71	Transfer to Lib. Reserve Fund	0	0	0	0	0	0
Total LIBRARY:		223,070	248,823	240,015	353,794	162,783	331,882

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APPEAL AUTHORITY							
10-51-31	Professional & Tech. Services	3,685	3,361	0	1,585	0	1,000
Total APPEAL AUTHORITY:		3,685	3,361	0	1,585	0	1,000
PLANNING & ZONING							
10-52-11	Salaries/Wages	101,306	104,080	53,784	39,404	13,157	24,515
10-52-12	Overtime	0	0	50	75	32	500
10-52-13	Employee Benefits	53,171	48,140	17,929	10,971	4,728	14,696
10-52-14	Other Benefits	0	0	0	0	0	0
10-52-15	Planning Commission Salaries	2,856	2,050	4,131	4,457	1,232	7,304
10-52-21	Professional Org. Memberships	470	470	483	483	0	500
10-52-22	Public Notices	3,232	3,269	3,495	4,217	483	3,000
10-52-23	Mileage Reimbursement	0	0	97	0	0	200
10-52-24	Office Supplies & Postage	(33)	0	0	0	0	0
10-52-25	Special Projects	2,142	0	70,336	10,109	218	10,000
10-52-26	Fuel For Vehicles	0	0	0	0	0	0
10-52-27	Postage	434	510	721	481	150	600
10-52-28	Software Licenses	0	100	1,700	1,002	1,002	1,000
10-52-29	Car Allowance	4,980	5,158	5,498	6,176	185	0
10-52-30	Uniforms	0	290	239	183	293	300
10-52-31	Secretary-Wages	0	0	0	0	0	0
10-52-32	Planner	0	0	0	0	8,253	20,000
10-52-33	Continuing Education	2,000	2,566	1,444	307	127	2,500
10-52-34	Engineer	10,848	5,493	15,825	5,283	0	0
10-52-35	Phone Reimbursement	900	630	540	0	0	0
10-52-74	Capital Outlay-Equipment	582	1,500	1,035	1,500	1,090	1,500
Total PLANNING & ZONING:		182,888	174,256	177,307	84,649	30,950	86,615
EDUCATION AND PROMOTION							
10-53-13	Employee Benefits	0	0	0	0	0	0
Total EDUCATION AND PROMOT		0	0	0	0	0	0
POLICE DEPARTMENT							
10-54-31	Lone Peak Public Safety Dist.	1,603,353	1,610,476	1,778,687	1,860,812	1,283,965	1,925,948
10-54-54	Contributions	0	0	0	0	0	0
Total POLICE DEPARTMENT:		1,603,353	1,610,476	1,778,687	1,860,812	1,283,965	1,925,948

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EMERGENCY SERVICES							
10-57-11	Administration Expense	111,599	113,862	234,013	238,917	92,143	138,214
10-57-13	Employee Benefits	0	0	0	0	0	0
10-57-30	American Fork Fire Protection	0	0	0	0	0	0
10-57-31	Lone Peak Public Safety Dist	960,786	1,000,088	1,031,175	1,059,333	727,262	1,104,418
10-57-32	EMS	0	0	0	0	0	0
10-57-33	Education	0	0	0	0	0	0
10-57-48	Special Department Supplies	0	0	0	0	0	0
10-57-49	Emergency Preparation	0	0	0	0	0	0
10-57-74	Fire Truck Capital Lease	0	0	0	0	0	0
10-57-75	Capital Outlay-Equipment Purch	0	0	0	0	0	0
10-57-76	Ambulance Capital Outlay	0	0	0	0	0	0
Total EMERGENCY SERVICES:		1,072,385	1,113,950	1,265,187	1,298,250	819,405	1,242,632
BUILDING INSPECTION							
10-58-11	Salaries/Wages	96,176	102,432	107,329	114,660	56,552	102,620
10-58-12	Overtime	481	738	5,030	7,458	3,214	5,500
10-58-13	Employee Benefits	47,346	51,220	57,381	58,935	30,662	54,532
10-58-21	Professional Org. Memberships	1,281	1,151	388	138	75	400
10-58-23	Mileage Reimbursement	200	0	0	125	0	200
10-58-24	Office Supplies & Postage	323	23	0	0	0	0
10-58-25	Fuel Expenditure Vehicles	2,812	2,666	2,057	1,631	731	3,200
10-58-26	Technical Manuals & Code Books	0	0	66	0	0	700
10-58-27	Vehicle Maintenance	816	0	0	730	0	0
10-58-28	Software	1,212	763	91	500	1,199	1,300
10-58-29	Cell Phone	883	1,077	1,262	888	815	1,100
10-58-31	Professional & Tech. Services	1,080	8,300	20,037	25,481	9,458	25,000
10-58-33	Continuing Education	1,385	1,158	1,686	3,023	1,343	2,500
10-58-38	Uniforms	247	467	301	392	595	350
10-58-74	Capital Outlay-Equipment	0	51	327	267	0	400
Total BUILDING INSPECTION:		154,242	170,046	195,955	214,229	104,644	197,802
STREETS AND ROADS							
10-60-11	Salaries/Wages	179,929	195,088	177,870	209,681	103,738	189,555
10-60-12	Overtime	1,831	2,708	1,692	553	315	3,000

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10-60-13	Employee Benefits	91,354	95,993	95,727	102,720	54,057	103,931
10-60-14	Salaries/Wages Part-Time	0	2,202	5,652	75	0	12,500
10-60-15	Overtime Snow Removal	9,346	4,236	118	8,204	3,260	7,500
10-60-16	Radio Maintenance	0	139	0	0	0	0
10-60-17	Mobile Telephones	2,065	2,220	1,459	1,857	1,045	2,400
10-60-27	Street Light Power	67,179	72,376	72,203	78,016	31,301	70,500
10-60-28	Street Light Repair	4,417	13,019	8,902	11,010	1,661	15,000
10-60-30	Bldg Maintenance & Utilities	1,802	1,873	2,341	2,528	990	2,500
10-60-31	Rep.Potholes, Crack Seal, Etc.	25,583	42,027	46,576	50,709	26,858	100,000
10-60-32	Weed Control	0	0	0	0	0	0
10-60-33	Continuing Education	3,049	2,914	3,008	2,697	1,712	3,000
10-60-34	Prof and Tech Services	0	0	14,194	67,468	58,615	79,000
10-60-35	Professional Org. Memberships	0	292	274	2,250	0	500
10-60-36	Office Supplies	0	0	0	632	26	500
10-60-37	Sidewalk Repair & Maint	42,120	50,199	21,626	21,952	19,078	45,000
10-60-38	Uniforms & Safety Wear	2,247	2,745	2,297	1,706	1,143	2,000
10-60-39	Street Striping	4,970	8,584	6,637	3,906	11,065	11,000
10-60-40	School Crossing Maintenance	2,360	3,000	1,749	723	0	1,500
10-60-41	Pedestrian Crossings	0	0	1,132	803	0	1,500
10-60-42	Technical Manuals & Code Books	0	0	0	0	0	0
10-60-47	Public Works Shop Tools & Sup	2,512	2,413	2,045	2,213	248	2,000
10-60-48	Streets, Traffic, & Warn Signs	9,931	3,461	8,036	8,483	4,499	12,000
10-60-49	Snow Removal	0	0	0	19	0	0
10-60-50	Equipment Repair & Maintenance	15	0	0	0	0	0
10-60-51	Fuel Expense Vehicles	11,034	10,723	9,791	7,266	2,474	11,500
10-60-52	Snow Removal:Salt	40,121	43,809	5,916	50,120	0	50,000
10-60-53	Snow Removal:Equipment Maint	11,915	17,274	8,888	7,308	11,566	13,500
10-60-54	Snow Removal:Fuel & Oil	10,658	5,843	1,471	3,418	881	5,500
10-60-55	Misc. Subd. Bond Expenses	0	0	0	0	0	0
10-60-56	Maintenance & Repair: Trucks	6,920	8,301	14,151	15,796	5,156	20,000
10-60-57	Maintenance & Repair:Equipment	36,505	25,893	9,660	25,198	4,588	25,000
10-60-58	Snow Removal Equipment	20,299	23,357	182	15,769	37	30,000
10-60-59	Capital Equipment Purchases	0	28,472	48,347	30,077	0	0

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10-60-60	Snow Removal Equipment	0	0	0	0	0	0
10-60-70	Irrigation Shares	0	0	0	0	0	0
10-60-73	Capital Outlay-Improvements	0	0	0	0	0	0
10-60-74	Capital Outlay-Equipment	0	0	0	0	0	0
10-60-75	Capital Outlay-Special Proj	0	0	0	0	0	90,000
Total STREETS AND ROADS:		588,163	669,160	571,940	733,157	344,312	910,386
ENGINEER							
10-66-11	Salaries/Wages	0	0	0	13,759	22,018	61,618
10-66-13	Employee Benefits	0	0	0	2,568	6,367	17,638
10-66-14	Other Benefits	0	0	0	0	0	0
10-66-29	Highland City PE Tracking Cost	0	5,107	205,449	281,194	112,848	140,000
10-66-30	Car Allowance	8,561	7,700	0	0	554	0
10-66-31	Professiona & Tech Services	27,898	51,338	42,513	10,642	3,341	25,000
10-66-32	GIS Survey	0	0	0	0	0	0
10-66-33	Equipment-Supplies & Maint	2,264	598	0	0	0	0
10-66-34	Fuel and Oil	0	0	0	0	0	0
10-66-35	Continuing Education	1,443	2,145	265	0	0	0
10-66-36	Office Supplies	0	0	0	0	0	0
10-66-37	Telephones	1,080	990	523	0	0	0
10-66-38	Uniforms	0	0	0	0	0	0
10-66-39	Books, Memberships, & Subscrip	723	585	600	0	600	0
10-66-40	Overhead Allocation	(14,925)	0	0	0	0	0
10-66-42	Technical Manuals & Code Books	0	0	0	0	0	0
10-66-74	Capital Outlay-Equipment	0	0	0	1,500	0	1,500
Total ENGINEER:		27,045	68,463	249,350	309,663	145,727	245,756
PARKS & RECREATION							
10-70-11	Salaries/Wages	59,504	75,792	60,882	71,221	37,767	72,662
10-70-12	Overtime	5,455	948	5,147	3,847	1,911	0
10-70-13	Employee Benefits	32,498	36,836	34,620	40,666	21,600	44,548
10-70-14	Seasonal Employees	49,388	45,609	43,300	39,094	24,411	55,000
10-70-15	Radio Maintenance & Tower Rent	769	137	0	0	0	0
10-70-16	Mobile Telephones	1,812	1,551	2,530	2,799	1,726	3,000
10-70-17	Public Works Bldg Utilities	1,747	1,841	1,817	1,951	942	2,500

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10-70-21	Org. and Training Memberships	540	500	265	570	175	400
10-70-22	Water Park Maintenance	0	0	0	574	1,148	3,500
10-70-24	Playground Maintenance & Rep.	3,626	5,426	4,955	1,865	1,083	4,000
10-70-25	Equipment-Supplies & Maint.	3,987	3,308	2,666	2,745	161	4,000
10-70-26	Water Park Chemicals	5,349	9,110	6,095	8,076	2,616	4,000
10-70-27	Power for Parks, Clocks, & Tim	7,424	3,978	4,070	4,546	1,493	4,000
10-70-28	Recreation	0	0	(132)	(202)	0	0
10-70-29	Sprinkler Parts & Replacement	10,578	12,704	8,804	7,006	2,989	9,000
10-70-30	Vehicle Maintenance & Repair	4,696	4,448	5,923	8,949	1,793	10,000
10-70-31	Park Maintenance Contract	0	0	0	29	0	0
10-70-32	Water Park Utilities	6,276	64,205	5,835	6,813	2,422	7,500
10-70-33	Lawn Equipment Maintenance	6,659	6,356	5,600	8,720	3,844	7,500
10-70-34	Fuel and Oil	9,355	9,443	7,536	5,228	1,357	12,000
10-70-35	Continuing Education	1,170	2,461	1,498	1,041	1,240	2,000
10-70-36	Office Supplies	0	0	0	0	0	0
10-70-37	Uniforms & Safety Wear	2,037	1,923	2,000	988	168	2,000
10-70-38	Trail Maintenance	497	16,817	7,956	42,031	11,135	20,000
10-70-39	Fertilizer & Weed Killer	23,000	24,955	24,828	26,362	6,366	25,000
10-70-40	Public Works Shop Tools & Supp	1,974	1,628	1,931	1,541	0	2,000
10-70-41	Arbor Day Tree Purchases	(148)	29,113	23,377	22,407	0	30,000
10-70-42	Tree Pruning Project	10,398	12,176	10,365	18,940	16,992	24,000
10-70-43	Tree Tools & Vehicle	13,209	0	0	340	108	0
10-70-44	Highland Glen Park Improvement	29,313	31,275	1,003	0	29,573	30,000
10-70-45	UT Cnty Murdock Trail Maint	0	9,228	6,435	4,119	1,055	8,500
10-70-46	Forestry Grant	3,046	0	0	0	0	0
10-70-47	Charging for PI	0	0	57,100	57,100	58,333	100,000
10-70-48	Restroom Maint. & Port-O-Potty	10,994	12,125	12,729	10,671	8,473	15,000
10-70-49	Parks Equipment Move	0	0	0	4,812	0	0
10-70-69	Equipment Lease & Maintenance	0	3,194	3,430	3,000	0	3,500
10-70-71	Capital Outlay-Land	0	0	0	0	0	0
10-70-72	Capital Outlay-Buildings	0	0	0	0	0	0
10-70-73	Capital Outlay	0	0	0	0	0	0
10-70-74	Equipment Replacement Fund	6,051	5,218	0	0	0	6,500

Account Number GENERAL FUND REVENUE-TRANSFERS	Account Title	12 Months of Data 2012-13 Prior year 4 Actual	12 Months of Data 2013-14 Prior year 3 Actual	12 Months of Data 2014-15 Prior year 2 Actual	12 Months of Data 2015-16 Prior year Actual	7 Months of Data 2016-17 Current year Actual	Year Budget Adjustments 2016-17 Current year Budget
10-70-75	Capital Equipment Purchases	0	0	0	0	0	0
Total PARKS & RECREATION:		311,203	432,307	352,563	407,847	240,881	512,110
CEMETERY							
10-71-11	Salaries/Wages	11,547	18,510	11,265	12,525	10,310	18,644
10-71-12	Overtime	1,877	2,289	3,601	2,678	1,276	2,500
10-71-13	Employee Benefits	6,810	8,846	6,660	7,000	5,504	10,825
10-71-14	Seasonal Employees	7,414	8,495	7,994	7,440	4,725	14,000
10-71-15	Radio Maintenance & Tower Rent	748	137	0	0	0	0
10-71-16	Mobile Telephones	0	30	0	0	0	0
10-71-17	Public Works Bldg Utilities	1,786	1,934	1,726	1,753	720	2,000
10-71-18	Public Works Shop Tools & Supp	2,496	2,212	1,983	848	0	2,000
10-71-19	Flowers, Mulch, & Tree Replace	3,000	2,837	3,684	1,820	0	2,000
10-71-20	Sprinkler Repair & Maintenance	4,876	5,023	4,576	1,795	2,053	3,500
10-71-21	Fertilizer & Weed Killer	12,500	12,461	12,219	12,316	2,432	12,500
10-71-24	Operation & Maintenance	6,664	6,844	6,837	5,938	3,458	6,500
10-71-25	Fuel and Oil	2,469	2,277	2,691	1,555	1,244	3,000
10-71-26	Equip Repairs & Maint	3,294	3,247	3,757	2,772	812	4,000
10-71-27	Equip Supplies	1,030	1,168	521	967	215	1,000
10-71-28	Equipment Lease & Maintenance	0	3,412	3,260	3,157	0	3,500
10-71-31	Engineering	0	0	0	0	0	0
10-71-69	Capital Equipment Purchases	0	0	0	0	0	0
10-71-73	Land Purchase	0	0	0	0	0	0
10-71-74	Capital Outlay	0	0	0	0	0	0
10-71-75	Cemetery Project Reserve Fund	0	0	0	0	0	0
10-71-76	Bad Debt Expense	(14)	(52)	20	(106)	0	0
Total CEMETERY:		66,495	79,670	70,793	62,457	32,747	85,969
COMMUNITY EVENTS							
10-72-11	Salaries/Wages	13,806	14,455	14,275	19,278	14,576	24,548
10-72-12	Overtime	8,523	2,747	672	4,509	2,406	0
10-72-13	Employee Benefits	9,603	7,333	7,545	10,086	6,961	9,289
10-72-23	Mileage Reimbursement	75	47	197	210	98	250
10-72-24	Office Supplies & Postage	160	0	13	27	34	100
10-72-28	Mobile Phone	600	600	600	495	170	600

Account Number GENERAL FUND REVENUE-TRANSFERS	Account Title	12 Months of Data 2012-13 Prior year 4 Actual	12 Months of Data 2013-14 Prior year 3 Actual	12 Months of Data 2014-15 Prior year 2 Actual	12 Months of Data 2015-16 Prior year Actual	7 Months of Data 2016-17 Current year Actual	Year Budget Adjustments 2016-17 Current year Budget
10-72-30	Uniforms	0	150	77	50	58	100
10-72-31	Port-O-Potty Rental	0	0	0	0	957	0
10-72-33	Continuing Education	364	1,249	742	1,208	100	250
10-72-35	Community Center Utilities	3,832	3,786	3,941	4,095	1,738	4,500
10-72-36	Community Center Bldg Maint.	4,892	5,570	57,414	12,151	3,262	24,500
10-72-53	Miss North Utah County Pagent	1,000	750	750	0	0	0
10-72-54	Community Enrichment Grant	0	0	0	0	0	0
10-72-55	Highland Fling Expense	31,020	33,205	46,841	43,434	45,750	43,000
10-72-56	Distinguished YW of Highland	1,000	750	750	0	0	0
10-72-57	Rodeo	2,000	487	538	662	0	1,000
10-72-58	Fling Golf Tournament	0	0	0	0	0	0
10-72-59	Cultural Arts	3,500	3,000	3,000	3,421	3,000	3,000
10-72-60	City Beautification	0	0	271	0	0	500
10-72-61	Tree Committee	3,461	3,516	3,315	3,500	0	3,500
10-72-62	Highland Marketing Campaign	0	0	0	0	0	0
10-72-63	Community Enrichment	1,780	1,137	1,219	3,129	450	2,000
10-72-64	Farmers Market	2,083	285	0	0	0	0
Total COMMUNITY EVENTS:		87,699	79,066	142,159	106,256	79,559	117,137
GARBAGE							
10-73-11	Salaries/Wages	7,692	8,540	27,339	25,512	11,610	22,334
10-73-12	Overtime	94	17	13	56	5	0
10-73-13	Employee Benefits	3,272	4,075	12,816	11,195	5,797	11,524
10-73-14	Spring Clean-up Overtime	0	1,060	1,357	0	0	0
10-73-24	Office Supplies & Postage	0	0	0	11	0	0
10-73-25	Equipment-Repairs & Maint	0	0	0	0	0	0
10-73-26	Utility Billing	6,488	6,039	5,874	5,695	3,831	6,500
10-73-31	Dump Passes	0	0	0	0	0	0
10-73-49	North Pointe Tipping Fees	178,118	17,071	0	0	0	0
10-73-50	Garbage Contract Republic	366,963	573,080	619,708	643,473	309,678	648,493
10-73-51	Bad Debt Expense	0	0	0	0	24	0
10-73-80	Indirect Overhead	0	0	0	0	0	0
Total GARBAGE:		562,628	609,882	667,106	685,942	330,945	688,851
TRANSFERS							

Account Number GENERAL FUND REVENUE-TRANSFERS	Account Title	12 Months of Data 2012-13 Prior year 4 Actual	12 Months of Data 2013-14 Prior year 3 Actual	12 Months of Data 2014-15 Prior year 2 Actual	12 Months of Data 2015-16 Prior year Actual	7 Months of Data 2016-17 Current year Actual	Year Budget Adjustments 2016-17 Current year Budget
10-90-13	Emp Benefits Water Co. Sec	0	0	0	0	0	0
10-90-90	Transfer to Capital Imp Fund	448,098	525,000	340,000	400,000	0	631,050
10-90-91	Transfer to Debt Service Fund	590,000	518,500	316,516	561,227	403,574	614,579
10-90-92	Transfer From Utility Fund	0	0	0	0	0	0
10-90-93	Other Expense Water Co. Sec.	0	0	0	0	0	0
10-90-94	Council Appropriation	0	0	0	0	0	0
10-90-95	Appropriated Increase Fund Bal	0	0	0	0	0	0
10-90-96	Transfer to Open Space Fund	159,221	191,500	85,000	50,000	35,000	130,000
10-90-97	Transfer to Enterprise Fund	0	0	0	73,000	0	0
Total TRANSFERS:		1,197,319	1,235,000	741,516	1,084,227	438,574	1,375,629
GENERAL FUND Revenue Total:		7,107,225	7,921,298	7,784,453	8,929,563	5,367,433	9,020,620
GENERAL FUND Expenditure Tot		6,953,026	7,707,613	7,530,429	8,488,337	4,809,722	9,013,364
Net Total GENERAL FUND:		154,198	213,684	254,023	441,226	557,711	7,256
HIghland Open Space SSD							
REVENUE							
20-30-90	Transfer from Cap Project Fund	0	0	0	0	0	0
20-30-91	Transfer from General Fund	159,221	191,500	85,000	50,000	35,000	130,000
Total REVENUE:		159,221	191,500	85,000	50,000	35,000	130,000
Fees							
20-32-01	Open Space Fee	259,076	265,998	271,625	277,250	139,778	277,004
Total Fees:		259,076	265,998	271,625	277,250	139,778	277,004
Source: 34							
20-34-10	Sale of Property	0	0	0	81,314	14,536	0
Total Source: 34:		0	0	0	81,314	14,536	0
OTHER REVENUE							
20-36-10	Interest Earnings	266	279	114	357	671	1,300
Total OTHER REVENUE:		266	279	114	357	671	1,300
Source: 39							
20-39-90	PY Carryover Budgeted	0	0	0	0	0	0
Total Source: 39:		0	0	0	0	0	0
Department: 40							
20-40-80	Indirect Overhead	1,068	0	0	0	0	0
Total Department: 40:		1,068	0	0	0	0	0

		12 Months of Data	12 Months of Data	12 Months of Data	12 Months of Data	7 Months of Data	Year Budget Adjustments
Account Number		**2012-13**	**2013-14**	**2014-15**	**2015-16**	**2016-17**	**2016-17**
GENERAL FUND		**Prior year 4**	**Prior year 3**	**Prior year 2**	**Prior year**	**Current year**	**Current year**
REVENUE-TRANSFERS	**Account Title**	**Actual**	**Actual**	**Actual**	**Actual**	**Actual**	**Budget**
EXPENDITURE-OPEN SPACE							
20-43-11	Salaries/Wages	77,901	88,101	80,369	98,184	49,248	85,921
20-43-12	Overtime	3,194	2,555	4,301	3,569	1,515	2,500
20-43-13	Employee Benefits	48,052	46,105	43,337	47,505	26,476	47,150
20-43-14	Seasonal Employees	78,190	90,250	87,235	79,320	49,683	90,000
20-43-15	Radio Maintenance & Tower Rent	729	137	0	0	0	0
20-43-16	Mobile Telephones	0	0	385	0	0	0
20-43-17	Public Works Bldg Utilities	1,717	1,870	2,247	2,518	762	2,500
20-43-18	PW Shop Tools & Supplies	2,474	2,733	1,190	499	0	2,000
20-43-19	Flowers, Mulch, & Tree Replace	4,946	788	3,514	760	2,021	3,500
20-43-20	Beacon Hills Blvd os Maint	0	0	0	0	0	0
20-43-21	Fertilizer & Weed Killer	49,608	59,717	59,497	50,740	23,742	60,000
20-43-22	Trail Maintenance	18,423	27,687	25,527	0	669	20,000
20-43-23	Power to Clocks & Lights	4,021	5,953	6,194	5,582	2,968	6,000
20-43-24	Uniforms & Safety Wear	1,312	1,530	1,962	568	0	2,000
20-43-25	Office Supplies	0	0	0	0	0	0
20-43-26	Playground Maintenance & Rep.	16,780	7,793	9,499	26,951	4,287	15,000
20-43-36	Utility Billing	1,891	1,747	5,370	5,695	3,285	5,000
20-43-61	Fuel & Oil	14,634	16,907	16,787	13,731	6,137	18,000
20-43-62	Property Maintenance	0	0	0	0	0	0
20-43-63	Repair and Maintenance	16,882	18,969	16,025	13,565	8,004	15,000
20-43-64	Sprinkler Repair	11,723	13,907	9,761	8,020	5,869	10,000
20-43-65	View Point Hillside Trees	0	0	0	0	0	0
20-43-73	Equipment Replacement	21,039	8,903	0	0	0	10,000
20-43-74	Capital Equipment	0	0	0	0	0	0
20-43-80	Indirect Overhead	23,622	23,622	12,518	15,705	10,102	17,318
20-43-81	Insurance Expense	0	0	0	0	3,755	4,128
Total EXPENDITURE-OPEN SPACE		397,138	419,274	385,718	372,910	198,523	416,017
Transfers							
20-90-90	Transfer to General Fund	0	0	0	0	0	0
Total Transfers:		0	0	0	0	0	0
HIghland Open Space SSD Reven		418,563	457,776	356,739	408,921	189,985	408,304
HIghland Open Space SSD Expen		398,206	419,274	385,718	372,910	198,523	416,017

Account Number GENERAL FUND REVENUE-TRANSFERS	Account Title	12 Months of Data 2012-13 Prior year 4 Actual	12 Months of Data 2013-14 Prior year 3 Actual	12 Months of Data 2014-15 Prior year 2 Actual	12 Months of Data 2015-16 Prior year Actual	7 Months of Data 2016-17 Current year Actual	Year Budget Adjustments 2016-17 Current year Budget
Net Total HIghland Open Space S		20,357	38,503	(28,979)	36,011	(8,538)	(7,713)
Debt Service Fund							
REVENUE							
30-30-90	Transfer from Capital Proj Bld	0	70,000	60,000	66,518	22,712	61,570
30-30-91	Transfer from General Fund	590,000	518,500	316,516	561,227	403,574	614,579
30-30-92	Transfer from Cap Proj Park	383,000	386,500	527,000	202,225	68,297	195,000
30-30-99	Other Sources-Bond Proceeds	0	0	3,970,000	4,970,000	0	0
Total REVENUE:		973,000	975,000	4,873,516	5,799,970	494,583	871,149
OTHER REVENUE							
30-33-30	Debt Service Fund Surplus	0	0	0	0	0	0
Total OTHER REVENUE:		0	0	0	0	0	0
Expenditures							
30-40-50	2006 Building Bond Principal	240,000	250,000	260,000	270,000	280,000	280,000
30-40-51	2006 Building Bond Interest	204,550	194,323	117,026	17,770	6,197	5,950
30-40-52	2007 Park Bond Principal	260,000	275,000	285,000	300,000	320,000	320,000
30-40-53	2007 Park Bond Interest	266,496	254,631	242,144	133,747	24,797	24,525
30-40-54	2015 Bond Principal (2006 Ref)	0	0	0	0	45,000	45,000
30-40-55	2015 Bond Interest (2006 Ref)	0	0	0	92,007	91,971	91,552
30-40-56	2016 Bond Principal (2007 Ref)	0	0	0	0	0	0
30-40-57	2016 Bond Interest (2007 Ref)	0	0	0	16,447	104,579	104,122
30-40-90	Bond Financing Costs	0	0	41,783	49,509	0	0
30-40-99	Other Uses-Refunding of Debt	0	0	3,928,217	4,920,491	0	0
Total Expenditures:		971,046	973,954	4,874,170	5,799,970	872,544	871,149
Debt Service Fund Revenue Tota		973,000	975,000	4,873,516	5,799,970	494,583	871,149
Debt Service Fund Expenditure T		971,046	973,954	4,874,170	5,799,970	872,544	871,149
Net Total Debt Service Fund:		1,954	1,046	(654)	0	(377,961)	0
CAPITAL IMPROVEMENT FUND-PARKS							
REVENUE							
40-30-90	Transfer from General Fund	0	0	0	0	0	0
Total REVENUE:		0	0	0	0	0	0
FEES AND SERVICES							
40-34-71	Park Impact Fees	584,295	758,745	789,259	531,660	161,187	500,000
40-34-72	Service Fees	0	0	0	0	0	0

Account Number GENERAL FUND REVENUE-TRANSFERS	Account Title	12 Months of Data 2012-13 Prior year 4 Actual	12 Months of Data 2013-14 Prior year 3 Actual	12 Months of Data 2014-15 Prior year 2 Actual	12 Months of Data 2015-16 Prior year Actual	7 Months of Data 2016-17 Current year Actual	Year Budget Adjustments 2016-17 Current year Budget
40-34-73	Exaction Fee For Roads	0	0	0	0	0	0
40-34-75	Miscellaneous Fees	0	0	0	0	0	0
40-34-76	Sale of Property	5,525	6,824	6,505	0	0	0
Total FEES AND SERVICES:		589,820	765,569	795,764	531,660	161,187	500,000
OTHER REVENUE							
40-36-10	Interest Income	5,636	3,122	3,625	7,459	4,972	8,500
40-36-15	Grants	0	61,304	0	0	0	9,500
40-36-19	Park Donations Beacon Hills	0	520	0	0	0	0
40-36-20	Park Donations Highland Glen	0	0	0	145	0	0
40-36-21	Bond Proceeds	0	0	0	0	0	0
Total OTHER REVENUE:		5,636	64,945	3,625	7,604	4,972	18,000
REVENUE-OTHER							
40-39-90	PY Carryover Budgeted	0	0	0	0	0	0
Total REVENUE-OTHER:		0	0	0	0	0	0
EXPENDITURES-PARK CAPITAL							
40-40-20	Potential Claims & Judgements	0	0	0	0	0	0
40-40-29	Reserve for Beacon Hills	0	0	0	0	0	0
40-40-31	Professional & Tech. Services	0	0	0	0	0	0
40-40-50	2007 Sales & Franchise Bond Pm	0	0	0	0	0	0
40-40-68	Town Center Park/Fence	0	0	0	0	21,039	35,000
40-40-69	Canterbury Park	0	0	0	0	0	0
40-40-70	Hillside Land Purchase	0	0	0	0	0	0
40-40-71	Major Park Constr/Repair	0	0	0	8,487	0	0
40-40-72	4800 W Soccer Fields/Park Road	0	0	0	0	0	0
40-40-73	Spring Creek Park Construction	0	0	0	0	0	0
40-40-74	Asset and Land Purchase	0	0	0	0	0	0
40-40-75	Park Equipment	0	0	0	0	0	0
40-40-76	Trails	0	(17,609)	61,303	31,281	0	0
40-40-77	Highland Hills Open Space	0	0	0	0	0	0
40-40-79	Cemetery Capital Project	0	0	0	0	0	0
40-40-80	Highland Glen Park Imp	0	0	0	0	0	0
40-40-81	Highland Wter Bldg & El Park	0	0	0	0	0	0
40-40-82	Beacon Hills Park	731,464	174,691	0	0	0	0

Account Number GENERAL FUND REVENUE-TRANSFERS	Account Title	12 Months of Data 2012-13 Prior year 4 Actual	12 Months of Data 2013-14 Prior year 3 Actual	12 Months of Data 2014-15 Prior year 2 Actual	12 Months of Data 2015-16 Prior year Actual	7 Months of Data 2016-17 Current year Actual	Year Budget Adjustments 2016-17 Current year Budget
40-40-83	Beacon Hills Trail	0	0	0	0	0	0
40-40-84	View Point Hillside Replanting	0	0	0	0	0	0
40-40-85	Interest Expense Bonds	0	0	0	0	0	0
40-40-86	Bond Trust Fees	3,500	3,500	3,023	3,137	3,750	3,750
40-40-90	Transfer to Capital Imp. Fund	0	0	0	0	0	0
Total EXPENDITURES-PARK CAPI		734,964	160,582	64,326	42,905	24,789	38,750
TRANSFERS							
40-90-00	Transfer to General Fund	0	0	0	316,301	106,823	253,647
40-90-10	Transfer to Debt Service Fund	383,000	386,500	527,000	202,225	68,297	195,000
40-90-20	Transfer to Utility Fund	0	0	0	0	0	0
40-90-91	Transfer to Open Space Fund	0	0	0	0	0	0
Total TRANSFERS:		383,000	386,500	527,000	518,526	175,120	448,647
CAPITAL IMPROVEMENT FUND-PARKS Revenue Total:		595,456	830,514	799,389	539,264	166,159	518,000
CAPITAL IMPROVEMENT FUND-PARKS Expenditure Total:		1,117,964	547,082	591,326	561,431	199,909	487,397
Net Total CAPITAL IMPROVEMEI		(522,507)	283,432	208,063	(22,166)	(33,750)	30,603
CAP IMP FUND ROAD PROJECTS							
REVENUE							
41-30-90	Transfer from General Fund	448,098	525,000	300,000	400,000	0	631,050
41-30-91	Transfer from Storm Water Fund	0	0	0	0	0	0
41-30-92	Transfer from Culinary Water	0	0	0	0	0	0
Total REVENUE:		448,098	525,000	300,000	400,000	0	631,050
INTERGOVERNMENTAL REVENUE							
41-33-56	Class C" Road Fund Allotment"	0	0	0	0	0	0
41-33-58	Sidewalk Grant	0	0	0	0	0	0
41-33-59	Knight Ave Reimbursement	0	0	0	0	0	0
41-33-60	MAG Grant Corrdor Preservation	0	0	0	0	0	0
Total INTERGOVERNMENTAL RE\		0	0	0	0	0	0
FEES AND SERVICES							
41-34-71	Road Rebuild Fees	0	0	0	0	0	0
41-34-72	Road Impact Fees	72,004	100,430	140,537	360,030	146,126	241,655
41-34-73	Bridge Impact Fees	0	0	0	0	0	0

Account Number GENERAL FUND REVENUE-TRANSFERS	Account Title	12 Months of Data 2012-13 Prior year 4 Actual	12 Months of Data 2013-14 Prior year 3 Actual	12 Months of Data 2014-15 Prior year 2 Actual	12 Months of Data 2015-16 Prior year Actual	7 Months of Data 2016-17 Current year Actual	Year Budget Adjustments 2016-17 Current year Budget
41-34-74	Miscellaneous Revenue from Dev	0	0	0	0	0	0
41-34-75	Traffic Light Revenue	0	0	0	0	0	0
41-34-76	Rental Income	19,928	(50,816)	(27,013)	0	0	0
Total FEES AND SERVICES:		91,932	49,614	113,524	360,030	146,126	241,655
OTHER REVENUE							
41-36-10	Interest Income	(3,414)	(3,714)	(1,658)	334	933	0
41-36-12	Curb & Gutter Install	0	0	0	0	0	0
Total OTHER REVENUE:		(3,414)	(3,714)	(1,658)	334	933	0
REVENUE-OTHER							
41-39-90	PY Carryover Budgeted	0	0	0	0	0	0
Total REVENUE-OTHER:		0	0	0	0	0	0
EXPENDITURES-ROAD CAPITAL							
41-40-31	Engineering 6000 West Project	0	0	0	0	0	0
41-40-32	Engineering	0	0	0	0	0	0
41-40-60	Murdock Canal	0	0	0	0	0	0
41-40-61	East/West Corridor	0	0	0	0	0	0
41-40-62	Highland Blvd Repairs & Over	0	0	0	0	0	0
41-40-63	Corridor Preservation Land Pur	0	0	0	0	0	0
41-40-64	Murdock Connector	415	1,465	1,645	491	266	0
41-40-65	Loss/Sale 4800 West Homes	0	0	11,473	0	0	0
41-40-70	Capital Road Projects	28,532	0	690	0	1,813	0
41-40-71	Major Road Maintenance	411,291	542,299	285,238	695,432	0	420,000
41-40-72	Retainage on Prior Projects	0	0	0	0	0	0
41-40-73	UDOT/4800 West	0	0	0	0	0	0
41-40-74	Southwest Subdivision Improv	0	0	0	0	0	0
41-40-75	SR74 Road Project	0	0	0	0	0	0
41-40-76	4800 West Traffic Light	0	0	0	0	0	0
41-40-77	10250 N Reconstruction	0	0	0	0	0	0
41-40-78	Town Center Roads	0	0	0	0	0	0
41-40-79	Centerline Survey	0	0	0	0	0	0
41-40-80	5600 West Project	0	0	0	0	0	0
41-40-81	Capital Outlay-Equipment	0	0	0	0	0	0
41-40-82	Knight Avenue Rebuild	0	0	0	0	0	0

Account Number GENERAL FUND REVENUE-TRANSFERS	Account Title	12 Months of Data 2012-13 Prior year 4 Actual	12 Months of Data 2013-14 Prior year 3 Actual	12 Months of Data 2014-15 Prior year 2 Actual	12 Months of Data 2015-16 Prior year Actual	7 Months of Data 2016-17 Current year Actual	Year Budget Adjustments 2016-17 Current year Budget
Total EXPENDITURES-ROAD CAPI		440,238	543,764	299,046	695,923	2,078	420,000
CAP IMP FUND ROAD PROJECTS		536,616	570,900	411,866	760,364	147,060	872,705
CAP IMP FUND ROAD PROJECTS	Expenditure Total:	440,238	543,764	299,046	695,923	2,078	420,000
Net Total CAP IMP FUND ROAD F		96,378	27,136	112,821	64,442	144,981	452,705
CAP IMP FUND BUILDING							
REVENUE							
42-30-90	Transfer from General Fund	0	0	40,000	0	0	0
42-30-91	Transfer from Sewer Fund	0	0	0	0	0	0
42-30-92	Transfer from PI Fund	0	0	0	0	0	0
42-30-93	Transfer from Cap Proj Park	0	0	0	0	0	0
42-30-94	Transfer from Other Funds	0	0	0	0	0	0
Total REVENUE:		0	0	40,000	0	0	0
OTHER REVENUE							
42-36-10	Interest Income	(695)	(232)	(352)	340	159	0
42-36-12	PSD Impact Fee	53,838	85,742	105,506	144,876	49,629	131,000
42-36-13	Towne Center Exaction	0	0	0	0	0	0
Total OTHER REVENUE:		53,143	85,510	105,154	145,216	49,788	131,000
REVENUE-OTHER							
42-39-30	Bond Proceeds	0	0	0	0	0	0
42-39-40	Miscellaneous Income	0	0	0	0	0	0
42-39-90	PY Carryover Budgeted	0	0	0	0	0	0
Total REVENUE-OTHER:		0	0	0	0	0	0
EXPENDITURES-BUILDING CAPITAL							
42-40-13	Employee Benefits	0	0	0	0	0	0
42-40-66	Salt Storage Bldg.	0	0	0	0	0	0
42-40-67	New Parks Maintenance Bldg.	0	0	7,320	0	0	0
42-40-68	New City Hall	0	0	0	0	0	0
42-40-69	Old City Hall Remodel	0	0	0	0	0	0
42-40-70	Fire Station	0	0	0	0	0	0
42-40-71	Miscellaneous Costs	0	0	0	0	0	0
42-40-72	Police & Court Building	0	0	0	0	0	0
42-40-75	Interest Expense Bonds	0	0	0	0	0	0

Account Number GENERAL FUND REVENUE-TRANSFERS	Account Title	12 Months of Data 2012-13 Prior year 4 Actual	12 Months of Data 2013-14 Prior year 3 Actual	12 Months of Data 2014-15 Prior year 2 Actual	12 Months of Data 2015-16 Prior year Actual	7 Months of Data 2016-17 Current year Actual	Year Budget Adjustments 2016-17 Current year Budget
42-40-86	Bond Fees	0	0	0	916	0	900
Total EXPENDITURES-BUILDING (		0	0	7,320	916	0	900
Transfer To Debt Service							
42-90-00	Transfer To Debt Service	0	70,000	60,000	66,518	22,712	61,570
42-90-01	Transfer to General Fund	0	0	0	75,010	25,611	68,530
Total Transfer To Debt Service:		0	70,000	60,000	141,529	48,323	130,100
CAP IMP FUND BUILDING Reven		53,143	85,510	145,154	145,216	49,788	131,000
CAP IMP FUND BUILDING Expen		0	70,000	67,320	142,445	48,323	131,000
Net Total CAP IMP FUND BUILDII		53,143	15,510	77,834	2,772	1,465	0
NW Annexation Cap Project							
43-1111	Cash in Checking	0	0	0	0	0	0
REVENUE							
43-30-80	Transfer from Capital Project	0	0	0	0	0	0
43-30-90	Transfer from General Fund	0	0	0	0	0	0
Total REVENUE:		0	0	0	0	0	0
OTHER REVENUE							
43-36-10	Interest Income	409	434	455	663	490	400
Total OTHER REVENUE:		409	434	455	663	490	400
REVENUE-OTHER							
43-39-10	NW Impact Fee Water	0	0	0	694	0	0
43-39-20	NW Impact Fee-Press Irr	12,811	5,981	11,738	0	0	0
43-39-30	NW Impact Fee- Sewer	7,200	3,846	2,800	0	0	0
43-39-40	NW Impact Fees-Road	0	0	996	0	0	0
43-39-50	NW Storm Sewer	0	0	0	0	0	0
43-39-51	Well Water Surcharge	0	0	0	0	0	0
43-39-90	PY Carryover Budgeted	0	0	0	0	0	0
43-39-91	NW PI Ivory	0	0	0	0	0	0
43-39-92	NW Road	0	0	0	0	0	0
43-39-93	NW Road Ivory	0	0	0	0	0	0
Total REVENUE-OTHER:		20,011	9,827	15,534	694	0	0
Expenditures-NW Capital							
43-40-70	Impact Fee Study	0	0	0	0	0	0
Total Expenditures-NW Capital:		0	0	0	0	0	0

Account Number GENERAL FUND REVENUE-TRANSFERS	Account Title	12 Months of Data 2012-13 Prior year 4 Actual	12 Months of Data 2013-14 Prior year 3 Actual	12 Months of Data 2014-15 Prior year 2 Actual	12 Months of Data 2015-16 Prior year Actual	7 Months of Data 2016-17 Current year Actual	Year Budget Adjustments 2016-17 Current year Budget
TRANSFERS							
43-90-90	Transfer to Capital Imp Fund	0	0	0	0	0	0
Total TRANSFERS:		0	0	0	0	0	0
NW Annexation Cap Project Reve		20,420	10,261	15,989	1,357	490	400
NW Annexation Cap Project Expe		0	0	0	0	0	0
Net Total NW Annexation Cap Pr		20,420	10,261	15,989	1,357	490	400
Town Center Exaction fee Cap							
REVENUE							
44-30-80	Transfer from Capital Project	0	0	0	0	0	0
44-30-90	Transfer from General Fund	0	0	0	0	0	0
Total REVENUE:		0	0	0	0	0	0
OTHER REVENUE							
44-36-10	Interest Income	1,172	1,248	1,596	2,718	2,054	4,000
44-36-13	Town Center Exaction	77,755	71,221	60,701	55,996	0	10,000
Total OTHER REVENUE:		78,927	72,468	62,296	58,715	2,054	14,000
REVENUE-OTHER							
44-39-90	PY Carryover Budgeted	0	0	0	0	0	0
Total REVENUE-OTHER:		0	0	0	0	0	0
Expenditures-Town Center Exact							
44-40-70	Exaction Fee Reimbursed to Dev	0	0	0	0	0	0
Total Expenditures-Town Center		0	0	0	0	0	0
TRANSFERS							
44-90-90	Transfer to Capital Imp Fund	0	0	0	0	0	0
Total TRANSFERS:		0	0	0	0	0	0
Town Center Exaction fee Cap Re		78,927	72,468	62,296	58,715	2,054	14,000
Town Center Exaction fee Cap Ex		0	0	0	0	0	0
Net Total Town Center Exaction f		78,927	72,468	62,296	58,715	2,054	14,000
SEWER FUND							
REVENUE							
52-30-90	Transfer from General Fund	0	0	0	0	0	0
Total REVENUE:		0	0	0	0	0	0
LICENSES AND PERMITS							
52-32-10	Self Service Garbage Permits	0	0	0	0	0	0

Account Number GENERAL FUND REVENUE-TRANSFERS	Account Title	12 Months of Data 2012-13 Prior year 4 Actual	12 Months of Data 2013-14 Prior year 3 Actual	12 Months of Data 2014-15 Prior year 2 Actual	12 Months of Data 2015-16 Prior year Actual	7 Months of Data 2016-17 Current year Actual	Year Budget Adjustments 2016-17 Current year Budget
Total LICENSES AND PERMITS:		0	0	0	0	0	0
REVENUE							
52-37-10	Sewer Services	1,507,019	1,567,240	1,797,899	1,865,714	960,322	1,917,658
52-37-20	Impact Fees	259,448	313,529	323,822	347,023	130,734	212,598
52-37-30	Penalties	0	0	0	0	0	0
52-37-50	Sewer Finance	4,692	3,696	3,789	2,504	1,344	3,000
Total REVENUE:		1,771,159	1,884,466	2,125,510	2,215,240	1,092,400	2,133,256
MISCELLANEOUS REVENUE							
52-38-10	Interest Earnings	7,845	9,017	11,689	19,543	14,607	8,000
52-38-11	Developer Contributions	0	208,268	34,871	75,383	0	0
52-38-80	Miscellaneous	0	0	0	0	0	0
52-38-90	Miscellaneous	0	0	0	0	0	0
52-38-95	PY Carryover	0	0	0	0	0	0
Total MISCELLANEOUS REVENUE		7,845	217,285	46,560	94,926	14,607	8,000
Contributions							
52-39-50	Developer Contributions	0	0	0	0	0	0
Total Contributions:		0	0	0	0	0	0
EXPENDITURES-SEWER FUND							
52-40-11	Salaries/Wages	123,089	140,444	150,848	152,070	71,693	135,501
52-40-12	Overtime	2,549	3,134	4,105	4,017	2,388	3,000
52-40-13	Employee Benefits	58,454	59,082	85,345	74,308	35,003	67,185
52-40-17	Radio Maintenance & Tower Rent	729	137	0	0	0	0
52-40-18	Mobile Telephones	984	1,189	1,474	1,614	1,233	1,800
52-40-19	PW Building Utilities	1,760	1,644	1,859	1,839	913	2,500
52-40-20	Insurance Expense	25,000	25,000	22,729	13,640	18,201	21,581
52-40-21	Professional Org. Memberships	0	0	0	0	0	0
52-40-22	Public Notices	0	0	0	0	0	0
52-40-23	Continuing Education	322	949	846	2,083	58	1,000
52-40-24	Office Supplies & Postage	0	0	0	744	127	2,500
52-40-25	Equip-Repair & Maintenance	0	0	0	0	0	0
52-40-26	Depreciation Expense	318,704	317,577	320,603	320,681	166,550	319,000
52-40-27	Power for Lift Stations	13,483	15,573	14,274	14,345	4,405	16,000
52-40-28	Fuel and Oil	3,930	3,889	3,105	2,701	1,274	4,000

Account Number GENERAL FUND REVENUE-TRANSFERS	Account Title	12 Months of Data 2012-13 Prior year 4 Actual	12 Months of Data 2013-14 Prior year 3 Actual	12 Months of Data 2014-15 Prior year 2 Actual	12 Months of Data 2015-16 Prior year Actual	7 Months of Data 2016-17 Current year Actual	Year Budget Adjustments 2016-17 Current year Budget
52-40-29	Uniforms & Safety Wear	2,195	1,589	1,927	809	363	2,000
52-40-30	Equipment Supplies	1,480	1,829	216	0	713	2,000
52-40-32	Engineering/Prof Services	2,629	11,721	18,547	33,206	9,362	25,000
52-40-33	Lift Stations Maint. & Repairs	8,581	4,671	9,560	4,545	782	10,000
52-40-34	PW Shop Tools & Supplies	2,487	1,027	1,190	1,979	0	2,000
52-40-35	Blue Stakes Expense	0	0	0	0	0	0
52-40-36	Utility Billing	6,501	10,104	14,018	14,093	8,271	15,000
52-40-37	Credit card fees	5,721	6,433	7,683	8,317	5,027	0
52-40-40	Inspections	0	0	0	0	0	0
52-40-41	System Repairs	13,818	9,994	1,714	4,852	4,381	16,000
52-40-42	TSSD Collection & Disposal Fee	914,676	844,528	920,341	1,040,125	598,821	1,000,000
52-40-43	American Fork Sewer Fees	29,142	29,142	29,142	29,160	14,577	30,000
52-40-50	Scada Upgrade	0	0	0	0	150	500
52-40-59	Capital Equipment Purchases	0	0	0	0	0	0
52-40-70	Capitay Outlay-LIft Station Ph	0	0	0	0	0	0
52-40-71	10400 N Project (Imp Fee)	0	0	0	0	0	0
52-40-72	Dry Creek Sewer Line/Lift St	0	0	227,110	0	0	0
52-40-73	Capital Expenses/Projects	0	0	9,649	46,730	10,997	978,934
52-40-74	Capital Outlay-Equipment	0	0	0	0	0	0
52-40-75	Interest Expense	0	0	0	0	0	0
52-40-76	Bad Debt Expense	9	484	136	52	34	0
52-40-77	Reserve Fund SID	0	0	0	0	0	0
52-40-78	Murdock Canal Piping Utilities	13,545	0	0	0	0	0
52-40-80	Indirect Overhead	104,938	95,558	34,002	60,027	39,659	67,986
52-40-90	Transfer to Capital Imp Fund	0	0	0	0	0	0
52-40-91	Transfer to Storm Water Fund	0	0	0	0	0	0
52-40-92	Transfer to Pressurized Irr	125,000	0	0	0	0	0
52-40-99	GASB 68 Benefits Expense	0	0	(8,799)	(6,952)	0	0
Total EXPENDITURES-SEWER FUI		1,779,726	1,585,698	1,871,626	1,824,985	994,981	2,723,487
SEWER FUND Revenue Total:		1,779,005	2,101,751	2,172,070	2,310,166	1,107,007	2,141,256
SEWER FUND Expenditure Total:		1,779,726	1,585,698	1,871,626	1,824,985	994,981	2,723,487
Net Total SEWER FUND:		(722)	516,052	300,444	485,181	112,026	(582,231)
PRESSURIZED IRRIGATION FUND							

Account Number GENERAL FUND REVENUE-TRANSFERS	Account Title	12 Months of Data 2012-13 Prior year 4 Actual	12 Months of Data 2013-14 Prior year 3 Actual	12 Months of Data 2014-15 Prior year 2 Actual	12 Months of Data 2015-16 Prior year Actual	7 Months of Data 2016-17 Current year Actual	Year Budget Adjustments 2016-17 Current year Budget
REVENUE							
53-30-90	Transfer from General Fund	0	0	0	73,000	0	0
53-30-91	Transfer From NW Capital	0	0	0	0	0	0
53-30-92	Transfer from Sewer Fund	125,000	0	0	0	0	0
Total REVENUE:		125,000	0	0	73,000	0	0
REVENUE							
53-37-05	Transfer from Other Funds	0	0	0	0	0	0
53-37-10	Service Charges	1,237,757	1,288,471	1,313,812	1,336,600	1,060,001	2,113,733
53-37-11	Special Service Charges	0	0	49,213	400	0	0
53-37-15	PI Bond Tax Levy	0	0	0	0	0	0
53-37-20	Impact Fees	51,776	96,281	112,117	323,571	133,561	251,524
53-37-30	Penalties	0	0	0	0	0	0
53-37-31	PI Water Meters	0	0	0	0	3,348	0
Total REVENUE:		1,289,533	1,384,751	1,475,141	1,660,571	1,196,910	2,365,257
MISCELLANEOUS REVENUE							
53-38-10	Interest Earnings	1,371	40	27	1,018	2,178	4,000
53-38-11	Developer Contributions	0	95,062	22,121	115,919	0	0
53-38-90	Water Share-Grant Revenue	0	0	0	0	0	0
53-38-95	PY Carryover	0	0	0	0	0	0
Total MISCELLANEOUS REVENUE		1,371	95,103	22,148	116,937	2,178	4,000
REVENUE-OTHER							
53-39-50	Developer Contributions	0	0	0	0	0	0
53-39-90	Gravel Contract Revenue	0	0	0	0	0	0
53-39-95	Other Non-Operating Revenue	148,426	0	0	0	0	0
Total REVENUE-OTHER:		148,426	0	0	0	0	0
EXPENDITURES-PI FUND							
53-40-11	Salaries/Wages	65,644	86,506	98,523	102,695	60,399	97,876
53-40-12	Overtime	2,141	3,255	3,288	4,690	2,557	2,500
53-40-13	Employee Benefits	39,388	43,873	62,553	51,739	26,119	55,448
53-40-14	Seasonal Employees	0	0	0	122	0	6,000
53-40-15	Technical Manuals & Code Books	0	0	0	0	0	0
53-40-16	Security System Maintenance	1,750	875	1,200	1,100	600	2,500
53-40-17	Radio Maintenance & Tower Rent	729	137	0	0	0	0

Account Number GENERAL FUND REVENUE-TRANSFERS	Account Title	12 Months of Data 2012-13 Prior year 4 Actual	12 Months of Data 2013-14 Prior year 3 Actual	12 Months of Data 2014-15 Prior year 2 Actual	12 Months of Data 2015-16 Prior year Actual	7 Months of Data 2016-17 Current year Actual	Year Budget Adjustments 2016-17 Current year Budget
53-40-18	Mobile Telephones	1,572	2,875	1,899	1,825	1,042	1,700
53-40-19	PW Building Utilities	1,740	1,795	1,666	2,130	608	2,700
53-40-20	Insurance Expense	15,198	6,113	20,337	21,737	26,311	29,636
53-40-21	Professional Org. Memberships	129	1,010	700	865	715	750
53-40-22	Uniforms & Safety Wear	984	740	250	658	373	750
53-40-23	Continuing Education	1,386	522	711	1,135	58	1,200
53-40-24	Office Supplies & Postage	0	0	0	0	127	2,200
53-40-25	Equip-Repairs & Maintenance	0	0	658	0	0	0
53-40-26	Depreciation Expense	393,805	393,641	395,413	400,343	201,098	393,000
53-40-27	Power For Lift Stations	192,075	128,069	118,906	157,493	122,611	190,000
53-40-28	Fuel & Oil	3,565	3,868	2,716	2,058	857	3,500
53-40-29	Equipment Supplies	2,134	85	675	759	605	1,500
53-40-31	Professional & Tech. Services	10,000	2,726	14,825	11,357	7,117	15,000
53-40-32	Engineering Expenses	0	0	2,500	2,500	2,500	0
53-40-33	PI Master Plan	0	0	0	0	0	0
53-40-35	Blue Stakes Expenses	612	760	0	892	487	2,000
53-40-36	Utility Billing	12,336	10,582	5,913	5,956	4,281	6,500
53-40-37	P. W Shop Tools & Supplies	2,706	2,360	1,190	1,407	0	2,000
53-40-38	Pump Station & Booster Repairs	12,701	67,235	2,524	0	858	15,000
53-40-40	SCADA Maintenance	1,066	1,025	1,478	155	(579)	1,000
53-40-41	System Repairs	12,784	10,763	46,099	4,898	0	15,000
53-40-43	System Connection Costs	0	0	0	0	0	0
53-40-52	Scada Upgrade	0	0	0	0	0	0
53-40-59	Capital Equipment Purchases	0	0	0	0	0	0
53-40-60	Capital Expenses/Projects	0	0	0	0	0	92,115
53-40-71	Bond Principal Payment	0	0	0	0	0	340,000
53-40-72	Bond Disclosure Etc. Fees	2,500	2,500	2,397	2,405	2,250	2,500
53-40-73	Water Share Purchases	(0)	8,271	0	0	0	0
53-40-74	Water Share Assessments	250,102	251,897	339,034	336,926	540,543	275,000
53-40-75	Interest Expense Bonds	125,438	116,418	107,143	96,655	45,077	90,500
53-40-76	Bad Debt Expense	42	569	156	28	13	0
53-40-77	Interest Expense Saved Shares	167,181	114,100	46,839	61,879	0	100,000
53-40-78	Murdock Canal Piping Utilities	45,215	0	0	0	0	0

Account Number GENERAL FUND REVENUE-TRANSFERS	Account Title	12 Months of Data 2012-13 Prior year 4 Actual	12 Months of Data 2013-14 Prior year 3 Actual	12 Months of Data 2014-15 Prior year 2 Actual	12 Months of Data 2015-16 Prior year Actual	7 Months of Data 2016-17 Current year Actual	Year Budget Adjustments 2016-17 Current year Budget
53-40-79	Loss On Disposition of Assets	0	0	0	0	0	0
53-40-80	Indirect Overhead	83,519	84,633	30,424	54,130	36,615	62,769
53-40-81	Equipment Lease & Maintenance	0	3,250	3,250	3,250	3,250	4,500
53-40-90	Transfer Out Oth Non Operating	0	57,100	57,100	57,100	0	0
53-40-99	GASB 68 Benefits Expense	0	0	(5,144)	(4,367)	0	0
Total EXPENDITURES-PI FUND:		1,448,440	1,407,553	1,365,222	1,384,520	1,086,492	1,815,144
PRESSURIZED IRRIGATION FUND		1,564,330	1,479,854	1,497,289	1,850,508	1,199,088	2,369,257
PRESSURIZED IRRIGATION FUND Expenditure Total:		1,448,440	1,407,553	1,365,222	1,384,520	1,086,492	1,815,144
Net Total PRESSURIZED IRRIGATI		115,889	72,301	132,067	465,987	112,595	554,113
STORM SEWER FUND							
REVENUE							
54-30-90	Transfer from General Fund	0	0	0	0	0	0
54-30-91	Transfer From Sewer Fund	0	0	0	0	0	0
Total REVENUE:		0	0	0	0	0	0
LICENSES AND PERMITS							
54-32-10	Permits	0	0	0	0	0	0
Total LICENSES AND PERMITS:		0	0	0	0	0	0
REVENUE							
54-37-40	Storm Sewer Collection Fees	324,968	336,826	345,510	356,724	222,332	441,216
54-37-60	Storm Sewer NW Impact Fees	0	0	0	0	0	0
54-37-70	Permit Fee New Construction	84,750	99,750	102,000	118,500	40,500	75,000
Total REVENUE:		409,718	436,576	447,510	475,224	262,832	516,216
MISCELLANEOUS REVENUE							
54-38-10	Interest Earnings	1,543	1,045	1,933	3,849	3,481	6,000
54-38-11	Developer Contributions	0	64,013	0	105,432	0	0
54-38-90	Miscellaneous	5,000	0	0	0	0	0
54-38-95	PY Carryover Budgeted	0	0	0	0	0	0
Total MISCELLANEOUS REVENUE		6,543	65,058	1,933	109,281	3,481	6,000
REVENUE-OTHER							
54-39-50	Developer Contributions	0	0	0	0	0	0
Total REVENUE-OTHER:		0	0	0	0	0	0
EXPENDITURES-STORM SEWER							

Account Number GENERAL FUND REVENUE-TRANSFERS	Account Title	12 Months of Data 2012-13 Prior year 4 Actual	12 Months of Data 2013-14 Prior year 3 Actual	12 Months of Data 2014-15 Prior year 2 Actual	12 Months of Data 2015-16 Prior year Actual	7 Months of Data 2016-17 Current year Actual	Year Budget Adjustments 2016-17 Current year Budget
54-40-11	Salaries/Wages	110,365	101,660	104,903	96,093	41,789	79,983
54-40-12	Overtime	759	706	12	98	23	0
54-40-13	Employee Benefits	52,583	50,502	68,969	55,570	19,727	40,446
54-40-15	Seasonal Employees	11,533	4,380	780	0	0	12,500
54-40-16	Technical Manuals & Code Books	0	0	0	0	0	0
54-40-17	Radio Maintenance & Tower Rent	1,268	137	0	0	0	0
54-40-18	Mobile Telephones	614	621	1,172	859	321	1,100
54-40-19	PW Building Utilities	1,591	2,179	1,700	1,747	1,341	2,500
54-40-20	Continuing Education	1,170	370	650	360	0	1,500
54-40-21	Computer Programs & Software	1,159	0	750	0	0	750
54-40-22	Uniforms & Safety Wear	199	317	358	496	168	250
54-40-23	Professional Org. Memberships	0	0	3,700	0	0	0
54-40-24	Office Supplies & Postage	0	0	0	0	127	2,000
54-40-25	System Reconstruction	24,626	19,213	32,045	23,992	0	40,000
54-40-26	Depreciation Expense	120,060	116,267	120,114	120,645	61,375	120,000
54-40-27	Street Sweeping	0	0	0	0	0	18,000
54-40-29	Equipment Supplies	814	123	0	400	475	500
54-40-30	Cell Phone	0	0	0	0	0	0
54-40-31	Fuel and Oil Expense	901	2,000	1,450	846	0	1,500
54-40-32	Professional Services	3,413	2,731	5,478	10,057	4,321	8,000
54-40-33	School Education Programs	0	0	0	0	0	0
54-40-34	Contractor Education Programs	1,044	0	0	0	0	0
54-40-35	Public Information	390	0	0	0	0	500
54-40-36	Utility Billing	6,091	5,525	5,952	5,621	4,281	5,900
54-40-37	Utah County Coalition	2,380	2,040	2,438	2,025	2,101	2,500
54-40-38	PW Shop Tools & Supplies	2,500	1,113	1,190	1,200	0	1,200
54-40-39	Insurance Expense	0	0	4,152	3,671	4,363	5,078
54-40-40	Debris Basin Annual Maintenanc	3,521	153	9,131	(2,281)	7,500	7,500
54-40-41	System Repairs & Maintenance	12,000	719	20,525	33,966	0	57,241
54-40-42	Maintenance & Repairs:Vehicles	257	0	1,025	201	0	1,500
54-40-43	Sweeper Truck:Brooms & Parts	5,545	3,734	2,680	7,176	475	750
54-40-44	Sweeper Truck: Maint. & Repair	8,031	8,632	8,696	6,571	0	2,500
54-40-45	Sweeper Truck: Fuel & Oil	2,679	4,669	2,392	586	0	750

Account Number GENERAL FUND REVENUE-TRANSFERS	Account Title	12 Months of Data 2012-13 Prior year 4 Actual	12 Months of Data 2013-14 Prior year 3 Actual	12 Months of Data 2014-15 Prior year 2 Actual	12 Months of Data 2015-16 Prior year Actual	7 Months of Data 2016-17 Current year Actual	Year Budget Adjustments 2016-17 Current year Budget
54-40-46	Accena Group	0	0	0	15,960	20,720	42,000
54-40-50	Storm Sewer Construction	0	0	0	0	0	0
54-40-51	6150 W Storm Drain Pipe	0	0	0	0	0	0
54-40-52	Beacon Hills Sports Park	0	0	0	0	0	0
54-40-53	Highland Sub Pl #1 Det Basin	0	0	0	0	0	0
54-40-59	Capital Equipment Purchase	0	0	0	0	0	0
54-40-60	Salt Bin Storage	0	0	0	0	0	0
54-40-74	Capital Expenses/Projects	0	0	0	0	0	0
54-40-76	Interest Expense	0	0	0	0	0	0
54-40-77	Bad Debt Expense	0	0	0	0	5	0
54-40-80	Indirect Overhead	24,554	22,675	6,211	15,321	8,734	14,972
54-40-90	Transfer to Debris Basin Fund	0	0	0	0	0	0
54-40-91	Transfer to Capital Proj Build	0	0	0	0	0	0
54-40-99	GASB 68 Benefits Expense	0	0	(6,620)	(5,189)	0	0
Total EXPENDITURES-STORM SEV		400,047	350,465	399,852	395,990	177,846	471,420
Transfers							
54-90-92	Transfer to Capital Proj Road	0	0	0	0	0	0
Total Transfers:		0	0	0	0	0	0
STORM SEWER FUND Revenue T		416,261	501,634	449,442	584,505	266,313	522,216
STORM SEWER FUND Expenditur		400,047	350,465	399,852	395,990	177,846	471,420
Net Total STORM SEWER FUND:		16,215	151,169	49,590	188,515	88,467	50,796
CULINARY WATER FUND							
REVENUE							
55-30-90	Transfer from General Fund	0	0	0	0	0	0
55-30-91	Transfer from NW Capital Fund	0	0	0	0	0	0
Total REVENUE:		0	0	0	0	0	0
REVENUE							
55-37-10	Service Charges	723,642	724,354	740,869	784,766	398,526	782,451
55-37-20	Connection Fees	114,740	172,250	200,770	77,360	27,594	53,600
55-37-30	Penalties	0	0	0	0	320	0
55-37-31	Meter Fees	32,505	40,669	45,804	3,412	0	0
55-37-32	Acct Set-up/Close	5,550	5,275	6,568	7,475	4,300	5,000
Total REVENUE:		876,438	942,548	994,011	873,013	430,740	841,051

Account Number GENERAL FUND REVENUE-TRANSFERS	Account Title	12 Months of Data 2012-13 Prior year 4 Actual	12 Months of Data 2013-14 Prior year 3 Actual	12 Months of Data 2014-15 Prior year 2 Actual	12 Months of Data 2015-16 Prior year Actual	7 Months of Data 2016-17 Current year Actual	Year Budget Adjustments 2016-17 Current year Budget
MISCELLANEOUS REVENUE							
55-38-10	Interest Earnings	5,004	5,819	7,493	12,654	10,317	20,000
55-38-11	Developer Contributions	0	146,059	37,122	192,646	0	0
55-38-51	Contribution Highland Water Co	0	0	0	0	0	0
55-38-90	Water Share-Grant revenue	0	0	0	0	0	0
55-38-95	PY Carryover	0	0	0	0	0	0
Total MISCELLANEOUS REVENUE		5,004	151,878	44,615	205,300	10,317	20,000
REVENUE-OTHER							
55-39-05	Tranfer from Other funds	0	0	0	0	0	0
55-39-50	Municipal Contributions	0	0	0	0	0	0
55-39-90	Sundry Revenues	0	0	0	0	40	0
Total REVENUE-OTHER:		0	0	0	0	40	0
EXPENDITURES-CULINARY WATER							
55-40-11	Salaries/Wages	87,751	109,513	127,138	127,051	63,399	119,015
55-40-12	Overtime	3,477	3,016	6,537	4,915	4,823	5,000
55-40-13	Employee Benefits	39,340	45,578	73,375	61,640	31,398	61,493
55-40-14	Seasonal Employees	0	0	0	122	186	6,000
55-40-15	Technical Manuals & Code Books	0	0	0	0	0	0
55-40-17	Radio Maint. & Tower Rental	789	138	0	0	0	0
55-40-18	Mobile Telephones	0	0	19	0	0	0
55-40-19	PW Building Utilities	1,692	1,886	2,336	2,584	810	2,800
55-40-20	Security System Maintenance	1,750	1,750	2,400	2,499	2,999	2,500
55-40-21	Professional Org. & Training	150	1,010	700	715	715	750
55-40-22	Uniforms & Safety Wear	587	839	250	725	168	900
55-40-23	Continuing Education	1,906	1,671	1,578	2,193	728	2,000
55-40-24	Office Supplies & Postage	0	875	0	92	127	2,200
55-40-25	Equip.-Repairs & Maintenance	0	0	0	0	0	0
55-40-26	Depreciation Expense	303,764	301,211	303,503	304,486	151,813	303,000
55-40-27	Power For Wells & Lift Station	151,740	144,800	132,402	158,669	81,272	160,000
55-40-28	Fuel Expense Vehicles	7,490	5,799	5,815	4,384	1,133	5,500
55-40-29	Mobile Phones	2,346	2,142	2,527	3,295	1,787	3,000
55-40-30	Water Testing & Notification	9,411	13,063	15,001	6,747	10,421	12,500
55-40-31	Engineering & Professional Ser	15,885	10,605	16,132	10,475	4,117	29,000

Account Number GENERAL FUND REVENUE-TRANSFERS	Account Title	12 Months of Data 2012-13 Prior year 4 Actual	12 Months of Data 2013-14 Prior year 3 Actual	12 Months of Data 2014-15 Prior year 2 Actual	12 Months of Data 2015-16 Prior year Actual	7 Months of Data 2016-17 Current year Actual	Year Budget Adjustments 2016-17 Current year Budget
55-40-32	Credit Card Fees	0	0	0	0	1,116	0
55-40-33	Insurance Expense	11,292	20,446	12,783	9,403	12,481	14,315
55-40-34	Equipment Supplies	4,785	1,993	2,456	2,620	771	3,500
55-40-35	Blue Stakes Expenses	612	1,205	775	807	165	1,700
55-40-36	Utility Billing	15,241	15,626	16,475	17,624	9,930	15,000
55-40-37	PW Shop Tools & Supplies	2,470	2,461	1,832	1,744	0	2,000
55-40-38	Pump Station & Booster Repairs	77,273	19,924	13,764	3,318	437	45,000
55-40-39	SCADA Maintenance	1,200	235	1,244	1,087	0	2,000
55-40-41	System Repairs	28,564	41,363	13,522	29,121	12,202	25,000
55-40-50	Capital Expenses Projects	0	0	0	0	0	357,275
55-40-51	Capital Outlay Equipment	0	0	0	0	0	0
55-40-52	SCADA Upgrade	0	0	0	0	0	0
55-40-55	Water Meter Purchases	49,619	52,158	52,498	54,103	26,142	65,000
55-40-73	Water Share Purchases	0	0	0	0	0	0
55-40-74	Water Share Assessments	50	2,086	964	1,606	0	1,000
55-40-75	Interest Expense	0	0	0	0	0	0
55-40-76	Bad Debt Expense	(38)	332	198	16	16	0
55-40-77	Pressure Reducing Valves	0	0	0	0	0	0
55-40-78	Capital Outlay	0	0	0	10,050	0	0
55-40-79	Cross Conn. Control Upgrades	0	1,932	9,566	4,334	4,876	8,000
55-40-80	Indirect Overhead	49,983	47,232	19,123	35,278	23,907	40,984
55-40-81	Well Rebuilds	0	0	22,715	1,256	0	70,000
55-40-82	Water Tank Demolition	0	0	0	0	0	0
55-40-83	Water Line 4800 West	4,000	0	0	0	0	0
55-40-84	Murdock Canal Piping Utilities	32,510	0	0	0	0	0
55-40-85	Equipment Rental & Maintenance	0	3,250	3,250	3,250	3,250	4,500
55-40-90	Transfer to Capital Projects	0	0	0	0	0	0
55-40-99	GASB 68 Benefits Expense	0	0	(7,393)	(5,778)	0	0
Total EXPENDITURES-CULINARY '		905,639	854,138	853,483	860,428	451,190	1,370,932
CULINARY WATER FUND Revenu		881,441	1,094,426	1,038,626	1,078,313	441,097	861,051
CULINARY WATER FUND Expend		905,639	854,138	853,483	860,428	451,190	1,370,932
Net Total CULINARY WATER FUN		(24,198)	240,288	185,143	217,885	(10,093)	(509,881)

CITY COUNCIL AGENDA REPORT
ITEM #12

DATE: Tuesday, February 7, 2017

TO: Honorable Mayor and Members of the City Council

FROM: Nathan Crane, AICP
City Administrator/Community Development Director

SUBJECT: **PUBLIC HEARING AND ORDINANCE**: A request by Highland City to amend Section 3-4704.1.d related to the maximum number of lots in the Town Center Overlay Zone. (Z-17-11). *Legislative*

STAFF RECOMMENDATION:

The City Council should conduct a public hearing, accept the findings and **APPROVE** of the text amendment as recommended by the Planning Commission.

BACKGROUND:

The Town Center Overlay (TCO) District originally allowed a defined number of residential units (342).

In February 2016, the City Council approved an amendment to the TCO to eliminate residential uses. Any new residential projects can be considered, if determined appropriate, through a zoning text amendment and a development agreement.

A development code amendment is a legislative process.

SUMMARY OF THE REQUEST:

1. Toscana was approved for 200 units however only 144 were constructed. Blackstone was approved with 85 units. Therefore there are 229 units approved.

2. The proposed amendment is as follows:

Section 3-4704: Density

…

1.(d) Town Center Residential. The number of residential units within the Town Center Flex District and Town Center Mixed Residential District defined by the Town Center Land Use Map located in the Commercial Design Standards shall not exceed ~~three-hundred forty-two (342)~~ TWO-HUNDRED AND TWENTY-NINE (229) units total and project density shall not exceed twelve (12) dwelling units per acre for any given development.

CITIZEN PARTICIPATION:

Notice of the January 24, 2017 Planning Commission meeting was published in the Daily Herald on January 8, 2017. No comments have been received.

Notice of the February 7, 2017 City Council meeting was published in the Daily Herald on January 22, 2017. No comments have been received.

ANALYSIS:

- The proposed amendment is needed to clarify the Development Code.

- New residential projects can be considered, if determined appropriate, through a zoning text amendment and a development agreement.

FINDINGS:

The proposed action meets the following findings with stipulations:

- The proposed amendment is needed to clarify the Highland City Development Code.

PLANNING COMMISSION ACTION:

The Planning Commission held a public hearing on January 24, 2017. No one spoke in favor or opposition of the proposed amendment. The Commission voted 6-0 to recommend approval of the proposed amendment.

PROPOSED MOTION:

I move that the City Council accept the findings and **APPROVE** the proposed text amendment as recommended by the Planning Commission.

ALTERNATIVE MOTION:

I move that the City Council deny the proposed text amendment based on the following findings: (The Council should draft appropriate findings).

FISCAL IMPACT:

This action will not have a financial impact on this fiscal year's budget expenditures.

ATTACHMENTS:

- Ordinance

ORDINANCE NO. 2017-**

AN ORDINANCE OF THE HIGHLAND CITY COUNCIL AMENDING HIGHLAND CITY DEVELOPMENT CODE SECTION 3-4704: DENSITY AS SHOWN IN FILENAME TA-17-01.

WHEREAS, all due and proper notices of public hearings and public meetings on this Ordinance held before the Highland City Planning Commission (the "Commission") and the Highland City Council (the "City Council") were given in the time, form, substance and manner provided by Utah Code Section 10-9a-205; and

WHEREAS, the Commission held a public hearing on this Ordinance on January 24, 2017; and

WHEREAS, the City Council held a public hearing on this Ordinance on February 7, 2017.

NOW, THEREFORE, BE IT ORDAINED BY THE Highland City Council as follows:

SECTION 1. That Section 3-4704.1.d of the Highland City Development Code, is hereby amended as follows:

…
1.(d) Town Center Residential. The number of residential units within the Town Center Flex District and town Center Mixed Residential District defined by the town Center Land Use Map located in the Commercial Design Standards shall not exceed ~~three-hundred forty-two (342)~~ TWO-HUNDRED AND TWENTY-NINE (229) units total and project density shall not exceed twelve (12) dwelling units per acre for any given development.
…

SECTION 2. That the Mayor, the City Administrator, the City Recorder and the City Attorney are hereby authorized and directed to execute all documents and take all steps necessary to carry out the purpose of this Ordinance.

SECTION 3. This Ordinance shall take effect immediately upon its first posting or publication.

SECTION 4. If any provision of this Ordinance is for any reason held by any court of competent jurisdiction to be unenforceable, such provision or portion hereof shall be deemed separate, distinct, and independent of all other provision and such holding shall not affect the validity of the remaining portions of this Ordinance.

PASSED AND ADOPTED by the Highland City Council, February 7, 2017.

HIGHLAND CITY, UTAH

_____
Mark S. Thompson, Mayor

ATTEST:

_____
Jo'DAnn Bates, City Recorder

COUNCILMEMBER	YES	NO
Brian Braithwaite	□	□
Ed Dennis	□	□
Tim Irwin	□	□
Dennis LeBaron	□	□
Rod Mann	□	□

CITY COUNCIL AGENDA REPORT
ITEM #13

DATE: Tuesday, February 7, 2017

TO: Honorable Mayor and Members of the City Council

FROM: Erin Wells, Assistant to the City Administrator & Josh Castleberry, Park Superintendent

SUBJECT: **ORDINANCE:** Approval of Amendments to Municipal Code Section 12.24 (CITY PARKS AND CEMETERY)
RESOLUTION: Approval of a Field Use Fee Schedule

STAFF RECOMMENDATION:

City Council adopt the amendments to the City Parks and Cemetery Ordinance and the Fee Schedule.

BACKGROUND:

There have been a myriad of issues related to park usage in Highland City in recent years. As such, staff was tasked with coming up with a Park Usage Policy. Myself along with Josh Castleberry have worked to develop a Policy and Ordinance that we believe addresses a number of issues including growing recreation demand, inconsistency in rental handling, liability to the City, allowing residents access to fields, and maintenance costs.

The draft policy and ordinance was discussed in the January 17 Council Meeting. In that meeting two main changes were discussed:

1) Some clarifying edits to the policy document. Staff worked with Brian Braithwaite to incorporate those changes.

2) Lowering the fee schedule for non-profit groups, distinguishing between practice and game play, and increasing the fee for for-profit groups. The new fee schedule we are proposing is attached.

A comparison of the previously proposed fees to the current fee schedule for each of the renting organizations is detailed below. Please note that the Lacrosse, North Utah County Soccer, and Stars United numbers are estimates as I did not have numbers from the organizations on game hours vs. practice hours.

	Previous Proposal	Current Fee Schedule	Cost Difference	Percentage Difference
Lone Peak Band	$780	$780	$0	0%
Lone Peak Football	$3,500	$2,000	$1,500	43%
Lone Peak Lacrosse	$8,250	$6,375	$1,875	23%
North Utah County Soccer	$2,300	$1,400	$900	39%
Rocky Mountain Baseball	$3,300	$1,425	$1,875	57%
Stars United	$4,180	$2,640	$1,540	37%
Total	$22,310	$15,095		

These groups have been notified of these proposed changes. They have been encouraged to contact you or come to the meeting if they have any concerns they would like to address.

One additional change to the document is the rental of the Beacon Hills Disc Golf course was also added as an option for groups wishing to reserve it for tournaments.

The policy document follows the ordinance and is a document that will be used for administrative purposes. As such, Council does not need to vote on the policy document only the Ordinance and Fee Schedule.

FISCAL IMPACT:

Attached is the fee schedule. An increase will come to the parks budget depending on the fee's that are adopted.

Staff would need to put reservation posting signs (like we have at our pavilions we reserve) as well as metal signs saying "All organized play must be authorized by Highland City" at a minimum at all Community parks. The cost on reservation posting signs are about $300 per piece and the metal signs are about $50 per piece. This would mean $7,700 if we were to add them to every park or $3,150 if we were to post them only at the Community Parks. The current reservation posting signs were actually done as an Eagle Scout Project, so it is possible we would be able to work with another scout to create more signs.

ATTACHMENTS:

- Ordinance Amendment
- Field Usage Policy
- Fee Schedule

ORDINANCE NO. 2017-**

AN ORDINANCE OF HIGHLAND CITY, UTAH AMENDING THE HIGHLAND CITY MUNICIPAL CODE BY UPDATING THE PROCESS OF ORGANIZED PLAY ON CITY PARKS

WHEREAS, Highland City has a number of fields in City parks; and

WHEREAS, there is a high demand for recreational play on fields; and

WHEREAS, it would be beneficial to create a uniform process for field rental

NOW, THEREFORE, BE IT ORDAINED BY THE Highland City Council as follows:

SECTION 1. The Highland City Municipal Code 12.24 is hereby amended as contained in attachment A:

SECTION 2. That the Mayor, the City Administrator, the City Recorder, and the City Attorney are hereby authorized and directed to execute all documents and take all steps necessary to carry out the purpose of this Ordinance.

SECTION 3. This Ordinance shall take effect immediately upon its first posting or publication.

SECTION 4. If any provision of this Ordinance is for any reason held by any court of competent jurisdiction to be unenforceable, such provision or portion hereof shall be deemed separate, distinct, and independent of all other provision and such holding shall not affect the validity of the remaining portions of this Ordinance.

PASSED AND ADOPTED by the Highland City Council, February 7, 2017**.**

HIGHLAND CITY, UTAH

_____

Mark Thompson, Mayor

ATTEST:

_____

JoD'Ann Bates, City Recorder

COUNCILMEMBER	YES	NO
Brian Braithwaite	□	□
Ed Dennis	□	□
Tim Irwin	□	□
Dennis LeBaron	□	□
Rod Mann	□	□

Ordinance 12.24 .070 – Organized Play on City Parks.

Highland City staff will create and follow a City Field Use Policy in conjunction with the following principles:

A. Organized groups are only allowed to use Highland City fields by obtaining a field reservation. Organized groups are defined as teams or clubs who are practicing for or competing in league play. Unorganized groups are allowed to use Highland City fields any time they are not already currently in use.

B. Grass fields (i.e. soccer, football, lacrosse, etc.) are given the following designations based on parking availability and field size:
    a. Community Field I – Practices, games, and clinics for all ages allowed
        i. Parking lot must have 25 stalls per field
        ii. Useable open field area must be greater than or equal to 150' X 300'
        iii. Must have dedicated restrooms
    b. Community Field II – Practices for all ages allowed
        i. Parking lot must have 15 stalls per field
        ii. Useable open field area must be greater than or equal to 100' X 200'
    c. Community Field III – Practices for 12 year olds and younger allowed
        i. Parking lot must have 15 stalls per field
        ii. Useable open field area must be greater than or equal to 100' X 200'
    d. Neighborhood Park – Practices allowed depending on intended use
        i. Usage of field must be appropriate for a neighborhood park given the size and amenities available. Approval will depend on desired use time, nature of team, age group, and nature of use.

C. Baseball fields are given the following designations based on parking availability and field size:
    a. Community Field I – Practices, games, and clinics for 12 year olds and younger allowed
        i. Parking lot must have 25 stalls per field
        ii. Distance from home plate to outfield fence must be greater than or equal to 200 feet
        iii. Must have dedicated restrooms
    b. Community Field II – Practices, games, and clinics for 10 year olds and younger allowed
        i. Parking lot must have 25 stalls per field
        ii. Distance from home plate to outfield fence must be greater than or equal to 180 feet
        iii. Must have dedicated restrooms

D. Disc golf courses are available for reservations of tournaments only.

E. City staff shall have first priority in use of the park for maintenance needs.

F. Reservation priority shall be given as follows:
    a. Highland City wide activities
    b. Cedar Hills City Recreation League
    c. Unorganized resident groups
    d. Other government agencies

e. Non-profit entities
f. For-profit entities & unorganized non-resident groups

G. Organized Groups seeking to reserve a Community Field shall provide the City with liability insurance, sign a hold harmless agreement, provide a damage deposit, and pay a reservation fee requisite to the added burden placed on the fields, any additional equipment required, and staff time. Organized Groups seeking to reserve a Neighborhood Park shall sign a hold harmless agreement.

H. Unorganized groups seeking to reserve a Community Field or Neighborhood Park shall sign a hold harmless agreement.

I. Reservations shall be posted at physical location of the park as well as on the City's website.

12.24.087~~0~~ - Penalty for violation of this chapter.

Use of the parks and cemetery beyond the closing time of eleven p.m. or before the opening time of five a.m. shall be a Class C misdemeanor punishable by both fine and imprisonment as provided for by state law. Any person who shall do those acts prohibited in Sections 12.24.020 and 12.24.030 shall be guilty of a Class B misdemeanor and shall be punishable by a fine of seven hundred fifty dollars or six months in jail or both such fine and imprisonment. Any person who shall do those acts prohibited in Section 12.24.060 and 12.24.070 shall be guilty of an infraction and shall be punishable with a fine not to exceed one hundred dollars, but not by imprisonment. Police officers shall have discretion to issue a "warning" if they deem it is in the best interest of the city for the first offense. If the violator shall be a corporation, the corporation may be fined one thousand dollars. Each and every day that a violation of this chapter continues shall constitute a separate offense.

(Ord. 2004-22 (part); Ord. 2005-11 (part); Ord. No. 2016-04, § 1, 2-2-2016)

HIGHLAND CITY FIELD USE POLICY

POLICY

This policy is based on Highland City Municipal Code 12.24.070 – Organized Play in City Parks and the City Fee Schedule.

Highland City ("City") supports making Fields in City Parks ("Field") available for sports use and non-sports use as set forth below. Organized play is defined as teams or clubs who are practicing for or competing in sports league play. All organized play groups must obtain a reservation to use a Field. Unorganized groups (such as a family reunion or neighborhood activity) who want to reserve a Field will follow the same reservation process as outlined below, but will not be subject to any fees or required to provide liability insurance.

All applications for the use of a Field shall be approved or denied by the Rental Supervisor, who shall be a person designated by the City Administrator. The administration of this Use Policy shall be vested in the Rental Supervisor.

Any permissible use must be in compliance with this Policy, and all other local, state, and national laws.

The City shall not discriminate in the use of the park on the basis of race, color, age, ethnicity, religion, national origin, pregnancy, sexual orientation, gender identity, genetic information, sex, marital status, disability, or status as a U.S. veteran.

USE PRIORITY

1. Classification of Use Types

    a. **Priority One:** Highland City Wide Activities.

    b. **Priority Two:** Cedar Hills City Recreation League per agreement with Cedar Hills City.

    c. **Priority Three:** Unorganized resident groups

    d. **Priority Four:** Other governmental agencies, including cities, counties, the State of Utah, regional governments, school districts and other similar organizations.

    e. **Priority Five:** Non-profit entities

f. **Priority Six:** For-profit entities & unorganized non-resident groups.

2. Use Priority Policy

   Priority One meetings shall have priority over all other uses. If there is a scheduling conflict, Priority One meetings will have priority. Any other event will be cancelled or rescheduled to accommodate the Priority One meeting. In the event of a conflict, the Rental Supervisor shall contact the group or individual whose event conflicts with the Priority One event as soon as possible and attempt to reschedule the conflicting event.

   In cases of determining priority, consideration will also be given to groups who have a history of using the Field.

   For baseball Fields, Minor League reservations take priority over t-ball and coach's pitch teams.

GRASS FIELD DESIGNATIONS

Grass Fields are designated based on available parking and field size.

1. Community Field I – Practices and games for all ages allowed
   a. Beacon Hills Lower
   b. Beacon Hills Upper
   c. Lone Peak East
   d. Lone Peak West
   e. Mitchell Hollow
   f. Wimbleton South

2. Community Field II – Practices for all ages allowed
   a. Beacon Hills Lower
   b. Beacon Hills Upper
   c. Canterbury PI
   d. Lone Peak East
   e. Lone Peak West
   f. Heritage Park
   g. Mitchell Hollow
   h. Wimbleton South

3. Community Field III – Practices for 12 year olds and younger allowed
   a. Town Center

4. Neighborhood Park – Practices allowed depending on intended use.
   a. All other parks not otherwise classified.

b. Usage of Field must be appropriate for a neighborhood park given the size and amenities available. The Rental Supervisor will use the following guidelines when deciding whether a reservation request is appropriate for neighborhood parks. Some exceptions may be made.
    i. Use should be limited to 4 or less hours per week with daily use being 2 hours or less.
    ii. Only practices are allowed, no games, clinics, etc.
    iii. Team should be part of a recreation league not a competitive or super-league.
    iv. Team participants should be 10 years old and younger.
    v. Some members of the team should live within walking distance limiting the need for a large number of transporting vehicles.

All Fields shall be unavailable for reservations one day per week, typically Sundays, so as to allow time for the grass to recover from use.

BASEBALL FIELD DESIGNATIONS

Baseball Fields are designated based on available parking and field size.

1. Community Field I – Practices and games for 12 year olds and younger allowed
    a. Mitchell Hollow

2. Community Field II – Practices and games for 10 year olds and younger allowed
    a. Heritage Park

All Fields shall be unavailable for reservations one day per week, typically Sundays, so as to allow time for the grass to recover from use.

DISC GOLF COURSE DESIGNATIONS

Beacon Hills Disc Golf Course is available for reservations of tournaments only. Overlapping reservations of Beacon Hills Disc Golf Course with either Beacon Hills Upper or Lower Fields are not allowed.

FEE SCHEDULE

No fee is assessed to the City for its own use of the Fields. The following fees apply only to reservations of Community Fields. No fees shall be assessed for Neighborhood Park use or unorganized groups.

1. Rental Fees

    a. Cedar Hills City Recreation League – $2 per Highland resident per sports season

    b. Other governmental agencies – $5 per hour for any use

c. Non-profit entities
    i. $5 per hour for practices
    ii. $10 per hour for competition or clinics
    iii. $75 day rental of Baseball Fields or Disc Golf Course

d. For-profit entities
    i. $15 per hour for practices
    ii. $30 per hour for competition or clinics
    iii. $225 day rental of Baseball Fields or Disc Golf Course

2. Portable Toilet Maintenance Cost

    a. Billed monthly and divided equally among the City and the organizations renting the Field where a portable toilet is required. Any reservation of a Field without a dedicated restroom for longer than two hours requires the rental of a portable restroom. The following fields DO NOT have dedicated restrooms: Beacon Hills Upper, Beacon Hills Lower, Beacon Hills Disc Golf, Lone Peak East, Lone Peak West, Wimbleton South, Canterbury PI, and Town Center.

3. Baseball Field Marking Fee – $25 per field per requested preparation

4. Deposits

    a. Refundable Deposit - $150

    b. Deposit checks are held and not cashed unless there is damage or added costs as a result of the rental. The party renting the Field at the time damage was incurred must pay the total costs of such repairs.

    c. The deposit, if any remains, shall be shredded (or mailed to the applicant if a self-addressed and stamped envelope is provided) within 14 days of the Rental Supervisor's approval of the post-event condition of the Field.

Final fees due will be calculated based on actual hours used. Organizations will not be charged for hours that were unused due to inclement weather.

Fees may be waived or adjusted based on exchange for Field maintenance or repair. Fee adjustments must be documented through a Memorandum of Understanding or Contract approved by the City Administrator. The Rental Supervisor shall not otherwise waive fees for use of the premises.

INSURANCE

Organized groups who reserve a Community Field must supply Highland City with a certificate of general liability insurance listing Highland City as an additional

insured. The aggregate amount must equal $3 million and the per-occurrence amount must equal $1 million. There is no insurance requirement for those who reserve a Neighborhood Park or for unorganized groups.

HOLD HARMLESS

Those who use any Fields agree to hold the City harmless from any and all harm, loss, damages or liability, and also agree to indemnify the City for harm incurred by third-parties arising from their use of the Field.

RESERVATION PROCEDURES

1. Application

   Any authorized group wishing to reserve a Field shall contact the Rental Supervisor in advance of the proposed reservation date and complete a reservation application form. Reservation requests must be made at least five business days in advance. Reservations will be accepted based on the following timeline:
   - December 1 for reservations through May 31
   - March 1 for reservations through July 31
   - May 1 for reservations through October 31

2. Confirmation

   If the Field is available on the date and times requested and the Rental Supervisor determines that the proposed use is compliant with the Use Policy, the Rental Supervisor shall notify the applicant that the event has been scheduled and make all the appropriate arrangements.

3. Payment of Fees and Deposits

   Deposits and fees are required within five (5) business days following approval. Alternate payment arrangements may be made on a month by month basis if the reservations last for more than one month. If reservation payment is not received, the approval is withdrawn and the reserving party loses their confirmed reservation.

4. Security Deposit

   The use of a Field will require a security deposit as stated in the Highland City Fee Schedule. If damage or mistreatments of the Field occurs, deductions will be made from the remaining deposit to reimburse the City for costs and/or repairs. If insufficient, a charge will be assessed to the individual and/or group.

5. Refunds for Cancellation

A refund of one hundred percent (100%) will be made if the reservation is cancelled more than 5 business days prior to the event. No refund will be given if cancelled less than 5 business days prior to the scheduled event.

6. Posting of Reservations

   Once a reservation is finalized, the reservation shall be physically posted at the Field as well as on the City's website.

USE REGULATION

1. No unauthorized vehicles allowed on grass area or trails. Use parking lots only.

2. No smoking including vaping or alcoholic beverages are allowed.

3. Do not dump anything on the grass except water.

4. Please vacate the area when your reservation time is up. Groups should allow for set-up and clean-up time during their rental block.

5. Do not tamper with sprinkler systems, fountains, taps, circuit breakers, light plugs or restroom fixtures.

6. Supervise children at playgrounds, parking lots, restrooms, and near open water areas. Notify the Police Department if you witness damage or vandalism to the park (801) 756-9800.

7. Reservations may be cancelled on-site due to failure to follow the Park Reservation Rules. Future reservations may also be put in jeopardy.

8. Gambling in any form is prohibited.

9. It is the responsibility of the individual or group using the Field to clean up area used.

10. Field Reservation Hours are 7:00 a.m. – 8:00 p.m.

11. Fields are able to be reserved March 1 – October 31 each year.

12. Organizations may leave goals or other equipment at the Field understanding that they take full responsibility for any damage or injury that may result. If goals are left, organizations are required to lock them up and move them to a location that is out of the way of general play.

13. Organizations that consistently use the same Fields for practice must rotate their practice pattern to allow for grass recovery and avoid creating ruts in the Fields.

USE POLICY SUBJECT TO CHANGE

Any other rules or regulations pertinent to the effective and efficient operation and preservation of Fields will be established as necessary by City Staff and enforced by the City Administrator, Mayor, or designee.

The City reserves the right to amend and terminate the Use Policy, related rules, fees, and deposits at any time when deemed necessary or desirable by the City.

RESOLUTION NO. R-2017-**

A RESOLUTION OF HIGHLAND CITY, UTAH AMENDING THE FEE SCHEDULE BY ESTABLISHING A FEE FOR FIELD RENTALS

WHEREAS, the Highland City Council finds that it is in the best interest of Highland City to create a uniform process for field rentals, and

WHEREAS, the Highland City Council has determined that the fee schedule should be amended to reflect the costs related to the impact of field use.

NOW THEREFORE BE IT RESOLVED by the Council that

SECTION 1. The Highland City Fee Schedule is hereby amended to amend as follows for Field Rentals:

1. Rental Fees
    a. Cedar Hills City Recreation League – $2 per Highland resident per sports season
    b. Other governmental agencies – $5 per hour for any use
    c. Non-profit entities
        i. $5 per hour for practices
        ii. $10 per hour for competition or clinics
        iii. $75 day rental of Baseball Fields or Disc Golf Course
    d. For-profit entities
        i. $15 per hour for practices
        ii. $30 per hour for competition or clinics
        iii. $225 day rental of Baseball Fields or Disc Golf Course

2. Portable Toilet Maintenance Cost
    a. Billed monthly and divided equally among the City and the organizations renting the Field where a portable toilet is required

3. Baseball Field Marking Fee – $25 per field per requested preparation

4. Deposits
    a. Refundable Deposit - $150

Section 2. This Resolution shall take effect immediately upon its first posting or publication.

ADOPTED by the City Council of Highland City, Utah, this 7th day of February, 2017.

HIGHLAND CITY, UTAH

ATTEST: _____
Mark S. Thompson, Mayor

_____
JoD'Ann Bates, City Recorder

COUNCILMEMBER	YES	NO
Brian Braithwaite	□	□
Ed Dennis	□	□
Tim Irwin	□	□
Dennis LeBaron	□	□
Rod Mann	□	□

HIGHLAND CITY FIELD RENTAL
FEE SCHEDULE

1. Rental Fees

    a. Cedar Hills City Recreation League – $2 per Highland resident per sports season

    b. Other governmental agencies – $5 per hour for any use

    c. Non-profit entities
        i. $5 per hour for practices
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4. Deposits

    a. Refundable Deposit - $150

CITY COUNCIL AGENDA REPORT
ITEM #14

HIGHLAND CITY

DATE: Tuesday, February 7, 2017

TO: Honorable Mayor and Members of the City Council

FROM: Todd Trane, PE
City Engineer

SUBJECT: **MOTION:** Approval of Design and Construction of Highland Boulevard & 11800 North Intersection and Reduced Speed School Zone

STAFF RECOMMENDATION:

The Council approve the design and construction of intersection improvements with a reduced speed school zone at the intersection of Highland Boulevard and 11800 North.

BACKGROUND:

The intersection at Highland Boulevard and 11800 North has been an ongoing concern for a few years. With the upcoming completion of the Dry Creek subdivision on the west side of Highland Boulevard, the residents have concerns about children crossing at the intersection to get to Ridgeline elementary. Since June of 2015 several studies have been completed, including: crash studies, signal warrant studies and now a school crosswalk study.

The following improvements to the intersection have been completed due to those studies:

- Landscaping in the median has been removed.
- Replaced the paint stop line with thermoplastic for better visibility and longevity with a pavement message marking STOP prior to the stop line.
- Installed side road warning signs on Highland Boulevard for both the northbound and southbound approaches.
- Installed flashing speed limit sign, flashing stop sign, and three advanced warning signs.

In September 2016, a school crossing evaluation was completed. At the time, the sidewalk on the west side was not complete to the intersection. Counts of children crossing at the location were not possible. A survey was sent to all current residents on the west side of Highland Boulevard. The surveys that were returned indicated that the numbers would meet the requirement for a Reduced Speed School Zone (RSSZ). The only thing that currently does not meet the criteria is the fact that the crossing is not on the Ridgeline Elementary SNAP plan. The Ridgeline Elementary principle has been contacted and is aware of the study and the need to revise the SNAP plan.

A new design of the intersection is being proposed to make the intersection safer. Curb extensions (bulb-outs) are being proposed to minimize the exposure time that students and

the crossing guard would have to traffic. This would reduce the distance across the asphalt from 60' down to 46'. This also helps to resolve a reoccurring problem with the crashes at this site. As demonstrated in previous crash studies, the westbound left-turn movement has been the situation for the very serious accidents. By creating these curb extensions, northbound traffic will not be able to use the shoulder as a turn lane. This will eliminate the problem of blocked field of vision from westbound vehicles (as shown in the images below).

A preliminary design of the intersection improvements with the RSSZ has been completed. A small topo of the site is needed to complete the curb and gutter design. The Dry Creek Phase 7 project will finish up the construction of their portion of the intersection this spring. We anticipate to finish the final construction plans and bid documents this spring. We will bid the project and start construction as soon as school is out.

FISCAL IMPACT:

The estimated cost for design and construction is $45,000.

ATTACHMENTS:

- Crosswalk Study
- Preliminary plan for the Reduced Speed School Zone (RSSZ)
- Preliminary plan for the intersection improvements

END SCHOOL ZONE

REMOVE EXISTING STRIPING

10+00 11+00 12+00 13+00 14+00 15+00 16+00 17+00 18+00 19+00 20+00 21+00

11800 NORTH

HIGHLAND BLVD.

SCHOOL
SPEED LIMIT 20
WHEN FLASHING

SCHOOL
SPEED LIMIT 20
WHEN FLASHING

INSTALL NEW CROSSWALK

INSTALL NEW BROKEN WHITE LINE

FUTURE ROADWAY

INSTALL NEW CURB RETURN BULB OUT W/ ADA RAMPS

END SCHOOL ZONE

0 40 80

SCALE IN FEET

Plot Date: 2/2/2017 12:55 PM Plotted By: Jeremy Burns
Date Created: 12/19/2016 \\OREMFILES\PUBLIC\PROJECTS\JUB\HIGHLAND\50-15-027 - HIGHLAND - FY 2015-2016 GENERAL SERVICES\HIGHLAND_BLVD-11800 NORTH_INTERSECTION\CAD\SHEET\50-15-027_C-101X_H_BLVD.DWG

J-U-B ENGINEERS, INC.

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PRELIMINARY PLANS

NOT FOR CONSTRUCTION

REUSE OF DRAWINGS

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NO.	DESCRIPTION	BY	APPR.	DATE
	REVISION			

HIGHLAND BOULEVARD - 11800 NORTH INTERSECTION
HIGHLAND CITY CORPORATION

PLAN

FILE: 50-15-027_C-101X_H_BLVD
JUB PROJ. #: 50-15-027
DRAWN BY: JTB
DESIGN BY: JTB
CHECKED BY: VKK / CJF

ONE INCH
AT FULL SIZE, IF NOT ONE INCH, SCALE ACCORDINGLY

LAST UPDATED: 2/1/2017

SHEET NUMBER:

C-101

Plot Date:2/2/2017 12:55 PM Plotted By: Jeremy Burns
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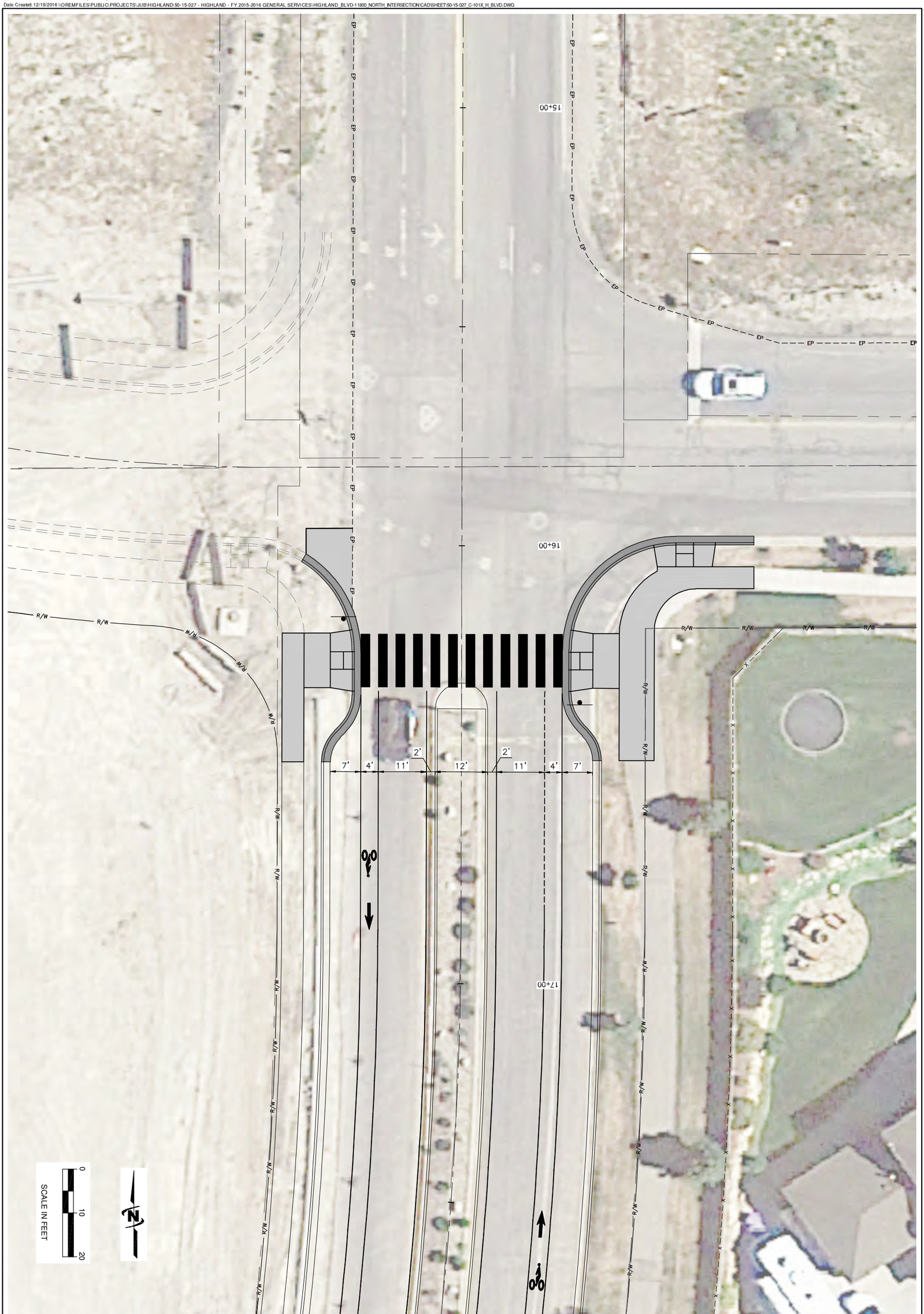

FILE: 50-15-027_C-101X_H_BLVD
JUB PROJ. #: 50-15-027
DRAWN BY: JTB
DESIGN BY: JTB
CHECKED BY: VKK / CJF
ONE INCH
AT FULL SIZE, IF NOT ONE INCH, SCALE ACCORDINGLY
LAST UPDATED: 2/1/2017
SHEET NUMBER:
C-102

HIGHLAND BOULEVARD - 11800 NORTH INTERSECTION
HIGHLAND CITY CORPORATION

PLAN

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REVISION

NO.	DESCRIPTION	BY	APR.	DATE

PRELIMINARY PLANS

NOT FOR CONSTRUCTION

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www.jub.com

J-U-B ENGINEERS, INC.

MEMORANDUM

DATE: September 21, 2016

TO: Nathan Crane, AICP

CC: Todd Trane, PE; Vijay Kornala, PE, PTOE

FROM: Imanuel Aswandi, PE, PTOE; Rob Eldredge, AICP

SUBJECT: Highland Boulevard/11800 North - School Crossing Evaluation

J-U-B Engineers, Inc. (J-U-B) was commissioned by Highland City to evaluate school crosswalk locations for the Highland Boulevard / 11800 North intersection to provide designated student/parent access to Ridgeline Elementary School in Highland, Utah. The recommendations in this memo are based on the review of previous studies, evaluation of Part 7 of the Utah Manual on Uniform Traffic Control Devices (MUTCD), and existing site conditions including: posted speed limits, existing pedestrian facilities in the area, review of aerial imagery, a survey of the residents on the west side of Highland Boulevard and a forecast of pedestrian volumes during daily school start and end times.

STUDY LOCATION AND PRIOR SIGNAL WARRANT & SPEED ANALYSIS

Figure 1 shows the proposed location for a crosswalk to provide direct access to Ridgeline Elementary School from neighborhoods located west of Highland Boulevard. Sidewalk on the west side of Highland Boulevard is currently being constructed with the Dry Creek development.

Figure 1: Proposed Crosswalk Location

Analysis of this intersection was previously completed in 2015 for traffic signal warrants and a traffic speed study in a report titled 11800 North/Highland Boulevard Signal Warrant & Speed Analysis and dated October 14, 2015. Based upon the signal warrant analysis, the intersection currently does not and is not anticipated to warrant a traffic signal in the future even with the buildout of the planned development west of Highland Boulevard. The Utah MUTCD lists nine traffic signal warrants and one or more of the listed warrants need to be satisfied when considering installation of a new traffic signal. The study intersection satisfies none of the nine traffic signal warrant. Additionally, if and when one of the warrants is met, it does not in itself require the installation of a traffic signal. The 2015 traffic speed study found that 85th percentile operating speeds south of the intersection were 46 mph northbound and 47 mph southbound, and are much faster than the posted speed limit of 40 mph.

STUDENT NEIGHBORHOOD ACCESS PROGRAM

The Student Neighborhood Access Program (SNAP) is an annually updated plan for school routes and establishes school crossings that are required to identify:

- The school location,
- Existing intersection traffic controls (STOP and YIELD signs, signals) at crossing locations,
- Location of school crosswalks,
- Crossing guard locations,
- Rail line crossings,
- Established School Zones, and,
- The School Routes on the street system within the walking school boundaries.

Figure 2 shows the SNAP map for Ridgeline Elementary. Currently, crosswalks at Highland Boulevard / 11800 North are not included on the SNAP. The SNAP identifies Broadleaf Hollow Lane/Sunset Hills Drive to cross Highland Boulevard for the east-west direction.

FIELD VISIT

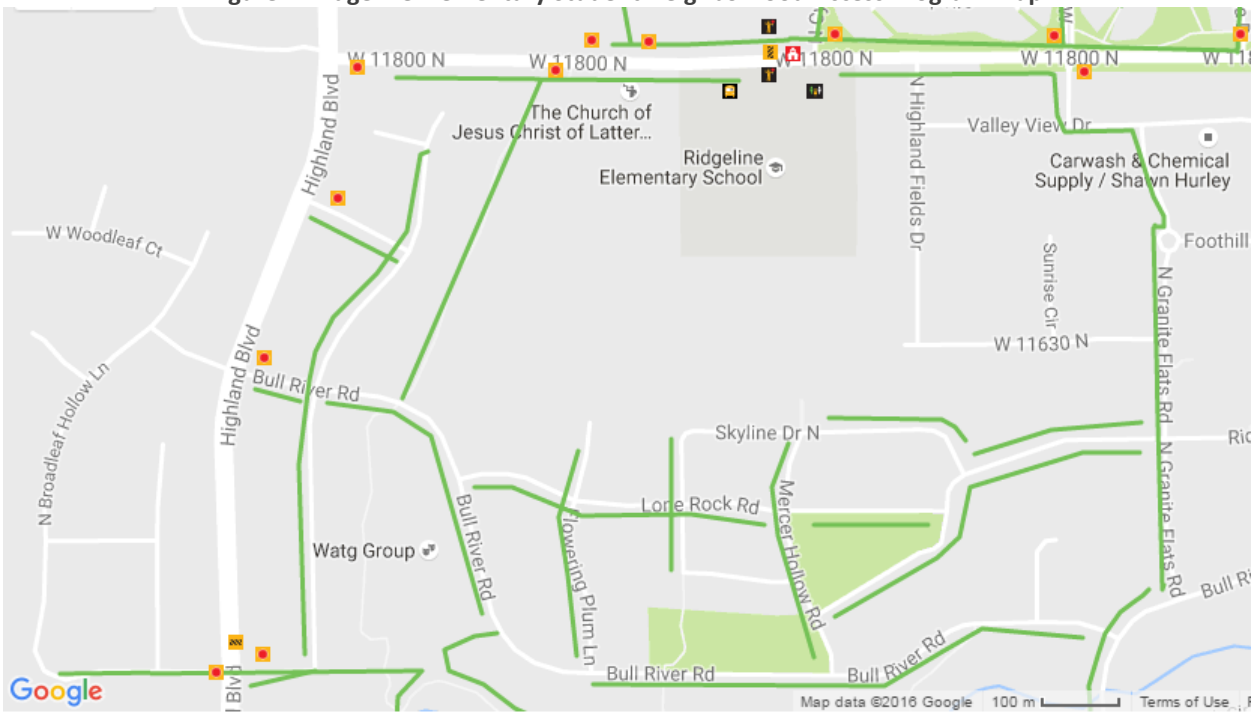
J-U-B completed two field reviews on June 21, 2016. One field visit was schedule during the morning (8:00-9:00 AM) and another in the afternoon (2:30-3:30 PM) to observe traffic operations for times that correspond to daily school schedule start and end times. This review included the intersection configuration, posted speeds, and sight distances.

Intersection Configuration

The existing intersection includes a northbound thru/right lane, southbound thru lane, southbound left-turn lane, and westbound left/right turn lane. North of the intersection there are two northbound receiving lanes. The westbound left/right turn lane is functioning as two lanes (WBL & WBR) due to wide approach lane width of approximately 20'. The shoulder on the northbound approach is also functioning as a right-turn lane. However, it is not intended for the

shoulder to function as de-facto right-turn lane at this location. The existing pavement markings are worn out and need to be repainted.

Figure 2: Ridgeline Elementary Student Neighborhood Access Program Map



SNAP Student Neighborhood Access Program

School	School Bus Loading	Student Drop-Off/Pickup
Hazard/Footnote	Crossing Guard	Traffic Signal
Yield Sign	Stop Sign	Crosswalk Vertical
Crosswalk Horizontal	Boundary	Safe Route

Speeds

The posted speeds on Highland Boulevard and 11800 North are 35 mph. Since the 2015 speed study, the post speed limit on Highland Boulevard has been lowered from 40 mph to 35 mph with the installation of radar speed signs north and south of the intersection. Based upon field review, 11800 North can be comfortably driven at 35 mph and Highland Boulevard is more comfortably driven at 45 mph. During the field visit a radar gun was used to sample traffic speeds on Highland Boulevard.

Table 1 summarizes the sample speeds for a 15 minutes period and the calculated average and 85th percentile speeds of the samples. Despite the installation of the 35 mph radar speed signs, the average speeds are above 40 mph and the 85th percentile are close to those observed in the 2015 speed study.

Table 1: Highland Boulevard Sample Speeds

	AM		PM	
Sample #	NB	SB	NB	SB
1	55	57	40	41
2	40	45	39	40
3	47	39	43	45
4	38	42	41	42
5	37	44	38	46
6	40	46	41	39
7		36	42	42
8		43	47	35
9			50	43
10			47	39
11			38	37
12			52	30
13			45	40
14			39	41
Average	42.8	44.0	43.0	40.0
85th Percentile	54.6	53.2	49.3	44.5

Sight distances

For the stop controlled condition on 11800 North, the sight distance needed is 445' for left-turns and 385' for right-turns based upon 40 mph design speed. The stopping sight distances are adequate since there are no horizontal obstructions blocking the drivers' views nor a grade difference at the intersection.

PARENT SURVEY

In order to evaluate the potential demand for a crosswalk at the study location, Highland City sent a survey by mail to the residents on the west side of Highland Boulevard to see how many students would use the crosswalk, if installed. As shown in **Table 2** and **Figure 3**, 19 of the 46 surveys were returned to the city (See Appendix). Of these surveys there are 15 students in the households, and 14 of the students would use the crosswalk if installed. Using these number to extrapolate the number of students that would use the crosswalk, there are an estimated 60 students in the morning and afternoon that would use the crosswalk at build out of the Dry Creek sub-division.

Table 2: Crosswalk Survey Responses

DRY CREEK PHASES 4-8	
NUMBER OF SURVEYED HOUSEHOLDS	19
NUMBER OF STUDENTS	15
NUMBER OF STUDENTS WHO WOULD USE CROSSWALK	14
PERCENTAGE OF STUDENTS WHO WOULD USE CROSSWALK	93%
AVERAGE NUMBER OF STUDENTS PER HOUSEHOLD	0.79
NUMBER OF HOUSEHOLDS AT BUILD OUT	81
PROJECTED NUMBER OF STUDENTS AT BUILD OUT	64
PROJECTED FUTURE CROSSWALK USERS	**60**

SCHOOL CROSSWALK ZONE EVALUATION

Part 7 of the Utah MUTCD provides standards and guidance for the installation of School Crosswalk Zones. School Crosswalk Zones are the area of the roadway associated with a school crosswalk, including the approach to the crosswalk and associated signing. The MUTCD standard is that all school zones shall be located along walking routes as indicated on the SNAP plan. The current SNAP plan shows the walking route on 11800 North ending approximately 150- 200 feet east of the study intersection. As a result, the proposed crosswalk location does not meet the criteria to be located along walking routes as indicated on the SNAP plan. However, the proposed school crosswalk meets the criteria for the number of projected school children crossing and the average daily traffic (ADT). The closest existing crosswalk to the study intersection is at the Broadleaf Hollow Lane/Sunset Hills Drive intersection and is located almost ½ mile south of 11800 North. The distance to this crosswalk is significantly more than the 600 foot spacing standard from another school crosswalk, or a marked pedestrian crosswalk as required in Part 7 of the Utah MUTCD. The proposed location meets all criteria for School Crosswalk Zone if the SNAP plan were revised to show walking routes to the school crosswalk. **Table 3** summarizes the school crosswalk zone analysis.

Table 3: School Crosswalk Zone Analysis

Standard	Volume/Distance	Criteria
Located along walking routes as indicated on the SNAP plan	NA	**Not Satisfied[2]**
School children exceed 10 students during the period of 45 minutes before school starts to 15 minutes after	60 projected school children	Satisfied
ADT exceeds 500 vehicles	3,755 ADT[1]	Satisfied
More than 600’ from another school crosswalk, or a marked pedestrian crosswalk	≈2,490’	Satisfied

1. Traffic on Utah Highways 2014
2. Will be satisfied if the SNAP is revised to include a walking route

Figure 3: Survey Responses

REDUCED SPEED SCHOOL ZONE EVALUATION

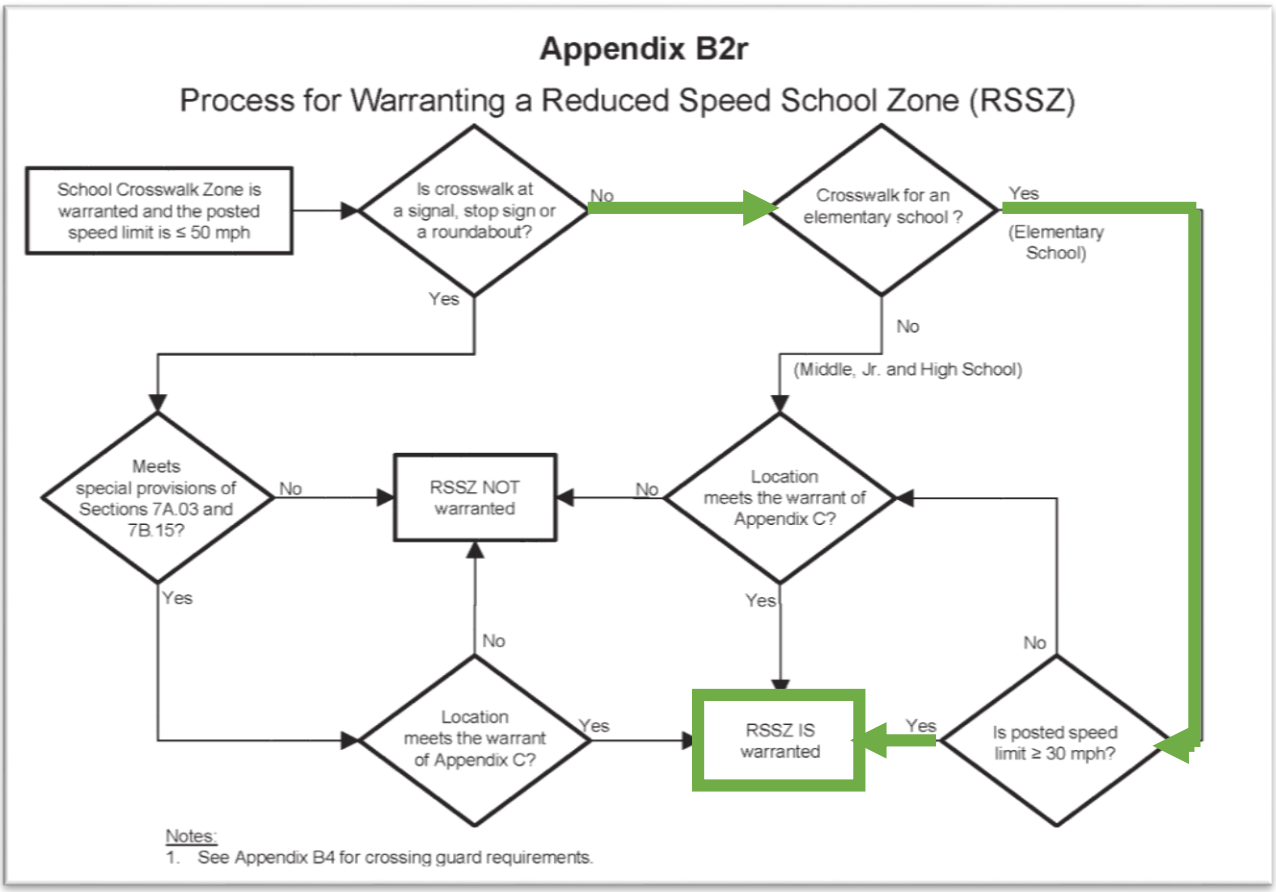
Reduced speed school zones (RSSZ) are the extents of roadway associated with a school crosswalk and where the speed limit is reduced to 20 mph. **Table 4** provides the criteria for a reduced speed school zone. Currently it is not warranted for the School Crosswalk Zone because it is not indicated on the SNAP plan. **Figure 4** shows the process for warranting a reduced speed school zone at the proposed crosswalk location if a school crosswalk zone is warranted with a revision to the SNAP plan.

Table 4: Reduced Speed School Zone Analysis

Standard	Criteria
Warrants for a School Crosswalk Zone are met	**Not Satisfied**[1]
Posted speed limit is 50 mph or less;	Satisfied
Process for Warranting a Reduced Speed School Zone	Satisfied

1. Will be satisfied if the SNAP is revised to include a walking route

Figure 4: Process for Warranting a Reduced Speed School Zone



Adult Crossing Guards

Per the Utah MUTCD part 7, Adult Crossing Guards shall be used at elementary school crosswalks at all Reduced Speed School Zones.

RECOMMENDATIONS

School Crosswalk

It is recommended that Highland City work with Ridgeline Elementary School to update the school SNAP Plan/map to include walking routes to the proposed school crosswalk at Highland Boulevard / 11800 North . Once the SNAP plan is updated, the proposed crosswalk will meet all criteria for a School Crosswalk Zone and Reduced Speed School Zone. Signage improvements including school crossing assemblies for the crosswalks and school advance crossing assemblies along with School Speed Limit and End School Speed Limit assemblies are recommended. The signing and striping should be consistent with the current Part 7 of the Utah MUTCD requirements to indicate it is dedicated as a school crossing. The proposed crosswalk should also use Adult Crossing Guards since the School Crosswalk Zone is in a Reduced Speed School Zone. In order to minimize the total number of crossings at the intersection, the school crosswalk should be located on the south leg of the intersection. Additionally, it is recommended that consideration be given to removing the Broadleaf Hollow Lane/Sunset Hills Drive crosswalk from the SNAP plan and rerouted to the proposed school crosswalk at 11800 North since the existing crosswalk does not meet Part 7 standards and guidance for a School Crosswalk.

Additional Recommendations

As part of the field visit, additional recommendations were identified to improve safety, decrease traffic speeds, and improve operations at the intersection. These recommendations include:

- Consider installation of a median north of the intersection to match the median south of the intersection and reduce the width of the travel/turn lanes. The corridor with a median and the reduced width lanes would appear visually narrower than the current configuration and could potentially reduce travel speeds through the intersection.
- Consider converting the two northbound receiving lanes to one lane plus shoulder on the north leg of the intersection to match the single lane on the northbound approach. The single lane could gradually open into two lanes with appropriate transition/taper distances.
- Consider installing luminaires above the crosswalk, specifically to illuminate AM crossings during low light winter months.

APPENDIX

Resident Surveys

Highland Blvd. / 11800 North Crosswalk Survey

Residents,

Highland City is conducting a school crossing study for the intersection of Highland Blvd. and 11800 North. Your cooperation in completing and returning this survey is very much appreciated and necessary to complete the study. Please return the completed questionnaire in the envelope provided.

Residents: Please provide the answer that best describes you and your situation.

1. **Do you have children that attend Ridgeline Elementary School?**

   (a.) **Yes**

   b. **No**

   If the answer to Question 1 is "yes", how many children attend?

   2

2. **If a sidewalk were constructed on the west side of Highland Blvd. to the intersection of 11800 N and a non-signalized crossing provided, would your children use it?**

   (a.) **Yes**

   b. **No**

3. **Please provide your address in the space below.**

   11469 N. Broadleaf Hollow Lane

This is the end of the survey. Thank you for your feedback.

Highland Blvd. / 11800 North Crosswalk Survey

Residents,

Highland City is conducting a school crossing study for the intersection of Highland Blvd. and 11800 North. Your cooperation in completing and returning this survey is very much appreciated and necessary to complete the study. Please return the completed questionnaire in the envelope provided.

Residents: Please provide the answer that best describes you and your situation.

1. **Do you have children that attend Ridgeline Elementary School?**

   a. Yes

   b. No

   If the answer to Question 1 is "yes", how many children attend?

   3

2. **If a sidewalk were constructed on the west side of Highland Blvd. to the intersection of 11800 N and a non-signalized crossing provided, would your children use it?**

   a. Yes

   b. No

3. **Please provide your address in the space below.**

   6777 W. Broadleaf Hollow Circle

This is the end of the survey. Thank you for your feedback.

Highland Blvd. / 11800 North Crosswalk Survey

Residents,

Highland City is conducting a school crossing study for the intersection of Highland Blvd. and 11800 North. Your cooperation in completing and returning this survey is very much appreciated and necessary to complete the study. Please return the completed questionnaire in the envelope provided.

Residents: Please provide the answer that best describes you and your situation.

1. **Do you have children that attend Ridgeline Elementary School?**

   a. **Yes**

   b. **No**

   If the answer to Question 1 is "yes", how many children attend?

   2

2. **If a sidewalk were constructed on the west side of Highland Blvd. to the intersection of 11800 N and a non-signalized crossing provided, would your children use it?**

   a. **Yes**

   b. **No**

3. **Please provide your address in the space below.**

   6708 W Spring Hollow Ln, Highland

This is the end of the survey. Thank you for your feedback.

Highland Blvd. / 11800 North Crosswalk Survey

Residents,

Highland City is conducting a school crossing study for the intersection of Highland Blvd. and 11800 North. Your cooperation in completing and returning this survey is very much appreciated and necessary to complete the study. Please return the completed questionnaire in the envelope provided.

Residents: Please provide the answer that best describes you and your situation.

1. **Do you have children that attend Ridgeline Elementary School?**

   a. Yes

   b. No

   If the answer to Question 1 is "yes", how many children attend?

   1

2. **If a sidewalk were constructed on the west side of Highland Blvd. to the intersection of 11800 N and a non-signalized crossing provided, would your children use it?**

   a. Yes

   b. No I would want a signal to bring attention to it. If there was a flashing light like below then they would use it.

3. **Please provide your address in the space below.**

   11628 N. Broadleaf Hollow Lane

This is the end of the survey. Thank you for your feedback.

Highland Blvd. / 11800 North Crosswalk Survey

Residents,

Highland City is conducting a school crossing study for the intersection of Highland Blvd. and 11800 North. Your cooperation in completing and returning this survey is very much appreciated and necessary to complete the study. Please return the completed questionnaire in the envelope provided.

Residents: Please provide the answer that best describes you and your situation.

1. **Do you have children that attend Ridgeline Elementary School?**

   a. **Yes**

   (b.) **No**

   If the answer to Question 1 is "yes", how many children attend?

   _____

2. **If a sidewalk were constructed on the west side of Highland Blvd. to the intersection of 11800 N and a non-signalized crossing provided, would your children use it?**

   a. **Yes**

   (b.) **No**

3. **Please provide your address in the space below.**

   _____

This is the end of the survey. Thank you for your feedback.

Highland Blvd. / 11800 North Crosswalk Survey

Residents,

Highland City is conducting a school crossing study for the intersection of Highland Blvd. and 11800 North. Your cooperation in completing and returning this survey is very much appreciated and necessary to complete the study. Please return the completed questionnaire in the envelope provided.

Residents: Please provide the answer that best describes you and your situation.

1. **Do you have children that attend Ridgeline Elementary School?**

   a. **Yes**

   b. **No**

   If the answer to Question 1 is "yes", how many children attend?

   _____

2. **If a sidewalk were constructed on the west side of Highland Blvd. to the intersection of 11800 N and a non-signalized crossing provided, would your children use it?**

   a. **Yes**

   b. **No**

3. **Please provide your address in the space below.**

   11582 No Maple Hollow CT

This is the end of the survey. Thank you for your feedback.

Highland Blvd. / 11800 North Crosswalk Survey

Residents,

Highland City is conducting a school crossing study for the intersection of Highland Blvd. and 11800 North. Your cooperation in completing and returning this survey is very much appreciated and necessary to complete the study. Please return the completed questionnaire in the envelope provided.

Residents: Please provide the answer that best describes you and your situation.

1. **Do you have children that attend Ridgeline Elementary School?**

   a. **Yes**

   b. **No** (circled)

   If the answer to Question 1 is "yes", how many children attend?

   _____

2. **If a sidewalk were constructed on the west side of Highland Blvd. to the intersection of 11800 N and a non-signalized crossing provided, would your children use it?**

   a. **Yes** — My family would use it - It's ~~difficult~~ dangerous for adults to cross. I think there's bound to be auto/truck accidents for those trying to make a left hand turn. It will get worse as the st is finished going into the housing project.

   b. **No**

3. **Please provide your address in the space below.**

   6772 W. Broadleaf Hollow Circle, Highland

This is the end of the survey. Thank you for your feedback.

Thanks!

Highland Blvd. / 11800 North Crosswalk Survey

Residents,

Highland City is conducting a school crossing study for the intersection of Highland Blvd. and 11800 North. Your cooperation in completing and returning this survey is very much appreciated and necessary to complete the study. Please return the completed questionnaire in the envelope provided.

Residents: Please provide the answer that best describes you and your situation.

1. **Do you have children that attend Ridgeline Elementary School?**

   a. **Yes**

   b. **No** (circled)

   If the answer to Question 1 is "yes", how many children attend?

   _____

2. **If a sidewalk were constructed on the west side of Highland Blvd. to the intersection of 11800 N and a non-signalized crossing provided, would your children use it?**

   a. **Yes**

   b. **No**

   I would use it when I go walking

3. **Please provide your address in the space below.**

   11529 N. Broadleaf Hollow Ln

This is the end of the survey. Thank you for your feedback.

Highland Blvd. / 11800 North Crosswalk Survey

Residents,

Highland City is conducting a school crossing study for the intersection of Highland Blvd. and 11800 North. Your cooperation in completing and returning this survey is very much appreciated and necessary to complete the study. Please return the completed questionnaire in the envelope provided.

Residents: Please provide the answer that best describes you and your situation.

1. **Do you have children that attend Ridgeline Elementary School?**

   a. **Yes**

   b. **(No)**

   If the answer to Question 1 is "yes", how many children attend?

   _____

2. **If a sidewalk were constructed on the west side of Highland Blvd. to the intersection of 11800 N and a non-signalized crossing provided, would your children use it?**

   a. **(Yes)** however, they would be 'taking their lives in their hands' as non-signalised is not taken notice of by most motor vehicle drivers. Majority of drivers exceed the speed limit on this particular road anyway. As an adult walker it is treacherous to cross this road where there is a flashing light just sth. of of 11800 N / Highland Blvd.

   b. **No**

3. **Please provide your address in the space below.**

   6671 W. BROADLEAF HOLLOW LANE

With all the extra taxes from the new homes, surely a proper pedestrian crossing can be afforded. No cost can be weighed to a life. My home looks onto this road & regularly I observe these problems.

This is the end of the survey. Thank you for your feedback.

Highland Blvd. / 11800 North Crosswalk Survey

Residents,

Highland City is conducting a school crossing study for the intersection of Highland Blvd. and 11800 North. Your cooperation in completing and returning this survey is very much appreciated and necessary to complete the study. Please return the completed questionnaire in the envelope provided.

Residents: Please provide the answer that best describes you and your situation.

1. **Do you have children that attend Ridgeline Elementary School?**

   a. **Yes**

   b. **(No)**

   If the answer to Question 1 is "yes", how many children attend?

   _____

2. **If a sidewalk were constructed on the west side of Highland Blvd. to the intersection of 11800 N and a non-signalized crossing provided, would your children use it?**

   a. **Yes**

   b. **No**

3. **Please provide your address in the space below.**

   11492 N. Maple Hollow Court

This is the end of the survey. Thank you for your feedback.

Highland Blvd. / 11800 North Crosswalk Survey

Residents,

Highland City is conducting a school crossing study for the intersection of Highland Blvd. and 11800 North. Your cooperation in completing and returning this survey is very much appreciated and necessary to complete the study. Please return the completed questionnaire in the envelope provided.

Residents: Please provide the answer that best describes you and your situation.

1. **Do you have children that attend Ridgeline Elementary School?**

   a. **Yes**

   b. **No**

   If the answer to Question 1 is "yes", how many children attend?

   _____

2. **If a sidewalk were constructed on the west side of Highland Blvd. to the intersection of 11800 N and a non-signalized crossing provided, would your children use it?** (if they attended Ridgeline)

   a. **Yes**

   b. **No**

3. **Please provide your address in the space below.**

   11473 N. Maple Hollow Ct.

This is the end of the survey. Thank you for your feedback.

Highland Blvd. / 11800 North Crosswalk Survey

Residents,

Highland City is conducting a school crossing study for the intersection of Highland Blvd. and 11800 North. Your cooperation in completing and returning this survey is very much appreciated and necessary to complete the study. Please return the completed questionnaire in the envelope provided.

Residents: Please provide the answer that best describes you and your situation.

1. **Do you have children that attend Ridgeline Elementary School?**

   a. **Yes**

   b. **No**

   If the answer to Question 1 is "yes", how many children attend?

   _____

2. **If a sidewalk were constructed on the west side of Highland Blvd. to the intersection of 11800 N and a non-signalized crossing provided, would your children use it?**

   a. **Yes**

   b. **No**

3. **Please provide your address in the space below.**

   11606 N. Broadleaf Hollow Ln.

This is the end of the survey. Thank you for your feedback.

Highland Blvd. / 11800 North Crosswalk Survey

Residents,

Highland City is conducting a school crossing study for the intersection of Highland Blvd. and 11800 North. Your cooperation in completing and returning this survey is very much appreciated and necessary to complete the study. Please return the completed questionnaire in the envelope provided.

Residents: Please provide the answer that best describes you and your situation.

1. **Do you have children that attend Ridgeline Elementary School?**

   (a.) **Yes**

   b. **No**

   If the answer to Question 1 is "yes", how many children attend?

   1

2. **If a sidewalk were constructed on the west side of Highland Blvd. to the intersection of 11800 N and a non-signalized crossing provided, would your children use it?**

   (a.) **Yes**

   b. **No**

3. **Please provide your address in the space below.**

   11652 N. Broadleaf Hollow Lane

This is the end of the survey. Thank you for your feedback.

Highland Blvd. / 11800 North Crosswalk Survey

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Highland City is conducting a school crossing study for the intersection of Highland Blvd. and 11800 North. Your cooperation in completing and returning this survey is very much appreciated and necessary to complete the study. Please return the completed questionnaire in the envelope provided.

Residents: Please provide the answer that best describes you and your situation.

1. **Do you have children that attend Ridgeline Elementary School?**

   a. Yes

   b. No

   If the answer to Question 1 is "yes", how many children attend?

   3

2. **If a sidewalk were constructed on the west side of Highland Blvd. to the intersection of 11800 N and a non-signalized crossing provided, would your children use it?**

   a. Yes I would cross with them.

   b. No

3. **Please provide your address in the space below.**

   6728 W. Spring Hollow Ln.

This is the end of the survey. Thank you for your feedback.

Highland Blvd. / 11800 North Crosswalk Survey

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Residents: Please provide the answer that best describes you and your situation.

1. **Do you have children that attend Ridgeline Elementary School?**

   a. Yes

   b. No

   If the answer to Question 1 is "yes", how many children attend?

   1

2. **If a sidewalk were constructed on the west side of Highland Blvd. to the intersection of 11800 N and a non-signalized crossing provided, would your children use it?**

   a. Yes

   b. No

3. **Please provide your address in the space below.**

   11618 Broadleaf Hollow Lane

This is the end of the survey. Thank you for your feedback.

Highland Blvd. / 11800 North Crosswalk Survey

Residents,

Highland City is conducting a school crossing study for the intersection of Highland Blvd. and 11800 North. Your cooperation in completing and returning this survey is very much appreciated and necessary to complete the study. Please return the completed questionnaire in the envelope provided.

Residents: Please provide the answer that best describes you and your situation.

1. **Do you have children that attend Ridgeline Elementary School?**

   a. **Yes**

   (b.) **No** We drive to Westfield

   If the answer to Question 1 is "yes", how many children attend?

   _____

2. **If a sidewalk were constructed on the west side of Highland Blvd. to the intersection of 11800 N and a non-signalized crossing provided, would your children use it?**

   a. **Yes**

   (b.) **No** too unsafe if there's no signal

3. **Please provide your address in the space below.**

   11449 N Broadleaf Hollow Lane

This is the end of the survey. Thank you for your feedback.

Highland Blvd. / 11800 North Crosswalk Survey

Residents,

Highland City is conducting a school crossing study for the intersection of Highland Blvd. and 11800 North. Your cooperation in completing and returning this survey is very much appreciated and necessary to complete the study. Please return the completed questionnaire in the envelope provided.

Residents: Please provide the answer that best describes you and your situation.

1. **Do you have children that attend Ridgeline Elementary School?**

   a. **Yes**

   b. **No**

   If the answer to Question 1 is "yes", how many children attend?

   _____

2. **If a sidewalk were constructed on the west side of Highland Blvd. to the intersection of 11800 N and a non-signalized crossing provided, would your children use it?**

   a. **Yes**

   b. **No**

3. **Please provide your address in the space below.**

   11498 Broadleaf

This is the end of the survey. Thank you for your feedback.

Highland Blvd. / 11800 North Crosswalk Survey

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Highland City is conducting a school crossing study for the intersection of Highland Blvd. and 11800 North. Your cooperation in completing and returning this survey is very much appreciated and necessary to complete the study. Please return the completed questionnaire in the envelope provided.

Residents: Please provide the answer that best describes you and your situation.

1. **Do you have children that attend Ridgeline Elementary School?**

   a. **Yes**

   b. **No**

   If the answer to Question 1 is "yes", how many children attend?

   _____

2. **If a sidewalk were constructed on the west side of Highland Blvd. to the intersection of 11800 N and a non-signalized crossing provided, would your children use it?**

   a. **Yes**

   b. **No**

3. **Please provide your address in the space below.**

6783 W Broadleaf Hollow Circle

*We have 4 nephews Living in our house

This is the end of the survey. Thank you for your feedback.

We would use the sidewalk (:

Highland Blvd. / 11800 North Crosswalk Survey

Residents,

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Residents: Please provide the answer that best describes you and your situation.

1. **Do you have children that attend Ridgeline Elementary School?**

   (a.) **Yes**

   b. **No**

   If the answer to Question 1 is "yes", how many children attend?

   2

2. **If a sidewalk were constructed on the west side of Highland Blvd. to the intersection of 11800 N and a non-signalized crossing provided, would your children use it?**

   (a.) **Yes**

   b. **No**

3. **Please provide your address in the space below.**

   11437 Broadleaf Hollow Ln

This is the end of the survey. Thank you for your feedback.