

**THURSDAY MAY 26, 2016**  
**PERRY CITY REDEVELOPMENT AGENCY MEETING AGENDA**

The Perry City Redevelopment Agency Board will hold its RDA Meeting on Thursday, May 26, 2016, in the City Council Room at 3005 South 1200 West in Perry, starting at approximately 6:30 PM. Agenda items may vary depending on length of discussion, cancellation of scheduled items, or agenda alterations. Numbers and/or times are estimates of when agenda items will be discussed. The agenda shall be as follows, with every item being a discussion and/or action item, unless otherwise indicated:

Approx. 6:30 PM

1. Call to Order
2. Presentation
  - A. Fiscal Year 2016-2017 RDA Tentative Budget
  - B. Discussion
3. Action Item
  - A. Resolution 16-01 Adopting a FY2016-2017 RDA Tentative Budget
4. Approx. 6:45 PM - Adjournment
  - A. Motion to Adjourn

**Certificate of Posting**

The undersigned duly appointed official hereby certifies that a copy of the foregoing agenda was sent to each member of the RDA Board and was posted in three locations: the Perry City Offices, Centennial Park, Perry City Park; and was faxed/mailed to the Ogden Standard-Examiner, Box Elder News Journal; and posted on the State Public Meeting Notice Website on this 19<sup>th</sup> day of May 2016. Any individual requiring auxiliary services should contact the City Offices at least 3 days in advance (435-723-6461).

---

Shanna S. Johnson, RDA Secretary

**Community Development and  
Renewal Agencies**

**Name** Perry City RDA

**Adopted Budget**

**Fiscal Year Ended** 06/30/17

Form: RB-BUD-1-2010

**Part I**

**Certification**

ADOPTION OF BUDGET INFORMATION:

In compliance with Utah Code Section 17C-1-601, Community Development and Renewal Agencies are required to prepare budgetary information in accordance with adopted procedures.

I, the undersigned, certify that the attached budget document is a true and correct copy of the budget of the above named entity and fiscal year, as approved and adopted by resolution dated

\_\_\_\_\_. A public hearing, which met the requirements of the Utah Code Section (indicate

which):

17C-1-601, (applicable to entities who are adopting a budget prior to beginning of the fiscal year)

59-2-918 and 919, (applicable to entities who have budgeted a tax rate increase)

was held on \_\_\_\_\_.

Karen Cronin, Mayor

\_\_\_\_\_  
Budget Officer or Agency Director

\_\_\_\_\_  
Date

435-723-6461

\_\_\_\_\_  
Phone Number

karen.cronin@perrycity.org

\_\_\_\_\_  
Email Address

**Community Development and  
Renewal Agencies**

**Adopted Budget**

Form: CDA-BUD-1-2010

**Name** Perry City RDA

**Fiscal Year Ended**

06/30/17

**Basic Form Instructions**

- 1) Budget forms submitted must present a balanced budget as required by Utah Code. Budgeted expenditures must equal budgeted revenues.
- 2) If prior year surplus amounts are to be appropriated in this budget, the amount is to be presented as a source of revenue in the budget. Also, any budgeted increase in a fund balance must be presented as an expenditure within the appropriate budget.
- 3) A copy of the final budget should be sent to the Office of the Utah State Auditor within 30 days of adoption.
- 4) Please report amounts rounded to the nearest dollar. Some items may not apply to your agency.

- 5) If you have questions about the form, call Patricia Nelson at 801-538-1334 or 1-800-622-1243, or send an email to patricianelson@utah.gov.
- 6) Send completed budgets electronically to sao@utah.gov or mail a printed form to:  
Office of the Utah State Auditor  
Utah State Capitol Complex  
East Office Building Suite E310  
PO Box 142310  
Salt Lake City, UT 84114

**Part II GENERAL FUND REVENUES**

	Source of Revenue (a)	Prior Year Actual Revenue (b)	Current Year Estimate (c)	Ensuing Year Approved Budget Appropriation (d)
	<b>Taxes</b>			
1.1	Tax Increment Monies - Current	48,667	81,652	70,549
1.2	Prior Years' Tax Increment - Delinquent			
1.3	Other (Specify):			
1.4				
1.5				
	<b>Intergovernmental Revenue</b>			
2.1	Loans/Grants from Local Units			
2.2	Other (Specify):			
2.3				
2.4				
2.5				
	<b>Miscellaneous Revenue</b>			
3.1	Interest Earnings			
3.2	Rents and Concessions			
3.3	Sale of Fixed Assets			
3.4	Other (Specify):			
3.5				
3.6				
	<b>Contributions and Transfers</b>			
4.1	Contributions from Private Sources			
4.2	Contributions from Fund Balance			
4.3	Contributions from Other (Specify):			
4.4				
4.5				
	<b>TOTAL REVENUES</b>	48,667	81,652	70,549

CONTINUE ON PAGE 3 WITH PART III

<b>Part III</b>	<b>GENERAL FUND EXPENDITURES</b>
-----------------	----------------------------------

	Expenditure (a)	Prior Year Actual Exp. (b)	Current Year Estimate (c)	Ensuing Year Approved Budget Appropriation (d)
	<b>General Government</b>			
1.1	Salaries			
1.2	Governing Board (Board of Directors)			
1.3	Rent			
1.4	Legal Fees			
1.5	Central Staff			
1.6	Administrative			
1.7	Supplies & Other Materials			
1.8	Professional Services			
1.9	Other (Specify):			
1.10				
1.11				
1.12				
1.13				
1.14				
1.15				
	<b>Redevelopment Activities</b>			
2.1	Relocations, demolition, land acquisitions, infrastructure, improvements, etc.			
2.2	Other (Specify):			
2.3				
2.4				
2.5				
2.6				
2.7				
	<b>Miscellaneous</b>			
3.1	Other (Specify):			
3.2	Contribution to Debt Service Fund	48,667	81,652	70,549
3.3				
3.4				
3.5				
3.6				
	<b>Budgeted Increase in Fund Balance</b>			
	<b>TOTAL EXPENDITURES</b>	48,667	81,652	70,549

--

**REDEVELOPMENT AGENCY  
OF PERRY CITY**

**RESOLUTION NO. RDA 16-01**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
REDEVELOPMENT AGENCY OF THE PERRY CITY, UTAH,  
ACKNOWLEDGING RECEIPT OF AND ADOPTION OF THE  
TENTATIVE FISCAL YEAR BUDGET FOR THE REDEVELOPMENT  
AGENCY OF THE PERRY CITY.**

**WHEREAS**, Section 10-6-111, Utah Code requires the Executive Director to submit a tentative budget for each upcoming fiscal year on or before the first regularly scheduled Municipal Council meeting in May; and

**WHEREAS**, the Executive Director has submitted the required budget in a timely fashion to the Redevelopment Agency Board of Directors; and

**WHEREAS**, the Redevelopment Agency Board of Directors has proposed to schedule a public hearing for June 9, 2016 at approximately 7:15 p.m. to receive citizen comments regarding the proposed budget;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Redevelopment Agency of the Perry City as follows:

- (1) That the FY 2016-2017 Tentative Budget for the Redevelopment Agency submitted by the Executive Director is adopted.
- (2) That a public hearing to consider the proposed Budget be set for Thursday, June 9, 2016 at 7:15 p.m. or as soon thereafter as possible at the City Offices, 3005 South 1200 West, Perry, Utah.
- (3) That the Tentative Budget shall be made available for inspection by the general public for a minimum of 10 days prior to the scheduled public hearing.

**ADOPTED** by the Board of Directors of the Redevelopment Agency of the Perry City, Utah this 26<sup>th</sup> day of May, 2016.

**REDEVELOPMENT AGENCY OF THE PERRY  
CITY, UTAH**

By \_\_\_\_\_  
Karen Cronin, Chairperson

**ATTEST:**

\_\_\_\_\_  
Board Recorder

**VOTING:**

Montgomery	Yea	___	Nay	___
Lewis	Yea	___	Nay	___
Taylor	Yea	___	Nay	___
Tueller	Yea	___	Nay	___
Wright	Yea	___	Nay	___

**DEPOSITED** in the office of the City Recorder this 26<sup>th</sup> day of May, 2016.

**Thursday, May 26, 2016**  
**PERRY CITY COUNCIL MEETING AGENDA**

The Perry City Council will hold a meeting on the Thursday identified above, starting at approximately 7:00 PM after a 6:45 PM Work Session, in the City Council Room at 3005 South 1200 West in Perry. Agenda items may vary depending on length of discussion, cancellation of scheduled items, or agenda alteration. Numbers and/or times are estimates of when agenda items will be discussed. Action on public hearings will always be later in the same meeting or at a subsequent meeting. Every agenda item shall be a discussion and/or action item, unless otherwise indicated.

**Approx. 6:45 PM - Work Session**

1. Fiscal Year 2016-2017 Budget Planning

**Approx. 7:00 PM**

1. **Call to Order and Opening Ceremonies**

- A. Invocation – Toby Wright
- B. Pledge of Allegiance – Greg Westfall
- C. Review and Adopt the Agenda

2. **Approx. 7:05PM Procedural Issues**

- A. Conflicts of Interest Declaration(s), If Any
- B. Pass out Warrants to Council Members (and Possible Discussion)
- C. Appointments
- D. Business License(s)
  - None

3. **Approx. 7:10PM Presentations**

- A. City Highlights
- B. Oath of Office – Chief of Police
- C. Fiscal Year 2016-2017 Proposed Budget

4. **Approx. 7:15 PM – Public Hearing and/or Public Comments (No Vote Needed)**

**Rules:** (1) Please Speak Only Once (Maximum of 3 Minutes) per Agenda Item; (2) Please Speak in a Courteous and Professional Manner; (3) Do Not Speak to Specific Member(s) of the City Council, Staff, or Public (Please Speak to the Mayor or to the Council as a Group); (4) Please Present Possible Solutions for All Problems Identified; (5) No Decision May Be Made During this Meeting if the Item Is Not Specifically on the Agenda (with Action on Public Hearings, if any, later in the Meeting); and (6) Comments must be made in person or in writing (with your name being stated for the record).

- A. Resolution 16-07 Adopting the Fiscal Year 2016-2017 Tentative Budget as a Final Budget
- B. Resolution 16-08 Adopting a Fiscal Year 2015-2016 Budget Amendment
- C. Resolution 16-09 Adopting Changes to the Municipal Employee Wage Ranges & Pay Matrix
- D. Public Comments

5. **Approx. 7:35 PM – Action Items (Roll Call Vote)**

- A. Approval of the Warrants
- B. Resolution 16-09 Adopting Changes to the Municipal Employee Wage Ranges and Pay Matrix
- C. Resolution 16-10 Ratification of Police Chief Compensation Package
- D. Final Approval of Peach Clean Car Wash Commercial Development
- E. Final Approval of Kunzler Lot Line Adjustment

6. **Approx. 8:00PM – Discussion Items**

- A. Fourth of July
- B. Emergency Operation Plan
- C. Water Conservation Plan

7. **Approx. 8:15 PM – Minutes & Council/Mayor Reports (Including Council Assignments)**

No Council Action May be Taken if an Item is not specifically on the Agenda

- A. Approval of Consent Items
  - April 28, 2016 City Council Work Session Minutes
  - April 28, 2016 City Council Meeting Minutes
- B. Mayor's Report

- C. Council Reports
- D. Staff Comments
- E. Items for Next City Newsletter

**8. Approx. 8:30 PM – Executive Session (if needed)**

**9. Approx. 9:00 PM – Adjournment (next regular meeting on Thurs., June 9, 2016 at 7:00 PM)**

**Certificate of Posting**

The undersigned duly appointed official hereby certifies that a copy of the foregoing agenda was sent to each member of the City Council and was posted in three locations: the Perry City Offices, Centennial Park, Perry City Park; and was faxed/mailed to the Ogden Standard-Examiner, Box Elder News Journal; and posted on the State Public Meeting Notice Website on this 23<sup>rd</sup> day of May 2016. Any individual requiring auxiliary services should contact the City Offices at least 3 days in advance (435-723-6461).

---

Shanna S. Johnson, Chief Deputy Recorder

Report Criteria:  
Detail report.  
Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>H. Craig Hall/Attorney At Law</b>								
12050	H. Craig Hall/Attorney At Law	448	attorney fees	05/06/2016	3,000.00	3,000.00	05/11/2016	
Total H. Craig Hall/Attorney At Law:					3,000.00	3,000.00		
<b>IPACO INC.</b>								
12005	IPACO INC.	BL35258	Mower Deck	04/19/2016	3,492.00	3,492.00	05/10/2016	
Total IPACO INC.:					3,492.00	3,492.00		
<b>Municipal Code Online, Inc.</b>								
11922	Municipal Code Online, Inc.	392	annual subscription	04/10/2016	2,500.00	2,500.00	05/10/2016	
Total Municipal Code Online, Inc.:					2,500.00	2,500.00		
<b>Rocky Mountain Power</b>								
2501	Rocky Mountain Power	05/10/2016	power bill	04/13/2016	4,795.95	4,795.95	05/10/2016	
Total Rocky Mountain Power:					4,795.95	4,795.95		
<b>Ulct</b>								
9967	Ulct	05/10/2016	membership fees	04/12/2016	2,645.25	2,645.25	05/10/2016	
Total Ulct:					2,645.25	2,645.25		
<b>Utah Local Governments Trust</b>								
10333	Utah Local Governments Trust	05/10/2016	workers comp & Bonds	04/12/2016	3,520.36	3,520.36	05/10/2016	
Total Utah Local Governments Trust:					3,520.36	3,520.36		
Grand Totals:					19,953.56	19,953.56		

Dated: \_\_\_\_\_

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

City Council: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

<b>Budget Form for:</b> Cities, Towns & Counties	<b>Name</b>	Perry City
	<b>Fiscal Year Ended</b>	6/30/2017

### Basic Form Instructions

1. As required by Utah statutes, budget forms submitted must present a balanced budget, meaning budgeted expenditures must equal budgeted revenues.
2. If prior year surplus amounts are to be appropriated in this budget, the amount is to be presented as a source of revenue in the budget. Also, any budgeted increase in a fund balance must be presented as an expenditure within the appropriate budget.
3. **A copy of the final budget should be sent to the State Auditor's Office within 30 days of adoption.**
4. Please report amounts rounded to the nearest dollar.
5. Some items may not apply to your entity.
6. If you have questions about the form contact:
  - Counties: Van Christensen  
[vchristensen@utah.gov](mailto:vchristensen@utah.gov) or (801) 538-1394
  - Municipalities: Jeremy Walker  
[jeremywalker@utah.gov](mailto:jeremywalker@utah.gov) or (801) 538-1040.
7. **Upload completed budgets to reporting.auditor.utah.gov.** If you have any questions related to the uploading of your document, please contact Kylie Cone at 801-538-1364 or [kccone@utah.gov](mailto:kccone@utah.gov)

**Definitions:** *Current Budget Year:* The budget year in which a local government is currently operating. *Ensuing Budget Year:* The next upcoming budget year, also known as the "incoming" budget year

### Part I General Fund Revenues

Source of Revenue (a)		Prior Year Actual Revenue (b)	Current Year Estimate (c)	Ensuing Year Approved Budget Appropriation (d)
<b>Taxes</b>				
1.1	General Property Taxes - Current	664461	565440	581101
1.2	Prior Years' Taxes - Delinquent			
1.3	General Sales and Use Taxes	642353	640100	695851
1.4	Franchise Taxes	239244	273500	248900
1.5	Transient Room Tax	9500	7000	9450
1.6	Re-appraisals			
1.7	Assessing and Collecting - State-wide Levy			
1.8	Assessing and Collecting - County Levy			
1.9	Fee-in-Lieu of Property Taxes		96506	96649
1.10	Penalties and Interest on Delinquent Taxes			
1.11	Other (specify): Transit Tax		212196	216500
<b>Licenses and Permits</b>				
2.1	Business Licenses and Permits	20559	20900	20600
2.2	Non-business Licenses and Permits	985	500	1500
2.3	Building, Structures, and Equipment	92486	82100	93974
2.4	Marriage Licenses			
2.5	Motor Vehicle Operation			
2.6	Cemetery - Burial Permits			
2.7	Animal Licenses	2858	2900	3000
2.8	Other (specify):			

CONTINUE PART I ON PAGE 2

Name Perry City		Fiscal Year Ended		6/30/2017
Part I General Fund Revenue - Continued				
Source of Revenue (a)		Prior Year Actual Revenue (b)	Current Year Estimate (c)	Ensuing Year Approved Budget Appropriation (d)
<b>Charges for Services</b>				
3.1	General Government			
3.2	Court Costs, Fees, and Charges (Clerk)			
3.3	Recording of Legal Documents (Recorder)			
3.4	Zoning and Subdivision Fees	5172	1000	4000
3.5	Sale of Maps and Publications	70	150	150
3.6	Auditor's Fees			
3.7	Surveyor's Fees			
3.8	Treasurer's Fees			
3.9	Public Safety	3725	3970	3700
3.10	Special Police Services			
3.11	Special Protective Services			
3.12	Corrective Fees (Jail)			
3.13	Streets and Public Improvements			
3.14	Street, Sidewalk, and Curb Repairs			
3.15	Parking Meter Revenue			
3.16	Street Lighting Charges			
3.17	Sanitation			
3.18	Sewer Charges			
3.19	Street Sanitation Charges			
3.20	Refuse Collection Charges			
3.21	Sale of Waste and Sludge			
3.22	Weed Removal and Cleaning Charges			
3.23	Health			
3.24	Parks and Public Property	3206	2800	3225
3.25	Cemeteries			
3.26	Miscellaneous Services	20273	12600	15900
3.27	Other (specify):			
<b>Fines and Forfeitures</b>				
4.1	Fines	36927	37900	28500
4.2	Forfeitures			
4.3	Other (specify):			

CONTINUE PART I ON PAGE 3

Name Perry City		Fiscal Year Ended		6/30/2017
Part I General Fund Revenue - Continued				
Source of Revenue (a)		Prior Year Actual Revenue (b)	Current Year Estimate (c)	Ensuing Year Approved Budget Appropriation (d)
<b>Intergovernmental Revenue</b>				
5.1	Federal Grants	22713		
5.2	General Government	10570	12638	13000
5.3	Public Safety	5937	6860	6295
5.4	Highways and Streets			
5.5	Health			
5.6	Cultural - Recreation			
5.7	Federal Payments in Lieu of Taxes			
5.8	State Grants			
5.9	State Shared Revenue			
5.10	Class "C" Road Fund Allotment	178042	219500	180000
5.11	Liquor Fund Allotment	3990	3990	5000
5.12	Grants from Local Units	1000	20000	4100
5.13	Other (specify):	56000	40000	49000
<b>Miscellaneous Revenue</b>				
6.1	Interest Earnings	18800	18000	26500
6.2	Rents and Concessions			
6.3	Sale of Fixed Assets - Compensation for Loss			45000
6.4	Sale of Materials and Supplies			
6.5	Sales of Bonds			
6.6	Other Financing - Capital Lease Obligations			
6.7	Other (specify):			
<b>Contributions and Transfers</b>				
7.1	Transfer From: Public Safety Impact Fees		10,000	10000
7.2	Transfer From: Park Impact Fees		20677	
7.3	Transfer From: Tourism Grant Funds Restricted			2000
7.4	Transfer From:			
7.5	Transfer From:			
7.6	Loan From:			
7.7	Loan From:			
7.8	Contribution from Private Sources			
7.9	Beg. Class "C" Road Fund Bal. to be Appopr.		10000	73500
	<b>Beg. General Fund Bal. to be Appropriated</b>		158314	198062
	<b>TOTAL REVENUES</b>	2038871	2479541	2635457

CONTINUE ON PAGE 4 WITH PART II

Name Perry City		Fiscal Year Ended		6/30/2017
Part II General Fund Expenditures				
Expenditure (a)		Prior Year Actual Exp. (b)	Current Year Estimate (c)	Ensuing Year Approved Budget Appropriation (d)
<b>General Government</b>				
Administrative/Legislative		565121	695600	742417
Commission or Council				
Legislative Committees and Special Bodies				
Ordinances and Proceedings				
Judicial		27343	34500	35000
City and Precinct Courts				
Juvenile Court				
District and Circuit Courts				
Law Library				
Executive and Central Staff Agencies				
Executive				
Boards and Commissions				
Central Purchasing				
Personnel				
Budgeting				
Data Processing				
Microfilming				
Administrative Agencies				
Auditor				
Clerk				
Treasurer				
Recorder				
Attorney				
Surveyor				
Assessor				
Non-Departmental				
General Governmental Buildings				
Elections				
Planning and Zoning				
Education and Community Promotion				
Other Professional Services				
Other (specify):				

CONTINUE PART II ON PAGE 5

Name Perry City		Fiscal Year Ended		6/30/2017
Part II General Fund Expenditures - Continued				
Expenditure (a)		Prior Year Actual Exp. (b)	Current Year Estimate (c)	Ensuing Year Approved Budget Appropriation (d)
<b>Public Safety</b>				
	Police Department	524424	540644	582400
	Fire Department	20200	28310	29900
	Corrections (Jail)			
	Protective Inspections			
	Other Protective			
	Agricultural Inspection			
	Animal Control and Regulation	852.6	1450	1350
	Flood Control			
	Emergency Services (Civil Defense)			
	Other (specify): First Responders	26943	33894	37312
<b>Public Health</b>				
	Health Services			
	Infirmaries			
	Other (specify):			
<b>Highway and Public Improvements</b>				
	Highways	308118	360892	267679
	Class "C" Road Program			
	Sanitation			
	Sewage Collections and Disposal			
	Shop and Garage			
	Construction			
	Repair and Maintenance			
	Other (specify):			
<b>Parks, Rec., and Public Property</b>				
	Park and Park Areas	145280	135829	92070
	Park Lighting			
	Recreation and Culture			
	Libraries			
	Cemeteries			
	Other (specify): Gun Range	37912	40946	70080

CONTINUE PART II ON PAGE 6

Name Perry City		Fiscal Year Ended		6/30/2017
Part II General Fund Expenditures - Continued				
Expenditure (a)		Prior Year Actual Exp. (b)	Current Year Estimate (c)	Ensuing Year Approved Budget Appropriation (d)
<b>Community and Economic Development</b>				
Community Planning				
Community Development		54275	424996	503252
Urban Redevelopment and Housing				
Economic Development and Assistance				
Economic Opportunity				
Other (specify):				
<b>Debt Service</b>				
Principal and Interest				
Other (specify):				
<b>Transfers and Other Uses</b>				
Transfer To: Sewer Fund		142628	142628	131497
Transfer To: Capital Projects - Fire Station		25000	25000	25000
Transfer To: Capital Projects - 1200 West South				57500
Transfer To: Capital Projects - 1200 West North				60000
Transfer To: Debt Service Fund			14852	
Loan To:				
Use of Restricted/Reserved Fund Balance				
Class "C" Road Funds				
<b>Miscellaneous</b>				
Judgments and Losses				
FEMA Reimbursement of Flood Costs				
Other Flood Costs				
Other (specify):				
<b>Budgeted Increase in Fund Balance</b>		160775.4		
<b>TOTAL EXPENDITURES</b>		2038872	2479541	2635457

CONTINUE ON PAGE 7 FOR PART III

<b>Name</b>	<b>Perry City</b>	<b>Fiscal Year Ended</b>	<b>6/30/2017</b>
<b>Part III</b>	<b>Special Revenue Fund</b>		
<b>Nature of the Fund:</b>			
<b>Description (a)</b>	<b>Prior Year Actual (b)</b>	<b>Current Year Estimate (c)</b>	<b>Ensuing Year Approved Budget Appropriation (d)</b>
<b>Revenues</b>			
<b>Other Sources</b>			
Usage of Beginning Fund Balance			
Transfer From:			
<b>TOTAL REV AND OTHER SOURCES</b>	0	0	0

<b>Expenditures</b>			
<b>Other Uses</b>			
Budgeted Increase in fund Balance			
Transfer To:			
<b>TOTAL EXP AND OTHER USES</b>	0	0	0

<b>Name</b> Perry City	<b>Fiscal Year Ended</b>	<b>6/30/2017</b>
------------------------	--------------------------	------------------

<b>Part IV Debt Service Fund</b>
----------------------------------

Description (a)	Prior Year Actual (b)	Current Year Estimate (c)	Ensuing Year Approved Budget Appropriation (d)
<b>Revenues</b>			
Bond Issues (Except Enterprise)			
Property Taxes	48667	81652	70549
Fee-in-Lieu of Property Taxes			
Interest Income			
Transfer From:			
Other: Charges for Service	75003	188151	190032
Transfer from: General Fund		14852	
<b>TOTAL REVENUE</b>	123670	284655	260581

<b>Beginning Fund Balance</b>	179046	117187	191712
-------------------------------	--------	--------	--------

<b>TOTAL AVAILABLE FOR APPROPRIATION</b>	302716	401842	452293
--	--------	--------	--------

<b>Expenditures</b>			
Debt Service	135000	142000	148000
Retirement of bonds			
Interest on bonds	45079	43903	37967
Agent's Fees	5450	9375	10000
Other: Transfer to RDA Tax Increment to Payback loan		14852	
<b>TOTAL EXPENDITURES</b>	185529	210130	195967

<b>Ending Fund Balance</b>	117187	191712	256326
----------------------------	--------	--------	--------

--	--	--	--

<b>Name</b>	<b>Perry City</b>	<b>Fiscal Year Ended</b>	<b>6/30/2017</b>
-------------	-------------------	--------------------------	------------------

<b>Part V</b>	<b>Capital Projects Fund</b>
---------------	------------------------------

<b>Nature of the Fund:</b>	Perry-Brigham Joint Fire Station
----------------------------	----------------------------------

Description (a)	Prior Year Actual (b)	Current Year Estimate (c)	Ensuing Year Approved Budget Appropriation (d)
<b>Revenues</b>			
Transfers from General Fund	25000	25000	25000
Interest Income			
Other Additions			
<b>TOTAL REVENUE</b>	25000	25000	25000

<b>Beginning Fund Balance</b>		25000	50000
-------------------------------	--	-------	-------

<b>TOTAL AVAILABLE FOR APPROPRIATION</b>	25000	50000	75000
--	-------	-------	-------

<b>Expenditures</b>			
<b>TOTAL EXPENDITURES</b>	0	0	0

<b>Ending Fund Balance</b>	25000	50000	75000
----------------------------	-------	-------	-------

--	--	--	--

<b>Name</b>	<b>Perry City</b>	<b>Fiscal Year Ended</b>	<b>6/30/2017</b>
-------------	-------------------	--------------------------	------------------

<b>Part V</b>	<b>Capital Projects Fund</b>
---------------	------------------------------

<b>Nature of the Fund:</b>	1200 West South
----------------------------	-----------------

Description (a)	Prior Year Actual (b)	Current Year Estimate (c)	Ensuing Year Approved Budget Appropriation (d)
<b>Revenues</b>			
Transfers from General Fund			57500
Interest Income			
Other Additions			
<b>TOTAL REVENUE</b>	0	0	57500

<b>Beginning Fund Balance</b>			
-------------------------------	--	--	--

<b>TOTAL AVAILABLE FOR APPROPRIATION</b>	0	0	57500
--	---	---	-------

<b>Expenditures</b>			
<b>TOTAL EXPENDITURES</b>	0	0	0

<b>Ending Fund Balance</b>	0	0	57500
----------------------------	---	---	-------

--

<b>Name</b>	<b>Perry City</b>	<b>Fiscal Year Ended</b>	<b>6/30/2017</b>
-------------	-------------------	--------------------------	------------------

<b>Part V</b>	<b>Capital Projects Fund</b>
---------------	------------------------------

<b>Nature of the Fund:</b>	1200 West North
----------------------------	-----------------

Description (a)	Prior Year Actual (b)	Current Year Estimate (c)	Ensuing Year Approved Budget Appropriation (d)
<b>Revenues</b>			
Transfers from General Fund			60000
Interest Income			
Other Additions			
<b>TOTAL REVENUE</b>	0	0	60000

<b>Beginning Fund Balance</b>			
-------------------------------	--	--	--

<b>TOTAL AVAILABLE FOR APPROPRIATION</b>	0	0	60000
--	---	---	-------

<b>Expenditures</b>			
<b>TOTAL EXPENDITURES</b>	0	0	0

<b>Ending Fund Balance</b>	0	0	60000
----------------------------	---	---	-------

--

<b>Name</b>	<b>Perry City</b>	<b>Fiscal Year Ended</b>	<b>6/30/2017</b>	
<b>Part VI</b>	<b>Other Fund</b>			
<b>Nature of the Fund:</b>				
	<b>Description (a)</b>	<b>Prior Year Actual (b)</b>	<b>Current Year Estimate (c)</b>	<b>Ensuing Year Approved Budget Appropriation (d)</b>
	<b>Revenues</b>			
	Transfers from General Fund			
	Interest Income			
	Other Additions			
	<b>Beginning Fund Balance to be Appropriated</b>			
	<b>TOTAL REVENUE</b>	0	0	0
	<b>Expenditures</b>			
	<b>Appropriated Increase in fund Balance</b>			
	<b>TOTAL EXPENDITURES</b>	0	0	0

**INSTRUCTIONS:**

- The enterprise budget form is an accrual basis budget. While we acknowledge that a cash flow analysis is critical to the effective operation of any organization, it is more important to know whether the enterprise is operating at a profit or loss on current year revenues and expenses in a fiscal year period. Since enterprise funds are required to follow the same accounting principles for determining profit or loss that a private company is, it must be recognized that certain items such as bond proceeds are not revenues even though they provide cash, and items such as construction and major improvements of systems and debt repayment are not expenses even though they use cash. Accordingly, it would be helpful for the town to use the cash reconciliation section provided at the bottom of the form for cash flow analysis. Net income (loss) should not reflect retained earnings.

- A separate budget should be submitted for each enterprise function, such as water and electric. A combined budget may be prepared only if the function of the enterprise is closely related, such as water and sewer.

- Bonds to be repaid from enterprise funds should be budgeted and reported in the enterprise fund rather than the debt service fund.

**See page 2 of section IV.C.02 in the Uniform Accounting Manual**

Name	Perry City	Fiscal Year Ended	6/30/2017	
<b>Part VII</b>	<b>Enterprise or Internal Service Fund:</b>	<b>Fleet Lease</b>		
Description (a)	Prior Year Actual (b)	Current Year Estimate (c)	Ensuing Year Approved Budget Appropriation (d)	
<b>Operating Revenue</b>				
Charge for Services	40747	56030	50845	
Interest Earned				
Other:				
Other:				
Other:				
<b>TOTAL OPERATING REVENUE</b>	40747	56030	50845	
<b>Operating Expense</b>				
Personnel Services				
Contractual Services				
Material and Supplies				
Depreciation	40747	56030	50845	
Other:				
Other:				
Other:				
<b>TOTAL OPERATING EXPENSE</b>	40747	56030	50845	
<b>Non-Operating Revenue (Expense) and Transfers</b>				
Connection Fees				
Interest Expense				
Capital Contributions From Outside Sources				
Impact Fee Collected				
Operating Transfers From:				
Operating Transfers From:				
Operating Transfers From:				
Operating Transfers From:				
Impact Fee Spent				
Operating Transfers To:				
Operating Transfers To:				
Operating Transfers To:				
Operating Transfers To:				
Other: Net Assets Beginning	61148	61148	61148	
<b>NET INCOME (LOSS)</b>	61148	61148	61148	
<b>Cash Operating Needs</b>				
Net Income (Loss)	61148	61148	61148	
Plus: Depreciation				
Plus:				
Plus:				
Plus:				
Less: Major Improvements and Capital Outlay				
Less: Bond Principal Payments				
Less:				
Less:				
Less:				
<b>TOTAL CASH PROVIDED (REQUIRED)</b>	61148	61148	61148	
<b>Source of Cash Required</b>				
Cash Balance at Beginning of Year				
Sale of Investment and Other Current Assets				
Issuance of Bonds and Other Debt				
Loans from Other Funds				
Other:				
Other:				
<b>TOTAL CASH PROVIDED (REQUIRED)</b>	0	0	0	

Name	Perry City	Fiscal Year Ended	6/30/2017
<b>Part VII</b>	<b>Enterprise or Internal Service Fund:</b>	<b>Utility Fund</b>	
Description (a)	Prior Year Actual (b)	Current Year Estimate (c)	Ensuing Year Approved Budget Appropriation (d)
<b>Operating Revenue</b>			
Charge for Services	637786	658000	663480
Interest Earned	2690		1500
Other: Misc Operating Revenue	9250	7000	8300
Other:			
Other:			
<b>TOTAL OPERATING REVENUE</b>	<b>649726</b>	<b>665000</b>	<b>673280</b>
<b>Operating Expense</b>			
Personnel Services	122822	161582	139363
Contractual Services	203366	210900	200550
Material and Supplies	18293	119645	522638
Depreciation	94289	96105	93779
Other: Utilities	69077	65800	64500
Other: Repairs and Maintenance	29050		
Other:			
<b>TOTAL OPERATING EXPENSE</b>	<b>536897</b>	<b>654032</b>	<b>1020830</b>
<b>Non-Operating Revenue (Expense) and Transfers</b>			
Connection Fees			
Interest Expense	-4429	-3968	-3020
Capital Contributions From Outside Sources			
Impact Fee Collected	114155	84300	99485
Operating Transfers From:			
Operating Transfers From:			
Operating Transfers From:			
Operating Transfers From: Unrestricted Fund Balance			100371
Impact Fee Spent			260000
Operating Transfers To:			
Other: Miscellaneous Revenues	1455	1000	1300
<b>NET INCOME (LOSS)</b>	<b>224010</b>	<b>92300</b>	<b>110586</b>
<b>Cash Operating Needs</b>			
Net Income (Loss)	224010	92300	110586
Plus: Depreciation			
Plus:			
Plus:			
Plus:			
Less: Major Improvements and Capital Outlay			
Less: Bond Principal Payments			
Less:			
Less:			
Less:			
<b>TOTAL CASH PROVIDED (REQUIRED)</b>	<b>224010</b>	<b>92300</b>	<b>110586</b>
<b>Source of Cash Required</b>			
Cash Balance at Beginning of Year			
Sale of Investment and Other Current Assets			
Issuance of Bonds and Other Debt			
Loans from Other Funds			
Other:			
Other:			
<b>TOTAL CASH PROVIDED (REQUIRED)</b>	<b>0</b>	<b>0</b>	<b>0</b>

Name	Perry City	Fiscal Year Ended	6/30/2017
<b>Part VII</b>	<b>Enterprise or Internal Service Fund:</b>	<b>Sewer Fund</b>	
Description (a)	Prior Year Actual (b)	Current Year Estimate (c)	Ensuing Year Approved Budget Appropriation (d)
<b>Operating Revenue</b>			
Charge for Services	891134	918919	935163
Interest Earned		1500	1500
Other: Miscellaneous Revenues	750	475	690
Other:			
Other:			
<b>TOTAL OPERATING REVENUE</b>	<b>891884</b>	<b>920894</b>	<b>937353</b>
<b>Operating Expense</b>			
Personnel Services	163914	187599	195530
Contractual Services	16085	25000	25000
Material and Supplies	7870	144530	183850
Depreciation	413053	413288	416615
Other: Utilities	88352	82700	67925
Other: Repairs and Maintenance	86282		
Other: Insurance expenses	19325	21600	21600
<b>TOTAL OPERATING EXPENSE</b>	<b>794881</b>	<b>874717</b>	<b>910520</b>
<b>Non-Operating Revenue (Expense) and Transfers</b>			
Connection Fees			
Interest Expense	-306500	-298500	-298500
Capital Contributions From Outside Sources	15549	18500	0
Impact Fee Collected	146975	92700	140170
Operating Transfers From: General Fund	142628	142628	131497
Operating Transfers From:			
Operating Transfers From:			
Operating Transfers From:			
Impact Fee Spent			
Operating Transfers To:			
Other: Miscellaneous	-11487		
<b>NET INCOME (LOSS)</b>	<b>84168</b>	<b>1505</b>	<b>0</b>
<b>Cash Operating Needs</b>			
Net Income (Loss)	84168	1505	0
Plus: Depreciation			
Plus:			
Plus:			
Plus:			
Less: Major Improvements and Capital Outlay			
Less: Bond Principal Payments			
Less:			
Less:			
Less:			
<b>TOTAL CASH PROVIDED (REQUIRED)</b>	<b>84168</b>	<b>1505</b>	<b>0</b>
<b>Source of Cash Required</b>			
Cash Balance at Beginning of Year			
Sale of Investment and Other Current Assets			
Issuance of Bonds and Other Debt			
Loans from Other Funds			
Other:			
Other:			
<b>TOTAL CASH PROVIDED (REQUIRED)</b>	<b>0</b>	<b>0</b>	<b>0</b>

**PERRY CITY RESOLUTION**

**No. 16-07**

**AN RESOLUTION ADOPTING A FINAL BUDGET FOR THE  
GENERAL FUND; MAKING APPROPRIATIONS FOR THE  
SUPPORT OF THE PERRY CITY FOR THE FISCAL YEAR  
BEGINNING JULY 1, 2016 AND ENDING JUNE 30, 2017.**

**WHEREAS**, the Mayor of Perry City, as required by law, submitted to the Perry City Council a tentative budget including all supporting schedules and data (herein the “*Tentative Budget*”) on May 12, 2016 for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017; and

**WHEREAS**, the Tentative Budget was adopted by the City Council on May 12, 2016; and

**WHEREAS**, pursuant to law, a copy of the Tentative Budget was placed on record in the City Recorder’s Office for inspection by the general public during normal office hours, at least ten days prior to its final adoption; and

**WHEREAS**, pursuant to law, a public hearing to receive public comment and consider adoption of a final budget which includes the general fund, enterprise funds, capital improvements, and debt service (herein the “*Budget*”) was held on May 26, 2016 at 7:15 p.m. in the City Council Chambers located at 3005 South 1200 West, Perry, Utah; and

**WHEREAS**, pursuant to law, the date, time, and place of the public hearing, the right of citizens to be heard, the location of the City Recorder’s Office where the Tentative Budget was available for public inspection, was published in at least one issue of a newspaper of general circulation published within Box Elder County at least seven days prior to said public hearing; and

**WHEREAS**, all interested persons in attendance at the public hearing were given an opportunity to be heard, for or against, the estimate of revenues and expenditures or any item thereof in the Tentative Budget; and

**WHEREAS**, pursuant to law, the Perry City Council, at a regularly scheduled meeting of the City Council, must adopt a final budget and set the property tax levy before the 22nd day of June of each year if there is no increase in the certified tax rate; and

**WHEREAS**, pursuant to law, the City has published the necessary notice and held the public hearings required prior to adopting the proposed property tax rate and setting the property tax levy; and

**WHEREAS**, it is the intent and desire of the Perry City to comply with all applicable State and local laws regarding the adoption of the Budget; and

**WHEREAS**, the Perry City Council finds that it is in the best interests of the citizens of the Perry City to adopt a final budget for the City; and

**WHEREAS**, the City has not yet received its proposed certified tax rate from Box Elder County, but will prior to June 22, 2016.

**NOW, THEREFORE, BE IT RESOLVED** by the Municipal Council of Perry City, Utah as follows:

**SECTION I  
BUDGET ADOPTION**

A. The budgeted amounts shown in *Exhibit A*, Perry City Budget 2016-2017 Budget, for the General Fund, Enterprise Funds, Debt Service and other funds, attached hereto and by this reference incorporated herein, are hereby appropriated for the corporate purposes and objects of the Perry City, Utah for the Fiscal Year commencing July 1, 2016, and ending June 30, 2017, and are hereby adopted as the Budget of Perry City, Utah for the Fiscal Year 2016-17.

B. Pursuant to law, a copy of the Budget for each fund within the Budget shall be certified by the Mayor, Karen Cronin as the “Budget Officer” and shall be filed with the State Auditor within 30 days after adoption of the Budget.

C. Pursuant to law, a certified copy of the Budget shall be filed in the office of the City Recorder and shall be available for public inspection during regular business hours.

**SECTION II  
FURTHER ACTION**

A. In addition to the foregoing, the Mayor and city staff is hereby directed to implement any other necessary actions pertinent to the adoption of the Budget, the establishment of a tax rate, and the levy of property taxes with approval from the City Council. Such actions may include, but are not necessarily limited to, notification, reporting, and publishing as required by and consistent with applicable law.

B. Budget surpluses in excess of the 25% maximum fund balance in the General Fund allowed by State law will be distributed to the Capital Projects Fund.

**SECTION III  
SEVERABILITY**

If any provision of this Resolution is declared invalid by a court of competent jurisdiction, the remainder shall not be affected thereby.

**SECTION IV  
EFFECTIVE DATE**

This Resolution shall take effect immediately upon posting, as required by law, deposited and recorded in the office of the City Recorder, and accepted as required herein.

**PASSED AND APPROVED** this 9<sup>th</sup> day of June 2016.

**PERRY CITY COUNCIL**

By: \_\_\_\_\_  
Karen Cronin, Mayor

[SEAL]

**VOTING:**

Montgomery	Yea	___	Nay	___
Lewis	Yea	___	Nay	___
Taylor	Yea	___	Nay	___
Tueller	Yea	___	Nay	___
Wright	Yea	___	Nay	___

**ATTEST:**

\_\_\_\_\_  
Susan Obray  
City Recorder

**DEPOSITED** in the office of the City Recorder this \_\_\_\_th day of June, 2016.

**RECORDED** this \_\_\_\_th day of June, 2016.

Exhibit "A"

Perry City Budget 2016-2017

**PERRY CITY**

**RESOLUTION NO. 16-08**

**AN RESOLUTION AMENDING THE BUDGET FOR THE PERRY CITY FOR THE FISCAL YEAR BEGINNING JULY 1, 2015 AND ENDING JUNE 30, 2016.**

**WHEREAS**, on June 18, 2015, the Perry City Council adopted by resolution the budget for the Perry City for the fiscal year beginning July 1, 2015 and ending June 30, 2016, in accordance with the requirements of the state statute; and

**WHEREAS**, the Mayor has prepared and filed with the City Recorder a proposed amendment to the adopted budget for consideration by the City Council; and

**WHEREAS**, said proposed amendment reflects the addition of Mass Transit Funds, a reallocation funds; and

**WHEREAS**, the proposed amendments have been duly noticed and a public hearing held on May 26, 2016; and

**WHEREAS**, all conditions precedent to the amendment of the budget have been accomplished; and

**WHEREAS**, the Perry City Council determines that amending the fiscal year 2015-2016 budget is in the best interest of the health, safety, and welfare of the citizens of the Perry City, Utah.

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

**SECTION 1  
BUDGET ADOPTION**

The budget amendment attached hereto as *Exhibit A* and made a part of this Resolution is hereby adopted and incorporated in the budget of the Perry City, Utah for the fiscal year beginning July 1, 2015, and ending June 30, 2016, in accordance with the requirements of state law.

**SECTION 2  
CERTIFICATION**

The City Recorder is hereby directed to have this Resolution certified by the Mayor, Karen Cronin, as Budget Officer.

**SECTION 3  
EFFECTIVE DATE**

This resolution shall take effect immediately upon posting, as required by law, deposited and recorded in the office of the City Recorder, and accepted as required herein.

**PASSED AND APPROVED** this 9<sup>th</sup> day of June, 2016.

**PERRY CITY**

By: \_\_\_\_\_  
Karen Cronin, Mayor

[SEAL]

**VOTING:**

Montgomery	Yea ____ Nay ____
Lewis	Yea ____ Nay ____
Taylor	Yea ____ Nay ____
Tueller	Yea ____ Nay ____
Wright	Yea ____ Nay ____

**ATTEST:**

\_\_\_\_\_  
Susan Obray  
City Recorder

**DEPOSITED** in the office of the City Recorder this \_\_\_\_ day of June, 2016.

**RECORDED** this \_\_\_\_ day of June, 2016.

**EXHIBIT A**

**BUDGET AMENDMENTS TO 2015-2016 BUDGET**

	Additional	Reduction	Budget Amended (3/24/16)	Budget Amendment 2
<b>ADDITIONAL REVENUES FOR GENERAL FUND</b>				
Mass Transit Tax	\$212,196		0	\$212,196
Transfer from Public Safety Impact Fees		\$8,250	\$18,250	\$10,000
Contribution from Fund Balance	\$9,602		\$148,712	\$158,314
<b>AMENDMENTS TO GENERAL FUND EXPENSES</b>				
JUDICIAL	\$3,500		\$31,000	\$34,500
COMMUNITY DEVELOPMENT (MASS TRANSIT TAX TO UTA)	\$212,196		\$212,800	\$424,996
TRANSFER TO DEBT SERVICE FUND (TO PAY BACK RDA LOAN)	\$14,852		0	\$14,852
GUN RANGE		\$17,000	\$57,946	\$40,946

**PERRY CITY**

**RESOLUTION NO. 16-09**

**A RESOLUTION FOR THE ADOPTION OF THE MUNICIPAL  
EMPLOYEE WAGE RANGE AND PAY MATRIX**

**WHEREAS**, Perry City (“City”) employs valuable individuals to perform the various public services for the citizens of the City; and

**WHEREAS**, the City believes that such employees should be paid a fair wage for their services; and

**WHEREAS**, the City believes that employees should receive pay increases based on fair performance ratings; and

**WHEREAS**, the City has performed a wage and salary comparison in the market place and believes that the proposed Performance Guidelines, Wage Range, and Pay Matrix reflects such fair pay process and wages; and

**WHEREAS**, the City Council held a public hearing on May 26, 2016, pursuant to published notice, to receive citizen input on the proposed Performance Guidelines, Wage Range and Pay Matrix; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Perry City that the Performance Guidelines, Wage Range, and Pay Matrix attached as *Exhibit A* be approved and adopted effective July 1, 2016.

**PASSED AND APPROVED** this 26<sup>th</sup> day of May, 2016.

**PERRY CITY COUNCIL**

By: \_\_\_\_\_  
Karen Cronin, Mayor

[SEAL]

**VOTING:**

Montgomery	Yea ___	Nay ___
Lewis	Yea ___	Nay ___
Taylor	Yea ___	Nay ___
Tueller	Yea ___	Nay ___
Wright	Yea ___	Nay ___

**ATTEST:**

---

Susan O Bray  
City Recorder

**EXHIBIT A**

# Performance Review Guidelines

Whereas Perry City would like to reward employees based on their performance, the following performance guidelines will be used to recommend wage increases. Department Head Reviews are to be submitted every April.

## Levels of Performance

- Level 1 - Minimally Effective/Unacceptable: Jobs not completed, jobs consistently done improperly, one or more write-ups for job performance, policy, ordinance, or 5-Star Standard violation.
- Level 2 - Marginally Effective/Needs Improvement: Generally Met Expectations, times when jobs performed improperly, occasional policy, ordinance, or 5-Star Standard violation.
- Level 3 - Effective / Full Standard: Does work on time, efficiently, with consistent high quality workmanship, completes all job requirements, and strives to represent Perry City's 5-Star Standard.
- Level 4 - Highly Effective/Frequently Exceeds Expectations: Fully exemplifies Perry City's 5-Star Standard, Does work on time, efficiently, with consistent high quality workmanship, completes all job requirements, AND one of the following:
- shows initiative to obtain job specific related training and implements skills learned to greatly enhance job performance and notably improve productivity
  - provides new idea and implements significant cost-saving measure within the city
- Level 5 - Consistently Exceeds Expectations: Completes Level 4 Requirements AND completes the following:
- takes on new job responsibilities approved by the Mayor

## Annual Training Allotments

Each member of the city staff and police department will be allotted \$400 to go towards training required to maintain job critical certifications.

An additional \$200 may be approved to go towards training that will notably improve productivity and provide job enhancement or skill level advancement opportunities. Approval of additional job enhancement training opportunities will be based upon completed 5 minute presentations given to the employee's Department Head describing the requested training and how that training will increase productivity.

Following each completed job enhancement training a 10 minute training review presentation, to be presented at a Department Heads meeting, detailing the measures that will be implemented to increase productivity or decrease costs within the City is required. If the presentation does not take place, no additional City funds for job enhancement training will be approved for that employee.

Any additional training costs to be paid by the City must be pre-scheduled at least 30 days in advance and pre-approved by the Mayor and City Council.

If an employee leaves or is terminated from Perry City, the employee must pay back all associated costs for training he/she received during the prior 12 months of employment with Perry City.

## Overtime and Comp Time Guidelines

- Overtime Overtime is any time worked in excess of 80 hours per two week pay period. \*Full-time law enforcement personnel are allowed 85.5 hour per pay period.
- No overtime is allowed except as approved by the Mayor with the following provision...
- The Police Chief may allow 5% overtime per month per employee, (though comp time is preferred). All other overtime must be approved by the Police Chief and the Mayor. In cases of exigent circumstances only the Chief's authorization is required.
- Comp Time Except as required by state or federal law, or by a city emergency that cannot wait until the following day or as is needed to cover City business, Comp Time is not allowed. The first 5% of Comp Time must be approved by an employee's Department Head; any additional Comp Time must be approved by an employee's Department Head and the Mayor. Comp Time must be used within 30 days, otherwise the employee will be required to offset the hours with the earliest possible mandatory leave. Any Comp Time carryover beyond 30 days must be presented in written form and approved by the Mayor.

**Office Administrative / Clerical** (Each level builds on the skill needs and requirements of the previous level.)

\$9.50 to \$12.25/hr	<p><b>Seasonal Help</b>                  Basic skills and abilities to assist in all office administrative duties</p>
\$10.50-\$15.40/hr	<p><b>Office / Clerical Level 1 i.e. Data Entry Clerk</b>                  Customer Service Experience                  Productive Use of Microsoft Word                  Type 30+ wpm                  2 years office experience</p>
\$13.25-\$18.75/hr	<p><b>Office / Clerical Level 2 i.e. Treasurer, Business License Clerk</b>                  Productive use of Caselle applications as applicable to job duties                  Certification and/or equivalent job related education or relating to job duties, i.e. Treasurer Cert, Business License Cert,                  Demonstrated skilled use of Microsoft Word, Excel, and Powerpoint                  Demonstrated proficiency in taking minutes in a timely fashion                  Knowledge and proficiency of use, filing, and retrieval of city policies, ordinances, and minutes                  Proficient with web page management and social media                  Type 40+ wpm (If doing minutes requires minimum of 50 wpm)                  3 years office experience</p>
\$19.50-\$24.98/hr	<p><b>Office / Clerical Level 3 i.e. City Recorder, Deputy City Recorder/Human Resource/Finance Specialist</b>                  Advanced use of Caselle                  Certification and/or equivalent education relating to job duties, i.e. Municipal Clerk, Human Resources, Budget &amp; Finance Specialist                  Demonstrated skilled use of Microsoft Word, Excel, and Powerpoint                  Knowledge and proficiency in codification of city policies, ordinances, and resolutions                  Skilled with web page management and social media                  Extensive experience with collecting data for GRAMMA requests and ability to direct others in helping with such requests                  Type 50+ wpm                  6 years office experience                  May require supervisory and administrative duties</p>
\$20.00 – \$27.88/hr	<p><b>Human Resources Director &amp; Finance Director</b>                  3-5 years experience with Human Resources Management; and                  2 years Finance Management                  Meets all requirements of Clerical Level 3</p>

\$20.00 - \$35.00/hr     **Human Resources Director & Finance Director (w/ 4yr. College Degree)**  
Bachelors Degree in a related field  
3 years experience in Finance Management & Human Resources

\$47,476 - \$73,000/yr     **City Administrator (Exempt)**  
4 yr. College Degree or Graduate Degree in a field related to public administration, political science, legal studies, or equivalent  
2 years experience working in state or local government  
Management Experience preferred

\*For Non-Exempt Employees: Overtime is any time worked in excess of 80 hours per pay period. No overtime is allowed except as approved by the Mayor.

DRAFT

<b>Police</b>	(Each level builds on the skill needs and requirements of the previous level.)
\$0.00 to \$00.00/hr	<p><b>Reserve Officer (Category II)</b></p> <ul style="list-style-type: none"> <li>- P.O.S.T certifiable</li> <li>- Perry City Hand Gun Qualification</li> <li>- Pass the Perry City Police Dept Physical Fitness Requirements (Job Task Oriented - JTO)</li> <li>- Must ride with a Full-Time Officer</li> </ul>
\$15.50-\$18.75/hr	<p><b>Part-Time Patrol Officer</b></p> <ul style="list-style-type: none"> <li>- Law Force Officer (LEO) from P.O.S.T.</li> <li>- Emergency Vehicle Operator (EVO) certified through Perry City (\$100 per graduating class)</li> </ul>
\$16.50-\$24.80/hr	<p><b>Patrol Officer I</b></p> <ul style="list-style-type: none"> <li>- P.O.S.T. certifiable</li> <li>- EVO certified</li> <li>- LEO</li> <li>- Perry City Hand Gun Qualification</li> </ul>
\$17.00-\$26.25/hr	<p><b>Patrol Officer II</b></p> <ul style="list-style-type: none"> <li>- Demonstrated Good Working Knowledge of Federal, State, &amp; City Laws and all other job related areas</li> <li>- 2 years full-time experience</li> <li>- Satisfactory Performance Evaluation past 2 years</li> </ul>
\$17.50-\$26.90/hr	<p><b>Category III Patrol and /or Detective</b></p> <ul style="list-style-type: none"> <li>- Experienced use &amp; Excellent working knowledge with Interviewing, Court Room Procedures, &amp; Laws of Evidence</li> <li>- 3 years full-time experience</li> <li>- (Detective Only) Must complete 40 hours of detective course within six (6) months of becoming a detective</li> <li>- 3 years full-time experience</li> <li>- Satisfactory Performance Evaluation past 2 years</li> </ul>
\$18.10-\$29.00/hr	<p><b>Sergeant</b></p> <ul style="list-style-type: none"> <li>- 2 years specialized training in formal supervisory methods through in-service, professional workshops, or mid-level management certification through P.O.S.T.</li> <li>- 6 years of progressively responsible LEO experience or equivalent education</li> <li>- Satisfactory Performance Evaluation past 2 years</li> <li>- Posted Position for a Sergeant</li> </ul>

**Police (continued)**

\$19.70-\$31.00/hr

**Lieutenant**

- 8 years of progressively responsible law enforcement experience, two of which must have been a supervisor
- Satisfactory Performance Evaluation past 2 years
- Posted Position for a Lieutenant

\$23.00-\$35.00/hr

**Police Chief (Non-Exempt)**

- 10 years of progressively responsible law enforcement experience or equivalent military experience; and/or a Bachelor's degree in Criminal Justice, Criminology, or related field
- Thorough knowledge of law enforcement principles, methods, and techniques
- Demonstrated competency of budgetary practices, procedures, and fiscal management
- Highly skilled communicator in English including verbal and technical writing skills with correct grammar
- Some knowledge of principles of psychology and sociology
- Strong skills and ability to work with mathematical concepts for budgeting, speed enforcement, accident reconstruction, etc
- Skilled proper use and care of firearms, familiar with the operation of other special police equipment
- Supervisor skills and responsibilities
- Satisfactory Performance Evaluation past 2 years
- Posted position for a Police Chief

\$47,500 - \$75,000/yr

**Police Chief( Exempt)**

Overtime is any time worked in excess of 85.5 hours per pay period. The Police Chief may allow 5% overtime per month per employee. All other overtime must be approved by the Police Chief and the Mayor. However, in cases of exigent circumstances only the Police Chief's authorization is required.

<b>Public Works</b>	(Each level builds on the skill needs and requirements of the previous level.)
\$9.50 to \$10.50/hr	<b>Seasonal Public Works</b> - Basic skills and abilities to assist in all public works areas & ability to operate city lawn care tools
\$10.50-\$19.86/hr	<p><b>Public Works Level 1</b>            Basic skills and abilities to assist in all public works areas            Maintenance of public works equipment and city buildings</p>
\$14.17-\$23.51/hr	<p><b>Public Works Level 2</b>            CDL License (Class B w/ Tanker Endorsement)            Water Distribution Level 2 State Certification (Restricted)  <u>Wastewater Collections Level 2 State Certification (Restricted)</u>            1 year minimum Experience and Understanding of operation of all city equipment including routine maintenance and minor repairs of:                Dump Truck... Able to demonstrate unloading and feathering onto existing streets                Backhoe... Understanding and demonstration of all functions of operation                Road Grader... Skill in grading gravel roads and other grader functions                Vactor Truck... Skill in Jetting, cleansing, vacuuming, and identification of all other functions                Snow Plows... Familiarity of City roads and demonstrated knowledge of plow techniques, maintenance with plow &amp; sanders            Experience and Proficiency of Use on G.I.S. and ability to enter and retrieve information from G.I.S.            Demonstrated skilled use of Microsoft Office, Word, Excel, and Powerpoint</p>
\$15.86-\$27.78/hr	<p><b>Public Works Level 3</b>            Wastewater Collections Level 2 State Certification (Unrestricted) w/ 5 years experience            Water Distribution Level 2 State Certification (Unrestricted) w/ 5 years experience            Demonstrated ability to install and repair water mains            Ability to inspect all Water and Sewer lines to comply with City and State Codes            Inspection of all Public Works Standards (Right Away, Etc)            Manage the implementation of work related to Storm <u>Drains as required by State law (MS 4 Permitting)</u>            Demonstrated Advance skill in use of Microsoft Office, Word, Excel, and Powerpoint            Supervisory and Administrative Duties</p>
\$20.50-\$31.45/hr	<p><b>Public Works Level 4</b>            Building Official and Inspector Certifications            3 years experience as a Building Inspector</p>
\$20.50 – \$34.70/hr	<p><b>Public Works Director</b>            2 years management and budgetary experience</p>

**Wastewater Treatment Plant**

- \$14.73 - \$19.52/hr     **Entry Level to Grade I Operator**
- \$16.25 - \$23.78/hr     **Grade II to Grade III Operator**
- \$47,476 - \$59,737/yr     **Lead Operator DRC - Grade III/IV Certified (Exempt)**

**Parks & Trails**

(Each level builds on the skill needs and requirements of the previous level.)

- \$9.50 to \$10.25/hr     **Seasonal Public Works** - Basic skills and abilities to assist in all public works areas & ability to operate city lawn care tools
- \$10.50-\$13.00/hr     **Parks Level 1**  
Basic skills and abilities to assist in all public works areas, especially Lawn and Garden Care  
Maintenance of public works equipment and city buildings
- \$14.00-\$19.00/hr     **Parks Level 2, Supervisor**  
CDL License (Class B w/ Tanker Endorsement)  
1 year minimum Experience and Understanding of operation of all city equipment including routine maintenance and minor repairs of:  
  - Dump Truck...     Able to demonstrate unloading and feathering onto existing streets
  - Backhoe...     Understanding and demonstration of all functions of operation
  - Snow Plows...     Familiarity of City roads and demonstrated knowledge of plow techniques, maintenance with plow & sanders
Experience and Proficiency of Use on G.I.S. and ability to enter and retrieve information from G.I.S.  
Pesticides and Lawn Care training and applied use  
Demonstrated skilled use of Microsoft Office, Word, Excel, and Powerpoint  
Supervisory and Administrative Duties

\*Overtime is any time worked in excess of 80 hours per pay period. No overtime is allowed except as approved by the Mayor.

**PERRY CITY**

**RESOLUTION NO. 16-10**

**A RESOLUTION CONFIRMING THE APPOINTMENT OF RYAN ARBON AS CHIEF OF POLICE OF PERRY CITY, UTAH AND CONFIRMING THE EMPLOYMENT AGREEMENT.**

**WHEREAS**, Perry City (“City”) employs valuable individuals to perform the various public services for the citizens of the City; and

**WHEREAS**, the Mayor pursuant to her statutory authority has appointed on Thursday, May 12, 2016, during a City Council Meeting, Ryan Arbon to serve as the Chief of Police for Perry City; and

**WHEREAS**, the Mayor has submitted his name to the City Council on Thursday, May 12, 2016, for its consent to the appointment, and this appointment was unanimously approved;

**WHEREAS**, said Agreement is attached as Exhibit “A” to this resolution.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Perry City that it gives its consent to the appointment of Ryan Arbon as Chief of Police of Perry City and that it approves the Employment Agreement attached hereto as Exhibit “A”.

**PASSED AND APPROVED** this 26<sup>th</sup> day of May, 2016.

**PERRY CITY COUNCIL**

By: \_\_\_\_\_  
Karen Cronin, Mayor

[SEAL]

**VOTING:**

Montgomery	Yea ___	Nay ___
Lewis	Yea ___	Nay ___
Taylor	Yea ___	Nay ___
Tueller	Yea ___	Nay ___
Wright	Yea ___	Nay ___

**ATTEST:**

---

Susan Obray  
City Recorder

**EXHIBIT A**

Employment Agreement of \_\_\_\_\_

## **Employment Agreement**

This employment agreement is made and entered into by and between Ryan Arbon of North Ogden, Utah, hereinafter referred to as “Employee”, and Perry City, a political subdivision of the State of Utah, hereinafter referred to as “Employer”.

WHEREAS, Employer is desirous of employing Ryan Arbon as its police chief; and

WHEREAS, Employee has been offered the position as police chief and has accepted said offer of Perry City effective May 25, 2016, subject to city council consent to the appointment; and

WHEREAS, Employer and Employee are desirous of reducing to writing the terms and conditions of such employment.

Now therefore, based on the mutual covenants and promises contained herein, it is agreed by and between Employer and Employee as follows:

1. Employer shall employ Employee as its police chief effective May 25, 2016. Said responsibilities and obligations are more fully set out in Exhibit A, attached hereto and incorporated herein for all purposes. The terms of said employment shall be as follows:

A. Annual salary of \$61,360.00 payable bi-weekly (\$29.50 per hour).

B. You are entitled to participate in a retirement program that is provided by Employer. These programs are Utah Retirement Systems (Tier 1). You must select which program you will join. Employer’s contribution toward the selected plan will be the same percentage as applicable to all of the similar employees at Perry City.

C. A performance evaluation will be performed by the mayor on or before November 30, 2016. Depending on the outcome of said evaluation, a merit increase may be granted in addition to the salary not to exceed \$0.75 per hour. Annual performance evaluations will be performed yearly thereafter. Salary adjustments are considered annually depending on performance and budget limitations.

D. Effective June 2016, you are entitled to vacation and sick leave accrual equal to that of a three-year employee on an accrual basis. Accrual will commence on May 25, 2016. Your vacation bank will be credited with 104 hours of vacation in recognition of accrual at your previous employer. These are available for immediate use.

E. Medical, dental and the basic life insurance benefits will be provided as per the Employee Handbook.

F. A vehicle will be provided for work use and for travel to and from work.

G. You will be provided a computer for your work use.

H. You will be provided a cellular telephone for use in your duties of employment.

I. You are an "at-will" employee and serve at the discretion of the mayor of Perry City.

J. You are entitled to all other benefits as provided by the policies contained in the Employer's Personnel handbook and other policies as adopted by the Board of Directors.

K. Employee shall be allowed to actively participate in professional organizations, both local and national organizations and similar service organizations.

L. You are expected to abide by all of the personnel policies of Perry City as contained in the personnel handbook.

M. This agreement is contingent upon successful background check and a negative drug test.

This agreement shall be interpreted in accordance with the laws of the State of Utah.

Employer and Employee agree that in the event of default by one party regarding the terms and conditions of this Agreement, the non-defaulting party shall be entitled to recover its costs, expenses and attorney fees incurred in the enforcement of this Agreement.

Dated this \_\_\_\_ day of \_\_\_\_\_ 2016.

Perry City

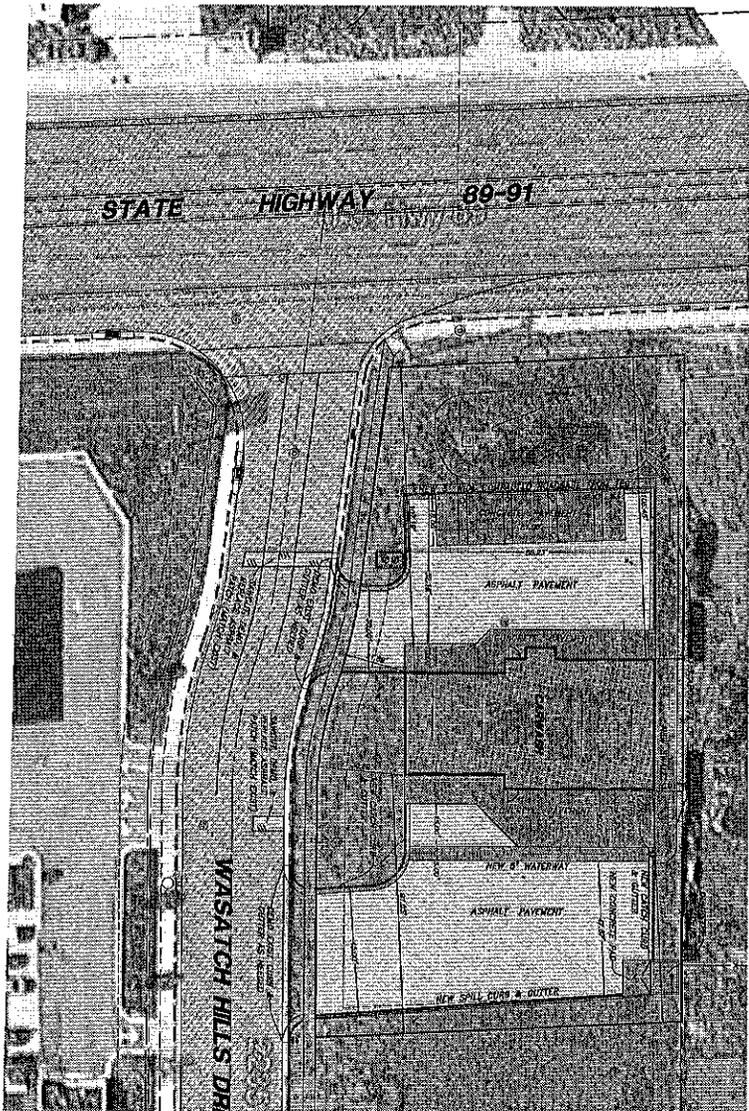
By: \_\_\_\_\_  
Employee

By: \_\_\_\_\_  
Karen Cronin, Mayor

Exhibit "A"  
Job Description of Police Chief



# PEACHY KLEEN CARWASH SITE PLAN



**Engineer's Notice To Contractors**

The locations and locations of any underground utility pipes or structures shown on this plan are shown for information only. The contractor is responsible for the location of any underground utility pipes or structures. The contractor is responsible for the location of any underground utility pipes or structures. The contractor is responsible for the location of any underground utility pipes or structures.

**NOTICE**

GENERAL NOTICE TO CONTRACTORS

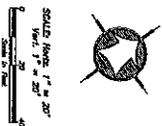
THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE LOCATION OF ALL UTILITIES AND STRUCTURES SHOWN ON THIS PLAN. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE LOCATION OF ALL UTILITIES AND STRUCTURES SHOWN ON THIS PLAN.

**Call**  
BEFORE YOU  
**Dig**

**PROJECT DATA**

PROJECT: 02-2462-0011  
DRAWING: 02-2462-0011  
DATE: 02-24-02

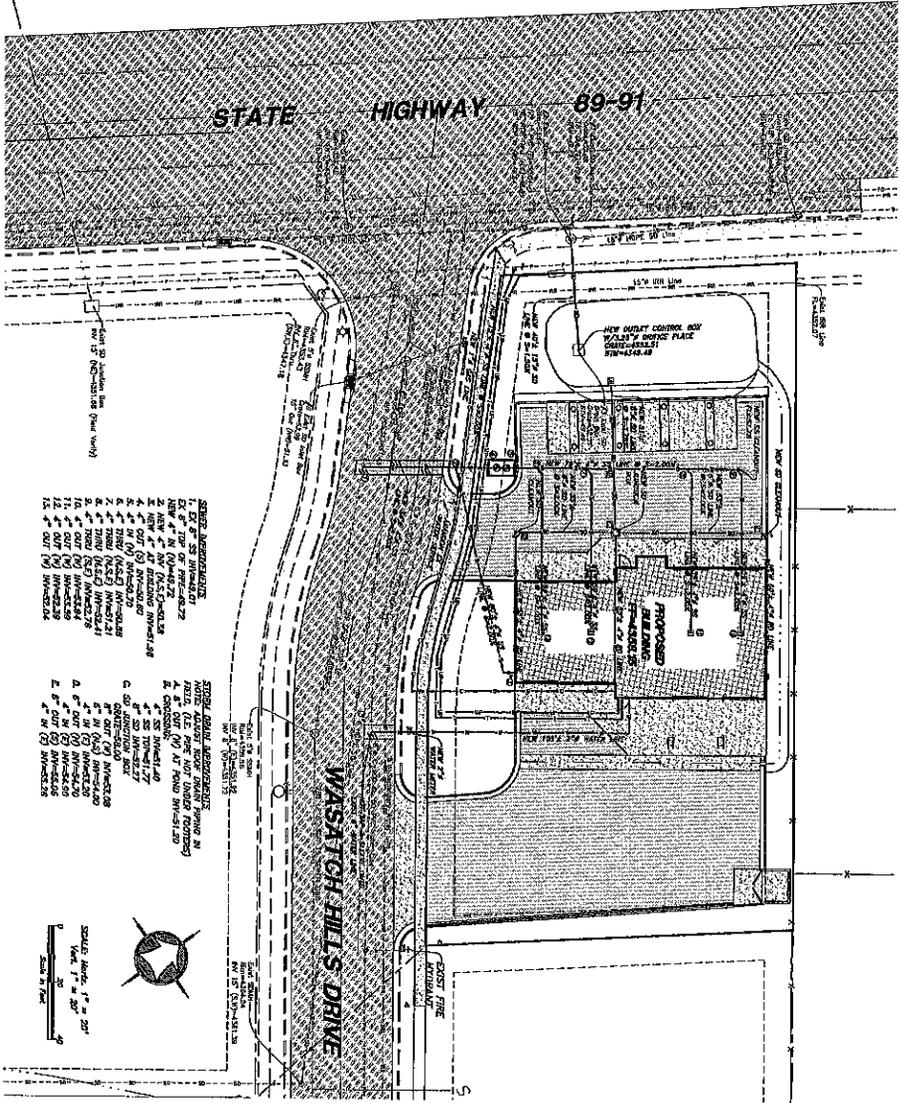
- LEGEND:**
- PROPERTY BOUNDARY LINE
  - EXISTING PAVEMENT
  - EXISTING PUBLIC UTILITY EXHUMPTION
  - EXISTING FENCE
  - PROPOSED DRIVE
  - PROPOSED DRIVE CURB AND GUTTER
  - PROPOSED DRIVE CURB AND GUTTER
  - PROPOSED ASPHALT
  - PROPOSED CONCRETE IMPROVEMENTS
  - PROPOSED BUILDINGS



SHEET	1	SITE PLAN <b>Peachy Kleen CarWash</b> 360 West Wasatch Hills Drive Ferry 019, Box Elder County, Utah A Part of the Southeast Quarter of Section 35, Township 2 North, Range 2 West, R.1.B.M.	Drawn By: <u>OBARN Date: DATE</u> Designed By: _____ Checked By: _____ Approved By: _____ Date: _____ Drawing Title: _____ JOB NUMBER: <u>3084</u>	<b>HANSEN &amp; ASSOCIATES, INC.</b> Consulting Engineers and Land Surveyors 538 North Main Street, Brigham, Utah 84302 Visit us at <a href="http://www.hansen.net">www.hansen.net</a> Brigham City, Utah (435) 723-3491 (801) 300-4205 (435) 765-8222	No. _____ Date _____ By _____ Revision _____
	5				



# UTILITY PLAN



- GENERAL NOTES:**
1. ALL UTILITIES TO BE INSTALLED AS SHOWN ON THIS PLAN.
  2. ALL UTILITIES TO BE INSTALLED IN ACCORDANCE WITH THE CITY OF SALT LAKE CITY SPECIFICATIONS.
  3. ALL UTILITIES TO BE INSTALLED IN ACCORDANCE WITH THE CITY OF SALT LAKE CITY SPECIFICATIONS.
  4. ALL UTILITIES TO BE INSTALLED IN ACCORDANCE WITH THE CITY OF SALT LAKE CITY SPECIFICATIONS.
  5. ALL UTILITIES TO BE INSTALLED IN ACCORDANCE WITH THE CITY OF SALT LAKE CITY SPECIFICATIONS.
  6. ALL UTILITIES TO BE INSTALLED IN ACCORDANCE WITH THE CITY OF SALT LAKE CITY SPECIFICATIONS.
  7. ALL UTILITIES TO BE INSTALLED IN ACCORDANCE WITH THE CITY OF SALT LAKE CITY SPECIFICATIONS.
  8. ALL UTILITIES TO BE INSTALLED IN ACCORDANCE WITH THE CITY OF SALT LAKE CITY SPECIFICATIONS.
  9. ALL UTILITIES TO BE INSTALLED IN ACCORDANCE WITH THE CITY OF SALT LAKE CITY SPECIFICATIONS.
  10. ALL UTILITIES TO BE INSTALLED IN ACCORDANCE WITH THE CITY OF SALT LAKE CITY SPECIFICATIONS.
  11. ALL UTILITIES TO BE INSTALLED IN ACCORDANCE WITH THE CITY OF SALT LAKE CITY SPECIFICATIONS.
  12. ALL UTILITIES TO BE INSTALLED IN ACCORDANCE WITH THE CITY OF SALT LAKE CITY SPECIFICATIONS.
  13. ALL UTILITIES TO BE INSTALLED IN ACCORDANCE WITH THE CITY OF SALT LAKE CITY SPECIFICATIONS.

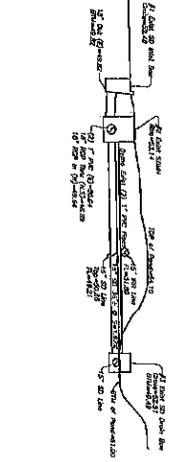
**NOTICE**

**Call**

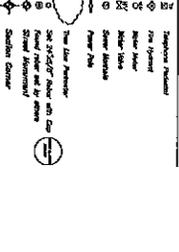
**BEFORE YOU**

**Dig**

1-800-485-4848



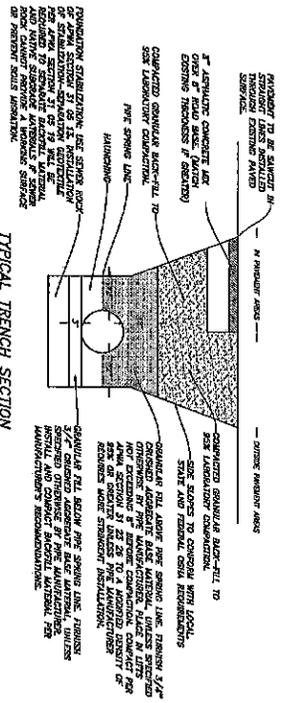
- Legend**
- Water Service Line
  - Sewer Service Line
  - Gas Service Line
  - Electrical Service Line
  - Telephone Service Line
  - Fire Alarm Service Line
  - Storm Drain
  - Water Main
  - Sewer Main
  - Gas Main
  - Electrical Main
  - Telephone Main
  - Fire Alarm Main
  - Storm Drain
  - Water Main
  - Sewer Main
  - Gas Main
  - Electrical Main
  - Telephone Main
  - Fire Alarm Main



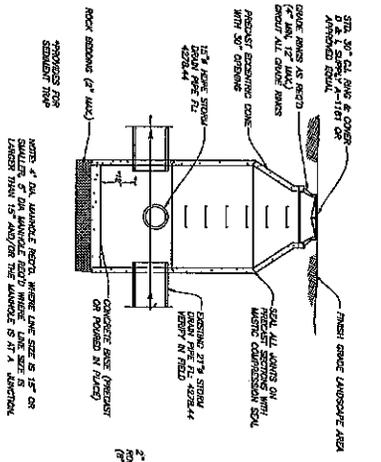
**Engineer's Notice to Contractors**

The conditions and location of any underground utility pipes or structures shown on this plan are based on the records of the City of Salt Lake County. The location shown on this plan is for informational purposes only and should be confirmed in the field by the contractor. The contractor is responsible for the location and depth of any utility pipes or structures shown on this plan. The contractor is responsible for the location and depth of any utility pipes or structures shown on this plan.

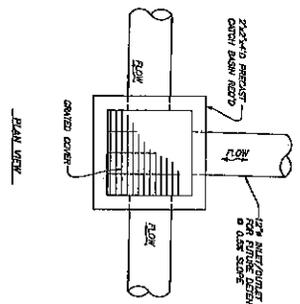
<p>UTILITY PLAN</p> <p><b>Peachy Kleen Car Wash</b></p> <p>580 West Wasatch Hills Drive</p> <p>Perry City, Box Elder County, Utah</p> <p>A Part of the Southeast Quarter of Section 35,</p> <p>Township 6 North, Range 2 West, 21T6N, 21E6W.</p>	<p>Drawn By: <u>DRAMM</u> Date: <u>DATE</u></p> <p>Designed By: _____</p> <p>Checked By: _____</p> <p>Approved By: _____</p> <p>Scale: <u>AS SHOWN</u></p> <p>Drawing File: <u>FILE</u></p> <p>JOB NUMBER: <u>JOB#</u></p>	<p><b>HANSEN &amp; ASSOCIATES, INC.</b></p> <p>Consulting Engineers and Land Surveyors</p> <p>538 North Main Street, Brigham, Utah 84302</p> <p>Visit us at <a href="http://www.hansen.net">www.hansen.net</a></p> <p>Utah      Oregon      Idaho      Logan</p> <p>Brigham City      (435) 725-2441      (435) 725-4995      (435) 725-6272</p>	<p>No.    Date    By    Revisor</p>
	<p>3</p>		<p>5</p>



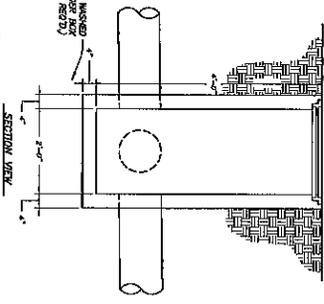
TYPICAL TRENCH SECTION  
NOT TO SCALE



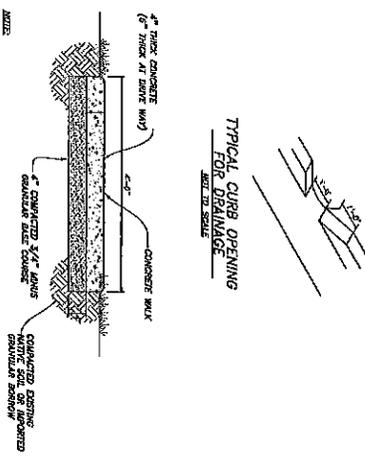
TYPICAL JUNCTION MANHOLE  
NOT TO SCALE



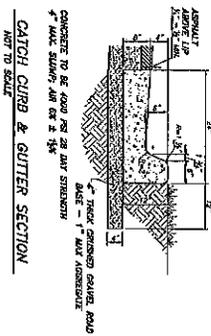
SEAL DETAIL



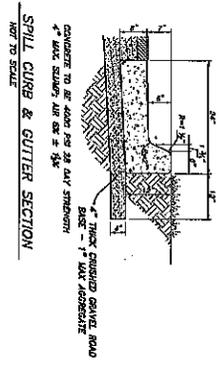
TYPICAL CURB OPENING FOR DRAINAGE  
NOT TO SCALE



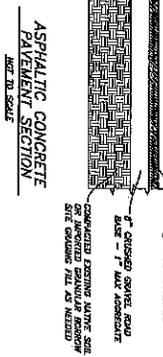
TYPICAL SIDEWALK SECTION  
NOT TO SCALE



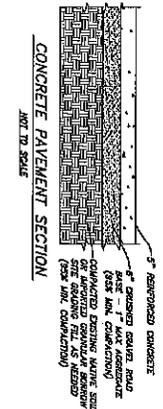
CATCH CURB & GUTTER SECTION  
NOT TO SCALE



SPILL CURB & GUTTER SECTION  
NOT TO SCALE



ASPHALTIC CONCRETE PAVEMENT SECTION  
NOT TO SCALE



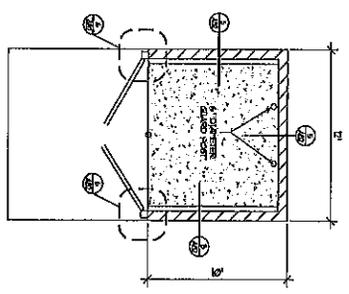
CONCRETE PAVEMENT SECTION  
NOT TO SCALE

<p>Drawn By: <u>DRABY</u> Date: <u>DATE</u>          Designed By: _____          Checked By: _____          Approved By: _____          Scale: <u>1" = 1'</u>          Drawing File: _____          Job Number: <u>508</u></p>		<p><b>HANSEN &amp; ASSOCIATES, INC.</b>          Consulting Engineers and Land Surveyors          538 North Main Street, Brigham, Utah 84302          Call us at <u>801-225-1111</u>          Brigham City, Utah          (801) 225-1111 (Fax) (801) 225-1112 (Cell)</p>	
<p>5</p>	<p>4</p>	<p>3</p>	<p>2</p>
<p>1</p>	<p>2</p>	<p>3</p>	<p>4</p>

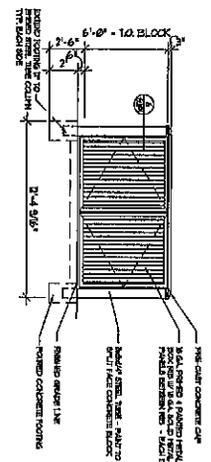
**PEACHY KLEEN CARWASH**  
 580 West Woodloch Hills Drive  
 Puy City, Box Elder County, Utah  
 A Port of the Southeast Quarter of Section 35,  
 Township 2 North, Range 2 West, S1.6E.M.



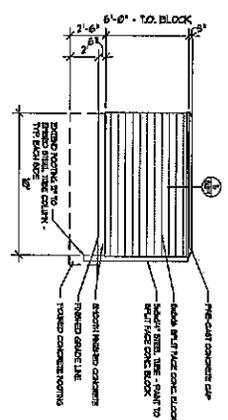




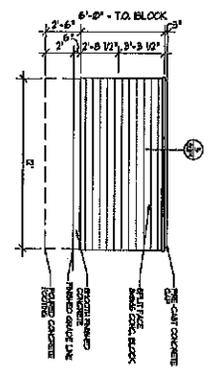
1 TRASH ENCLOSURE PLAN  
SCALE: 1/4" = 1'-0"



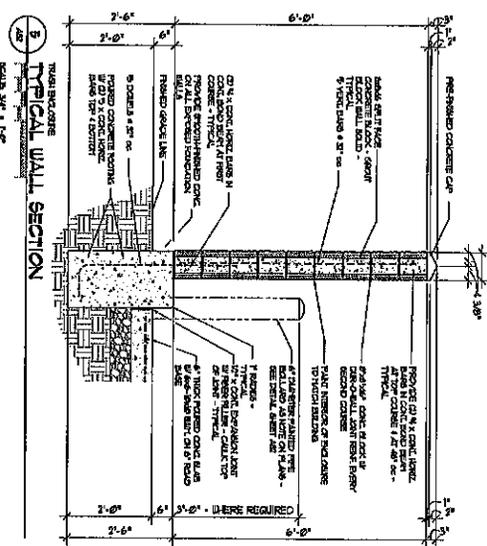
2 TRASH ENCLOSURE  
TYPICAL FRONT ELEVATION  
SCALE: 3/8" = 1'-0"



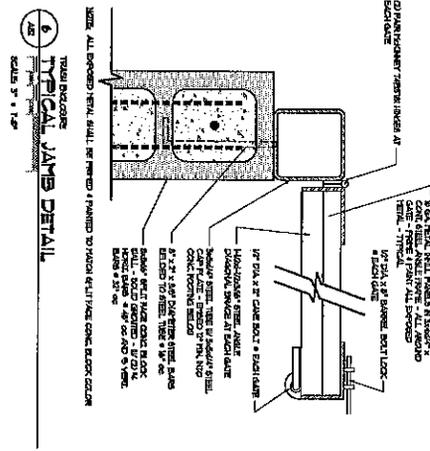
3 TRASH ENCLOSURE  
TYPICAL SIDE ELEVATION  
SCALE: 3/8" = 1'-0"



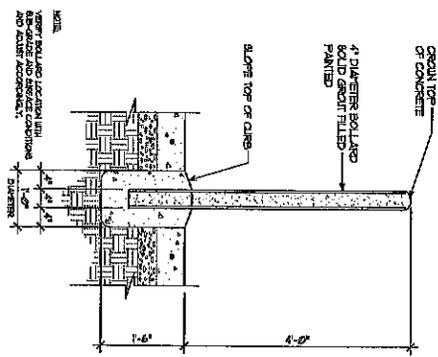
4 TRASH ENCLOSURE  
TYPICAL REAR ELEVATION  
SCALE: 3/8" = 1'-0"



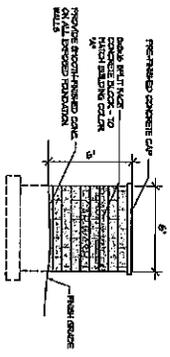
5 TYPICAL WALL SECTION  
SCALE: 3/8" = 1'-0"



6 TYPICAL JAMB DETAIL  
SCALE: 3/8" = 1'-0"



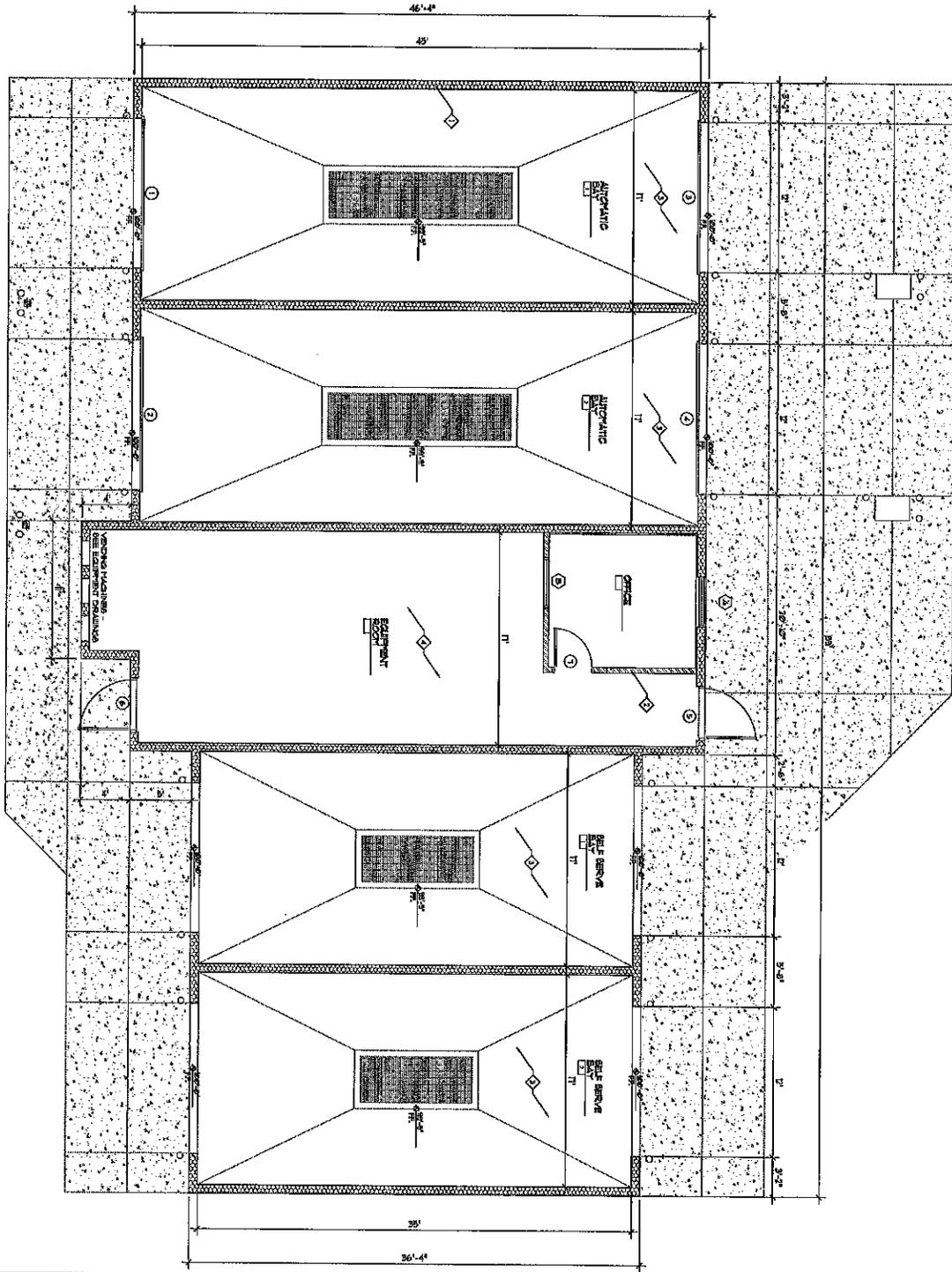
7 BOLLARD DETAIL  
SCALE: 3/8" = 1'-0"



8 MONUMENT SIGN ELEVATION  
SCALE: 1/4" = 1'-0"



KEY NOTES	
◊	CONCRETE FOOTING WALLS
◊	CONCRETE FLOOR SLAB
◊	REINFORCED CONCRETE SLAB - SEE REVISIONS
◊	REINFORCED CONCRETE SLAB - SEE REVISIONS



1 FLOOR PLAN  
SCALE: 1/4" = 1'-0"  
N

**A1.1**



**NICHOLS • NAYLOR**  
ARCHITECTS  
1155 EAST WILMINGTON AVENUE SUITE 250  
SALT LAKE CITY, UTAH 84106 (801) 467-3330

PROJECT  
OWNER: TRENT RICHARDS

PEACHY KLEEN  
CAR WASH  
2235 SOUTH & HIGHWAY B9  
PERRY, UTAH

PROJECT/OWNER

OVERALL FLOOR PLAN

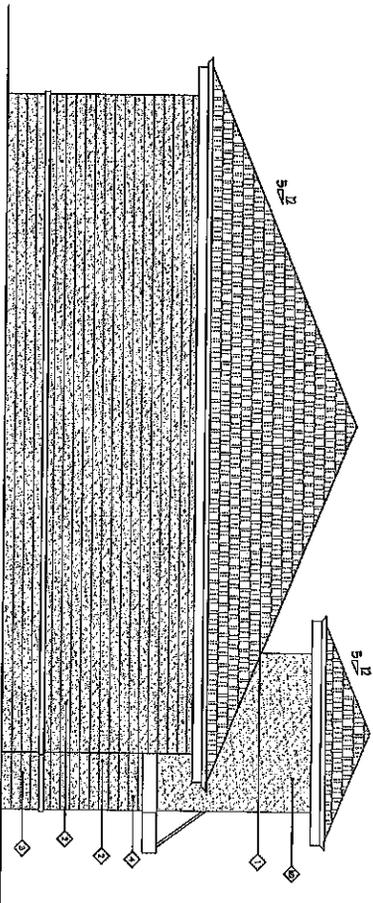
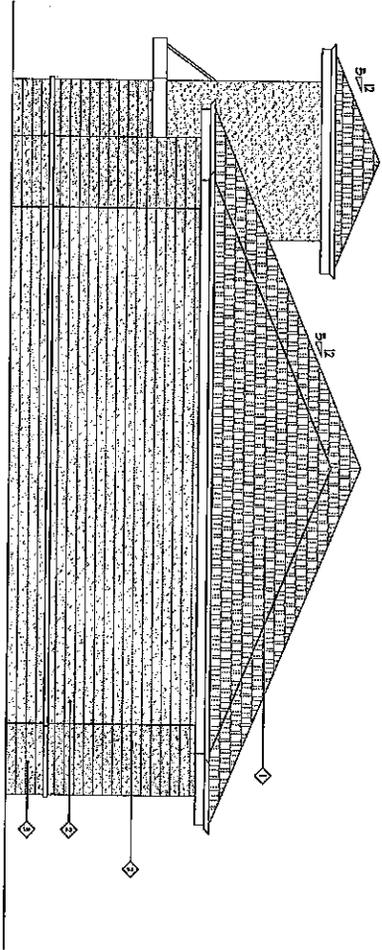
SHEET TITLE

REVISIONS  
15-04

PROJECT NUMBER



FINISH SCHEDULE	
NO.	DESCRIPTION
1	ACRYLIC PAINT, GRAPE SANDLE COLOR
2	SPALT PINE CONCRETE BLOCK, COLOR - A
3	SPALT PINE CONCRETE BLOCK, COLOR - B
4	SPALT PINE CONCRETE BLOCK, COLOR - C
5	SPALT PINE CONCRETE BLOCK, COLOR - D
6	SPALT PINE CONCRETE BLOCK, COLOR - E
7	SPALT PINE CONCRETE BLOCK, COLOR - F
8	SPALT PINE CONCRETE BLOCK, COLOR - G
9	SPALT PINE CONCRETE BLOCK, COLOR - H
10	SPALT PINE CONCRETE BLOCK, COLOR - I
11	SPALT PINE CONCRETE BLOCK, COLOR - J
12	SPALT PINE CONCRETE BLOCK, COLOR - K
13	SPALT PINE CONCRETE BLOCK, COLOR - L
14	SPALT PINE CONCRETE BLOCK, COLOR - M
15	SPALT PINE CONCRETE BLOCK, COLOR - N
16	SPALT PINE CONCRETE BLOCK, COLOR - O
17	SPALT PINE CONCRETE BLOCK, COLOR - P
18	SPALT PINE CONCRETE BLOCK, COLOR - Q
19	SPALT PINE CONCRETE BLOCK, COLOR - R
20	SPALT PINE CONCRETE BLOCK, COLOR - S
21	SPALT PINE CONCRETE BLOCK, COLOR - T
22	SPALT PINE CONCRETE BLOCK, COLOR - U
23	SPALT PINE CONCRETE BLOCK, COLOR - V
24	SPALT PINE CONCRETE BLOCK, COLOR - W
25	SPALT PINE CONCRETE BLOCK, COLOR - X
26	SPALT PINE CONCRETE BLOCK, COLOR - Y
27	SPALT PINE CONCRETE BLOCK, COLOR - Z





CONSULTING ENGINEERS

---

**MEMORANDUM**

To: Perry City Planning Commission  
Cc: Susan Obray, City Recorder  
Greg Westfall, City Administrator  
Codey Illum, Building Official

From: Brett M. Jones, P.E., City Engineer  
Jones & Associates Consulting Engineers

**RE: PEACHY KLEEN CAR WASH – Preliminary Site Plan Review**

Date: April 18, 2016

---

Our office has completed a Preliminary Plan review of the Peachy Kleen Carwash. The following comments are from our previous review memo that remain to be addressed:

1. It is our understanding that the current zoning code setback requirements for this site are per design review. As such, we support the proposed 10' landscaping buffer adjacent to the property to the north. A 6-foot privacy (non-chainlink) fence along this property line is required. We understand the applicant plans a precast fence. This is supported by our office.
2. We are concerned about the proposed western access's proximity to Highway 89. It appears to be about 80' from the highway. UDOT usually requires at least 300'-500' spacing from UDOT roads to the first commercial access so that proper stacking can occur for left-turn movements. We would prefer to see a configuration with only one eastern access and traffic circulation occurring on the car wash site. If the applicant desires to keep the two access points shown, we recommend data be provided to the planning commission containing justification and traffic safety information.
3. In addition to #2, we also have concern for the proposed access locations with relation to Maverik to the south. It is likely that many Maverik customers will elect to get a car wash and want to travel across 2235 South to do so. We recommend safety and traffic data be provided for review.
4. We recommend City staff review the site for conformance with current zoning code.
5. The application shall provide an estimate of peak and average water system flows generated by the wash to verify water system capacity at this location.
6. The existing storm water basin, piping, and collection system will need to be analyzed and improved to ensure proper drainage and match current storm water detention requirements of 0.1 cfs/acre discharge.

Following are additional comments related to the most recent submittal:

7. Please provide detention basin capacity and calculations supporting detention of 0.1 cfs/acre. Calculations should account for existing storm water flow already entering the

basin.

8. The detail for the control structure appears to be an existing structure per the details but the note on sheet 3 states new. It also doesn't appear to have a connection to the flows from/to the pond. Please review and update the detail for clarity.
9. The two low points in the curb should have an open cut curb and rip-rap installed behind the curb.

## Susan Obray

---

**From:** Jim Flint [jimf@haies.net]  
**Sent:** Tuesday, May 03, 2016 10:20 AM  
**To:** 'Jones, Brett'; Susan Obray; 'Trent Richards'; 'Russell Naylor'  
**Subject:** FW: Peachy Kleen Car Wash issues  
**Attachments:** Perry Wash Site Review Memo (2016-04-08).pdf; Storm Drainage Reports.pdf; Wasatch Hills SD Map.pdf; Detention Pond 20160502.pdf; Site Traffic Arrows 20160502.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**Brett,**

I'm forwarding this email so you have Trent's comments handy; I've also attached your review comments for handy reference. The responses below correspond numerically with the items in your letter.

- (1) Fencing: Take a look at Trent's comments – his understanding is that there would be the precast fence along the eastside as a residential buffer, and a slatted chainlink fence against the north side because that area is zoned commercial.

(2 & 3):

**Traffic – Entrances:**

Convenience stores have a peak traffic timing generally on Saturdays from 10 AM to 2 PM. Traffic Counts were taken on Saturday April 30, 2016 from 10 AM to 2 PM at the Wasatch Hills Drive / Hwy 89 intersection. Maverick has a northbound exiting entrance onto Wasatch Hills Drive. Attached ('Site Traffic Arrows') is a diagram showing 12 possible turning movements in the project vicinity. The turning movements analyzed were #1 (right turn northbound on Hwy 89) and #2 (left turn southbound onto Hwy 89). For the 4-hour period involved, the total number of trips were:

Turning Movement #1 (NB-Hwy 89): 292

Turning Movement #2 (SB-Hwy 89): 114

Maverick has an entrance at the southwest corner of it's parcel - exiting traffic at this location was:

Northbound-Hwy 89: 55

Southbound-Hwy 89: 210

There is a preferential routing per choice of exit location – those using the southwest location are nearly 4:1 times more apt to head southbound (with no impact on Peachy Kleen car wash). Westbound traffic exiting Wasatch Hills Drive onto Hwy 89 is near three times more likely to go northbound. It is unknown how much traffic was pertinent to surrounding subdivisions, however the data shows the total combined traffic using Wasatch Hills Drive westbound which is more pertinent. During the four hour study period, there were four vehicles for a very short time period on two occasions in the turning movement #1 lane.

Hourly traffic is estimated as:

Turning movement #1 = 73 vehicles (approx. 1.2 vehicles per minute)

Turning movement #2 = 29 vehicles (approx. 0.5 vehicles per minute)

The car wash is anticipated to have between 67 to 75 patrons per day. Spread over a 12-hour time period this equates to approximately 6 vehicles per hour (1 every 10 minutes). Assuming 4/5 are heading to the highway, such equates to only 5 trips per hour (turning movement #10); Turning movement 9 would have only 1 per

hour. Car wash traffic is typically post-fueling from Maverik. The car wash traffic is inherently exit-staggered – there is no significant cumulative stacking at locations '9' and '10'.

Looking at the pertinent turning movements ('TM'), and the effect of the proposed car wash:

(TM-1): No real issues; TM-10 should be able to readily enter '1' or '2'.

(TM-2): No real issues – Hwy 89 has a much more pronounced effect than car wash.

(TM-3): No real issues – TM-9 represents only 1 trip per hour.

(TM-4): Lane 3 can readily enter/utilize lane 4 – no effect on Maverick; TM-9 is only 1 per hour; TM-12 to lane 4 only competes (car wash-wise) with minimal movement from TM-9. This could slightly increase for patrons choosing to wash their vehicle prior to fueling, but such would be rare.

(TM-5): The only pertinent car wash-inducing traffic is TM-9 (just 1 trip per hour). TM-5 may compete with TM-10 but TM-10 only averages 5 trips per hour – hardly a congested environment.

(TM-6): Perhaps the most significant travel path is from 6 to 8. The volume suggests that such is not a significant issue. Lane 8 represents in-bound car wash traffic which is only 6 per hour. The traffic data for westbound traffic (at Wasatch Hills Drive) is only 1.2 vehicles per minute. None of these volumes represent any troubling wait times.

(TM-7): Not an issue.

(TM-8): TM-6 mentioned above; TM-12 has no obstructed movement; Wasatch Hills Drive has inherent eastbound left-turn capability per the street width.

(TM-9): Stacking is sufficient for TM-1 and 2, thus TM-9 competes with TM-3 seeking lane 4, and TM-5 and 12. However, TM-9 is only 1 trip per hour – such appears insignificant.

(TM-10): No real issues – has right-of-way preference for TM-1; Traffic data advances that stacking is not an issue for TM-10 traversing to lane 2.

(TM-11 & 12): Shown just for reference – subdivision traffic is not expected to be significant. There are alternative pathways for subdivision traffic (2300 South / 525 West / 450 West / 2100 South) that could be considered preferentially determined unless venturing to Maverik or the car wash.

### **Conclusions**

The compelling traffic matters revolve around low traffic volumes. There are some incidental competing traffic movements but traffic volumes are so low that one is hard pressed to assert any substantive time delay due to the car wash. Further, the area itself has good circulation with alternative routing to 2100 South and 2300 South for general traffic east of Highway 89. The car wash operates on an inherently staggered exiting process which has minimal time-disruptive effects on existing conditions.

(4) Informational – City to check zoning parameters.

(5) **Water:**

The owner's research estimates an expected water usage of 3,830 gallons per day. Note that usage can approximate zero on precipitation/snow days. The estimated monthly usage is 91,920 gallons.

Flow-rate-wise, maximum peak usage utilizing all four bays simultaneously is 47 gpm. There is a theoretical possibility of 67 gpm, but highly unlikely. Due to these flows, a 1-1/2 inch water meter is requested. The owner would like to install a 2-inch on-site water service line and requests a 2-inch main-to-meter line.

(6 & 7): See enclosed report and drainage summary below.

### **Drainage:**

Attached is the drainage report which established the existing drainage pond. Five basins are enumerated, however Basin E is handled by Maverick on-site in the grassy west area. Assigning the more familiar Rational Method 'C' coefficients (Basin A: C=0.50; Basin B: C=0.45; Basin C: C=0.38; Basin D: C=0.50) yields a weighted coefficient of C = 0.44 for the 6.59 acre contributory area. Using 10-year data and a release rate of 0.1 cfs/acre yields a storage volume need of 6,782 cubic feet. Unfortunately the as-designed pond improvements were not constructed. The outlet from the pond consists of two 3-inch orifices that are piped to

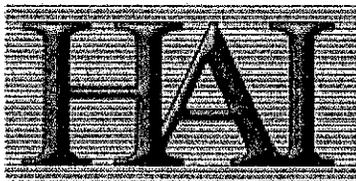
the existing west-of-pond manhole; there is no overflow piping as shown on the design plans. Due to a plethora of utilities in the area, there are not many options. Proposed pond improvements involve installing a new storm drainage box with a plate with a low flow orifice that is limited to 0.65 cfs. A westbound overflow pipe is to be installed which barely passes under an irrigation pipe while matching the northbound storm drain piping. The top of the effective pond is limited by the east side grate elevation in Wasatch Hills Drive at elevation 4353.38. The proposed overflow weir plat is at elevation 4352.70, the top of grate at 4353.20. The pond is to be re-contoured with 3:1 slopes; effective pond volume below the 4352.70 elevation is 1,863 cubic feet; effective pond bottom below elevation 4353.20 is 2,700 cubic feet.

The existing pond has a storm box that is silted with really no effective outlet. New pond improvements involve installing a new storm drain box with a functioning low flow orifice, overflow piping and an overflow grate better coordinating with existing street grate elevations. In very large storm events, flows will proceed westerly – the proposed car wash is higher and will not be threatened.

- (8) We were trying to utilize the existing storm box – that isn't possible – new box to be installed. (Plan attached – 'Detention Pond' attachment)
- (9) We're actually channeling the water to the north where it meets up with the northerly drainage swale.

Call anytime if you have questions/concerns – thanks.

**Jim Flint**  
970-749-4314



**HANSEN & ASSOCIATES, INC.**  
Consulting Engineers and Land Surveyors  
538 North Main Brigham City, Utah 84302  
-www.hales.net- Fax (435) 723-3492  
Brigham City Ogden Logan  
(435) 723-3491 (801) 399-4905 (435) 752-8272

Neither the footer nor anything else in this e-mail is intended or constitutes an electronic signature and/or legally binding agreement in the absence of an express statement or Hansen and Associates policy and/or procedure to the contrary. This e-mail and any attachments hereto are Hansen and Associates property and may contain legally privileged, confidential and/or proprietary information. The recipient of this e-mail is prohibited from distributing, copying, forwarding or in any way disseminating any material contained within this e-mail without prior permission from the author. If you receive this e-mail in error, please immediately notify the author and delete the e-mail. Hansen and Associates disclaims all responsibility and liability for the consequences of any person who fails to abide by the terms herein.

**From:** Trent Richards [mailto:trentrichards@gmail.com]  
**Sent:** Monday, May 02, 2016 10:09 AM  
**To:** Brett Jones  
**Cc:** Russ Naylor; Jim Flint  
**Subject:** Re: Peachy Kleen Car Wash issues

Hello Brett, Russ, and Jim,

Well, I can probably chalk this past Saturday up as one of the most uneventful I've had. I sat in my car for 4 hours from 10:00 AM to 2:00 PM (Maverick's busiest times) recording traffic. I want to show some anecdotal evidence that on the busiest day of the week on Hwy 89 and Maverick, that the traffic is still probably considered manageable. Every time one car was stopped and another car was approaching it I hit record on my video, then simply paused it when it was only a single car or no car. I've shared the videos in the shared folder below. Also shared some left turn/right turn stats on the two different approaches to Maverick. Let me know what you think. I'm trying to avoid the cost of a formal traffic engineering study.

The videos on the folders attached are numbered in sequential order. When I received a phone call it would stop the video instead of pause it.

<https://drive.google.com/open?id=0B3t8YBSplOkVMF9uUHhwYnhiaU0>

Make it a great day!!

Trent Richards  
801-635-9066

Trent Richards  
mobile: +1-801-635-9066  
e-mail: trentrichards@gmail.com  
skype: trentrichards

On Fri, Apr 29, 2016 at 5:30 PM, Trent Richards <[trentrichards@gmail.com](mailto:trentrichards@gmail.com)> wrote:  
Hello Brett,

Both my Architect Russ Naylor, and my Civil Engineer Jim Flint are collaborating on a response to your comments for the planned carwash in Perry and some of their comments are surely to be added to this, but I wanted to ensure that I provided you with some explanations regarding traffic, border fencing, and water usage with ample time prior to our meeting on May 5th.

Again, tomorrow I'm going to spend 4 hours at the Maverik for the informal traffic study (as outlined in my comments below.

My comments are in red. Please feel free to call me if you have any questions on my comments.

Our office has completed a Preliminary Plan review of the Peachy Kleen Carwash. The following comments are from our previous review memo that remain to be addressed:

1. It is our understanding that the current zoning code setback requirements for this site are per design review. As such, we support the proposed 10' landscaping buffer adjacent to the property to the north. A 6-foot privacy (non-chainlink) fence along this property line is required. We understand the applicant plans a precast fence. This is supported by our office.

A precast fence will be used in the eastern border as this is adjacent to residential zoned property and monies are in escrow for the precast fence. The fence to the north was intended to be a privacy vinyl or chain link with privacy louver slats. It's our understanding that a non precast fence is adequate adjacent to commercially zoned property.

2. We are concerned about the proposed western access's proximity to Highway 89. It appears to be about 80' from the highway. UDOT usually requires at least 300'-500' spacing from UDOT roads to the first commercial access so that proper stacking can occur for left-turn movements. We would prefer to see a configuration with only one eastern access and traffic circulation occurring on the car wash site. If the applicant

folks ONLY wash their cars on non-precipitating days. Thus, we would expect NO cross traffic in less-than-ideal driving conditions of rain or snow.

A final observation from my brother, Cody Richards, who works for Kimball Engineering . Fuel Stations have the potential to "Batch" or "Parallel" process cars and can potentially introduce traffic to thoroughfares all the same time (i.e. if 20 cars finished filling up at the Maverik the same time, they may all try to filter into the Hwy at the same time). Car washes tend to process cars in more of a "Serial" fashion and introduce traffic one or two cars at a time. This is tantamount to having stop/go lights on freeway on-ramps that meter traffic during busy times.

4. We recommend City staff review the site for conformance with current zoning code.

5. The application shall provide an estimate of peak and average water system flows generated by the wash to verify water system capacity at this location.

The theoretical max is 67 GPM peak usage. The actual Max is closer to 47 GPM due to water queuing in equipment's on-board holding tanks during low pressure passes to thereby supply high pressure passes (max use) of the equipment. While highly unlikely, should the holding tanks be depleted of water by a prolonged high-pressure passes, the theoretical Max could be drawn.

Regarding average water usage: Based on an average day. The number of calculated average washes per day is 75 cars 290 non-precipitating days a year

My wash mix of 75 cars will likely be as follows:

35 cars soft touch @ 42 gallons = 1470  
25 cars touch free @ 80 gallons = 2000  
15 cars self serve @ 24 gallons = 360

Total of 3,830 Gallons a day \* 24 days per month = approximately 91,920 gallons a month

6. The existing storm water basin, piping, and collection system will need to be analyzed and improved to ensure proper drainage and match current storm water detention requirements of 0.1 cfs/acre discharge.

7. Please provide detention basin capacity and calculations supporting detention of 0.1 cfs/acre. Calculations should account for existing storm water flow already entering the basin

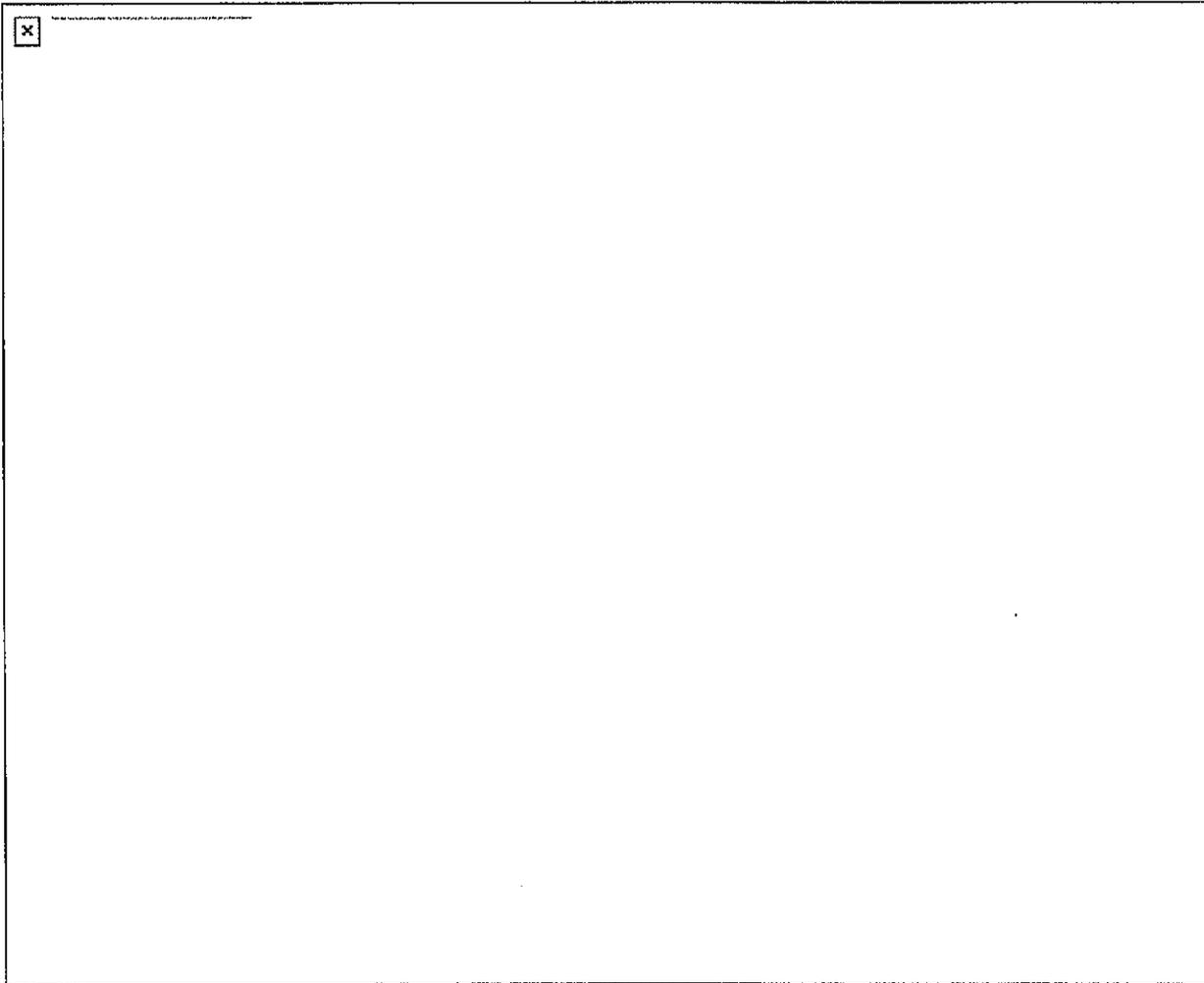
8. The detail for the control structure appears to be an existing structure per the details but the note on sheet 3 states new. It also doesn't appear to have a connection to the flows from/to the pond. Please review and update the detail for clarity.

9. The two low points in the curb should have an open cut curb and rip-rap installed behind the curb.

Trent Richards  
mobile: [+1-801-635-9066](tel:+1-801-635-9066)  
e-mail: [trentrichards@gmail.com](mailto:trentrichards@gmail.com)  
skype: trentrichards

desires to keep the two access points shown, we recommend data be provided to the planning commission containing justification and traffic safety information.

As rightly mentioned in bullet point # 3 below. It is anticipated that 85% of Peachy Kleen's customers will be customers of Maverik as well. As such, because they are shared customers, very little incrementally new traffic will be introduced to 2235 south (Wasatch Blvd). Moreover, because there is approx 90' of curb space between the Peachy Kleen cut out and the radius of the corner, this provides enough room for three cars to stack as they turn out to the Hwy. An informal study will be conducted on Saturday 4/30 from 10:00 AM to 2:00 PM (Mavericks busiest time according to google) to see how often > 1 car stacks on 2235 south to turn on to the Hwy 89.



3. In addition to #2, we also have concern for the proposed access locations with relation to Maverik to the south. It is likely that many Maverik customers will elect to get a car wash and want to travel across 2235 South to do so. We recommend safety and traffic data be provided for review.

While 85% of Peachy Kleen's customers are likely to be customers of the Maverick, this still represent a small percentage of the cars that visit the Maverik overall. The article hyperlinked <http://www.carwashmag.com/issues/sept-2012/profit-centers.cfm> indicates that a fuel stations with an on-premise car wash, with point-of-sale (POS) at the pump can anticipate selling 1 car wash for every 75 gallons dispensed. Added barriers of not being on premise and requiring a separate transaction, we anticipate to capture about 1 wash for every 225 gallons dispensed (about 1/3 of on-prem POS @ the pump rates). The Maverick dispenses an average of 15,000 of fuel per day (information provided by the manager) this equals approximately 67 car crossings a day for every non-precipitating day. While peak days may have more, we don't feel that an average of 67 cars a day will be an unruly amount of cross traffic. Also, it should be noted,

**PERRY CITY PLANNING COMMISSION AGENDA ACTION  
AND/OR RECOMMENDATION TO CITY COUNCIL**

Date of Meeting: May 5, 2016	Agenda Item: 2 B Public Hearing and 3C
Name/Title: Trent & Sarah Richards	
Date of Advertising: April 28, 2016	
RECOMMENDATION: Preliminary/Final Approval and Recommendation to the City Council	
<p>MOTION: Commissioner Call moved to approve Preliminary and Final acknowledging the 24 hour deviance from the ordinance, acknowledging the deviance of the ordinance regarding the 25 foot landscape zone with the fence on the east side and the 10 feet. Specifying the fence to the north and what we think it should be. Specifying the signage that was requested and that the signage and fence to the north be verified by the Engineers. And make a recommendation to the City Council for approval. Commissioner Miles seconded the motion. Roll call vote.</p>	
<p>CONDITIONS FOR APPROVAL:</p> <ol style="list-style-type: none"> <li>1. Ingress and Egress signs</li> <li>2. Fence to the north and signs be verified by the Engineers</li> <li>3. Fence to the east</li> </ol>	

**PLANNING COMMISSION VOTE**

<b>FOR 5</b>	<b>AGAINST 0</b>
Chairman Blake Ostler	
Vice Chairman Travis Coburn	
Commissioner Vicki Call	
Commissioner Lawrence Gunderson	
Commissioner Devin Miles	





CONSULTING ENGINEERS

---

**MEMORANDUM**

To: Perry City Planning Commission  
Cc: Susan Obray, City Recorder  
Greg Westfall, City Administrator

From: Brett M. Jones, P.E., City Engineer  
Jones & Associates Consulting Engineers

**RE: Kunzler Subdivision First Amendment – Plat Review**

Date: April 28, 2016

---

Our office has completed a Plat review of the Kunzler Subdivision First Amendment and have found no issues. Our office supports approval of this Plat.

1 PERRY CITY COUNCIL WORK SESSION  
 2 PERRY CITY OFFICES  
 3 April 28, 2016

7:02 PM

5 OFFICIALS PRESENT: Mayor Karen Cronin presided and conducted the meeting.  
 6 Esther Montgomery, Toby Wright, Nathan Tueller, Brady Lewis

8 OFFICIALS EXCUSED: James Taylor

10 CITY STAFF PRESENT: Greg Westfall, City Administrator  
 11 Shanna Johnson, Chief Deputy Recorder

13 OTHERS PRESENT:

15 **ITEM 1: CALL TO ORDER**

16 Mayor Cronin called City Council work session to order.

18 **A. FISCAL YEAR 2016-2017 BUDGET WORK SESSION**

19 Mayor Cronin introduced Monica Taylor First Responder Asst. Chief and asked Shanna to  
 20 review the First Responder Budget, explaining that Monica had to leave for some training.

Department	FY2016 Current Budget	FY2016 Trend	FY2017 Draft Tentative Budget
------------	--------------------------	--------------	----------------------------------

<b>First Responders</b>	<b>\$33,894.00</b>	<b>\$30,908.51</b>	<b>\$37,312.00</b>
-------------------------	--------------------	--------------------	--------------------

Shanna reviewed the proposed FY2017 budget including the following changes:

- Equipment Supplies & Maintenance: increased to allow for savings of \$5,000 over 4 years, \$20,000 total for a piece of equipment called a Lifepak.
- Personal Protective Equipment: increased by \$1,390
- Communications: increased \$920 for the purchase of additional radios.
- Miscellaneous Supplies: increased \$250 based on projected need.
- Professional & Technical: reduced by \$1,800 due to the completion of the capital facilities plan and impact fee study.
- Fire & First Responders Expense: was rounded up (adding \$53) to \$6500.
- Fuel & Maintenance: was reduced slightly based on projected need.

Council Member Lewis asked for additional information on the Lifepak. Monica Taylor said that this is the main piece of equipment that they First Responders use. It is an AED and a heart monitor. With the equipment they can see 12 different stats, test blood pressure, and CO2 levels. She said that they have an older model that they pay to be serviced every year. She advised that in 3-4 years they will no longer be able to service this model and the City will need a replacement. The additional money added to the budget will allow for this. Council Member Wright asked when it is used. Monica said it is currently used on every single patient. She explained that it tracks all vitals and stores the information, which can be printed later and provides a history. She stated it has been used a lot to save a lot of lives in Perry and it is the most crucial piece of equipment that they have. Council Member Wright asked if the current Lifepak will last 4 years. Monica said that is what they are hoping for.

1 Mayor Cronin went back to revenues explaining that we had thought we were sitting well  
 2 with a 10% fund balance, but we found that a revenue cell within the Excel workbook that  
 3 was being counted twice. Once the formula was corrected we came down to short fall of  
 4 \$78,000. The Mayor stated that not all is lost, we have does some created things to solve  
 5 the issue.

6  
 7 Shanna Johnson reported that some restricted fund revenues that are being transferred in  
 8 were being counted twice. This has been corrected but projected revenues decreased from  
 9 \$2,791,000 to \$2,723,994.76, which caused a shortfall. Shanna stated that Mayor Cronin  
 10 went to the department heads and asked them to make some cuts to their budgets. The  
 11 goal was to get the City to 10% fund balance. Shanna reviewed the cuts made by the  
 12 department heads:  
 13

Dept.	GL Code	Description	Amt
Judicial	1042004337	Prof & Tech	-\$1,000.00
Comm. Dev.	1046004337	Prof & Tech	-\$1,000.00
	1046004338	Inspections	-\$2,000.00
	1046004341	Economic Development	-\$1,000.00
	1046004444	Holiday Events	-\$2,400.00
	1046004600	Donation Expense	-\$300.00
Administration	1048004111	Wages: Social Media	-\$1,400.00
	1048004226	Bldg Grounds Maint: Bldg Enhancements	-\$4,100.00
	1048004335	Training & Travel	-\$2,000.00
	1048004337	Prof & Tech.: Engineer	-\$500.00
	1048004443	City Council	-\$650.00
	1048004447	Youth City Council	-\$100.00
	1048004801	Computer/IT: Caselle Module (-4000) Back Up Storage (-1000)	-\$5,000.00
Parks	1048004999	Fleet Lease	-\$3,000.00
	1064004230	Training & Travel	-\$100.00
Police	1064004446	Anderson Park: Fence	-\$2,000.00
	1054004225	Equip Supplies & Maint	-\$3,300.00
	1054004229	Misc. Supplies	-\$80.00
	1054004336	Uniforms	-\$1,000.00
	1054004572	Ammunition/Tactical	-\$3,000.00
First Resp.	1054004999	Fleet Lease: New Truck	-\$6,000.00
	1055004227	Personal Protective Equip	-\$800.00
Animal Cont.	1055004442	Fuel & Maintenance	-\$75.00
	1056004339	Animal Control Expense	-\$100.00
TMC Range	1057004113	Benefits: reimburse volunteer expenses vs. hiring employee	-\$310.00
	1057004225	Equip. Supplies & Maint.	-\$150.00
	1057004335	Training & Travel	-\$400.00
	1057004502	Tourism Grant 2016: Parking	-\$500.00
Fire	1065004339	Fire Contract Fee: Writeoffs	-\$1,000.00
Streets	1060004225	Equip Supplies & Maint.	-\$700.00

Streets	1060004330	Streetlight Purchase/Maint.	-\$1,500.00
	1060004331	Road Salt	-\$2,000.00
	1060004339	Street Signs	-\$1,250.00
	1060004551	Shop Equipment	-\$750.00

1  
2 Shanna stated that the Mayor felt that a few of the items cut were important and she  
3 brought them back into the budget (see items highlighted above). The items added back to  
4 the budget include:

- 5
- 6 • A new vehicle for the Administration Department. Shanna explained that the office
- 7 is currently using a 2002 Durango that is getting pretty old.
- 8 • New Police Vehicle
- 9 • Personal Protect Equipment for First Responders, which will allow steel toed boots
- 10 to be purchased.
- 11 • Road Salt

12  
13 Shanna Johnson advised that after these adjustments the city will have 8.65% fund balance  
14 remaining after expenses. The requirement by the State is 5%, so the fund balance is still  
15 healthy.

16  
17 Shanna reviewed the proposed budgets for the following departments:

18  
19 **General Fund:**

Department	FY2016 Current Budget	FY2016 Trend	FY2017 Draft Tentative Budget
------------	--------------------------	--------------	----------------------------------

<b>Community Development</b>	<b>\$212,800</b>	<b>\$424,996.00</b>	<b>\$503,252.28</b>
----------------------------------	------------------	---------------------	---------------------

20  
Shanna reviewed the proposed budget explaining that this includes a budget amendment for Fiscal Year 2016 to add a Mass Transit Expense that records the Mass Transit Sales Tax being transferred to Utah Transit Authority (UTA). This line item is also added in Fiscal Year 2017. Shanna reviewed the FY17 budget, explaining that this was also discussed in the last work session.

<b>Police</b>	<b>\$540,643.49</b>	<b>\$496,414.55</b>	<b>\$587,268.22</b>
---------------	---------------------	---------------------	---------------------

21  
Shanna reviewed the proposed FY2017 budget detailing the following changes:

- Payroll & Benefits: Increased to allow for a Full-Time Officer to replace a previous Part-Time officer.
- Office Expenses and Supplies: decreased based on trend.
- Equipment Supplies and Maintenance: decreased based on trend.
- Fuel and Fleet Maintenance: decreased based lower fuel costs and a new vehicle which will require less maintenance.
- Miscellaneous Supplies: increased to allow for grant monies to be expended for National Night Out.
- Police Grant Expenses: decreased to meet projected JAG grant funds.
- Liquor Control Expense: increased to meet projected funding.
- Uniforms: decreased to \$3,000 based on trend and projected need.

<b>Police (Cont'd.)</b>	<b>\$540,643.49</b>	<b>\$496,414.55</b>	<b>\$587,268.22</b>
<p>Shanna reviewed the proposed FY2017 budget detailing the following changes:</p> <ul style="list-style-type: none"> <li>Professional &amp; Technical: increased by \$3,200 for a new Policies and Procedures Software (Lexipol). Mayor Cronin said that Lexipol takes all Supreme Court Rulings and new State laws and instantly updates them into the policies. It also provides online training that the officers are required to take on almost a daily basis. She said this limits the City's liability. Mayor Cronin said that this is software that Interim Chief Hancey recommended we get and she has talked to many other agencies that use the system.</li> <li>Ammunition and Tactical: reduced to meet trend.</li> <li>Transfer to Fleet Lease: Shanna explained that this line item represents depreciation of vehicles and includes funds for a new vehicle to be purchased.</li> </ul> <p>Council Member Wright asked what the liquor control funds are used for. Shanna explained it can be used for education materials and tools. It can also be used for DUI check points. Mayor Cronin said the City has used this for patrolling Perry Canyon for illegal use of alcohol.</p>			

1

<b>Parks</b>	<b>\$135,828.77</b>	<b>\$92,596.20</b>	<b>\$87,910.49</b>
<p>Shanna reviewed the proposed FY2017 budget detailing the following changes:</p> <ul style="list-style-type: none"> <li>Payroll &amp; Benefits: decreased due to new staff. The budget still includes a pay increase for the employees and accounts for the benefit cost increase.</li> <li>Office Supplies &amp; Maintenance: decreased to \$650; still meets trend and projected need.</li> <li>Equipment Supplies &amp; Maintenance: based on trend and includes monies for a new tractor implement.</li> <li>Miscellaneous Supplies: decreased as not being utilized, still allows for \$2,500 in supplies.</li> <li>Training and Travel: slightly decreased based on need.</li> <li>Professional and Technical: increased by \$300 for engineering and GIS mapping.</li> <li>Miscellaneous Services: decreased by \$100 based on need.</li> <li>Park Restroom Expense: decreased due to no longer needing a portable restroom at Dale Young Nature Park.</li> <li>Anderson Park: increased by \$300 for park maintenance.</li> <li>Dale Young Nature Park: decreased due to the fact that the construction of bowery will be completed in Fiscal Year 2016. \$5,000 remains for general park maintenance and trail improvements.</li> <li>Bowery: decreased based on need.</li> <li>Irrigation: increased slightly based on trend.</li> </ul>			

2

<b>Streets</b>	<b>\$360,892.40</b>	<b>\$333,570.38</b>	<b>\$269,335.20</b>
<p>Shanna reviewed the proposed FY2017 budget detailing the following changes:</p> <ul style="list-style-type: none"> <li>Full-Time Payroll: this increased based on allocation of staff. It includes a standard pay increase for employees.</li> <li>Part-Time Payroll: decreased based on staffing needs.</li> <li>Benefits: increased based on staff, a 2.5% benefit increase for medical and a 3% increased for dental.</li> <li>Office Expenses &amp; Supplies: decreased based on trend.</li> </ul>			

3

Streets (Cont'd.)	\$360,892.40	\$333,570.38	\$269,335.20
<p>Shanna reviewed the proposed FY2017 budget detailing the following changes:</p> <ul style="list-style-type: none"> <li>• Equipment Supplies &amp; Maintenance: decreased based trend and projected needs.</li> <li>• Utilities: decreased based on trend.</li> <li>• Telephone: decreased based on February trend, may need to be increased.</li> <li>• Streetlight Purchase/Maintenance: decrease to allow for 1 new streetlight.</li> <li>• Street Signs: decreased as the streets sign standardization has been completed.</li> <li>• Shop Equipment: was cut by \$900, but should allow for essentials.</li> <li>• Road Repair: Mayor Cronin advised that she asked Greg Braegger to come up with a list of his top 15 road projects. She advised with the City getting approximately \$180,000 each year the City is not able to even maintain roads let alone do projects. She said she asked Greg Braegger to use what funds he could in the current year to get as many projects as he can done. She said this includes repairing 2 large sections on 1200 West and a section of road by Three Mile Creek Elementary School (heading toward Promontory School). Mayor Cronin said that this year the City will plan to complete some crack seal and some repairs on 2325 South. She stated the monies not used in FY2016 will be carried over to FY2017. Mayor Cronin reported that the City also plans to put \$57,500 in a capital projects fund for the 1200 West South road project, and \$60,000 will be placed in a capital projects fund for the 1200 West North trail project, which will be saved overtime to meet the required matching funds for the grants that were recently awarded to the City. Mayor Cronin said that this uses saved monies really fast. If we want to be more proactive and do large projects. The City needs to be able to either save up funds over time or look at a different way to bring in additional revenues that would be restricted to road projects. She said that many communities are implementing a street maintenance fee, which funds are earmarked specifically for road projects. She asked the Council what they would like to do. Council Member Tueller asked how we inform the public. Mayor Cronin said the City can have a town hall meeting, put information in our newsletter and on Facebook. Council Member Tueller agreed that servicing the roads is important, but the challenge is getting the public to understand. Greg Westfall said that this is a problem that many communities are facing. He said that even if we use every cent of money we have on roads we would still fall short. He said many rural communities are going back to gravel or dirt roads because they do not have enough money to maintain paved streets. He said that we are at the point where we need to put more money toward keeping and maintaining our roads, especially because many of our roads were constructed all at the same time, therefore they are all going to need to be maintained at the same time. Greg Westfall reviewed different maintenance options i.e. chip seal, crack seal, overlay. He explained the maintenance needed depends on the age and condition of the road. Mayor Cronin said that if the City was to look at implementing a fee, we would work with an engineer that would put together project estimates over a 5 year period and come up with an appropriate fee that could be used along with B&amp;C road funds to complete the projects. Council Member Lewis asked what other cities have done to fund projects. Shanna said that you can raise property tax. Mayor Cronin said that you can use sales tax. She said that Provo, Fruit Heights, Pleasant View, and North Ogden have implemented a utility fee. Greg said the challenge is that taxes are general fund monies and can</li> </ul>			

<b>Streets (Cont'd.)</b>	<b>\$360,892.40</b>	<b>\$333,570.38</b>	<b>\$269,335.20</b>
<p>be used anywhere within the General Fund. Council Member Tueller and Lewis asked how much the average fee is. Greg said \$3 to \$5 a month. Mayor Cronin said if the City was to implement a \$5 fee it would generate approximately \$100,000 more a year for road projects. Council Member Lewis asked how to increase sales tax. Shanna said in order to generate more sales tax we would need more businesses. Greg explained that typically the sales tax rate is set by the State. Mayor Cronin said a City can change it a little bit, but the higher you increase sales tax the less competitive you become for commercial development. She said the way that Riverdale got so many businesses is by reducing their sales tax rate. If you want to encourage business to come, you do not want to increase your sales tax. Greg cautioned against depending on sales tax because that is what got cities in trouble during the onset of the recession. Council Member Lewis said he would be interested of looking at some preliminary estimates on what a tax increase could generate. Greg said that a property tax increase would require truth in taxation and we would need to meet the timeframe required by the State. Council Member Lewis advised that with a fee we would be charging all residents and they may not see any improvements on their roads for years.</p>			

1

<b>Animal Control</b>	<b>\$1,450.00</b>	<b>\$496.87</b>	<b>\$1,350.00</b>
<p>Shanna explained that the majority of this budget is shelter fees. There is a small amount for equipment. The budget was reduced based on projected need and trend.</p>			

<b>Fire</b>	<b>\$28,310.00</b>	<b>\$19,612.24</b>	<b>\$30,160.00</b>
<p>Shanna reviewed the proposed FY2017 she explained that the bulk of the budget is made up of the Brigham City Fire contract fee. There is some monies for fire bill write offs if needed. The budget was increased to allow additional C.E.R.T. money for:</p> <ul style="list-style-type: none"> <li>• Purchase of a C.E.R.T. Trailer.</li> <li>• Recognition dinner/items for volunteers.</li> </ul>			

2

3 **ITEM 2: ADJOURNMENT**

4 Mayor Cronin closed the work session.

5

6 The meeting adjourned at 6:55pm.

7

8

9

10

11 \_\_\_\_\_  
Susan Obray, City Recorder

\_\_\_\_\_  
Karen Cronin, Mayor

12

13

14

15

16 \_\_\_\_\_  
Shanna Johnson, Chief Deputy Recorder