



HIGHLAND CITY

# HIGHLAND CITY COUNCIL AGENDA

February 21, 2017

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

## 6:00 P.M. WORK SESSION - MULTI PURPOSE ROOM

- Cemetery Fees

## 7:00 P.M. REGULAR SESSION - CITY COUNCIL CHAMBERS

Call to Order – Mayor Mark Thompson

Invocation – Councilman Rod Mann

Pledge of Allegiance – Councilman Brian Braithwaite



### APPEARANCES (10 min.)

Time has been set aside for the public to express their ideas, concerns, and comments. *(Please limit your comments to three minutes each.)*



### CONSENT (5 min.)

1. MOTION: **Approval of Meeting Minutes for the City Council Regular Session – February 7, 2017**

### ACTION ITEMS (40 min.)

2. MOTION: **Approval of Highland City Pay Grades**
3. MOTION: **Authorize Staff to Proceed with a Public Information and Education Campaign – Potential Property Tax Increase for Road Maintenance and Repair**
4. RESOLUTION: **Approving the Water Conservation Plan Update for 2017**
5. RESOLUTION: **Approving the Municipal Wastewater Planning Program Report for 2016**

## **MAYOR/ CITY COUNCIL & STAFF**

### **DISCUSSION AND COMMUNICATION ITEMS** (30 min.)

- **Annual Report** – Erin Wells, Assistant to the City Administrator
- **40 Year Celebration** - Erin Wells, Assistant to the City Administrator
- **Election Update** – JoD’Ann Bates, City Recorder
- **Mark Maintenance Bldg.** – Mayor Mark Thompson
- Ongoing Items - Staff



## **ADJOURNMENT**

### ELECTRONIC PARTICIPATION

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 **16<sup>th</sup> 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](http://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.**

**MINUTES  
HIGHLAND CITY COUNCIL MEETING**

**Tuesday, February 7, 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  
Brian Gwilliam, Chief of Police  
Tim Merrill, City Attorney

**OTHERS:**

The meeting was called to order by Mayor Mark S. Thompson as a regular session at 7:01 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 Ed Dennis and those assembled were led in the Pledge of Allegiance by Kyson Miles.

*Mayor Thompson explained that Items 9 and 15 had been removed from the agenda.*

**APPEARANCES:**

Wayne Tanaka, a resident, stated that he recently moved to Highland City and was impressed, particularly with the library. He complimented the City Council and other City officers and board members for working to make Highland a nice place to live.

Lyle Ball, a resident, stated that he represented his neighbors on Steven’s Lane and came to voice their concerns about the state of the road. Ten years ago, the residents were promised that the road would be improved. Every year since then they have been told that Steven’s Lane would be repaired the next fiscal year. Mr. Ball stated that it was not reasonable or responsible

# DRAFT

1 for the City to leave the road in the current condition. He requested that staff consider Steven's  
2 Lane when creating the Five Year Road Re-Construction Plan.

## 3 4 5 **PRESENTATION:**

### 6 7 **1. Highland City Library Strategic Long Range Plan, 2016-2025 – Blythe Shupe, Library** 8 **Board Chairman**

9  
10 Prior to the presentation, Councilman Ed Dennis expressed his appreciation for the Library  
11 Board and their efforts in preparing the Plan and this presentation.

12  
13 Blythe Shupe, Library Board Chairman, began her presentation by thanking the City Council,  
14 Library Board Members, Library Staff, and patrons for their support. She then explained that the  
15 library has always been required by the City to have a long-range plan in place and available for  
16 the public to view on the City website. All of the library policies are also available online in an  
17 effort to be transparent. The update to the long-range plan was encouraged by Councilman Brian  
18 Braithwaite, as the library has experienced many changes over the past several months.

19  
20 Ms. Shupe began by explaining that the Library Board recently brought on a new Director, as  
21 well as some new staff members. She explained the changes made and the growth of the library  
22 since that time, including the redecoration of the children's reading nook, the addition of a teen  
23 station, and the upgrade to the library system. Ms. Shupe also presented a slide showing the  
24 increase in volunteer hours, the number of items added to the collection, and the increase in  
25 circulation.

26  
27 Ms. Shupe then explained that the strategic plan is broken up into goals, strategies, and  
28 objectives and activities. The three main goals of the plan are:

- 29
- 30 1. Provide residents with access to information that educates, inspires, and entertains.
  - 31 2. To involve the community through outreach programs, to help residents understand the  
32 benefits of a community library.
  - 33 3. To provide residents with a gather place that creates a sense of community and enhances  
34 the quality of life, while preparing for future growth.
- 35

36 Councilman Brian Braithwaite commented that the strategic plan seemed to be family-centered,  
37 which is reflective of the Highland community. He was pleased to see the accountability factor  
38 to the plan. He asked the Board to examine how many staff members and volunteers are new to  
39 the library.

40  
41 Councilman Tim Irwin was pleased with the library's attempt to invite Alpine and Cedar Hills  
42 residents to come into Highland, and he would like to see that percentage increase. He  
43 commended the Board for the work they had done putting together the strategic plan.

# DRAFT

1 Councilman Dennis LeBaron asked about the requirements for expansion. Ms. Shupe explained  
2 that the optimal size of a library is 0.7 square feet per residents. Based on the current population  
3 of Highland, the library should be about 12,000 square feet in size, but the existing library is less  
4 than 4,000 square feet. Ms. Shupe stated that they are making good use of the space that they  
5 have, but the library will need to expand eventually. Councilman LeBaron asked if the Board  
6 had considered creating satellite locations in Alpine and Cedar Hills. Ms. Shupe answered that  
7 they have had that discussion with the surrounding cities although it had not been reflected in the  
8 plan.

9  
10 Mayor Thompson asked the Library Board Members and volunteers stand and be recognized.  
11  
12

## 13 CONSENT ITEMS:

14  
15 **2. MOTION: Approval of Meeting Minutes for the City Council Work Session – January**  
16 **10, 2017**  
17

18 **3. MOTION: Approval of Meeting Minutes for the City Council Regular Session –**  
19 **January 10, 2017**  
20

21 **4. MOTION: Approval of Meeting Minutes for the City Council Special Meeting – January**  
22 **17, 2017**  
23

24 **5. MOTION: Final Plat Approval for a One Lot Single Family Subdivision located at**  
25 **4884 West 11000 North – Jared Peterson Home**  
26

27 **6. MOTION: Ratifying the Mayors Appointment to the Planning Commission – Brittney**  
28 **Bills and David W. Harris**  
29

30 **7. MOTION: Ratifying the Mayors Re-Appointment to the North Point Solid Waste**  
31 **Special Service District - Councilmember Tim Irwin**  
32

33 **8. MOTION: Ratifying the Mayors Appointment to the North Utah County Aquifer**  
34 **Committee – Mayor Thompson with Todd Trane as Alternate**  
35

36 **MOTION: Councilman Dennis LeBaron moved the City Council approve the consent**  
37 **items on the agenda.**  
38

39 **Councilman Tim Irwin seconded the motion.**

40 **Unanimous vote, motion carried.**  
41

## 42 ACTION ITEMS:

# DRAFT

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

3  
4 *This item was pulled from the agenda at the beginning of the meeting.*

5  
6 **10. PUBLIC HEARING / RESOLUTION: Designation of Open Space Property**  
7 **Disposal - View Point Subdivision Open Space**

8  
9 **BACKGROUND:** *The View Pointe Subdivision was recorded in 2005 and has 103 lots. Three*  
10 *property owners within the subdivision are requesting the disposal of approximately 0.18 acres*  
11 *of open space property on the northwest boundary of the subdivision (Attachment A). There are*  
12 *no known utilities or other public facilities on the land that is being proposed for disposal.*  
13 *Chapter 2.44 Disposal of Public Property of the Municipal Code regulates the disposal of*  
14 *property. The first step in the process is for the City Council to declare the property surplus by*  
15 *resolution (attached). The second step is for the Council to hold a public hearing. Chapter*  
16 *12.32 Removal of Open Space Property provides the process for the removal of open space*  
17 *property. The Council has determined that the price per square foot for the land is \$1.40.*

18  
19 Nathan Crane, City Administrator, presented the information above and stated that staff had not  
20 received any comments from the public in opposition to the proposal.

21  
22 Mayor Thompson opened the public hearing at 7:43 p.m.

23  
24 Bryant Larsen, a resident, stated that he was one of the three property owners petitioning for the  
25 disposal of the subject property. He explained that he was not aware that this small piece of land  
26 existed when he purchased his property. Eventually, he was able to put grass on the property to  
27 prevent weed growth. Mr. Larsen thanked the City Council for considering their request.

28  
29 Neal Evans, a resident, felt that the disposal of City property was an ill-conceived idea, and it  
30 could set an unwanted precedent for future City properties.

31  
32 Councilman Brian Braithwaite stated that it was true that the City had limited resources, but that  
33 was not all the City Council would be basing their decision on. He also did not see the disposal  
34 of this small property as a precedent. The original open space subdivision ordinance was not  
35 perfect and the City ended up with small “orphan” parcels that could not truly be utilized as  
36 public park space. Many of these orphan parcels will only be a benefit to the neighbors directly  
37 adjacent rather than the community as a whole. In such cases, the City is willing to allow those  
38 properties to be disposed. Councilman Braithwaite assured Mr. Evans that the City goes through  
39 a lengthy process when disposing of a property and it was not being done recklessly.

40  
41 Mr. Evans was still concerned that the disposal of this property would set a precedent for future  
42 City Councils who may not share the same ideals as the current City Council.

# DRAFT

1 Scott Smith, a former City Councilman, explained that an Open Space Committee was  
2 established in 2010 to try to resolve the issues caused by the Open Space Subdivision Ordinance,  
3 and the subject parcel has been included in those discussions. He commented that Highland City  
4 and the City Council love the open space and they have no intention of disposing of public parks  
5 or trails. He was in favor of disposing the property.  
6

7 Hearing no further comments Mayor Thompson closed the public hearing at 7:57 p.m. and  
8 brought the discussion back to the City Council.  
9

10 Councilman Tim Irwin echoed the comments made by Councilman Brian Braithwaite, stating  
11 that the City Council was attempting to clean up those areas that were adversely affected by the  
12 Open Space Subdivision Ordinance. This request has been well vetted and he was in favor of  
13 approval.  
14

15 Councilman Rod Mann stated that the decision to dispose of the property was obvious, as the  
16 property would only be useful to the adjacent neighbors.  
17

18 Councilman **LeBaron** commented that property disposal was examined on a case-by-case basis  
19 and certain criteria have to be met. He also noted that the City has already disposed of similar  
20 orphan properties, so the precedent has already been set in this regard.  
21

22 **MOTION: Councilman Ed Dennis moved the City Council approve Resolution 2017-05**  
23 **for the Designation of Open Space Property Disposal in the View Point Subdivision.**  
24

25 **Councilman Rod Mann seconded the motion.**  
26

27 **Those voting aye: Brian Braithwaite, Dennis LeBaron, Tim Irwin, Ed Dennis, and Rod**  
28 **Mann**

29 **Those voting nay: None**

30 **Motion carried.**  
31  
32

## 33 **11. PUBLIC HEARING / RESOLUTION: Mid-Year Budget Adjustments - 2016-2017** 34 **Fiscal Year Budget** 35

36 ***BACKGROUND:*** *Each fiscal year after the budget has been approved in June, it is sometimes*  
37 *necessary to make adjustments to various expense and revenue accounts because of unplanned*  
38 *or unforeseen needs or that forecasts/estimates of revenue or expenses have turned out different*  
39 *from the original budget numbers. Mid-year budget adjustments allow the city to better see their*  
40 *budget status half way through the budget year. With all of the recommended adjustments, the*  
41 *General Fund revenue budget will be increasing from \$8.73 Million to \$9.02 Million, an*  
42 *increase of approximately \$290,000. The General Fund expense budget will be increasing from*  
43 *\$8.74 Million to \$9.01 Million, an increase of approximately \$270,000. The net effect of the*  
44 *adjustments on the four enterprise funds is to increase expenses by approximately \$111,000.*

# DRAFT

1  
2 Gary LeCheminant, Finance Director, presented the information above.

3  
4 Councilman Brian Braithwaite expressed a concern with removing \$300,000 that had been set  
5 aside for the Park Maintenance Building. He requested that the money be left in its current fund  
6 location.

7 Councilman Ed Dennis asked if Mr. LeCheminant had seen any significant change in revenue  
8 flow with the recent addition of the Amazon sales tax. Mr. LeCheminant stated that it was too  
9 soon to see any significant increase. He noted that almost every month of this past fiscal year  
10 had higher sales tax revenue than the same month the previous year.

11  
12 Councilman Brian Braithwaite commented that the Amazon sales tax was distributed by zip  
13 code, but Highland City shares a zip code with American Fork. Currently, there was no way to  
14 define how that money would be divided between the two cities. He requested that the City  
15 Council and staff be actively involved in the process to clarify that definition.

16  
17 Councilman Ed Dennis stated that the most recent audit showed that the City had exceeded the  
18 statutory limit for net assets in the general fund. He asked Mr. LeCheminant what the City was  
19 doing to address that. Mr. LeCheminant explained that the audit showed them to be only 0.4%  
20 over the statutory limit. He had intended to wait and see if the issue resolved itself. If the City  
21 was again over that limit at the end of the fiscal year, the City Council would determine what  
22 would be done with the excess money. Councilman Ed Dennis suggested that any excess be  
23 dedicated to the road fund.

24  
25 Mayor Thompson opened the public hearing at 8:08 p.m. Hearing no comments the Mayor  
26 closed the public hearing and brought the discussion back to the City Council.

27  
28 **MOTION: Councilman Ed Dennis moved the City Council Approve Resolution 2017-06**  
29 **for the Mid-Year Budget Adjustments of the 2016-2017 Fiscal Year Budget, with the**  
30 **exclusion of the \$300,000 for the Park Maintenance Building.**

31  
32 **Councilman Dennis LeBaron seconded the motion.**

33  
34 **Those voting aye: Rod Mann, Brian Braithwaite, Dennis LeBaron, Tim Irwin and Ed**  
35 **Dennis.**

36 **Those voting nay: None**

37 **Motion carried.**

38  
39  
40 **12. PUBLIC HERAING / ORDINANCE: Amendment to Section 3-4704.1.d, Maximum**  
41 **Number of Lots - Town Center Overlay Zone**

42  
43 **BACKGROUND:** *The Town Center Overlay (TCO) District originally allowed a defined*  
44 *number of residential units (342). In February 2016, the City Council approved an amendment*

# DRAFT

1 *to the TCO to eliminate residential uses. Any new residential projects can be considered, if*  
2 *determined appropriate, through a zoning text amendment and a development agreement. A*  
3 *development code amendment is a legislative process.*

4  
5 Nathan Crane presented the information above and explained that a section in the development  
6 code actually specified the exact number of units that could be built in the Town Center Overlay  
7 District. With the completion of Toscana and with the Blackstone project moving forward, Mr.  
8 Crane felt it was appropriate to change that number to reflect the actual number of units that have  
9 been built or approved. This would help to avoid any confusion for future development.

10  
11 Councilman Brian Braithwaite commended Mr. Crane for seeing this issue and taking the  
12 initiative to fix it. He stated that this is what staff should be doing.

13  
14 Mayor Thompson opened the public hearing at 8:16 p.m. Hearing no public comments the  
15 Mayor closed the public hearing and brought the discussion back to the City Council.

16  
17 **MOTION: Councilman Dennis LeBaron moved the City Council Approve Ordinance**  
18 **2017-04 Amending Section 3-4704.1.d, Maximum Number of Lots in the Town Center**  
19 **Overlay.**

20  
21 **Councilman Rod Mann seconded the motion.**

22  
23 **Those voting aye: Dennis LeBaron, Tim Irwin, Ed Dennis, Rod Mann and Brian**  
24 **Braithwaite.**

25 **Those voting nay: None**

26 **Motion carried**

27  
28  
29 **13. ORDINANCE: Approval of Amendments to the Municipal Code Section 12.24 – City**  
30 **Parks and Cemetery**

31 **RESOLUTION: Approval of a Field Use Fee Schedule**

32  
33 **BACKGROUND:** *There have been a myriad of issues related to park usage in Highland City in*  
34 *recent years. As such, staff was tasked with coming up with a Park Usage Policy. Erin Wells*  
35 *along with Josh Castleberry have worked to develop a Policy and Ordinance that they believe*  
36 *addresses a number of issues including growing recreation demand, inconsistency in rental*  
37 *handling, liability to the City, allowing residents access to fields, and maintenance costs. The*  
38 *draft policy and ordinance was discussed in the January 17 Council Meeting. In that meeting*  
39 *two main changes were discussed: 1) Some clarifying edits to the policy document. Staff worked*  
40 *with Brian Braithwaite to incorporate those changes. 2) Lowering the fee schedule for non-*  
41 *profit groups, distinguishing between practice and game play, and increasing the fee for for-*  
42 *profit groups. The new fee schedule we are proposing is attached. A comparison of the*  
43 *previously proposed fees to the current fee schedule for each of the renting organizations is*  
44 *detailed below. Please note that the Lacrosse, North Utah County Soccer, and Stars United*

# DRAFT

1 *numbers are estimates as I did not have numbers from the organizations on game hours vs.*  
2 *practice hours. One additional change to the document is the rental of the Beacon Hills Disc*  
3 *Golf course was also added as an option for groups wishing to reserve it for tournaments. The*  
4 *policy document follows the ordinance and is a document that will be used for administrative*  
5 *purposes. As such, Council does not need to vote on the policy document, only the Ordinance*  
6 *and Fee Schedule*

7 Erin Wells, Assistant to the City Administrator, presented the information above and went over  
8 the revised fees matrix.

9  
10 Councilman Tim Irwin asked if some of the fees obtained from the disc golf course would be  
11 used to maintain that property. Ms. Wells answered that this was the intention, but that decision  
12 was ultimately up to the City Council.

13  
14 Councilman Brian Braithwaite recommended that the increased fees, if adopted, not be  
15 implemented until the next lacrosse season. He also asked that staff explore the possibility of  
16 providing discounts to teams that donate hours of service to the City. There was a brief  
17 discussion regarding possible number of service hours and discount amounts.

18  
19 Ms. Wells commented that the City would have some expenses associated with the new  
20 ordinance, including funds needed for new signage. If the City Council chose to delay the  
21 implementation of the fees until June 1<sup>st</sup>, the signs may have to be pushed to the next fiscal year.

22  
23 Wendy Condie, a resident, explained that Utah County Soccer collected their fee in May and that  
24 fee was roughly \$100 per player. She stated that an increased fee from the City would be passed  
25 to the players through these sports organizations. In regards to service hours, she asked if those  
26 hours would be the responsibility of the players or their parents.

27  
28 Mayor Thompson answered that services should be done by the players. The parents and  
29 coaches were already donating a lot of time to these organizations.

30  
31 Bruce Tucker stated that he was the president of the youth organization for lacrosse in Highland.  
32 He confirmed that the fees charged by the City would have to be passed onto the parents of the  
33 players, but they do appreciate the opportunity to play and have field space. He asked if more  
34 parks were going to be built in Highland in the future.

35  
36 Councilman Rod Mann explained that the City purchased property next to Mountain Ridge  
37 Junior High with the intention of construction a park, but they currently do not have the funds to  
38 do it. The City Council recently discussed the option of selling the Spring Creek property and  
39 using those proceeds to develop Mountain Ridge.

40  
41 Mr. Tucker encouraged the development of more parks. He also stated that his organization  
42 would be willing to do some volunteer work for a reduction in fees.

# DRAFT

1 **MOTION: Councilman Brian Braithwaite moved the City Council Approve Ordinance**  
2 **2017-05 Amending Municipal Code Section 12.24, City Parks and Cemetery.**

3  
4 **Councilman Rod Mann seconded the motion.**

5  
6 **Those voting aye: Tim Irwin, Ed Dennis, Rod Mann Brian Braithwaite and Dennis**  
7 **LeBaron**

8 **Those voting nay: None**

9 **Motion carried**

10  
11 **MOTION: Councilman Brian Braithwaite moved the City Council Approve Resolution**  
12 **2017-07 for a Field Use Fee Schedule with instructions that staff look to incorporate**  
13 **volunteer hours for the time period between now and the end of the 2017 spring season,**  
14 **and with fees not to begin until July 1, 2017.**

15  
16 **Councilman Rod Mann seconded the motion.**

17  
18 **Those voting aye: Brian Braithwaite, Dennis LeBaron, Tim Irwin, Ed Dennis and Rod**  
19 **Mann.**

20 **Those voting nay: None**

21 **Motion carried**

22  
23  
24 **14. MOTION: Approval of Road Design, Construction and Reduced Speed School Zone**  
25 **– Highland Blvd. & 11800 No**

26  
27 **BACKGROUND:** *The intersection at Highland Boulevard and 11800 North has been an*  
28 *ongoing concern for a few years. With the upcoming completion of the Dry Creek subdivision on*  
29 *the west side of Highland Boulevard, the residents have concerns about children crossing at the*  
30 *intersection to get to Ridgeline elementary. Since June of 2015 several studies have been*  
31 *completed, including: crash studies, signal warrant studies and now a school crosswalk study.*  
32 *The following improvements to the intersection have been completed due to those studies:*

- 33 • *Landscaping in the median has been removed.*
- 34 • *Replaced the paint stop line with thermoplastic for better visibility and longevity with a*  
35 *pavement message marking STOP prior to the stop line.*
- 36 • *Installed side road warning signs on Highland Boulevard for both the northbound and*  
37 *southbound approaches.*
- 38 • *Installed flashing speed limit sign, flashing stop sign, and three advanced warning signs.*

39 *In September 2016, a school crossing evaluation was completed. At the time, the sidewalk on the*  
40 *west side was not complete to the intersection. Counts of children crossing at the location were*  
41 *not possible. A survey was sent to all current residents on the west side of Highland Boulevard.*  
42 *The surveys that were returned indicated that the numbers would meet the requirement for a*  
43 *Reduced Speed School Zone (RSSZ). The only thing that currently does not meet the criteria is*  
44 *the fact that the crossing is not on the Ridgeline Elementary SNAP plan. The Ridgeline*

# DRAFT

1 *Elementary principle has been contacted and is aware of the study and the need to revise the*  
2 *SNAP plan. A new design of the intersection is being proposed to make the intersection safer.*  
3 *Curb extensions (bulb-outs) are being proposed to minimize the exposure time that students and*  
4 *the crossing guard would have to traffic. This would reduce the distance across the asphalt from*  
5 *60' down to 46'. This also helps to resolve a reoccurring problem with the crashes at this site.*  
6 *As demonstrated in previous crash studies, the westbound left-turn movement has been the*  
7 *situation for the very serious accidents. By creating these curb extensions, northbound traffic*  
8 *will not be able to use the shoulder as a turn lane. This will eliminate the problem of blocked*  
9 *field of vision from westbound vehicles.*

10  
11 Todd Trane, City Engineer, presented the information above and stated that the estimated cost  
12 for final design and construction to be about \$45,000. He also noted that he sent a survey to the  
13 residents on the west side and the results were almost unanimous in stating that their children  
14 would be using this crossing. Once the neighborhood is built out, they could anticipate 60  
15 children using that crossing.

16  
17 Councilman Brian Braithwaite was concerned that the new design would increase the number of  
18 rear-end accidents in the right turning lane. Mr. Trane stated that this was possible, but the  
19 engineering department felt that this design would resolve more pertinent issues by increasing  
20 visibility.

21  
22 Councilman Dennis LeBaron asked if they would be implementing speed signs before starting  
23 the road work. Mr. Trane explained that there are already 35MPH flashing signs at this location,  
24 but they would install the 20MPH and school zone signs after all of the improvements were  
25 done. There is a school crossing down the road, but it does not meet current standards. It was  
26 recommended that this other crossing be removed once the new one was completed.

27  
28 Councilman Ed Dennis expressed his concerns about the removal of the right turn lane and curb  
29 build out. Mr. Trane explained that the road would be striped to indicate those turning right must  
30 use the through lane. This would not prevent every possible accident, but it would help. Mr.  
31 Trane stated that he would work with a traffic engineer to make increase the safety of this area.

32  
33 Mr. Trane explained that approval of this item would allow the engineering department to move  
34 forward with final design and construction. He hoped to begin construction by the end of the  
35 school year. Councilman Brian Braithwaite commented that the wording of the motion indicated  
36 that the City Council was giving their final approval. Nathan Crane explained that any  
37 significant changes to the plan would be brought back before the City Council.

38  
39 Tim Ball, a resident, stated that the most logical decision would be to put in a signal at this  
40 intersection. He emphasized the dangerous conditions of the intersection and stated that he  
41 would prefer a few “fender benders” to dead drivers. In regards to the right turn, Mr. Ball stated  
42 that a red turn arrow would help to prevent people from turning at that location.

# DRAFT

1 Mayor Thompson said that the reality of the situation was the even putting in a signal here would  
2 not prevent all fatalities. Accidents will always happen.

3  
4 Wendy Condie, a resident, identified locations on the plan and made suggestions to make the  
5 intersection safer. She thanked the City Council for addressing this issue.

6  
7 Mr. Trane stated that staff has spent a lot of time and money researching this intersection to  
8 make it as safe as possible. There are nine criteria that warrant a signalized intersection, and this  
9 intersection did not meet any of them. A signal would be installed in the future, but it was not  
10 warranted at this time. Mr. Trane also explained that there are studies out there that say putting  
11 in a signal without warranted criteria would create worse situations. He had that information  
12 available for the public and City Council to view. Mr. Trane assured the residents that they were  
13 doing what they could to create a safe environment for their children to cross the street.

14  
15 Ms. Condie informed the City Council that the flashing school signs are frequently left on during  
16 non-crossing times. This happens so often that drivers ignore the flashing signs and drive at a  
17 regular speed. Mr. Trane stated that the new flashing school signs would be automatic, which  
18 should eliminate that problem.

19  
20 Jennifer Moulder, a resident, confirmed that it was a regular practice for the crossing guards to  
21 leave the flashing lights on between crossing times. She expressed appreciation for the time and  
22 effort that had been taking into resolving the issues at this intersection.

23  
24 Tonya Colledge, a resident, also expressed her gratitude. Her concerns involved City liability.

25  
26 **MOTION: Councilman Rod Mann moved the City Council to approve the Road Design,  
27 Construction and Reduced Speed School Zone for the intersection of Highland Blvd. &  
28 11800 No., acknowledging that any significant changes will be brought back before the  
29 Council.**

30  
31 **Councilman Ed Dennis seconded the motion.  
32 Unanimous vote. Motion carried.**

33  
34  
35 **15. RESOLUTION: Intent to Annex 1.975 Acres of Real Property - 7005 West  
36 9600 North**

37  
38 *This item was pulled from the agenda at the beginning of the meeting.*

39  
40  
41 **MAYOR, CITY COUNCIL & STAFF COMMUNICATION ITEMS**

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

# DRAFT

- 1 • Highland Blvd. Traffic Data – Justin Parduhn, Operations & Maintenance Director

2  
3 Mr. Parduhn presented and explained the data collected regarding speeds along Highland  
4 Boulevard since the installation of the flashing speed signs last year. This information was in a  
5 Google Document that could be shared with the City Councilmen.

6  
7 Brian Gwilliam, Police Chief, stated that they had not seen a significant increase in citations  
8 from that road. The Police Department had increased enforcement on Highland Boulevard, but  
9 not to the point where they had made a serious impact.

- 10  
11 • Funding Option for Road Re-Construction – Nathan Crane, City Administrator

12  
13 Mr. Crane explained that a committee had been formed to examine ways to fund the Road  
14 Reconstruction Master Plan, and it was determined that bonding was not a favorable option. The  
15 committee recommended instead that the City focus on raising additional revenue through  
16 property tax. Staff then gave a presentation focusing on how to implement the road plan, budget  
17 and funding options, and a process overview.

18  
19 Mr. Trane presented the road plan as provided by PEPG and reminded the City Council that they  
20 had recommended a yearly budget of \$1.5 million. He stated that staff would be putting together  
21 a five-year road plan within the next several weeks.

22  
23 Mr. LeCheminant presented information regarding funding. The tax increase shown in the slides  
24 was based on property values. Ms. Wells explained the process of implementing a tax increase.

25  
26 Councilman **Rod Mann** asked if there was a way to implement a fixed fee rather than a  
27 percentage based on property value. He said it was not logical to assume the people with more  
28 valuable property used the roads more often than those with a lower property value.

29  
30 Attorney Tim Merrill commented that **Councilman Mann** was proposing a fee rather than a tax.  
31 He explained that the State Code allows the City to pass on whatever rate they desire, as long as  
32 it does not exceed the maximum rate enforced by the State, but it does have to be a percentage.

33  
34 Ms. Wells then presented a rough plan that staff had laid out for getting the public involved and  
35 informed. This plan was similar to what was done the previous year with the utility rate change.

36  
37 Mark Farnsworth, a resident of Steven's Lane, explained how the City could utilize their asphalt  
38 zipper to help reconstruct the roads themselves and save a lot of money.

## 40 41 **ADJOURNMENT**

42  
43 **MOTION: Councilman Brian Braithwaite moved to adjourn.**

# DRAFT

1 **Councilman Ed Dennis seconded the motion.**  
2 **Unanimous vote. Motion carried.**

3  
4 **Meeting adjourned at 10:05 p.m.**

5  
6

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JoD'Ann Bates, City Recorder

7

8  
9 Date Approved: February 21, 2017

10



# CITY COUNCIL AGENDA REPORT ITEM #2

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**DATE:** Tuesday, February 21, 2017  
**TO:** Honorable Mayor and Members of the City Council  
**FROM:** Nathan Crane, AICP  
City Administrator/Community Development Director  
**SUBJECT: MOTION:** Approval of Highland City Pay Grades

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## **STAFF RECOMMENDATION:**

City Council **ADOPT** the pay grades that have a unique pay range for each position. This allows for each position to be assigned a unique market-derived pay rate based on job responsibilities.

## **BACKGROUND:**

At the June 14, 2016 Council meeting, City Council approved the FY2017 budget. As a part of the discussion on that item, the Mayor and City Council directed staff to conduct a study regarding the comparison of employees' wages and benefits. Council and staff also discussed updating job descriptions and performance evaluations for employees. On August 16, 2016, the City Council approved a contract with Personnel Systems and Services.

### *Internal Job Position Analysis*

Personnel Systems and Services analysis process began with collecting information from Highland City employees, including a priority survey and review of job descriptions in one-on-one meetings. The consultants found that many of the job descriptions were not current or did not exist.

Personnel Systems and Services then analyzed each position based on four factors—(1) Job knowledge, (2) Responsibility, (3) Difficulty of Work, (4) Work Environment—and derived a job point value for each position. The priority survey results determined the weighting of these four factors: Job Knowledge (40%) and Responsibility (35%) were both top priority followed by Difficulty of Work (20%) and Work Environment (10%).

Through combined efforts of the consultants, City Administration, and Department Directors, each position was evaluated using these four factors and given an overall point value. This point value was then converted into a dollar amount, based on a regression

curve derived from pay ranges of similar positions from other public entities.

### *External Market Analysis*

In addition to the aforementioned internal equity process, the pay range minimum for each full-time position was compared to pay range minimums of similar positions at other public entities in Utah based on data that was available. Not every position had comparable data available, but in general, pay range minimums were obtained from comparable organizations in population, services provided, and proximity to Highland City. Overall data was collected from 76 different cities and governmental entities.

### *Determination of Pay Ranges*

Before final recommendations were compiled, I met with each Department Director to review the Department's positions and proposed pay ranges to ensure fairness. Each employee was given the opportunity to review and comment on their job description. Some changes were made for accuracy and internal equity within the Department and City as a whole. The proposed pay ranges are found in Attachment 1.

### *Total Value Compensation*

Personnel Systems and Services also completed a total value comparison. The result of the comparison are found in Attachment 2. Staff also reviewed the "Utah Employee Benefit Study 2016" which was prepared by FirstWest Benefit Solutions. A summary of the study is found in Attachment 3. The summary is based on 180 respondents (50 from the public) along the Wasatch Front. With the limited number of responses it is difficult to determine how comprehensive or comparable the study is.

### *Conclusion*

Personnel Systems and Services found that eight full time positions and five part time (or less) positions are paid below the minimum salaries for comparable positions in comparable organizations.

Staff has prepared minor adjustments based upon years of service to the Pressurized Irrigation Supervisor, Public Works Operator II and Public Works Operator II employees that will not increase the amount of money budget for salaries in this year's budget. Staff will prepare additional adjustments as part of next year's budget to address inequality in the minimum pay.

**FISCAL IMPACT:**

Using existing funds, \$11,032.80 will be reallocated among the Pressurized Irrigation Supervisor, Public Works Operator II and Public Works Operator II employees based on years of service with Highland City. This action does not increase the amount budgeted for salaries and wages.

**ATTACHMENTS:**

- Proposed Pay Plan and Pay Grades
- Total Compensation Value Comparison
- Utah Employee Benefit Study 2016 Summary



# Highland Compensation Study



## Hourly Pay Rates

## Monthly Pay Rates

## Annual Pay Rates

JOB TITLE	JOB VALUE	Pay Range		
		Minimum	Midpoint	Maximum
CITY ADMINISTRATOR/CDD	<b>29.63</b>	\$54.20	\$66.51	\$78.82
CITY ENGINEER	<b>22.09</b>	\$37.17	\$45.53	\$53.89
FINANCE DIRECTOR	<b>20.85</b>	\$34.95	\$42.79	\$50.64
OPERATIONS & MAINTENANCE DIRECTOR	<b>20.38</b>	\$34.13	\$41.80	\$49.46
LIBRARY DIRECTOR	<b>18.16</b>	\$30.54	\$37.37	\$44.21
JUSTICE COURT JUDGE	<b>15.32</b>	\$26.50	\$32.41	\$38.32
WASTEWATER / CEMETERY SUPERINTENDENT	<b>13.53</b>	\$24.23	\$29.63	\$35.02
WATER SUPERINTENDENT	<b>13.53</b>	\$24.23	\$29.63	\$35.02
STREET/STORM WATER SUPERINTENDENT	<b>13.40</b>	\$24.07	\$29.42	\$34.78
BUILDING OFFICIAL	<b>12.73</b>	\$23.28	\$28.46	\$33.64
PARK SUPERINTENDENT	<b>12.42</b>	\$22.92	\$28.02	\$33.11
PRESSURIZED IRRIGATION SUPERVISOR	<b>12.42</b>	\$22.92	\$28.02	\$33.11
ASSISTANT TO THE CITY ADMINISTRATOR	<b>12.09</b>	\$22.55	\$27.56	\$32.57
SHOP SUPERVISOR/FACILITIES SPECIALIST	<b>11.14</b>	\$21.49	\$26.26	\$31.03
CITY RECORDER	<b>9.58</b>	\$19.88	\$24.29	\$28.69
PLANNER	<b>9.07</b>	\$19.38	\$23.67	\$27.96
PUBLIC WORKS OPERATOR II	<b>8.91</b>	\$19.23	\$23.48	\$27.73
CITY TREASURER	<b>7.90</b>	\$18.28	\$22.32	\$26.36
HUMAN RESOURCES/ACCOUNTS PAYABLE	<b>7.08</b>	\$17.55	\$21.42	\$25.29
PLANNING/PW TECHNICIAN	<b>6.71</b>	\$17.22	\$21.03	\$24.83
PUBLIC WORKS OPERATOR I	<b>6.66</b>	\$17.18	\$20.97	\$24.77
COURT CLERK	<b>6.51</b>	\$17.06	\$20.82	\$24.58
COMMUNITY EVENTS COORDINATOR	<b>6.26</b>	\$16.84	\$20.55	\$24.27
BUILDING PERMIT TECHNICIAN	<b>5.86</b>	\$16.50	\$20.14	\$23.78
UTILITY BILLING CLERK	<b>5.47</b>	\$16.19	\$19.76	\$23.33
LABORER	<b>4.13</b>	\$15.14	\$18.47	\$21.80
FRONT DESK ATTENDANT	<b>3.75</b>	\$14.85	\$18.12	\$21.38

Job Value	Pay Range		
	Minimum	Midpoint	Maximum
<b>29.63</b>	\$9,395	\$11,529	\$13,662
<b>22.09</b>	\$6,442	\$7,891	\$9,341
<b>20.85</b>	\$6,057	\$7,418	\$8,778
<b>20.38</b>	\$5,917	\$7,245	\$8,573
<b>18.16</b>	\$5,293	\$6,478	\$7,663
<b>15.32</b>	\$4,593	\$5,617	\$6,642
<b>13.53</b>	\$4,200	\$5,135	\$6,070
<b>13.53</b>	\$4,200	\$5,135	\$6,070
<b>13.40</b>	\$4,172	\$5,100	\$6,029
<b>12.73</b>	\$4,036	\$4,933	\$5,830
<b>12.42</b>	\$3,973	\$4,856	\$5,739
<b>12.42</b>	\$3,973	\$4,856	\$5,739
<b>12.09</b>	\$3,908	\$4,776	\$5,645
<b>11.14</b>	\$3,726	\$4,552	\$5,379
<b>9.58</b>	\$3,446	\$4,210	\$4,973
<b>9.07</b>	\$3,360	\$4,103	\$4,847
<b>8.91</b>	\$3,332	\$4,070	\$4,807
<b>7.90</b>	\$3,168	\$3,869	\$4,569
<b>7.08</b>	\$3,041	\$3,713	\$4,384
<b>6.71</b>	\$2,986	\$3,645	\$4,303
<b>6.66</b>	\$2,978	\$3,636	\$4,293
<b>6.51</b>	\$2,956	\$3,609	\$4,261
<b>6.26</b>	\$2,919	\$3,562	\$4,206
<b>5.86</b>	\$2,861	\$3,491	\$4,122
<b>5.47</b>	\$2,807	\$3,425	\$4,043
<b>4.13</b>	\$2,624	\$3,201	\$3,778
<b>3.75</b>	\$2,574	\$3,140	\$3,706

Job Value	Pay Range			Range	JOB TITLE
	Minimum	Midpoint	Maximum		
<b>29.63</b>	\$112,744	\$138,345	\$163,946	<b>45%</b>	CITY ADMINISTRATOR/CDD
<b>22.09</b>	\$77,307	\$94,698	\$112,088	<b>45%</b>	CITY ENGINEER
<b>20.85</b>	\$72,687	\$89,013	\$105,339	<b>45%</b>	FINANCE DIRECTOR
<b>20.38</b>	\$71,000	\$86,938	\$102,876	<b>45%</b>	OPERATIONS & MAINTENANCE DIRECTOR
<b>18.16</b>	\$63,516	\$77,735	\$91,953	<b>45%</b>	LIBRARY DIRECTOR
<b>15.32</b>	\$55,113	\$67,407	\$79,701	<b>45%</b>	JUSTICE COURT JUDGE
<b>13.53</b>	\$50,403	\$61,621	\$72,839	<b>45%</b>	WASTEWATER / CEMETERY SUPERINTENDENT
<b>13.53</b>	\$50,403	\$61,621	\$72,839	<b>45%</b>	WATER SUPERINTENDENT
<b>13.40</b>	\$50,063	\$61,204	\$72,344	<b>45%</b>	STREET/STORM WATER SUPERINTENDENT
<b>12.73</b>	\$48,427	\$59,195	\$69,963	<b>44%</b>	BUILDING OFFICIAL
<b>12.42</b>	\$47,678	\$58,275	\$68,872	<b>44%</b>	PARK SUPERINTENDENT
<b>12.42</b>	\$47,678	\$58,275	\$68,872	<b>44%</b>	PRESSURIZED IRRIGATION SUPERVISOR
<b>12.09</b>	\$46,897	\$57,316	\$67,736	<b>44%</b>	ASSISTANT TO THE CITY ADMINISTRATOR
<b>11.14</b>	\$44,709	\$54,630	\$64,551	<b>44%</b>	SHOP SUPERVISOR/FACILITIES SPECIALIST
<b>9.58</b>	\$41,358	\$50,517	\$59,677	<b>44%</b>	CITY RECORDER
<b>9.07</b>	\$40,318	\$49,242	\$58,166	<b>44%</b>	PLANNER
<b>8.91</b>	\$39,988	\$48,837	\$57,685	<b>44%</b>	PUBLIC WORKS OPERATOR II
<b>7.90</b>	\$38,021	\$46,424	\$54,827	<b>44%</b>	CITY TREASURER
<b>7.08</b>	\$36,498	\$44,555	\$52,613	<b>44%</b>	HUMAN RESOURCES/ACCOUNTS PAYABLE
<b>6.71</b>	\$35,828	\$43,734	\$51,640	<b>44%</b>	PLANNING/PW TECHNICIAN
<b>6.66</b>	\$35,740	\$43,627	\$51,513	<b>44%</b>	PUBLIC WORKS OPERATOR I
<b>6.51</b>	\$35,476	\$43,303	\$51,129	<b>44%</b>	COURT CLERK
<b>6.26</b>	\$35,024	\$42,748	\$50,473	<b>44%</b>	COMMUNITY EVENTS COORDINATOR
<b>5.86</b>	\$34,328	\$41,895	\$49,462	<b>44%</b>	BUILDING PERMIT TECHNICIAN
<b>5.47</b>	\$33,679	\$41,100	\$48,520	<b>44%</b>	UTILITY BILLING CLERK
<b>4.13</b>	\$31,484	\$38,409	\$45,334	<b>44%</b>	LABORER
<b>3.75</b>	\$30,891	\$37,683	\$44,474	<b>44%</b>	FRONT DESK ATTENDANT

# Highland Job Evaluation



By Rank Order

Job Code	Department	Job Title	Factor I					Factor II				Factor III		Factor IV		Total Pts.
			Job Knowledge	Years Exper.	Certs, License	Multi Certs	Annual Recert	Responsibility	Supervision	Public Cont.	Budget	Difficulty Of Work	Stress	Work Environ	Hazard	
	ADMINISTRATION	CITY ADMINISTRATOR/CDD	6.96	2.78	1.04	0.00	0.35	7.00	3.50	2.10	0.70	4.00	0.60	0.60	0.00	29.63
	PUBLIC WORKS	CITY ENGINEER	5.52	2.21	1.10	0.00	0.28	4.68	1.87	1.17	0.47	3.48	0.52	0.78	0.00	22.09
	FINANCE	FINANCE DIRECTOR	5.26	1.58	0.79	0.00	0.26	6.09	0.61	1.52	0.61	3.08	0.46	0.60	0.00	20.85
	PUBLIC WORKS	OPERATIONS & MAINTENANCE DIRECTOR	4.25	1.70	0.64	0.42	0.21	4.68	1.87	1.17	0.47	2.68	0.40	1.51	0.38	20.38
	LIBRARY	LIBRARY DIRECTOR	5.35	1.07	0.80	0.00	0.00	4.68	0.94	1.17	0.47	2.68	0.40	0.60	0.00	18.16
	COURT	JUSTICE COURT JUDGE	6.15	1.23	1.23	0.00	0.31	2.77	0.28	0.55	0.14	1.79	0.27	0.60	0.00	15.32
	PUBLIC WORKS	WASTEWATER / CEMETERY SUPERINTENDENT	2.71	0.81	0.41	0.27	0.14	3.13	0.31	0.63	0.16	2.06	0.31	1.74	0.87	13.53
	PUBLIC WORKS	WATER SUPERINTENDENT	2.71	0.81	0.41	0.27	0.14	3.13	0.31	0.63	0.16	2.06	0.31	1.74	0.87	13.53
	PUBLIC WORKS	STREET/STORM WATER SUPERINTENDENT	2.71	0.81	0.27	0.27	0.14	3.13	0.31	0.63	0.16	2.06	0.31	1.74	0.87	13.40
	PUBLIC WORKS	BUILDING OFFICIAL	3.11	0.93	0.47	0.31	0.16	3.29	0.33	0.66	0.00	2.06	0.31	1.01	0.10	12.73
	PUBLIC WORKS	PARK SUPERINTENDENT	2.71	0.81	0.27	0.27	0.14	2.41	0.24	0.48	0.12	2.06	0.31	1.74	0.87	12.42
	PUBLIC WORKS	PRESSURIZED IRRIGATION SUPERVISOR	2.71	0.81	0.27	0.27	0.14	2.41	0.24	0.48	0.12	2.06	0.31	1.74	0.87	12.42
	ADMINISTRATION	ASSISTANT TO THE CITY ADMINISTRATOR	4.05	0.81	0.00	0.00	0.00	3.13	0.31	0.63	0.31	1.96	0.29	0.60	0.00	12.09
	PUBLIC WORKS	SHOP SUPERVISOR/FACILITIES SPECIALIST	2.71	0.81	0.27	0.27	0.14	2.41	0.12	0.36	0.00	1.88	0.28	1.51	0.38	11.14
	ADMINISTRATION	CITY RECORDER	2.08	0.42	0.21	0.21	0.10	3.60	0.00	0.54	0.00	1.58	0.24	0.60	0.00	9.58
	ADMINISTRATION	PLANNER	2.96	0.00	0.00	0.00	0.00	2.98	0.00	0.45	0.00	1.58	0.24	0.78	0.08	9.07
	PUBLIC WORKS	PUBLIC WORKS OPERATOR II	2.05	0.61	0.20	0.20	0.10	1.40	0.07	0.14	0.00	1.38	0.14	1.74	0.87	8.91
	FINANCE	CITY TREASURER	2.08	0.42	0.21	0.21	0.10	2.09	0.21	0.31	0.00	1.45	0.22	0.60	0.00	7.90
	FINANCE	HUMAN RESOURCES/ACCOUNTS PAYABLE	2.08	0.21	0.00	0.00	0.00	2.20	0.00	0.33	0.00	1.45	0.22	0.60	0.00	7.08
	PUBLIC WORKS	PLANNING/PW TECHNICIAN	1.57	0.31	0.00	0.00	0.00	2.20	0.00	0.44	0.00	1.38	0.21	0.60	0.00	6.71
	PUBLIC WORKS	PUBLIC WORKS OPERATOR I	1.39	0.00	0.00	0.00	0.00	1.28	0.00	0.06	0.00	1.20	0.12	1.74	0.87	6.66
	COURT	COURT CLERK	1.50	0.15	0.15	0.15	0.07	2.09	0.10	0.31	0.00	1.20	0.18	0.60	0.00	6.51
	ADMINISTRATION	COMMUNITY EVENTS COORDINATOR	1.39	0.14	0.00	0.00	0.00	1.95	0.00	0.39	0.10	1.38	0.14	0.78	0.00	6.26
	PUBLIC WORKS	BUILDING PERMIT TECHNICIAN	1.27	0.25	0.13	0.00	0.06	1.82	0.00	0.27	0.00	1.26	0.19	0.60	0.00	5.86
	FINANCE	UTILITY BILLING CLERK	1.27	0.06	0.00	0.00	0.00	1.82	0.00	0.27	0.00	1.26	0.19	0.60	0.00	5.47
	PUBLIC WORKS	LABORER	0.72	0.00	0.00	0.00	0.00	0.94	0.00	0.05	0.00	0.54	0.00	1.51	0.38	4.13
	ADMINISTRATION	FRONT DESK ATTENDANT	1.07	0.05	0.00	0.00	0.00	1.28	0.00	0.13	0.00	0.59	0.03	0.60	0.00	3.75

**Highland City**  
**Compensation Survey System**  
**General TCV Summary Report**  
**11/22/2016**

Entity	Health	HSA	Dental	Vision	Life	Ret	Std	Ltd	Caf	SS/Med	Addl \$	Addl %	Tot \$	Tot %	TCV Impact						
BOUNTIFUL	\$1,139.42	\$253.00			\$31.50	18.47%		0.60%		7.65%			\$1,423.92	26.72%	\$25,000	\$48,767	\$50,000	\$80,447	\$100,000	\$143,807	
BRIAN HEAD TOWN	\$1,235.08	\$300.00	\$98.64	\$7.53	\$8.65	18.47%		0.60%		7.65%			\$1,649.90	26.72%	\$25,000	\$51,479	\$50,000	\$83,159	\$100,000	\$146,519	
BRIGHAM CITY	\$935.17	\$250.00	\$109.06		\$13.85	18.47%	0.00%	0.01%		7.65%			\$1,308.08	26.13%	\$25,000	\$47,229	\$50,000	\$78,762	\$100,000	\$141,827	
CACHE COUNTY	\$1,205.00	\$175.00	\$48.74		\$9.90	18.47%		0.60%		7.65%			\$1,438.64	26.72%	\$25,000	\$48,944	\$50,000	\$80,624	\$100,000	\$143,984	
CEDAR CITY	\$912.20	\$133.33	\$100.18	\$14.21	\$10.50	18.47%		1.00%		7.65%	\$100.00		\$1,270.42	27.12%	\$25,000	\$47,025	\$50,000	\$78,805	\$100,000	\$142,365	
CENTRAL DAVIS COUNTY SEWER	\$1,585.00		\$44.65		\$35.00	18.47%		0.25%		7.65%			\$1,664.06	26.37%	\$25,000	\$51,561	\$50,000	\$83,154	\$100,000	\$146,339	
DRAPER	\$1,324.28	\$150.00	\$101.25		\$15.87	18.47%		\$17.66		7.65%			\$1,609.06	26.12%	\$25,000	\$50,839	\$50,000	\$82,369	\$100,000	\$145,429	
DUCHESNE COUNTY	\$1,035.65	\$91.80	\$56.40	\$5.22	\$8.40	18.47%	\$12.72	\$17.76		7.65%		3.57	\$1,227.95	29.59%	\$25,000	\$47,133	\$50,000	\$79,530	\$100,000	\$144,325	
ENOCH	\$1,472.70		\$97.98		\$9.90	18.47%		0.01%		7.65%			\$1,580.58	26.13%	\$25,000	\$50,499	\$50,000	\$82,032	\$100,000	\$145,097	
GRAND COUNTY	\$1,490.73	\$200.00	\$92.00	\$20.14	\$12.28	18.47%		0.52%		7.65%		1.59%	\$1,815.15	28.23%	\$25,000	\$53,839	\$50,000	\$85,897	\$100,000	\$150,012	
HEBER LIGHT & POWER CO.	\$1,623.02		\$100.68	\$17.13	\$9.60	18.47%		\$27.38		7.65%	\$5.50	1.33%	\$1,783.31	27.45%	\$25,000	\$53,262	\$50,000	\$85,125	\$100,000	\$148,850	
JUAB COUNTY	\$1,437.78		\$97.48	\$8.64	\$24.41	18.47%		0.55%		7.65%		15.57%	\$1,568.31	42.24%	\$25,000	\$54,380	\$50,000	\$89,940	\$100,000	\$161,060	
LAYTON	\$910.58			\$7.63	\$4.78	18.47%		0.62%		7.65%			\$922.99	26.74%	\$25,000	\$42,761	\$50,000	\$74,446	\$100,000	\$137,816	
LEHI	\$1,450.82	\$167.00	\$104.16	\$3.39	\$10.87	18.47%		0.48%		7.65%			\$1,736.24	26.60%	\$25,000	\$52,485	\$50,000	\$84,135	\$100,000	\$147,435	
LOGAN	\$1,134.00		\$22.00		\$13.00	18.47%		\$14.00		7.65%	\$1.82	3.00%	\$1,184.82	29.12%	\$25,000	\$46,498	\$50,000	\$78,778	\$100,000	\$143,338	
MURRAY	\$1,165.78		\$83.28		\$7.88	18.47%		0.60%		7.65%		4.20%	\$1,256.94	30.92%	\$25,000	\$47,813	\$50,000	\$80,543	\$100,000	\$146,003	
NEPHI	\$1,456.66		\$47.34		\$9.90	18.47%		0.60%		7.65%		0.61%	\$1,513.90	27.33%	\$25,000	\$49,999	\$50,000	\$81,832	\$100,000	\$145,497	
NORTH DAVIS COUNTY SEWER	\$1,891.00		\$83.69		\$13.50	18.47%				7.65%			\$1,988.19	26.12%	\$25,000	\$55,388	\$50,000	\$86,918	\$100,000	\$149,978	
NORTH POINTE SOLID WASTE DISTRICT	\$1,308.13		\$72.41	\$20.00	\$8.65	18.47%		0.60%		7.65%	\$42.00		\$1,451.19	26.72%	\$25,000	\$49,094	\$50,000	\$80,774	\$100,000	\$144,134	
OGDEN	\$1,211.60	\$140.14	\$76.36		\$6.35	18.47%		0.52%		7.65%			\$1,434.45	26.64%	\$25,000	\$48,873	\$50,000	\$80,533	\$100,000	\$143,853	
OREM	\$906.08	\$333.33	\$103.93		\$0.00	18.47%		0.49%		1.45%		4.00%	\$1,343.34	24.41%	\$25,000	\$47,223	\$50,000	\$78,325	\$100,000	\$140,530	
PARK CITY	\$1,705.50		\$108.40		\$6.15	18.47%	0.01%	0.00%		7.65%	\$75.00		\$1,895.05	26.13%	\$25,000	\$54,273	\$50,000	\$85,806	\$100,000	\$148,871	
PROVO	\$1,647.88				\$4.20	18.47%		0.32%		7.65%			\$1,652.08	26.44%	\$25,000	\$51,435	\$50,000	\$83,045	\$100,000	\$146,265	
RIVERDALE	\$1,162.14		\$90.00		\$8.00	18.47%		0.59%		7.65%			\$1,260.14	26.71%	\$25,000	\$46,799	\$50,000	\$78,477	\$100,000	\$141,832	
ROY WATER CONSERVANCY DISTRICT	\$1,472.70		\$99.18	\$14.98	\$10.85	18.47%		0.60%		7.65%			\$1,597.71	26.72%	\$25,000	\$50,853	\$50,000	\$82,533	\$100,000	\$145,893	
SANDY	\$1,192.50	\$81.50	\$43.50		\$7.30	18.47%		0.49%		1.45%	\$1.50		\$1,326.30	20.41%	\$25,000	\$46,018	\$50,000	\$76,121	\$100,000	\$136,326	
SARATOGA SPRINGS	\$1,034.38		\$95.13		\$16.66	18.47%				1.45%		6.20%	\$1,146.17	26.12%	\$25,000	\$45,284	\$50,000	\$76,814	\$100,000	\$139,874	
SEVIER COUNTY	\$1,354.00	\$120.00	\$95.10	\$13.36	\$9.22	18.47%		0.44%		7.65%		1.53%	\$1,591.68	28.09%	\$25,000	\$51,123	\$50,000	\$83,145	\$100,000	\$147,190	
SNYDERVILLE BASIN WATER RECLAMATION	\$1,544.00		\$100.00		\$14.88	18.47%	0.27%	0.91%		1.45%	\$135.66	3.00%	\$1,794.54	24.10%	\$25,000	\$52,559	\$50,000	\$83,584	\$100,000	\$145,634	
SOUTH DAVIS SEWER DISTRICT	\$1,545.00		\$101.00	\$47.00	\$8.90	18.47%		0.60%		7.65%	\$208.00		\$1,909.90	26.72%	\$25,000	\$54,599	\$50,000	\$86,279	\$100,000	\$149,639	
SOUTH JORDAN	\$1,192.32		\$78.38		\$17.84	16.69%		0.60%		7.65%			\$1,288.54	24.94%	\$25,000	\$46,697	\$50,000	\$77,932	\$100,000	\$140,402	
SPRINGVILLE	\$1,554.43	\$22.95	\$77.40		\$6.80	18.47%	\$16.92	\$30.29		7.65%		2.00%	\$1,708.79	28.12%	\$25,000	\$52,535	\$50,000	\$84,565	\$100,000	\$148,625	
SUMMIT COUNTY	\$1,214.02	\$208.33	\$107.06		\$5.58	18.47%	0.48%	0.60%		7.65%			\$1,534.99	27.02%	\$25,000	\$50,175	\$50,000	\$81,930	\$100,000	\$145,440	
TOOELE	\$1,017.00		\$75.23	\$14.00	\$12.19	18.47%	\$12.00	0.60%	\$4.00	7.65%	\$3.40	2.59%	\$1,137.82	29.31%	\$25,000	\$45,981	\$50,000	\$78,309	\$100,000	\$142,964	
UNIFIED FIRE AUTHORITY	\$1,094.00		\$79.34		\$4.32	18.47%		0.01%		7.65%			\$1,177.66	26.13%	\$25,000	\$45,664	\$50,000	\$77,197	\$100,000	\$140,262	
WASATCH COUNTY	\$1,472.22		\$97.48	\$14.00		16.69%				7.65%			\$1,583.70	24.34%	\$25,000	\$50,089	\$50,000	\$81,174	\$100,000	\$143,344	
WASHINGTON CITY	\$1,383.68		\$47.42	\$20.00	\$8.90	18.47%		0.60%		7.65%	\$5.50	4.50%	\$1,465.50	31.22%	\$25,000	\$50,391	\$50,000	\$83,196	\$100,000	\$148,806	
WEBER COUNTY	\$1,080.20		\$92.16			18.47%		1.00%		7.65%			\$1,172.36	27.12%	\$25,000	\$45,848	\$50,000	\$77,628	\$100,000	\$141,188	
WEST VALLEY	\$1,146.13		\$81.76		\$6.23	18.47%				1.45%			\$1,234.12	19.92%	\$25,000	\$44,789	\$50,000	\$74,769	\$100,000	\$134,729	
<b>Group Average</b>														\$1,478.17	27.02%	\$25,000	\$49,492	\$50,000	\$81,247	\$100,000	\$144,756
<b>HIGHLAND</b>	\$1,142.48	\$250.00	\$97.98		\$10.05	18.47%	\$12.92	\$15.86		1.45%		6.20%	\$1,529.29	26.12%	\$25,000	\$49,881	\$50,000	\$81,411	\$100,000	\$144,471	
<b>Average Difference</b>														\$51.12	-0.90%		\$389.00		\$164.51		-\$284.47
<b>Average Difference</b>																	0.78%		0.20%		-0.20%

# 2016 Utah Employee Benefit Study

## Study Overview

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FirstWest Benefit Solutions  
firstwestcompanies.com  
June 16, 2016

### Executive Summary

This year's study continues to reflect the balancing act that most Utah employers are facing with a tight labor market, escalating healthcare costs, and the realities of the administration and reporting requirements of the Affordable Care Act (ACA). As Utah's economy continues to grow, an employer's challenges are retaining a skilled work force, attracting new employees as needed, and controlling the escalating costs of one of the most expensive items on their financial statements.

As employers are experiencing the final implementation stages and reporting requirements of the ACA, we decided to retain one last time four questions in the survey regarding Utah employers' attitudes towards the epic law. We also added one new question regarding employee retirement readiness. Additional changes to other questions were minor 'tweaks' to improve their communication or accuracy. We are very interested in the evolution of employee benefits in Utah and desire to have measurable base lines from previous years. It has taken only significant events such as the ACA to cause us to make material modifications to the survey questions.

2016 is the ninth year of the Utah Employee Benefit Study. As in the previous three years, the overall number one state-wide employee benefit strategy objective remains as 'Retain Employees', handily beating out 'Attract Employees' for second place. 'Control Costs' ranked as the third most stated strategy with even more employers indicating they are very concerned about the recent spike in healthcare cost. Utah employers continue to face escalating cost of benefits, less availability of skilled and unskilled labor and professionals. This is reflected in the higher ranking of 'Retain Employees' and 'Attract Employees' over 'Control Costs', though healthcare costs are rising quickly and continue to outpace inflation by three to five times.

Throughout the thirty measurable survey segments which include the 51 survey questions, we observed evidence of employers strategically working to manage higher benefit costs in a tightening employee market.

A few of the respondents have scrutinized Question 35 this year as it is now illegal for employers to reimburse employees who purchase individual health plans through a cafeteria plan or HRA. We suspected that compliance to this law may still be waning and unfortunately thirty-six employers apparently have not received the word and reported they continue this practice, even though the penalties for doing so are severe.

Employers appear to be taking a more agnostic approach and now on average offer only 6-8 holiday days.

Paid time off (PTO) has surpassed Sick and Vacation in the Private Sector, but is notably non-existent in the Public Sector. Sick Leave and Vacation have been entrenched in the Public Sector for at least thirty plus years. There appears to be significant movement in both the private and public sectors to reduce benefit days that can be carried over to a later date. The number of leave days offered is settling more into pre-great recession day levels.

The percentage of employers offering an Alternative Work Schedule program remains comparative this year, though employers are offering less telecommuting and flex time benefits.

Tuition Reimbursement programs offered are about to the levels of last year, but with more emphasis on industry related courses. The larger employer you are, the more important it appears that you develop your existing employees rather than counting on the availability for skilled labor or professionals in the current job market.

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Employer's retirement plan design policies continue to be very favorable towards their employees, though a new trend appears to be moving eligibility closer to 30 Days rather than date of hire. This may be to sync up the eligibility periods closer to health plan eligibility periods that have been influenced dramatically by ACA eligibility waiting period rules. Vesting periods, increased plan feature options, and more employer contributions (5% - 6% employer matching rates is the fastest growing approach). All which support the shift to a 'Retention' and 'Attraction' strategy. Interestingly, the new question asking about retirement readiness found 37.6% of employees are more concerned about being ready for retirement while only 9.4% feel they are on track to meet their financial retirement goals.

In 2016, most employers continue to offer two health plan options to their employees though those offering more than two are rising quickly, more than likely due to several insurers now offering more exchange type platforms to all sizes of employers. Deductible increases are climbing, with 60% of employer's lowest deductible offered is now over \$1,000. Overall, employer single premium contributions have settled into the 80% - 94% range, and family contributions in the 66%-79% range. Even though costs are rising faster than in recent years, the pressure to attract and retain employees is bolstering up employer health plan premium contribution levels. Cost shifting to employees, if any, is happening by reducing benefit levels.

Adoption of Health Savings Accounts (HSA) continue last few year's resurgence, but with a notable difference. Over 73% of all Utah employers offer a HSA plan. Though, a higher number of employers offer no HSA contribution. There are also more HSA matching arrangements now than ever observed before in the study. Use of flexible spending (FSA) plans is less common, except by the largest employers, and are almost universally being replaced by HSA plans which can't offer child care benefits like a FSA plan.

This year's survey shows for the first time in several years an uptick on the defined contribution health plan approach. This may be influenced by

(as noted above) more insurers now offering exchange type products that function well with a defined contribution approach as well as the SHOP exchange for small employers.

Dental plan maximums continue to rise overall to meet the increased costs of dental care with 45% of employer plans having an annual benefit of \$1,500 or greater. Overall, employers are contributing fewer dollars to employee dental plans. More than likely most available employer dollars are being allocated to rising health insurance costs.

Employer offered group life insurance has risen with the mean now a more contemporary \$50,000 employee death benefit. Still, spousal and children benefits lag far behind the need in the market place with nearly 57% of Utah employers offering no dependent life insurance benefits.

With just a few exceptions, Employee Wellness programs continue to decline. The survey shows 61% of all employers offer some semblance of a Wellness Plan, but over 57% offer no incentives for those who participate. Most wellness benefits initiatives reported are declining. For those that offered incentives, cash incentives are up. Interestingly, health insurance wellness premium discounts are possible though few except the largest employers are using this ACA approved approach. As important as wellness is for all stakeholders, we believe there is a perceived low cost-to-value by employers after many years of supporting and financing these activities without measurable health improvements. We also sense many employers believe the wellness challenge in the U.S. may be 'larger' than they can influence or manage. Also, with community rating now in place for small employers there is less financial incentive related to wellness activities and insurance premiums for them.

### Methodology and Data Relevance

Over the course of four weeks, more than 2,500 Utah employers were solicited to participate in an online survey consisting of 51 questions in the categories of paid leave, retirement, medical benefits, ACA, ancillary benefits, tuition, wellness, strategy and administration. Three hundred

## 2016 Utah Employee Benefit Study Study Overview

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seventy-nine (379) employers responded and completed the survey, which is a similar number to last year. Employers are divided demographically by industry, number of benefit-eligible employees, geography, and by either the government/public or private sector.

As in past years, many of Utah's larger and/or most sophisticated employers were the first to respond to the study survey, indicating that, at the highest levels, an interest for the knowledge this study produces. As might be expected, FirstWest Benefit Solutions' clients still represent a notable proportion of study respondents, but are far from the majority of the respondents. The industry demographics of employers in the study are strikingly similar to Utah employment demographics as measured by the Utah Department of Workforce Services<sup>1</sup>, including an even stronger showing in the retail & wholesale sector which includes utilities, communications and hospitality.

The geographic portion of the study appears to be less meaningful than divisions by industry and size. Response from outside the Wasatch Front is still lower, and a sizable proportion of respondents in those areas represent divisions of large employers headquartered on the Wasatch Front.

Overall, there was a more balanced response this year by employer size, with historically the least respondents in the Media industry sample doubling in size. Other industries and sizes were blended nicely in the responses.

The reader is cautioned to consider the meaning of the Employer Size data reports. Utah Department of Workforce Services data indicates that firms with over 1,000 workers represent only 0.2% of Utah employers yet these firms employ 32.3% of employees in Utah. Alternatively, firms under 10 in size represent 79.1% of employers in Utah yet only employ 10.1% of workers in the state<sup>1</sup>. The reports presented here are valid and meaningful as employer benchmarking tools and should not be viewed as a representation of the average employee's benefits.

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<sup>1</sup> Utah Department of Workforce Services, <http://jobs.utah.gov>

### Study Observations

The Affordable Care Act (ACA) With the advent of the employer mandate January 1, 2015 Utah employers appear to have settled into their staffing, administration and benefit strategies. Still, 7% more employers than last year report some, to significant impact administratively as they deal with measurement periods, stability periods and challenging 1095/1094 reporting. Most report some cost impact to their premiums and 30% report reducing their benefit levels to mitigate the increased cost of the ACA.

The survey shows 8.67% are now offering to a larger employee population. The most common ACA strategy stated was to more closely monitor part-time employee's hours and measuring variable and seasonal. With last year's onset most large employers have already changed their staffing approach, reducing hours and changing benefits as needed in order to afford the new requirements and comply with the Act.

Most Utah employers recognize that even with the cost impacts and administration burdens of the ACA, the improving economy, and shortages of skilled employees requires the greater necessity of attraction and retention of employees and is even more pertinent now than before the law's onset. Utah employers will need to continue to try to minimize the cost and benefit reductions to their employees to maintain morale in order to be competitive and retain and attract the best available people.

Exempt vs. Non-exempt Several study questions focus on the difference in benefit offerings between exempt and non-exempt employees. By and large, most Utah employers continue to treat the classes the same. Consistent to the last couple of years there is a slight difference (higher benefit) in exempt employee paid leave days at both one and five year's verses non-exempt in most segments.

With the advent of the ACA, we have seen less differences in exempt verses non-exempt employee health plan benefits and cost sharing arrangements.

## 2016 Utah Employee Benefit Study Study Overview

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Government vs. Private Sector Historically and even today, comparing government plans to the Private Sector, Government employers have richer benefit offerings, presumably to compensate for lower average salaries and wages for skilled labor and professionals. Though with the newer two-tier Utah Retirement System retirement plans the gap between the two sectors is narrowing.

The Public Sector continues to offer greater leave, richer overall retirement benefits, and health plan deductibles, though the Private Sector enjoys much shorter retirement plan vesting schedules.

The Government sector's employee benefit eligibility periods are trending to 30 Days vs. Date of Hire which has been the most common in the past. The movement to 30 Days eligibility softens ACA administration requirements and gives the public employers a little leeway to minimize errors and tight timelines. HSA health plan adoption and wellness programs incentives continue to flatten and match more closely to the Private Sector. In the both the Public and Private Sector, health plan deductibles are increasing and employee premium cost sharing ratios continue to grow higher. Even so, the overall cost and benefit difference in the two sectors continues to narrow.

As a tight labor market continues and as public employers' benefit offerings look more like that of the private sector especially in their retirement plan offerings, competing with the private sector for skilled and professional employees is going to be much more challenging.

Industry Overall, the strongest benefit offering this year is in Public Administration, represented in the government plans mentioned above. The Education sector has been a leader in the past, but now is trailing many of the other employers in Utah. It is interesting that the number one stated strategy for the Education sector is Attract employees and Control costs verses all other industries reporting Retain employees as their number one benefit strategy.

The Information Technology, Engineering, Finance, Healthcare, Retail/Wholesale Trade, Industrial sector and professional employers

appear better balanced and at market, while the Building Trades and Media sectors are currently lagging the Utah marketplace. (Note: The Media sector data size has doubled this year and is more creditable than previous years.)

Overall, most industries are more competitive today in their general employee benefit offerings driven by a tight labor market and the ACA.

Employer Size Small employers (1-49) generally have fewer and lower benefit offerings than their larger counterparts, which is consistent with expectation. These employers are not required to currently participate in the ACA's employer mandate to provide health insurance coverage or pay penalties. Small employers' need for skilled and non-skilled labor many times is as great as the large employers they compete with. Most that have provided health benefits in the past continue to do so, even with the lack of the employer mandate in order to attract and retain the best employees. Micro-sized employees (less than 10) have exited the health insurance in greater numbers with the draw of potential individual subsidies in the Federal Marketplace. There is also a noticeable difference (less) in the number of HSA plans offered by small employers which is a trend noticed last year. Interestingly, because health insurers now offer 'exchange like' platforms, small employers are now offering more health plan options than larger counterparts. PTO adoption with small employers has increased 20% from last year.

Mid-size employers (50-499) indicated they were 'feeling the most pain' related to ACA cost, administration and reporting. This segment is showing a stronger commitment to HSA adoption and employer funding. They also are offering more worksite benefits which may be related to the offering of more HSA plans. Higher dental benefits seem to be universal in the mid-size employers.

The largest Utah employers (500+) reported higher retirement plan employer contributions, more defined contribution health plans, higher health deductibles and less PTO days than in previous years. They are also the most focused group with wellness plan activities and contrary to almost all

## 2016 Utah Employee Benefit Study Study Overview

other segments are continuing to fund financial incentives to participating employees.

With the exception of the very largest employers (1,000+ employees) having a strong Wellness Benefit, there continues to be much less emphasis on wellness programs this year. The survey shows 6% of employers offer a wellness plan of some type but there has been a continued reduction in the dedication of resources and dollars to these programs verses just a few years ago.

More than ever in recent years, controlling healthcare costs is an area all sizes of Utah's employers universally are concerned with.

**Geography** The northern Wasatch Front (Ogden), Northern Utah (Cache), and Northeastern Utah (Uinta) have historically offered richer benefits than the Central (Salt Lake City) and South (Provo-Orem) Wasatch Front areas. The employers in the north end of the state have offered their employees shorter eligibility waiting periods, more holiday and paid time off days, lower premium cost sharing, lower health plan deductibles, and higher dental plan maximums. They also have a stronger tendency to offer tuition reimbursement and employee assistance plans (EAP). These differences have all but disappeared and the Central and Southern Wasatch Front area employers have narrowed the historical gap with less discernible benefit differences shown.

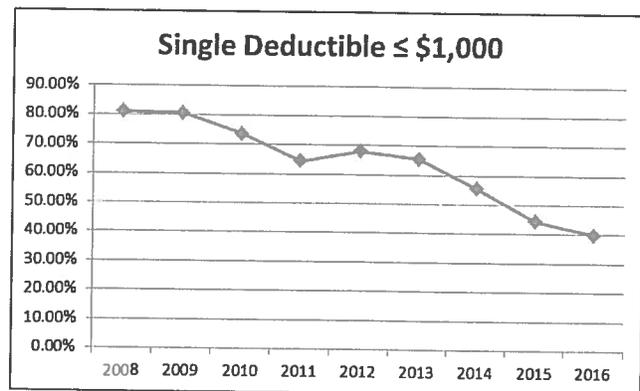
Other employers in rural Utah still tend to offer higher benefits overall than the Wasatch front as a way to attract skilled employees to their areas.

### Trends from Previous Years

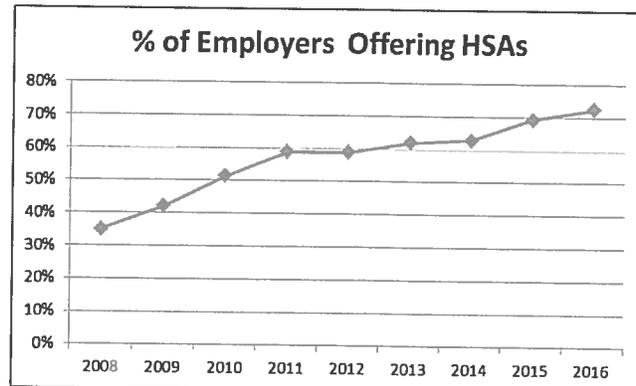
The following charts come from data collected from the results of the Utah Employee Benefit Survey between 2008 and 2016. The charts illustrate trends observed over this data collection period.

**Health Insurance Deductibles** A general annual deductible is an amount that must be paid by enrollees before most services are covered by their health plan. As health insurance premiums have surged, the number of employers offering

Single coverage deductibles of \$1,000 or less has decreased decidedly. In 2008, over 80% of employers offered a Single deductible of \$1,000 or less. Now, less than 40% of employers are offering a Single deductible of \$1,000 or less.

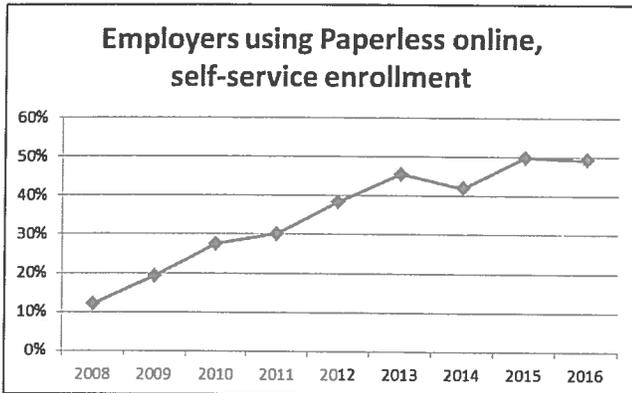


**Employers Offering HSAs** The percentage of companies offering a company sponsored HSA has increased dramatically over this time period. In 2008, only 35% of employers offered an HSA. Now in 2016, over 70% of employers are offering an HSA.

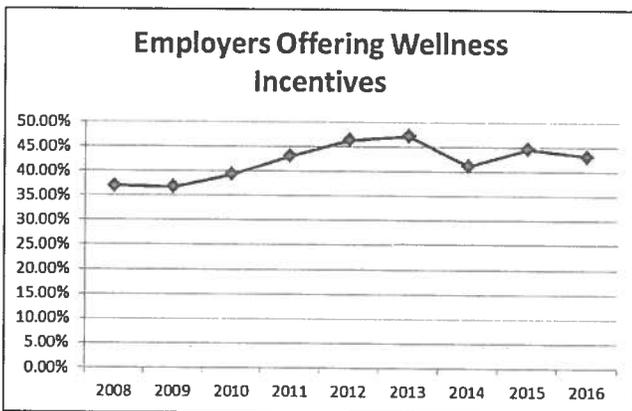


**Paperless online, self-service enrollment** The number of companies utilizing online enrollment systems is steadily increasing. The trend is driven by ease of administration, more cost effective options for small employers, and employee demand for less paper.

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**Financial Incentives for Wellness Programs** The number of companies providing financial incentives to their employees that participate in their wellness program is leveling off, if not decreasing. Companies are requiring or demanding more definitive results from their wellness programs to continue the financial incentives. In 2016, only 43.2% of employers that sponsor a wellness program offer a financial incentive to their participants.



### Opportunities

Each year we consider where there might be opportunities for employers to meet their strategic goals whether it is being able to get more dollars to the bottom line, being fiscally sound, or becoming a 'destination' employer. This year, amongst all the varying dynamics and challenges there are several areas that employers should consider to stand out amongst their peers. We recognize that all of these suggestions do not apply universally but a thorough review and consideration of each could

help spawn a strategy or two that may provide you a competitive edge.

This year showed an uptick of employers, large and small, shifting to a defined contribution (DC) health plan approach offering multiple options. A DC plan can give your employees more choice and incentivize them to take more interest and responsibility in their insurance and health care purchasing decisions.

More strategic employers in the coming years will continue to adopt this approach using an 'exchange' to more fully engage their plan participants and hoping to 'fix' or level their costs to the defined contribution rather than medical inflationary trends.

Rethink and Retool your wellness plan approach. Employer's financial commitment to sponsored wellness plans is continuing to wane. Many believe that this is because employers are weary of using resources and dollars with little measurable ROI results. There is a very strong argument to continue corporate wellness programs but with a more laser-focused approach on what has shown some encouraging results like nutrition, weight loss and mental health. These areas are proving out to have a positive impact on greater employee populations beyond the typical 'corporate athletes' and can help both short-term and long-term employee related costs.

Support worksite voluntary benefits. As health benefits continue to be reduced, there is a large uptake on worksite voluntary benefits to the point, if you are not offering them, you are in the minority. Regardless of the debate of cost to value of these plans, they are proving to be very popular with many employees who feel they need to replace benefits that have been reduced or eliminated.

Contribute to your employee's dental plan premiums and/or increase your annual plan maximums. With the continued shift to more 100% employee paid dental plans, an employer who continues to make contributions to these highly valued benefits will stand out from the crowd of other employers.

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Make sure you offer a standalone vision plan, either voluntary or employer paid. They continue to be high valued benefits to your employees. With a comprehensive eye exam benefit now part of most health plan's ACA preventative benefit, removing the eye exam benefit from your vision plan will help lower premium costs.

Adding basic dependent life to the existing basic life coverage of employees continues to be relatively inexpensive and is an area where there seems to be little improvement and overall adoption. The lack of dependent life benefits, potentially becomes a significant employee relations challenge when a death occurs.

Technology adoption in benefit administration continues to make much progress this year but still has a way to go. Few firms are paperless in their human resources and benefits practices, and human resource software, whether web-based or not, are still the exception to the rule. Online enrollment technology has been embraced by most employers over size 50 and self-service enrollment continues to make strong gains towards universal adoption.

Engage your employees with communication and education campaigns including benefits statements so they understand the value of and the challenges, especially the costs of providing employee benefits as an employer. Employee benefits for most employers are the second or third greatest expense that they have. Regular focus, education and communication on employee benefits can bring employers and employees together as they best meet the needs of all concerned.

There are potentially many additional opportunities available to specific industries and size of employers. Studies show that to be considered a 'superior' employer in the marketplace you only need to provide benefits at a level of 4-5% higher in value than your employer counterparts.

In tight labor markets employees become more mobile and do focus more on wages, an employer's culture and worksite conditions than more traditional retention methods of just offering superior employee benefits. Employee benefits,

though still highly valued, almost become somewhat a 'checkoff item' to future employee candidates and existing employees that are restless and potentially considering other opportunities. All employers will need to try and at least meet the mean level of benefits in their prospective industry, geographic location, and the Utah market in general, and then strategically focus on other ways to attract and retain employees.

### Understanding Benchmark Comparisons

Directly following this summary report, you will find four "benchmark comparisons", each showing how a particular demographic slice compares to the general Utah marketplace. All four comparison reports show the overall Utah market benchmark plan offering, as determined by the median responses of the survey. These overall benchmarks are listed in bold print as responses on the "Full Report with All Respondents" under the first tab labeled "All Participants". The overall benchmark offerings are arranged by sections according to topic.

Each comparison report then shows how any given demographic slice compares to the overall Utah market. For example, the first of four sub-reports entitled '2016 Utah Employee Benefit Study: Benchmark Comparisons by Government vs. Private Sector' shows private sector data in the first comparison column. The data in that column shows how the private sector compares to the overall market benchmark, and how the private sector compares to the government/public sector in the column next to it. Green arrows (▲) indicate areas where that demographic slice is above market, red arrows (▼) are below market and equal signs (=) indicate parity with the general Utah market.

These comparison reports were added to our study analysis five years ago, and we trust you will continue to find the additional data helpful. Please feel at liberty to contact FirstWest with any questions or comments as you evaluate this work.

## 2016 Utah Employee Benefit Study Study Overview

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### About the Authors

S. David Jackson and Luke LaPray are members of FirstWest's consulting group with over 20 years' experience working with Utah employers.

FirstWest Benefit Solutions (<http://firstwestcompanies.com/>) offers consulting services for employer sponsored health and welfare plans, retirement plans, risk management and offers a full range of client support and services including human resource consulting and individual wealth management. Our clients include some of the state's largest and most notable employers, who both fully insure and self-fund their benefit plans. In addition, we have a robust small employer division serving hundreds of Utah's small employers.

FirstWest has been commended by Utah Governor Gary R. Herbert for excellence in its health reform efforts, and benefit consultant S. David Jackson serves as the citizen's representative and chairman for Utah on the Risk Adjuster Board for Avenue H (Utah's SHOP Health Exchange). The firm employs 40 full-time employees including three senior professionals of human resources (SHPR) and three professionals of human resources (PHR). FirstWest operates from offices located in Orem and Salt Lake City, Utah.



# CITY COUNCIL AGENDA REPORT ITEM #3

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**DATE:** Tuesday, February 21, 2017  
**TO:** Honorable Mayor and Members of the City Council  
**FROM:** Nathan Crane, AICP  
City Administrator/Community Development Director  
**SUBJECT: MOTION:** Authorization staff to begin the public information and education campaign regarding a potential property tax increase for road maintenance and repair.

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## **STAFF RECOMMENDATION:**

City Council authorize staff to begin the public information and education campaign regarding a potential property tax increase for road maintenance and repair.

## **BACKGROUND:**

With the Road Reconstruction Master Plan (RRMP) nearing completion, the City Council began discussing options to increase revenue for road maintenance and reconstruction at the January 17, 2017 Council meeting. Based on the RRMP, it is estimated that an additional one million dollars annually is needed for road maintenance and reconstruction.

The Council formed a subcommittee of Mayor Thompson, Council member Brian Braithwaite, and Council member Rod Mann. The Committee met on January 23, 2017 and discussed several options to raise the additional revenue. These options included: bonding, road fee and a property tax increase. The results of the meeting were discussed at the February 7, 2017 Council meeting.

Staff has prepared a preliminary timeline that included a number of public involvement and education efforts. Staff is also proposing to continue the use of the subcommittee. The subcommittee will meet with staff on a bi-weekly basis to review information and provide direction. Results of these meetings will be discussed at the appropriate Council meetings.

## **FISCAL IMPACT:**

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

## **ATTACHMENTS:**

- Proposed Public Information and Education Campaign
- Budget and Ballot Timeline

## Method & Timeline

- February – Monthly Newsletter Article & Social Media
- March – Monthly Newsletter Article & Social Media
- April – Monthly Newsletter Article & Social Media
- April 1 – launch website page with all of the information
- April 12 & 20 – Community leader meeting (make them public meetings but send special invitations to select group)
- May 1 – Monthly Newsletter Article
- May 1 – Social Media
  - Budget Open House
- May 9 – Social Media
  - Budget Open House
- May 11 – Budget Open House
- May 17 – Social Media
- May 25 – Social Media
- June 1 – Monthly Newsletter Article
- June 2 – Social Media
  - Budget to be passed
- June 6 or 20 – Tentative budget passed
- June 10 – Social Media
- June 19 – Social Media
  - Budget to be passed
- June 27 – Social Media
- July 1 – Monthly Newsletter Article
- July – Second Road Open House?
- July 5 – Social Media
- July 13 – Social Media
  - Truth in Taxation Noticing
- July 21 – Social Media
  - Truth in Taxation Noticing
- July 29 – Social Media
  - Final budget to be passed
- August 1 – Monthly Newsletter Article
- August 1 – Council passes budget with property tax increase
- August 2 – Social Media
  - Update on Truth in Taxation Hearing

## Referendum Timeline



- Weekly social media updates (budget/election in general not just roads)
- Monthly Newsletter Articles
- Community Leader Meeting
  - Right after referendum campaign starts
- Road Open House 3?
  - Right after referendum campaign starts
- Road Open House 4?
  - Around October 5 (one month out). See if we can wait to see if we know it's going to be on the ballot.
- Mailer to every home
  - October 17 (3 weeks out.) Get it before early/absentee voting starts



Blue – Election Dates

Green – Budget Dates

Red – Potential Referendum Dates

- Thursday, May 11 – Budget Open House
- Tuesday, May 16 – Adoption of Tentative Budget
- Tuesday, May 23 – Budget Work Session
- Thursday, June 1— Wednesday, June 7 – Candidate Filing Deadline
- Tuesday, June 6 or 20 – Tentative Budget Passed
- July 18 – Truth in Taxation Noticing (see details below)
- Saturday, July 22 – Property Tax Notices mailed by Utah State Tax Commission
- July 25 – Truth in Taxation Newspaper Noticing 2
- Tuesday, August 1 – Truth in Taxation Hearing where new tax rate and final budget is passed
  - 10 days after property tax notice
- Monday, August 7 – Referendum filed within 5 days with the City Recorder
  - Five sponsors signed (notary public)
    - Resident of Utah
    - Voted in a regular municipal election in the last three years
- Thursday, August 10 – City Recorder shall give referendum to the Budget Officer within three working days
- Thursday, August 10 – Five days after City Recorder gets a valid referendum application, we give Sponsors five copies of petition and signature sheets
- Tuesday, August 15 – Primary Election (if needed)
- Thursday, August 17 – Sponsor prepares packets (There doesn't seem to be a deadline. If they waited 26 more days it won't be verified in time for election.)
- Monday, August 21 – City Recorder numbers and delivers full referendum packets to Sponsors within 2 working days
- Monday, September 4 – Budget Officer and Legal Counsel write a 100 word explanation on the fiscal and legal impact if the law were repealed. Deliver to City Recorder and Sponsors within 25 calendar days.
- Thursday, September 7 – Ballots finalized. City Recorder needs final ballot 60 days before election.
  - "Shall the [name of the taxing entity] be authorized to levy a tax rate in the amount sufficient to generate an increased property tax revenue of [amount] for fiscal year [year] as budgeted, adopted, and approved by the [name of the taxing entity]".
  - We can put a referendum item on the ballot that hasn't yet qualified yet.
- Saturday, September 30 – Sponsors deliver signed and verified packet to County Clerk 40 days after City Recorder gives packets to Sponsor (1,217 signatures or 15% of 8,108)
- Monday, October 9 – Last day to mail in voter registration
- Tuesday, October 10 – County Clerk verifies signatures within 10 working days after delivery from Sponsors

- Thursday, October 12 – City Recorder counts signatures within 2 working days after delivery from County Clerk
  - At this point we would heavily publicize whether or not the item on the ballot will be counted or not.
- Tuesday, October 17 – Mail-in ballots sent out
- Tuesday, October 31 – Last day to register to vote in person or online
- Tuesday, November 7 – Election Day

**Truth in Taxation Noticing Requirements**

- General newspaper(s) within general circulation of community that is publicized at least once a week (see below)
  - Minimum ¼ page in size
  - font minimum 18
  - ad surrounded by an ¼ inch border
  - Ad can't be in legal notices or classified
  - Date, time, and place for public comment
- Electronically on our website
- Utah Public Notice Website
- OR Mail a written notice to each voter in the district that contains the information required by the statute

"NOTICE OF PROPOSED TAX INCREASE  
(NAME OF TAXING ENTITY)

The (name of the taxing entity) is proposing to increase its property tax revenue. The (name of the taxing entity) tax on a (insert the average value of a residence in the taxing entity rounded to the nearest thousand dollars) residence would increase from \$\_\_\_\_\_ to \$\_\_\_\_\_, which is \$\_\_\_\_\_ per year. The (name of the taxing entity) tax on a (insert the value of a business having the same value as the average value of a residence in the taxing entity) business would increase from \$\_\_\_\_\_ to \$\_\_\_\_\_, which is \$\_\_\_\_\_ per year. If the proposed budget is approved, (name of the taxing entity) would increase its property tax budgeted revenue by \_\_\_% above last year's property tax budgeted revenue excluding eligible new growth. All concerned citizens are invited to a public hearing on the tax increase.

PUBLIC HEARING

Date/Time: (date) (time)

Location: (name of meeting place and address of meeting place)

To obtain more information regarding the tax increase, citizens may contact the (name of the taxing entity) at (phone number of taxing entity)."

#### Extra Notes

- Property Tax Referendum Section ([20A-7-613](#))
- General Referendum Section ([20A-7-6](#))
- Property Tax Act [59-2-918.5](#) and [59-2-919](#)
- Truth in Taxation ([59-2-919.1](#))
- Total time for property tax referendum is about 80 days
- We can do a totally separate absentee ballot election for a tax law



# CITY COUNCIL AGENDA REPORT ITEM #4

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**DATE:** Tuesday, February 21, 2017  
**TO:** Honorable Mayor and Members of the City Council  
**FROM:** Justin Parduhn, Operations and Maintenance Director  
**SUBJECT: RESOLUTION:** Approving the Water Conservation Plan Update for 2017

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**STAFF RECOMMENDATION:**

Seeking City Council approval of the Highland City Water Conservation Plan Update prior to submitting the report to the Utah Division of Water Resources

**BACKGROUND:**

In 1999, Utah's legislature passed the Water Conservation Plan Act requiring all drinking water systems serving 500 connections or more to file a water conservation plan with the Utah Division of Water Resources. The first Water Conservation Plan in 2006 and has updated it every 5 years since that time.

The plan identifies water resources, how much water is being used, and what steps are taken to conserve water. This Water Conservation Plan has been previously presented to the Water Advisory Board for their review and comments and has received their approval.

Highland City utilized the services of Tavis Timothy with Hansen, Allen & Luce to update this plan.

**FISCAL IMPACT:**

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

**ATTACHMENTS:**

- Proposed Resolution
- Highland City Water Conservation Plan Update

**RESOLUTION NO. R-2017- \*\***

**A RESOLUTION OF HIGHLAND CITY, UTAH  
APPROVING THE HIGHLAND CITY  
WATER CONSERVATION PLAN UPDATE**

WHEREAS, the Highland City Council acknowledges that Highland City meets the required reporting under Utah's Water Conservation Plan Act which states that all drinking water systems serving more than 500 connections must submit an updated Water Conservation Plan every 5 years to the Utah Division of Water Resources;

WHEREAS, Highland City has updated its Water Conservation Plan identifying water resources, how much water is being used, and what steps are taken to conserve water.

NOW, THEREFORE be it resolved the City Council has reviewed and approved the Highland City Water Conservation Plan Update.

This resolution shall take effect immediately upon passage.

ADOPTED by the City Council of Highland City, Utah, this 21<sup>st</sup> day of February, 2017.

HIGHLAND CITY, UTAH

\_\_\_\_\_  
Mark S. Thompson, Mayor

ATTEST:

\_\_\_\_\_  
JoD'Ann Bates, CMC  
City Recorder

COUNCILMEMBER	YES	NO
Brian Braithwaite	<input type="checkbox"/>	<input type="checkbox"/>
Tim Irwin	<input type="checkbox"/>	<input type="checkbox"/>
Dennis LeBaron	<input type="checkbox"/>	<input type="checkbox"/>
Rod Mann	<input type="checkbox"/>	<input type="checkbox"/>
Ed Dennis	<input type="checkbox"/>	<input type="checkbox"/>



## **WATER CONSERVATION PLAN UPDATE**

### **Drinking Water and Pressurized Irrigation Systems**

(HAL Project No.: 314.05.116)

**January 2017**

**HIGHLAND CITY**  
**WATER CONSERVATION PLAN UPDATE**  
**DRINKING WATER AND PRESSURIZED IRRIGATION SYSTEMS**  
**(HAL Project No.:314.05.116)**

**Project Manager**



**January 2017**

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## EXECUTIVE SUMMARY

In 1999, Utah's legislature passed the Water Conservation Plan Act requiring all drinking water systems serving 500 connections or more to file a water conservation plan with the Utah Division of Water resources. Until Highland City and the Highland Water Company merged in 2004, Highland City managed only a pressurized irrigation system and was not required to submit a plan. As a result of the merger, the City completed a water management and conservation plan in 2006 that included both the drinking water and pressurized irrigation systems. Water Conservation Plans are required to be updated every 5 years from the first submittal. This report is an update of the City's Water Conservation Plan.

Highland City is located in northern Utah County and, as of 2016, had a population of about 18,300 people. Highland's drinking water distribution system is comprised of a pipe network, four water storage tanks, five groundwater wells, and over 4,700 water supply connections. The pressurized irrigation (PI) system is comprised of transmission lines, three storage ponds, three groundwater wells, two diversions from the American Fork River, two connections to Central Utah Project (CUP) pipelines, one diversion from the Murdock Canal, and pump stations.

In 2016, Highland City used a total of about 1,296 acre-feet of drinking water and 8,480 acre-feet of pressurized irrigation water. During 2016, the average per capita use has been around 60 gallons per capita per day (gpcd) for the drinking water system and around 420 gpcd for the pressurized irrigation system. The overall water use for the City averages around 480 gpcd. Per capita water use within the drinking water system has been reduced by about 37% since 2004. Water use in the pressurized irrigation system has been relatively steady since 2004.

The purpose of the Water Conservation Plan is to identify strategies for more efficient water use. Existing conservation issues have been identified along with goals to address these issues. Major issues included a large quantity of unaccounted for water use in the drinking water system and high overall per capita water use.

Water conservation measures that are currently being implemented by the City will be continued including the operation of a pressurized irrigation system to conserve high quality water for drinking water sources, time-of-day watering recommendations, public education programs, and installation of smart irrigation systems in new City parks. Additional water conservation measures were also identified to further reduce per capita water use. These measures include expansion of public education systems, updating the City's existing rationing plan, and upgrading existing City park irrigation systems to be smart systems.

## **CHAPTER I INTRODUCTION**

### **PURPOSE**

In 1999, Utah's legislature passed the Water Conservation Plan Act requiring all drinking water systems serving 500 connections or more to file a water conservation plan with the Utah Division of Water Resources. Until Highland City and the Highland Water Company merged in 2004, Highland City managed only a pressurized irrigation system and was not required to submit a plan. As a result of the merger, the City completed a water management and conservation plan in 2006 that included both the drinking water and pressurized irrigation systems. Water Conservation Plans are required to be updated every 5 years from the first submittal. This report is an update of the City's Water Conservation Plan.

### **BACKGROUND**

Highland City is located on a bench near American Fork, Lehi, and Alpine in northern Utah County. According to the U.S. Census, the population of the city increased from around 15,500 to over 18,300 from 2010 to 2016. Despite this growth, Highland has retained a quiet, rural atmosphere. This is largely due to the large lot sizes of the typical home within the City.

Highland began as a 15 family settlement in the 1850s and was incorporated on July 13, 1977. Due to the growing size, several landowners formed the Highland Water Company in 1950's to provide drinking water through a central water system as opposed to using individual wells. The first well was drilled and a storage tank was constructed in 1958. Other water system facilities have since been constructed resulting in the current drinking water system.

Twenty years after incorporation, the City implemented a pressurized irrigation system. Use of surface water for outside watering helped the City to conserve high quality groundwater for the City's growing drinking water needs. During 2004, Highland Water Company voted to dissolve the company and to transfer all assets and obligations to Highland City. Since that time, the City has operated both the drinking water system and the pressurized irrigation system within the City's boundaries.

## CHAPTER II WATER SYSTEM ANALYSIS

### FACILITY DESCRIPTION

#### Drinking Water System

Highland's existing drinking water system is comprised of a pipe network, four water storage tanks, over 4,700 water supply connections, five groundwater wells (Wells #1 through #5), and two booster pump stations. All of the five wells on the drinking water system are active and are used on a rotating basis as needed within the system. One of the City's wells on the pressurized irrigation system, the 11800 North Well, was constructed to Division of Drinking Water standards and could be used on the drinking water system in an emergency. This well has only been used within the pressurized irrigation system to date.

Table II-1 summarizes the type and number of connections to the drinking water system. Of the 4,642 residential connections, there are about 200 that are using the drinking water system for their outside watering. About 100 of these connections are located in the View Pointe subdivision which does not have a pressurized irrigation source available. The existing pressurized irrigation pipelines in this subdivision are connected to the drinking water system.

**TABLE II-1  
DRINKING WATER SYSTEM CONNECTION SUMMARY**

CONNECTION TYPE	NUMBER OF CONNECTIONS
Residential	4,642
Commercial	66
Industrial	3
Institutional	25
Stock	8
Commercial Sprinkling	1
<b>TOTAL</b>	<b>4,745</b>

#### Pressurized Irrigation System

In 1997-1998, Highland City constructed a pressurized irrigation system throughout the City boundaries. This system provides residents with outdoor water for irrigation of landscaped areas and gardens. The system is comprised of transmission pipe lines, three storage ponds, three groundwater wells (11800 North, 10700 North, and Granite Wells), two diversions from the American Fork River, two connections to Central Utah Project (CUP) pipelines, one diversion from the Murdock Canal, and booster pump stations. The three wells are pumped to supplement the surface water sources during late season demand periods, peak demand periods, and other periods when surface water sources are unable to meet demands. There are currently 4,342 connections on the pressurized irrigation system. Detailed descriptions of the pressurized irrigation system facilities are included in the City's Pressurized Irrigation System Master Plan completed in 2009.

## INVENTORY OF WATER RESOURCES

There are five existing wells that currently supply the drinking water system as summarized in Table II-2. The existing demand on the system can be met with two or three wells at any time. All of the wells are used on a rotating basis.

**TABLE II-2  
EXISTING DRINKING WATER WELLS**

NAME	YEAR DRILLED	CAPACITY (gpm)
Well #1	1968	550
Well #2	1958	900
Well #3	1977	900
Well #4	1986	800
Well #5	1987	800

The pressurized irrigation system currently uses water from two diversions from the American Fork River, two CUP connections, three wells, and a diversion from the Murdock Canal as summarized in Table II-3.

**TABLE II-3  
EXISTING PRESSURIZED IRRIGATION SOURCES**

SOURCE	DESCRIPTION	APPROXIMATE CAPACITY (GPM)
American Fork Canyon - American Fork Flume	2-foot parshall flume diversion	3,000 (August) to 7,500 (June)
American Fork Canyon - Lehi Flume	3-foot parshall flume diversion	800 (August) to 4,000 (June)
Canyon Well	12-inch well (640 ft deep)	1,100
11800 North Well	24-inch well (1,000 ft deep) – can be used as emergency backup for drinking water system.	1,200
10700 North Alpine Highway - Provo Well	16-inch well (500 ft deep)	1,100
CUP Connection No. 1	PRV and meter station from high pressure CUP system (owned & operated by CUP)	1,800 gpm (Usage agreement) (Can divert 3,590 gpm in exchange for Murdock Canal diversion)
CUP Connection No. 2	PRV and meter station from high pressure CUP system (owned & operated by CUP)	3,590
Murdock Canal	Diversion from Murdock Canal with a booster station. <b>CURRENTLY NOT IN USE.</b>	3,900
<b>TOTAL:</b>		<b>17,520 (August) to 25,220 (June)</b>

Water rights and water shares associated with the sources listed above are summarized in Appendix A. As the City continues to grow, developers are required to provide water rights to the city to meet growing water demands. Typically these rights are transferred in the form of water shares in irrigation companies. The City has made efforts to convert water rights into

municipal use. This gives the City the flexibility to use the water for either drinking water or pressurized irrigation water as necessary.

A large portion of Highland's surface water is from direct flow rights, meaning that the quantity of water that can be diverted is determined by the quantity of water flowing in the river. The number of shares that the City owns determines the percentage of the river flow that they can divert. During high runoff periods, the available water exceeds the demand.

## **WATER USE SUMMARY**

### **Current Water Use**

In 2016, approximately 1,597 acre-feet of water was used in the drinking water system. Highland City reported a population of 18,329, resulting in a per capita use of 78 gallons per capita per day (gpcd) in the drinking water system (primarily for indoor water use). Water use in the pressurized irrigation system is not individually metered. However, flow measurements from pressurized irrigation system water sources provide estimates of water use. These estimates are approximate because some water diverted into the system from the American Fork Canyon sources overflows back to the river during lower demand periods of the season. Based on this information, the average per capita use in the pressurized irrigation system from 2016 was about 410 gpcd. The total estimated average use of about 500 gpcd is significantly higher than the typical city in Utah of about 267 gpcd. This high per capita use is attributable to the large lot size in the City which is greater than one-half acre per lot. Typical Utah cities have average lot sizes closer to one-quarter acre.

Figure II-1 summarizes the historical per capita use in the drinking water and pressurized irrigation systems. From about 1998 through 2004, the City averaged around 100 gpcd in the drinking water system. However, in 2007 through 2016, the average use was just above 80 gpcd. This represents approximately a 20% reduction of indoor use since the 2000 through 2004 time period. Water use in the pressurized irrigation remained relatively steady at around 450-475 gpcd from 2009 through 2012. Since 2012 the City has decreased its outdoor use per gpcd to an average of 400 gpcd. This decrease was largely due to incorporating an odd/even watering system and more public education.

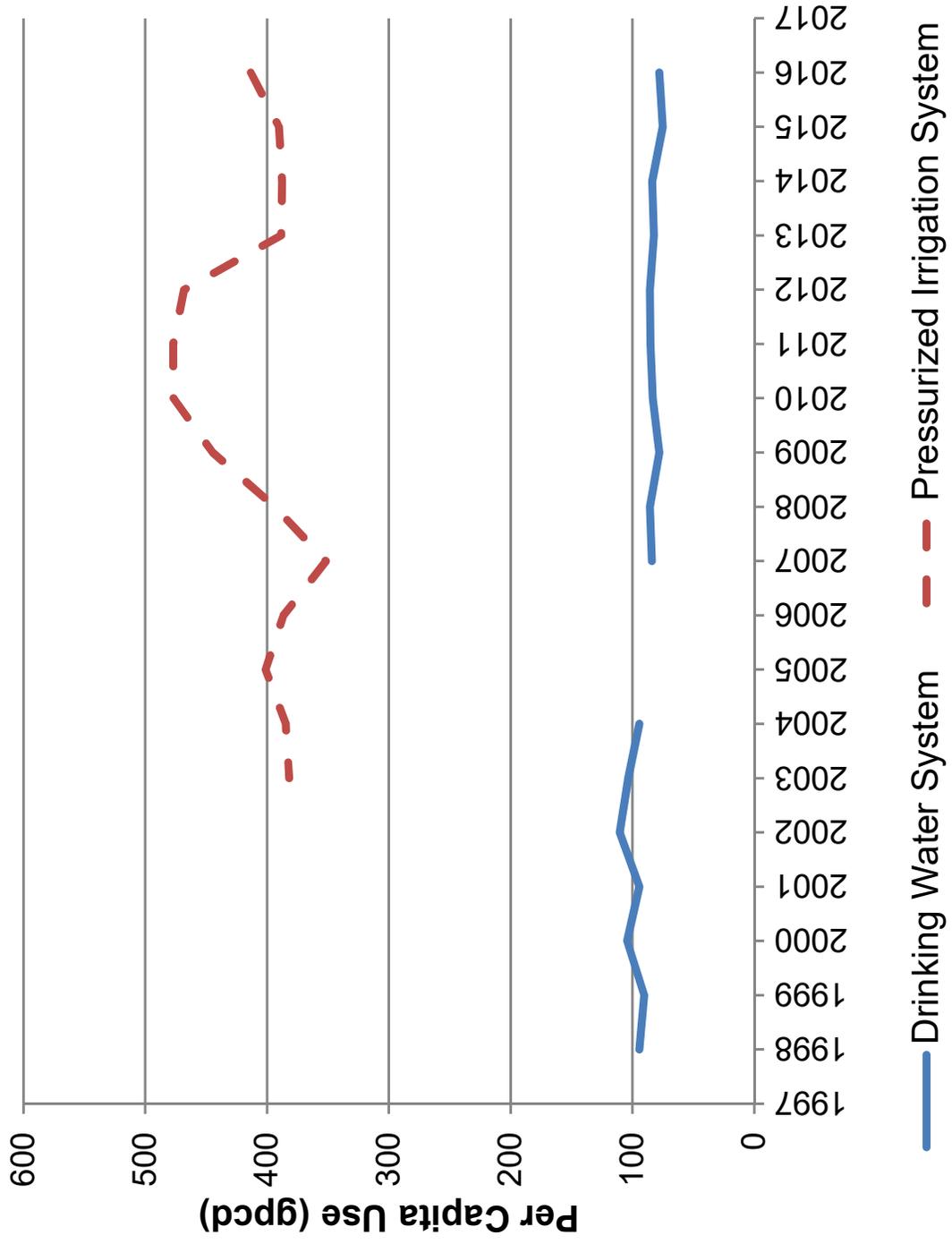
### **Anticipated Future Water Use**

Highland City has indicated that it expects to reach build out conditions within the next 40 years. Based on current City zoning and anticipated annexation plans, it is estimated that the drinking water system will serve an estimated 7,326 ERCs at buildout. According to the City's Pressurized Irrigation Master Plan completed in 2009, the estimated build out irrigated acreage is projected to be 2,560 acres of land. If existing water use trends continue, the total build out water use could exceed 15,000 acre-feet per year.

## **WATER BUDGET**

In order to determine the efficiency of the conveyance system, a water budget was prepared for the drinking water system. A water budget could not be produced for the pressurized irrigation system because individual connections are not metered. The drinking water budget was prepared by comparing the volume of water pumped into the system from the five existing wells

**FIGURE II-1**  
**Historical Drinking Water Per Capita Use**



to the billed water use within the system. Table II-4 shows the water budget for 2002-2004 and 2009-2010. Data were not available for 2005 through 2008 and 2011.

**TABLE II-4  
DRINKING WATER SYSTEM WATER BUDGET**

YEAR	SOURCE VOLUME (AC-FT)	BILLED VOLUME (AC-FT)	WATER LOSS (AC-FT)	PERCENT WATER LOSS
2002	1,193	962	231	19%
2003	1,203	979	224	18%
2004	1,250	966	284	22%
2009	1,354	1,115	239	17%
2010	1,450	1,131	319	22%
2012	1,561	1,168	393	25%
2013	1,548	1,170	378	24%
2014	1,624	1,296	328	20%
2015	1,498	1,242	256	18%
2016	1,597	1,270	327	20%

Based on the water budget, the drinking water system has experienced a higher volume of unaccounted for water – above 20%. A portion of this unaccounted for water is attributable to about 100 residences in the View Pointe subdivision using the drinking water system for outdoor watering. This outdoor water use is not metered or billed. There is a master meter that has provided an annual use of approximately 90 acre feet. This represents about 5% of the water loss. Water loss can also be attributed to annual hydrant flushing, new water line cleaning and flushing, and construction water. Over the past three years the City has implemented the utilization of hydrant meters to meter and charge contractors for water use. **This has impacted the percent water loss in the system.**

**WATER RATES**

Highland City’s water rates are summarized in Table II-5. The rate structure for the drinking water system was established in order to motivate residents to conserve high quality groundwater for future growth. A graduated rate structure based on water use was not feasible for the pressurized irrigation system because the system is not metered.

**TABLE II-5  
HIGHLAND CITY WATER RATES**

TYPE OF USE	BASE RATE	BASE VOLUME	OVERAGE RATES
<b>Drinking Water System</b>			
Residential	\$12.24/month	6,000 gal	\$0.78 /1,000 gal from 6,000 – 15,000 gal \$2.04 /1,000 gal over 15,000 gal
<b>Pressurized Irrigation System</b>			
With water rights supplied to City	\$12.42/month plus \$0.000664 per square foot (Cost for irrigating 1 acre = \$41.34)		

## **CHAPTER III EXISTING CONSERVATION PRACTICES**

Existing water conservation practices currently being implemented in Highland City are focused on conservation of the high quality groundwater for drinking water purposes and reducing the outdoor water use.

### **PRESSURIZED IRRIGATION SYSTEM**

Before construction of the pressurized irrigation system, landscaped areas were irrigated with high quality groundwater from the wells connected to the drinking water system. These outdoor demands required all five wells to pump full-time during the hottest summer months. Since the pressurized irrigation system was constructed, the high quality groundwater has mostly been reserved for indoor drinking water purposes. With the exception of approximately 200 residential connections, all water users are connected to the pressurized irrigation system. About 100 of those that are not connected are in the View Pointe subdivision which does not have access to the pressurized irrigation system due to locational constraints. Highland City requires all new developments to provide pressurized irrigation pipelines and to connect into the pressurized irrigation system.

Highland City encourages use of the pressurized irrigation system through a tiered rate structure for the drinking water system.

### **TIME-OF-DAY WATERING RECOMMENDATION**

Highland City currently advises its residents to refrain from outdoor watering between the hours of 10 a.m. to 6 p.m. Watering during the cooler hours of the day and at night reduces the amount of water that evaporates during sprinkling. This should allow for shorter watering times. These recommendations are periodically provided to residents through mailers included in monthly water bills.

### **SMART IRRIGATION SYSTEMS**

Highland City has implemented a policy that landscaped areas for all new public facilities will be irrigated using a smart irrigation system. These systems measure temperature, precipitation, and soil moisture to determine the optimum amount of water that should be applied to maintain a healthy landscape. As part of the smart systems, more efficient sprinkling heads are being installed to reduce the potential for wind-loss. Sprinkling heads in City park strips (representing approximately 20 acres throughout the City) are also in the process of being replaced to reduce wind-loss.

### **UPDATED LANDSCAPING ORDINANCE**

Within the past few years, the City updated its landscaping ordinance to provide more options for water conserving landscapes. Among the changes to the ordinance, the City reduced the area required to be landscaped with living material from 75% down to 50%. The City has also allowed more landscaping credit for implementation of xeriscaping or use of natural landscaping.

## **WATER AUDITS AND DEMONSTRATION GARDEN**

Although the City does not conduct water audits or provide a demonstration garden for efficient landscaping and irrigation methods, they do encourage residents to take advantage of those services offered by Central Utah Water Conservancy District (CUWCD). The City's website advertises the CUWCD demonstration garden and also their water audit program by providing links to the CUWCD website.

## **CHAPTER IV CONSERVATION ISSUES AND GOALS**

Implementation of water conservation practices is typically accomplished through a three step process. First, the City's Water Policy Advisory Committee reviews and develops recommendations for water management and conservation practices. Second, the City Council reviews and approves recommended practices. City staff then implements the approved practices.

### **UNACCOUNTED WATER USE IN THE DRINKING WATER SYSTEM**

#### **Issue**

Currently, about 20% of the water pumped into the City's drinking water system is unaccounted for through billings. This is a problem that has been identified in the past. Based on data recently provided by the City, it is believed that around 40% of this unaccounted for water is for landscape irrigation of about 100 residences in the View Pointe subdivision. These residences are not connected to the pressurized irrigation system and outdoor water use is unmetered. This leaves only about 12% of water that is still unaccounted for. Other potential sources of this lost water include leaks, faulty meters, or use of water through hydrants for flushing or construction.

#### **Goal**

The City is currently implementing a meter testing and replacement program to eliminate old or malfunctioning meters. Within the past few years, the City has provided hydrant meters for construction water. Based on City records, annual water use from these hydrant meters has typically been around 1 ac-ft with a maximum of 5 ac-ft. The City intends to continue these practices.

In order to determine the quantity of water being lost to the system through leaks, the City could implement a leak detection program. As leaks are found and repaired, City staff could estimate the flow of water through the leak to track progress in eliminating unaccounted for water.

### **HIGH PER CAPITA USAGE**

#### **Issue**

Although per capita usage in the drinking water system has been reduced by 37% since 2004 to 63 gpcd, usage in the pressurized irrigation system has remained very high at 380-420 gpcd. Typical Utah cities average about 267 gpcd for both indoor (70 gpcd) and outdoor (197 gpcd) water use. Based on these numbers, Highland City is about 200 gpcd more than the typical Utah city with most of this for outdoor watering.

The primary reason for this is that typical lot sizes in Highland City (>0.5 acres) are more than double the size of lots in typical Utah communities (0.25 acres). Assuming an average of 4.2 people per household and a consumptive use of 4 acre-feet per irrigated acre, a 0.25 acre increase in irrigated acreage over the typical irrigated acreage would result in an additional use of about 200 gpcd.

**Goal**

In 2001, the State of Utah established a goal to reduce water use by 25% by the year 2050 from usage levels in 1995. While Highland City has already reduced drinking water use levels by 20% from 2004, outdoor water use has remained steady. The City has a goal to reduce outdoor water use by 10% by the year 2020. Methods for reducing outdoor water use are further discussed in Chapter V.

**RATIONING PLAN****Issue**

The City's existing rationing plan has not been updated for several years. City staff currently have procedures that they follow in emergency or drought situations that need to be formalized in an updated plan.

**Goal**

Highland City has a goal to update their Rationing Plan to be more consistent with current practices and to better respond to emergency or drought conditions.

## **CHAPTER V RECOMMENDED CONSERVATION MEASURES**

Highland City has been actively pursuing water conservation practices that have resulted in a reduction of use in the drinking water system by 20% since 2004. The City intends to continue the current practices as summarized below. The City will also consider implementation of additional conservation measures to reduce water usage in the pressurized irrigation system. These practices are described below.

### **CONSERVATION MEASURES TO BE CONTINUED**

Conservation measures currently being implemented by the City are discussed in more detail in Chapter III. These measures include the following:

1. Pressurized Irrigation System – Conserves high quality groundwater for drinking water use.
2. Time-of-Day Watering Recommendations – Watering only during the cooler hours of the day and at night reduces the amount of water lost to evaporation.
3. Smart Irrigation Systems – Implementation of smart irrigation systems for all landscaping at new public facilities provides a very efficient use of irrigation water.
4. Updated Landscaping Ordinance – Reduction of required landscaping area from 75% to 50% and allowing for more xeriscaping and natural landscaping reduces the outdoor watering demand from new development.
5. Water Audits and Demonstration Garden – Encouraging residents to use CUWCD's water audit program and to visit their demonstration garden promotes voluntary reduction of outdoor water use. Better advertising of these conservation tools is recommended.

### **NEW CONSERVATION MEASURES**

Highland City will consider implementation of the following new conservation measures to help them reduce their outdoor water use.

1. Upgrade Existing Public Parks and Facilities with Smart Irrigation Systems & Meters  

More efficient irrigation of large existing public landscaped areas could result in significant water use reduction. Metering the water use at these facilities would help the City to increase the efficiency of the irrigation system.
2. Implement a Leak Detection Program in both the Drinking Water and Pressurized Irrigation Systems:  

Reduction of leaks in the distribution systems for both systems provides a corresponding reduction in per capita water use.
3. Update Rationing Plan  

Updated procedures will help the City to more efficiently respond to emergency or drought conditions for the conservation of their water resources.

4. Increase Public Conservation Education Efforts:

- a. Conservation education links on the City's website are currently difficult to find. Making water conservation more prominent on the website would help reach more customers.
- b. The City could also regularly send out mailers with conservation practices. This would be particularly beneficial at the beginning of the irrigation season and as temperatures rise in mid-summer.
- c. Other methods of advertising water conservation could also be pursued.
- d. The City could consider providing water conservation tools such as recommended watering depths during different times of the year.
- e. The City could make Public Works personnel available for individual assistance with specific water conservation issues.

## REFERENCES

Hansen, Allen & Luce. Inc. 2012. *Highland City Water Conservation Plan Update*. Prepared for Highland City, Utah.

Hansen, Allen & Luce. Inc. 2012. *Drinking Water Master Plan Update*. Prepared for Highland City, Utah.

Hansen, Allen & Luce, Inc. 2010. *40-year Water Rights Plan, Water Right 55-6054*. Technical Memorandum Prepared for Highland City, Utah.

Hansen, Allen & Luce, Inc. 2009. *Highland City Pressurized Irrigation System Master Plan*. Prepared for Highland City, Utah.

# **APPENDIX A**

## **Water Rights & Water Share Summary**

**TABLE A-1  
HIGHLAND CITY WATER RIGHTS SUMMARY (10/2015)**

<b>Water Right Number</b>	<b>Approved points of Diversion</b>	<b>Status</b>	<b>Beneficial Use</b>	<b>Flow cfs</b>	<b>Volume ac-ft</b>	<b>Irrigation Company Shares</b>
55-751 (a31084)	8 City Wells	Unapproved	Municipal	10	2000	
55-908 (a31084)	8 City Wells	Unapproved	Municipal	4.2	1200	
55-1018 (a5260)	Provo Well	Certificated	Irrigation	3.75	685	
55-1424, 55-3829, 55-4184, 55-4678, 55-7741 all included under a28710	Westfield Road Well	Approved Non-Use	Municipal		117.564	
55-1636 (a22423)	Provo Well	Approved	Municipal	0.304	40	
55-2081 (a22423)	Provo Well	Approved	Municipal	0.011	3.84	
55-6054 (a31084)	8 City Wells	Unapproved	Municipal	2	192	
55-9341 (a28180)	11 wells	Approved	Municipal		121	East Jordan 25 shares
55-9453 (a26314)	Granite Well	Approved	Municipal		290.4	East Jordan 60 shares
55-9656 (a26306)	Granite Well	Approved	Municipal		39.35	For Field-Little Dry Creek WUA 5 shares
55-9707 (a31083)	8 City Wells	Approved	Municipal		288.99	South Jordan 58.5 shares
55-9708 (a27167)	Granite Well, Beacon Hill Area	Approved	Municipal		694.07	South Jordan 140.5 shares
55-11898 (a27836)	Granite Well	Approved	Municipal		41.14	East Jordan 8.5 shares
55-12283 (a33000)	Unnamed Spring & 8 City Wells	Approved	Municipal		52	
TOTAL					5765.354	
TOTAL APPROVED AND APPLIED FOR MUNICIPAL USE					5080.354	

**TABLE A-2  
HIGHLAND CITY IRRIGATION SHARES SUMMARY (10/2015)**

<b>Irrigation Company</b>	<b># of Shares</b>	<b>Estimated* Volume/share ac-ft/share</b>	<b>Estimated Volume ac-ft</b>	<b># Shares Included in Water Rights</b>
Alpine Irrigation Company	2	4	8	0
American Fork Irrigation Company	1225.53	2	2451.06	0
East Jordan Irrigation Company	113.5	4.84	549.34	93.5
Fort Field Little Creek Water Users Association	5	7.87	39.35	5
Highland Conservation	2025.9	1	2025.9	0
Lehi Irrigation Company	912.65	2	1825.3	0
Pleasant Grove Irrigation Company	332.863	1.7	565.8671	0
Provo Reservoir Water Users Association:				
Full Shares	195.3	4	781.21	0
Late Shares	210.2	2.5	525.46	0
South Jordan Canal company	199	4.94	983.06	199
Utah Lake Distribution	54	5.11	275.94	0
Winn Ditch Irrigation Company	463.5	0.06	27.81	0
<b>ESTIMATED TOTAL</b>	<b>5501.363</b>		<b>10,060</b>	

\* The volume/share values have been estimated in some cases and are subject to change.



# CITY COUNCIL AGENDA REPORT ITEM #5

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**DATE:** Tuesday, February 21, 2017  
**TO:** Honorable Mayor and Members of the City Council  
**FROM:** Justin Parduhn, Operations & Maintenance Director  
**SUBJECT: RESOLUTION:** Approving the Municipal Wastewater Planning Program Report for 2016

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## **STAFF RECOMMENDATION:**

The Planning Program Report has been reviewed and completed and is required to be approved by the City Council by Resolution prior to submitting the report.

## **BACKGROUND:**

The Department of Environmental Quality under the new Utah Sanitary Sewer Management Program requires cities to complete the Municipal Wastewater Planning Program Report on a yearly basis. This is a self-assessment report and helps the state to identify and solve potential problems before they become serious and costly. This report allows the state to be informed of the current condition of our wastewater facility.

Benefits in returning the forms are:

- 1) Meets the **REQUIRED** report under Utah Sanitary Sewer Management Program
- 2) Give Highland additional points on the project priority list that is used to allocate funds for grants and loan programs, and
- 3) Operators completing the forms are given CEU's

## **FISCAL IMPACT:**

N/A

## **ATTACHMENTS:**

- Proposed Resolution
- Municipal Wastewater Planning Program Reports (Collection & Financial)

**RESOLUTION NO. R-2017- \*\***

**A RESOLUTION OF HIGHLAND CITY, UTAH  
APPROVING THE STATE OF UTAH  
MUNICIPAL WASTEWATER PLANNING  
PROGRAM REPORT FOR 2016**

WHEREAS, the Highland City Council acknowledges that Highland City meets the required reporting under Utah Sanitary Sewer Management Program, and

WHEREAS, by Highland City meeting those requirements is on a priority list used to allocate funds under the wastewater grant and loan programs, and

WHEREAS, Operator(s) completing the reports will be given operational continuing educations units (CEU's) for forms returned.

NOW, THEREFORE be it resolved by the City Council has reviewed the Municipal Wastewater Planning Programs Report 2016 and has taken all appropriate actions necessary to maintain effluent requirements contained in the UPDES permit .

This resolution shall take effect immediately upon passage.

ADOPTED by the City Council of Highland City, Utah, this 21<sup>st</sup> day of February, 2017.

HIGHLAND CITY, UTAH

---

Mark S. Thompson, Mayor

ATTEST:

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JoD'Ann Bates, CMC  
City Recorder

COUNCILMEMBER	YES	NO
Brian Braithwaite	<input type="checkbox"/>	<input type="checkbox"/>
Tim Irwin	<input type="checkbox"/>	<input type="checkbox"/>
Dennis LeBaron	<input type="checkbox"/>	<input type="checkbox"/>
Rod Mann	<input type="checkbox"/>	<input type="checkbox"/>
Ed Dennis	<input type="checkbox"/>	<input type="checkbox"/>

EXHIBIT "A"

# STATE OF UTAH

## *MUNICIPAL WASTEWATER PLANNING PROGRAM*

### SELF-ASSESSMENT REPORT

FOR

HIGHLAND CITY

2016



UTAH DEPARTMENT *of*  
ENVIRONMENTAL QUALITY

**WATER  
QUALITY**

# Municipal Wastewater Planning Program (MWPP) Financial Evaluation Section for 2016

Owner Name: HIGHLAND CITY

Name and Title of Contact Person:

Gary LeCheminant

Finance Director

Phone: 801-772-4520

E-mail: garyle@highlandcity.org

**SUBMIT BY APRIL 15, 2017**

Electronic

submission: <http://deq.utah.gov/ProgramsServices/services/submissions/index.htm>

or

Mail to: MWPP - Department of Environmental Quality  
Division of Water Quality  
195 North 1950 West  
P.O. Box 144870  
Salt Lake City, Utah 84114-4870  
Phone: (801) 536-4300

*NOTE: This questionnaire has been compiled for your benefit by a state sponsored task force comprised of representatives of local government and service districts. It is designed to assist you in making an evaluation of your wastewater system and financial planning. If you received financial assistance from the Water Quality Board, annual submission of this report is a condition of that assistance. Please answer questions as accurately as possible to give you the best evaluation of your facility. If you need assistance please call John Mackey, Utah Division of Water Quality: (801) 536-4300.*

I. Definitions: The following terms and definitions may help you complete the worksheets and questionnaire:

**User Charge (UC)** - A fee established for one or more class(es) of users of the wastewater collection and treatment facilities that generate revenues to pay for costs of the system.

**Operation and Maintenance Expense** - Expenditures incurred for materials, labor, utilities, and other items necessary for managing and maintaining the facility to achieve or maintain the capacity and performance for which it was designed and constructed.

**Repair and Replacement Cost** - Expenditures incurred during the useful life of the treatment works for obtaining and installing equipment, accessories, and/or appurtenances necessary to maintain the existing capacity and the performance for which the facility was designed and constructed.

**Capital Needs** - Cost to construct, upgrade or improve the facility.

**Capital Improvement Reserve Account** - A reserve established to accumulate funds for construction and/or replacement of treatment facilities, collection lines or other capital improvement needs.

**Reserve for Debt Service** - A reserve for bond repayment as may be defined in accordance with terms of a bond indenture.

**Current Debt Service** - Interest and principal costs for debt payable this year.

**Repair and Replacement Sinking Fund** - A fund to accumulate funds for repairs and maintenance to fixed assets not normally included in operation expenses and for replacement costs (defined above).

**Part I: OPERATION AND MAINTENANCE**

Complete the following table:

Question	Points Earned	Total
Are revenues sufficient to cover operation, maintenance, and repair & replacement (OM&R) costs <b><i>at this time?</i></b>	YES = 0 points NO = 25 points	0
Are the projected revenues sufficient to cover operation, maintenance, and repair & replacement (OM&R) costs for the <b><i>next five years?</i></b>	YES = 0 points NO = 25 points	0
Does the facility have sufficient staff to ensure proper OM&R?	YES = 0 points NO = 25 points	0
Has a dedicated sinking fund been established to provide for repair & replacement costs?	YES = 0 points NO = 25 points	25
Is the repair & replacement sinking fund adequate to meet anticipated needs?	YES = 0 points NO = 25 points	N/A
What was the average User Charge fee for 2016?	\$ <u>39.50</u> per month	
<b>TOTAL PART I =</b>		<b>25</b>

**Part II: CAPITAL IMPROVEMENTS**

Complete the following table:

Question	Points Earned	Total
Are present revenues collected sufficient to cover all costs and provide funding for capital improvements?	YES = 0 points NO = 25 points	0
Are projected funding sources sufficient to cover all projected capital improvement costs for the <b><i>next next five years?</i></b>	YES = 0 points NO = 25 points	0
Are projected funding sources sufficient to cover all projected capital improvement costs for the <b><i>next next ten years?</i></b>	YES = 0 points NO = 25 points	0
Are projected funding sources sufficient to cover all projected capital improvement costs for the <b><i>next next twenty years?</i></b>	YES = 0 points NO = 25 points	0
Has a dedicated sinking fund been established to provide for future capital improvements?	YES = 0 points NO = 25 points	25
<b>TOTAL PART II =</b>		<b>25</b>

**Part III: GENERAL QUESTIONS**

Complete the following table:

Question	Points Earned	Total
Is the wastewater treatment fund a separate enterprise fund/account or district?	YES = 0 points NO = 25 points	0
Are you collecting 95% or more of your sewer billings?	YES = 0 points NO = 25 points	0
Is there a review, at least annually, of user fees?	YES = 0 points NO = 25 points	25
Are bond reserve requirements being met if applicable?	YES = 0 points NO = 25 points	N/A
<b>TOTAL PART III =</b>		<b>25</b>

**Part IV: PROJECTED NEEDS**

Estimate as best you can the following:

	2017	2018	2019	2020	2021
<b>Cost of projected capital improvements (in thousands)</b>	978	216	202	245	216

**Point Summation**

Fill in the point totals from Parts I through III in the blanks provided in the Points column. Add the numbers to determine the MWPP point total that reflects your present financial position for meeting your wastewater needs.

Part	Points
I	25
II	25
III	25
<b>Total</b>	<b>75</b>

# Municipal Wastewater Planning Program (MWPP) Collection System Section

Owner Name: HIGHLAND CITY

Name and Title of Contact Person:

Steve Mower

Sewer Superintendent

Phone: (801) 420-5708

E-mail: steve@highlandcity.org

## SUBMIT BY APRIL 15, 2017

Electronic

submission: <http://deq.utah.gov/ProgramsServices/services/submissions/index.htm>

or

Mail to: MWPP - Department of Environmental Quality  
Division of Water Quality  
195 North 1950 West  
P.O. Box 144870  
Salt Lake City, Utah 84114-4870  
Phone: (801) 536-4300

Form completed by:

\_\_\_\_\_  
May Receive Continuing Education Units (CEUs)

**Part I: SYSTEM AGE**

A. What year was your collection system first constructed (approximately)?

Year 1978

B. What is the oldest part of your present system?

Oldest part 39 years

**Part II: BYPASSES**

A. Please complete the following table:

Question	Number	Points Earned	Total Points
How many days last year was there a bypass, overflow or basement flooding by untreated wastewater in the system due to rain or snowmelt?	0	0 times = 0 points 1 time = 5 points 2 times = 10 points 3 times = 15 points 4 times = 20 points 5 or more = 25 points	0
How many days last year was there a bypass, overflow or basement flooding by untreated wastewater due to equipment failure? (except plugged laterals)	0	0 times = 0 points 1 time = 5 points 2 times = 10 points 3 times = 15 points 4 times = 20 points 5 or more = 25 points	0
<b>TOTAL PART II =</b>			

B. The Utah Sewer Management Program defines two classes of sanitary sewer overflows (SSOs). Below include the number of SSOs that occurred in 2016.

*Class 1* - a Significant SSO means a SSO or backup that is not caused by a private lateral obstruction or problem that:

- (a) affects more than five private structures;
- (b) affects one or more public, commercial or industrial structure(s);
- (c) may result in a public health risk to the general public;
- (d) has a spill volume that exceeds 5,000 gallons, excluding those in single private structures; or
- (e) discharges to Waters of the state.



**Part III: NEW DEVELOPMENT**

A. Please complete the following table:

Question	Points Earned	Total Points
Has an industry or other development moved into the community or expanded production in the past two years, such that either flow or wastewater loadings to the sewerage system were significantly increased (10 - 20%)?	No = 0 points Yes = 10 points	0
Are there any major new developments (industrial, commercial, or residential) anticipated in the next 2 - 3 years, such that either flow or BOD <sub>5</sub> loadings to the sewerage system could significantly increase (25%)?	No = 0 points Yes = 10 points	0
<b>TOTAL PART III =</b>		

**Part III: NEW DEVELOPMENT (cont.)**

- B. Approximate number of new residential sewer connections in the last year  
160 new residential connections
- C. Approximate number of new commercial/industrial connections in the last year  
 \_\_\_\_\_ new commercial/industrial connections
- D. Approximate number of new population serviced in the last year  
 \_\_\_\_\_ new people served
- E. Total number of effective residential connections (ERC) served  
 \_\_\_\_\_ total ERC served

**Part IV: OPERATOR CERTIFICATION**

A. How many collection system operators are currently employed by your facility?

4 collection system operators employed

B. You are required to have the chief direct responsible charge (DRC) operator(s) certified at COLLECTION III.

What is the current grade of the collection DRC operator(s)? Collections 4

C. What is/are the name(s) of your wastewater treatment DRC operator(s)?

Steve Mower

Justin Parduhn

\_\_\_\_\_

D. State of Utah Administrative Rules requires all operators, of public systems, considered to be in DRC to be appropriately certified. List all the operators in your system by their certification class. Attach additional pages if necessary.

*Not Certified* \_\_\_\_\_

Small Lagoons \_\_\_\_\_

Collection I \_\_\_\_\_

Collection II \_\_\_\_\_

Collection III \_\_\_\_\_

Collection IV 4 Steve Mower  
Justin Parduhn  
Ken Bond  
Ty Christensen

**Part IV: OPERATOR CERTIFICATION (cont.)**

E. Please complete the following table:

Question	Points Earned	Total Points
Is/are your DRC operator(s) currently certified at the appropriate grade for this facility? (see C)	Yes = 0 points No = 50 points	0
How many continuing education units has each of the DRC operator(s) completed over the last 3 years?	3 or more = 0 points less than 3 = 10 points	0
<b>TOTAL PART IV =</b>		0

**Part V: FACILITY MAINTENANCE**

A. Please complete the following table:

Question	Points Earned	Total Points
Do you follow an annual preventative maintenance program?	Yes = 0 points No = 30 points	0
Is it written?	Yes = 0 points No = 20 points	0
Do you have a written emergency response plan?	Yes = 0 points No = 20 points	0
Do you have an updated operations and maintenance manual?	Yes = 0 points No = 20 points	0
Do you have a written safety plan?	Yes = 0 points No = 20 points	0
<b>TOTAL PART V =</b>		0

**Part VI: SSMP EVALUATION**

- A. Has your system completed its Sewer System Management Plan (SSMP)?  
 No \_\_\_\_\_ Yes X
- B. If the SSMP has been completed, has the SSMP been public noticed?  
 No \_\_\_\_\_ Yes (include date of public notice) Aug. 19, 2014
- C. Has the SSMP been approved by the permittee's governing body at a public meeting?  
 No \_\_\_\_\_ Yes X
- D. During the annual assessment of the SSMP, were any adjustments needed based on the performance of the plan?  
 No X Yes \_\_\_\_\_ If yes, what components of the plan were changed (i.e. line cleaning, CCTV inspections and manhole inspections and/or SSO events)?  
 \_\_\_\_\_  
 \_\_\_\_\_
- E. During 2016 was any part of the SSMP audited as part of the five year audit?  
 No X Yes \_\_\_\_\_ If yes, what part of the SSMP was audited and were changes made to the SSMP as a result of the audit?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- F. Has your system completed its *System Evaluation and Capacity Assurance Plan* (SECAP) as defined by the Utah Sewer Management Program?  
 No \_\_\_\_\_ Yes X

The following are dates that the SSMP and SECAP are required to be completed, based on population. The SSMP and SECAP must be public noticed and approved by the permittee's governing body in order to be considered complete.

Requirement	Population				
	Less than 2,000	2,000 - 3,500	3,501 - 15,000	15,001 - 50,000	More than 50,000
Completion of SSMP	March 31, 2016	March 31, 2016	September 30, 2016	March 31, 2016	September 30, 2016
Completion of SECAP	Optional	September 30, 2017	September 30, 2016	March 31, 2016	September 30, 2016

Part VII: SUBJECTIVE EVALUATION

*This section should be completed with the system operators.*

- A. Describe the physical condition of the sewer collection system: (lift stations, etc. included)

High land has 5 lift Stations  
Some older areas - old concrete pipe  
Majority of pipe is 8" or larger PVC.

- B. What sewerage system improvements does the community plan to have under consideration for the next 10 years?

About 2000' of pipe was up-graded  
in 2016 to increase Capacity and more  
is planned for 2017. More root abatement  
is planned

- C. Explain problems, other than plugging, that you have experienced over the last year

Vandalism - m.H. opened and filled  
w/ debris to try and plug sewer

- D. Is your community presently involved in formal planning for system expansion/upgrading? If so explain.

Yes / Continuing up-grade of piping  
along 10400N. and 5600W. that was  
started and improved last year.

Part VII: SUBJECTIVE EVALUATION (cont.)

G. Does the municipality/district pay for the continuing education expenses of operators?

ALWAYS X                      SOMETIMES \_\_\_\_\_      NO \_\_\_\_\_

If they do, what percentage is paid?

approximately 100 %

H. Is there a written policy regarding continuing education and training for wastewater operators?

YES X                      NO \_\_\_\_\_

I. Any additional comments? (Attach additional sheets if necessary.)

The municipality of Highland is very  
supportive of continuing education. It  
assists its employees to keep up  
to date in all certifications.

## POINT SUMMATION

Fill in the point totals from Parts II through V in the blanks provided in the Points column. Add the numbers to determine the MWPP point total that your wastewater facility has generated for the past twelve months.

Part	Points
II	0
III	0
IV	0
V	0
Total	0

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

  
 Signature of Signatory Official

2-16-17  
 Date

Nathan Craze  
 Print Name of Signatory Official

City Administrator  
 Title

The signatory official is the person authorized to sign permit documents, per R317-8-3.4.