



HARRISVILLE CITY

363 West Independence • Harrisville, Utah 84404 • (801) 782-4100

MAYOR:

Bruce N. Richins

COUNCIL MEMBERS:

Grover Wilhelmsen
Michelle Tait
Jeffery Pearce
Jennifer Jensen
Jennifer Morrell

**CITY COUNCIL MEETING
AGENDA
363 West Independence Blvd
September 9, 2014**

"In accordance with the Americans with Disabilities Act, the City of Harrisville will make reasonable accommodations for participation in the meeting. Request for assistance can be made by contacting the City Recorder at 801-782-4100, providing at least three working days advance notice of the meeting."

7:00 P.M. CITY COUNCIL MEETING
Presiding: Mayor Bruce Richins
Mayor Pro Tem: Jennifer Morrell

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE & OPENING CEREMONY** [Jennifer Jensen]
3. **CONSENT ITEMS**
 - a. Approve the minutes of August 26, 2014 as presented.
4. **BUSINESS ITEMS**
 - a. Weber County RAMP Presentation [Chris Ward]
 - b. Splash Pad Concessions Stand Report [Bill Morris]
 - c. Discussion/possible action on hiring consultant to complete impact fee engineering study for transportation impact fee.[Bill Morris]
 - d. 2014 Goal Review.[Bill Morris]
5. **PUBLIC COMMENTS - (3 minute maximum)**
6. **MAYOR/COUNCIL FOLLOW-UP**
7. **CLOSED EXECUTIVE SESSION** – Utah State Code §52-4-204 & §52-4-205:
The Council may consider a motion to enter into Closed Executive Session for the purpose of discussion of character, professional competence, or physical or mental health of individual(s).
8. **ADJOURN**

DATE POSTED: September 5, 2014

BY: Jennie Knight, City Recorder

I, Jennie Knight, certify that I am the City Recorder of Harrisville City, Utah, and that the foregoing City Council agenda was faxed to the Ogden Standard Examiner, Weber County Library, and neighboring cities. The agenda was also posted at the following locations: City hall, on the City's website www.cityofharrisville.com and the State Public Meeting Notice website at <http://pmn.utah.gov>.

MINUTES OF HARRISVILLE CITY
CITY COUNCIL MEETING
Tuesday, August 26, 2014 – 7:00p.m.
Council Chambers
363 West Independence Blvd
Harrisville, Utah 84404

Present: Mayor Bruce Richins, Council Member Jennifer Morrell, Council Member Jeff Pearce, Council Member Michelle Tait, Council Member Jennifer Jensen. [Council Member Grover Wilhelmsen excused.]

Staff: Max Jackson, Police Chief, Bill Morris, City Administrator, Jennie Knight, City Recorder.

Visitors: Ruth Pearce, Shelly Nielsen, Alec Nielsen.

7:00 P.M. CITY COUNCIL MEETING

1. Call to Order.

Mayor Richins called the meeting to order and welcomed all visitors. Mayor Richins excused Council Member Wilhelmsen.

2. Opening Ceremony.

Council Member Pearce led the pledge of allegiance and conducted the opening ceremony.

3. Consent Items.

- a.** Approve the minutes of July 22, 2014 as presented.

Council Member Pearce requested a clarification on the first paragraph in the Home Occupation discussion. The third sentence will now read "Council Member Pearce reported he checked with North View Fire Department to make sure the fire code requirements are being met."

MOTION: Council Member Tait motioned to approve the minutes of July 22, 2014 with this amended change. Council Member Morrell seconded the motion. All Council Members voted aye. Motion passed.

4. Business Items.

- a.** Discussion/possible action to approve Harrisville City Resolution 2014-09; a resolution of Harrisville City, Utah, Enacting Field fees for parks and recreation; and rental agreement; and providing an effective date.

Bill Morris introduced the reasoning behind this resolution. Section one includes the information Council proposed to appropriately address the field fees for seasonal recreational use. Bill Morris suggested specifying disc golf in section 1. Mayor and Council agreed. Staff reviewed the park schedules and agreed Tuesday would be set as a tournament day. Council Member Morrell asked if this excludes weekends. Bill Morris

pointed out Tuesday is a day where there is not much activity in the park, and will eliminate the risk during the parks busy times. He also said this resolution includes the rental of fields for other tournaments like lacrosse. The city has already received a proposal for a lacrosse tournament. Mayor and Council agreed to base fees on how many fields will be used. The already proposed tournament will receive a discount this year but the field fees will go up next year. Council Member Morrell asked if only Harrisville residents and Harrisville businesses are eligible. Bill Morris clarified this will be consistent with the park reservation requirements, residents, Harrisville businesses and non-profit (501c3) are eligible. Mayor Richins said he discussed the proposed fee with other potential renters and feels the fee may be too high. Mayor and Council agreed the fee will be set to \$100. Mayor and Council discussed enforcement issues for those who have paid reservation fees to reserve the fields. Bill Morris stated outside teams are allowed to play because it is a public park during the times when the field is not reserved. The city will provide a dedicated field with a rental agreement for eligible interested parties for a guaranteed site. These are also public parks and available to the public if not in use. Bill Morris suggested using signage to identify when the fields are reserved. Council Member Pearce asked if Council wants to make changes to this policy, would they have to pass a new resolution. Bill Morris responded "yes". Council Member Pearce also pointed out a few clerical errors.

MOTION: Council Member Pearce motioned to approve Harrisville City Resolution 2014-09; a resolution of Harrisville City, Utah, Enacting Field fees for parks and recreation; and rental agreement; and providing an effective date as amended. Council Member Jensen seconded the motion. A Roll Call vote was taken.

Council Member Tait	Yes
Council Member Pearce	Yes
Council Member Jensen	Yes
Council member Morrell	Yes

Motion passed 4-0.

b. Discussion on the separation of duties/records with police and court. Chief Jackson reminded Council of a previous discussion regarding the increased need to address the police and court duties. He informed Council the three branches of government are to remain separated through the clerks and physical files. Because of the small size of our city we have been allowed to have the same person filling all of these job responsibilities. As we have become a larger city, we should bring ourselves into compliance with the state regulations. This is implemented by a strategic planning mission. Staff has recently been talking about some of these strategic planning goals to see if we could be in compliance in the near future. Currently Jackie VanMeeteren is the police secretary/admin and would potentially be the evidence custodian with the new changes. This is an intense duty based on the chain of evidence that must be met including the disposal requirements. Nikki Green would be coming on as full time status court clerk. There will be some expense with the full time status and benefits and also

some remodeling of the office spaces. To meet ADA regulations, the face of the police department must be on the top level of the city offices. This may create a circumstance to remodel some of the rooms. There will now be a person in charge of the police records and duties and a separate person in charge of the court records and duties. They will be located in separate areas.

Bill Morris pointed out we must support the constitutional requirements if possible. Council Member Pearce commented the auditor has brought this up. Chief Jackson said yes, but allowances are made for smaller cities with smaller staff. Bill Morris said as a matter of professionalism we can now be brought into compliance. In some ways we have outgrown the model for a small town.

Council Member Morrell asked what logistical issues would change; stating individuals would present at the recorder's office to receive police assistance. Bill Morris said "yes" and explained needs for long term storage are changing. Chief Jackson said going paperless will help with record retention. He also informed Council that Weber County Dispatch will be transitioning to a new module for police dispatching. This will require Jackie to be trained on an entirely new reporting and record keeping system. Nikki would become a TAC for the court. This will also allow for another state requirement to be met with convictions being entered separately from arrest records. Additional training will be necessary for both employees.

Council Member Jensen asked what the time frame for implementation is. Chief Jackson said within the next year. Bill Morris said this will need to be included in the next budget year discussion. Chief Jackson said the original intent was for a long term transition but with the change to a new police records system the timing seems more appropriate now.

Council Member Pearce asked if there are any cost figures with the new dispatch program. Chief Jackson replied they are their own taxing district and the associated costs go through that entity. Bill Morris said they wanted to inform Council now so the beginning planning stages can be implemented.

c. Update: Law Enforcement Towing Procedure

Chief Jackson gave a brief overview of the history for the current towing contract between the city and QuickHook towing, with Ogden Auto Body as the impound yard. The owner is not able to perform this duty properly, and they have been having other service providers called out. He explained in the past there were problems with Wrecker Dispatch and the Towing Association. The city solution at that time was to contract with a single source with backup.

In the future they will go through a national towing dispatch to assign a local towing company to a call. Chief Jackson explained we are within the 90 day obligation period and notification has already been sent to the current provider that we will not be renewing the contract.

He proposed using the same towing list Ogden City uses. They have a screening process in place where an employee actually conducts inspections with towing services and tow yards to make sure they are in line with the standards. They have a dedicated officer to inspect the trucks and drivers and based on those qualifications they end up on the list. He proposed adopting a similar contract with those same providers. We

would still have the option to remove someone from our own towing list if any issues arise. Otherwise we will go through the RFP process.

Council Member Jensen asked if we would take the Ogden City list and model our own after their list. Chief Jackson said Ogden City has already handpicked the participants on their list. Additionally, if they are not happy with the service, they have the option to remove them from the list.

Bill Morris asked for direction from Council; would they like to follow the recommendation of Chief Jackson or open an RFP. Mayor and Council agreed they would like to follow the recommendation from Chief Jackson.

Chief Jackson also said the city can custom fit this list to our own needs. The towing companies seem to think this is a more fair way for them as well. Bill Morris said he will put this on a future agenda as an interlocal agreement.

Council Member Pearce asked about how many calls we average per week. Chief Jackson said anywhere between 2-10 calls per week. Council Member Pearce asked where the largest crash area is. Chief Jackson responded Washington Boulevard and the Junction (Larsen Lane, Highway 89, and Wall Avenue).

5. Public Comments - (3 minute maximum)

Ruth Pearce, 295 E. 1150 N., said she was approached by a resident about Green's property located over in her area of the city. She said the resident understood they were supposed to put up a privacy fence a few years back. This resident is concerned because the business is not receptive to her concerns with weed control. Bill Morris informed Council that we have included an article in the newsletter regarding weeds. Ruth Pearce said there are also weeds on the properties on Wall Avenue. Bill Morris said we have sent the letters out on those properties. Ruth Pearce said there is a semi truck advertising on the corner of Larsen Lane at SPS. She also mentioned they have not kept up on their slurry seal requirement. They cut the curb for access but in her opinion the property has not been brought up to code.

6. MAYOR/COUNCIL FOLLOW-UP

Mayor Richins gave a follow-up on the lacrosse tournament. Typically the park is not reserved after the restrooms are winterized. There is not an option to re-winterize because of reduced staff during the fall. The recreation employees move over to assist with preparing for snow removal once the bathrooms are winterized. Because they will be holding this lacrosse tournament, they will be required to supply port-a-potties on Saturday, removing them that evening. They will adapt the fields accordingly, using our resources to meet their needs without staff assistance.

Mayor Richins said he will be attending the Utah League of Cities and Towns Fall conference. Council Member Tait and Jensen will also be attending. Council Member Pearce will be attending Thursday only.

Mayor Richins informed Council the Walmart Heart program recognized a local resident Tyler Teuscher. He wanted to acknowledge the efforts made by the city and local community to support this event. The police department escorted him from his home, and North View Fire Department and Walmart employees were there to welcome him.

Mayor Richins said we cannot have enough good things like this covered in the local newspaper. Council Members expressed their desire to participate in any future events such as this.

On a side note, Mayor Richins met the marketing director of Walmart and he offered to help sponsor something in our community. Mayor Richins is suggesting resurfacing the tennis courts. He will follow-up with Recreation Director Bryan Fife on this.

Jennie Knight gave a brief overview of the cabin renovation. The installation of the new automated locking system is still in progress. Access will be allowed through the same keys cards as the city offices. Staff is still determining a good way to ensure the integrity of the rentals with increase accessibility. There are predetermined times for the doors to unlock and lock. Staff has been working with new reservations to help with the conversion. There is also a preparatory time frame allowed, if the resident so desires. Hopefully this will be up and working in the next few weeks.

Bill Morris informed Council he is still conducting the environmental studies for the CDBG. He will keep Council informed.

Mayor Richins said Council will need to set a date for next year's Heritage Days celebration. He passed around thank you notes to collect signatures to send to the sponsors. Mayor Richins assigned Council Member Jensen as the Heritage Days chair for 2015 with Council Member Pearce as the co-chair.

Council Member Tait gave a follow-up on the fair booth display. Mayor and Council attended the fair to see the booth. Council Member Tait asked for another committee to help with this in the future. Mayor Richins asked how many youth were involved. Council Member Tait said they helped with the planning. When it came down to the actual setup, there was a lack of room in the setup area. The youth did help with the concept.

Council Member Jensen asked if Council could be made administrators on the city Facebook page. Bill Morris explained how each member can be made an administrator if they desire.

7. Adjourn.

Mayor Richins motioned to adjourn at 7:59pm.

8. HERITAGE DAYS FOLLOW-UP

Mayor Richins called the work session to order and turned the time over to Council Member Morrell. Council Member Morrell acknowledged staff efforts and thanked them for their help. She said the 5K went really well. She didn't know what the participation was in the past, but she felt this was successful. She suggested having the runners be required to wear headlamps in the future. There are areas around the track where the lights were out. She said it was nice to have Fremont Cross Country Team administrate this event. She thinks there would be similar costs even with hiring Striders for timing chips. She doesn't think we could recruit that many volunteers to line the route on our own.

Mayor and Council agreed the parade went well with about the same amount of entries as last year. Some participants from years past said they were worn out after the 24th of July celebrations.

Council Member Morrell said she felt the Pinewood Grand Prix was a success. She said the event provider handled the setup, running the event, and the cleanup. Council Member Jensen said she thought the concept was fun, but felt the attendance throughout the park dropped during this event and that this took too much time. She feels like she may not have this event in next year's celebration.

Council Member Morrell reported on the disc golf tournament. She attended the award ceremony and was impressed with the classy manner the disc golfers handled themselves. Council Member Pearce commented there were some very talented participants in this event.

Council Member Morrell also reported the fireworks, dance and music all went well. If any area needs to be addressed, it is the dead zone from 3pm-8pm.

Council Member Jensen expressed disappointment there were not more food vendors. Council Member Morrell said some of the food assignments were not followed up on; although Pat Young did reach out to all of the previous vendors. Council Member Pearce suggested contacting food vendors earlier.

Council Member Morrell reported that the total cost for Heritage Days 2014 was \$3800. This came in well under the \$10,000 budget.

Mayor Richins reported Gene Bingham said left over and discarded items were put in the bowery storage closet. Mayor and Council gave discussion on items that are either available for use or to donate.

Council Member Jensen mentioned she is missing a white board that was used for the Youth City Council booth. She is hoping this will turn up.

Mayor Richins thanked Council Member Morrell for all of her efforts chairing this year's celebration.

Council Member Jensen gave a brief overview of what to expect for next year's Heritage Days celebration. She assigned Council Member Morrell to handle the 5K. She will be making assignments for each event. She plans to bring back Little Miss Harrisville, the frozen t-shirt contest, and the car show. She is tentatively planning a Harrisville Ninja Warrior. Mayor and Council discussed several more events that are options for next year's celebration.

Mayor Richins motioned to adjourn at 8:26pm.

ATTEST:

BRUCE RICHINS

Mayor

JENNIE KNIGHT

City Recorder

Approved this 9th day of September, 2014

Pioneer Management, Inc.
1690 West 400 North
Marriott-Slaterville, Utah 84404
(801) 392-4653

September 4th, 2014

Subject: Concessions Stand Report

To Whom It May Concern:

From May 26th, 2014 to August 23rd, 2014 Pioneer Management, Inc. operated a small concessions stand at the Harrisville City splash pad. There was great interest in our products and we experienced positive feedback from patrons of the splash pad that they liked having a concessions stand. We used a credit card processing system called iTransact to process cards that increased profitability.

However, from the very beginning our efforts to make the venture profitable were hampered by our inability to get a permit to sell pizza and other foods from the Weber-Morgan Health Department. Working with Bryan we attempted numerous times to get the permit and each time were unsuccessful. In order for next year's concessions stand to be profitable we need that permit.

Below is a line-item explanation of our costs and income:

Gross Revenue: \$1,609.35

Supplies Expenditures: \$989.56

Payroll Expenditures: \$705.22

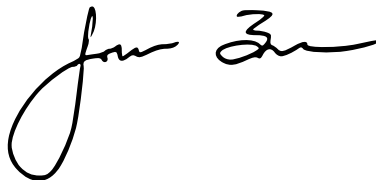
Net Revenue: -\$85.43

Next year if the city pursues having a concessions stand again, I would recommend that the city ensure a permit is given to sell pizza and food, that was the number one reason revenue was not higher. Second, I would recommend only having the splash pad concessions stand open in the morning and early afternoon (excluding Friday & Saturday) because after 2pm, there is very little business which contributed to high payroll numbers and very little revenue.

Please contact me directly at with any questions.

Regards,

Turner C. Bitton
Vice President
Pioneer Management, Inc.
(801) 564-3860
turner@toadsfz.com



Harrisville City, Utah

InterPlan Proposal for Traffic Impact Fee Support

July 31, 2014

Introduction

The following brief scope and budget is offered at the request of Jones and Associates in order to support the efforts of Harrisville City to update their development impact fees. Harrisville City needs to develop a capital facilities plan to support the impact fee program for transportation. InterPlan offers this cost proposal to support the efforts of Zions Bank Public Finance and Harrisville City in the development of transportation impact fees and the associated transportation element of the capital facilities plan.

Scope of Work

Key Assumptions

In the development of the following scope of work, several assumptions have been made based on the status of other related efforts in Harrisville City. The term "consultant" in these assumptions and in the scope of work refers to assumed efforts of InterPlan.

1. Harrisville City has an existing Transportation Impact Study (June 2010) that describes capacity needs and planned or programmed transportation capacity improvement projects over the next 30 years, or at time frames consistent with other planning efforts. Additional travel modeling will be necessary to determine the existing and forecasted use of transportation facilities by Harrisville City land uses.
2. Harrisville City has a Street Capital Improvement Program within the Transportation Impact Study that includes reasonable cost estimates for priority transportation improvements. This program will be updated by the City to offer other priorities. The scope of consultant efforts will primarily include updating capital costs related to additional transportation capacity and providing GIS or other graphics to adequately describe the Street Capital Improvement Program.
3. Land use growth will be provided by Harrisville City or others and coordination across all impact fee programs. Consultant efforts may include adjustments to land use growth assumptions into equivalent residential units, or other land use types, to facilitate the development of fair share trip rates.
4. It is assumed that Harrisville City, including future annexation areas of the City, will encompass a single "impact fee zone" such that impact fees will not be expected to vary based on the geography of development within the City.

1. Coordinating Land Use Assumptions

InterPlan will review land use growth assumptions provided by others to ensure consistency across all plans and impact fee programs. InterPlan efforts will include adjustments of land use assumptions to units that can be used to offer a fair share assessment of transportation impact.

2. Update Capital Facilities Plan from Master Transportation Plan

InterPlan will review the Transportation Impact Study and support the efforts of Harrisville City to develop capital cost estimates related to priority transportation needs. InterPlan will work with Harrisville City staff to distinguish and identify existing needs versus needs created by new growth and development. Further, InterPlan will work with Harrisville City to identify the transportation needs added by other cities or unincorporated areas related to traffic entering, leaving, or passing through Harrisville based on available traffic counts and traffic forecasts. The existing and future effects of mass transit and alternative travel modes will be estimated, as needed, from the available Regional Transportation Plan provided by the Wasatch Front Regional Council (WFRC). InterPlan will work with Zions Bank Public Finance to document the transportation Capital Facilities Plan so that it meets the requirements of the Impact Fee Facilities Plan (IFFP) by Utah Code.

3. Relate Land Use Growth to Traffic Impact Units

InterPlan will work with Harrisville City and Zions Bank Public Finance to coordinate traffic impact assessment with other growth and economic development strategies of the City. Traffic impacts are typically assessed by "daily trips" but it is not uncommon to assess impact by vehicle miles of travel (VMT), peak hour trips, or other units in order to better reflect the transportation burden offered by new development based on development type and location. InterPlan will update the regional travel demand model provided by WFRC to reflect improved calibration of the lower functioning streets in Harrisville City and will use the model as a guide to reflect the impact of new growth in Harrisville on specific roadways called out in the IFFP.

4. Develop Fee Schedule for Land Uses

Based on the unit of transportation impact developed in task 3, InterPlan will develop a table of traffic impact fees for various development types anticipated by Harrisville City. It is assumed that no more than 20 land use types will be estimated and will be based on commonly anticipated and available land use proposal units (such as housing units, gross square feet of various development types, etc.). The fee schedule shall properly eliminate the possibility of double counting impacts that might begin and end in Harrisville as well as unique transportation issues such as "pass-by" traffic impacts, internal capture of multiple uses, etc. The actual Impact Fee Analysis (IFA) will be determined by Zions Bank Public Finance to account for past and future payments of new development related to transportation capacity as well as other factors outline in the Utah Code related to the development of the IFA.

5. Documentation and Coordination

InterPlan will work as an extension of the efforts of Zions Bank Public Finance to offer sufficient documentation to adequately describe the methodology, data inputs, and other information used to develop transportation impact fees. The transportation element of the IFFP will include sufficient mapping to identify transportation improvement projects and sufficient documentation to fully describe costs, improvement types, and other pertinent information. It is not anticipated that all of InterPlan's work will be documented in a single "final report" but various elements of the work will be documented as needed to support the work of others and to be incorporated in as a useful tool for Harrisville City. It is assumed that two meetings will be necessary with Zions Bank Public Finance/Harrisville City.

Harrisville City, Utah

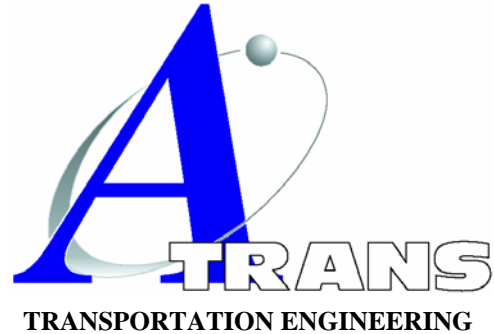
Traffic Impact Fee Analysis

InterPlan Cost Estimate

Task	Person Project Role	Andrea Olson Principal	Vern Keeslar Project Manager	Charles Allen QA/QC	Tim Sullivan Engineer	Kai Tohinaka Planner	Tim Peterson Planner	Michael Baker Planner	Suellen Heath Planning Tech	Jen Black Support	TOTAL HOURS	TOTAL COST	
Total Labor		\$ 135.00 18	\$ 135.00 30	\$ 105.00 16	\$ 105.00 0	\$ 75.00 72	\$ 75.00 36	\$ 55.00 12	\$ 85.00 6	\$ 65.00 6	196	\$ 17,989.50	
1	Coordinating Land Use Growth Assumptions	2	6	2	0	12	0	4	0	1	27	\$ 2,475.00	
2	Update Capital Facility Plan	4	4	2	0	4	16	4	1	1	36	\$ 3,160.00	
3	Relate Land Use Growth to Traffic Impact Units (Trips)	4	6	2	0	32	12	4	1	1	62	\$ 5,230.00	
4	Developing Fee Schedule for Land Uses	2	6	2	0	8	4	0	2	1	25	\$ 2,425.00	
5	Documentation and Coordination	6	8	8	0	16	4	0	2	2	46	\$ 4,530.00	
Direct Costs												(assumed 300 miles at \$0.565 per mile)	\$ 169.50

August 4, 2014

Mr. Matt Hartvigsen, PE
Jones & Associates
1716 East 5600 South
Ogden, UT 84403



RE: Harrisville Transportation Impact Fee Analysis

A-Trans Engineering appreciates the opportunity to submit a proposal to evaluate the transportation needs for the Transportation Impact Fee Analysis for Harrisville, UT. The purpose of this study will be to provide the following throughout the City.

1. Current level of service (LOS B,C, D, etc.)
2. Capital cost to the City of transportation system improvements over the next 10 years to maintain existing level of service
3. Excess capacity on City owned system roads
4. LOS if no new road construction over the next 10 years
5. Current PM Peak Hour Trips
6. PM Peak Hours Trips attributable to growth over the next 10 years
7. Road capacity (PM Peak Hour Trips) of proposed new system roads to meet new growth over the next 10 years

The analysis will be provided based on the Harrisville Functional Classification map on Collector roadways and above. We have reviewed the June 2010 Harrisville Traffic Impact Study from Utah LTAP and the Trails and Land Use plans for the City. Based on this information, we expect that little additional data collection will be needed to provide Items 1-4. This will be based on geometry and planning level capacity for the current infrastructure and the information provided in the LTAP and WFRC. This will be coordinated with the Land Use Plan for the City.

These same counts can be used to determine the PM values if a K factor can be determined. It is recommended that PM peak counts be completed at the critical intersections in the City to provide those K factors for the other roads in the City. Five of the 20 City intersections are recommended for the PM peak period counts. Depending on the budget, this can be expanded to include more intersections and an entire model of the City could be developed using the Synchro Model.

Trip Generation/Origin-Destination/Distribution

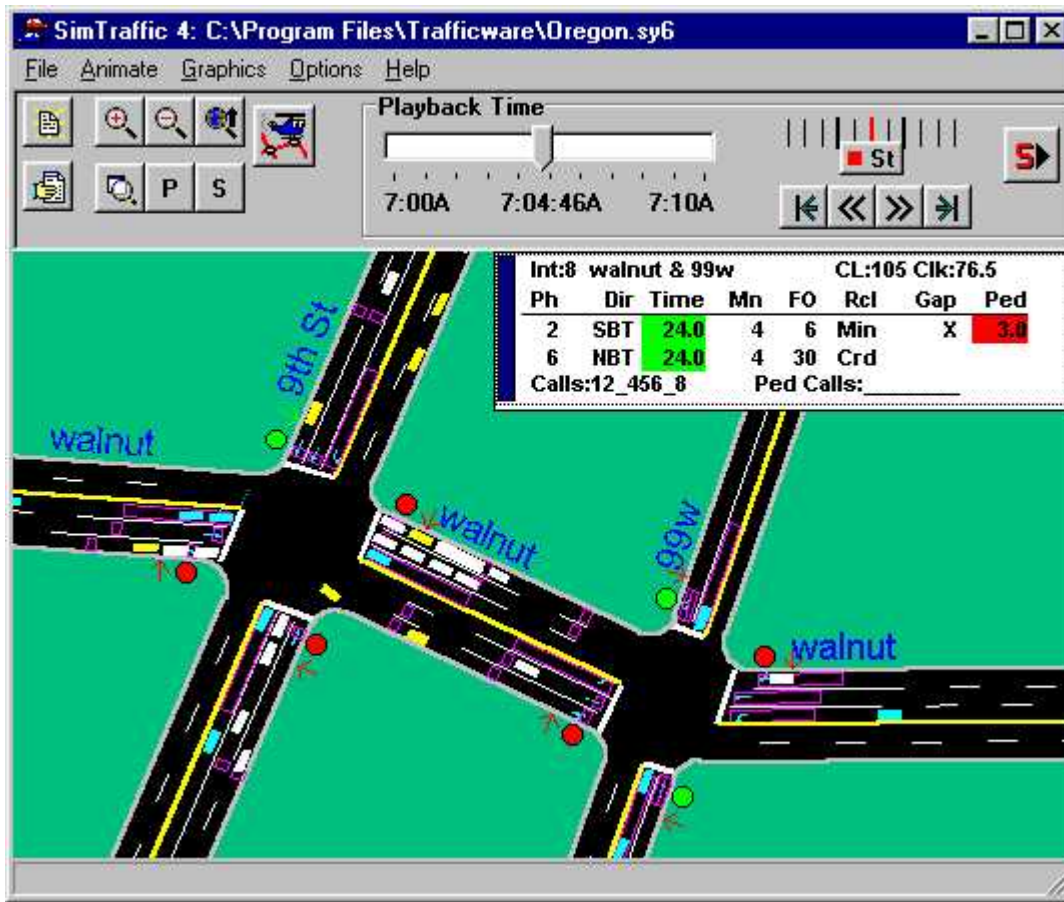
Trip generation will be based on the ITE nationally accepted guidelines. Future development in the area is assigned a traffic generation rate by time of day, day of week related to size and land use type. This allows the future developments in the area to be quantified into future traffic impacts. Origin-Destination Modeling entails assigning the site generated trips to a direction of travel based on driver behavior, existing travel patterns throughout the area. Trip Distribution Modeling requires assigning the trips to the network and distributing the traffic throughout the network based on the Origin Destination and trip generation analysis. The trips are comprehensively followed throughout the network to ensure that each intersection and roadway is evaluated for cumulative effects. This includes projecting traffic based on the land use:

Therefore, the City modeling will be based on the existing and future land uses to include the following time periods of analysis.

- existing condition PM and Daily time periods
- the future conditions (10 years in the future)

Intersection Analysis

Intersections are typically controlling points within a network and therefore their analysis represents a key factor in determining if a road network will operate at a satisfactory level. The various alternatives and time periods are assessed using simulation and operational levels of service to quantify the adequacy of the alternatives. While the Highway Capacity Manual (HCM) is the standard method for analysis, the data is prepared in the Synchro modeling package. This allows a HCM evaluation to determine level of service and delay by individual movement for each approach to each intersection. It also allows incorporation into the Simtraffic simulation model to provide a dynamic graphical display of the anticipated traffic operations during the peak period. An example of the simulation model output is shown.



Based on the HCM and simulation analysis, the levels of service and delay are projected for each alternative and thus the impacts of development and operational success by alternative can be quantified. Queue lengths requirements and intersection improvement recommendations are based on these analysis findings.

Queue Analysis

Queuing analysis will be implemented to determine if necessary and available stacking coincide. This is not only for the intersection but also to determine where left turn ingress is permissible and where left turn egress may be restricted because of either high volume movements or safety concerns. The queue analysis will conform to the ITE method of determining the 95th Percentile stacking distance. This is needed to discuss the improvements needed at the critical intersections.

Documentation and Coordination

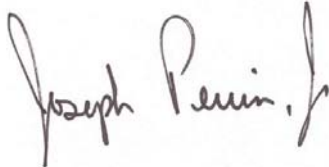
A report documenting the recommendations and identifying the traffic concerns and necessary improvements will be created. This will include graphics to support the study and all supporting documentation to be submitted to the governing agency.

A detailed task cost report has been included for your review with the cost for the traffic services described at \$13,600. While coordination to complete the traffic study including staff meetings is included, any additional meetings for presentations, public meetings, City Council, etc. will be considered extra. My current rate is \$150 per hour.

Following all data collection, approximately 3 weeks are necessary to complete the traffic study. We can begin with a returned signed notice to proceed below. A full contract will need to be signed and returned prior to the completion of the final report. By signing you are indicating that you are an authorized property owner representative and have such authorization to engage A-Trans Engineering in this contract work associated with the site. Further, payment will be provided 30 days following the study completion and submittal.

Please contact me with any questions.

Sincerely,
A-Trans Engineering



Joseph Perrin, PhD, PE, PTOE
Principal

Notice to Proceed - Signature Above
Print Name:

Date

**Transportation Impact Fee Facilities Plan - Harrisville, UT
Task Cost Report**

Data Collection

- 1 Review Existing data / Site visit
- 2 Data collection and transfer to electronic format from collection (PM) - 5 Intersections

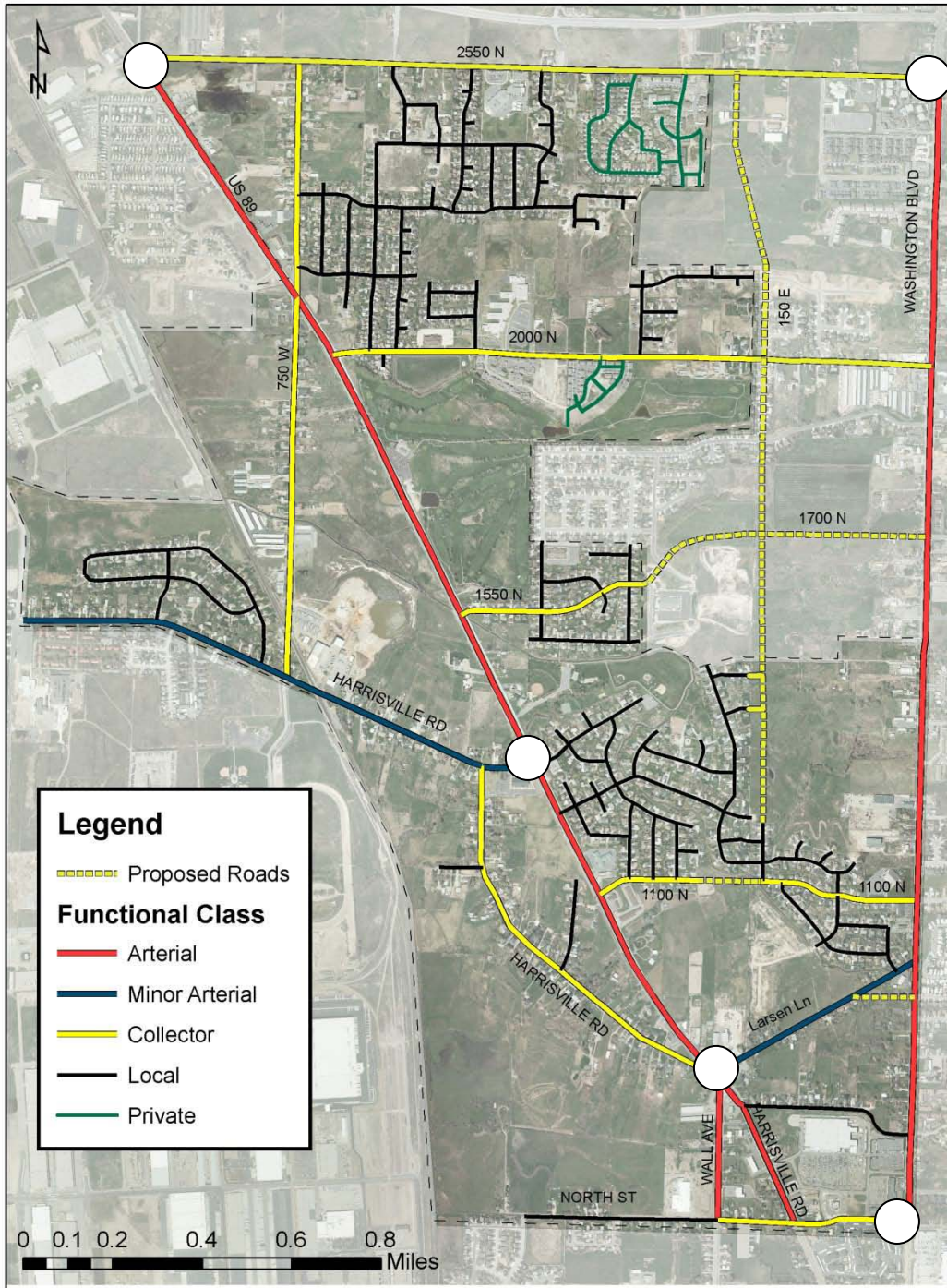
Analysis

- 3 1. Current level of service (LOS B, C, D, etc.)
- 4 2. Capital cost to the City of transportation system improvements over the next 10 years to maintain existing level of service
- 5 3. Excess capacity on City owned system roads
- 6 4. LOS if no new road construction over the next 10 years
- 7 5. Current PM Peak Hour Trips
- 8 6. PM Peak Hours Trips attributable to growth over the next 10 years
- 9 7. Road capacity (PM Peak Hour Trips) of proposed new system roads to meet new growth over the next 10 years

Recommendations, Documentation

- 10 Report Documentation and Graphics and Recommendations
- 11 Coordination

	Man Hours			Expense	Totals
	JP	Eng	Data		
	4.0	4.0		\$50	\$970
		3.0	43.0	\$150	\$2,110
	2.0	4.0			\$620
	4.0	8.0			\$1,240
	2.0	4.0			\$620
	2.0	4.0			\$620
	2.0	8.0			\$940
	4.0	10.0			\$1,400
	4.0	10.0			\$1,400
					\$0
	4.0	16.0		\$100	\$1,980
	10.0			\$200	\$1,700
Totals	38	71	43	\$500	\$13,600



5 Intersections to be Included in the study



HARRISVILLE CITY

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MAYOR:

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COUNCIL MEMBERS:

Grover Wilhelmsen

Michelle Tait

Jeffery Pearce

Jennifer Jensen

Jennifer Morrell

2014 GOALS

1. Departmental organization.
2. General Plan update.
3. Promote commercial business.
4. Balanced Budget.
5. Youth Recreation.
6. CDBG Grant application.