



Sunset City Corporation

200 West 1300 North • Sunset City, Utah 84015 • 801-825-1628

Mayor:
Scott Wiggill
Council:
Nancy Smalling
Nakisha Rigley
Hope Thompson
Ricky Carlson
Katherine Hunter

CITY COUNCIL AGENDA REGULAR MEETING

PUBLIC NOTICE IS HEREBY GIVEN that the Sunset City Council will hold a regular meeting at 6:30 p.m. on Tuesday, June 2, 2026 at the Sunset City Office Building, 200 West 1300 North, Sunset, Utah. Any information or items for the Council's consideration must be furnished at least ten (10) working days prior to the scheduled meeting to give the needed time to study the request. Agenda shall be as follows:

REGULAR SESSION

- A. CALL TO ORDER & WELCOME
- B. INVOCATION OR INSPIRATIONAL THOUGHT AND PLEDGE OF ALLEGIANCE by Council Member Carlson
- C. PUBLIC COMMENTS
- D. APPROVAL OF MINUTES – April 15, 2026, Closed Session from April 15, 2026, April 21, 2026 and May 5, 2026
- E. APPROVAL OF VOUCHER – Pinnacle Sports in the amount of \$15,442.50 for Resurfacing the Tennis Courts to Pickleball Courts
- F. MOTION TO GO INTO A PUBLIC HEARING

PUBLIC HEARING

- G. To Solicit Input from Sunset City Residents to Add Chapter 13: Residential Facility for Persons with a Disability to Title 3: Business and License Regulations; and Providing for Related Matters
- H. Motion to go back into the Regular Session

AGENDA ITEMS

- 1. Consider and Approve Ordinance 2026-02 Adding Chapter 13: Residential Facility for Persons with a Disability to Title 3: Business and License Regulations; and Providing for Related Matters
- 2. Presentation from Utah Coalition of Cities and Counties (Utah UC3)
- 3. Consider and Approve Resolution 2026-11 Approving Interlocal Cooperation Master Agreement Regarding Regional Dispatch Services
- 4. Mayor, Council and Department Head Reports
- 5. Adjourn and Move into Work Session

WORK SESSION

- 1. Discuss Fun Days Preparations
- 2. Discuss URS Pickup Amount for Tier II Public Safety
- 3. Discuss Fiscal Year 2026 Budget Amendments
- 4. Discuss Fiscal Year 2027 Budget Requests
- 5. Adjourn

Possible closed meeting for reasons allowed by Utah State Code 52-4-205.

In compliance with the Americans with Disabilities Act, individuals needing special accommodations during this meeting should notify the Sunset City Offices, (801) 825-1628, at least three (3) working days prior to this meeting. Anchor location for electronic meetings by telephone device is 200 W 1300 N, Sunset UT 84015. With the adoption of Ordinance 1-6-3, the Council may participate per Electronic Meeting Rules. Please make arrangements in advance. Posted – May 29, 2026.



Nicole Supp, Recorder

SUNSET CITY CORPORATION

VOUCHER APPROVAL FOR INVOICES OVER \$15,000.00

Date: May 5, 2026 – May 19, 2025

DATE	VENDOR	DESCRIPTION	DEPARTMENT	AMOUNT
5/8/26	Pinnacle Sports	Resurfacing tennis courts to Pickleball courts		\$15,442.50

			Total	\$15,442.50

Mayor

Council Members

City Recorder

City Treasurer

Date





PINNACLE
SPORTS GROUP

INVOICE #945

ISSUED:

Mar 19, 2026

DUE:

May 08, 2026

RECIPIENT:

Sunset City - Rachael Runyan Memorial Park

200 West 975 North
Sunset, Utah 84015
Phone: 8018147705

SENDER:

Pinnacle Sports Group

2330 California Avenue
Salt Lake City, Utah 84104

Phone: 435.901.2466

Email: adam@pinnaclesportsgroup.com

Website: www.pinnaclesportsgroup.com

For Services Rendered

Product/Service	Description	Qty.	Unit Price	Total
Apr 13, 2026				
Existing 60' x 120' Tennis Court		1	\$0.00	\$0.00
Acrylic Surfacing	CRACK REPAIR + ACRYLIC RE-SURFACER + 2 COATS OF COLOR COATING * 1 - 3 color design	1	\$18,885.00	\$18,885.00
LED Court Light (240 W)	240 Watt LED Fixture / 18' pole Excludes setting of anchors and electrical work includes installation of light pole	4	\$3,450.00	\$13,800.00
Line Painting - Outdoor	Includes custom Cad drawing of court design prior to production. 3 Custom painted regulation Pickleball Courts	3	\$700.00	\$2,100.00*
4th Pickleball Court Line Painting		1	\$700.00	\$700.00



PINNACLE
SPORTS GROUP

INVOICE #945

ISSUED:

Mar 19, 2026

DUE:

May 08, 2026

Product/Service	Description	Qty.	Unit Price	Total
Pickleball Net System - Surface Mount	aluminum poles surface mount plate *** REMOVING FROM ORDER (CREDITING \$1,950)	3	\$0.00	\$0.00
4th Pickleball Court Surface Mount Net System	*** REMOVING FROM ORDER (CREDITING \$650)	1	\$0.00	\$0.00
Pickleball net installation credit		1	-\$1,000.00	-\$1,000.00

Thank you for your business! Please contact us with any questions regarding this invoice or if we can help in any way.

Subtotal	\$34,485.00
Total	\$34,485.00
Deposit collected	- \$9,183.75
Paid	- \$9,858.75
Invoice balance	\$15,442.50
Account balance	\$15,442.50

**Sunset City Corporation
City Council Minutes
April 15, 2026
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Minutes of a special work meeting held April 15, 2026 at Sunset City Hall, 200 West 1300 North, Sunset, Utah; Mayor Wiggill presiding.

REGULAR SESSION

Mayor and Council Present:

Scott Wiggill	Mayor
Ricky Carlson	Council Member
Katherine Hunter	Council Member
Nancy Smalling	Council Member
Hope Thompson	Council Member

City Employees Present:

Brett Jamison	Police Chief
Jason Monroe	Public Works Director
Nicole Supp	Recorder
Alyssa Rodriguez	Court Supervisor

Excused:

Nakisha Rigley	Council Member
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The special work session was called to order at 7:06 p.m. by Mayor Wiggill.

Council Member Carlson made a motion to move into a special work session and Council Member Smalling seconded the motion. The motion passed unanimously with Council Members Carlson, Hunter, Smalling and Thompson voting yes.

SPECIAL SESSION:

1. **Discuss FY 2026 Budget and FY 2027 Budget:** Mayor Wiggill then invited Recorder Supp to discuss the FY 2026 budget.

Recorder Supp explained that there had not been many changes to the budget but wanted to specifically address the general revenues page. She explained that after speaking with the City Auditor, it was determined that the prior presentation of the budget had unintentionally included a transfer from the fund balance on the general revenues page. Recorder Supp stated that the amount previously shown represented the amount budgeted from the fund balance to cover expenditures, and leaving it in had not accurately reflected the true budget situation. Recorder Supp stated that the correction reduced the projected total fund balance to 22.63% of the state statute requirement, leaving approximately \$500,987 in fund balance going into the new fiscal year.

Recorder Supp further explained that if the FY 2027 projected ending fund balance carried forward as shown, the balance would drop to approximately 6.9%. Recorder Supp informed the Council that significant budget decisions would need to be made during the meeting and requested that Council Members avoid side conversations so each member could speak individually and the discussion could proceed efficiently.

Recorder Supp then moved to the Mayor and Council budget section and explained that a previously requested 5% increase for the Mayor and Council compensation would increase the account by \$1,015 and would also require an additional \$80 increase to the FICA account. Recorder Supp asked whether the Council wished to keep or remove the request.

Council Member Smalling stated a preference to remove the increase.

Council Member Hunter clarified that her original concern specifically related to the Mayor's compensation and expressed the opinion that the Mayor should receive more compensation than Council Members due to the amount of work required of the position. Council Member Hunter stated that neighboring cities generally paid their mayors approximately double what Council Members received and suggested a compensation level around \$12,000 annually. Council Member Hunter emphasized that the comment was not directed personally at Mayor Wiggill but was instead related to the position itself.

Council Member Thompson asked whether the compensation comparison included compensation the mayor received from serving on outside boards.

Council Member Carlson responded that outside board compensation was unrelated to the role of mayor and should not be included in the comparison.

Recorder Supp stated that the Mayor's current compensation was almost double the Council compensation.

Mayor Wiggill acknowledged the comments regarding the amount of work performed by the mayor but stated that, given the City's tight budget and shortfall, the increase should likely be eliminated entirely at this time.

Council Member Smalling agreed and stated that although the Mayor performed more duties than Council Members, the City needed to prioritize maintaining operations and covering expenses before considering compensation increases.

Mayor Wiggill summarized that the consensus appeared to be eliminating the increase request. Council Member Carlson agreed with eliminating the increase. Recorder Supp confirmed that the increase would not be added into the budget.

Recorder Supp then reminded the Council that all employee wage accounts currently included the previously discussed 5% employee increases and asked whether the Council still supported those adjustments.

Council Member Carlson questioned whether employee increases should also be reconsidered in light of the earlier discussion about eliminating elected official increases and the need to be good stewards of taxpayer money.

Council Member Smalling disagreed and stated that City employees relied on their wages as their primary livelihood, unlike Council Members. Council Member Smalling expressed the opinion that employees should remain the City's priority and stated support for employee raises.

Council Member Carlson reiterated the importance of fiscal responsibility to taxpayers.

Council Member Hunter stated support for providing employees with a cost-of-living adjustment but expressed concern that a 5% increase might be too high given the City's budget situation. Council Member Hunter noted that many professionals were currently receiving 2% to 3% cost-of-living adjustments and suggested that a 4% increase would still remain competitive and aligned with inflation while better fitting the City's financial situation.

Council Member Thompson suggested postponing the decision regarding employee increases until after reviewing the remainder of the budget. Council Member Thompson stated that the Council could revisit the issue later in the meeting after determining what the City could realistically afford and whether additional compensation adjustments for the mayor might also be possible.

Council Member Hunter noted that the proposed mayoral increase involved only a few thousand dollars, whereas employee cost-of-living increases represented a much larger overall budget impact.

Director Monroe asked for clarification regarding the FY 2027 recreation budget page and noted that the City appeared to be approximately \$674,000 over budget. Director Monroe stated that even if all Public Works budget items were removed, the City would still remain approximately \$100,000 over budget. Director Monroe asked what had caused the significant change and whether the City had been operating with similar deficits in prior years.

Recorder Supp explained that the issue primarily related to the beginning fund balance. Recorder Supp stated that the previous presentation had included approximately \$600,000 from the fund balance in order to artificially balance the budget and acknowledged that it should not have been presented that way. Recorder Supp explained that the revised presentation now accurately reflected the amount the City needed to cover.

Director Monroe clarified that Public Works budgets had not increased substantially and asked whether the City had historically operated with a \$600,000 General Fund deficit.

Recorder Supp stated uncertainty regarding prior years and noted that this was only the fourth budget she had prepared. Recorder Supp suggested that revenues may have decreased but stated she did not know for certain. Director Monroe clarified that the question was not intended as criticism of Recorder Supp's work but was simply an effort to understand how the budget had historically been balanced.

Council Member Hunter asked whether the figures included approximately \$200,000 for an additional project previously discussed.

Recorder Supp explained that transfers from the General Fund into Public Works had occurred almost every year during her tenure. Recorder Supp further stated that the prior year had included a transfer of approximately \$900,000 from the General Fund to the Public Works Capital Project Fund.

Recorder Supp explained that the Council essentially had three options moving forward: cut enough expenditures to reduce the deficit, raise taxes, or transfer funds back from Public Works Capital Project reserves into the General Fund. Recorder Supp noted that the Public

Works Fund currently held approximately \$2,049,000 in reserves, making a transfer a possible option.

Director Monroe calculated that even after accounting for the current year budget needs and a transfer of approximately \$623,000, the Public Works Capital Project reserve would still remain around \$1.1 million.

Council Member Smalling noted that the budget also reflected increased dispatch costs. Recorder Supp confirmed that those dispatch costs were included within the Sub Fund accounts. Council Member Smalling noted that the increased dispatch costs represented a significant jump for the City budget. Director Monroe agreed.

Council Member Thompson asked a question regarding page seven of the General Fund expenditures and specifically referenced line item 10-61-60. Council Member Thompson asked why the City's insurance costs had increased by more than 4% compared to the prior year, noting that the FY 2025 actual amount had been approximately \$375 while the FY 2026 approved amount was significantly higher.

Director Monroe explained that wages had also increased and stated that adjustments still needed to be reviewed with Treasurer Roth. Director Monroe further explained that recreation previously had full-time wages assigned within that department, but those wages had since been absorbed into the streets budget, which also shifted the associated insurance costs. Council Member Thompson questioned whether all of the insurance costs had been transferred. Director Monroe confirmed that both the wages and insurance costs had been moved and encouraged the Council to compare the wage line items.

Recorder Supp added that insurance costs varied depending on employee coverage selections. She explained that some employees may have selected different insurance plans, may not have taken the H&D waiver, or may have family coverage plans. Recorder Supp stated that family plans were substantially more expensive than single coverage plans and noted that the City previously had more employees with single coverage. Director Monroe agreed and confirmed that family plans cost considerably more than single coverage.

Recorder Supp then returned discussion to the Court budget and informed the Council that a letter had been received from the Administrative Office of the Courts indicating judges would receive a 2.5% increase that year. Recorder Supp explained that if the City approved employee increases above 2.5%, the judge would receive the same percentage increase approved for City employees. Council Member Smalling clarified that if City employees received a 5% increase, the judge would also receive a 5% increase. Recorder Supp confirmed that understanding and explained that the only other changes made to the budget involved vacation cash-out amounts. Recorder Supp stated that Treasurer Roth had reviewed the vacation cash-out numbers for employees eligible to cash out accrued hours and that those figures had been added into the budget. She noted that most employees could only cash out up to 20 hours and explained that the changes appeared in every wage account line item.

Council Member Thompson reviewed the Administration budget and noted that full-time salaries and wages had increased to approximately \$8,200 due to the proposed cost-of-living adjustment. Recorder Supp confirmed that the increase reflected the proposed 5% adjustment. Council Member Hunter asked whether budget figures existed without including any cost-of-

living adjustment. Council Member Thompson confirmed that the first request figures reflected amounts without the cost-of-living adjustment included. Council Member Hunter thanked Council Member Thompson for the clarification.

Recorder Supp then discussed the non-departmental budget and explained that the CivicPlus software quote included an implementation fee required to initiate the service. She stated that the implementation cost increased the amount by approximately \$350. Recorder Supp also explained that the CivicPlus system would satisfy upcoming Department of Justice and accessibility compliance requirements, including forms compliance deadlines anticipated for July 1, 2027. Recorder Supp apologized for not having all supporting notes immediately available and explained that some reference materials had been left downstairs.

Recorder Supp further explained that transfers to the Youth Council and retirement accounts had not yet been added because retirement expenses for Chrissy, who was paid entirely from Utility funds, would be budgeted through the Utility Fund rather than the General Fund.

Recorder Supp then asked Council Member Thompson whether the Emergency Preparedness budget should be adjusted to \$2,500 for FY 2027. Council Member Thompson confirmed that the amount should be changed to \$2,500 and noted that approximately \$1,900 would remain from the current fiscal year. Recorder Supp confirmed the adjustment and added the amount into the budget.

Recorder Supp also updated the Council regarding the server replacement quote. She stated that the revised quote had increased by approximately \$300 since the original estimate because AI companies were purchasing large amounts of RAM. Recorder Supp explained that the vendor had attempted to keep the price down after learning the City had already been stressed about the earlier estimate, which had initially increased from approximately \$17,000 to \$25,000. Recorder Supp stated that the vendor had located a comparable server option at a lower cost and hoped the price would remain stable. Council Member Carlson jokingly asked whether the vendor had “found one in the back room” and questioned whether the replacement server would be lower quality. Recorder Supp clarified that the replacement was comparable to the City’s existing server and stated that the original quote had actually been for a higher-end model.

Recorder Supp then reviewed the Police budget and stated that the only changes involved vacation cash-out amounts, primarily for the Chief and Lieutenant, who were eligible to cash out the largest number of hours.

Recorder Supp stated that the Streets budget only reflected vacation cash-out changes and that no changes had been made to the Buildings and Grounds budget or the remaining City Shop budgets. She noted that parks wages included approximately \$1,360 in vacation cash-out adjustments. Recorder Supp explained that most of the changes throughout the budgets were related to vacation cash-out figures, which totaled approximately \$32,962 citywide.

Recorder Supp then asked whether Council Members had additional questions or concerns regarding the reviewed budgets.

Recorder Supp continued reviewing the Utility budgets. She stated that no changes had been made to Utility income accounts or the Mayor and Council budget. Recorder Supp noted that

the Administrative budget changes only reflected vacation cash-out amounts, primarily related to the Utility Billing Clerk who could cash out the maximum amount of hours. Recorder Supp also reminded the Council that the Non-Departmental budget included approximately \$700 in additional CivicPlus implementation fees, bringing the amount to approximately \$6,750.

Council Member Thompson asked for clarification regarding the split between the two CivicPlus accounts and referenced amounts budgeted from separate funds. Recorder Supp explained that the amounts were not evenly split because some costs were based on taxes while others were allocated through Utility funds. She stated that small allocation differences existed even when processing routine payment requests.

Council Member Thompson asked whether the first-year for Civicplus total would be approximately \$18,000 followed by approximately \$13,500 in the second year. Recorder Supp clarified that the amount was actually closer to \$9,000 total because other expenses were also paid from those accounts.

Recorder Supp continued through the Utility budgets and stated that the Water fund only reflected an \$8,500 vacation cash-out adjustment. She stated that no changes had been made to the Sewer or Garbage accounts. Recorder Supp noted that Buildings and Grounds only reflected full contract vacation cash-out adjustments.

Council Member Carlson asked whether increasing fuel costs could result in a fuel surcharge from the City's garbage provider. Recorder Supp stated that the provider had not mentioned any potential surcharge.

Recorder Supp stated that City Shops and the Stormwater budgets only reflected vacation cash-out changes, including approximately \$1,210 in the stormwater fund. Recorder Supp then explained that the Council needed to decide whether to increase the stormwater fee by approximately \$2.75 or fund a full-time employee to oversee the Stormwater compliance program.

Council Member Thompson asked whether the City would be reassigning an existing full-time employee rather than hiring someone new. Recorder Supp stated she should clarify with Director Monroe what his decision would be. Council Member Smalling stated an understanding that the City planned to assign an existing employee to run the program initially and evaluate the arrangement afterward.

Council Member Thompson also questioned a budget variance related to a cellular fee for water meters and noted that the second request amount showed an additional \$5,000. Recorder Supp explained that the issue was caused by a formula error in the spreadsheet. Council Member Thompson clarified the corrected amount and confirmed that the adjusted total was approximately \$55,000, with an actual variance closer to \$4,405.

Mayor Wiggill stated that the Council needed to determine how it wished to proceed with the Stormwater compliance issue because the decision would substantially affect the final budget numbers. Mayor Wiggill invited Director Monroe to explain the proposed plan and requested direction from the Council.

Director Monroe explained that hiring an engineering firm would cost even more than the previously discussed \$65,000 estimate, despite Public Works still performing most of the

work internally. He stated that after reviewing the numbers extensively, the preferred recommendation was to eliminate the engineering and instead have Operations Manager Beau Fullmer oversee the stormwater program along with the City's water and sewer administrative programs.

Director Monroe explained that Op's Manager Fullmer already possessed the necessary certifications and would focus more on administrative and compliance responsibilities due to physical limitations from back problems. Director Monroe proposed restructuring Public Works leadership by creating two foreman positions for Brandon Reed and JT Trujillo. Director Monroe explained that those employees would oversee separate divisions, such as streets, water, parks, and recreation crews, allowing operations to function more efficiently.

Director Monroe stated that the proposal would significantly reduce costs, potentially avoid the need for a stormwater fee increase or limit any increase to approximately \$0.25, and would create advancement opportunities within the department. Director Monroe noted that most Public Works employees currently only held the title of maintenance worker and that creating additional leadership positions would establish career progression opportunities for long-term employees.

Council Member Thompson asked whether eliminating the new position would also eliminate the need for an additional vehicle purchase. Director Monroe confirmed that the vehicle purchase could instead be funded through the Local County Option Highway Transit Fund previously discussed and stated that removing both the vehicle and engineering costs would eliminate approximately \$110,000 in projected expenses. Director Monroe noted that only minor wage increases would remain necessary to compensate employees for the additional responsibilities.

Mayor Wiggill asked for Council feedback regarding the proposal.

Council Member Carlson expressed support for Director Monroe's recommendation.

Council Member Smalling agreed and stated strong confidence in Director Monroe's judgment.

Director Monroe added that the engineering budget could likely be reduced to approximately \$4,500 to cover any unforeseen EPA or DEQ requirements.

Mayor Wiggill summarized the proposal and stated that Director Monroe would prepare revised numbers reflecting the proposed title changes and compensation adjustments for the new position and the two foreman positions.

Recorder Supp then asked the Council what percentage increase would be considered reasonable given the additional responsibilities associated with the new roles.

Council Member Thompson noted that Op's Manager Fullmer's role would involve substantially more administrative paperwork.

Director Monroe explained that the City had previously maintained both a Public Works Director and Assistant Director position for many years until the assistant director position was eliminated under prior leadership.

Mayor Wiggill suggested that the City could initially provide a modest increase, such as 2%, and then reevaluate performance after a probationary period before considering additional compensation adjustments. He stated that employees would likely need to complete certifications and demonstrate success in their new roles before receiving larger raises. Council Member Smalling stated support for that approach. Council Member Hunter also expressed agreement.

Director Monroe summarized the proposal as a 2% increase initially with another 2% increase following successful completion of a probationary period.

Mayor Wiggill asked whether there were any objections or additional comments.

Council Member Thompson stated that the proposed increase was lower than originally anticipated. Director Monroe expressed concern about maintaining fairness among employees and avoiding morale issues if some employees received significantly different raises than others.

Mayor Wiggill stated that the Council would revisit the issue once additional information was available and confirmed that the proposal would proceed with a 2% increase followed by another 2% increase after the probationary period. Director Monroe thanked the Council.

Council Member Hunter thanked Director Monroe for the proposal and then asked to return to a question regarding the General Fund expenditures under the Parks budget on page eight. Council Member Hunter asked why the full-time salary line item in the Parks budget had not increased. Recorder Supp explained that the increase had already been

Recorder Supp referenced the Class C budget for vacation cash out amount estimated at approximately \$650 and stated that the amount was relatively minor, though the figure would be verified later. Recorder Supp confirmed that no other changes had been made to that budget.

Council Member Thompson then asked whether the Council should continue reviewing the budget first before asking additional questions. Recorder Supp informed the Council that if members had questions they did not want to forget, they should ask them as they arose during the budget review.

Council Member Thompson asked about the anticipated total cost for sweeper upkeep and maintenance.

Director Monroe asked the Council to scroll to the Class C road fund section of the budget. Director Monroe directed attention to the crack sealing expenditures and proposed reducing that line item to \$72,000. Director Monroe explained that reducing the amount would help bring expenditures more in line with revenues so the City would not need to transfer money from another fund. Director Monroe acknowledged that the reduction would likely result in less crack sealing work being completed but stated it was an immediate area where cuts could be made to assist the budget.

Council Member Thompson returned to the sweeper upkeep question and asked what amount Director Monroe anticipated budgeting for maintenance.

Director Monroe explained that approximately \$8,000 had recently been spent on the sweeper. He stated that the sweeper was highly specialized equipment and that repairs were extremely expensive, noting that even minor repairs could cost several thousand dollars. Director Monroe explained that the sweeper originally cost approximately \$180,000 and stated that Public Works attempted to carefully maintain the equipment because replacement costs would likely be significantly higher in the future.

Council Member Thompson asked how much had been spent on sweeper upkeep during the current fiscal year. Director Monroe did not have a concrete number.

Director Monroe added that approximately another \$4,000 had recently been spent on maintenance for the camera truck.

Recorder Supp then directed the Council's attention to the significant increase in dispatch fees and stated that the Council needed to decide how much to increase dispatch fees to cover the cost. Recorder Supp explained that after discussing the issue with the City Attorney, the Attorney recommended following Chief Jamison's recommendation to move to Layton Dispatch because there were very few alternatives available. Recorder Supp stated that the Attorney had also contacted Syracuse and Clinton officials to discuss possible options or collaborative efforts but ultimately concluded that there was little the cities could do to stop the transition.

Recorder Supp further explained that the Attorney expressed concerns regarding the proposed advisory board structure for the new dispatch arrangement and stated that the current proposal did not provide the cities with sufficient input or authority.

Council Member Smalling stated strong concern regarding the situation and expressed frustration over the lack of local control. Recorder Supp agreed and stated that the arrangement did not appear to provide cities with much influence over decisions.

Council Member Smalling questioned whether Davis County had truly been losing that much money on dispatch services.

Chief Jamison explained that the County had claimed it was subsidizing dispatch operations. Chief Jamison stated that discussions with the sheriff's office indicated that even if the County dispatch center remained operational, the cities would still face substantially increased fees because the County was using the same calculation model as Layton Dispatch.

Mayor Wiggill explained that the County had effectively been moving money between budgets to cover dispatch costs and that once those funding transfers were no longer possible, the current fee increases became unavoidable. He emphasized that the key issue for residents would be the increase from approximately \$0.90 to \$4.00 and stated that the City had already stretched out prior garbage fee increases over several years. Mayor Wiggill expressed the opinion that it was time to address the dispatch increase directly rather than continue delaying the issue. Council Member Carlson stated that the increase would have to occur eventually. Council Member Hunter agreed. Mayor Wiggill asked Council Member Smalling for input.

Council Member Smalling stated that the City had little choice because increased costs from service providers ultimately had to be passed on to customers, similar to a store increasing prices after vendor costs increased.

Council Member Thompson responded undesirably but explained that further thought was needed regarding alternatives.

Council Member Carlson stated that the money had to come from somewhere.

Council Member Thompson stated that the issue required additional consideration.

Council Member Hunter stated an intention to prepare a document containing contact information for residents who called to complain so they could be directed to the appropriate agencies responsible for the increase.

Council Member Thompson expressed concern that residents would react similarly to prior complaints regarding recycling fees and mandates.

Mayor Wiggill stated that the City could not afford to offer financial hardship assistance programs related to the increase.

Council Member Smalling referenced previous grant opportunities that had helped offset costs associated with other utility changes.

Council Member Hunter remarked that the situation was unfortunate but unavoidable.

Mayor Wiggill asked the Council whether members were comfortable moving forward with the fee increase despite recognizing it as an unpopular but necessary decision.

Council Member Smalling described the increase as a “necessary evil” and stated that if no other alternatives existed, the City would need to proceed.

Recorder Supp explained that both she and Chief Jamison had attempted to explore alternative solutions, including independent dispatching options, but none had proven feasible.

Mayor Wiggill stated that all mayors involved in the process were upset about the changes but agreed that there was no practical way around the increased costs. He stated that while creative payment solutions might exist, the City ultimately needed to find the funds immediately.

Recorder Supp noted that while no current opportunities existed to reduce the cost, the City would remain open to future opportunities if they arose.

Council Member Thompson stated that the way state law was currently written left little room for alternative solutions. Mayor Wiggill stated that such changes would likely require legislative action during a future session.

Council Member Smalling reiterated the opinion that the dispatch system should operate under a true governing board rather than merely an advisory board.

Mayor Wiggill acknowledged that the City’s legal teams and other cities, including Clinton, were exploring ways to potentially change the governance structure in the future. The Council felt there was no other options provided that did not require raising the bill for Dispatch Fees to \$4.

Recorder Supp then moved discussion to Emergency Preparedness funding and recommended deleting or changing certain amounts within the budget.

Discussion then shifted to the Youth Council budget. Recorder Supp explained that the Youth Council fund had largely been absorbed into the FY 2026 budget and stated that communication had been sent to Council Member Rigley regarding future Youth Council plans, though no response had yet been received.

Council Member Smalling suggested reducing the Youth Council travel and training budget because there were currently no active members serving on the Youth Council and the participation requirements for travel and training would likely not be met for some time.

Mayor Wiggill stated that the Youth Council travel and training budget had historically been approximately \$1,000 and explained that members previously participated in fundraisers and conferences.

Recorder Supp asked whether the Council wished to reduce the amount to \$500. Council Member Thompson stated a preference for maintaining the amount at \$1,000 so the Youth Council would not be completely limited if participation resumed. Council Member Thompson suggested reducing supply expenses instead. Recorder Supp thanked the Council for the clarification.

Recorder Supp then discussed Retirement budget items and explained that insurance premiums were not currently being paid from that account, though approximately \$2,300 would still be budgeted to build a healthy fund.

In the Local County Option Highway Fund Director Monroe explained that the current year's budget had included approximately \$113,000, of which only about \$11,000 to \$12,000 had been spent. Director Monroe suggested moving the truck purchase requested in fiscal year 2027 into the current fiscal year budget, where sufficient funds remained available, and then removing the \$40,000 truck expense from the upcoming budget year.

Recorder Supp clarified that Director Monroe proposed removing the future truck purchase from the next fiscal year budget and using remaining current-year funds instead.

Council Member Thompson confirmed that doing so would reduce the next year's budget by approximately \$40,000.

Council Member Carlson asked whether the City was replacing an existing truck or adding another vehicle.

Director Monroe explained that the City needed an additional vehicle and stated that the proposed purchase would likely be a smaller administrative vehicle, such as a Ford Maverick. Recorder Supp indicated agreement from the Council with the proposal.

Recorder Supp confirmed that no additional changes had been made in the CDBG budget and asked whether the Council wanted to revisit that section.

Director Monroe stated that Todd the City Engineer was continuing to work on grant applications related to sidewalks and bus stop improvements and that the mayor would review those applications soon.

Mayor Wiggill explained that the City was pursuing grants to improve sidewalks, including extending sidewalks along the canal between 1300 and 1800 where no sidewalks currently

existed. Mayor Wiggill also explained that the City hoped to improve bus stops on the east side of the road by adding shelters for residents waiting during poor weather conditions. Mayor Wiggill stated that additional grant opportunities for student transportation and connectivity were also being explored.

Council Member Carlson asked whether the Utah Department of Transportation should be responsible for funding the improvements. Mayor Wiggill responded that UDOT had declined responsibility for those particular projects.

Council Member Carlson questioned whether the roadway currently met highway standards. Director Monroe stated that several moving parts involving UDOT and UTA were still being worked through.

Mayor Wiggill stated that UTA would likely participate in some portions of the project and expressed hope that at least portions of the sidewalk improvements could eventually be completed.

Recorder Supp then reviewed the Economic Development budget and stated that no changes had been made.

Recorder Supp moved to the General Fund summary and stated that the City remained approximately \$677,027 over budget.

Council Member Thompson asked whether that figure included the updated vacation cash-out amounts. Mayor Wiggill confirmed that the total included approximately \$32,962 in vacation cash-out costs.

Mayor Wiggill then discussed the City's vacation cash-out policy and stated that the current policy language did not properly benefit employees and likely needed revision. Mayor Wiggill noted that the budget impact exceeded \$33,000 and suggested reconsidering whether the City should continue budgeting for the buyout under the current policy structure.

Council Member Smalling clarified that the City could potentially leave the current budget intact for now while reviewing and revising the policy before the next budget cycle. Mayor Wiggill agreed and explained that although the issue arose every year, the City rarely fully budgeted for vacation cash-outs. He stated that the current policy only allowed limited employees to cash out meaningful amounts of leave and expressed the opinion that the policy should be rewritten in a way that better benefited employees in the future.

Council Member Hunter pointed out that revising the policy could potentially increase future budget obligations even further.

Council Member Carlson noted that the current cap allowed employees to cash out up to 50% and questioned whether the policy had always operated that way. Chief Jamison explained that the previous policy allowed employees to cash out 50% of up to 300 hours, or approximately 150 hours. Chief Jamison stated that only a few employees, including himself, Utility Billing Clerk Weatherston, and Lieutenant Arbogast, were currently eligible to cash out up to 100 hours. Director Monroe stated that personally only approximately 40 hours could currently be cashed out.

Council Member Carlson asked how Director Monroe had accumulated over 500 hours if the cap was 480 hours. Director Monroe explained that the balance would be reduced before the end of December and stated that salaried employees accumulated comp time through after-hours emergencies such as water leaks and snowplowing. Director Monroe stated that the time still needed to be used because balances ultimately needed to remain below the policy limits.

Mayor Wiggill stated that the City had recently established limits on how much comp time employees could carry in order to avoid accumulating excessive liabilities. Council Member Carlson pointed out that the City still carried a large financial liability due to accumulated vacation leave.

Recorder Supp explained that the City would eventually have to pay out the accrued balances. Mayor Wiggill agreed and noted that the liability would only continue to grow over time.

Recorder Supp then reviewed projected year-end balances and stated the City would carry over approximately \$512,987 unless taxes were increased, funds were transferred, or expenditures were reduced.

Director Monroe suggested transferring funds from the Public Works capital project fund, where approximately \$900,000 had been placed the previous year. Director Monroe stated that even after a transfer, the fund would still retain approximately \$1.1 million for future capital needs.

Mayor Wiggill proposed transferring approximately \$700,000 from the Public Works capital project fund to balance the General Fund budget. Recorder Supp confirmed that the City would still maintain strong reserve balances after the transfer.

Council Member Hunter asked whether any of the Parks capital outlay funding was designated specifically for the 1800 North Park project. Director Monroe explained that the funding for the 1800 North project was being held within the Public Works capital project fund and had been accumulated over several years to prepare for infrastructure improvements including water lines and tree replacements.

Council Member Hunter also asked whether funding for the Rachel Runyon Park project was included in the current budget. Mayor Wiggill explained that approximately \$30,000 had been set aside for Parks and Recreation projects generally and was not tied to a specific park.

Council Member Carlson noted that separate donated funds had been received for pickleball improvements. Council Member Hunter expressed excitement about that project moving forward.

Council Member Hunter then asked for clarification regarding the Mayor and City Council salary figures listed in the General Fund expenditures. Mayor Wiggill explained that the listed figure represented annual salaries. Director Monroe clarified that salaries were split between the General Fund and Utility Fund because elected officials and staff spent portions of their time dealing with utility-related matters.

Recorder Supp explained that utility revenues could only be used for utility-related purposes, while tax revenues funded General Fund operations. Director Monroe stated that splitting salaries between funds had been standard practice for many years.

Recorder Supp then asked for the Council's thoughts regarding balancing the General Fund through either a tax increase or a transfer. Council Member Carlson stated he preferred making the transfer and fully funding the budget, including the vacation cash-out obligations.

Council Member Hunter stated she believed the City should consider Truth in Taxation during the next budget cycle but supported using transferred funds for the current year. Council Member Smalling agreed and stated that imposing both a tax increase and the \$4 dispatch fee increase simultaneously would be too burdensome for residents. Council Member Smalling stated the dispatch fee increase was unavoidable but believed transferring funds was the better option for the current year.

Mayor Wiggill confirmed that the Council consensus supported making the transfer to balance the budget. Recorder Supp asked whether Council Members had any remaining questions regarding the FY2026 budget and stated staff would continue refining the budget before the next budget meeting, where the tentative budget would need to be finalized for approval at the May 5 meeting.

Recorder Supp then asked for any additional comments or questions regarding the budget. Council Member Hunter revisited the COLA discussion and asked where the previously discussed inflation figures had originated. Council Member Hunter stated she had researched current inflation data and found figures closer to 3.3%, while Social Security increases were projected around 2.5% to 2.6%.

Council Member Carlson noted that the City had implemented a 5% COLA the previous year. Director Monroe stated that some prior years had seen state-level inflation rates as high as 7.5% while City employees only received 4% increases. Council Member Hunter clarified they simply wanted to ensure the Council remained comfortable with the proposed 5% COLA.

Council Member Smalling stated that the Council had already approved a 5% increase the previous year and that was why the same percentage was currently being proposed again. Council Member Carlson recalled that the original proposal the previous year had been 7%, but the Council ultimately compromised at 5%.

Council Member Hunter noted the City was still operating approximately \$600,000 over budget, even though transfers would resolve the issue.

Director Monroe added that year-end fund balances had not yet been fully finalized and noted that Public Works frequently returned unused funds at the end of the fiscal year.

Mayor Wiggill asked if there were any final questions or concerns.

Council Member Smalling asked whether information regarding the dispatch fee increase would be distributed to residents in a manner similar to the garbage fee notices. Chief Jamison and Mayor Wiggill stated they had discussed the matter with the Mayor of Layton and hoped

Layton Dispatch would assist with public education efforts and informational mailers explaining the changes and reasons behind the increase.

Mayor Wiggill acknowledged that resident frustration would likely still be directed toward the City but stated it would help residents understand the reasons behind the increase if the information came directly from Layton Dispatch. Mayor Wiggill stated that regardless of who distributed the information, the City needed to ensure residents were notified and given opportunities to ask questions.

Mayor Wiggill stated that conversations with Layton officials had been difficult because the issue had already become highly contentious. He explained that the City continued hearing that any meaningful changes would likely need to wait until the next legislative session.

Mayor Wiggill then stated there was no further business for the special session and requested a motion to move into closed session.

Council Member Carlson made a motion to move into a closed session Council Member Smalling seconded the motion. The motion passed unanimously with Council Members Carlson, Hunter, Smalling and Thompson voting yes.

Council Member Hunter made a motion to move out of a closed session and adjourn and Council Member Smalling seconded the motion. The motion passed unanimously with Council Members Carlson, Hunter, Smalling and Thompson voting yes.

The Regular meeting adjourned at 9:03 p.m.

Approved – June 2, 2026

Scott Wiggill, Mayor

Nicole Supp, Recorder

Minutes of a Closed Session held April 15, 2026 at Sunset City Hall, 200 West 1300 North, Sunset, Utah; Mayor Wiggill presiding.

Present: Mayor Wiggill, Council Member Carlson, Council Member Hunter, Council Member Smalling, Council Member Thompson and Recorder Supp.

7:57 p.m. CLOSED SESSION

In accordance with Utah State Code 52-4-205(1) to discuss:

- (a) except as provided in Subsection (3), discussion of the character, professional competence, or physical or mental health of an individual;**
- (b) strategy sessions to discuss collective bargaining;**
- (c) strategy sessions to discuss pending or reasonably imminent litigation;**
- (d) strategy sessions to discuss the purchase, exchange, or lease of real property, including any form of a water right or water shares, or to discuss a proposed development agreement, project proposal, or financing proposal related to the development of land owned by the state, if public discussion would:**
 - (i) disclose the appraisal or estimated value of the property under consideration; or**
 - (ii) prevent the public body from completing the transaction on the best possible terms;**

Council Member Carlson made a motion to enter a closed session in accordance with Utah State Code 52-4-205(1). The meeting was held in the Sunset Room on the second floor of the City Building. Council Member Smalling seconded the motion. The motion passed unanimously with Council Members Carlson, Hunter, Smalling and Thompson voting yes.

Council Member Hunter made a motion to adjourn the closed session. Council Member Smalling seconded the motion. The motion passed unanimously with Council Members Carlson, Hunter, Smalling and Thompson voting yes.

The meeting adjourned at 9:03 p.m.

Approved – June 2, 2026

Scott Wiggill, Mayor

Nicole Supp, Recorder

Minutes of a regular meeting held April 21, 2026 at Sunset City Hall, 200 West 1300 North, Sunset, Utah; Mayor Wiggill presiding.

REGULAR SESSION

Mayor and Council Present:

Scott Wiggill	Mayor
Ricky Carlson	Council Member
Katherine Hunter	Council Member
Nakisha Rigley	Council Member
Nancy Smalling	Council Member

City Employees Present:

Brett Jamison	Police Chief
Jason Monroe	Public Works Director
Recorder Supp	Recorder

Excused:

Hope Thompson	Council Member
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Others Present:

Robert F. Smalling	Sunset
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The regular session was called to order at 6:34 p.m. by Mayor Wiggill.

Council Member Rigley gave a prayer/inspirational thought and led the Pledge of Allegiance.

Public Comments: There were none.

PUBLIC HEARING: Council Member Smalling made a motion to go into a Public Hearing and Council Member Carlson seconded the motion. The motion passed unanimously with Council Members Carlson, Hunter, Rigley and Smalling voting yes.

E. To Solicit Input from Sunset City Residents to Amend 10-5A-7: Chickens in Single-Family Residential Zones; Ownership and Maintenance: Council Member Hunter stated support for fewer restrictions on residents and commented positively about chickens, noting that people took good care of them and enjoyed having them as part of her family.

Regular Meeting

1. **Consider and Approve Amendments to 10-5A-7: Chickens in Single-Family Residential Zones; Ownership and Maintenance:** Council Member Carlson reviewed the proposed amendments to the chicken ordinance. The proposed changes included reducing the minimum lot size requirement from 8,000 square feet to 6,000 square feet, allowing more hens on larger lots with a maximum of up to 15 depending on lot size, reducing the setback requirement from neighboring homes to 25 feet, increasing the maximum enclosure size to 200 square feet, increasing the maximum coop height to 10 feet, and adding more detailed standards related to coop size, construction, enclosure

requirements, and cultural requirements. Mayor Wiggill asked if there were any questions or concerns regarding the proposed amendments. There were none.

Council Member Rigley made a motion to approve Ordinance 2026-01 amending 10-5A-7 Chickens in Single Family Residential Zones; Ownership and Maintenance and Council Member Carlson seconded the motion. The motion passed with a roll call vote with Council Members Carlson, Hunter, Rigley and Smalling voting yes.

Mayor Wiggill expressed appreciation for the changes, stating that the amendments would provide residents with greater opportunities to enjoy the things they valued.

2. **Consider and Approve Amendment to Planning Commission Bylaws, Page 4 from Third to Second:** Council Member Rigley stated that the amendment appeared to be only a date or day change and indicated no concerns with the adjustment. Recorder Supp confirmed that the amendment was to change the date from the third Thursday of the month to the second Thursday of the month. Mayor Wiggill asked if there were any additional questions or concerns. There were none.

Council Member Hunter made a motion to approve the Planning Commission's Bylaws and Council Member Smalling seconded the motion. The motion passed unanimously with Council Members Carlson, Hunter, Rigley and Smalling voting yes.

Mayor Wiggill thanked the Council for approving the amendments and recognized the Planning Commission for its work on both the bylaw amendment and the chicken ordinance revisions.

3. **Mayor, Council and Department Head Reports:** Council Member Hunter reported that the senior committee had been working on organizing events and building a committee structure to relieve pressure from a single organizer. She also discussed efforts to improve communication and outreach regarding senior events in order to strengthen the senior community in Sunset. Additionally, Council Member Hunter stated that research was being done on possible park and playground improvements and shared that conversations had taken place with a Clearfield City Council Member regarding beautification projects, including murals and public art. Council Member Hunter stated that these discussions could help provide ideas for long-term beautification projects within Sunset City.

Council Member Rigley reported attending a Wasatch Integrated board meeting and discussed a recent board retreat that newer members attended to become more familiar with operations and personnel. Council Member Rigley also reported that discussions were taking place regarding the possibility of providing additional green waste cans to residents through the Solid Waste Infrastructure for Recycling (SWIFR) grant program. She stated that more information would be provided following the next meeting in May. Council Member Carlson questioned if Layton City still planned on leaving the district. Council Member Rigley informed the Council the new Director at Wasatch Integrated has mended the relationship and Layton is no longer leaving.

Council Member Rigley also reported that preparations for Fun Days were underway. A Facebook flyer had been created and included in the City newsletter, and updates had been made to the JotForm vendor signup process. Council Member Rigley stated that vendor information would soon be distributed and that preparations for the event were progressing well.

Council Member Smalling reported on efforts related to financing options for a new building project for the Mosquito Abatement District. She explained that a group called Flag Star had presented favorable options and was interested in expanding similar services within Utah. Council Member Smalling also discussed the Mosquito Abatement's services and noted that residents could request spraying for special events such as birthday parties at no additional cost. She further shared information about educational outreach efforts involving elementary schools, where approximately 4,300 students participated in activities involving caterpillars transforming into butterflies. Home-schooled students were also being offered opportunities to participate in the educational program. Council Member Smalling further stated that the District were working diligently to remain proactive and stay ahead of potential issues this summer.

Council Member Carlson reported that the Planning Commission had been working steadily on zoning matters regarding group homes and that completed work was currently under review with the City Attorney. Regarding the Fire District's budget, Council Member Carlson stated that the Budget Committee had been making good progress and anticipated needing approximately \$30,000 from the General Fund to balance the budget while still accommodating a new Emergency Preparedness Director position and three additional firefighters.

Director Monroe reported that Public Works projects were moving forward, including 12 water patches in two months, sweeping and installation of a new water line for sprinklers at Central Park after Sunset Jr. High school removed the upper ball field area. Director Monroe also discussed upcoming installation of lighting poles at South Park for the pickleball courts. Council Member Hunter asked if the pickleball courts were completed yet. Director Monroe stated they were not.

Police Chief Jameson reported tomorrow he will be holding interviews for Sgt. Baca's position. He currently has 7 interviewees on the docket. Council Member Hunter asked whether the department was interviewing more experienced applicants or fresh from the academy. Chief Jamison stated he is interviewing both experienced and non-experienced officers.

Council Member Smalling commented on cleanup efforts occurring on the corner lot near 475 W and 2300 N and thanked Chief Jamison for helping in getting it cleaned up. She asked about the property ownership.

Mayor Wiggill explained that the property had been acquired by a different developer who intended to proceed with the original plan, which eliminated the need to return through the Planning Commission for significant adjustments. He stated that cleanup efforts had already significantly improved the appearance of the property.

Recorder Supp reported that Utility Billing Clerk Weatherston would be out of the office until the 30th due to surgery. Recorder Supp also stated that staff had been heavily involved in Fun Days preparations, including creating flyers and promotional materials.

Mayor Wiggill provided an update on the pickleball courts and stated that Public Works staff would soon begin installing anchors for the lighting system, which had already been delivered. He anticipated that installation of the netting and fencing would also occur within the next few weeks and expressed optimism that the courts would soon be completed.

Mayor Wiggill also thanked members of the 250 Committee and announced an upcoming meeting to discuss plans for the nation's 250th anniversary celebration and Sunset City's participation in those events. He invited members of the public to attend and participate in planning efforts.

Mayor Wiggill then thanked Recorder Supp, Director Monroe, and Chief Jameson for their extensive work on the City budget process. Mayor Wiggill acknowledged the work and expressed appreciation for staff efforts in preparing the budget for review.

Council Member Smalling stated that she plans to incorporate the America250 celebration into the Veterans Program to celebrate all military branches collectively as part of future activities and mentioned efforts to gather military uniforms from different eras for displays or presentations.

Council Member Rigley made a motion to move into a Work Session and Council Member Hunter seconded the motion. The motion passed unanimously with Council Members Carlson, Hunter, Rigley and Smalling voting yes.

WORK SESSION (7:10pm)

- 1. Discuss Fiscal Year 2026 Budget Amendments:** Recorder Supp then opened the budget work session and began reviewing the proposed budget documents for FY2026. Recorder Supp explained adjustments made to General Fund revenues, including increases to building permits, plan check fees, state surcharges, excavation permits, and returned check charges based on current trends and actual revenues received.

Recorder Supp reviewed adjustments to Mayor and Council budgets, including reductions to training and public notice expenses due to decreased newspaper advertising requirements and increased reliance on online and public posting requirements.

Court-related budget adjustments were also reviewed, including reductions to book subscriptions, memberships, and training expenses. Court Supervisor Rodriguez explained that the Judge preferred to maintain updated judicial order books and related materials.

Recorder Supp reviewed Administration budgets and explained adjustments to insurance costs due to staffing and benefit changes. Training expenses were also discussed, including the impact of Caselle training and ongoing recorder and treasurer training requirements. Recorder Supp stated that planning for future staff transitions and training would be important, especially considering upcoming retirement timelines and the need for adequate overlap training periods for future employees.

Recorder Supp also discussed increases to the Building Inspector budget due to continued development activity within Sunset City.

Discussion then turned to City donation allocations. Recorder Supp explained that the city currently budgeted donations for organizations including Sunset Junior High School Red Ribbon Week, Northridge High School's all-night graduation party, the Military Affairs Committee, Hill Air Force Base Air Show activities, and Illumination. Recorder Supp stated that Clearfield High School had requested a donation and asked the Council whether adjustments should be made to include the request. Council discussion followed regarding the appropriateness of supporting organizations connected to Sunset residents and the Council agreed to donate to Clearfield High School.

Recorder Supp then reviewed additional budget categories, including Police, Streets, Buildings and Grounds, City Shops, Parks, and Recreation. The General fund balance would be 23.76% of the State Statute leaving \$541,637 the forwarding fund balance for the new year. Recorder Supp went over the Utilities Revenue and Water, Sewer, Garbage, Stormwater expenses. Noting the adjustments related to wages, engineering costs, contract cleaning, water purchases, and repair and maintenance costs.

In the Utility fund Director Monroe discussed future water rate concerns and explained that Sunset City was required to purchase a minimum amount of water annually regardless of usage. Director Monroe stated that while conservation remained important, future rate increases might be necessary to account for increasing water costs and contractual obligations. Council Member Carlson noted the challenges associated with encouraging conservation while also maintaining necessary utility revenues.

For the special funds: Emergency Preparedness, Liquor Control, DARE, Youth Council, Retirement, and Class C Recorder Supp went over the revenues and expenditures.

The Public Works Capital Project fund showed the revenues over expenditures at \$381,260. Leaving the fund balance at \$2,049,968.

Recorder Supp concluded the budget presentation by reviewing fund balance percentages and overall revenue and expenditure totals for both the General Fund and Utility Funds. Additional discussion followed regarding future budget projections and capital project transfers.

2. Discuss Fiscal Year 2027 Budget Requests: Recorder Supp opened the budget work session and reviewed the proposed FY2027 budget documents with the Council.

The first item for discussion was for the COLA increase for Mayor and Council suggested by Council Member Hunter. She clarified the increase was directed more for the Mayor than the Council considering the additional work a Mayor has to put in at the City. The increase for the wage account would be \$1,015 and FICA would be \$80. Council Members Carlson, Hunter and Rigley agreed the amount was not too extenuating and wanted to see the increase. Council Member Smalling did not want to see the increase.

Recorder Supp then continued the budget review and stated that no changes had been made to the Court budget since the previous request.

Recorder Supp explained that no changes had been made to the Prosecution and Defense budgets beyond those previously discussed, aside from the \$650,000 transfer from Public Works Capital Projects fund to the General fund and a few minor adjustments already addressed in earlier meetings.

Recorder Supp stated that no additional changes had been made within the Administrative office, Planning and Zoning, or Building Inspection budgets.

Within the Police department budget, Recorder Supp explained that the only new change was the addition of \$5,000 to capital outlay for a more suitable desk and office setup for the Police Secretary, who was currently using older cubicle furniture from the previous City Hall building. Recorder Supp clarified that the adjustment would provide an upgraded workspace and replacement chairs.

Recorder Supp then reviewed the Streets budget and explained that wage accounts had increased due to a 4% adjustment related to storm water compliance responsibilities.

Director Monroe clarified that the adjustment was related to assigning an existing employee additional storm water administrative and compliance responsibilities. Director Monroe explained that the employee would be evaluated again after six months and that the budget reflected the full projected increase even though part of the raise would not take effect until after the evaluation period. Director Monroe further stated that younger employees within the department were continuing to develop professionally and take on additional responsibilities.

Recorder Supp noted that there had been no changes within the Buildings and Grounds or City Shops budgets since the prior review. Recorder Supp also clarified that the increase was formally identified within the budget as “storm water compliance rate increases.”

Recorder Supp reported that the General Fund balance would remain at approximately 12.9% even with the transfer adjustments included.

Recorder Supp moved into the Utility budget review and stated that no additional changes had occurred within the Mayor and Council utility budgets.

Recorder Supp explained the City’s vacation cash-out policy within the administration budget. She stated that employees with fewer years of service were generally allowed to cash out up to 20 hours of vacation time, while certain long-term employees, including Brett, Bruce, and Chrissy, qualified for larger cash-out amounts due to years of service. Recorder Supp clarified that the vacation cash-out budget line included all City employees and the amount each employee was eligible to receive.

Recorder Supp stated that no changes had been made within the Non-Departmental accounts.

Recorder Supp then reviewed wage-related increases within the Water, Sewer, Buildings and Grounds, City Shops, and Stormwater budgets, explaining that wage adjustments were the only changes made in those areas.

Recorder Supp returned to the Stormwater budget discussion and confirmed that no changes had occurred other than the wage adjustments previously discussed.

Director Monroe stated that if additional funding became necessary for the CDBG fund later in the fiscal year, staff would return to the Council with updated information. He explained that recent expenditures related to storm water compliance had significantly increased over the previous two months and that the current estimates reflected the department's best projections moving forward. Director Monroe stated confidence that assigning existing employees additional compliance responsibilities would remain more cost-effective than hiring outside engineering services.

Recorder Supp clarified that the Council had decided not to raise storm water rates and instead chose to promote employees internally to oversee the compliance program.

Director Monroe explained that the previously discussed \$2.75 increase estimate had been conservative and that contracting with outside engineers could have increased costs substantially higher, potentially by five or six times more. Director Monroe stated that delaying larger rate increases for another year would allow the City to better understand the long-term needs of the compliance program before making significant financial changes. Council Member Rigley acknowledged the explanation and agreed with the approach.

Recorder Supp then moved into the Dispatch fund review and corrected a labeling issue within the budget document after discussion with the Council. Recorder Supp noted that dispatch fees would increase the water bill amount to \$103.90, reflecting a \$4 increase for dispatch services.

Recorder Supp reviewed the Emergency Preparedness budget and stated that the requested \$2,500 adjustment had been included. Recorder Supp also noted that the Liquor Control budget remained unchanged and that the DARE fund had been zeroed out in the template and would be corrected as needed.

Recorder Supp asked Council Member Rigley whether the budget numbers discussed during the April 15th meeting were acceptable. She confirmed agreement with the proposed figures.

Recorder Supp reported that no Miscellaneous grants were currently included and then reviewed Retirement budget adjustments. She explained that the City was preparing for future insurance obligations related to the Utility Billing Clerk's upcoming retirement and stated that the City typically paid up to 18 months of insurance benefits or allowed employees to cash out an amount of accrued sick leave toward after retirement. Recorder Supp noted that a prior insurance expense had likely reflected payments made for the prior Treasurer's retirement benefits.

Recorder Supp stated that no further changes had been made to the remaining accounts and noted that in the Local County Option Highway budget item had been lowered because the Council had already approved a vehicle purchase during the current budget year.

Recorder Supp reviewed the Public Works Capital Project fund and explained that the transfer to the General Fund would leave a projected balance of approximately \$1,076,873.

Recorder Supp then summarized the General Fund totals, reporting projected revenues of \$3,294,685 and expenditures of \$3,349,992, leaving projected revenues under expenditures by approximately \$55,237. Recorder Supp explained that several budget increases had been incorporated and acknowledged that some wage calculations may still require adjustment.

Recorder Supp clarified that the transfer amount reflected the full projected amount discussed by the Council.

Recorder Supp reviewed the total combined funds for all City accounts, reporting projected revenues of \$6,534,820 and expenditures of \$8,147,127, leaving a projected deficit of approximately \$1,612,307. Recorder Supp explained that much of the deficit reflected planned use of existing reserves rather than unanticipated overspending.

Recorder Supp asked the Council whether there were any additional discussions regarding the tentative budget and noted that the Council appeared comfortable moving forward with the proposed figures.

Council Member Hunter stated that the General Fund often initially appeared to operate at a deficit early in the budget process and explained that final figures would not be known until after the close of the fiscal year and completion of the annual audit.

Director Monroe agreed and explained that audits often revealed adjustments and reimbursements that improved final balances. Director Monroe also noted that rising fuel costs and inflationary pressures continued to impact City operations and stated that the City constantly worked to stay ahead of increasing operational expenses.

Mayor Wiggill discussed the long-term financial challenges facing the City and stated that reducing services or delaying equipment replacement might temporarily balance budgets but often resulted in significantly larger expenses later when vehicles or infrastructure failed. He emphasized the importance of proactive budgeting and maintaining City equipment and services before major failures occurred.

Mayor Wiggill further explained that while the City had historically tried to avoid increasing taxes or fees due to concerns about residents on fixed incomes, the cost of doing business had steadily increased for all departments over many years. Mayor Wiggill stated that the City needed to remain fair both to residents and to the long-term financial stability of City operations. Mayor Wiggill referenced research indicating that the median age of Sunset residents may not be as high as previously believed and stated that reasonable adjustments to fees and taxes might ultimately prevent much larger increases in the future.

Mayor Wiggill stated that the current budget could be made to work but warned that delaying necessary adjustments could eventually require much larger increases later. He explained that smaller annual increases would likely be less burdensome than major increases after years of postponement.

Council Member Smalling commented positively regarding the City's efforts and overall management despite ongoing financial pressures.

Recorder Supp asked for final clarification from the Council and confirmed that the budget presented would serve as the tentative budget for approval at the next meeting. Recorder Supp expressed relief that the tentative budget appeared acceptable to the Council, noting that tentative budgets had previously been rejected during public hearings after significant preparation work had already been completed. She explained that many formulas and calculations were built into the budget documents to assist with projections and financial

planning. Recorder Supp concluded by reminding the Council that even after adoption of the tentative budget, another budget meeting would still occur and additional changes could still be made before final approval.

Council Member Hunter made a motion to move out of a Work Session and Council Member Rigely seconded the motion. Council Member Carlson made a motion to adjourn and Council Member Smalling seconded the motion. The motion passed unanimously with Council Members Carlson, Hunter, Rigley, Smalling and Thompson voting yes.

The Regular meeting adjourned at 8:13 p.m.

Approved – June 2, 2026

Scott Wiggill, Mayor

Nicole Supp, Recorder

Minutes of a regular meeting held May 5, 2026 at Sunset City Hall, 200 West 1300 North, Sunset, Utah; Mayor Wiggill presiding.

REGULAR SESSION

Mayor and Council Present:

Scott Wiggill
Ricky Carlson
Katherine Hunter
Nakisha Rigley
Nancy Smalling (6:34pm)
Hope Thompson

Mayor
Council Member
Council Member
Council Member
Council Member
Council Member

City Employees Present:

Brett Jamison
Jason Monroe
Recorder Supp
Sarah Markel
Chrissy Weatherston
Tawny Graham
Brady Davis
Brendan Davis

Police Chief
Public Works Director
Recorder
Deputy Recorder
Head Utility Billing Clerk
Police Officer
Police Officer
Police Officer

Others Present:

Robert F. Smalling
Bailey Porter
Suzanne Young
James Young
Tyler Young
Ellie Markel

Sunset
Layton
Herriman
Herriman
Brigham City
West Point

The regular session was called to order at 6:32 p.m. by Mayor Wiggill.

Council Member Hunter gave an inspirational thought and led the Pledge of Allegiance.

Public Comments: There were none.

APPROVAL OF MINUTES: Council Member Thompson made a motion to approve the meeting minutes from April 7, 2026 as presented and Council Member Hunter seconded the motion. The motion passed unanimously with Council Members Carlson, Hunter, Rigley, Smalling and Thompson voting yes.

APPROVAL OF VOUCHER: Kapp Auto in the amount of \$37,435.25 for a vehicle for Public Works. Council Member Thompson made a motion to approve the voucher for Kapp Auto and Council Member Smalling seconded the motion. The motion passed unanimously with a roll call vote from Council Members Carlson, Hunter, Rigley, Smalling and Thompson voting yes.

PUBLIC HEARING: Council Member Hunter made a motion to go into a Public Hearing and Council Member Rigley seconded the motion. The motion passed unanimously with Council Members Carlson, Hunter, Rigley, Smalling and Thompson voting yes.

G. To Solicit Input from Sunset City Residents to Approve the Tentative Operating Budgets for Fiscal Year 2027, Ending June 30, 2027 and Setting the Date for a Public Hearing on Final Adoption: There were no comments.

Council Member Carlson made a motion to go out of a Public Hearing and Council Member Smalling seconded the motion. The motion passed unanimously with Council Members Carlson, Hunter, Rigley, Smalling and Thompson voting yes.

Regular Meeting

1. **Swear in and Give Oath of Office to Officer Tawny Graham:** Chief Jamison introduced Officer Tawny Graham to the Council and audience. Chief Jamison shared that Officer Graham had been raised in Paradise, California. It was also noted that Officer Graham was the oldest of five children and had a twelve-year-old son. She was being officially sworn into office with support from family and significant others present. Officer Graham then participated in the oath of office ceremony, swearing to uphold and defend the Constitution of the United States and the Constitution of the State of Utah and to faithfully discharge the duties of the office. Mayor Wiggill congratulated Officer Graham and expressed excitement about the officer joining the City team. Mayor Wiggill stated confidence that Officer Graham would serve alongside the outstanding officers already employed by the City and would become a valuable asset to the community. Mayor Wiggill also acknowledged the support shown by the officers and family members in attendance.

Mayor Wiggill invited any guests who wished to leave following the swearing-in ceremony to do so and requested that attendees sign the attendance sheet before departing.

2. **Recognize Head Utility Billing Clerk Chrissy Weatherston for 30 Years of Service for Sunset City:** Mayor Wiggill stated that, as a longtime resident, he had known Utility Billing Clerk Weatherston long before serving on the Council or as Mayor and spoke highly of the dedication and service she had provided to the community over the past three decades. Mayor Wiggill invited Utility Billing Clerk Weatherston forward for recognition and expressed appreciation for all the work and service provided to the City. Council Member Hunter commented that 30 years was a very long time and acknowledged Utility Billing Clerk Weatherston's commitment to the City.

Utility Billing Clerk Weatherston thanked the Council and staff and stated that the current office team, including Nicole, Kimber, Sarah, Katie, and Alyssa, was the best team with whom the clerk had ever worked. She stated that retirement was anticipated the following year and expressed confidence that Recorder Supp would find the right person to continue the work and fit in well with the office staff.

Mayor Wiggill joked about hoping for four more years of service but reiterated appreciation for her patience, professionalism, and excellent customer service, especially during busy billing periods at the end of each month.

3. **Consider and Approve Resolution 2026-08 Approving Member Employee Contributions to the Utah Retirement Systems (URS) Contributory Retirement Plan on Behalf of Eligible Employees:** Mayor Wiggill asked Recorder Supp to provide information regarding the resolution. Recorder Supp explained that during the City's recent audit, the auditor noted that the City should have a formal written resolution documenting the City's contributions to URS. She stated that the resolution had been prepared to formally document the City's existing practice and ensure compliance with audit recommendations. She further explained that the auditor had indicated the documentation should already exist but no written record could be located. Mayor Wiggill acknowledged that the requirement may have existed for some time but agreed that formalizing the matter in writing was appropriate.

Council Member Rigley made a motion to approve Resolution 2026-08 and Council Member Carlson seconded the motion. The motion passed with a roll call vote with Council Members Carlson, Hunter, Rigley, Smalling and Thompson voting yes.

4. **Consider and Approve Resolution 2026-09 Approving an Interlocal Cooperation Agreement with Davis County Relating to the Community Development Block Grant (CDBG) Program for Federal Fiscal Years 2027, 2028 and 2029:** Mayor Wiggill asked Director Monroe to provide additional information regarding the agreement. Director Monroe explained that the agreement related to participation in Community Development Block Grant funding opportunities. He stated that Sunset City had already been awarded grant funding for a waterline project intended to upgrade aging four-inch water lines to larger eight-inch lines along portions of the City.

Council Member Hunter asked whether the grants required matching funds from the City. Director Monroe explained that some local contribution was expected, although the amount varied depending on available funding. Director Monroe noted that larger communities were sometimes able to contribute more substantial matching amounts.

Council Member Thompson asked whether grant funds were restricted to specific approved projects or could be redirected to other City projects. Director Monroe stated this was a project specific grant.

Council Member Smalling made a motion to approve Resolution 2026-09 and Council Member Hunter seconded the motion. The motion passed with a roll call vote with Council Members Carlson, Hunter, Rigley, Smalling and Thompson voting yes.

5. **Consider and Approve Resolution 2026-10 Adopting the Tentative Operating Budgets for Fiscal Year 2027, Ending June 30, 2027 and Setting the Date for a Public Hearing on Final Adoption:** Mayor Wiggill asked whether there were any questions or concerns regarding the tentative budget.

Council Member Thompson asked Recorder Supp whether the Council needed to establish a specific date for the public hearing and final adoption. Recorder Supp responded that June 16 had been proposed as the date for the final adoption and public hearing.

Council Member Thompson made a motion to approve Resolution 2026-10 and Council Member Rigley seconded the motion. The motion passed with a roll call vote with Council Members Carlson, Hunter, Rigley, Smalling and Thompson voting yes.

6. **Mayor, Council and Department Head Reports:** Council Member Carlson reported that the Fire Department budget currently projected needing approximately \$30,000 from the fund balance to cover the expenses for the new fiscal year. Council Member Carlson confirmed that the figures included the new Emergency Preparedness Director position as well as three additional firefighter positions.

Council Member Thompson reported attending a RAB field trip involving tours of contamination-related facilities and projects. She stated that the tour had lasted longer than previous ones and noted that additional EPA representatives and other officials would be attending future meetings. Council Member Thompson encouraged anyone available to attend upcoming meetings because of the importance of the topics being discussed. She shared she will have a UTA Board meeting this Wednesday.

Council Member Thompson also reported on upcoming emergency preparedness fair/activities taking place at the county level, including mental health and emergency preparedness meetings in Farmington. Volunteers are needed for this event. Additionally, Council Member Thompson discussed participation in a Falcon Hill Development Review Committee meeting where future development interests and preferred business types would be discussed for the MIDA land on the 12th of this month.

Council Member Thompson further reported the recent Car Show application for Fun days had received responses from seven participants while fourteen individuals had not yet completed it. She also thanked Chief Jamison for speaking with representatives from a local car wash business regarding participation in the City's Fun Days event with donations or money sponsorship. Council Member Thompson stated that the business had expressed interest in sponsoring future activities and promoting City-related information.

Council Member Smalling discussed the importance of promoting information through social media and maintaining organized tracking methods such as spreadsheets for outreach efforts. She also noted that Gary from the Mosquito Abatement Board would soon be retiring and encouraged others to consider going to the open house from 4pm-6pm next week. Lastly, she encouraged the Council to start thinking of someone for the Grand Marshall for the parade this year.

Council Member Rigley reported that preparations for Fun Days were progressing well. She thanked Deputy Markel for helping update the online vendor signup form and stated that approximately 26 vendors had already registered, including several food vendors.

Council Member Rigley also reported on an upcoming Wasatch Integrated Waste board meeting where a tentative budget would be adopted. She explained that the organization's Fiscal Year 2027 tentative budget was approximately \$34.9 million, with roughly \$3.2 million derived from annual operating revenue while maintaining a three-month operating reserve and approximately \$4.26 million in liabilities. Council Member Rigley stated that the organization remained financially stable.

Council Member Rigley further informed the Council that Republic Services had received approval from the Federal Trade Commission to purchase Robinson Waste Services in Utah. Although Sunset City currently contracted with ACE Disposal, Council Member Rigley noted that the acquisition reduced competition within the local waste industry and could eventually impact pricing and services in the future.

Council Member Hunter reported that the senior citizen event was scheduled for the following Wednesday at Rachael Runyan Park and described it as a lunch and social gathering for local seniors.

Council Member Hunter also reported extensive work related to planning a new playground project. She stated that discussions had taken place with numerous local families regarding concerns and desired improvements at City parks. Council Member Hunter explained that one of the most common concerns involved the existing sand playground surface. As a result, the City planned to replace the sand with engineered wood fiber designed specifically for playground safety. Additional improvements included installing decorative borders around the playground area to improve safety, cleanliness, and visibility for parents. She stated that plans were nearly finalized and expressed hope that installation could be completed by Fun Days.

Council Member Thompson asked whether the new improvements would replace the existing playground structures. Council Member Hunter responded that the current equipment would largely be removed because playground equipment is generally recommended for replacement every eight to ten years and the existing structures were well beyond that lifespan.

Council Member Hunter then asked whether there would be continued access across 1800 North for the parade during Fun Days. Mayor Wiggill responded that access would remain available.

Director Monroe shared the new park benches at the Veterans Park were installed and ready for use. He asked the Council if he was okay to start prepping the Rachael Runyan Park for the upcoming improvements and was given the go ahead.

Recorder Supp asked the Council for feedback regarding the updated message section on the City water bills. She explained that additional information and notices had been included in the billing statements and that the expanded format appeared to work well. Recorder Supp encouraged Council Members to provide information before the first of each month if they wished to include additional announcements or notices on the bills.

Council Member Hunter asked whether the messages also appeared on electronic bills for residents who did not receive physical paper statements. Recorder Supp confirmed that the same notices were included on both electronic and physical bills, although formatting and colors might differ slightly.

Mayor Wiggill took time to recognize the office staff for continually making improvements to City processes and communications, including enhancements to water bill notices and other administrative systems.

Mayor Wiggill also discussed the newly approved Emergency Preparedness Director position and clarified that the position would involve hiring a professional specifically trained in emergency preparedness rather than simply promoting an existing firefighter. He stated excitement about the opportunity to improve both the City's emergency preparedness program and the CERT volunteer program to increase community involvement.

Mayor Wiggill again recognized Chrissy Weatherston for 30 years of public service and commented on the rarity and value of such long-term dedication.

Mayor Wiggill then reported that the Fire District had experienced another extremely busy month, including 37 EMS calls and 12 fire calls within Sunset City alone. Mayor Wiggill noted that the Clearfield station continued to rank among the busiest in the state and stated that the new fire facility had significantly improved recruitment and retention of firefighters.

Mayor Wiggill concluded by expressing excitement about Officer Graham joining the Police Department and stated confidence that the officer would become an outstanding addition to the City team.

Council Member Carlson made a motion to move into a Work Session and Council Member Smalling seconded the motion. The motion passed unanimously with Council Members Carlson, Hunter, Rigley, Smalling and Thompson voting yes.

WORK SESSION (7:11pm)

1. **Discuss MIDA Funds:** Mayor Wiggill discussed a proposed project involving decorative banners along Main Street. The Mayor explained that research had been conducted regarding the cost and placement of banners on utility poles along Main Street and the City's main corridors. Mayor Wiggill estimated that approximately 30 banners could be installed at a total cost of roughly \$3,000.

Mayor Wiggill stated that entrance banners would include "Welcome to Sunset" messaging while additional banners could feature rotating seasonal or patriotic themes related to the upcoming 250th anniversary celebration. He also proposed installing decorative red, white, and blue scroll banners on the front of the City building.

Mayor Wiggill explained that the City had recently received approximately \$50,000 as Sunset City's share of improvement-related funds associated with MIDA and suggested using a portion of those funds for the banner improvements. He clarified that the funds were not currently designated for any specific project.

Mayor Wiggill further explained that the proposed banners would measure approximately 24 by 16 inches and that discussions had already taken place with Fast Signs regarding production costs. He noted that Roy City had also recently ordered similar banners from the same company.

Council Member Thompson asked if the cost was for the kits and the banners or just the banners. Mayor Wiggill stated that the estimated cost for the banner project, including the hardware kits, would be approximately \$2,100 to \$2,200, with the kits ranging from \$18 to \$25 each depending on the selected option. He explained the importance of purchasing durable materials that would last long-term, while also being mindful of the City's budget and financial responsibilities.

Mayor Wiggill noted that if any changes arose from the original proposal, those changes would be brought back before the Council prior to moving forward. There were no questions or concerns from the Council.

2. **Discuss Fiscal Year 2026 Budget Amendments:** Recorder Supp reported that every account had been reviewed and advised the Council that only the accounts highlighted in yellow had changes. She stated that there were no changes to taxes or related accounts unless the revenue was above the budgeted amount. She moved directly into the Police Department where the full-time salary account had been decreased and overtime. In the Non-departmental accounts Recorder Supp explained that the transfer allocation to the Youth Council Fund had been reduced to \$1,000.

In the Streets budget, Recorder Supp asked Director Monroe whether the joint slurry seal project on 800 North had begun, as the budgeted line item was intended for that project but had not been paid out. Director Monroe responded that he would double-check but believed the project had begun. Recorder Supp noted that the equipment maintenance account in the Streets budget had increased due to unanticipated expenses. Director Monroe stated that there was a large and expensive truck expense expected for the remainder of the year.

Nothing had changed in the Buildings and Grounds and City Shops accounts. Recorder Supp explained that in the Parks budget, a review of the line items showed that half of the prior year's Veterans Park bowery invoice, totaling approximately \$21,500, had actually been paid during the current fiscal year because the invoice had arrived on July 31. Recorder Supp stated that this required an increase to the Parks budget account.

Recorder Supp stated that the Public Notices account in the Recreation budget had been reduced by \$50 because the City was unlikely to spend the original amount budgeted, although a small balance was left in the account for safety purposes. Recorder Supp reported

that the City's total fund balance now stood at 22.87% of the state statutory limit, which was considered a strong position financially.

Recorder Supp stated that the Utility Income changes reflected only the amounts currently received. In the Non-departmental budget Recorder Supp explained that the Office Equipment Maintenance account, which served as the City's IT budget, had originally been budgeted at \$12,000 during the first year it had been placed in the Non-departmental category, but expenses appeared to be coming in lower than expected. Recorder Supp therefore reduced that account to \$8,000.

Recorder Supp stated that no changes had been made to the Water, Sewer, Garbage, Buildings and Grounds, or City Shops budgets. Recorder Supp explained that in the Stormwater Fund, the SWPPP Maintenance account had been increased slightly to ensure there were sufficient funds for the storm water audit and engineering work. Recorder Supp stated that no changes had been made to the Class C Fund, Dispatch Fund, Emergency Preparedness Fund, Liquor Control Fund, DARE Fund, Youth Council Fund, Retirement Fund, Local Option Fund, CDBG Fund, or Public Works Capital Project Fund.

Recorder Supp summarized the amended fiscal year 2026 budget totals. General Fund revenues were reported at \$2,541,485, expenditures at \$3,226,615, and revenues over expenditures at negative \$685,130. Total fund revenues were reported at \$5,592,232, expenditures at \$7,055,880, and revenues over expenditures at negative \$1,463,648. Recorder Supp asked if the Council had any questions and then transitioned into discussion of the fiscal year 2027 budget.

3. **Discuss Fiscal Year 2027 Budget Requests:** Recorder Supp stated that there had been no changes to taxes or revenues for fiscal year 2027, aside from the previously discussed \$650,000 transfer from the Capital Projects Fund. She noted that the Mayor and Council budget had been updated for a 5% increase in the salary and FICA accounts. Recorder Supp stated there were no changes in Court, Prosecution and Defense, Administration, Planning and Zoning, or Building Inspection.

Recorder Supp explained that the Non-departmental transfer to Youth Council had been increased to \$1,500 as previously discussed, and Emergency Preparedness funding had also been added. Recorder Supp stated that no further changes had occurred within the Police Department, Streets, Buildings and Grounds, City Shops, or Parks budgets beyond the previously discussed storm water program wage increases and the addition of desks and chairs for the Police Department.

Recorder Supp reported that the General Fund statutory balance was projected at 13.4%, including the \$650,000 transfer. She stated there were no additional changes in Utility Income, Mayor and Council, Administration, Water, Sewer, Buildings and Grounds, or City Shops accounts.

Recorder Supp asked Director Monroe whether sufficient engineering funds remained budgeted for the Sunset Room project. Director Monroe confirmed that the amount appeared sufficient.

Recorder Supp explained that no changes had occurred within the Stormwater Compliance budget or Class C Fund. She stated that the Dispatch Fund reflected the previously discussed \$4 fee increase and that the Emergency Preparedness budget included the requested \$2,500. Recorder Supp noted that the DARE Fund would be dissolved and that the Youth Council Fund reflected the previously discussed increases of \$500 for travel and training and \$1,000 for supplies. Lastly, she also noted that the Retirement Fund still included the \$23,000 transfer from the Utility Fund related to the Head Utility Billing Clerks upcoming retirement in the following year.

Director Monroe explained that the CDBG project funding would function as a three-year program, with annual funding amounts allocated each year to keep the City active and rotating within the program requirements.

Recorder Supp stated that the only change within the Public Works Capital Projects Fund was the \$650,000 transfer to the General Fund. She then corrected previously stated numbers and clarified the final fiscal year 2027 totals. General Fund revenues were projected at \$3,294,685, expenditures at \$3,349,922, and revenues over expenditures at negative \$55,237. Total fund revenues were projected at \$6,534,820, expenditures at \$8,147,127, and revenues over expenditures at negative \$1,612,307.

Recorder Supp asked whether the Council was comfortable adopting the final budget on June 16th and expressed surprise that no additional questions had been raised.

Council Member Thompson asked how the City planned to address the projected negative balances.

Recorder Supp explained that the City would rely on existing fund balances and transfers, unless the Council decided to raise taxes, take expenses out of the budget or find other sources of revenue. Specifically, the \$650,000 transfer from the Public Works Capital Projects Fund, which significantly reduced the shortfall. Recorder Supp noted that most other funds either had their own revenues or dedicated fund balances available. Recorder Supp further explained that even after the transfer, the Public Works Capital Projects Fund would still maintain a balance of approximately \$1,076,873.

Mayor Wiggill stated that the situation reinforced the importance of discussing future taxation and long-term financial sustainability. He expressed concern regarding the increasing costs of doing business and stated that delaying small incremental increases could eventually result in large and difficult tax increases for residents. He discussed the importance of implementing periodic reviews, such as every two or three years, to evaluate the City's tax structure and financial position before major financial issues developed.

Mayor Wiggill stated that while the City had successfully managed the current budget, the Council needed to continue planning for future costs, including inflation and infrastructure expenses. He noted that Sunset City operated differently than many surrounding communities and emphasized that the City's department heads provided significant services at comparatively lower administrative costs. He referenced nearby cities paying City managers substantially higher salaries and stated that Sunset City's department heads continued to perform well while remaining fiscally responsible.

Council Member Hunter commented that property taxes represented only approximately 20% of the City's overall revenue.

Council Member Smalling expressed concerns regarding long-term sustainability and future financial pressures.

Mayor Wiggill stated that providing information to the public remained critical and noted that public misunderstandings often occurred when residents were unaware of the City's financial discussions. He referenced the prior Fire Department tax increase discussions, explaining that once accurate information had been distributed through flyers and mailers, residents better understood the actual impact of the increase. Mayor Wiggill stressed the importance of transparency and educating residents regarding City finances.

Council Member Hunter suggested that the City should continue exploring additional revenue sources and economic development opportunities.

Council Member Smalling asked whether the City would receive any benefits from ongoing development projects occurring within the region.

Mayor Wiggill explained that MIDA revenue-sharing between Riverdale, Roy, Sunset and Clearfield were connected to the property on the East side of Main Street may include hotel and commercial projects, were expected to generate approximately \$50,000 for the City; or at least the City had received one payment so far and hoped for more in the future. Mayor Wiggill stated that although the federal government-controlled portions of the development area, the participating cities would still receive shared revenue generated from improvements and business activity within the project area.

Council Member Thompson stated that the improvements and revenues would be split among the four participating cities.

Council Member Carlson clarified that while the City could not directly tax the federal land itself, the City would receive revenue from taxable improvements and business activity associated with the development.

Council Member Smalling stated that it was important to clearly understand how the revenue sharing would function and to ensure Sunset City received a fair share of the revenues generated by the project. Council Member Thompson agreed.

Director Monroe reminded the Council that as development and services expanded, the Public Works Department would require additional resources and funding to maintain service levels. Director Monroe stated that those future costs needed to be considered carefully. Council Member Thompson acknowledged the concern.

Recorder Supp asked whether buildings constructed on the federally controlled property would still fall under Sunset City's building inspection processes or whether they would utilize separate inspectors. Council Member Carlson added that while developers would be expected to follow City ordinances, the project could potentially utilize its own inspectors. Recorder Supp clarified that the City would not receive building permit fees from those inspections. Mayor Wiggill confirmed that understanding.

Mayor Wiggill thanked the Council, staff, and Recorder Supp for their extensive work on the budget process.

Council Member Carlson made a motion to move out of a Work Session and Council Member Hunter seconded the motion. Council Member Smalling made a motion to adjourn and Council Member Thompson seconded the motion. The motion passed unanimously with Council Members Carlson, Hunter, Rigley, Smalling and Thompson voting yes.

The Regular meeting adjourned at 7:54 p.m.

Approved – June 2, 2026

Scott Wiggill, Mayor

Nicole Supp, Recorder

ORDINANCE NO. 2026-02

AN ORDINANCE OF THE CITY OF SUNSET ADDING CHAPTER 13: RESIDENTIAL FACILITY FOR PERSONS WITH A DISABILITY TO TITLE 3: BUSINESS AND LICENSE REGULATIONS; AND PROVIDING FOR RELATED MATTERS

WHEREAS, the City of Sunset ("City") desires to provide appropriate regulations for Residential Facilities for Persons with a Disability within its jurisdiction; and

WHEREAS, such regulations are necessary to comply with the Utah Fair Housing Act, the Americans with Disabilities Act, and the Federal Fair Housing Act; and

WHEREAS, the City Council finds that the adoption of this Ordinance is in the best interest of the public health, safety, and welfare;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SUNSET, STATE OF UTAH, AS FOLLOWS:

SECTION 1. AMENDMENT TO TITLE 3

Title 3: Business and License Regulations of the Sunset City Municipal Code is hereby amended by adding Chapter 13: Residential Facility for Persons with a Disability to read as follows:

CHAPTER 13: RESIDENTIAL FACILITY FOR PERSONS WITH A DISABILITY

3-13-1: DEFINITIONS

RESIDENTIAL FACILITY FOR PERSONS WITH A DISABILITY:

A residence in which more than one unrelated person with a disability resides, which is intended to provide living accommodations with a person with disabilities, and is licensed by the Utah State Department of Health and Human Services as provided in:

- a. Utah Code 26B, Chapter 2, Part 2, Health Care Facility Licensing and Inspection; and
- b. Utah Code 26B, Chapter 6, Part 4, Division of Services for People with Disabilities.

DISABILITY:

A physical or mental impairment that substantially limits one or more of a person's major life activities, including a person having a record of such a problem or being regarded as having such an impairment. The following definitions are incorporated into the definition of disability:

- a. Disability does not include current illegal use of, or addiction to, any federally controlled substance as defined in Section 102 of the Controlled Substances Act, 21 USC 802, or as defined under Title 58, Chapter 37, Utah Code Annotated, 1953, as amended;
- b. A physical or mental impairment includes the following:
 - i. Any psychological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal; special sense

- organs; respiratory, including speech organs; cardiovascular, reproductive; digestive; genitourinary; hemic and lymphatic; skin; and endocrine; or
- ii. Any mental or physiological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities; or
- iii. Such diseases and conditions as orthopedic, visual, speech and hearing impairments, cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, human immunodeficiency virus (HIV), mental retardation, emotional illness, drug addiction (other than addiction caused by current, illegal use of controlled substances) and alcoholism.

REASONABLE ACCOMMODATION:

A change in any rule, policy, practice, or service necessary to afford a person with a disability equal opportunity to use and enjoy a dwelling. The following words have the following definitions:

- a. Reasonable: A requested accommodation that will not undermine the legitimate purpose of existing zoning regulations notwithstanding the benefit that the accommodation will provide to a person with a disability.
- b. Necessary: The applicant must show that, but for the accommodation, one or more persons with a disability likely will be denied an equal opportunity to enjoy the housing of their choice.
- c. Equal Opportunity: Achieving equal results as between a person with a disability and a nondisabled person.

3-13-2: ARTICLE H — GROUP HOMES AND OTHER FACILITIES

PURPOSE:

The purpose of this Chapter is to avoid discrimination in housing against persons with disabilities as provided in the Utah Fair Housing Act, the Americans with Disabilities Act, and the Federal Fair Housing Act.

USES AND LIMITATIONS:

The provisions and requirements of this Article shall not entitle or authorize a particular use on any property or parcel of land. Only such uses and facilities as are specifically authorized in each individual zone as a permitted or conditional use shall be allowed.

RESIDENTIAL FACILITY FOR PERSONS WITH A DISABILITY.

- 1) This section shall govern any facility, residence, or other circumstance that meets the definition of a residential facility for a person with a disability as set forth in this Code.
- 2) The following requirements shall apply to a residential facility for persons with a disability:
 - a) The facility shall comply with building, safety, land use, and health codes or ordinances applicable to a similar dwelling, the Americans with Disabilities Act, applicable state core standards and licensing requirements, and any standards set forth in a contract with a state agency.

- b) Minimum site development standards shall be the same as those for a dwelling unit in the zone in which the facility is located.
 - c) In a Residential Zone R-1, not more than three (3) unrelated persons shall occupy a residential facility for persons with a disability established in a dwelling unit.
 - d) In a Residential Zone R-3, a residential facility for persons with a disability shall not be located within a two-family or multi-family structure unless the entire structure is used for the facility. Not more than three (3) unrelated persons per permitted dwelling unit shall occupy a facility for persons with a disability.
 - e) The facility shall not be made available to a person who has demonstrated by prior or current behavior, actions, and/or criminal incidents or convictions, that the person's tenancy would:
 - i) Be a direct threat to the health or safety of other persons; or
 - ii) Result in substantial physical damage to the property of others.
 - f) Prior to occupancy of the facility, the person or entity licensed or certified by the Department of Human Services and/or the Department of Health to establish and operate the facility shall:
 - i) Provide a certified copy of such license or certification to the City Recorder;
 - ii) Certify, in a sworn affidavit submitted with the application for a business license, that the facility complies with the Americans with Disabilities Act; and
 - iii) Certify, in a sworn affidavit submitted with the application for a business license, that no person will be placed or remain in the facility who has demonstrated by prior or current behavior, actions, and/or criminal incidents or convictions, that such person's tenancy would be a direct threat to the health or safety of other persons, or result in substantial physical damage to the property of others. Such affidavit shall be supplemented and updated with an application for renewal of the business license.
 - g) A permit for a residential facility for persons with a disability is nontransferable and shall terminate if:
 - i) The structure is devoted to a use other than a residential facility for persons with a disability;
 - ii) The structure fails to comply with the requirements set forth in this Section; or conforming multi-family dwelling structure unless it is first converted to a conforming single-family dwelling structure.
 - iii) The license or certification issued by the Department of Human Services, Department of Health or any other applicable agency, terminates or is revoked.
 - h) A residential facility for persons with a disability that is a substance abuse facility may not be located within one thousand feet (1,000') of a school, commercial daycare or house of worship.
 - i) A residential facility for persons with a disability shall not be located within two thousand feet (2,000') from another such facility, measured in a straight line between the nearest property lines of each facility.
 - j) Any residential facility for persons with a disability shall provide:
 - i) A security plan satisfactory to local law enforcement authorities; and
 - ii) Twenty-four (24) hour security measures.
- 3) None of the foregoing conditions shall be interpreted to limit any reasonable accommodation necessary to allow the establishment or occupancy of a residential facility for persons with a disability. A request for a reasonable accommodation shall be made in accordance with the provisions set forth in the Americans with Disabilities Act of 1990 and the Fair Housing Act.

SECTION 2. EFFECTIVE DATE

This Ordinance shall take effect upon its passage, approval, and publication as required by law.

PASSED AND ADOPTED by the City Council of the City of Sunset, State of Utah, on the 19th day of May, 2026.

APPROVED:

_____ Mayor

Print Name: _____

ATTEST:

_____ City Recorder/Clerk

Print Name: _____

Council Member Carlson:	☐ AYE	☐ NAY	☐ ABSTAIN	☐ ABSENT
Council Member Thompson:	☐ AYE	☐ NAY	☐ ABSTAIN	☐ ABSENT
Council Member Smalling:	☐ AYE	☐ NAY	☐ ABSTAIN	☐ ABSENT
Council Member Rigley:	☐ AYE	☐ NAY	☐ ABSTAIN	☐ ABSENT
Council Member Hunter:	☐ AYE	☐ NAY	☐ ABSTAIN	☐ ABSENT

CERTIFICATE OF PUBLICATION

I, the undersigned City Recorder/Clerk of the City of Sunset, State of Utah, do hereby certify that the foregoing Ordinance No. 2026-02 was duly passed and adopted by the City Council on the 19th day of May, 2026, and was published/posted as required by law on the _____ day of _____, 20____.

_____ City Recorder/Clerk

Date: _____

RESOLUTION NO. 2026-11

**A RESOLUTION OF THE SUNSET CITY GOVERNING BODY APPROVING
AND AUTHORIZING EXECUTION OF AN ADDENDUM TO THE
INTERLOCAL COOPERATION MASTER AGREEMENT REGARDING
REGIONAL DISPATCH SERVICES WITH LAYTON CITY**

WHEREAS, Sunset City is a municipal corporation of the State of Utah with the authority to enter into interlocal agreements pursuant to the Utah Interlocal Cooperation Act, Utah Code Ann. § 11-13-101 et seq.; and

WHEREAS, Layton City operates an Emergency Communications Center ("ECC") capable of receiving 9-1-1 and non-emergency calls and dispatching public safety resources on a regional basis; and

WHEREAS, Layton City has established an Interlocal Cooperation Master Agreement Regarding Regional Dispatch Services (the "Master Agreement") under which participating agencies may join by executing an agency-specific Addendum; and

WHEREAS, Sunset City desires to obtain public safety dispatch services through Layton City's ECC and to participate as a Member Agency or Contract Agency under the Master Agreement; and

WHEREAS, the Governing Body of Sunset City has reviewed the Master Agreement and finds that participation in the regional dispatch system promotes efficiency, interoperability, fiscal responsibility, and improved public safety outcomes for Sunset City residents and first responders; and

WHEREAS, the Master Agreement has been reviewed by legal counsel for Sunset City as to proper form and compliance with applicable law as required by Utah Code Ann. § 11-13-202.5; and further, the Governing Body acknowledges that any future withdrawal from the Master Agreement requires not less than eighteen (18) months' prior written notice pursuant to Section 8.2 thereof.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of Sunset City, Utah, as follows:

Sunset City Council hereby approves the Interlocal Cooperation Master Agreement Regarding Regional Dispatch Services and authorizes execution of an agency-specific Addendum thereto. This Resolution shall take effect immediately upon adoption.

Approved and adopted by the Sunset City Council this 2nd day of June, 2026.

Scott Wiggill, Mayor

Attest:

Nicole Supp, Recorder

Council Member Carlson:	☐ AYE	☐ NAY	☐ ABSTAIN	☐ ABSENT
Council Member Thompson:	☐ AYE	☐ NAY	☐ ABSTAIN	☐ ABSENT
Council Member Smalling:	☐ AYE	☐ NAY	☐ ABSTAIN	☐ ABSENT
Council Member Rigley:	☐ AYE	☐ NAY	☐ ABSTAIN	☐ ABSENT
Council Member Hunter:	☐ AYE	☐ NAY	☐ ABSTAIN	☐ ABSENT

INTERLOCAL COOPERATION MASTER AGREEMENT REGARDING REGIONAL DISPATCH SERVICES

This Interlocal Cooperation Master Agreement Regarding Regional Dispatch Services (this "Master Agreement") is entered into pursuant to the Utah Interlocal Cooperation Act, Utah Code Ann. § 11-13-101 et seq. (the "Act"), by and between Layton City, a municipal corporation of the State of Utah ("Layton"), and those municipal corporations, counties, state agencies, and special service districts that execute a joinder or addendum to this Master Agreement (each an "Agency", collectively the "Agencies").

Layton and each Agency may be referred to individually as a "Party" and collectively as the "Parties."

RECITALS

WHEREAS, Layton operates an Emergency Communications Center ("ECC") capable of receiving 9-1-1 and non-emergency calls and dispatching public safety resources;

WHEREAS, certain municipal, county, and special service district agencies desire to obtain dispatch services through a consolidated, regional emergency communications system;

WHEREAS, the Parties agree that a centralized ECC promotes efficiency, interoperability, fiscal responsibility, and improved public safety outcomes for residents and first responders;

WHEREAS, the Parties desire to establish a master interlocal framework under which participating agencies may become bound through execution of agency-specific addenda, without requiring separate execution of this Master Agreement by each participating agency;

WHEREAS, the Parties, pursuant to Utah's Interlocal Cooperation Act, which is codified at Title 11, Chapter 13, Utah Code Annotated (the "Act"), are authorized to enter into this Master Agreement;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the Parties agree as follows:

PURPOSES

The purposes of this Master Agreement include the following:

- 1.1 Provide efficient, high-quality, and cost-effective public safety dispatch services on a regional basis.
- 1.2 Standardize, to the extent practicable, dispatch related policies, procedures, and operational practices within the agencies served, as they apply to dispatch services.

- 1.3 Establish an advisory governance structure to provide input and recommendations on service delivery, dispatch policies and procedures, budgets, and capital planning.
- 1.4 Create a fair, equitable, transparent, and scalable fee structure for dispatch services.
- 1.5 Allow for the orderly addition and removal of participating agencies without impairing ECC operations.

DEFINITIONS

- 2.1 “Member Agency” means an Agency that participates in the governance structure established by this Master Agreement.
- 2.2 “Contract Agency” means an Agency that receives dispatch services pursuant to an agency-specific addendum but does not participate in governance.
- 2.3 “Addendum” means an agency specific agreement incorporating this Master Agreement by reference.
- 2.4 “Consensus” means eighty percent (80%) of participating Member Agencies.
- 2.5 “Chief Administrative Officer” means the individual designated by a Member Agency as its principal executive or administrative representative. Such individual may include a city manager, district director, sheriff, or other appointed administrator. If a Member Agency operates under a form of government in which executive authority is vested in an elected official, the governing body may designate either such elected official or an appointed administrative representative to serve in this capacity for purposes of this Agreement.
- 2.6 “Weighted Vote” means a vote based on the proportional dispatch services assessment to each Member Agency for the current year.

GOVERNANCE STRUCTURE

- 3.1 Operational Authority
 - 3.1.1 Whenever possible, operational decisions shall be made by operational leaders, in the best interests of the ECC, the Member Agencies, Contract Agencies, and the residents. Layton retains sole authority over the management, staffing, supervision, training, and day-to-day operation of the ECC. This Master Agreement does not create, and shall not be construed to create, a separate legal entity, joint venture, partnership, or other joint organization under the Utah Interlocal Cooperation Act or otherwise. Layton shall serve as the sole administering agency for the

Emergency Communications Center, and all authority, responsibility, and control not expressly delegated in this Master Agreement shall remain with Layton.

3.2 User Advisory Groups

3.2.1 Composition: Two User Advisory Groups are established.

- (1) Law Enforcement User Advisory Group
- (2) Fire User Advisory Group

3.2.2 Each Member Agency and Contract Agency may appoint one operational level representative to the applicable group. The User Advisory Groups shall:

- (1) Provide input and recommendations regarding dispatch protocols, procedures, policies, service levels, and systems.
- (2) Strive for Consensus.
- (3) Where Consensus cannot be achieved, matters may be referred to the Member Advisory Group.
- (4) Meetings shall occur at least quarterly and be facilitated by ECC personnel in an ex officio capacity.

3.3 Member Advisory Group

3.3.1 Composition: One chief-level law enforcement or fire official from each Member Agency.

3.3.2 The Member Advisory Group will meet at least quarterly. If there are action items from the User Advisory Group Meeting, then the Member Advisory Group shall meet within thirty (30) days of the last User Advisory Group Meeting. The Member Advisory Group may select a Chair and Vice Chair, if necessary, and adopt procedures.

3.3.3 Duties include:

- (1) Reviewing matters and providing input and recommendations (regarding policies and procedures) for service delivery changes affecting user groups.
- (2) Resolving disputes (regarding service delivery) referred by User Advisory Groups.
- (3) Reviewing and providing input on the annual budget, fee structure, and capital plans.
- (4) The Member Advisory Group will strive for Consensus. Unresolved matters may be referred to the Budget Advisory Group.

3.4 Budget Advisory Group

- 3.4.1 Composition: One Chief Administrative Officer representative from each Member Agency.
- 3.4.2 Meetings: The Budget Advisory Group will meet at least annually.
- 3.4.3 Duties include:
 - (1) Reviewing the annual ECC budget and five-year capital improvement plan.
 - (2) Making recommendations to the Layton City Manager and Layton City Council.
 - (3) Acting on matters referred by the Member Advisory Group.
- 3.4.4 Voting: The Budget Advisory Group will strive for unanimity. In the event unanimity is not achieved, the Budget Advisory Group will strive for Consensus. If Consensus is not reached, decisions shall be made by a simple majority Weighted Vote.
- 3.4.5 Quorum: A quorum is defined as a majority of the members of the Budget Advisory Group but must include representation from all three Member Agencies with lengthy experience in ECC operation so long as they remain Member Agencies: Layton, Clearfield, and Davis County.

FEES AND FUNDING

- 4.1 General Principles: Member Agencies share the common goal or desire to provide high quality dispatch services. To achieve this goal the ECC requires adequate funds for personnel, equipment, and training. Member Agencies shall contribute equitably to the cost of ECC operations sufficient to maintain appropriate staffing, equipment, and training. These funds may only be used for services reasonably related to public safety dispatch.
- 4.2 9-1-1 Revenue: Upon execution of this Master Agreement, Member Agencies operating a Public Safety Answering Point (PSAP) or ECC shall request redirection of applicable 9-1-1 fee revenue to Layton's 9-1-1 Restricted Accounts.
- 4.3 Fee Methodology: The fee methodology for Member Agencies is broken into two parts.
 - 4.3.1 A law enforcement fee and a fire usage fee, applied to the amount not covered by 9-1-1 revenue.
 - 4.3.2 The law enforcement fee represents seventy five percent (75%) of the total amount not covered by 9-1-1 revenue, multiplied by the proportional number of budget-approved full-time, certified sworn officer positions as of September 1 of the preceding year..

- 4.3.3 In the event a participating law enforcement agency experiences a material change in sworn staffing after the September 1 date used for the fee calculation, the affected agency, Layton, or the Budget Advisory Group may request review of the allocation. A “material change” means an increase or decrease of more than ten percent (10%) of the agency’s full-time sworn officer positions used for the calculation under Section 4.3.2. Upon review, the Budget Advisory Group may recommend an adjustment to the allocation methodology or fee for the affected fiscal year, subject to approval consistent with this Agreement.
- 4.3.4 The fire usage fee represents twenty five percent (25%) of the total amount not covered by the 9-1-1 revenue, multiplied by the proportional number of a rolling 3-year average of case numbers, as reported in the Davis Area Public Safety System (DAPSS).
- 4.3.5 Layton may rely on the official adopted budget of each agency as documentation of the number of full-time sworn officer positions used in the calculation.

4.4 Budget Adoption and Invoicing

- 4.4.1 The ECC will provide good faith preliminary estimates of the anticipated fee by December 31. Agencies operating on an alternative budget cycle may submit a written request to the ECC for an adjusted delivery date.
- 4.4.2 Final approval of annual dispatch fees will be upon adoption of the budget by the Layton City Council in June (or in August in the case of Truth in Taxation).
- 4.4.3 In the event the final approved annual dispatch fee differs by more than $\pm 5\%$ from the preliminary good-faith estimate provided under Section 4.4.1, Layton shall provide a written explanation to the Member Agencies detailing the reasons for the difference.
- 4.4.4 Invoicing by Layton to Member and Contract Agencies shall occur quarterly with the annual dispatch fee divided into four (4) equal installments during the applicable fiscal year (for cities and special districts) or calendar year (for Davis County). Should a Member or Contract Agency finalize its budget prior to the finalization of Layton’s budget, and the Layton budget includes an increase of more than 5% above the good faith estimate, the Member or Contract Agency shall only pay a 5% increase for that current year and shall pay the remaining percentage the following year in addition to the regularly assessed fee.

- 4.4.5 Layton City will provide an accounting of the budget and expenditures at least annually, or upon the request of the Budget Advisory Group.
- 4.4.6 Payment of each invoice shall be due within thirty (30) days of receipt. Any amount not paid within thirty (30) days shall accrue interest at a rate of two percent (2%) per annum until paid.
- 4.5 Excess Funds. In the event budget expenditures are less than budget assessments in a given year, the excess operational funds shall be retained in a special revenue fund and may include up to two months of operating expenses, with remaining balances credited toward future assessments.
- 4.6 Annual Report. Layton shall provide the annual report to the Member Advisory Group and Budget Advisory Group.

CAPITAL REPLACEMENT AND SPECIAL IMPROVEMENT FUND

- 5.1 The ECC has certain infrastructure that will need to be replaced over time, and/or new services or equipment to enhance the services delivered to the public and Member Agencies may become necessary. ECC personnel will establish a Capital Replacement and Special Improvement Schedule for major cost centers. The Member Advisory Group and Budget Advisory Group will review the Capital Replacement and Improvement Plan and assess a percentage fee for each Member Agency to set aside for future needs. These funds will be held separately from operational funds. Any interest or investment earnings generated from these funds shall be retained within the Capital Replacement and Special Improvement Fund and shall not be used for operational expenses.

OWNERSHIP OF PROPERTY

- 6.1 Except as otherwise expressly provided in writing:
 - 6.1.1 Each Member and Contract Agency shall retain sole ownership of all vehicles, apparatus, radios, mobile data terminals, equipment, and other tangible or intangible property owned or acquired by that agency for its own public safety operations.
 - 6.1.2 All real and personal property, infrastructure, systems, equipment, software, licenses, and other assets acquired, leased, licensed, maintained, or replaced using funds budgeted or expended by Layton for the ECC, including assets funded in whole or in part by dispatch service fees, shall remain the sole and exclusive property of Layton.

- 6.1.3 Nothing in this Master Agreement shall be construed to create joint ownership of any property or asset, or to confer upon any Member or Contract Agency any ownership interest in the ECC or its assets.

ADDITION OF NEW AGENCIES

- 7.1 Agencies seeking dispatch services shall submit a letter of intent to the ECC Director.
- 7.2 Layton shall prepare an impact assessment and recommendation to the Budget Advisory Group. The Budget Advisory Group shall review and make recommendations to the Layton City Council regarding the addition of a new agency. Final approval shall be given by the Layton City Council.
- 7.3 All onboarding costs shall be borne by the requesting agency.
- 7.4 New agencies shall begin participation by adopting this Master Agreement by executing an agency specific Addendum.

TERM, TERMINATION, AND WITHDRAWAL

- 8.1 This Master Agreement shall become effective upon execution by Layton and adoption by its governing body. The initial term of this Master Agreement shall be three (3) years. Thereafter, the Master Agreement shall automatically renew on an annual basis unless terminated as described herein. Additional Agencies may become Parties to this Master Agreement by executing an agency-specific Addendum.
- 8.2 A Member or Contract Agency may terminate its participation in this Master Agreement and withdraw effective as of June 30 of any year upon providing not less than eighteen (18) months prior written notice. Termination and withdrawal shall not release the Member or Contract Agency from any duties, liabilities, or financial obligations accrued or incurred prior to and through the effective date of termination.
- 8.3 Upon termination of this Master Agreement with respect to any Member or Contract Agency, or upon termination of this Master Agreement in its entirety, no jointly owned property shall exist. All real and personal property, infrastructure, equipment, software, systems, and capital assets used in connection with the Emergency Communications Center shall remain the sole property of Layton City, unless otherwise expressly agreed to in writing. Any prepaid fees or assessments shall be addressed in accordance with the fee provisions of this Master Agreement.

AMENDMENTS

- 9.1 This Master Agreement may be amended upon:
- (1) Approval by two-thirds Weighted Vote of the Budget Advisory Group; and

- (2) Ratification by the governing bodies of Member Agencies representing at least two-thirds of the total weighted allocation. For purposes of this ratification, each Member Agency's governing body shall vote as a single unit, and the internal vote breakdown of that governing body shall not affect the weighted allocation.

LIABILITY, INDEMNIFICATION, AND GOVERNMENTAL IMMUNITY

- 10.1 No Waiver of Governmental Immunity. Nothing in this Master Agreement shall be deemed or construed to waive, modify, or limit any immunity, defense, or limitation of liability available to any Party under the Utah Governmental Immunity Act, Utah Code Ann. § 63G-7-101 et seq. ("UGIA"), or other applicable law. All such rights, defenses, and immunities are expressly reserved.
- 10.2 Separate Responsibility. Each Party shall be solely responsible for its own acts or omissions, and the acts or omissions of its officers, employees, agents, and volunteers, arising out of or related to the performance of this Master Agreement. No Party assumes responsibility for the acts or omissions of any other Party.
- 10.3 Indemnification to the Extent Permitted by Law. To the extent permitted by Utah law, each Party agrees to indemnify and hold harmless the other Parties, and their respective officers, employees, and agents, from and against claims, demands, damages, losses, or expenses arising out of the indemnifying Party's negligent acts or omissions in the performance of this Master Agreement.
- 10.4 No Joint Employment or Agency. Nothing in this Master Agreement shall be construed to create an agency, partnership, joint venture, or joint employment relationship between Layton and any Member or Contract Agency, nor shall it be construed to create a joint powers entity, joint employer relationship, or shared liability arrangement among the Parties.. Employees of Layton providing dispatch services shall always remain solely employees of Layton.

CJIS COMPLIANCE AND DATA BREACH RESPONSIBILITY

- 11.1 CJIS Compliance. Each Party acknowledges that the ECC accesses and processes Criminal Justice Information ("CJI") and agrees to comply with all applicable federal and state laws and the FBI Criminal Justice Information Services ("CJIS") Security Policy, as amended from time to time, to the extent applicable to that Party's personnel, systems, and operations.
- 11.2 Access Control and Training. Each Party is responsible for ensuring that its personnel who access CJI satisfy all applicable CJIS background check, security awareness training, and access requirements, and that access to CJI is limited to authorized personnel only.

- 11.3 CJIS Data Breach Notification. In the event of any suspected or confirmed unauthorized access, disclosure, or breach of CJI ("CJIS Data Breach"), the Party discovering the CJIS Data Breach shall notify Layton and any affected Parties without unreasonable delay and shall cooperate in good faith in any investigation, mitigation, remediation, or notification efforts required by applicable law or CJIS policy.
- 11.4 Responsibility for CJIS Data Breaches. Each Party shall be responsible for CJIS Data Breaches caused by the acts or omissions of its officers, employees, agents, contractors, or systems. No Party shall be responsible for a CJIS Data Breach caused solely by the acts or omissions of another Party.
- 11.5 Limitation of Liability. Nothing in this Section 11 shall be construed to create liability, require indemnification, or impose financial responsibility beyond that permitted by the Utah Governmental Immunity Act or other applicable law.
- 11.6 No Waiver of Immunity. Nothing in this Section shall be deemed to waive or limit any immunity, defense, or protection available to any Party under the Utah Governmental Immunity Act.

GOVERNMENT RECORDS ACCESS AND MANAGEMENT ACT

- 12.1 This Master Agreement and the Parties are subject to the Government Records Access and Management Act "GRAMA". The Parties acknowledge and accept the following procedures for processing requests under GRAMA.
- 12.2 Layton shall have ownership of all call records. A call record consists of the phone call received by the dispatch operator and the associated CAD notes.
- 12.3 The Party who responds to the dispatch call shall own all other corresponding case records.
- 12.4 The Parties shall create, maintain, classify, retain, and dispose of its own records in compliance with GRAMA. No Party shall be responsible for another Party's compliance with GRAMA.

LEGAL REVIEW

- 13.1 This Master Agreement has been reviewed by legal counsel for each Party as to form and legality pursuant to the Utah Code.

GOVERNING LAW

- 14.1 This Master Agreement shall be governed by and construed in accordance with the laws of the State of Utah.

VENUE AND JURISDICTION

- 15.1 Any legal action arising out of or relating to this Master Agreement shall be brought in a court of competent jurisdiction located within the State of Utah, with venue lying in Davis County, Utah.

CONFLICTS AND ORDER OF PRECEDENCE

- 16.1 In the event of a conflict between this Master Agreement and any agency-specific addendum or contract entered into pursuant to this Master Agreement, this Master Agreement shall control unless the addendum or contract expressly states an intent to supersede a specific provision of this Master Agreement.

DISPUTE RESOLUTION AND ATTORNEYS' FEES

- 17.1 The Parties agree to make good-faith efforts to resolve disputes arising under this Master Agreement through informal discussions between executive-level representatives before initiating litigation. The parties may, but are not required to, participate in mediation to resolve any issues arising out of this Master Agreement.
- 17.2 Except as otherwise expressly required by law, each Party shall bear its own attorneys' fees, costs, and expenses incurred in connection with any dispute arising out of or relating to this Master Agreement.

INTERLOCAL AGREEMENT

- 18.1 Each of the Parties hereby certifies that, pursuant to the requirements of Section 11-13-202.5, Utah Code (1953 as amended), it has submitted this Master Agreement to an attorney authorized to represent it for review as to proper form and compliance with applicable law.
- 18.2 Each individual signing this Master Agreement on behalf of a Party hereby represents and warrants through his or her signature, that the execution of this Master Agreement has been approved by a resolution duly adopted by the governing authority of such Party, and that signed copy of this Master Agreement will be filed with the keeper of public records of such Party pursuant to Section 11-13-209 of the Cooperation Act. For Agencies participating pursuant to an agency-specific Addendum, approval of such Addendum by the Agency's governing body shall constitute approval for purposes of the Interlocal Cooperation Act.

- 18.3 For any Agency participating in this Master Agreement pursuant to an agency-specific Addendum, approval and execution of such Addendum by the Agency's governing body shall constitute approval of this Master Agreement for purposes of the Utah Interlocal Cooperation Act, including Sections 11-13-202.5 and 11-13-209, Utah Code Annotated. Such Addendum, together with this Master Agreement as incorporated by reference, shall be deemed the interlocal Master Agreement of that Agency.

SUNSET CITY ACCEPTANCE:

ATTEST:

SCOTT WIGGILL, Mayor

NICOLE SUPP, City Recorder

Approved as to Form:

Attorney

STATE OF UTAH
COUNTY OF DAVIS §

On this _____ day of _____, 20____, personally appeared before me Scott Wiggill, who duly acknowledged to me that he is the Sunset City Mayor, and that the document was signed by him in behalf of the City, and Scott Wiggill acknowledged to me the City executed the same.

NOTARY PUBLIC

Memorandum

For: City Council Members Re: URS Tier 2 Public Safety Contribution Rate Increase

WHAT IS HAPPENING

Our police employees have a retirement account through the Utah Retirement Systems (URS). Every paycheck, a small percentage of their salary goes into that retirement account. That percentage is set by URS — not us.

URS just told us the percentage is going up.

Last year	This year	Increase
4.73%	5.98%	+1.25%

THE DECISION IN FRONT OF YOU

Someone has to pay that extra 1.25%. It is either the City or the employee. That is the whole decision.

Option A — City pays it

Employees' paychecks stay the same. The City covers the extra amount on their behalf. This is called a "pick-up."

Option B — Employee pays it

Each employee's paycheck goes down by 1.25% of their salary. No extra cost to the City.

WHY THERE ARE LAWS INVOLVED

Federal tax law (Internal Revenue Code Section 414) says a city *can* pay retirement contributions on behalf of employees. When done correctly, the employee does not pay income tax on that money right now — they pay it later when they retire. That is a real benefit to employees.

The catch (IRS Revenue Ruling 2006-43): To do this legally, the City must pass a formal resolution **before** the money is sent to URS. You cannot do it after the fact. The resolution is the City officially saying: "We are paying this on behalf of our employees."

WHAT ABOUT OUR EXISTING RESOLUTION?

The City previously passed a general pick-up resolution. However, for this we need to specifically mention the Tier 2 Public Safety Members since the IRS requires the new resolution to identify the class of employees covered.