



HIGHLAND CITY

HIGHLAND CITY COUNCIL AGENDA

Tuesday, May 2, 2023

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

VIRTUAL PARTICIPATION



YouTube Live: <http://bit.ly/HC-youtube>



Email comments prior to meeting: council@highlandcity.org

6:00 PM WORK SESSION – PARKS IMPACT FEE – *Lewis, Young, Robertson, & Burningham*

7:00 PM REGULAR SESSION

Call to Order – Mayor Kurt Ostler

Invocation – Council Member Scott L. Smith

Pledge of Allegiance – Council Member Sarah D. Petersen

1. UNSCHEDULED PUBLIC APPEARANCES

Please limit comments to three minutes per person. Please state your name.

2. PRESENTATION/DISCUSSION (7:10 pm - 20 min)

- a. [Parks Division Operations Building](#) – *Alan Shurtliff and Chad Poulson, Pontis Architectural Group/Andy Spencer, City Engineer/Public Work Director*
Alan Shurtliff and Chad Poulson will present options for the construction of the Parks Maintenance Building. The City Council will discuss the architectural concept options for the Parks Maintenance Building. The Council will take no action as this will be a discussion item only.

3. CONSENT ITEMS (7:30 pm - 5 min)

Items on the consent agenda are of a routine nature or have been previously studied by the City Council. They are intended to be acted upon in one motion. Council members may pull items from consent if they would like them considered separately.

- a. [Approval of Meeting Minutes](#) *General City Management – Stephannie Cottle, City Recorder*
Regular City Council Meeting - February 21, 2023, City Council Work Session - March 14, 2023, and Regular City Council Meeting - March 21, 2023
- b. [ACTION: Final Plat - Abbies Acres](#) *Land Use (Administrative) - Kellie Smith, Planner & GIS Analyst*

The City Council will consider a request by Corey Jones, representing Bon-Co Real Estate, LLC for final plat approval of a 6-lot subdivision located at approximately 4922 W 11000 N. The City Council will take appropriate action.

4. **PUBLIC HEARING/ORDINANCE: PLANNED DEVELOPMENT MAJOR AMENDMENT - APPLE CREEK/TEN700** *Planned Development Update (Legislative) Kellie Smith - Planner & GIS Analyst (7:35 pm - 20 min)*
The City Council will hold a public hearing to consider a proposal by Todd Amberry representing Hillwood Homes at Ten Seven Hundred LLC to create an encroachment allowance allowing for a roof overhang and other similar encroachments onto adjacent private lots in the Apple Creek Planned Development. The City Council will take appropriate action.
5. **ACTION: ZONING APPROVAL - BLISS BEAUTY LOUNGE, LLC** *Land Use (Administrative) - Kellie Smith, Planner & GIS Analyst (7:55 pm - 5 min)*
The City Council will consider a request by Garon Larson to allow Bliss Beauty Lounge, LLC—a business offering facials, makeup, and hair styling services—as a permitted use in the Residential Professional Zone. The City Council will take appropriate action.
6. **ACTION: PRELIMINARY PLAT - WILLIAMS VIEW** *Land Use (Administrative) - Kellie Smith, Planner & GIS Analyst (8:00 pm - 20 min)*
The City Council will hold a public meeting to consider a request by Chris Howden for preliminary plat approval of a 14-lot subdivision in the R-1-40 Zone located at approximately 11240 N 6000 W. The City Council will take appropriate action.
7. **PUBLIC HEARING: FY2023-2024 OPEN SPACE TENTATIVE BUDGET** *General City Management - Tyler Bahr, Finance Director (8:20 pm - 10 min)*
The City Council will consider the FY2023 tentative budget for the Highland Open Space Special Service District. The Council, acting as Highland Open Space Special Service District Board, will take appropriate action.
8. **ACTION: APPROVAL OF FY2024 LONE PEAK PUBLIC SAFETY DISTRICT BUDGET** *General City Management - Tyler Bahr, Finance Director (8:30 pm - 10 min)*
The City Council will consider the FY2024 tentative budget for Lone Peak Public Safety District (“the District”). The Council will take appropriate action.
9. **PUBLIC HEARING: FY2023-2024 (FY2024) TENTATIVE BUDGET** *General City Management - Tyler Bahr, Finance Director (8:40 pm - 10 min)*
The City Council will consider the FY2024 tentative budget. The Council will take appropriate action.
10. **PUBLIC HEARING/ORDINANCE: HIGHLAND/LEHI BOUNDARY ADJUSTMENT** *Land Use (Legislative) - Stephannie Cottle, City Recorder (8:50 pm - 5 min)*
The City Council will hold a public hearing and consider the adoption of an ordinance adjusting the common boundaries between Highland City and Lehi City. The Council will take appropriate action.

11. **PUBLIC HEARING/ORDINANCE: TEXT AMENDMENT - FENCES**

Development Code Update (Legislative) - Kellie Smith, Planner & GIS Analyst (8:55 pm - 10 min)

The City Council will hold a public hearing to consider a proposal by Highland City Staff to amend Chapter 3-612 Fences, Retaining Walls, Theme and Screen Walls in the Development Code relating to municipal fencing, how fence height is measured, and adjusting fence design requirements adjacent to trail corridors. The City Council will take appropriate action.

12. **RESOLUTION: INTERLOCAL AGREEMENT FOR EVERBRIDGE MASS NOTIFICATION SYSTEM**

General City Management - Erin Wells, City Administrator (9:05 pm - 10 min)

The City Council will hold a public meeting to consider approving the interlocal agreement with Utah County and several cities within Utah County regarding the use of the Everbridge mass notification system.

13. **EXPEDITED**

a. **PUBLIC HEARING/ORDINANCE: Text Amendment - Storm Drainage**

Development Code Update (Legislative) - Kellie Smith, Planner & GIS Analyst (9:15 pm - 5 min)

The City Council will hold a public hearing to consider a proposal by Highland City Staff to amend Section 5-9-105 Storm Drainage in the Development Code to update regulations regarding drainage being directed toward the right-of-way. The City Council will take appropriate action.

14. **MAYOR/COUNCIL AND STAFF COMMUNICATION ITEMS**

The City Council may discuss and receive updates on City events, projects, and issues from the Mayor, City Council members, and city staff. Topics discussed will be informational only. No final action will be taken on communication items.

a. **Water Conservation Ordinance** - Kellie Smith, Planner & GIS Analyst (9:20 pm - 10 min)

b. **Fiber Next Steps Discussion** - Rob Patterson, City Attorney and Jay Baughman, Assistant City Administrator/Community Development Director (9:30 pm - 10 min)

c. **North Pointe Solid Waste Special Service District** - Council Member Scott L. Smith (9:40 pm - 5 min)

d. **Flooding Update** - Andy Spencer, City Engineer/Public Works Director (9:45 pm - 10 min)

e. **Alpine Food Storage Update** - Kurt Ostler, Mayor (9:55 pm - 10 min)

f. **Future Meetings (10:05 pm - 5 min)**

- May 10, Lone Peak Public Safety District Board Meeting, 7:30 am, City Hall
- May 10, Budget Open House, 5:00 pm, City Hall
- May 16, City Council Work Session & Regular Meeting, 7:00 pm, City Hall
- May 17, Community Budget Presentation, 6:00 pm, City Hall
- May 23, Planning Commission Meeting, 7:00 pm, City Hall

15. CLOSED SESSION

The City Council may recess to convene in a closed session to discuss items, as provided by Utah Code Annotated §52-4-205.

ADJOURNMENT

In accordance with Americans with Disabilities Act, Highland City will make reasonable accommodations to participate in the meeting. Requests for assistance can be made by contacting the City Recorder at (801) 772-4505 at least three days in advance of the meeting.

ELECTRONIC PARTICIPATION

Members of the City Council may participate electronically during this meeting.

CERTIFICATE OF POSTING

I, Stephannie Cottle, the duly appointed City Recorder, certify that the foregoing agenda was posted at the principal office of the public body, on the Utah State website (<http://pmn.utah.gov>), and on Highland City's website (www.highlandcity.org).

Please note the order of agenda items are subject to change in order to accommodate the needs of the City Council, staff and the public.

Posted and dated this agenda on the 27th of April, 2023.

Stephannie Cottle, CMC, City Recorder

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



CITY COUNCIL AGENDA REPORT

ITEM #2a

DATE: May 2, 2023
TO: Honorable Mayor and Members of the City Council
FROM: Andy Spencer, PE
Public Works Director/ City Engineer
SUBJECT: DISCUSSION: Parks Division Operations Building
TYPE: GENERAL CITY MANAGEMENT

PURPOSE:

The City Council will discuss the architectural concept options for the Parks Division Operations Building. The Council will take no action as this will be a discussion item only.

STAFF RECOMMENDATION:

Staff recommends City Council discuss the architectural concept design options for the new Parks Division Operations Building.

PRIOR COUNCIL DIRECTION:

On March 7, 2023, Council approved the architectural contract for the Parks Division Operations Building to Pontis Architectural Group. Council requested that the two concept designs be brought for review before moving forward with the next phase of the project design.

BACKGROUND:

With the direction of City Council, staff moved forward with the design contract with Pontis to prepare designs for the Parks Maintenance Building at the selected site. The design is now at the concept phase and needs Council direction before moving forward to the next phase of the project.

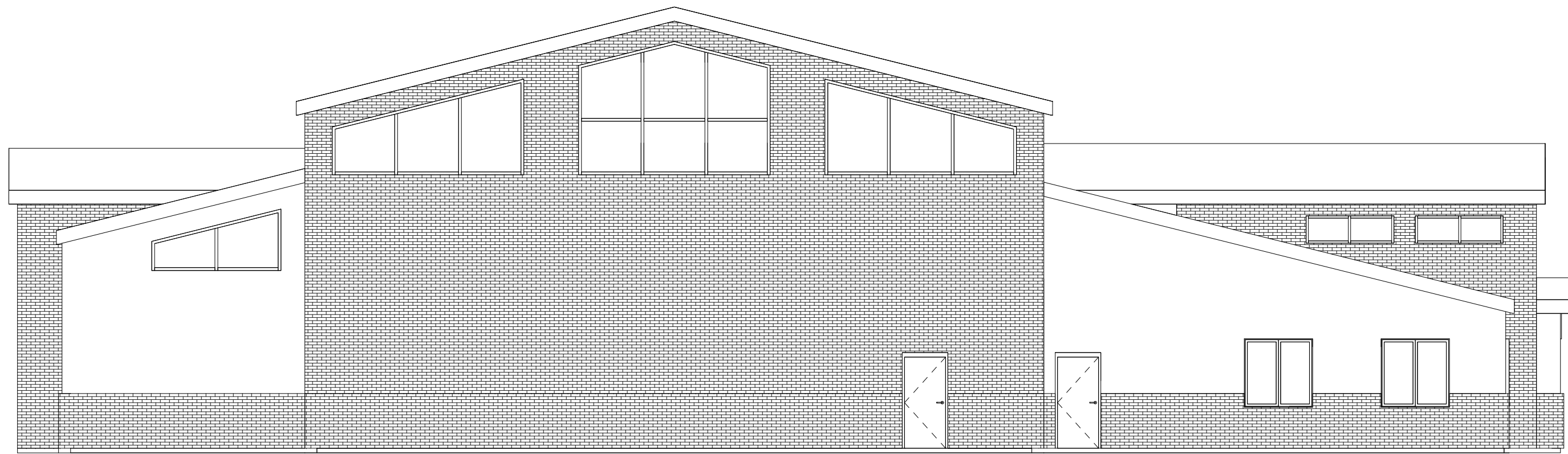
FISCAL IMPACT:

An estimate for each concept from a contractor will be ready by the date of the Council meeting. It will be shared with the Council at that time.

ATTACHMENTS:

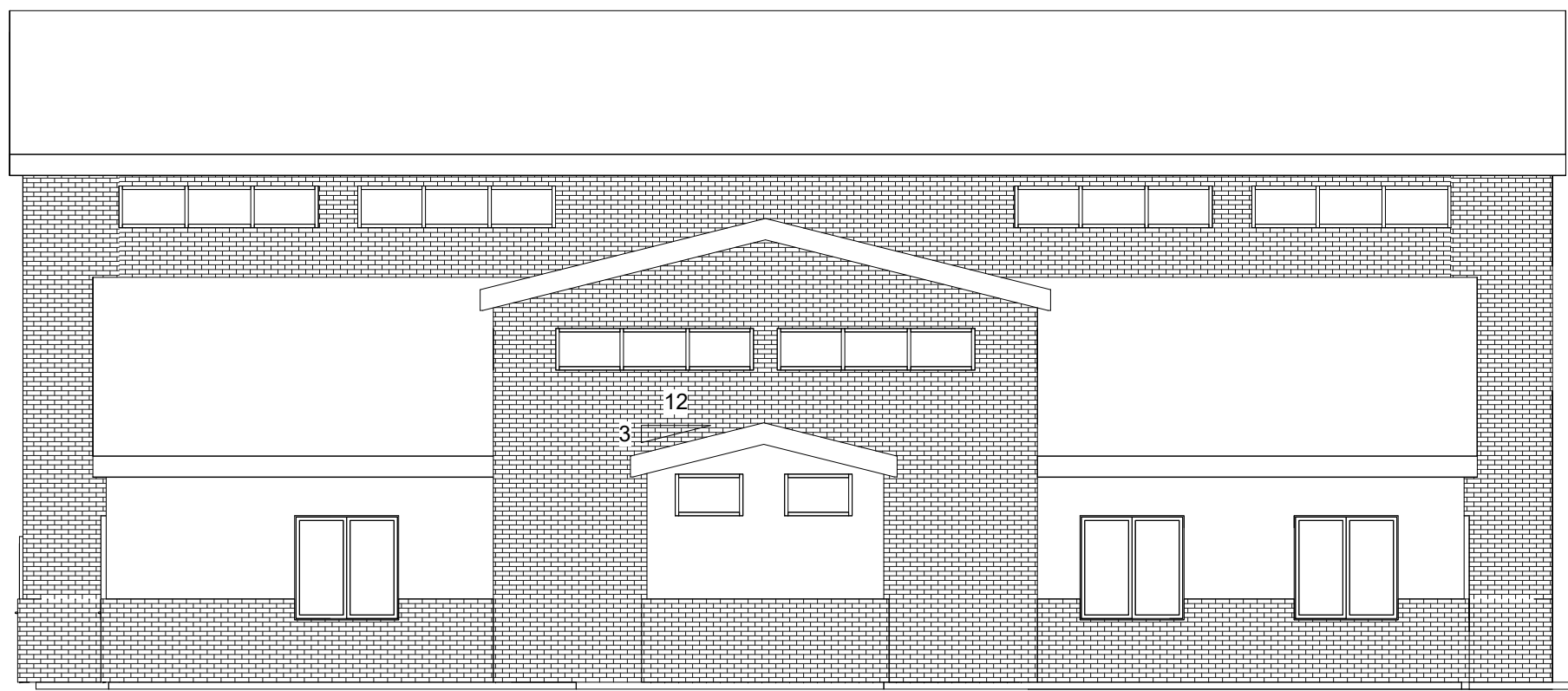
1. Option 1: Custom Timber Framed Brick and Stucco Building
2. Option 2: Pre-Manufactured Metal Building

OPTION 1: CUSTOM TIMBER FRAMED BRICK AND STUCCO BUILDING



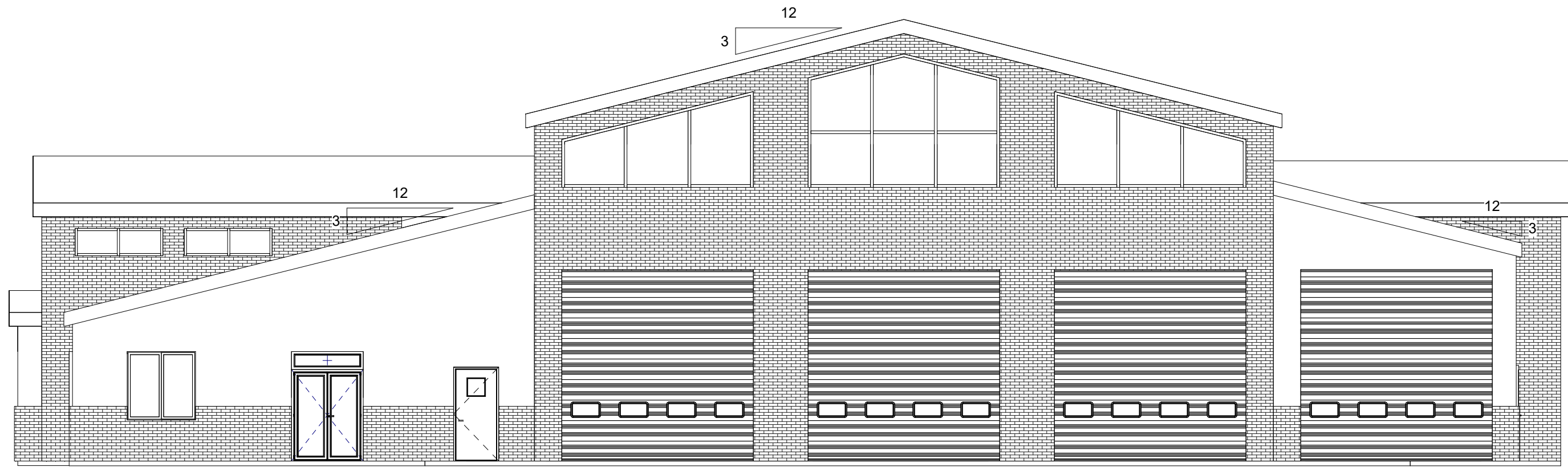
- 124'-6" TOP BEARING PLATE
- 118'-0" BEARING PLATE
- 110'-0" SECOND FLOOR PLAN
- 100'-0" MAIN FLOOR PLAN
- 94'-0" LAYOUT PLAN

SOUTH
1/8" = 1'-0" **7**



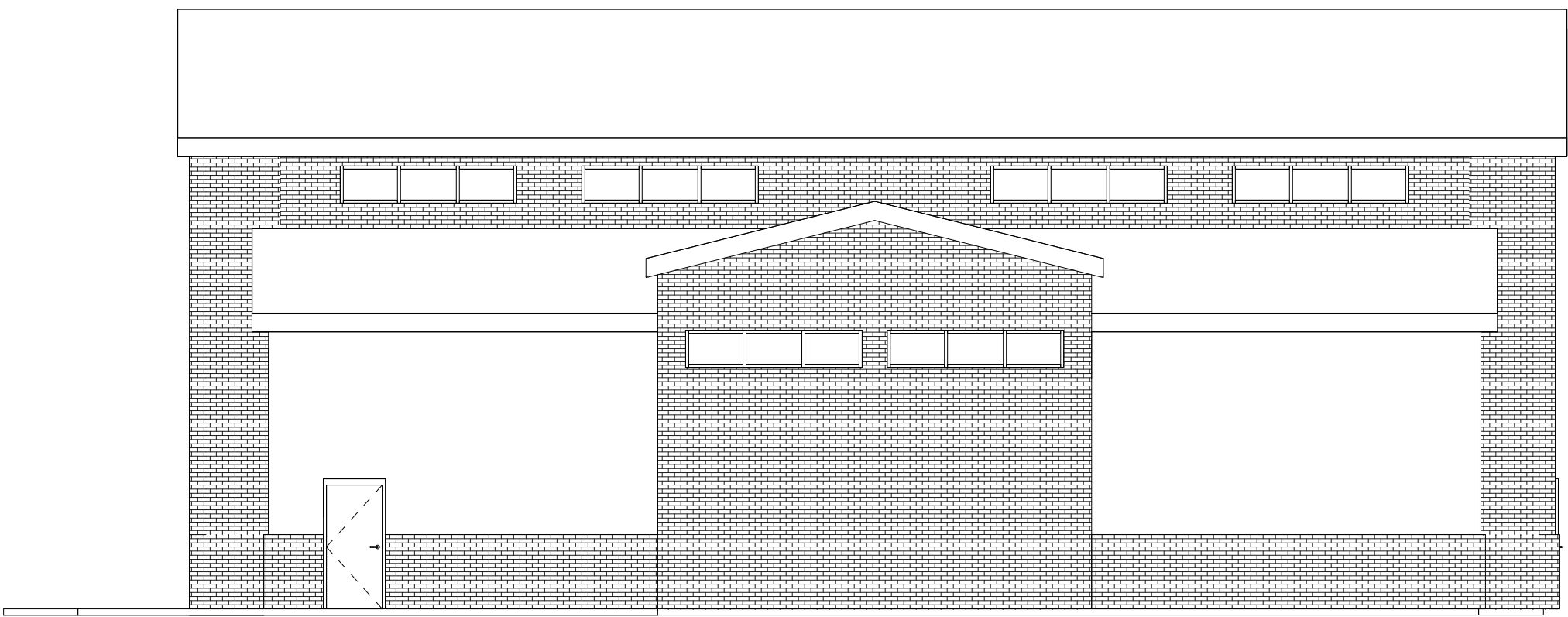
- 124'-6" TOP BEARING PLATE
- 118'-0" BEARING PLATE
- 110'-0" SECOND FLOOR PLAN
- 100'-0" MAIN FLOOR PLAN
- 94'-0" LAYOUT PLAN

SIDE ELEVATION
1/8" = 1'-0" **5**



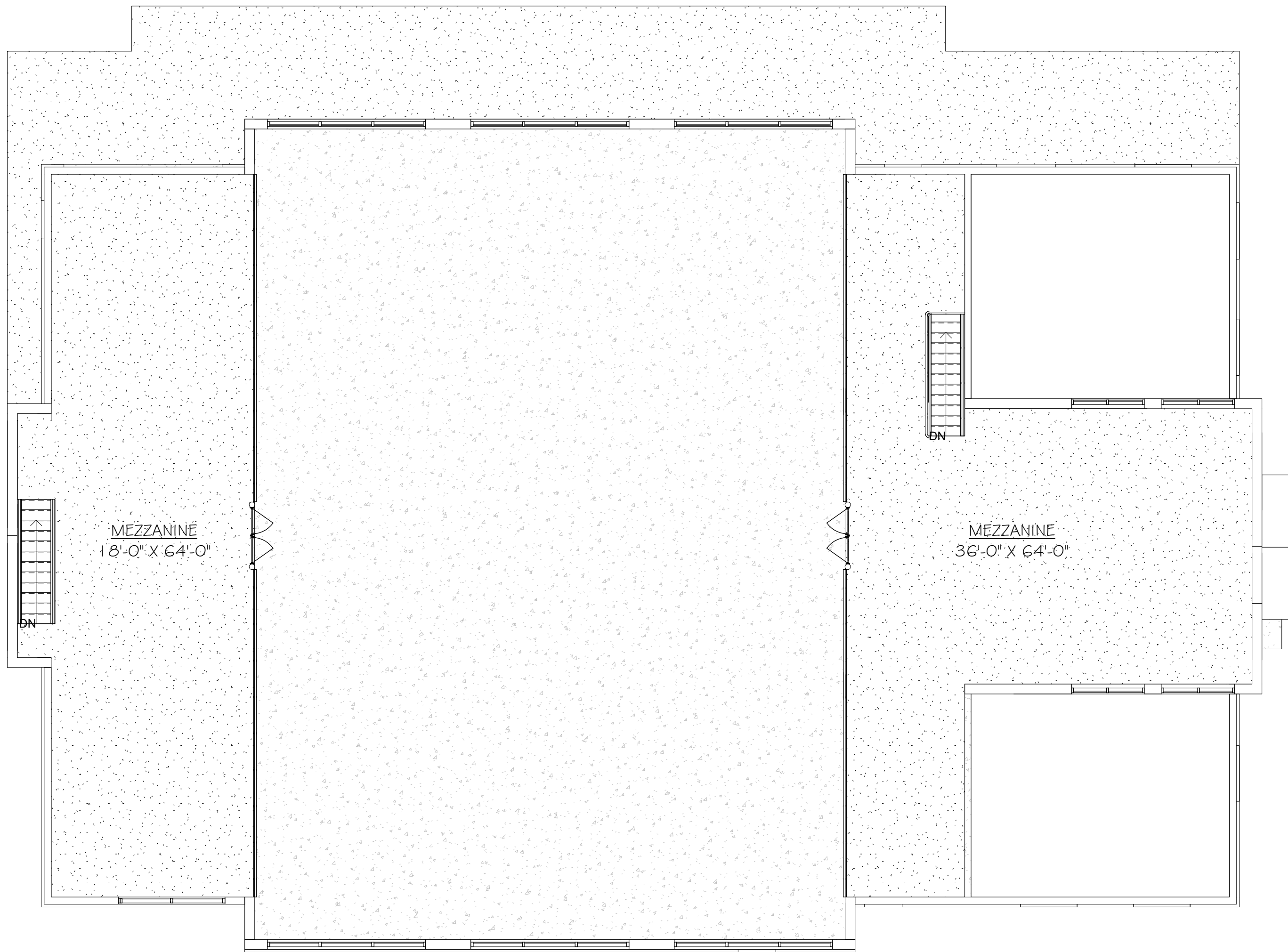
- 124'-6" TOP BEARING PLATE
- 118'-0" BEARING PLATE
- 110'-0" SECOND FLOOR PLAN
- 100'-0" MAIN FLOOR PLAN
- 94'-0" LAYOUT PLAN

FRONT ELEVATION
1/8" = 1'-0" **4**

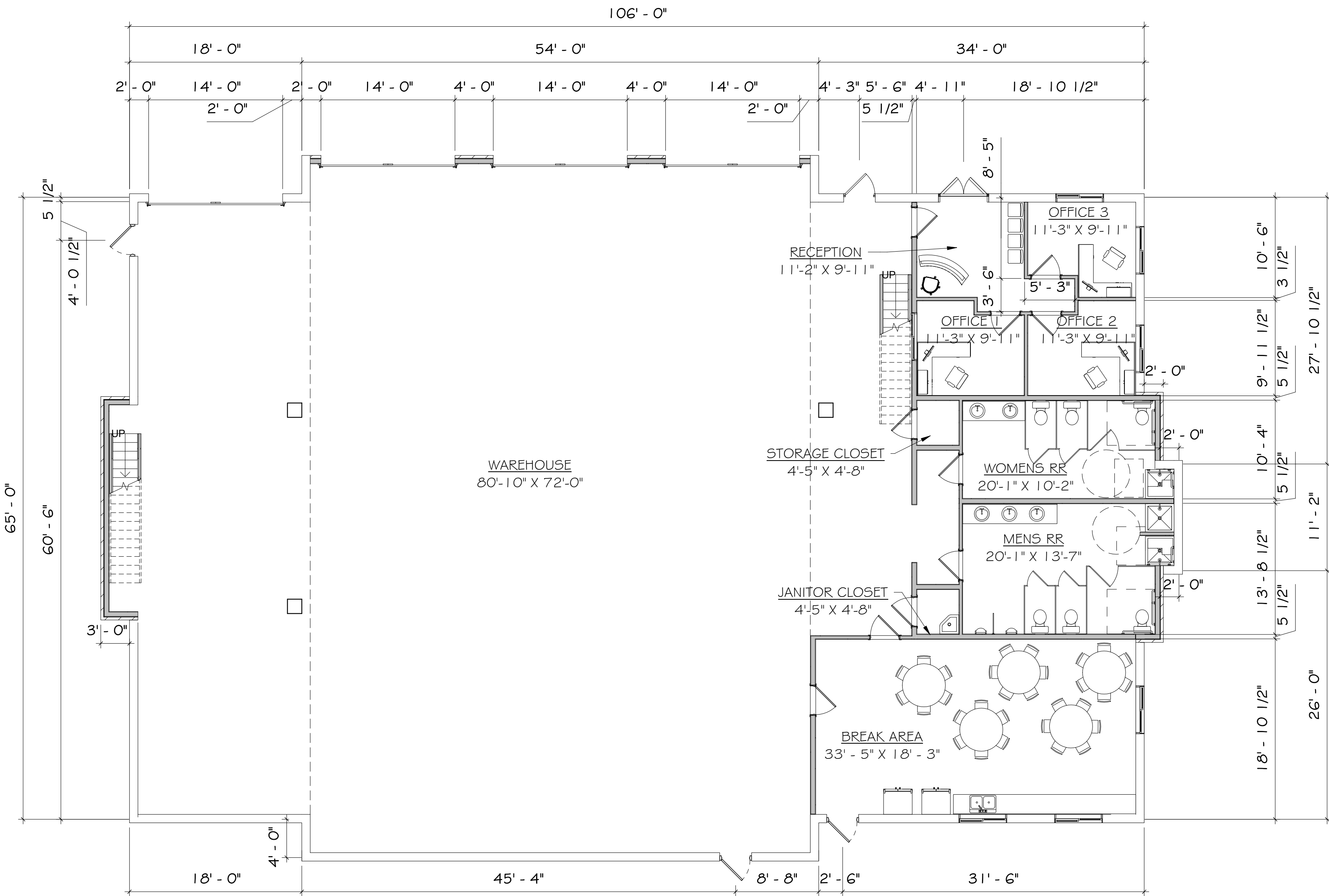


- 124'-6" TOP BEARING PLATE
- 118'-0" BEARING PLATE
- 110'-0" SECOND FLOOR PLAN
- 100'-0" MAIN FLOOR PLAN
- 94'-0" LAYOUT PLAN

SIDE ELEVATION
1/8" = 1'-0" **3**



MEZZANINE PLAN
1/8" = 1'-0" **2**



FRAMED BUILDING OPTION FLOOR PLAN
1/8" = 1'-0" **1**

REVISION	DATE

CONSULTANT:

CONTRACTOR:

PROJECT NAME:
**HIGHLAND CITY
RECREATION BUILDING**
Enter address here

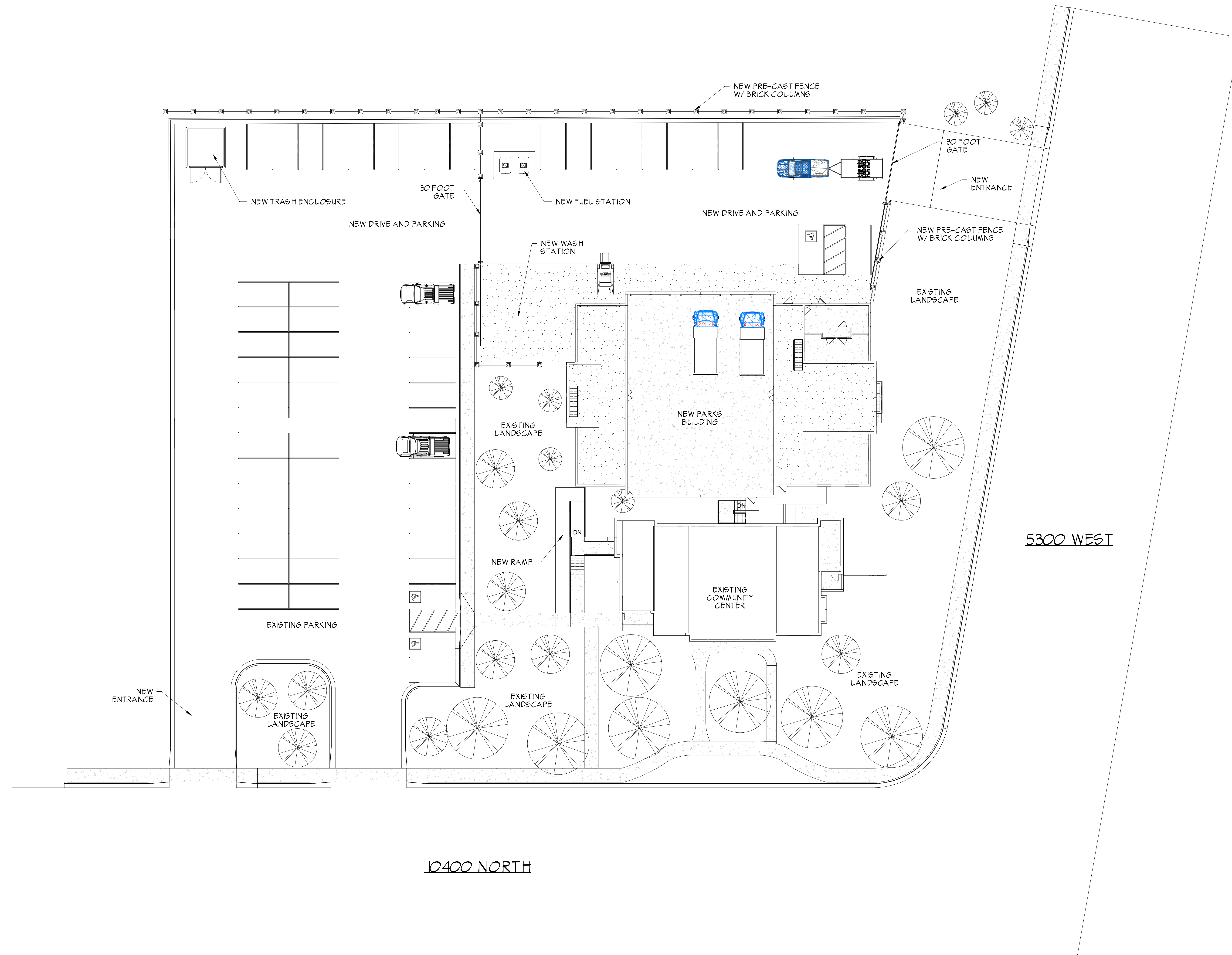
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SEAL:

DRAWING NAME:
**FRAMED
BUILDING
OPTION**

DRAWN BY:	AV
CHECKED BY:	AS
DATE:	APRIL 2023
PROJECT #:	2307

A1.1



△	REVISION	DATE

CONSULTANT:

CONTRACTOR:

PROJECT NAME:
Project Name

Enter address here

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SEAL:

DRAWING NAME:
**FRAMED
BUILDING
OPTION
SITE PLAN**

DRAWN BY: AV

CHECKED BY: AS

DATE: APRIL 2023

PROJECT #: 2307





HIGHLAND
CITY



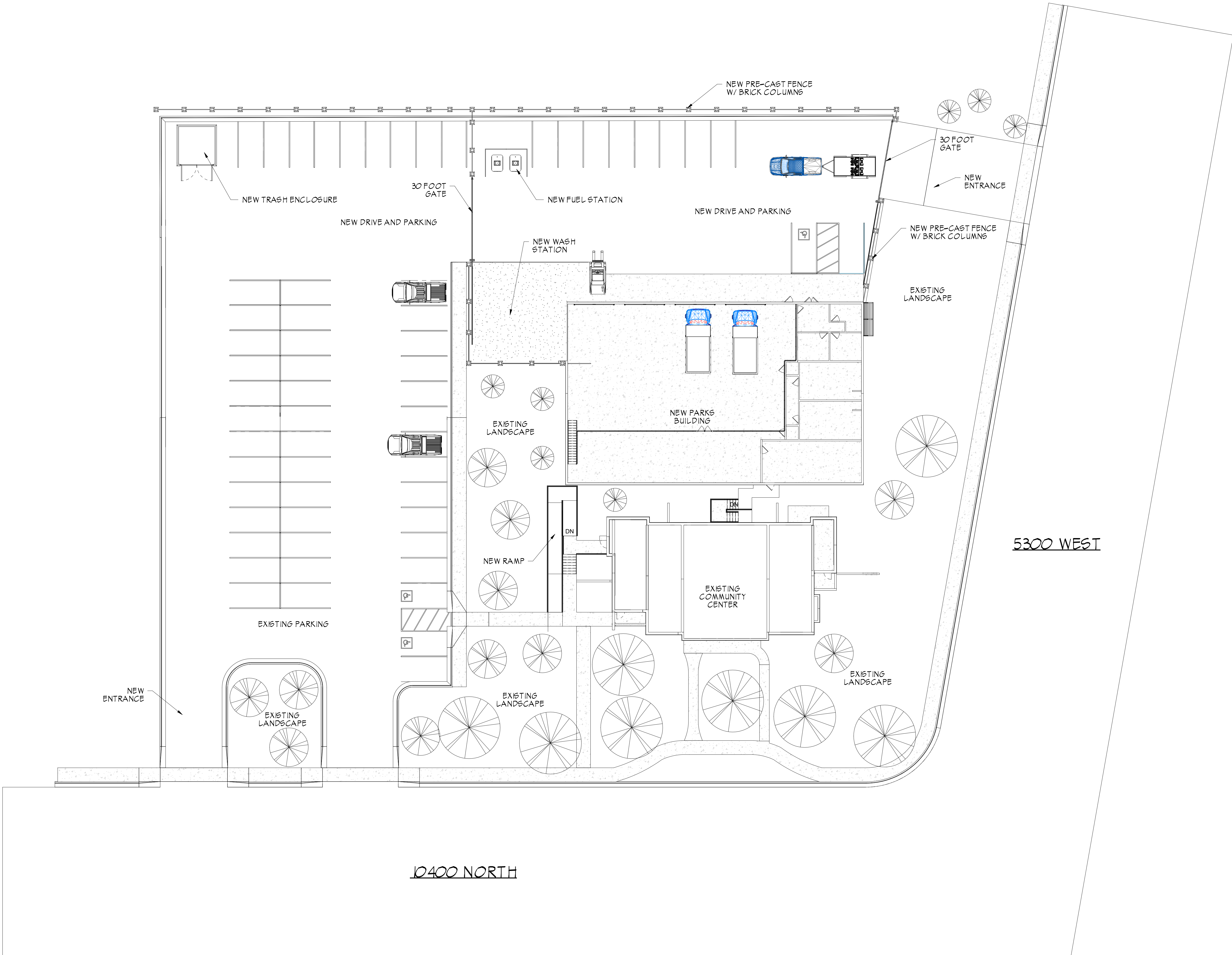








OPTION 2: PRE-MANUFACTURED METAL BUILDING



REVISION	DATE

CONSULTANT:

CONTRACTOR:

PROJECT NAME:
Project Name

Enter address here

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SEAL:

DRAWING NAME:
**PRE-
MANUFACTURED
BUILDING
OPTION
SITE PLAN**

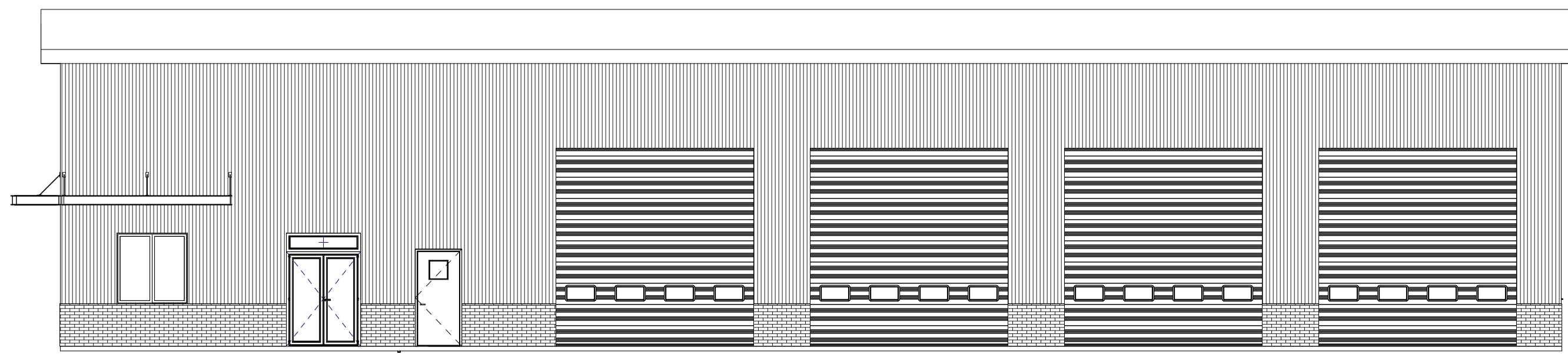
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DATE: APRIL 2023

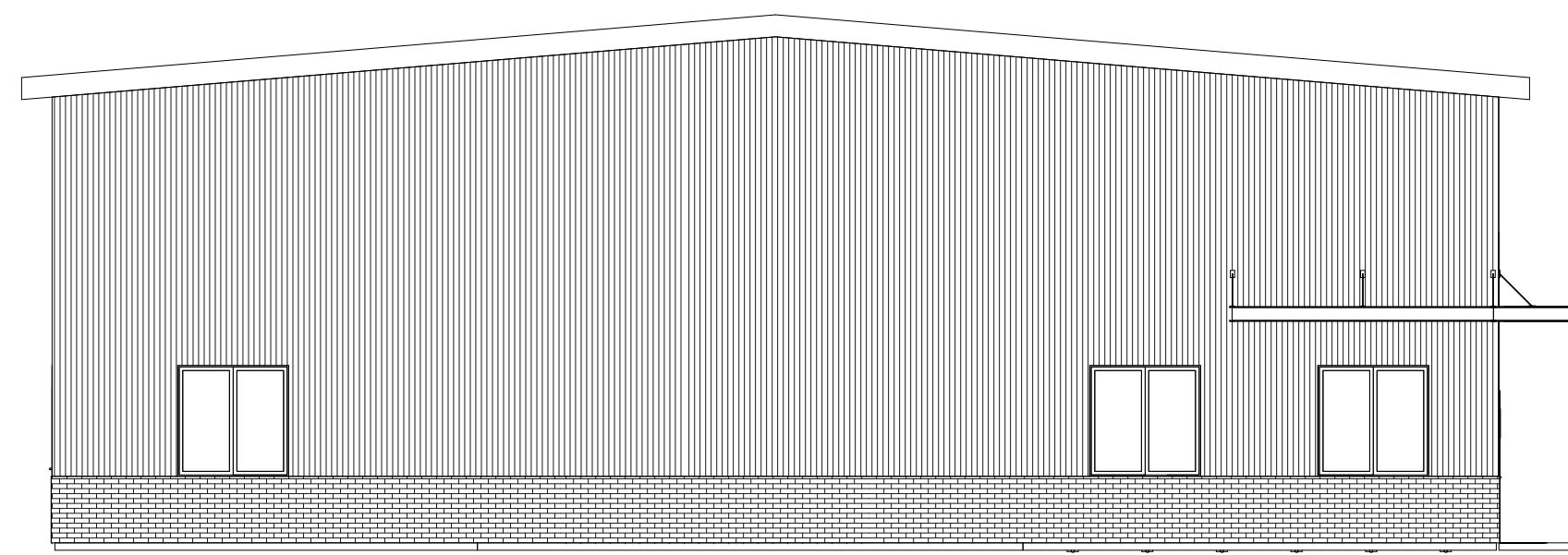
PROJECT #: 2307

PRINT DATE: 4/25/2023 4:00:27 PM



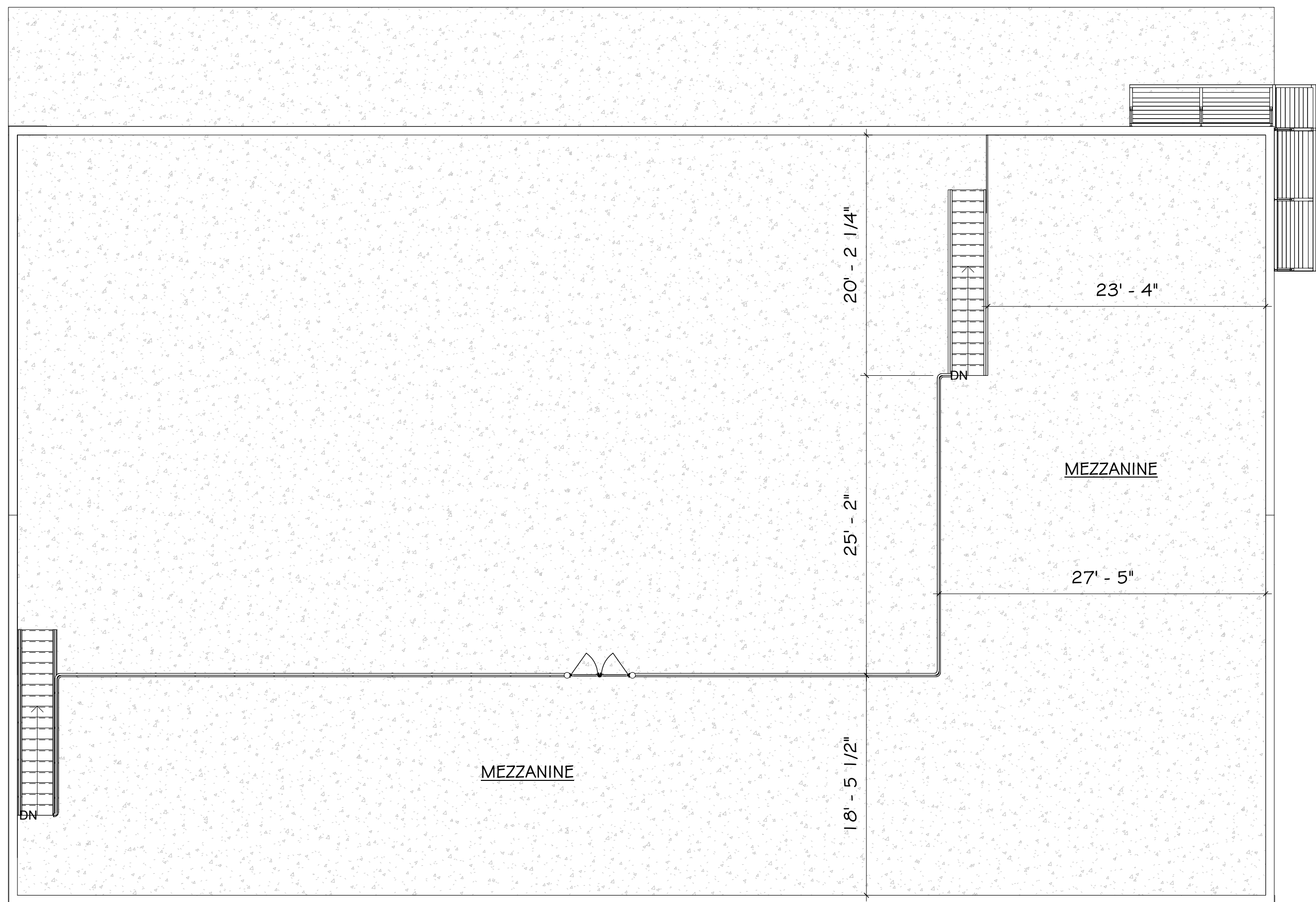
- 120'-0" BEARING PLATE
- 110'-0" SECOND FLOOR PLAN
- 100'-0" FIRST FLOOR

FRONT ELEVATION
1/8" = 1'-0" 4

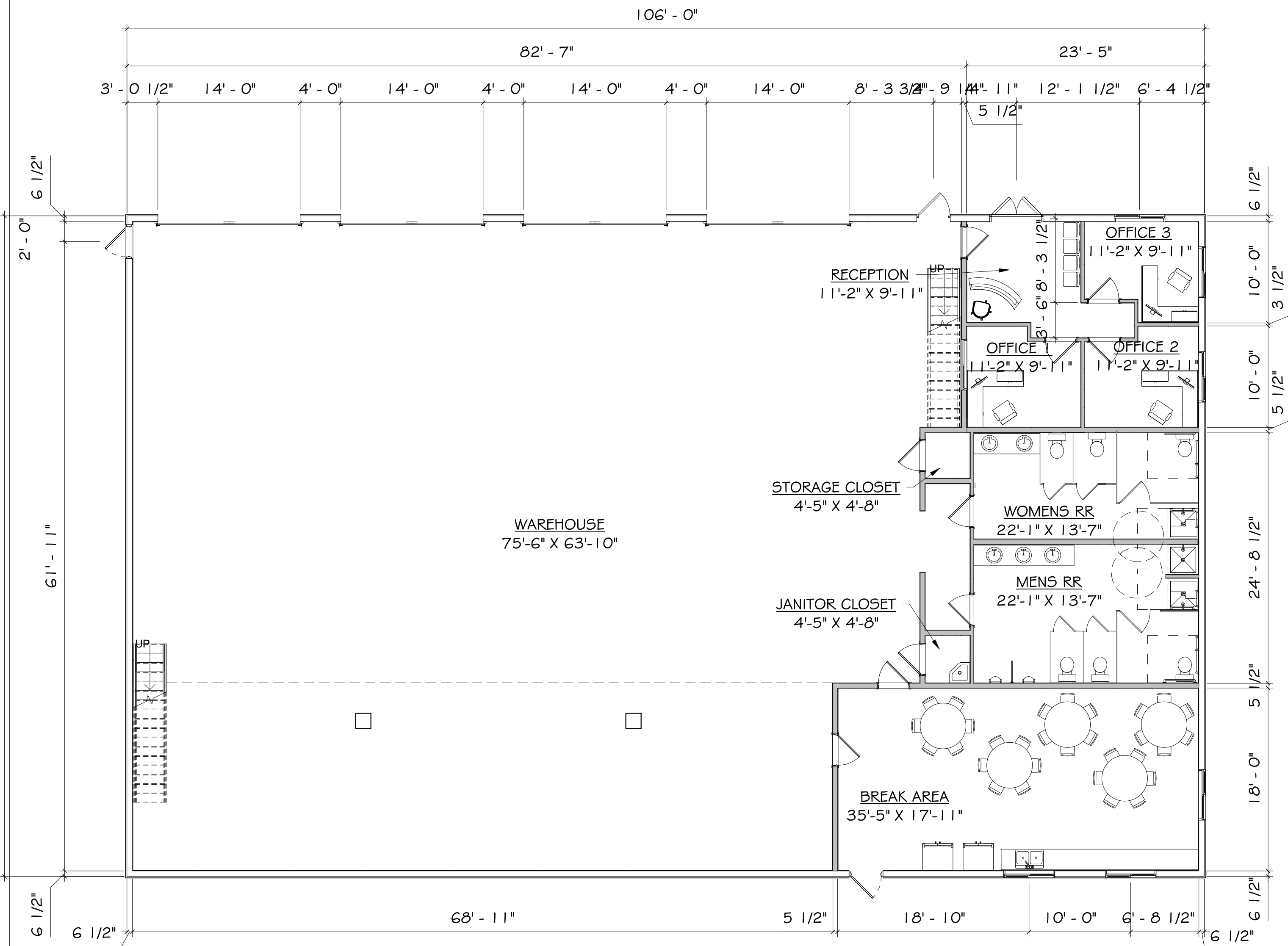


- 120'-0" BEARING PLATE
- 110'-0" SECOND FLOOR PLAN
- 100'-0" FIRST FLOOR

SIDE ELEVATION
1/8" = 1'-0" 3



MEZZANINE PLAN
1/8" = 1'-0" 2



PREMANUFACTURED BUILDING OPTION FLOOR PLAN
1/8" = 1'-0" 1

CONSULTANT:

CONTRACTOR:

PROJECT NAME:
HIGHLAND CITY
RECREATION BUILDING

Enter address here

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SEAL:

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BUILDING
OPTION

DRAWN BY: AV

CHECKED BY: AS

DATE: APRIL 2023

PROJECT #: 2307

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△	REVISION	DATE





HIGHLAND
CITY













HIGHLAND CITY

HIGHLAND CITY COUNCIL MINUTES

Tuesday, February 21, 2023

Waiting Formal Approval

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

VIRTUAL PARTICIPATION



YouTube Live: <http://bit.ly/HC-youtube>



Email comments prior to meeting: council@highlandcity.org

6:00 PM WORK SESSION – TRAFFIC CALMING TOOLBOX

The meeting was called to order by Mayor Kurt Ostler as a work session at 6:06 pm. The meeting agenda was posted on the *Utah State Public Meeting Website* at least 24 hours prior to the meeting.

PRESIDING: Mayor Kurt Ostler

COUNCIL MEMBERS

PRESENT: Timothy A. Ball, (arrived at 6:19 pm), Brittney P. Bills, Kim Rodela, Sarah D. Petersen, Scott L. Smith

CITY STAFF PRESENT: City Administrator Erin Wells, City Attorney Rob Patterson, City Recorder Stephanie Cottle, Planner and GIS Analyst Kellie Smith, City Engineer/Public Works Director Andy Spencer, Fire Chief Brian Patten, Police Chief Brian Gwilliam

OTHERS PRESENT: Jon Hart, Shaun Seager, Jeremy Searle

City Engineer/Public Works Director Spencer reported the Council recently approved a contract with Wall Consulting Group (WCG) for development of a “Traffic Calming/Pedestrian Safety Toolbox”; this a manual including a process for evaluating requests for traffic calming measures and improvements of pedestrian safety throughout the community. The intent is to maximize the City’s available resources for traffic calming because it is not possible to install traffic calming tools at each intersection. He introduced members of the WCG consultant team, Jeremy Searle and Shaun Seager, and noted they are present to solicit feedback from the Council regarding their vision for traffic calming in the City. The feedback provided tonight will be combined with the feedback that has already been provided by City Administration and staff in order to begin formulating the study and proposed process.

Mr. Searle discussed the benefits of a Traffic Calming Toolbox and the scope of work that WCG will follow to develop a proposal for Council consideration. He noted that residents are interested in traffic calming, but often the loudest group gets the most attention. The purpose of a Toolbox is to provide the Council the ability to look at the entire City and use resources correctly; WCG has worked with other cities as well as the Utah Department

of Transportation (UDOT) on these types of projects, with the goal of achieving traffic calming and minimizing the public entity's liability. He noted WCG will define a process and standards that fit Highland City and give the City the ability to prioritize requests for traffic calming projects.

Mr. Seager indicated that WCG has met with public safety officials to try to understand how emergency services are delivered in the City; this information is needed to avoid installing significant traffic calming devices on routes that are used for emergency response because such devices can slow down the response or create dangers for other motorists or pedestrians. He then provided a comparison of active and passive traffic calming devices; active is something that is installed within the actual roadway, such as a speed hump/table or necked in road shoulders. Passive devices are signage, symbols, or education methods.

Council Member Ball arrived at 6:19 p.m.

Mr. Seager then used the aid of a PowerPoint presentation to discuss various types of passive and active traffic calming tools, including different types of signs, pavement speed limit marking, optical speed bars, chevrons, striping narrower lanes, landscaping/landscaped median island, crosswalks, enforcement, education, curb extensions, raised intersections or crosswalks, roundabouts, traffic circles, chicanes, diagonal diverters, rumble strips, and speed humps/bumps. He also touched briefly on the pros and cons of a few of the devices, after which he noted that staff has provided input regarding the measures they felt were acceptable and those that were not. Unacceptable measures included diagonal diverters, rumble strips, and speed humps/bumps. Acceptable measures included roundabouts, neckdowns, chicanes, raised crosswalks, curb extensions, and medians. Mr. Spencer added that not only do speed humps hinder response times for emergency vehicles, but they are problematic for transport vehicles that are delivering someone to a hospital.

Council Member Smith stated he would be interested to hear what American Fork feels about the speed bumps in Cedar Hills on the east end of Canal Boulevard. He stated that would likely be an emergency services route. He noted that Highland citizens are asking for speed humps on the west end of Canal Boulevard and he would be interested to know if American Fork has heard of problems with the speed humps. Mr. Seager stated he can reach out to American Fork officials as part of the study to determine if they have had issues with the speed humps. Mr. Searle added that it is correct that residents often ask for speed humps as a traffic calming measure, but they are generally not very popular once they have been installed. He cited a situation in Park City where speed humps were installed and later removed because of the issues they created for snow plows and individual drivers who were experiencing vehicle damage caused by the humps. Council Member Smith stated he understands that has occurred, but indicated he would still be interested to hear American Fork's experience. Mr. Searle stated that WCG will reach out to American Fork Police and Fire Chiefs.

Council Member Smith then referenced the section of Canal Boulevard where there are three lanes and the third lane is used for people to pass other vehicles on the outside, often breaking the speed limit. He stated that he understands the lane is needed for turning vehicles, but it is often used for other purposes that are dangerous. Mr. Seager agreed that behavior is problematic and WCG can analyze Canal Boulevard in greater depth to determine where speeding is occurring and the treatments that can be used to address that behavior. Mr. Searle stated that a planted median along the road may be a great solution because it would still leave areas open for turn pockets at intersections, but it would eliminate that third lane on longer stretches to prevent people from passing on the left. Council Member Smith stated that he does want to maintain wider shoulders for bike lanes and he asked that bike lanes be taken into consideration when the toolbox is being drafted.

Mayor Ostler stated the City currently has medians on Alpine Highway and Highland Boulevard and he asked if the presence of those medians has impacted the number of vehicle accidents that occur there. Police Chief Gwilliam stated that he was initially not a fan of medians, but he has grown to appreciate them. However, he is not sure that they have affected traffic accidents; they have been in place for 20 years and the population has

grown a great deal in that time and it would be hard to define the impact that they have had on traffic calming. Mayor Ostler stated that the reason he asks about medians is that the City will have the opportunity to participate in the design of the section of Highland Boulevard that will run through Lehi; there are medians on the roadway and the Council should consider whether to extend medians along the new section of the road as well. Chief Gwilliam stated that any tool that results in a narrower roadway will slow traffic.

Mr. Searle then stated that Canal Boulevard will be one of WCG's case study roads and they will be making specific recommendations for that road.

Mr. Seager then continued his review of the slides containing information regarding various types of traffic control mechanisms. There was discussion about some of the tools that are already present in the City and the experience staff and the public have had with those tools thus far. Additional high level discussion among the Mayor, Council, and WCG representatives centered on the manner in which roads are classified, how speed limits are set, and the resident application process involved with a "Traffic Calming Toolbox".

Mayor Ostler then asked what other cities have worked with WCG to create a "Traffic Calming Toolbox" and if they have implemented a fee that a resident must pay to request a traffic calming project. Mr. Searle stated that WCG has worked with American Fork, Salem, and West Point cities. Salem and West Point's programs are fairly new and they do require an application and a fee for the city to consider the traffic calming request. The fees are fairly small, as low as \$25.

Council Member Bills asked if WCG has worked with cities where residents have offered to pay for a traffic calming device if the city will approve it. Mr. Searle stated that in Tucson, Arizona a neighborhood can install a traffic calming device, but they must receive city approval before moving forward. Council Member Bills stated it seems that type of program would free up other money for other needs in the community. Council Member Rodela agreed, but noted that not all neighborhoods would be able to afford a traffic calming project. Mayor Ostler agreed and stated that there are areas where it makes more sense for the City to handle the traffic calming.

Mr. Searle concluded by thanking the Mayor and Council for their attention this evening and reiterated the work to be performed by WCG to develop access and management standards for Highland City, involving a case study on Canal Boulevard.

The Work Session adjourned at 7:00 p.m.

7:00 PM REGULAR SESSION

Call to Order – Mayor Kurt Ostler

Invocation – Linda Walton

Pledge of Allegiance – Council Member Scott L. Smith

The meeting was called to order by Mayor Kurt Ostler as a regular session at 7:12 pm. The meeting agenda was posted on the *Utah State Public Meeting Website* at least 24 hours prior to the meeting. The prayer was offered by Linda Walton and those in attendance were led in the Pledge of Allegiance by Council Member Scott L. Smith.

PRESIDING: Mayor Kurt Ostler

COUNCIL MEMBERS

PRESENT: Brittney P. Bills, Timothy A. Ball, Kim Rodela, Sarah D. Petersen, Scott L. Smith

CITY STAFF PRESENT: City Administrator Erin Wells, City Attorney Rob Patterson, City Recorder Stephannie Cottle, Finance Director Tyler Bahr, Planner and GIS Analyst Kellie Smith, City Engineer/Public Works Director Andy Spencer, Police Chief Brian Gwilliam, Fire Chief Brian Patten, Communications Coordinator Lina Costa Olsen

OTHERS PRESENT: Jon Hart, Linda Walton, Grant Johnson, Rich & Noelle Henderson, Steven Rowley, Wendell Jung

1. UNSCHEDULED PUBLIC APPEARANCES

Please limit comments to three minutes per person. Please state your name.

Grant Johnson expressed his opposition to City's recent licensure of Alpine Food Storage. Over 10 years ago his family spent two and a half months at Primary Children's Hospital after his son was involved in an accident that resulted in severe injuries to his arms, legs, back, internal organs, and his brain; somehow, he survived the accident. Mr. Johnson asked the Mayor and Council to consider a hypothetical scenario involving one of their neighbors placing a 2,000 square foot industrial warehouse in their backyard; their entire backyard would be concrete and the building would include a loading dock. A giant circus tent would be placed in their front yard for retail customers and heavy equipment would be permanently stored in their yard in violation of City ordinances. There would be two 12-foot flat bed trailers, three box trailers, three or four large box trucks, three skid steers – one used as a forklift, and two mini track hoes. Instead of maintaining the sidewalk in front of the home, the neighbor would replace it with compacted gravel for customer parking in front of the home and other homes on the street. There would also be an increase in heavy truck traffic to and from the home on the streets near where kids are playing. He asked the Mayor and Council to think what their response to this request would be and how they would feel if the neighbor proceeded with making the changes to his property after being told not to by the City. He asked the Mayor and Council to think what those actions would say about the neighbor and he indicated he would interpret those actions to be a display of disregard for his neighbors and his community. He noted this absurd hypothetical is not actually a hypothetical situation; rather, it occurred in the neighborhood where Alpine Food Storage is located. The other residents in that neighborhood have gotten used to this situation and they have endured it for over six years. He then added to the hypothetical scenario; the neighbor also installed half a dozen flood lights to fully illuminate his yard in order to operate his forklifts after dark. This is even occurring on the weekends. Many residents look forward to sitting in their backyards during the evening, but the peace and quiet they look forward to is disturbed by the bright lights and the sounds of forklifts and other heavy equipment. These business owners are not doing taxes out of their living room, or running a hair salon in their basement; this is a business that should never be allowed to operate in the middle of a residential neighborhood. If nothing is done by the City, they will continue to do whatever they see fit even after they have moved to their new location in American Fork because, according to them, they are not doing anything wrong. He stated he has sent the Mayor and Council a picture of a stack of pallets that is nearly 12 feet tall and is leaning; he took that picture last weekend and the pallets have since been picked up. This is evidence of operating an industrial business in a neighborhood. Mr. Johnson stated he is not here because of the noise, the eyesore, the traffic, or the fact that the City is assuming a catastrophic civil liability in the event someone were to be hurt or killed; instead, he is here to try to prevent someone else from going through what he and his wife endured when their child was injured. He was very angry when he heard the audio of the Council meeting last week; he heard members of the Council granting exceptions to the law and safety codes irrespective of what has been happening, but he does not believe the Council fully realizes what the other residents of the neighborhood have been putting up with years and years and all because the Wadsworths want to 'make a few bucks'. He stated he is not angry at those that voted to extend their business license and he will believe them when they say that they do not know exactly what is happening in the neighborhood, but he encouraged them to visit Google Earth and view pictures of the property for themselves. And, now that they do know what is happening, he asked them to correct the course of this matter;

he does not want a child to be crushed under a stack of pallets or run over by a huge truck or forklift. He does not want to drive by another memorial placed at the spot where a kid has been run over by a truck that should never been there in the first place. Based upon a more complete view of the situation, he asked that the Council revoke the business license immediately, order the Wadsworths to cease and desist current and future commercial business operations at their residence, and order them to bring their residence in line with City Codes just like other residents are required to do. He then concluded that his son grew up to be a happy, health adult and now works at Momentum Climbing Gym in Lehi.

Mayor Ostler stated that when the Council took action on the Alpine Food Storage business license at their last meeting, they asked for a bi-weekly report on the status of the relocation of the business; he forwarded the Council an email today containing that bi-weekly report. At the next Council meeting, he will provide a public report regarding the status of the relocation. Council Member Smith stated that he has not seen the email and he asked Mayor Ostler to summarize the content. Mayor Ostler stated that the Wadsworths provided photos of some of the improvements being completed at their new location. He stated that he asked them if they are still receiving deliveries at their Highland location and they indicated they have reduced the number of deliveries in anticipation of opening their American Fork location soon. They are awaiting inspections to be performed by American Fork City.

Council Member Rodela stated that she voted to revoke the license and she asked if there is anything that can be done about the current public safety violations at the Wadsworth property. Mayor Ostler asked for an example of a public safety violation. Council Member Rodela cited the stack of pallets mentioned by Mr. Johnson and other activities that are creating an unsafe environment. Mayor Ostler deferred to the City Attorney. City Attorney Patterson stated that would be an Occupational Safety and Health Administration (OSHA) violation and the City does not have the ability to enforce OSHA rules. The City can take enforcement action for obstructing a public way or misuse of the property for a commercial operation. However, the Council has voted to allow the current use for the time being.

Council Member Ball stated that if he leaves his trash can on the street for more than a day, people can anonymously complain about the trash cans. He asked why people cannot complaint about a stack of pallets in the street as that activity seems more problematic than a trash can. Mr. Patterson stated that they can complain and obstructions of a public right of way can be removed. The City has received complaints about Alpine Food Storage, which is what ultimately led to the City taking action regarding their business license. Council Member Rodela added that the Council voted to allow them to continue their operation. Mayor Ostler stated that it is his understanding that the pallets are located on private property, not in the City's right of way. Mr. Patterson stated that is correct; the City can only remove obstructions of the public right of way.

Council Member Smith stated he feels the City should be aggressively citing the Wadsworths if they are doing things that are obstructing the public right of way, but at the same time his understanding is that they are moving their business after action taken by the City. The latest decision made by the Council was to extend their business license so that they were not forced to close during the relocation. He stated if the City revoked the license and they went out of business, he is not sure they would be able to afford to relocate. The goal is to get them to move and once they move, he does not believe they should be allowed to continue to conduct business.

2. PRESENTATIONS

- a. FY2022 Audit** – *Steve Rowley, Keddington & Christensen*
Steve Rowley will present the results from the FY2022 audit.

Steve Rowley, Keddington and Christensen, presented the results of the Fiscal Year (FY) 2022 independent audit. He discussed the process by which the annual audit is conducted and noted that the opinion of the auditor is that the financial statements of the City are materially correct. Auditors do not relieve the City Council of their responsibility to oversee the financial condition of the City, but they do provide analytical information and sampling regarding the City's financial operations. He then touched briefly on the City's compliance with Generally Accepted Auditing Standards and Government Auditing Standards; the auditor has examined the internal controls of the City and identified a weakness relating to financial closure reporting; this is similar to the finding from the previous year, but staff has made changes to fix errors and the auditor has noted a marked improvement from the prior year. There are no instances of non-compliance and the City staff does a great job abiding by financial rules and regulations. He then referred to page 57 of the audit report for more detailed information about the weakness relating to financial closure and reporting. Management has responded to the finding to ensure that adjustments have been made resulting in materially correct financial statements. There was brief discussion among the Mayor and Mr. Rowley regarding the conditions that led to the weakness, including the introduction of a new and complicated standard that was implemented last year relating to leases of different types. The purpose of the new standards is to increase transparency of lease activities and staff has done a good job of trying to comply with the standard. Mr. Rowley then moved to page 55 of the audit report regarding required testing of compliance with certain Utah laws, including the Open and Public Meetings Act (OPMA) and a fraud risk assessment; the auditor does not give an opinion on these matters, but did perform testing and did not find any weaknesses or deficiencies in terms of compliance with these laws. However, a few instances of non-compliance were identified relating to three instances of budget line items being over budget: Capital Projects, Road Fee Special Revenue, and Information Technologies (IT) Internal Service Fund. Invoices for those budgets should have been allocated to the previous FY. This is a common reason for non-compliance in cities. He noted Financial Director Bahr has created plan for ensuring these types of issues are reduced or do not occur in future years.

Mayor Ostler then referenced page 3 of the audit report, which discusses the fund balance of the City; the report indicates that the unrestricted fund balance of the General Fund was \$3,487,158, or 40.3 percent of the General Fund expenditures, on June 30, 2022. It was his understanding that the City's fund balance could not be greater than 35 percent of General Fund expenditures. Mr. Rowley stated that the fund balance can not be greater than 35 percent of revenues for the year; the State does not consider the percent of expenditures, however this is a metric that many entities consider when determining the appropriate fund balance. He stated that page 9 of the report references fund balance limitations. The City's unrestricted fund balance represented 29 percent of General Fund revenues, which is below the 35 percent maximum. If the City's fund balance was over 35 percent, there would have been a finding relating to that issue in the audit report.

Council Member Smith then addressed the City's revenue bonds and outstanding debt at the end of FY22; the audit report identifies \$1.7 million in notes payable and he inquired as to what that represents. Mr. Rowley stated that this includes a note payable to the Provo River Water Users Association as well as a note payable to the Highland Conservation District, both of which are included in the pressurized irrigation fund. Mr. Bahr added that the term on the notes is 30 years. Mr. Rowley stated that the City may have the option to pay the note early, but at present the final installment is due November of 2035. Council Member Smith asked if the annual payment for the debt is \$329,000. Mr. Rowley stated that is the total amount outstanding for the Provo River Water Users Association debt and he does not recall the amount that was paid on that debt last year; for the two debts combined, the City paid \$95,000 last year. Council Member Smith stated that the original debt was \$1.5 million and the City still owes \$1.3 million nearly 10 years later; he was involved in that original agreement and he does not remember these terms. Mayor Ostler agreed; he asked if the City has sufficient money to repay the debt by 2035. Mr. Rowley stated that the initial debt was \$1.5 million, but when someone moves into the City and brings shares with them, the City assumes the liability for those shares. In 2022, the City assumed \$120,000 in new liability. Mayor Ostler stated it was his understanding that when the City accepts shares for development, they must be free and clear. City Engineer/Public Works Director Spencer stated that when the canal was buried, all users were assessed a

portion of the burial costs and as the City acquires additional shares, the assessments from the companies that were involved in the burial of the canal increases in order to pay the annual bill to the Provo River Water Users Association. The cost of the burial of the canal was amortized over a 30-year period and the more shares the City acquires, the higher its liability. Mayor Ostler asked if any shares come in free of that obligation. Mr. Spencer indicated the City could likely structure agreements to ensure that shares are free of the obligation. This led to high level discussion of the history of the agreements with the Provo River Water Users Association and the City's debt obligations; Mr. Spencer indicated that he will research the issue further and report back to the Mayor and Council.

Mr. Rowley concluded his report by referencing the City's pressurized irrigation financial statements on pages 18 and 19 of the report. These statements are also available on the website of the State Auditor for public review.

3. **CONSENT ITEMS**

Items on the consent agenda are of a routine nature or have been previously studied by the City Council. They are intended to be acted upon in one motion. Council members may pull items from consent if they would like them considered separately.

a. ACTION: Planning Commission Appointments *General City Management - Kurt Ostler, Mayor)*

The City Council will consider the Mayor's request to ratify the appointment of Audrey Moore and Claude Jones as Planning Commissioners. The Council will take appropriate action.

Council Member Scott L. Smith MOVED that the City Council approve consent item 3a Planning Commission Appointments which includes Audrey Moore and Claude Jones.

Council Member Kim Rodela SECONDED the motion.

The vote was recorded as follows:

<i>Council Member Timothy A. Ball</i>	<i>Yes</i>
<i>Council Member Brittney P. Bills</i>	<i>Yes</i>
<i>Council Member Sarah D. Petersen</i>	<i>Yes</i>
<i>Council Member Kim Rodela</i>	<i>Yes</i>
<i>Council Member Scott L. Smith</i>	<i>Yes</i>

The motion passed 5:0.

4. **PUBLIC HEARING/RESOLUTION: FY2022-2023 (FY2023) MID-YEAR BUDGET ADJUSTMENTS** *General City Management - Tyler Bahr, Finance Director*

The City Council will hold a public hearing and consider proposed adjustments to the FY2023 budget. The Council will take appropriate action.

Finance Director Bahr reported that since the Council adopted the Fiscal Year (FY) 2023 budget, staff has been carefully monitoring activity that will require budget adjustments. The Council typically considers two budget adjustments per year and tonight's action represents the mid-year budget opening. Items for consideration by the Council tonight include:

Item	Expense	Revenue	Source of Funding
Staff holiday expenses previously expensed from miscellaneous revenue.	6,500	(6,500)	Cash back reward received through Wells Fargo credit card
Building inspection overtime and contract services due to high work volume.	29,000	(29,000)	Building permit revenue
Communications & Recorder staffing for temporary interns.	8,000	(8,000)	General Fund net revenue
Library expenses for added page position, fund study, books, programming, etc.	17,097		Fines/fees, non-resident cards, printing, interest
Library grants	13,720	(13,720)	Grants
Library revenue		(17,097)	Increase in various revenues including non-resident cards, fees & fine, printing
Library software migration	10,600	(10,600)	Prior years' savings (fund balance)
Newsletter printing cost increases.	2,400	(2,400)	Fund balance

Mr. Bahr also briefly referenced budget adjustments that have previously been approved in past Council meetings, after which he noted that staff recommends the Council hold a public hearing and approve the resolution adopting the proposed budget adjustments.

There was brief discussion among the Council regarding the City's use of a Wells Fargo credit card for various purchases; the use of grant funding at the library; the progress on fundraising and other funding sources for the Mountain Ridge Park project; impact fee revenue projections; and the impact the budget amendments will have on budget fund balances. Mayor Ostler indicated that in the City's Capital Improvement Fund, the City has \$7.75 million saved for the Park; if the budget amendments are approved, the City will have \$1.6 million available for bond payments. In four years, the City will need to have \$3 million available to retire the bond debt.

Mayor Kurt Ostler opened the public hearing at 8:30 p.m.

There were no public comments.

Mayor Kurt Ostler closed the public hearing at 8:30 p.m.

Council Member Scott L. Smith MOVED that City Council approve the resolution adopting the proposed FY2023 mid-year budget adjustments, as explained to the Council this evening.

Council Member Sarah D. Petersen SECONDED the motion.

The vote was recorded as follows:

<i>Council Member Timothy A. Ball</i>	<i>Yes</i>
<i>Council Member Brittney P. Bills</i>	<i>Yes</i>
<i>Council Member Sarah D. Petersen</i>	<i>Yes</i>

<i>Council Member Kim Rodela</i>	<i>Yes</i>
<i>Council Member Scott L. Smith</i>	<i>Yes</i>

The motion passed 5:0.

5. ACTION: APPROVAL OF SPECIAL RECOGNITION AND NAME RIGHTS AGREEMENT *General City Management – Erin Wells, City Administrator*

The City Council will hold a public meeting to consider approving the Special Recognition and Naming Rights Agreement with Paul Adams for the all-abilities playground at Mountain Ridge Park. The Council will take appropriate action.

City Administrator Wells explained on January 3, 2023, Council approved the Special Recognition and Naming Agreement document subject to Council approving the dollar amount threshold for use of naming rights. Previously, Paul Adams, a resident of Highland who lives adjacent to the future Mountain Ridge Park has verbally pledged a donation to the park. Mayor Ostler and others have been working with him to finalize his donation. Mr. Adams has signed the Special Recognition and Naming Agreement agreeing to donate \$500,000 towards the all-abilities playground at the park. The proposed agreement outlines that the recognition name Mr. Adams selects (such as Paul and Rachel Adams) will be put in a plaque or monument near the playground to honor their contribution. This will not prohibit other donors from donating to and being recognized for a donation to the playground. The total cost of the playground is \$2,000,000. Ms. Wells presented a sample of the plaque design for the park as well as an arch at the entrance of the park that will also contain the names of all donors to the project. She then concluded that staff recommends Council approve the Special Recognition and Naming Rights Agreement with Paul Adams as attached.

Council Member Smith asked if Mr. Adams has chosen a name for the playground. Mayor Ostler stated that has not been finalized and Mr. Adams has requested time to decide on his recommended name. City Attorney Patterson added that the agreement indicates the City reserves the right to approve or reject any recommended name.

Council Member Kim Rodela MOVED that the City Council approve the Special Recognition and Naming Rights Agreement with Paul and Rachel Adams for a donation of \$500,000 towards the all-abilities playground at Mountain Ridge Park and authorize the Mayor to sign the agreement.

Council Member Scott L. Smith SECONDED the motion.

The vote was recorded as follows:

<i>Council Member Timothy A. Ball</i>	<i>Yes</i>
<i>Council Member Brittney P. Bills</i>	<i>Yes</i>
<i>Council Member Sarah D. Petersen</i>	<i>Yes</i>
<i>Council Member Kim Rodela</i>	<i>Yes</i>
<i>Council Member Scott L. Smith</i>	<i>Yes</i>

The motion passed 5:0.

Ms. Wells indicated that Administration continues to negotiate an additional donation for the project and she hopes to be able to report on finalization of that donation soon.

6. ACTION: PLAT AMENDMENT - CANTERBURY CIRCLE PLAT D *Land Use (Administrative) – Kellie Smith, Planner & GIS Analyst*

The City Council will hold a public meeting to consider a request petitioned by Richard and Noelle Henderson, representing several property owners in the Canterbury Circle Subdivision, to combine 11 individual lots with property that each property owner purchased from the City. The Council will take appropriate action.

Planner & GIS Analyst Smith explained the City Council approved the final plat for Canterbury Circle Plat A on October 3, 2000. On July 16, 2013, the City Council approved Resolution 2013-17 designating the open space property in the Canterbury Circle Subdivision for disposal. Every property owner purchased the property adjacent to their lots. The public utility companies were notified of the changes to the public utility easements as part of the lot combinations. Lots 2, 3, and 4 have CenturyLink lines in the existing public utility easements and therefore CenturyLink denied the request to vacate the easements along those existing property lines. The proposed plat shows these public utility easements remaining in place. A recorded water line easement in favor of Highland City exists along the side and back of Lot 9. This easement is also reflected on the plat. She concluded all but two property owners are interested in being involved in the plat amendment process and noted staff recommends the City Council accept the findings and approve the final plat amendment subject to the following stipulations:

1. The recorded plat shall be in substantial conformance with the final plat received February 13, 2023.
2. Prior to recording, the recorded plat shall be revised as required by the City Engineer.

Council Member Smith inquired as to the two property owners that have chosen not to participate in the plat amendment. Ms. Smith stated she does not have the names of the property owners, but she identified their parcels on the plat map. Mayor Ostler clarified that the two have purchased the property but will not participate in the plat amendment.

Mayor Ostler stated it was his understanding the applicant would be responsible to perform a survey for the property. Ms. Smith stated that has already been done and the plat is a result of that survey.

Council Member Scott L. Smith MOVED that the City Council accept the findings and APPROVE Canterbury Circle Plat D subject to the following two (2) stipulations recommended by Staff.

1. *The recorded plat shall be in substantial conformance with the final plat received February 13, 2023.*
2. *Prior to recording, the recorded plat shall be revised as required by the City Engineer.*

Council Member Kim Rodela SECONDED the motion.

The vote was recorded as follows:

<i>Council Member Timothy A. Ball</i>	<i>Yes</i>
<i>Council Member Brittney P. Bills</i>	<i>Yes</i>
<i>Council Member Sarah D. Petersen</i>	<i>Yes</i>
<i>Council Member Kim Rodela</i>	<i>Yes</i>
<i>Council Member Scott L. Smith</i>	<i>Yes</i>

The motion passed 5:0.

7. RESOLUTION: HIGHLAND/LEHI BOUNDARY ADJUSTMENT *Land Use (Legislative) – Stephannie Cottle, City Recorder*

The City Council will consider the adoption of a resolution indicating the intent of Highland City to adjust a common boundary with Lehi City. The Council will take appropriate action.

City Recorder Cottle explained in July of 2019, Lehi City and Highland City entered into a cooperative agreement regarding Dry Creek Reservoir and surrounding properties. The following is a section from that agreement regarding the common boundary between the cities.

2. City Boundaries: Lehi and Highland agree to establish the center line, starting at middle of inlet to Reservoir and continuing through middle of Reservoir to the middle of Dam of existing outlet the length of the reservoir as the common boundary between the Cities, as shown on the attached map in Exhibit B. Lehi also agrees to establish their city boundary pertaining to newly acquired property from Autumn Ridge Farm LLC deeded property to Highland, to now have newly acquired Highland property be in Highland boundaries. It is understood that each city will need to hold public hearings on the issue and prepare resolutions and documentation for recording for the common boundary to be finalized.

In March of 2020, the boundary line was adjusted to establish the center line through the middle of the reservoir as directed in the agreement; however, the newly acquired property from Autumn Ridge Farm, LLC was not included in that boundary line adjustment. This boundary line adjustment will move parcel 11:036:0265, which is the property acquired by Highland City from Autumn Ridge Farm, LLC, into Highland City boundaries. Parcel 11:036:0227, which was acquired by Highland City in 2007 will also be moved into Highland City boundaries as a matter of cleaning up the boundary lines between Highland and Lehi cities. Boundary line adjustments are a multi-step process outlined in state code. This is the first of two required Council actions. If the resolution of intent to annex is approved, staff is then required to advertise the intent to annex for a minimum of 60 days. Finally, Council will hold a public hearing and formally approve or deny the adjustment. Ms. Cottle concluded staff recommends adopting the resolution of intent to adjust the common boundary of Highland and Lehi.

Council Member Kim Rodela MOVED that City Council adopt the resolution indicating the intent of Highland City to adjust a common boundary with Lehi City and set a date of May 2, 2023 for a public hearing on the matter.

Council Member Sarah D. Petersen SECONDED the motion.

The vote was recorded as follows:

<i>Council Member Timothy A. Ball</i>	<i>Yes</i>
<i>Council Member Brittney P. Bills</i>	<i>Yes</i>
<i>Council Member Sarah D. Petersen</i>	<i>Yes</i>
<i>Council Member Kim Rodela</i>	<i>Yes</i>
<i>Council Member Scott L. Smith</i>	<i>Yes</i>

The motion passed 5:0.

8. EXPEDITED ITEMS

a. RESOLUTION: Disposal of Public Property *General City Management - Andy Spencer, City Engineer/Public Works Director*

The City Council will consider a resolution for the disposal of Personal Public Property.

City Engineer/Public Works Director Spencer explained on March 15, 2022, the City Council approved the purchase of new playground equipment for Highland Glen Park. At that time, the City Council asked that staff salvage the old playground and offer it for sale. The Highland Glen playground equipment is 21 years old and has several broken elements to it. Staff has removed the equipment in anticipation of receiving the new playground equipment and would now like to now offer it to the public for sale. In addition to the playground equipment, the Public Works department has the following equipment that is no longer used and that should be considered for surplus and available to the public for sale:

- 2004 Lastec Mower
- Grounds Master 345 Mower
- 2008 Grasshopper Mower
- Caddie Lane Lift Station Sewer Pump
- Dry Creek Lift Station Sewer Pump

Mayor Ostler asked for more information about the Dry Creek lift station sewer pump. Mr. Spencer stated that it was removed in 2008 and has been in storage since then; he is not sure why the City has stored it for that amount of time, but it is time to dispose of it.

Council Member Smith asked if a new lift station is being installed in Pheasant Hollow. Mr. Spencer answered yes. Council Member Smith asked if the old lift station is being surplussed and if there is a market for used pumps. Mr. Spencer stated that the pumps will be listed for sale on the State surplus site. The current ordinance requires the Council to take action to surplus anything valued at over \$300.

Council Member Sarah D. Petersen MOVED that the City Council approve the surplus of items identified in the staff report and authorize the Resolution allowing for the appropriate disposition of these items in accordance with the Highland City Municipal Code.

Council Member Kim Rodela SECONDED the motion.

The vote was recorded as follows:

<i>Council Member Timothy A. Ball</i>	<i>Yes</i>
<i>Council Member Brittney P. Bills</i>	<i>Yes</i>
<i>Council Member Sarah D. Petersen</i>	<i>Yes</i>
<i>Council Member Kim Rodela</i>	<i>Yes</i>
<i>Council Member Scott L. Smith</i>	<i>Yes</i>

The motion passed 5:0.

9. MAYOR/COUNCIL AND STAFF COMMUNICATION ITEMS

The City Council may discuss and receive updates on City events, projects, and issues from the Mayor, City Council members, and city staff. Topics discussed will be informational only. No final action will be taken on communication items.

- a. Cemetery Code Update** - *Stephannie Cottle, City Recorder & Rob Patterson, City Attorney*

City Recorder Cottle reported on proposed updates to the City's cemetery standards contained in the City Code; updates relate to monument sizes for single and double plots, plot transfers, and resident/non-resident plot purchase rates. Relative to plot transfers, staff has developed three options for plot transfers as follows:

Option 1: Living owners can always allow burial for anyone in any plots they own, or they can sell back to the City. No transfers at all until death of plot owners, and then only through a Will, Trust, or other Testamentary Document. Considerations:

- Difficult for families at time of death to find documents.
- Could lead to delay in burials.
- People have previously purchased plots with the intent to transfer prior to their death.

Option 2: Allows for transfers under option 1 plus: allow living plot owners to transfer to any family member. Considerations:

- Unable to verify if the person they are transferring to is a family member.
- Plots purchased at resident rate and then transferred to non-resident family member.
- Easy to determine legal plot owner because they are living.

Option 3: Allows for transfers under option 2 plus: allow living plot owners to transfer to anyone. Considerations:

- Resident/non-resident plot rate

Relative to resident and non-resident rates, staff would like to know if the Council would like to maintain existing rates or charge just one rate regardless of residency.

Regarding monument sizes, the Mayor and Council indicated they are comfortable with a 36-inch maximum height for both single and double headstones. The Council then discussed and debated the plot transfer options with staff and ultimately concluded to support option two and to maintain the current fee structure until the upcoming fee study project is completed.

b. Baseball Field Priorities – *Erin Wells, City Administrator & Andy Spencer, City Engineer/Public Works Director*

City Administrator Wells reviewed the background of baseball field priorities; prior to 2017, the City partnered with Lone Peak Youth Baseball (LPYB) who managed the field scheduling at Heritage Park in exchange for extra maintenance and paid no fees. A field use policy was created in 2017 and the City began scheduling all fields. The policy outlined allowance for trade of service in lieu of fees; there was a loose memorandum of understanding (MOU) with LPYB, who did some service in exchange for no fees. In 2022 the City received inquiries from Highland Hustle baseball teams for a similar MOU agreement. As a result, staff solicited proposals from LPYB and Hustle on their proposals for a field usage agreement. Staff has mediated schedule for both teams to get field time at no cost in exchange for extra maintenance and regular cleanup, as follows:

- Heritage
 - LPYB – March thru June
 - Hustle – July – October
- Mitchell Hollow
 - Chad Christopherson priority
 - Hustle – March thru June
 - LPYB – July

Ms. Wells indicated there are still some details to be addressed, but staff is looking for feedback from the Mayor and Council regarding the negotiated agreements, frequency of tournaments at Heritage Park, and sponsorship

banners being hung on the fences at the park. She facilitated discussion among the Council regarding the terms of the agreements with the different users of the field space; the use of revenue generated by the field rental for capital improvements of the park space; profit sharing between the baseball clubs and the City for use of the snack shack; the existing agreement with the school district for joint usage of field space;

c. Legislative Updates – Kurt Ostler, Mayor

Mayor Ostler and members of the Council provided an update regarding various pieces of legislation that have been adopted or are still being considered by the Utah Legislature.

- Senate Bill (SB) 174 – relates to road widths and requires a minimum width of 32 feet.
- House Bill (HB) HB173 – relates to land use regulations and the collection of attorney's fees and expert witness fees for any person who prevails in a lawsuit against a government entity. The Utah League of Cities and Towns (ULCT) has opposed this legislation.
- HB499 – relates to homelessness funding and a modification of the formula used to determine fund disbursement to counties and cities. This will impact local government entity budgets because 2.25 percent of the sales tax revenue collected by the entity will be allocated to homelessness funding. The State is also looking for an area where they can provide permanent homeless housing rather than temporary housing. It also limits the actions a municipality can take to remove a homeless encampment.
- SB199 – adjusts provisions of Utah Law allowing certain land use matters to be referred to the voters; if a land use action is supported by two-thirds of the governing body, it cannot be referred. The UCLT is neutral on this bill.
- SB75 – relates to gravel pits; if a entity is home to a gravel pit, the sales tax revenue generated by the gravel pit will go directly to the entity where the pit is located. This legislation has passed and will benefit Highland City.
- HB173 – relates to collection of attorney's fees if for someone who files a lawsuit against a government entity.
- SB166 – relates to home-based education and limits the number of kids that can be educated at a home based education facility, but the City's local ordinances would still apply to the use. Council Member Rodela indicated she believes this legislation was denied by the Legislature just this morning.
- HB301 – adjusts the amount of gas tax revenue cities can receive in the short term, but in the long term, the City will eventually receive increased gas tax revenue.

City Administrator Wells then noted that the Legislature was considering a bill that would adjust public safety retirement benefits, but it has been defeated. She expects that the bill will be proposed again in the next session.

d. Highland Foundation – Scott L. Smith, Council Member

Council Member Smith reported the Highland Foundation met on Thursday to discuss fundraising efforts and naming rights for Mountain Ridge Park. The Foundation would like to secure a few large donations from individuals interested in securing naming rights. Additionally, the Foundation has discussed the idea of resurrecting the Highland Gala event to aid in fundraising and community building. The Alpine Country Club would be willing to host the event for free, if they are given the ability to cater the event at \$25 per person. He would like for this to be an annual event and a different fundraising goal/project could be selected each year.

e. Mountain Ridge Park – Kurt Ostler, Mayor

Mayor Ostler reported stated that he needs to understand if the Council is comfortable with a corporate entity donating \$1 million to have their name associated with Mountain Ridge Park. Council Member Smith stated that if someone is willing to donate \$1 million, he would be willing to work with them on naming rights. Council

Member Peterson agreed. Council Member Bills agreed as well and indicated she wants the Council to have the ability to approve the name and signage at the Park.

c. Future Meetings

- February 28, Planning Commission Meeting, 7:00 pm, City Hall
- March 7, City Council Meeting, 7:00 pm, City Hall
- March 8, Lone Peak Public Safety District Meeting, 7:30 am, City Hall
- March 21, City Council Meeting, 7:00 pm, City Hall
- March 28, Planning Commission Meeting, 7:00 pm, City Hall

10. CLOSED SESSION

The City Council may recess to convene in a closed session to discuss items, as provided by Utah Code Annotated §52-4-205.

There was no closed session.

ADJOURNMENT

Council Member Scott L. Smith MOVED to adjourn the regular meeting and Council Member Kim Rodela SECONDED the motion. All voted in favor and the motion passed unanimously.

The meeting adjourned at 10:02 pm.

I, Stephannie Cottle, City Recorder of Highland City, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on February 21, 2023. This document constitutes the official minutes for the Highland City Council Meeting.

Stephannie Cottle, CMC
City Recorder



HIGHLAND CITY

HIGHLAND CITY COUNCIL WORK SESSION MINUTES

Tuesday, March 14, 2023

Waiting Formal Approval

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

VIRTUAL PARTICIPATION

 YouTube Live: <http://bit.ly/HC-youtube>

 Email comments prior to meeting: council@highlandcity.org

7:00 PM WORK SESSION

Call to Order – Mayor Kurt Ostler

The meeting was called to order by Mayor Kurt Ostler as a work session at 7:04 pm. The meeting agenda was posted on the *Utah State Public Meeting Website* at least 24 hours prior to the meeting.

PRESIDING: Mayor Kurt Ostler

COUNCIL MEMBERS

PRESENT: Brittney P. Bills, Timothy A. Ball, Kim Rodela, Sarah D. Petersen, Scott L. Smith

CITY STAFF PRESENT: City Administrator Erin Wells, City Recorder Stephannie Cottle, City Engineer/Public Works Director Andy Spencer

OTHERS PRESENT: Jon Hart, Roger Timmerman, Athina Riddell, Jon Hagen

1. FIBER OPTIONS

The City Council will discuss fiber options for Highland City and review the results of the citizen survey. No formal action will be taken.

City Administrator Wells explained the purpose of this work session is to discuss with the Council the overall benefits of fiber, review previously discussed fiber project models, analyze the results of a community survey regarding fiber, and to receive direction from the Council as to how the City should move forward. Fiber currently provides the fastest internet connection possible; technologies such as cell towers and 5G rely on a fiber backbone and these technologies seem to be 'here to stay'. The benefits of a City-wide fiber project include providing a fiber option to every Highland home and more options for schools located in Highland. The City can also use fiber for cameras, water meters, the SCADA system, smart sprinkler controllers, and other infrastructure. Ms. Wells provided an overview of the presentations the Council has received from various service providers, all of which expressed a willingness to be flexible in working with the City to provide the best level of service to users. These providers include Comcast, STRATA, Utah Broadband, UTOPIA/UIA,

CentraCom, and Google Fiber. The Council has also discussed the potential creation of a special service district or assessment area to identify underserved areas and partner with a provider to run a fiber option to those areas. There has also been some discussion of leaving the matter of fiber buildout in the City to the free market. Staff is seeking direction on specific consideration points, not on specific providers, and the next step would be to negotiate with a certain provider or issue a request for proposals (RFP) to allow any interested providers a chance to submit a formal proposal.

There was a brief discussion about the take rate required by each of the providers, with Ms. Wells noting that the take rate will be a data point that the City can ask for in its RFP; the take rate numbers that have been discussed between the City and providers to date have been general in nature.

Ms. Wells then reviewed the results of the citizens survey regarding fiber internet service. The Highland City Internet Survey launched on February 21, 2023 and closed on March 6, 2023. Respondents were able to complete the survey as a resident or as a business. Entries were limited to one person and duplicates were removed from this data report. The survey questions were developed to attempt to answer three main questions.

1. What is the current need and availability of internet in Highland City?
2. Would the residents and businesses in Highland City be interested in an open access network from the City?
3. Would the residents and businesses in Highland City support the City issuing a bond to pay for a city-wide fiber network?

She noted 98.8 percent (1,090) of the responses came from residents and 2.2 percent (25) from businesses; four responses were received from individuals and/or businesses not located in Highland City and were disqualified. The 2021 Census estimates Highland's population of 18-and-older individuals at 11,767; with a 95 percent confidence interval, the sample size of 1,118 provides a 2.79 percent margin of error. The average age of respondents was 50.6 years. She then noted that as proven in the survey results, the internet continues to be utilized for important applications in the household, with 81 percent of the respondents working at least part-time from home and 73% percent relying on the internet for some degree of schoolwork/remote learning from home. Respondents provided information about their current providers; 76.5 percent subscribe to Comcast, with 10 percent subscribed to Century Link. The primary reason for selecting an Internet Service Provider (ISP) was speed, followed closely by the provider being the only available option, and third being the cost. This indicates that citizens value speed and affordability when they have options to choose from. Most reported that they are generally satisfied with the speed and reliability of their current service. However, 17 percent were dissatisfied with their internet speeds, and it is known that bandwidth requirements will continue to increase to support the growing applications for internet/connectivity. The survey indicates that fiber internet is not widely available to City residents, which is also supported by respondent comments. Dissatisfaction levels increase when it comes to price; 71 percent of respondents feel neutral, dissatisfied, or very dissatisfied with the cost of their current service. Of those that know the cost of their internet service, 64 percent are paying more than \$60 per month for their internet. Of those that listed their internet speed, 54 percent are subscribed to 250 Mbps or less. Relative to speed and cost, she concluded the survey results indicate that over half of the respondents (54 percent) are subscribed to internet plans offering 250 Mbps or less and 64 percent are paying more than \$60 per month. These findings tell us that most are paying higher than the standard rates on open access networks in Utah, despite receiving slower internet speeds than what fiber networks can offer; 34 percent of respondents indicated that they bundle their internet with other services such as TV or phone service. Not surprisingly, the majority of those that are bundling services are paying more than those who subscribe to internet alone. She then discussed responses to the questions relating to interest in an open access network from the City; when asked, "Would you switch from your current service to a fiber network with greater or similar speeds for the following monthly costs?" Responses were given on a sliding scale with one being Definitely No and 10 being Definitely Yes. The data suggests that the majority would generally support switching to a fiber provider if priced between \$70-\$80. This price range is typical for gigabyte speeds offered on open access networks. As part of key question three,

the following paragraph was presented to the respondent in order to provide context: “The City is currently scheduled to pay off its last remaining bonds in 2027. Deploying a city-wide fiber connection would require the City to either take out a bond itself or back the bond of a selected fiber vendor. Depending on the model selected, the bonding amount is expected to be between \$4 million to \$20 million. In both scenarios, the objective is to cover the financial bond commitments with revenue from fiber customer sign-ups. Any deficiencies would need to be covered by general city funds. How supportive are you of the City directly issuing or partnering with a company to issue bonds to install a city-wide fiber network?” She reported 67 percent of respondents are supportive of the City issuing a bond, with 41 percent being very supportive and 26 percent being somewhat supportive.

Council Member Smith stated it is important to remember that this is an internet survey taken by people who use the internet regularly; there are many in the community who do not fit into that group who may have a difference of opinion. If the City were to consider bonding for this project, he would recommend the issue be submitted to the residents in an upcoming election.

Ms. Wells then stated that the survey provided residents an opportunity to submit general comments about the subject matter; STRATA summarized the comments and categorized them relating to internet service, cost, opposition to using taxpayer dollars for the project, a need for education on the need for fiber and the City’s partner in the project, and misconceptions regarding 5G speed. She emphasized there were many supportive comments, but also some unsupportive comments, and all have been provided to the City Council. She concluded Administration is looking for direction from the Council at this time; she noted the following questions are to be answered:

- Are you interested in the City bonding to ensure every home in Highland has a fiber option?
- If yes:
 - Do you want the City to directly bond, or do you want to bond through an interlocal entity?
 - Interlocal would keep the bond directly off Highland’s “books”, but could mean higher costs and less control for the City. Would diffuse some risk with shared pool.
 - Do you want the City to own the network?
 - Would mean greater risk for the City, and likely more employees at least temporarily, but we would control our future/ could make an operator change if needed.
 - Do you want a revenue sharing option for the City?
 - Requires more risk to the City, but has the potential to be a long-term revenue source.
 - Do we want to do a utility model, where every household pays a small portion, regardless of whether they subscribe or not?
- If no to bonding:
 - Explore options for underserved pockets in our community?
 - Special Service Districts
 - Explore options for city-wide project with no revenue sharing, sole-source provider, network owned by provider?
 - Would likely take a long period of time.
- Allow the free market to manage?

Other questions:

- Do you want the fiber to be sole source or open access?
 - Open access would require likely mean more risk to the City, but would give more consumer choice.
- Do you want to have the City continue to put conduit in open trenches to lease to fiber providers?

Mayor Ostler stated that he has performed some calculations on a bond; if the City were to bond for \$15.5 million with a five percent rate and a 30-year term, the monthly payment would be \$83,207. It would be

necessary to get 2,080 subscribers in order to cover that debt service cost. Council Member Rodela inquired as to the subscription rate in that formula. Mayor Ostler stated that would depend on the model decided upon between the City and the service provider; the approximate monthly cost for the user would be \$80 and that would be split evenly between the City and the provider. Users would have the option of paying a higher monthly fee for better speeds. He noted that he figures that for every \$1 million bonded, the City would need 144 homes signed up for the service. The group engaged in high level discussion and debate regarding the takeaways from the survey; required take rates depending upon different ISPs and revenue sharing options. The Mayor polled the Council to determine if they are interested in bonding for a fiber project. Council Member Petersen stated she is not willing to bond for the full amount of the project, but she is willing to consider a smaller bond amount that would cover the City's share of the project. She added she would like for the City to receive formal proposals from STRATA, Utah Broadband, and UTOPIA/UIA because she would like to understand the City's investment and revenue sharing potential in a project with each of those providers. She is also interested in the financial stability of each of the companies; if the chosen partner were to go out of business, the City would assume the full burden of the project. Particularly, if the UTOPIA business model will continue to be viable if no additional cities join forces with them.

UTOPIA Representative, Roger Timmerman, stated that UTOPIA has two different models; one model would allow the City to bond for and pay for the network, and also own it, with UTOPIA simply being named as the City's fiber contractor. This is actually an easier model for UTOPIA, but it is not the preferred model. UTOPIA's primary model would provide for the City and UTOPIA to share the cost structure and debt service and UTOPIA will own the system. He stated that different cities have chosen different models that they felt were best for them, but if the City wants to mirror pricing in other cities, the UIA partnership model is the best.

Mayor Ostler stated that as the fiber market has matured, he believes that all providers the City has heard from have secure financial backing. He then summarized Council Member Petersen's feedback as he interpreted it; she is comfortable with a bond of approximately \$4 million, publishing a RFP for official proposals from ISPs, and pursuing revenue sharing.

Council Member Bills inquired as to the parameters for placing a bond question on the 2023 Municipal Election ballot. City Recorder Cottle stated she will need to review the timelines for submitting ballot questions to the voters. This led to brief discussion of the types of issues that can be submitted to the voters via an opinion question. Mr. Timmerman noted that the State of Utah adopted legislation in recent years that allows an opinion question, but it requires very precise language about the terms of the bond, which is intended to dissuade voters from voting in support of the bond. Council Member Bills asked if a bond issuance decision is referable, to which Ms. Wells answered yes.

Council Member Petersen stated that she would also be supportive of securing funding for the fiber project by other means than a bond, but she is not supportive of issuing the bond for the entire project cost, which has been estimated at \$15 million.

Council Member Rodela stated she is willing to consider bonding if it results in an investment for the City that will eventually create an additional revenue source. She needs additional information via the RFP process to determine if this is a good investment for the City. Mayor Ostler agreed; he is concerned about the take rates required to achieve revenue generation for the City.

The Council engaged in discussion about different business models through some of the ISP's they have heard from to date; Mayor Ostler stated that there are different developers completing larger projects in the City and it may be that the homeowners' associations (HOAs) for those projects will contract with an ISP for their residents; he is interested in hearing how this will impact the City's take rate in the future.

Council Member Smith stated that the City has previously had \$18 million of bonded debt, but it is almost debt free at this point. He is worried about issuing a large bond for this project, though he sees the advantages of a City-wide fiber system. He believes it may provide long term revenue for the City, but he does not want to vote to issue a bond without first allowing the residents to vote on increased debt. He also feels there are some advantages to owning the fiber system. He stated he may be able to support Council Member Petersen's recommendation of a lower bond amount, but he does not want to do any bonding without a direct vote from the residents. Council Member Rodela stated that an opinion question can be placed on the ballot. Council Member Smith agreed, but referenced Mr. Timmerman's comments about ballot language for a bond opinion question and noted that it would likely not receive voter support.

The Council discussed recent bonding issues in other communities; Mayor Ostler stated that UTOPIA has a model where they would issue the bond, but the City would provide some support for debt service of that bond. Council Member Bills agreed, but noted that she feels that would be the same as the City issuing the bond and she still needs more information or feedback from residents before supporting that model.

Council Member Ball stated that he is most interested in a model that will provide the City with a revenue source in the future; however, he is concerned about economic forecasts and the potential economic downturn that could impact the City. He may be willing to consider a smaller bond amount, but he feels it would be irresponsible to issue an \$18 million bond for this project. He also wants concrete information from the different providers via an RFP regarding cost sharing and revenue projections; he cannot make an informed decision without that information.

Ms. Cottle then noted that August 24 is the last day for the Council to make a decision to place a bond question on the 2023 ballot.

Council Member Bills stated that she agrees with Council Member Smith about needing input from the residents before issuing a bond; she would be willing to explore options for placing an opinion question on the 2023 ballot regarding this issue. She is also more supportive of a lower bond amount, and she does not see any harm in publishing a RFP to receive information from the ISPs regarding revenue projections and service provision. This led to discussion among the Council regarding the appropriateness of participating in the provision of a service that will generate revenue for the City. Council Members Ball and Petersen stated they feel it is responsible to participate in a program that responds to demand from residents and could also generate revenue to fund the City in the long term.

Ms. Wells stated based on Council feedback to this point, it is her understanding the Council is interested in getting information about the process to include an opinion question on the 2023 ballot and they also want to pursue a RFP that will ask for information on cost sharing and issuance of a lower bond amount.

Council Member Rodela stated that she is interested in bonding; she noted that she does not believe bonding is a bad thing for a City to do. If the City had bonded for the Mountain Ridge project, it would have been a much better project and the City would have actually saved money in the long term. She stated that debt can be good at times and can save the City money if it is done correctly. Mayor Ostler stated that the original bid for Mountain Ridge Park in 2019 was \$5.4 million, but that did not include the playground. Since then, the total cost has increased to over \$9 million due to inflation. However, the City has received American Rescue Plan Act (ARPA) funding that can be used for various purposes; additionally, the City can use Park Impact Fee revenues for the project. Council Member Smith stated it would be necessary to calculate financing costs to determine the total cost of debt when compared to saving cash to complete a project.

Council Member Ball stated that he is more in favor of a smaller bond amount as he wants to be conservative given the uncertainty of the economy in the future. He would also like to proceed with a RFP to receive solid

information that would inform any decisions made regarding bonding and revenue projection. Council Member Petersen agreed; she does not want to make a decision on bonding until the Council has a financial forecast about the project. Council Member Smith stated he would not be totally opposed to a smaller bond as long as the public has the opportunity to weigh in on the matter. Council Member Bills agreed that it is important to be confident that this is what the residents want and that they are comfortable with the bond issuance. Council Member Petersen agreed. It is important to understand what the residents want. She also likes the idea of pursuing a project that will eventually generate revenue for the City to help reduce reliance on tax revenue.

Mayor Ostler asked if the City should be in the business of revenue generation. Council Member Ball stated that the City will eventually be built out and there will be no steady building revenue to fund the City. The first priority should be to provide service, especially one that is almost considered a necessity by modern society; internet is a necessity and fiber opens a door to newer technologies that the City would not otherwise be able to secure through Comcast.

Council Member Smith asked if most of the City's bonds are managed by Zion's Bank. Ms. Wells answered yes. Council Member Smith stated Zion's is on a watch list published by Moody's as they are projected to 'go under'. This should be taken into consideration if the City decides to pursue bonding as any current bonds may be callable to shore up Zion's base.

Mayor Ostler attempted to summarize the feedback from the Council. He noted Council Member Smith is opposed to bonding, unless it is a very small bond. He noted that both Council Members Smith and Bills are not in favor of bonding unless they receive support from the residents via an opinion question. Council Member Petersen is comfortable with a small bond. Council Member Rodela is in favor of bonding, but would also like to submit the issue to the voters in the upcoming election. He noted he is confused about Council Member Ball's position and asked him to clarify. Council Member Ball stated that he cannot make a decision on bonding without concrete number; he leans toward supporting a bond if the data supports it. Council Member Rodela stated that the Council is not being asked to make a formal decision tonight; rather, they are only being asked to communicate their interest in pursuing any of the options before them, one of which is to get more information and a cost benefit analysis. Council Member Ball stated that he is willing to pursue the cost benefit analysis; he is interested in bonding, but will not support a bond without clear information. Ms. Wells stated Administration will explore the process for submitting the issue to the voters in the 2023 election. She then asked if the City Council would be interested in a direct bond or a bond through an interlocal entity. Council Member Petersen stated that a City bond would be more transparent, and the City would be able to control the debt. Council Members Rodela and Ball agreed, with Council Member Ball reiterating he still needs more information on the issue before making a firm decision.

Ms. Wells asked if the Council wants to pursue a revenue sharing option for the City. The Council answered yes.

Ms. Wells stated there is an option to pursue a utility type of model whereby all households would pay a monthly utility fee, not just subscribers. She asked if the Council is interested in that model, to which the entire Council answered no.

Ms. Wells then facilitated discussion about whether to pursue a sole source or open access system. Mayor Ostler stated that if the City is going to do a smaller bond, the only option would be to pursue a sole source system to choose one provider to carry the remaining debt. Ms. Wells then noted that the final question for the Council to answer is whether to continue to install conduit in open trenches to lease to fiber providers in the future. Council Member Petersen indicated she needs to understand the costs and the potential future uses of the fiber. Council Member Rodela stated that the cost to install while a trench is already open will definitely be

much lower than installing in the future after a road is closed. Ms. Well stated she will get more information on the costs of the work and present that to the Council during upcoming budget discussions.

Mayor Ostler concluded by summarizing the feedback of the Council; the City will publish a RFP soliciting specific proposals from ISPs that are interested in sharing a portion of the debt for the project, revenue sharing, subscription prices, and the City's percent of ownership of the network. He noted there are many unknown and unforeseen costs or matters that will impact these matters in the future. Ms. Wells stated that all proposals will be provided to the Council for their evaluation.

Mr. Timmerman offered a suggestion; he has seen success in cities where a broadband committee has been created to consider the issue, write the RFP document, interview those who provide a proposal, and make a recommendation to the City Council. He noted that cities that have done that have placed a Council Member or the Mayor on the committee. Council Members Rodela, Bills, and Petersen stated they like that idea. Council Member Rodela nominated Council Member Ball to participate with that type of committee. Mayor Ostler stated that he can also participate with a committee, and it will be important to recruit residents with technological expertise to participate.

Ms. Wells thanked the Council for the direction they provided tonight; she will begin working on the recommendations made by the Council, but noted that due to the workload this cannot be her top priority at this time. The Council stated they would like for a recommendation to be provided to them by the end of June. Mayor Ostler thanked the Council and staff for their efforts this evening.

ADJOURNMENT

Council Member Kim Rodela MOVED to adjourn the work session and Council Member Scott L. Smith SECONDED the motion. All voted in favor and the motion passed unanimously.

The meeting adjourned at 9:25 pm.

I, Stephannie Cottle, City Recorder of Highland City, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on March 14, 2023. This document constitutes the official minutes for the Highland City Council Meeting.

Stephannie Cottle, CMC
City Recorder



HIGHLAND CITY

HIGHLAND CITY COUNCIL MINUTES

Tuesday, March 21, 2023

Waiting Formal Approval

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

VIRTUAL PARTICIPATION



YouTube Live: <http://bit.ly/HC-youtube>



Email comments prior to meeting: council@highlandcity.org

7:00 PM REGULAR SESSION

Call to Order – Mayor Kurt Ostler

Invocation – Council Member Sarah D. Petersen

Pledge of Allegiance – Council Member Timothy A. Ball

The meeting was called to order by Mayor Kurt Ostler as a regular session at 7:02 pm. The meeting agenda was posted on the *Utah State Public Meeting Website* at least 24 hours prior to the meeting. The prayer was offered by Council Member Sarah D. Petersen and those in attendance were led in the Pledge of Allegiance by Mayor Kurt Ostler

PRESIDING: Mayor Kurt Ostler

COUNCIL MEMBERS

PRESENT: Brittney P. Bills, Timothy A. Ball (via phone), Kim Rodela, Sarah D. Petersen, Scott L. Smith

CITY STAFF PRESENT: City Administrator Erin Wells, City Attorney Rob Patterson, City Recorder Stephannie Cottle, Finance Director Tyler Bahr, Planner and GIS Analyst Kellie Smith, City Engineer/Public Works Director Andy Spencer, Police Chief Brian Gwilliam,

OTHERS PRESENT: Jon Hart, Debra Maughan, Kristen Giles, Steve Hagan, Aaron Davidson, Rozan Mitchell, Maggie Stout

1. UNSCHEDULED PUBLIC APPEARANCES

Please limit comments to three minutes per person. Please state your name.

Steve Hogan stated he is trying to establish ownership and responsibility for the wood fence/brick pillars running along the east side of the Alpine Highway. His neighbors believe the fence belongs to the City and that they cannot perform repairs or improvements; he has spoken with everyone who owns property that touches the fence,

and they all agree that it has been the City's practice to maintain the fence, but he has heard some conflicting stories about ownership. He asked for the Mayor and Council to consider that the Alpine Highway is one of the main corridors through the City and people can see the current state of the fence and if the fence becomes the ownership of the people living along the road, it will become a 'hodge-podge' of different types of fencing and maintenance levels. He also asked that the Governing Body consider the safety and value the fence provides. There have been instances in the past several years where motorists have been injured or killed when striking a fence along a major highway. It is obvious that the fence has met its useful life and it is due to be replaced; he suggested it be replaced with something that will be long-lasting with little to no maintenance, as well as something that the City can be proud of.

Mayor Ostler stated that others have inquired about this same issue, and he has asked staff to research whether there are minutes of any discussions about the fence being installed as development occurred along the Alpine Highway corridor. He asked City Administrator Wells to share her findings. Ms. Wells stated there is some confusion about ownership of the fencing and the City has on several occasions helped with maintenance. In January, Administration began discussing whether the fence is owned by the City and, if so, the need to identify funding sources to replace it since it has reached its useful life. She found minutes from 1995 where it is clearly stated that the City owns and maintains everything from the back of the curb to the edge of the fence and that the fence is the homeowners' responsibility in terms of maintenance, replacement, or repair. She stated there are different options for the City to consider and it is correct that if the City allows residents to replace the fence that abuts their property, there could be several different types of fence along the Alpine Highway. Another major corridor in the City, 10400 West, is an example of this same type of situation; homeowners have installed their own fencing and there are varied types of fencing along that road. If the Council desires a uniform look, it would be necessary to change the land use ordinance to require a certain type of fence along Alpine Highway.

Council Member Smith stated that this matter was discussed during 2010 and the decision was made that the homeowners were responsible for the fence, but that has not been clarified to the homeowners. He would support a hybrid option where the City could work with residents to ensure a consistent fencing appearance along the road. Mayor Ostler stated that would need to be a policy decision; if the City chooses to take on the fencing along Alpine Highway, other residents living along other major corridors may expect the same partnership with the City. He suggested the Council discuss the issue further since there are many implications to consider. The Council indicated they would like to discuss the issue further. Ms. Wells clarified that the fence along Alpine Highway would be classified as a 'theme wall', so there are different fencing standards that would be imposed, but that can be part of the future discussion with the Council.

Maggie Stout stated she attends Mountain Ridge Junior High, and she asked the Mayor what the number one thing he wished people her age knew about government. Mayor Ostler stated that the top thing for residents to know is the importance of their voice and input for their local government.

Mayor Ostler then introduced the City's new Assistant City Administrator/Community Development Director, Jay Baughman. He invited Mr. Baughman to address the Council. Mr. Baughman provided a brief overview of his professional and personal background and indicated he is excited for this opportunity with Highland City.

2. PRESENTATIONS

- a. Alpine School District** – *Rob Smith, Sarah Beeson, David Stephenson*
Representatives from Alpine School District will present information on Alpine School District as it relates to Highland City.

Alpine School District Business Administrator Smith introduced School Board Member Beeson and Executive Director of External Relations and Communications Stephenson, who is also a Highland resident. He then stated that he will be retiring at the end of his current term, which concludes in January of 2024. He thanked the members of the City Council for their service and the great working relationship he has enjoyed with them. He provided a single page handout that included brief facts about the schools in Highland City and the surrounding community, including school populations, planned capital improvement projects, and graduation rates.

Discussion among the Mayor, Council, and District representatives centered on long range planning for new school construction; conversion of existing schools to STEM schools; changes to school boundaries; the School District's property tax rate; legislation that will impact the District; planned developments in Highland City and the schools that new residents from those developments will attend; concerns about the size of the School Board and adequate representation of the growing population; and past bonding attempts of the District and any plans for future bond elections.

The Mayor and Council thanked District representatives for their attendance this evening and for the information they provided.

3. CONSENT ITEMS

Items on the consent agenda are of a routine nature or have been previously studied by the City Council. They are intended to be acted upon in one motion. Council members may pull items from consent if they would like them considered separately.

a. **Approval of Meeting Minutes** *General City Management – Stephannie Cottle, City Recorder*
Regular City Council Meeting – February 2, 2023

b. **ACTION: Planning Commission Appointments** *General City Management – Kurt Ostler, Mayor*
The City Council will consider the Mayor's request to ratify the appointment of Debra Maughan as an Alternate Planning Commissioner. The Council will take appropriate action.

Mayor Ostler asked for Council support for his appointment of Debra Maughan as an alternate member of the Highland City Planning Commission; he invited Ms. Maughan to provide the Council with a brief overview of her professional and personal background. Ms. Maughan indicated she has lived in the City for 33 years and has participated with many different City committees for the past several decades.

Council Member Smith stated that at the last City Council meeting there were several items that were forwarded to the Council with a vote of four to zero; however, there are more than four members on the Commission, and he inquired as to when alternate members are allowed to vote. Planner & GIS Analyst Smith stated that so long as there are no more than seven votes on an item, alternate members can vote. Council Member Smith asked Ms. Maughan if she is able to attend Planning Commission meetings each month; he indicated he would like more members to attend and vote on items that are being forwarded to the Council. Ms. Maughan answered yes; she will not miss a meeting unless she is ill. Council Member Smith thanked Ms. Maughan for her willingness to serve.

Council Member Kim Rodela MOVED that the City Council approve consent item a, the approval of meeting minutes of February 2, 2023 and item b, action: planning commission appointments.

Council Member Scott L. Smith SECONDED the motion.

The vote was recorded as follows:

<i>Council Member Timothy A. Ball</i>	<i>Absent</i>
<i>Council Member Brittney P. Bills</i>	<i>Yes</i>
<i>Council Member Sarah D. Petersen</i>	<i>Yes</i>
<i>Council Member Kim Rodela</i>	<i>Yes</i>
<i>Council Member Scott L. Smith</i>	<i>Yes</i>

The motion passed 4:0.

4. RESOLUTION OF INTENT: PHYLLIS SMITH ANNEXATION *Land Use (Legislative) – Kellie Smith, Planner & GIS Analyst*

The City Council will hold consider a request by Shaun Athey, representing Phyllis and Trent Smith, to annex approximately 1.13 acres of property located at 7015 W 9600 N. The purpose of this resolution is for the Council to accept or reject the application for further consideration. The Council will take appropriate action.

Planner & GIS Analyst Smith explained Shaun Athey, representing Phyllis and Trent Smith, is seeking annexation of approximately 1.13 acres of property located at 7015 W 9600 N. The purpose of this resolution is for the Council to accept or reject the application for further consideration. On December 6, 2022, the City Council discussed the potential of waiving specific code requirements as part of the annexation request. Two Council Members mentioned that they would like more time to consider the request and determine whether approval of it would create a problematic precedent for the City. Other Council Members shared that they were leaning toward waiving the public improvement requirements. The Council indicated that they were comfortable with the applicant proceeding with the annexation petition and communicated a willingness to formally consider Phyllis Smith's requested exception. Ms. Smith reviewed the City's annexation process and Annexation Policy Plan; she noted the subject property is included in expansion plan along with a zoning recommendation. Because this property is south of 9600 North, the planned zoning is R-1-20. To subdivide, the property has enough square footage, but not enough road frontage; the applicant has requested that the City-owned parcel to the east count as road frontage. Relating to public improvement requirements, staff's recommendation is that all the Development Code and City engineering regulations be required with the annexation meaning no standard requirements are waived. This ensures that all those who develop in Highland are treated the same and helps to prevent future problems when homeowners are seeking standard City services and when the City is working to maintain those services. If the City Council decides to approve the resolution of intent, the annexation will include an annexation agreement that will detail all improvements that the Council would decide to require or waive. She then provided a summary of the public improvements that would typically be required for any subdivision in Highland City:

- Utilities:
 - Culinary;
 - Pressurized irrigation;
 - Sewer;
 - Storm drain;
 - Lehi irrigation ditch.
- Street improvements:
 - 9600 North:
 - Right-of-way dedication + curb, gutter, sidewalk, and additional asphalt as needed.
 - Highland City parcel – 12.054.0069:
 - Half-street improvements + 10' of asphalt along the portion that abuts the Smith's property; proposed additional sidewalk requirement along future cul-de-sac.

- Dedication –to be included in subdivision plat; additional 1.5’ be dedicated to meet standard 56’ (south of the home); also propose to require additional ROW for future cul-de-sac.

Ms. Smith concluded the decision to annex and under what circumstances are legislative decisions. The Council has complete discretion in making these decisions. Staff recommends the City Council consider the staff analysis below and potential impacts from not requiring the City’s standard regulations. After taking these issues under consideration, Staff recommends the City Council approve the Resolution indicating the intent of Highland City to consider the proposed annexation and give Staff direction on what to include in the annexation agreement.

Council Member Smith inquired as to the location of the sidewalk if the Council were to approve the applicant’s proposal to allow the City-owned parcel to be counted towards their frontage. Ms. Smith presented a map to identify optional locations for the sidewalk as well as improvements to the City parcel.

Ms. Smith concluded the applicant is asking for approval of the R-1-20 zone, connecting to sewer, culinary, and pressurized irrigation lines through the City-owned parcel, and preservation of the current asphalt road without a requirement to add curb, gutter, and sidewalk to that road.

Council Member Smith asked if that means that the applicant would not be required to widen the road by 10 feet to include curb, gutter, and sidewalk. Ms. Smith stated the asphalt currently does not extend to the applicant’s property as it is currently only approximately 10 to 12 feet wide. Public Works Director/City Engineer Spencer stated that the City’s standards would require half of a normal street width, plus 10 feet of asphalt and curb, gutter, sidewalk on the development side of the street. If the applicant’s request is approved, this standard would not be met. There was brief discussion about potential future development in the area that could be the catalyst for continued road improvements near the subject property.

Mayor Ostler asked how the Council could approve the requests before them this evening without setting a precedent for other property owners to ask that the City waive requirements that are typically imposed when a property is annexed into the City or developed. City Attorney Patterson stated that because this is an annexation application, which is a legislative decision, the Council has broad discretion to approve, deny, or place conditions upon the application. If the Council is interested in approving a waiver of common requirements, it would be necessary to do that via an annexation agreement. If the property were to be annexed without an annexation or development agreement, the property would then be required to follow development standards. Mayor Ostler asked if other property owners could ask for the same consideration. Mr. Patterson answered yes, but noted that any action on the current annexation application will not set a legal precedent.

Council Member Petersen inquired as to the reasoning behind the applicant’s request. Ms. Smith deferred to the applicant to answer that question.

Council Member Smith inquired as to the number of City-owned parcels throughout the City that have been used to provide access to another subdivision that may never be developed. Ms. Smith stated this is a rare situation; the parcel was created in the 1980s and most of the City’s Public Works employees were unaware that it was owned by the City.

Randy Rindlesbacher approached the Council to represent the annexation petitioner; he noted Phyllis Smith is his mother-in-law. He addressed Council Member Petersen’s question and noted that the reasoning behind the request is that the required improvements are a great burden for one lot owner to bear. The Miners have an agreement with the City dating back to the 1980s and they have agreed to assume ownership and the responsibility to improve the lane at the point in time that they decide to subdivide their 4.5-acre property. He stated that he feels that the burden would be better distributed between his mother-in-law and the Miners in the future.

Mayor Ostler asked if the City has a copy of the agreement with the Miner family. Ms. Smith stated there is not a formal document with signatures, but during the City Council meeting when the Miner annexation was approved, the motion included language to the effect that when the subdivision is build, the public improvements will be completed. She stated that the City-owned parcel was previously owned by the Miners and that transaction is evidence of the agreement that was made at the time of the annexation. Mayor Ostler asked if the Miners would be required to build the full right-of-way if they choose to subdivide, or if they will be allowed to build half of the road width plus 10 feet. Mr. Spencer stated that they will be required to build the full road width because it will be used to service a cul-de-sac. However, because the City restricts the maximum length of a cul-de-sac to 600 feet, it would be difficult to fully maximize the property to the south due to a lack of frontage. Council Member Rodela asked how many lots could be built on that property. Mr. Spencer stated he is unsure, but it will be limited by the cul-de-sac standards and frontage requirements. Mayor Ostler asked if the Miner property is already located in Highland City. Ms. Smith stated that one parcel is in Highland and the other is still unincorporated.

Council Member Petersen agreed that Ms. Smith should not bear the burden of building all public improvements near her property, but she suggested there may be a happy medium where the City can achieve the construction of curb, gutter, and sidewalk, but deferring other improvements to the point in time when the Miner property is annexed and developed. Mr. Spencer stated that the Council has discretion to determine the development standards that should be imposed at this time; he noted there are several improvement options that could be required, but most scenarios will result in noncompliance with public improvement requirements. Council Member Petersen asked if some form of road widening could be accomplished that could eventually be extended or built upon in the future when other properties develop. Mr. Spencer answered yes; the property running along the applicant's frontage could be improved at this time and those improvements could be continued as the areas to the east develop. He stated it would be wise for the Council to solicit input from Fire Chief Patten regarding any concerns he has about fire apparatus access to the area. Chief Patten stated that the minimum road width requirement for emergency access purposes is 20 feet; he is also concerned about the depth and turnaround capabilities if the road length exceeds 150 feet. Mr. Rindlesbacher stated that problem already exists; there are two homes on the 12-foot-wide lane with no fire turnaround at the end of the lane. Chief Patten answered yes. Mayor Ostler stated that regardless of current conditions, the Council must consider the application before them, which would result in construction of another home on that lane. Mr. Spencer stated that there are actually two street frontage issues for the subject property; the property fronts 9600 North as well as the private lane running north and south. Council Member Smith asked Mr. Rindlesbacher if he is concerned about the required improvements to 9600 North. Mr. Rindlesbacher stated that tonight is the first time he has heard of public improvements to 9600 North, and he will need to evaluate the costs of those improvements. Mayor Ostler stated that he understands the burden that will be placed on one property owner, but that should not be the primary concern; requirements should be upheld, and the property owner can make a business decision about whether to proceed. He is concerned about making an exception to development requirements, which he believes will lead to future similar requests. He asked Mr. Rindlesbacher if he is aware of any plans the Miners have for the development of their property. Mr. Rindlesbacher stated that Mr. Miner has not communicated a timeframe for the development of his property; he has also indicated that he is not concerned about his mother-in-law's plans to develop her property. He added he agrees this is a business decision for his family, but they are the only party that is assuming any of the burden associated with these improvements; if one additional lot is created, his family will assume a portion of the burden and the remainder will be deferred to a time when the Miners choose to develop their property. He stated he feels his family's request is reasonable.

Mayor Ostler invited public input. There were no persons appearing to be heard.

The Council debated the appropriate public improvements to be required of the petitioner; Council Member Petersen suggested that the petitioner be required to widen the lane to a point that is safe for emergency access as well as the improvements along their property frontage. Council Member Smith asked Council Member Petersen if she feels that they should be required to improve the frontage on 9600 North, to include curb, gutter, and sidewalk. Council Member Petersen answered yes. Mayor Ostler stated this would result in 9600 North being fully improved. Council Member Smith inquired as to the compromise, if any, Council Member Petersen

is suggesting. Council Member Petersen stated that she would recommend the lane be widened to 20 feet, with the understanding that the additional seven feet will be constructed when the Miner property develops. Council Member Smith stated that means the Smiths would be responsible for two-thirds of the cost of the road and the Miners would only be responsible for one-third, even though their development potential is greater. Council Member Petersen stated that ideally the properties could develop at the same time and the two parties could fairly distribute the costs of improvements. Mayor Ostler agreed and stated that the Smiths have the choice to wait to subdivide at the same time as the Miners, but they are choosing to move forward at this time.

Council Member Rodela stated that she is willing to accept the property into the City, but she is concerned about making exceptions to the City Code; she would prefer to impose public improvement requirements that have been communicated by staff because she is concerned about setting a problematic precedent for the City. Council Member Bills agreed with Council Member Rodela, but indicated she can support the compromise that has been suggested by Council Member Petersen. Council Member Smith stated that he feels this a unique situation and he does not believe the City will encounter anything similar to it in the near future; he understands the need to enforce City Code, but he is willing to compromise because he would prefer for the property to be annexed into Highland rather than Lehi. He believes that the curb, gutter, and sidewalk is needed on 9600 North, but he believes that the 20-foot road width on the east side, without curb and gutter, would be acceptable. The curb, gutter, and sidewalk on the east side of the public property could be built at the time that the Miner property is developed.

Council Member Bills asked if the applicant can be compelled to participate in the cost of future improvements on the east side of the property if those improvements are deferred to a point in time when the Miner property is developed. Mr. Patterson stated such a stipulation could be included in the annexation agreement, but it would be necessary to identify a 'trigger date' for those improvements to be completed. He then briefly summarized the position of each of the Council Members, after which Council Member Petersen expressed a willingness to make a motion, though the entire Council is not in agreement about the exceptions, if any, that should be offered to the petitioner.

Council Member Smith stated that for the property owners to the south, the City purchased a small sliver of property 40 years ago to provide a pathway for them to eventually annex into the City; if those property owners never annex, the entire burden of public improvements will be placed on other property owners and that is concerning to him. Mayor Ostler stated that a portion of the Miner property is already located in Highland; the property to the east as well as the lane are both located in Highland. The property that is the subject of the annexation petition is not in Highland and that is the reason for this discussion. Council Member Petersen agreed; she responded to Council Member Smith by stating that the current City Council has no control over the actions that were taken 40 years ago by former elected officials and the current Council should not be making decisions based on the thought processes of those that were making decisions in the past. She is trying to make the best decision with the information available to her today. She believes that requiring the 20-foot road width as well as curb, gutter, and sidewalk improvements will serve to improve the safety and beautify the road and will be usable for another 40 years. She does not want to put the entire burden on the Smith family; rather, she is trying to strike a balance.

Council Member Sarah D. Petersen MOVED that City Council APPROVE the Resolution indicating the intent of Highland City to consider the proposed annexation, and as part of that only require 20' road with all curb, gutter, sidewalk improvements and all other requirements per code.

Council Member Brittney P. Bills SECONDED the motion.

Council Member Kim Rodela MOVED to AMEND the motion to have the road be 27' wide.

There was no SECOND to the motion to amend the original motion.

The vote on the original motion was recorded as follows:

<i>Council Member Timothy A. Ball</i>	<i>Absent</i>
<i>Council Member Brittney P. Bills</i>	<i>Yes</i>
<i>Council Member Sarah D. Petersen</i>	<i>Yes</i>
<i>Council Member Kim Rodela</i>	<i>No</i>
<i>Council Member Scott L. Smith</i>	<i>Yes</i>

The motion passed 3:1.

5. ACTION: AGREEMENT WITH DAVID AND BRITTNEY MEYER FOR A SEWER EASEMENT LOCATED NEAR THE HIGHLAND HOLLOW SEWER LIFT STATION *Land Use (Legislative) - Andy Spencer, City Engineer/Public Works Director*

The City Council will consider entering into an agreement with David and Brittney Meyer for a sanitary sewer easement on Highland City property to allow for a sewer connection from their property to the City sewer system. The Council will take appropriate action.

City Engineer/Public Works Director Spencer explained on February 7, 2023, this Agreement was discussed as a Communication Item with Mayor Ostler and City Council. Discussion was had on the future of this area, including Park access, a large PI main to serve Lehi City and a potential trail to be placed on top of the water line. Future development of this area is still unknown. Highland City sold property near the Highland Hollow lift station to 1316 E. Autumn Ridge Dr. which is a Lehi property. The Meyer Family purchased this property with the intention of building a home. Seeing that this is property in Highland City boundaries it will be necessary for them to connect to the City infrastructure to serve the home. There are no city utilities in 1200 E. which will require them to hook to the gravity sewer line entering the Highland Hollow sewer lift station. To facilitate this, they will need to receive an easement crossing Highland City property to make the sewer connection. The City Attorney has drafted an agreement for both parties to review, approve, and sign. As part of the agreement, it will be at the cost of the property owner to make the proper connection with the understanding that if the lateral ever needs to be moved for future use of the City property this will be at the expense of the property owner. Staff recommends the City Council approve the agreement for an easement to serve the Meyers.

Council Member Smith stated he is uncomfortable saying that the Meyers will be required to pay to relocate the sewer line if such a project is ever required in the future; the Meyers have a lack of control over the location of the sewer line since that will likely be a result of a decision made by Lehi City. Mr. Spencer stated that the City is aware of one major underground sewer improvement project and the City has granted Lehi an easement for that project; however, it is unlikely that the sewer line will ever need to be relocated. He attempted to draft an agreement that provides flexibility with the understanding that no party to the agreement understands all events that may occur in the future that could potentially impact this sewer line. Council Member Smith stated it seems as if it will be very expensive for the Meyers to connect to the sewer line and it is his proposal that the City split the cost with the Meyers for any future cost to relocate the line, if necessary. Mayor Ostler stated that he does not believe the taxpayers of the City should take on that burden; he would prefer to deny the connection than to enter into an agreement that could impact all taxpayers in the future. Council Member Smith stated that the Meyers are taxpayers as well and they are paying a lot of money to connect to the sewer system. Mayor Ostler argued that their property was never considered to be a buildable lot. Council Member Smith

stated that he is simply trying to identify some safeguards that would make the City think more seriously about relocating the line at any point in the future. Mayor Ostler stated that the City has already given Lehi the easement for their project; he asked if that line will be deep enough to provide room for the Meyers' connection. Mr. Spencer stated that he has not had those discussions with Lehi City, but he believes there is adequate room to allow for the lift station, the sewer line, and Lehi's line. He will have a coordination meeting with Lehi to try to plan for all potential situations that could arise. He added that he tried to talk the Meyers out of buying the lot before they purchased based upon the difficulty and expense of connecting to the sewer line. He stated that they were aware of these matters at the time they purchased the lot. Council Member Smith stated he understands that the Meyers were aware of the implications of purchasing the lot, but he does not believe it is unreasonable to consider splitting the cost of any future relocation of the line if the need arises; when the City takes care of individual residents, they are taking care of all residents.

Mayor Ostler asked if the Meyers have the ability to subdivide the property into three lots. Mr. Spencer answered no; there is not adequate frontage and the ability to connect to utilities. Mayor Ostler asked if the Meyers will improve the frontage in front of their home. Mr. Spencer stated that it already has curb, gutter, and sidewalk due to a past agreement relating to the road widening project and property trade for Highland acquisition of park land. Mayor Ostler stated that he feels the agreement should be approved as written and that any future expense to relocate the sewer line will be the responsibility of the property owner. Council Members Bills and Rodela agreed.

Council Member Brittney P. Bills MOVED that City Council APPROVE the agreement with David and Brittney Meyer for a sewer connection easement, allowing them to install a sewer lateral across city property and connect to the Highland Hollow sewer lift station facilities and AUTHORIZE the Mayor to sign the easement agreement.

Council Member Smith asked if they should add in the motion that the property owners will have to pay to have the sewer line moved in the future if necessary. Attorney Patterson stated that it is already stipulated in the agreement.

Council Member Sarah D. Petersen SECONDED the motion.

The vote was recorded as follows:

<i>Council Member Timothy A. Ball</i>	<i>Absent</i>
<i>Council Member Brittney P. Bills</i>	<i>Yes</i>
<i>Council Member Sarah D. Petersen</i>	<i>Yes</i>
<i>Council Member Kim Rodela</i>	<i>Yes</i>
<i>Council Member Scott L. Smith</i>	<i>Yes</i>

The motion passed 4:0.

6. ACTION: MAINTENANCE AGREEMENT - BEACON HILLS PLAT I *Land Use (Legislative) - Kellie Smith, Planner & GIS Analyst*

The City Council will hold a public meeting to consider a request by Brady and Kristen Giles to enter into an open space maintenance agreement with the City for property adjacent to 12303 N Timberline Dr in the Beacon Hills Plat I subdivision. The Council will take appropriate action.

Planner & GIS Analyst Smith explained on July 19, 2022, the City Council approved a resolution that adopted the Highland City Encroachment Policy and Maintenance Agreement that detailed the approval process and requirements for maintenance agreements. Any property owner or resident who desires to improve, beautify, landscape, maintain, or otherwise encroach upon public property for the benefit of Highland residents as a whole must apply for a Maintenance Agreement. The applicant will be required to show and explain how the proposed encroachment benefits the City, rather than just benefiting the applicant. Maintenance Agreements may be approved by the City Council based on property circumstances and City needs. The Council may condition Maintenance Agreements on payment of application fees, increased water charges, limitations on allowable uses, and other terms and conditions as the City Council finds are appropriate. No person shall have any right to obtain or enter into a Maintenance Agreement, and the City Council shall have the right, in its sole discretion, to approve or deny a Maintenance Agreement. This Agreement must be recorded with the Utah County Recorder. Maintenance Agreements will not grant any person any property right or interest in the public property, nor will the Agreements allow any person to exclude any member of the public from the public property. Maintenance Agreements approved by the City Council after adoption of this policy shall have a term of 5 years. Such Agreements may be renewed for additional 5-year terms by city staff upon application by the property owner or resident on the same terms and conditions as the previously authorized Maintenance Agreement, plus any new terms or conditions that are generally required for all Maintenance Agreements, so long as the property owner or resident has complied with all terms and conditions of the Agreement. City staff may refer any request for renewal to the City Council for review and approval. The Maintenance Agreement Policy adopted by the City Council on July 19, 2022 allows for the following improvements:

- The maximum irrigatable space cannot be more than 2500 square feet. Anything over 2,500 square feet must be improved and maintained without requiring irrigation or sprinklers. Grass and sprinkler systems may only cover up to 2500 square feet of the Property, and any sprinkler or irrigation system may require a heightened water bill as a consequence of their extra water usage.
- Grass, small vegetation, flowers and bushes, provided they are not planted in a manner that “fences” off the space from other users.
- Desert landscaping.
- Small gardens.
- Trees where they will not obstruct, interfere with or encroach upon Property's unique characteristics, utilities, easements or encumbrances.

Ms. Smith summarized the request; the applicant is requesting approval of an open space maintenance agreement for approximately 1,600 square feet. The plan consists of crushed rock or other appropriate xeriscape material such as mulch, three (3) drought resistant trees, a temporary drip system to water the trees, and a metal or hard plastic edging around the perimeter of the rock or mulch. The applicant is planning on installing a fence with a gate along the property line, and then maintaining the open space as described on the other side of the fence. Staff recommends the City Council determine if the proposed maintenance plan is consistent with the intent of Council policy regarding open space maintenance agreements. The Council should also provide appropriate direction if additional restrictions are to be addressed in the Open Space Maintenance Agreement. After these items are determined, Staff recommends the City Council authorize Staff to execute an open space maintenance agreement with Brady and Kristen Giles subject to the following stipulation: All improvements shall be consistent with the proposed maintenance plan dated March 14, 2023.

Council Member Rodela stated that she loves the plan that has been proposed; she feels that the proposed improvements take into consideration the need to conserve water. Council Member Petersen agreed and stated that Mr. and Mrs. Giles have been great to work with and they never encroached on the City's property illegally; rather, they completed all improvements through the proper channels. Mayor Ostler agreed; this is an applicant that worked with the City and neighboring property owners once they were informed of the encroachment issue. He invited input from the applicant.

Kristen Giles stated that she needs to understand the required distance the City will impose between the scrub oak and the trail; currently, the distance is about 10 to 12 feet. The Council indicated they are comfortable with that distance.

Council Member Smith referenced the properties that have been surplussed by the Council; he asked if all eligible property owners have purchased a portion of the surplussed property, to which Ms. Smith answered yes.

Ms. Giles then asked if the City will stipulate the types of trees that can be planted near the trail corridor. She would like to plant something that will be congruent with the scrub oak. Mayor Ostler advised Ms. Giles to work with City staff, which includes a horticulturist. Ms. Giles stated that she will also get advice from her landscaping contractor. Mayor Ostler suggested that the motion include direction that the Giles' work with City staff regarding the types of trees to be planted.

Council Member Sarah D. Petersen MOVED that City Council authorize staff to execute an open space maintenance agreement with Brady and Kristen Giles subject to the following stipulations:

- 1. All improvements shall be consistent with the proposed maintenance plan dated March 14, 2023.*
- 2. Homeowners will choose the trees.*

Council Member Scott L. Smith SECONDED the motion.

The vote was recorded as follows:

<i>Council Member Timothy A. Ball</i>	<i>Absent</i>
<i>Council Member Brittney P. Bills</i>	<i>Yes</i>
<i>Council Member Sarah D. Petersen</i>	<i>Yes</i>
<i>Council Member Kim Rodela</i>	<i>Yes</i>
<i>Council Member Scott L. Smith</i>	<i>Yes</i>

The motion passed 4:0.

7. RESOLUTION: ILA WITH UTAH COUNTY FOR 2023 ELECTIONS *General City Management – Stephannie Cottle, City Recorder*

The City Council will consider adopting a resolution to enter into an interlocal agreement with Utah County to assist with the administration of the 2023 Municipal Elections.

City Recorder Cottle explained in prior years, City Council has considered the feasibility of running elections in-house as opposed to contracting with Utah County and has determined, after much consideration, that the County option is most viable for the purposes of personnel time management due to the state regulations surrounding elections and restrictions surrounding signature verification. In addition, due to economies of scale, the County is able to run a more cost-effective election than the City. The Council has expressed their desire to run a traditional election and not use the rank-choice-voting method. As such, staff is planning a traditional election. Highland City has contracted with Utah County to assist with municipal elections since 2017 and has found their process to be effective in election administration and timely in delivery of election results. This year, Highland City elections will include three City Council seats. The candidate filing period is June 1–7, 2023 from 8:00 am to 5:00 pm (Monday – Friday). The primary election, if needed, will be Tuesday, August 15, 2023, and the general election will be held on Tuesday, November 7, 2023. The interlocal agreement outlines the responsibilities of both Utah County and Highland City along with estimated costs. The estimated cost is a not to exceed \$2.25/voter/election. Highland City currently has 12,730 registered voters. Based on the number of

registered voters, the total estimated cost for both the primary and general election is \$57,285.00. As a part of the election, the County will facilitate voting centers throughout the County. Staff has requested the County to consider Highland as one of those locations. If the County does not select Highland, the Council may consider paying for the cost of the County to add an additional voting center at City Hall. The approximate cost for a voting center is \$2,500 per election. Ms. Cottle concluded staff recommends adopting the resolution and directing the Mayor to sign the interlocal agreement with Utah County to assist with the administration of the 2023 Municipal Elections.

Mayor Ostler invited input from the Utah County Clerk's Office representatives. Aaron Davidson stated he is the Utah County Clerk, and he introduced the Election Coordinator, Rozan Mitchell. He indicated a willingness to answer any questions the Mayor and Council may have.

Council Member Smith asked if the security footage for the ballot drop box is a public record or can be reviewed by the City Council. Ms. Mitchell indicated she will need to review the State's Government Records Access and Management Act (GRAMA) to determine if the footage is a public record. Ms. Cottle added that the City has installed its own camera near the ballot box; it is a different view than what is captured by the County's camera, but she is able to show the Council the footage from that camera at any time. Ms. Mitchell noted that during the last election cycle, the camera footage was posted on the County's site every day, so it would be a public record. Mr. Davidson added that the State Legislature recently adopted legislation that speaks to how the record can be used and his staff will research that issue before providing a definitive answer regarding public accessibility for the recordings.

Council Member Smith stated there are many citizens in Highland City that would prefer to vote in person rather than by mail; he asked why it will cost an additional \$2,500 per election to provide a voting center. Ms. Mitchell stated that during the last municipal election cycle, there were less than 200 people from Highland, Alpine, and Cedar Hills that voted in person. Depending on the requirement for any of the three cities to hold a primary election, the County will determine where the vote center will be located in 2023. Mayor Ostler asked if Highland City can request a vote center in Highland. Ms. Mitchell stated the County is happy to provide that service if the City pays the cost of the service. Mayor Ostler asked when the City needs to make the decision about whether to have a vote center in Highland. This led to discussion of the logistics that determine the location of a voting center that serves multiple cities; Ms. Cottle noted that in the 2021 General Election, there were 39 Highland residents who voted in person. Mr. Davidson added that election was held during the height of the COVID-19 pandemic and people were reluctant to visit public spaces.

Council Member Bills asked if a voting center located in Highland during the primary election would only be accessible to Highland residents. Ms. Mitchell answered no; she cannot program equipment to only handle one city.

Mayor Ostler stated that the City is considering placing a bond opinion question on the 2023 ballot; he asked when the City must make that decision. Ms. Mitchell stated she will provide the code citation that governs that issue, but noted that a decision must be made no later than August.

Council Member Bills asked if the County allows tours of the election center. Ms. Mitchell answered yes and suggested that people take tours during an election when the facility is very busy. Council Member Bills stated she would like for the Youth Council to tour the facility.

Mayor Ostler invited public input.

Mayor opened for public comment at 9:14 pm.

Debra Maughan stated she has been a poll worker in the City for 27 years and she is very proud of the manner in which the City and Utah County conduct local elections. She also encouraged residents to become familiar with the County's process and tour the election center. However, the problem with participating in a tour during an actual election is that so many documents related to an election must be kept private and visitors are not able to see everything that is happening. She concluded that she wants everyone to know that the County's elections are very secure and done right.

There were no additional persons appearing to be heard.

Council Member Smith asked City Attorney Patterson if the Council should include language in their motion to indicate a preference for a voting center in Highland City for the 2023 General Election. Mr. Patterson answered yes; he can amend the agreement accordingly before it is sent to the County.

Council Member Bills stated that she is supportive of contracting with the County for election support, but only because that is basically the only option due to legislation from the State that has made it difficult for individual cities to administer their own elections. She added she is supportive of increasing funding for the election by \$2,500 to provide an in-person voting center in Highland City for the General Election because she feels that elections are the most important thing that a City funds. Council Member Petersen agreed; she wants to make voting as accessible as possible to residents. Council Member Smith agreed.

Council Member Kim Rodela MOVED that City Council adopt the resolution and direct the Mayor to sign the interlocal agreement with Utah County to assist with the administration of the 2023 Municipal Elections, and also approve a voting center for the general election for \$2,500.

Council Member Scott L. Smith SECONDED the motion.

The vote was recorded as follows:

<i>Council Member Timothy A. Ball</i>	<i>Yes</i>
<i>Council Member Brittney P. Bills</i>	<i>Yes</i>
<i>Council Member Sarah D. Petersen</i>	<i>Yes</i>
<i>Council Member Kim Rodela</i>	<i>Yes</i>
<i>Council Member Scott L. Smith</i>	<i>Yes</i>

The motion passed 5:0.

8. ACTION: CONTRACT WITH RHINO PUMPS FOR WELL #4 PUMP AND MOTOR *General City Management – Andy Spencer, City Engineer/Public Works Director*

The City Council will consider approving a contract with Rhino Pumps for the purchase and installation of new well components (pump, motor, and associated components) at Well #4. The Council will take appropriate action.

City Engineer/Public Works Director Spencer explained on December 7, 2021, the City Council approved a contract with Lang Construction to drill a new well at the Well #4 site. On January 17, 2023, the Council approved grant funding from the State of Utah in the amount of \$1,000,000. As part of the adopted Utility Rate Study Capital Improvement Plan, the culinary water system has allocated \$1,838,478 for the improvements funded in the grant of the culinary system in FY23 and FY24. Since the initial drilling of Well #4 in 1978, the water level in the aquifer has experienced a 100-foot drop, as measured in 2022. Due to the declining water levels

in the aquifer and the current condition of the existing Well #4, the City opted to abandon the existing well and drill a new well within the current property. The drilling and development of the new well was completed in 2022. The next step is to construct the pump house and install the necessary pump equipment and components. This item is strictly to award the pump and motor as it will save the City money to award the pump and motor directly separate from the pumphouse construction. Awarding the pump separately also ensures that the pump is installed and warrantied through the company that services all the City wells. The award equips the new well with the necessary components, discharge head, motor, pump, and column. Rhino Pumps provides and services the City's well houses and pumps. They have provided a bid for the project of \$192,221.25. The bid includes materials and labor, the price including a 10% contingency for this portion of the project is \$211,443; funding for this expense has not yet been included within the FY23 budget. However, the total funding for the collective GOEO water related grant has been allocated with the combination of grant funding of \$1,000,000 and the Utility Rate Study of \$1,838,478; total available funds for the project equals \$2,838,478. The City has already received the \$1,000,000 from the State and staff anticipates that the FY23 expenses will be less than \$1,000,000. Funds will be expensed from 55-40-78, Water Grants Capital Outlay.

There will need to be an end of year FY23 budget adjustment to account accurately for the portion of the project that is paid within FY23. The balance will be completed and paid in FY24. Staff recommends approving the contract with Rhino Pumps to furnish and install the pump, motor, and associated components at Well #4.

Council Member Scott L. Smith MOVED that City Council APPROVE a contract with Rhino Pumps for the improvements associated with Well #4 in an amount up to \$211,443 and AUTHORIZE the City Administrator to sign the contract documents.

Council Member Kim Rodela SECONDED the motion.

The vote was recorded as follows:

<i>Council Member Timothy A. Ball</i>	<i>Yes</i>
<i>Council Member Brittney P. Bills</i>	<i>Yes</i>
<i>Council Member Sarah D. Petersen</i>	<i>Yes</i>
<i>Council Member Kim Rodela</i>	<i>Yes</i>
<i>Council Member Scott L. Smith</i>	<i>Yes</i>

The motion passed 5:0.

9. ACTION: WELL #4 CONSTRUCTION CONTRACT *General City Management - Andy Spencer, City Engineer/Public Works Director*

The City Council will consider awarding a construction contract with VanCon, Inc. for the construction and improvements at Well #4 site. The Council will take appropriate action.

City Engineer/Public Works Director Spencer explained on January 17, 2023, Council approved grant funding from the State of Utah in the amount of \$1,000,000. As part of the adopted Utility Rate Study Capital Improvement Plan, the culinary water system has allocated \$1,838,478 for the improvements funded in the grant of the culinary system in FY23 and FY24. The City has already received the \$1,000,000 from the State. The Well #4 site is located at 5100 West 11200 North. The City completed drilling the new well casing in February of 2022. The adopted Utility Rate Study Capital Improvement Plan in FY23 calls for the construction of a pumphouse at Well #4 including facilities for chlorination. Bids for the pumphouse were solicited from six prequalified contractors, as well as advertising for additional qualified contractors. To give the Council a choice in fencing materials, staff solicited bid alternates for different types of fence materials. Three bids were received

for the project with VanCon, Inc. being the low bidder for the project under most bid alternatives. The other bids we received were from FX Construction and Corio Construction. The lowest cost of each bid alternative follows:

- Black Vinyl-Coated Chain Link Fence: \$1,404,122.34 * (VanCon)
- Wrought Iron Appearance Fence: \$1,451,552.34 (VanCon)
- Precast Concrete Fence: \$1,553,296.84 (FX Construction)

As noted under agenda item eight, the construction of the pumphouse at Well #4 is part of the larger culinary system upgrades for which the State awarded grant funding. The total costs for the low bid award for Well #4 with the pump assemblies to be provided by Rhino Pumps, and contingencies is \$1,783,126. This total is \$133,126 above what had been planned for that line item. Between the grant award and budgeted money from the Utility Rate Study, there is \$2,838,478 total revenue available for these projects. With the overall budget at \$2,510,000, there is approximately \$323,478 in programmed funding available in excess of what was planned for the grant project. As such, there are funds available for the recommended award. Staff recommends awarding a construction contract with VanCon, Inc. for Well #4 pumphouse and site improvements, including the black vinyl coated chain link fencing.

Council Members Rodela and Petersen stated they are comfortable with the black vinyl coated chain link fencing. Council Member Smith stated he also is not opposed to black vinyl coated chain link, but he finds it ironic that earlier in tonight's meeting the Council considered two resident driven applications and concluded that those residents must adhere to the City's land use code and development standards, but the City can ignore similar codes for City projects. He stated that the City needs to be consistent; if the City is going to be allowed to use chain link fencing on its property, residents must also be allowed to use chain link fence. City Administrator Wells indicated the Council can amend the City Code to allow chain link fencing at City facilities. Mayor Ostler stated that he believed that government entities were exempt from the fencing requirements. Council Member Smith disagreed. Planner & GIS Analyst Smith stated that residents are allowed to use vinyl coated chain link up to 12 feet tall for sports courts uses. She noted that well pump houses will not typically be located on residential lots and it may be appropriate to provide an exemption to fencing requirements for government uses.

Council Member Rodela stated that she does not think that Council Member Smith's comparison is reasonable; certain fencing materials are appropriate for certain uses, such as a pump house and a sports court. Council Member Smith stated he was simply communicating that the Council has been very insistent that residents follow the City Code, and he also believes the City should follow its Code; double standards are problematic. Mayor Ostler indicated that he feels it is appropriate to consider the use of the property; the City is building a new public facility, not a residential structure and he feels that vinyl coated fencing is appropriate. Ms. Smith added that the City does have a public utilities zoning designation, but there are also several public utilities structures that are located in residential zones.

Council Member Bills stated that she is comfortable with using vinyl coated chain link, but she agrees with Council Member Smith about the need to follow City Code; she is supportive of a code amendment that would provide for chain linked fencing at City facilities. The Council supported that direction.

Mr. Spencer revisited the funding for the project; the cost of the Well#4 pumphouse construction project is \$1,544,535 with contingency. Funding for this expense has not yet been included within the FY23 budget. However, the total funding for the collective GOEO water related grant has been allocated with the combination of grant funding of \$1,000,000 and the Utility Rate Study of \$1,838,478. Total available funds for the project \$2,838,478. The City has already received the \$1,000,000 from the State. It is anticipated that the FY23 expenses will be less than \$1,000,000. Funds will be expensed from 55-40-78, Water Grants Capital Outlay There will need to be an end of year FY23 budget adjustment to account accurately for the portion of the project that is paid within FY23. The balance of the project will be budgeted, completed, and paid in FY24.

Council Member Smith referenced the inclusion of a 10 percent contingency in the project budget; he asked how often those contingencies are used. Mr. Spencer stated that contractors do not have access to contingency funding

without approval of the City; however, he has never had a project that has been completed without use of some contingency funding because it is difficult to perfectly design and estimate any project. Council Member Smith asked if it is common to use the full 10 percent of contingency funding. Mr. Spencer stated that the average of contingency funds used is between four and six percent. Council Member Smith asked if the suggested motion includes funding for vinyl coated chain link, to which Mr. Spencer answered yes.

Council Member Scott L. Smith MOVED that City Council APPROVE the construction contract with VanCon, Inc. for the construction of Well #4 and associated site improvements in an amount up to \$1,544,535 and AUTHORIZE City Administrator to sign the contract documents.

Council Member Brittney P. Bills SECONDED the motion.

The vote was recorded as follows:

<i>Council Member Timothy A. Ball</i>	<i>Yes</i>
<i>Council Member Brittney P. Bills</i>	<i>Yes</i>
<i>Council Member Sarah D. Petersen</i>	<i>Yes</i>
<i>Council Member Kim Rodela</i>	<i>Yes</i>
<i>Council Member Scott L. Smith</i>	<i>Yes</i>

The motion passed 5:0.

10. CONSTRUCTION CONTRACT: ROADWAY CRACK SEALING *General City Management – Andy Spencer, City Engineer/Public Works Director*

The City Council will consider a request to approve a bid with Kilgore Contracting to proceed with the application of asphalt crack seal products to several roads throughout Highland. The Council will take appropriate action.

City Engineer/Public Works Director Spencer explained the City Council approved the FY23 budget including line items within the General fund and Capital Improvement fund road projects. Funding for the 2023 Crack Seal project will be allocated through the following line items:

- GL10-60-31 Rep. Potholes, Crack Seal, etc.: \$100,000.
- GL41-40-71 Major Road Maintenance: \$750,000.

Staff solicited bids for the 2023 Road Crack Sealing projects. The project is a treatment to help preserve and prevent accelerated deterioration of these roadways. Approximately 179,314 linear feet of road surface throughout the city will be crack sealed. Three companies responded to the solicitation:

- M&M Asphalt services: \$104,002.
- Kilgore Contracting: \$90,600.
- Morgan Pavement: \$99,048.

Based on the bid results, staff is recommending that the Council approve the Kilgore Contracting bid. Staff recommends that the City Council approve a contract with Kilgore Contracting for \$90,600, allocating a 10% contingency of \$9,060 to be administered by staff, for a maximum authorized project construction amount \$99,660 and authorize the City Administrator to execute the necessary contract documents for the project.

Council Member Kim Rodela MOVED that City Council APPROVE the contract with Kilgore Contracting in the amount up to \$99,600 for the 2023 Crack Seal Treatment project and AUTHORIZE the City Administrator to execute the contract documents.

Council Member Smith asked Mr. Spencer if he has been pleased with Kilgore Contracting's work in the past. Mr. Spencer answered yes, noting they are one of the larger asphalt contractors in the State of Utah.

Council Member Scott L. Smith SECONDED the motion.

The vote was recorded as follows:

<i>Council Member Timothy A. Ball</i>	<i>Yes</i>
<i>Council Member Brittney P. Bills</i>	<i>Yes</i>
<i>Council Member Sarah D. Petersen</i>	<i>Yes</i>
<i>Council Member Kim Rodela</i>	<i>Yes</i>
<i>Council Member Scott L. Smith</i>	<i>Yes</i>

The motion passed 5:0.

11. CONTRACT: CONTRACT WITH GENEVA ROCK FOR 6800 WEST ROADWAY PAVING *General City Management - Andy Spencer, City Engineer/Public Works Director*

The City Council will consider award of a contract to Geneva Rock Products, Inc. for roadway paving on 6800 West from 9600 North to 9673 North. The Council will take appropriate action.

City Engineer/Public Works Director Spencer explained that with the completion of the new portions of 6800 West, the poor condition of the asphalt immediately north of 9600 North has become abundantly clear. Geneva Rock will be replacing the intersection asphalt as a part of the 6800 West project. It is recommended that the asphalt also be replaced for approximately 625-feet north of the intersection. This will replace the asphalt from where the road narrows southward to the intersection. This section needs to be contracted and paid for separately because it is outside the scope of the MAG funded project. The cost of the overlay project is \$108,644. The total contact cost is \$119,508 which includes a 10% contingency. Funding for this expense is included in GL 41-40-71, Major Roads Maintenance within the FY23 budget. Staff recommends approval of the contracts with Geneva Rock for 6800 West asphalt replacement.

Council Member Smith referenced the map of the project area and asked if the road will eventually be widened in other areas. Mr. Spencer answered yes, but he is not sure when the widening will be necessary, and it is appropriate to repair this section of road at this time as part of the 6800 West project.

Council Member Sarah D. Petersen MOVED that City Council APPROVE the contract with Geneva Rock Products, Inc. for paving on 6800 West in an amount up to \$119,508 and AUTHORIZE the City Administrator to sign the contract documents.

Council Member Scott L. Smith SECONDED the motion.

The vote was recorded as follows:

<i>Council Member Timothy A. Ball</i>	<i>Yes</i>
<i>Council Member Brittney P. Bills</i>	<i>Yes</i>
<i>Council Member Sarah D. Petersen</i>	<i>Yes</i>
<i>Council Member Kim Rodela</i>	<i>Yes</i>
<i>Council Member Scott L. Smith</i>	<i>Yes</i>

The motion passed 5:0.

12. ACTION: AUTHORIZATION OF USE OF FUNDS FOR MOUNTAIN RIDGE PARK *General City Management – Erin Wells, City Administrator*

The City Council will hold a public meeting to consider approving the use of General Fund Fund Balance for Mountain Ridge Park.

City Administrator Wells stated the Council has previously authorized the use of several revenue sources for the construction of Mountain Ridge Park, as well as preliminary approval to use a portion of General Fund fund balance, which would reduce the fund balance to 27.5 percent of total annual General Fund revenues. Now that the FY22 audit is complete and FY23 Mid-Year Budget Adjustments have been approved by the Council, staff is prepared to give Council information regarding estimated fund balance for FY23. The FY22 audit put the General Fund fund balance at \$3,487,158. With mid-year budget adjustments that were just approved, the FY23 fund balance is estimated to be at \$4,174,182 at the end of the fiscal year (June 30, 2023). The higher fund balance comes largely from the change in methodology required by the state auditor regarding development related expenses. By state law, City entities must have a fund balance equal to between 5 and 35 percent of their revenues for the year. In FY23, revenue is budgeted to be approximately \$14.3 million. 27.5 percent of that amount would be \$3.9 million. FY23 revenue is inflated with American Rescue Plan Act (ARPA) grant money. With it removed, revenue would be approximately \$12 million and 27.5 percent of that is \$3.3 million. The City is likely to return to closer to \$12 million in revenue in FY24. Given the extra ARPA money in FY23, staff feels it would be appropriate for the Council to authorize \$800,000 in General Fund fund balance for the use of Mountain Ridge Park. \$800,000 is the difference between the estimated fund balance of \$4.1 million compared to the \$3.3 million needed to achieve 27.5 percent Fund Balance for \$12 million in total revenue. Ms. Wells concluded, approving the \$800,000 transfer of General Fund Balance would bring the fund balance to approximately \$3.3 million. This would bring the total authorized funds for Mountain Ridge Park construction to \$8,556,424 (excluding the \$500,000 playground donation).

Council Member Scott L. Smith MOVED that the City Council authorize the use of \$800,000 of General Fund Fund Balance towards the construction of Mountain Ridge Park.

Council Member Brittney P. Bills SECONDED the motion.

The vote was recorded as follows:

<i>Council Member Timothy A. Ball</i>	<i>Yes</i>
<i>Council Member Brittney P. Bills</i>	<i>Yes</i>
<i>Council Member Sarah D. Petersen</i>	<i>Yes</i>
<i>Council Member Kim Rodela</i>	<i>Yes</i>
<i>Council Member Scott L. Smith</i>	<i>Yes</i>

The motion passed 5:0.

13. CONSTRUCTION CONTRACT: MOUNTAIN RIDGE PARK ENTRY MONUMENT AND GAP 4 RIBBON LANDSCAPING *General City Management – Andy Spencer, City Engineer/Public Works Director*

The Council will consider approving a change order to Stratton & Bratt for the construction of an entry monument and sign for Mountain Ridge Park and a ribbon of landscaping within Gap #4 area. The Council will take appropriate action.

City Engineer/Public Works Director Spencer explained on September 6, 2022, Council approved the use of various funding sources for the development of Mountain Ridge Park. To date, we show that \$7,643,270 has been spent or is contractually obligated for the park. This amount includes funds spent in prior years. Change Order #5 includes the park entry monument and a ribbon of landscape within gap #4. Early in the planning of Mountain Ridge Park, an entry monument was proposed, and the City Council discussed the design and funding of the structure. Stratton & Bratt has provided a cost estimate for this work in the amount of \$81,273. The monument would be constructed as designed by Blu Line Design and feature granite stone monoliths with a flat side to cut in park donor names. The ribbon of landscaping within gap #4 (south of the playground area) would be constructed after the playground is installed. This landscaping will act as a buffer between the playground and the future soccer field. Stratton & Bratt have provided a cost estimate of \$147,044. for this additional work. The total cost of Change Order #5 would be \$228,317 (\$251,149 with 10 percent contingency). The approval of Change Order #5 would bring the contractual cost of the park to \$7,871,587. With a 10 percent contingency, the contracted park budgeted expenditures will be \$8,658,746. As Council approved the Fund Use Balance from the previous agenda item, the current funding projection is \$8,556,424. This does not include the \$500,000 private donation to the playground, as the check has not yet come, but is anticipated in the next two weeks. Funding for the change order will be expensed from 40-40-78, Mountain Ridge Park.

Council Member Smith inquired as to the timeline of construction of the baseball diamond that is being donated by a local group. Council Member Rodela stated that plans are being finalized and work can commence fairly soon. Council Member Smith then addressed additional funding from the Foundation (\$15,000), a donation from Adobe (\$7,000), and a donation from Patterson (\$7,000); he noted he would like a large flagpole to be erected at the Park. Mr. Spencer stated that can be added.

Mayor Ostler then clarified that the costs discussed tonight do not include a soccer field or baseball diamond. Ms. Wells reviewed the map of the park and noted it does not include the soccer or baseball fields as well as other areas of the park that are highlighted in the color blue.

Council Member Smith stated that the cost of the park has dramatically increased; he understands the baseball field will be donated and he hopes other donations will be received, but he believes the City will ultimately be responsible to build the soccer fields and the trail around the park and he wondered if there is an estimate for those improvements. Ms. Wells stated that the areas that are not currently in the budget add up to approximately \$1.4 million; however, this estimate is based upon old bids and there is additional information about the scope of certain aspects of the project that will likely increase the costs. She feels additional funds can be raised and noted there are additional funding sources that have not yet been discussed with the Council. Council Member Smith stated it is important to communicate to the public that the Council is funding this project without bonding, which is quite an accomplishment.

Council Member Sarah D. Petersen MOVED that the City Council APPROVE the change order with Stratton and Bratt Landscapes, LLC, and authorize a contract amount of up to \$251,149 for Mountain Ridge Park, Change Order #5 and AUTHORIZE the City Administrator to execute the contract documents.

Council Member Kim Rodela SECONDED the motion.

Mayor Kurt Ostler clarified that this change order includes the monument signs.

The vote was recorded as follows:

<i>Council Member Timothy A. Ball</i>	<i>Yes</i>
<i>Council Member Brittney P. Bills</i>	<i>Yes</i>
<i>Council Member Sarah D. Petersen</i>	<i>Yes</i>
<i>Council Member Kim Rodela</i>	<i>Yes</i>
<i>Council Member Scott L. Smith</i>	<i>Yes</i>

The motion passed 5:0.

Council Member Scott L. Smith MOVED to extend the meeting to 10:30 pm.

Council Member Kim Rodela SECONDED the motion.

All voted in favor and the motion passed unanimously.

14. MAYOR/COUNCIL AND STAFF COMMUNICATION ITEMS

The City Council may discuss and receive updates on City events, projects, and issues from the Mayor, City Council members, and city staff. Topics discussed will be informational only. No final action will be taken on communication items.

a. Mountain Ridge Soccer Fields - Erin Wells, City Administrator

City Administrator Wells stated that SURF Soccer has made a proposal for a 10-year lease of the City's Lone Peak soccer fields. They would pay \$200,000 at the beginning of the lease, maintain the fields, upgrade the quality of the fields, and have priority field access for the duration of the lease. Staff has considered other users of the Lone Peak fields, which includes:

- North Utah County Soccer (NUCS)
 - Spring and Fall: Monday thru Friday evenings and Saturday
- Lone Peak High School (soccer, lacrosse, and band)
 - Spring: Monday – Friday afternoons
 - Summer: morning and Fall band
- Jr. Lacrosse Club
 - Spring and Fall
- Cedar Hills Flag Football

Council Member Smith asked if any of the above-mentioned users pay to rent the field space, to which Ms. Wells answered yes; all but Cedar Hills pay a rental fee, but even with those rental fees being paid, the City would not collect \$200,000 in a 10-year period from the other users.

Additionally, the following groups use the Beacon Hills field space:

- Jr. Lacrosse Club
 - Spring and Fall
 - Monday thru Friday
- NUCS
 - Spring and Fall
 - Saturdays for games

Administration is looking for direction from the Council regarding whether to pursue an agreement with SURF, which would require relocation of the current users of the field space. She also asked if the Council would like to invite proposals from other clubs, or only deal with SURF Soccer.

Council Member Bills asked if SURF has defined the term 'priority field access' for the Lone Peak fields. Ms. Wells stated it is her understanding that SURF would like to be the only athletic team using the fields, but the fields would be open to casual users when they are not being utilized by SURF. Council Member Bills stated she considers that to be exclusive use rather than priority use. Mayor Ostler agreed, but noted that SURF soccer will also maintain the field space.

Parks, Trails, and Trees Committee Chair Brian Braithwaite stated that maintenance is defined as mowing and fertilizing the turf at the fields, which is also very costly. An additional offering of SURF would be to make the field space available for Highland City's recreation program use. They do want to have control of the space, but they are open to considering other potential uses. Mayor Ostler asked if SURF has indicated willingness to take care of the two fields at the park. Mr. Braithwaite stated they have indicated they will maintain all of the grass area at the park; this includes two soccer fields and a smaller grass area at the park. Council Member Bills asked if they want to fence the parks. Mr. Braithwaite stated they would like to fence the fields, but that is not a requirement for the agreement to move forward.

Council Member Smith wondered where the high school teams can relocate to if they are no longer able to use Lone Peak. Mr. Braithwaite stated that he is unsure where they will relocate to, but noted they are not paying to use the field space and their activities are causing damage to the turf. He stated they can easily use their own field space or other school properties. Council Member Smith stated that he would like to move forward with negotiation of the agreement with SURF Soccer. Council Member Rodela stated she would like to publish a formal request for proposals (RFP) to allow other groups to provide a proposal for a similar agreement; however, she is not opposed to working with SURF after that process has been completed. She is concerned about providing exclusive access to one group for a public space. Council Member Petersen stated she is supportive of continued negotiation with SURF, but she feels that \$200,000 for a 10-year period is too low. She is not as concerned about publishing a formal RFP because this matter has been discussed publicly several times and the Council has not heard from any other group or club that is interested in this type of arrangement. Council Member Bills asked Council Member Rodela if she believes there are other organizations that would be interested in submitting a proposal, to which Council Member Rodela answered yes. Council Member Ball agreed and stated that he prefers the City publish a RFP. Council Member Bills stated it does not hurt to solicit formal bids from other interested parties. She inquires as to how long that process would take. Ms. Wells stated the process can be somewhat informal and it is not necessary to keep the RFP period open for too long. Council Member Petersen stated this arrangement has been discussed for a very long time and she does not want to keep SURF waiting too much longer; she asked that the RFP process be fairly short so that the City can provide SURF with an answer as soon as possible. Mr. Braithwaite agreed it would be best to provide SURF with an answer as soon as possible. He provided suggestions for criteria to be included in the RFP document in order to ensure that all responders have the same direction.

b. Trail Corridor Fencing Code – *Kellie Smith, Planner & GIS Analyst*

This item will be discussed at the next meeting.

c. GRAMA and Retention Schedule – *Rob Patterson, City Attorney*

This item will be discussed at the next meeting.

d. Bereavement Leave – *Brittney P. Bills, Council Member*

Council Member Bills stated she would like for the Council to amend the City's bereavement leave policy to give City employees bereavement leave in the case of a miscarriage or stillbirth. Council Member Petersen stated she is supportive of such a change and noted that she also believes that someone who experiences a stillbirth should have extended leave similar to maternity leave; this is because someone who experiences a stillbirth still goes through labor and needs time to recover. The Council expressed a willingness to discuss and consider the suggested policy amendments.

e. Flood Preparation – *Andy Spencer, City Engineer/Public Works Director*

City Engineer/Public Works Director Spencer provided photographs of the result of two separate flooding events that occurred on Wednesday, March 15. The City has pursued community outreach through several channels to let residents know that sand and sandbags are available to pick up at Highland Glen and in other locations throughout the City; there will also be a community sandbag filling day on April 15 where residents can fill sandbags for their own home or to assist the City in stockpiling sandbags. He presented a map to identify the priority locations where sand will be delivered, and sandbags can be filled. He stated that he is grateful to other departments of the City as well as many residents who came together to help respond to the flooding emergencies.

Council Member Smith stated that he believes that there will be ongoing flooding throughout the spring and summer months; but this may be a good opportunity to increase the level of Great Salt Lake over the course of the 2023 watering season.

Council Member Rodela asked if Highland City is able to provide support to neighboring cities that do not have the same resources as Highland. Mr. Spencer answered yes; he is willing to provide support and knows the same would be offered in return if Highland were in need.

Mayor Ostler stated the City has worked closely with the LDS Church on this issue because they have an emergency preparedness specialist, and they can communicate with residents throughout the City regarding the importance of preparedness. He then thanked staff and the community for their response to the flooding; it was very difficult work, and many homeowners were overwhelmed.

Council Member Rodela stated that the Governor of Utah has issued an executive order offering State employees up to eight hours of leave to help contribute to flood mitigation or response.

f. Welcome to Highland Signs - *Andy Spencer, City Engineer/Public Works Director*

City Engineer/Public Works Director Spencer presented a map to identify the locations of seven newly installed 'Welcome to Highland' signs; he also presented photographs of each of the signs, after which he indicated that two additional locations have been identified for similar signs. He noted one of those locations is the Ridgeview pump building, which is at one of the natural entrances into the City; the sign would be located on a homeowner's association (HOA) owned property and they have asked for a sign that will compliment the architecture in their project.

Council Member Smith stated that the current Ridgeview sign is too small to read, and it is not aesthetically pleasing; he suggested that it be constructed using the red brick rather than river rock.

g. Alpine Food Storage Update - *Kurt Ostler, Mayor*

Mayor Ostler provided an update on the relocation of Alpine Food Storage by reading an email from Ms. Wadsworth. She communicated that the designer is working to furnish the space, a point-of-sale system has been installed, internet service is being installed tomorrow, they are working with the Fire Marshall on his demands, the kitchen can now be used, most painting is done, and lighting is being updated. He then noted they are still trying to move by the middle of April, but the date agreed to by the Council is the end of June 2023.

h. Budget Calendar - *Erin Wells, City Administrator*

City Administrator Wells reviewed the schedule of upcoming budget meetings.

i. Future Meetings

- March 28, Planning Commission Meeting, 7:00 pm, City Hall

- March 30, City Council Work Session, 6:00 pm, City Hall
- April 12, Lone Peak Public Safety District Meeting, 7:30 am, City Hall
- April 18, City Council Meeting, 6:00 pm, City Hall
- April 24, City Council Work Session 7:00 pm, City Hall
- April 25, Planning Commission Meeting, 7:00 pm, City Hall

14. CLOSED SESSION

The City Council may recess to convene in a closed session to discuss items, as provided by Utah Code Annotated §52-4-205.

ADJOURNMENT

Council Member Scott L. Smith MOVED to adjourn the regular meeting and Council Member Sarah D. Petersen SECONDED the motion. All voted in favor and the motion passed unanimously.

The meeting adjourned at 10:48 pm.

I, Stephannie Cottle, City Recorder of Highland City, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on March 21, 2023. This document constitutes the official minutes for the Highland City Council Meeting.

Stephannie Cottle, CMC
City Recorder



CITY COUNCIL AGENDA REPORT

ITEM #3b

DATE: May 2, 2023
TO: Honorable Mayor and Members of the City Council
FROM: Kellie Smith, Planner & GIS Analyst
SUBJECT: **ACTION:** Final Plat – Abbies Acres
TYPE: **LAND USE (ADMINISTRATIVE)**

PURPOSE:

The City Council will consider a request by Corey Jones, representing Bon-Co Real Estate, LLC for final plat approval of a 6-lot subdivision located at approximately 4922 W 11000 N. The City Council will take appropriate action.

STAFF RECOMMENDATION:

Staff recommends the City Council accept the findings, and **APPROVE** the proposed final plat with the following stipulations:

1. The recorded plat shall be in substantial conformance with the final plat received April 20, 2023, except as modified by these stipulations.
2. The final plat and final civil engineering plans shall be reviewed and approved by the City Engineer prior to recordation.
3. All required public improvements shall be installed as required by the City Engineer and shown on the approved construction plans.
4. The property owner shall enter into the Lehi Irrigation Company Irrigation Service and Ditch Abandonment Agreement and give the City verification that this has been completed before the subdivision plat can record.
5. The developer shall coordinate with Lehi Irrigation to terminate the diversion point of the irrigation ditch as stipulated by Lehi Irrigation.

BACKGROUND:

The property is approximately 6.12 acres and is zoned R-1-40. The square footage allows for a 6-lot subdivision in the R-1-40 Zone.

SUMMARY OF THE REQUEST:

1. The applicant is requesting final plat approval of six (6) single-family residential lots located at approximately 4922 W 11000 N.
2. Drive and utility access to the site will be from 11200 N. One (1) of the lots will face S.R.92 using an existing driveway access.
3. The subdivision includes one 21,151 square foot lot. The rest of the lots are greater than 30,000 square feet.

STAFF REVIEW/FINDINGS:

With the proposed stipulations, the preliminary plat meets the following findings:

- The final plat in substantial conformance with the preliminary plat approved by the City Council on January 3, 2023.
- The preliminary plat is consistent with the General Plan.
- The preliminary plat is compliant with R-1-40 Zoning requirements.
- The proposed subdivision meets the applicable requirements in Article 5-8 General Requirements of All Subdivisions in the Development Code.

FISCAL IMPACT:

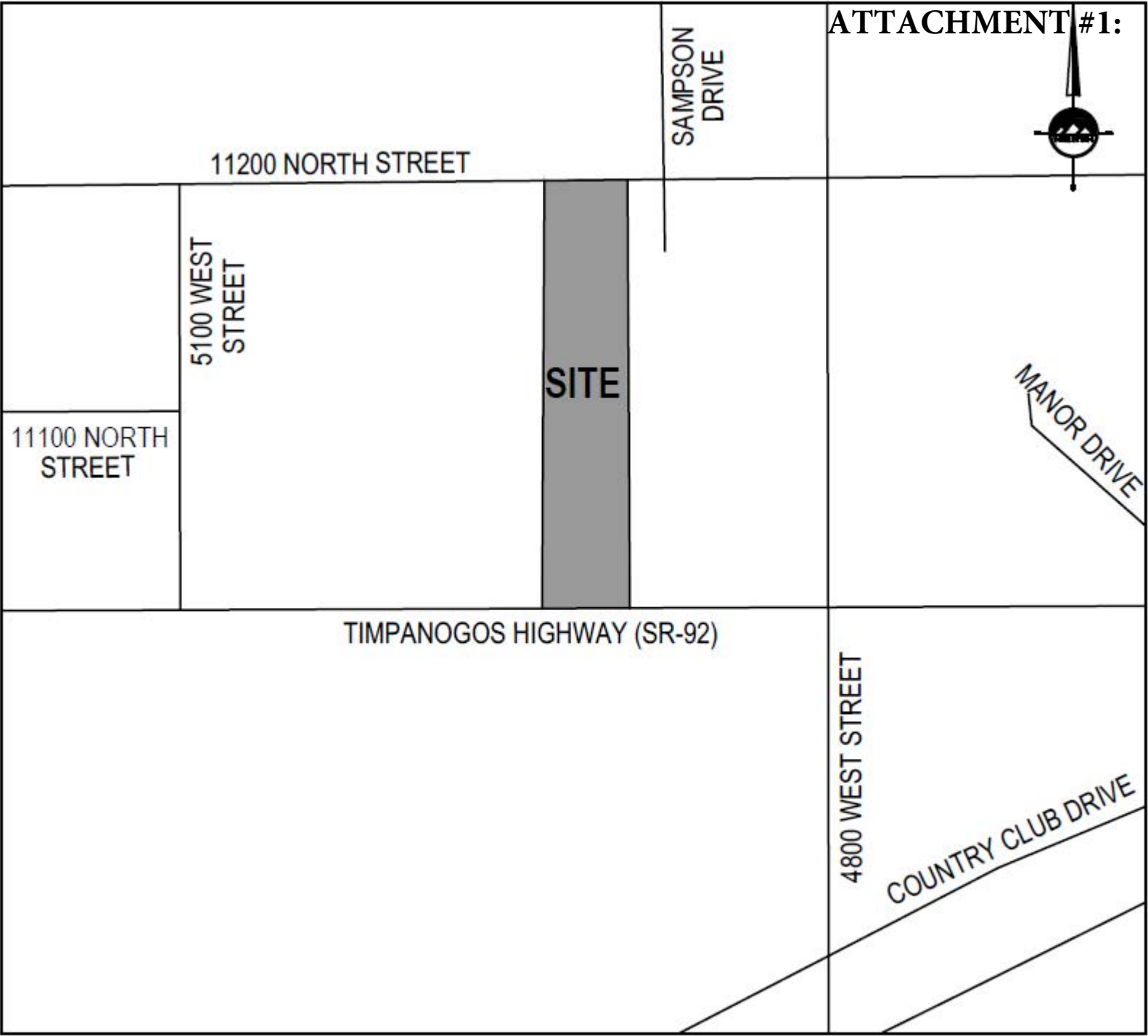
This action will not have a financial impact on this fiscal year's budget expenditures.

MOTION TO APPROVE:

I move that the City Council accept the findings and **APPROVE** the final plat for the Abbies Acres subdivision subject to the five (5) stipulations recommended by Staff.

ATTACHMENTS:

1. Vicinity Map
2. Proposed Final Plat
3. Utility Plan

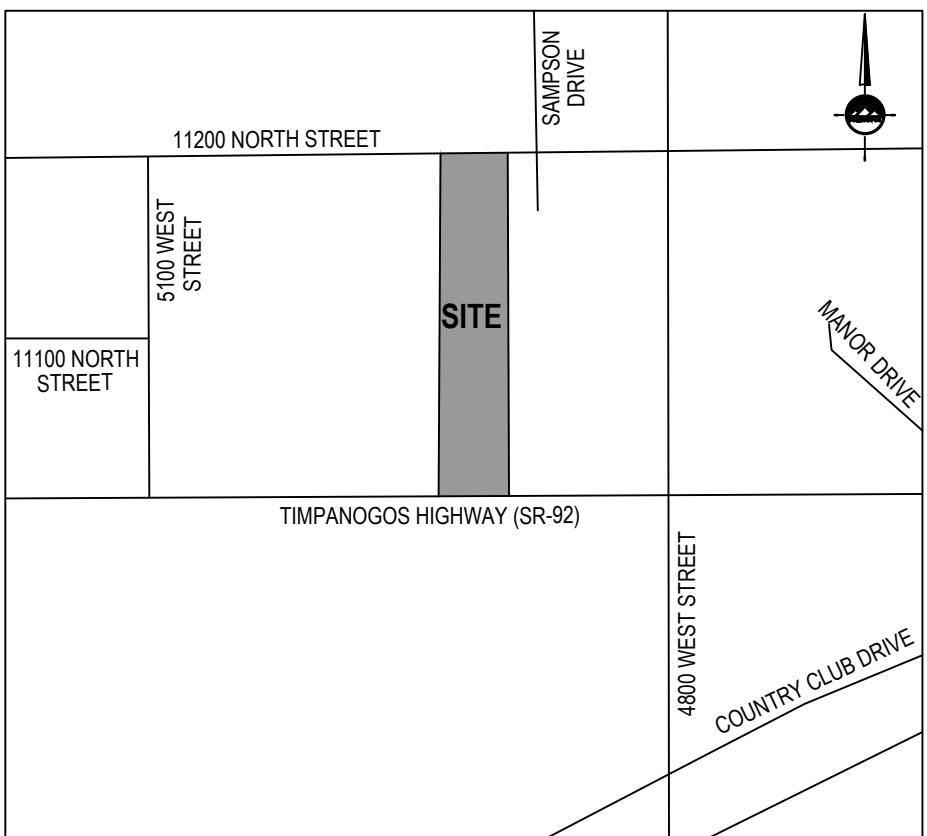


VICINITY MAP

(NOT TO SCALE)

ABBIES ACRES SUBDIVISION

LOCATED IN THE NORTHEAST QUARTER OF SECTION 36,
TOWNSHIP 4 SOUTH, RANGE 1 EAST, SALT LAKE BASE & MERIDIAN
HIGHLAND CITY, UTAH COUNTY, UTAH



VICINITY MAP
(NOT TO SCALE)

SURVEYOR'S CERTIFICATE

I, **PATRICK M. HARRIS**, do hereby certify that I am a Professional Land Surveyor in the State of Utah and that I hold License No. **286882** in accordance with Title 58, Chapter 22, of the Professional Engineers and Land Surveyor's Act. I further certify that by authority of the Owners, I have completed a survey of the property described on this subdivision plat in accordance with Section 17-23-17 and have verified all measurements; that the reference monuments shown on this plat are located as indicated and are sufficient to accurately establish the lateral boundaries of the herein described tract of real property; and has been drawn correctly to the designated scale and is a true and correct representation of the herein described lands included in said subdivision, based upon data compiled from records of the county records office. I further certify that all lots meet frontage width and area requirements of the applicable zoning ordinances.

BOUNDARY DESCRIPTION

A parcel of land situate in the Northeast Quarter of Section 36, Township 4 South, Range 1 East, Salt Lake Base and Meridian, being more particularly described as follows:

Beginning at a point on the Southerly Right-of-Way line of 11200 North Street, said point being South 89°49'50" West 872.46 feet along the Section Line and South 0°10'10" East 26.92 feet from the Northeast Corner of Section 36, Township 4 South, Range 1 East, Salt Lake Base and Meridian, and running:

thence North 89°42'00" East 163.46 feet along said Southerly Right-of-Way line;
thence South 48°12'59" East 47.36 feet;
thence South 00°10'10" East 1,199.55 feet to the Northerly Right-of-Way line of Timpanogos Highway (SR-92);
thence South 89°43'50" West 218.70 feet along said Northerly Right-of-Way line;
thence North 00°10'10" West 1,231.18 feet to the point of beginning.

Contains 268,712 Square Feet or 6.169 Acres and 7 Lots.

DATE _____ PATRICK M. HARRIS
CERTIFICATE NO. 286882
(SEE SEAL BELOW)

OWNER'S DEDICATION

We, all of the undersigned owners of all the property described in the Surveyor's Certificate hereon and shown on this map, have caused the same to be subdivided into lots, blocks, streets, and easements and do hereby dedicate the streets and other public areas as indicated hereon for perpetual use of the public. The public utility easements to all providers, public or private, and the irrigation easements to all lot owners, and their successors and assigns in perpetuity.

In witness hereof we have set our hands this _____ day of _____, A.D. 20 _____.

By: _____

LIMITED LIABILITY COMPANY ACKNOWLEDGMENT

STATE OF UTAH JS.S.
County of Utah
On the _____ day of _____, A.D. 20 _____,
personally appeared before me, the undersigned Notary Public, in and for said County of _____ in the State of Utah, who after being duly sworn, acknowledged to me that He/She is the _____
a _____
a Limited Liability Company and that He/She signed the Owner's Dedication freely and voluntarily for and in behalf of said Limited Liability Company for the purposes therein mentioned and acknowledged to me that said Limited Liability Company executed the same.

MY COMMISSION EXPIRES: _____
NOTARY PUBLIC RESIDING IN _____ COUNTY.

APPROVAL BY LEGISLATIVE BODY

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

APPROVED BY MAYOR _____
APPROVED _____ ATTEST _____
CITY ENGINEER (SEE SEAL BELOW) CLERK-RECORDER (SEE SEAL BELOW)

HIGHLAND CITY ATTORNEY

APPROVED AS TO FORM THIS _____ DAY OF _____, A.D. 20 _____
HIGHLAND CITY ATTORNEY

PLANNING COMMISSION APPROVAL

APPROVED THIS _____ DAY OF _____, A.D. 20 _____
PLANNING COMMISSION CHAIR
COMMUNITY DEVELOPMENT DIRECTOR

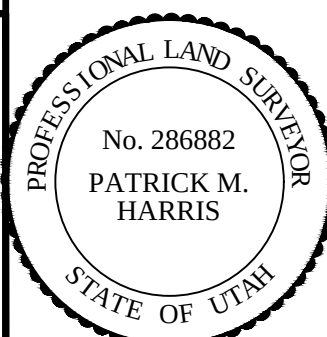
CONDITIONS OF APPROVAL

There are conditions of approval attached to this subdivision which are indicated on this plat. These conditions have been recorded with this subdivision. Potential buyers are requested to read these conditions carefully and obtain a copy of these conditions and restrictions prior to purchasing or contracting to purchase any lots within this subdivision. These conditions are binding and have been imposed by the legislative body of Highland City. A copy of these conditions may be obtained through the Utah County Recorder's office or the Highland City Recorder's office. In addition, Highland City has approved binding zoning laws through a legally binding Development Code. It is the responsibility of the buyer to do their due diligence in obtaining all accurate information and/or regulations that may directly or indirectly affect the use of property prior to purchasing or contracting to purchase any property anywhere. Conditions of approval conveyed on this property by the legislative body of Highland City, which are in addition to the Development Code, are as follows:
1) 10% of the front yard landscaping shall be installed by the homeowner within one year after receiving a certificate of occupancy.
2) Landscaping and construction materials of any type are not permitted upon or within the street, curb & gutter, park strip or sidewalk (street right-of-way) with the exception of the park strip which requires 75% to be landscaped.
3) A fence that abuts open space or has a trail has additional restrictions of size and opacity. Fences along open space or a trail must comply with Highland City Ordinance. A fence permit is required for all fences.
4) Highland City Ordinances restrict height of foundations above curb. It is the responsibility of the buyer to contact the city prior to purchasing any lot. This restriction applies to all lots in this subdivision.

ABBIES ACRES SUBDIVISION

LOCATED IN THE NORTHEAST QUARTER OF SECTION 36,
TOWNSHIP 4 SOUTH, RANGE 1 EAST, SALT LAKE BASE & MERIDIAN
HIGHLAND CITY, UTAH COUNTY, UTAH

SURVEYOR'S SEAL NOTARY PUBLIC SEAL CITY/COUNTY ENGINEER SEAL CITY RECORDER SEAL



SHEET 1 OF 1

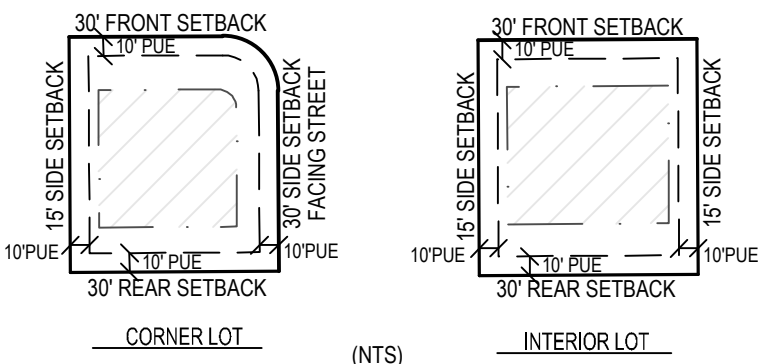
PROJECT NUMBER: 11378
MANAGER: JBG
DRAWN BY: SJL
CHECKED BY: PMH
DATE: 4/18/23



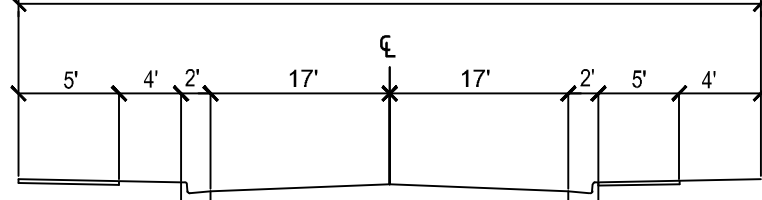
SALT LAKE CITY
45 W. 10000 S., Suite 500
Sandy, UT, 84070
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Fax: 801.255.4449
WWW.ENSIGNENG.COM

LAYTON
Phone: 801.547.1100
TOOELE
Phone: 435.843.3990
CEDAR CITY
Phone: 435.863.1653
RICHFIELD
Phone: 435.292.9187
COLORADO SPRINGS
Phone: 719.476.5119

TYPICAL BUILDING SETBACKS



ABBIE VIEW ROAD 56' STREET CROSS SECTION



LEGEND

- EXISTING STREET MONUMENT
- PROPOSED STREET MONUMENT
- SECTION CORNER
- SET 5/8" REBAR WITH YELLOW PLASTIC CAP, OR NAIL STAMPED "ENSGN ENG. & LAND SURV." AT ALL LOT CORNERS. OFFSET PINS TO PLACED IN BACK OF CURBS
- BOUNDARY LINE
- SECTION LINE
- CENTER LINE
- EASEMENT LINE

POINT TABLE

POINT #	NORTHING	EASTING
M1	7327513.37	1564297.95
M2	7327505.52	1561643.35
M3	7327510.87	1563453.49
M4	7326910.88	1563455.27
M5	7326910.94	1563477.27

CURVE TABLE

CURVE	RADIUS	LENGTH	DELTA	BEARING	CHORD
C1	19.00'	22.80'	68°45'26"	S34°32'53"E	21.46'
C2	50.00'	91.05'	104°20'00"	S16°45'35"E	78.98'
C3	50.00'	125.83'	144°11'42"	N72°29'44"W	95.16'
C4	15.00'	23.56'	90°00'00"	S44°49'50"W	21.21'

811

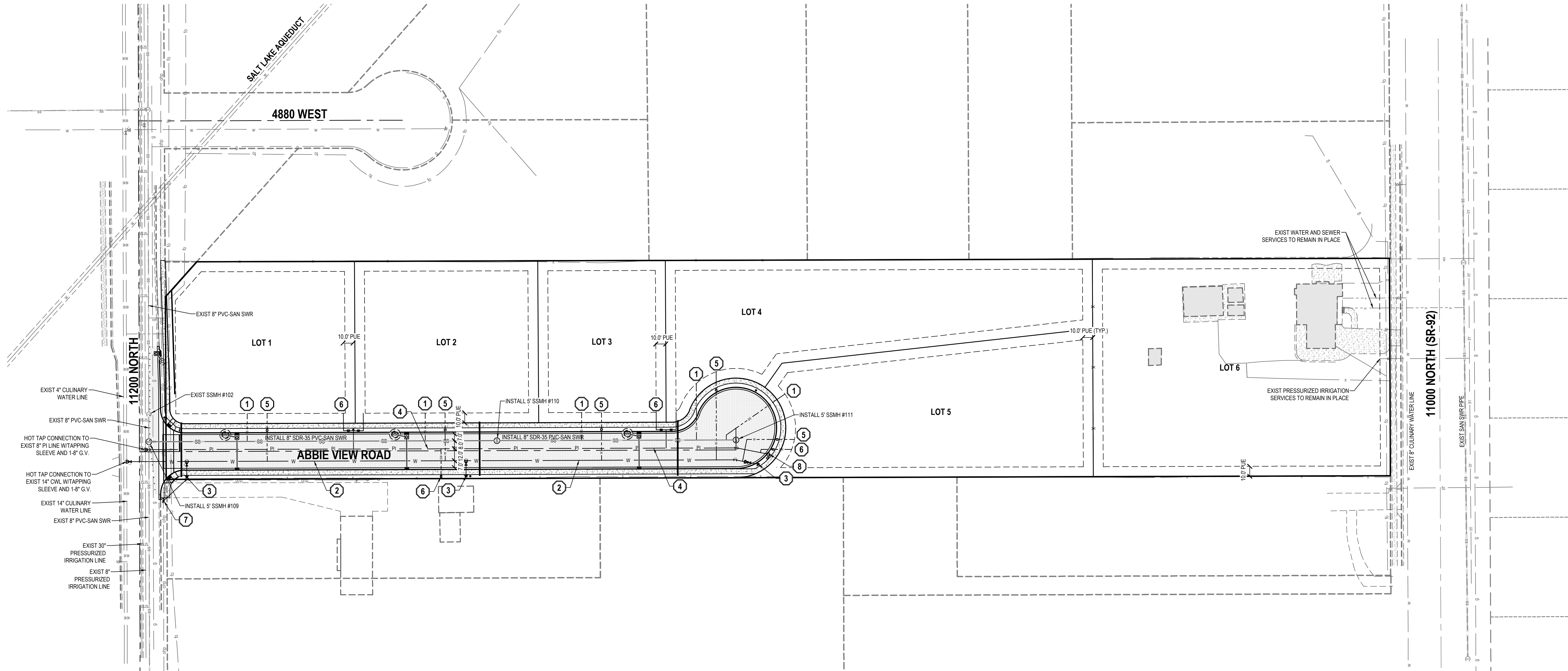
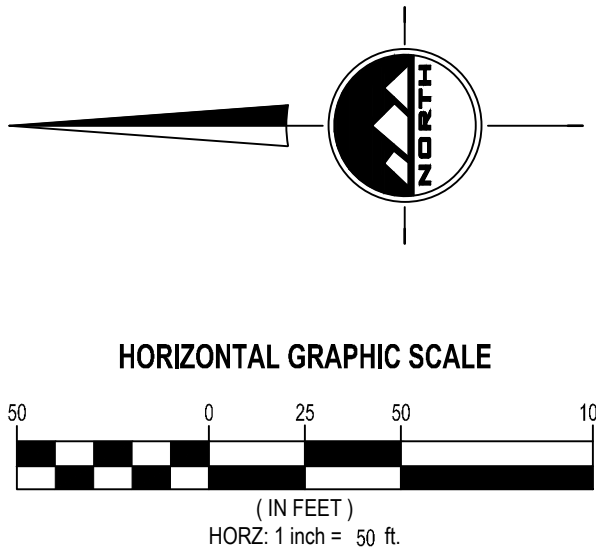
Know what's below.
Call before you dig.

CALL BLUESTAKES
@ 811 AT LEAST 48 HOURS
PRIOR TO THE
COMMENCEMENT OF ANY
CONSTRUCTION.

BENCHMARK

NORTHEAST CORNER OF SECTION 36,
TOWNSHIP 4 SOUTH, RANGE 1 EAST
SALT LAKE BASE AND MERIDIAN

ELEV = 4946.68'



GENERAL NOTES

- ALL WORK TO COMPLY WITH THE GOVERNING AGENCY'S STANDARDS AND SPECIFICATIONS.
- EXISTING UNDERGROUND UTILITIES AND IMPROVEMENTS ARE SHOWN IN THEIR APPROXIMATE LOCATIONS BASED UPON RECORD INFORMATION AVAILABLE AT THE TIME OF PREPARATION OF THESE PLANS. LOCATIONS MAY NOT HAVE BEEN VERIFIED IN THE FIELD AND NO GUARANTEE IS MADE AS TO THE ACCURACY OR COMPLETENESS OF THE INFORMATION SHOWN. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO DETERMINE THE EXISTENCE AND LOCATION OF THE UTILITIES SHOWN ON THESE PLANS OR INDICATED IN THE FIELD BY LOCATING SERVICES. ANY ADDITIONAL COSTS INCURRED AS A RESULT OF THE CONTRACTOR'S FAILURE TO VERIFY THE LOCATIONS OF EXISTING UTILITIES PRIOR TO THE BEGINNING OF CONSTRUCTION IN THEIR VICINITY SHALL BE BORNE BY THE CONTRACTOR AND ASSUMED INCLUDED IN THE CONTRACT. THE CONTRACTOR IS TO VERIFY ALL CONNECTION POINTS WITH THE EXISTING UTILITIES. THE CONTRACTOR IS RESPONSIBLE FOR ANY DAMAGE CAUSED TO THE EXISTING UTILITIES AND UTILITY STRUCTURES THAT ARE TO REMAIN. IF CONFLICTS WITH EXISTING UTILITIES OCCUR, THE CONTRACTOR SHALL NOTIFY THE ENGINEER PRIOR TO CONSTRUCTION TO DETERMINE IF ANY FIELD ADJUSTMENTS SHOULD BE MADE.
- ALL SANITARY SEWER INFRASTRUCTURE TO BE INSTALLED PER GOVERNING AGENCY STANDARD PLANS AND SPECIFICATIONS.
- ALL WATER INFRASTRUCTURE TO BE INSTALLED PER GOVERNING AGENCY OR APWA STANDARD PLANS AND SPECIFICATIONS.
- DEFLECT OR LOOP ALL WATERLINES TO AVOID CONFLICTS WITH OTHER UTILITIES PER GOVERNING AGENCY'S STANDARDS AND SPECIFICATIONS.
- PROJECT SHALL COMPLY WITH ALL UTAH DIVISION OF DRINKING WATER RULES AND REGULATIONS INCLUDING, BUT NOT LIMITED TO, THOSE PERTAINING TO BACKFLOW PROTECTION AND CROSS CONNECTION PREVENTION.
- THE CONTRACTOR IS TO COORDINATE ALL UTILITIES WITH MECHANICAL/PLUMBING PLANS.
- NOTIFY ENGINEER OF ANY DISCREPANCIES IN DESIGN OR STAKING BEFORE PLACING UTILITY STRUCTURES OR PIPES.
- THE CONTRACTOR SHALL ADJUST TO GRADE ALL EXISTING UTILITIES AS NEEDED PER LOCAL GOVERNING AGENCY'S STANDARDS AND SPECIFICATIONS.
- THE CONTRACTOR IS TO PROTECT AND PRESERVE ALL EXISTING IMPROVEMENTS, UTILITIES, AND SIGNS, ETC. UNLESS OTHERWISE NOTED ON THESE PLANS.
- THERE ARE TWO CULINARY WATER AND TWO PRESSURIZED IRRIGATION LINES LOCATED WITHIN 11200 NORTH. CONTRACTOR SHALL POTHOLE LINES BEFORE COMMENCING WORK TO CONFIRM LOCATIONS AND ELEVATIONS OF LINES THAT WILL BE CONNECTED TO.

SCOPE OF WORK:

PROVIDE, INSTALL AND/OR CONSTRUCT THE FOLLOWING PER THE SPECIFICATIONS GIVEN OR REFERENCED, THE DETAILS NOTED, AND/OR AS SHOWN ON THE CONSTRUCTION DRAWINGS:

- 4" SDR-35 PVC SANITARY SEWER LATERAL @ 2.00% MIN SLOPE PER HIGHLAND CITY STD DETAIL SS-01 AND SPECIFICATIONS.
- 8" CLASS 350 DIP POLYWRAPPED POTABLE WATER LINE PER HIGHLAND CITY STANDARDS DETAIL DW-04 AND SPECIFICATIONS.
- FIRE HYDRANT ASSEMBLY COMPLETE PER HIGHLAND CITY STD DETAIL DW-03 AND SPECIFICATIONS.
- 8" C-900 DR-18 PURPLE PVC PRESSURIZED IRRIGATION LINE PER HIGHLAND CITY STANDARDS DETAIL PI-03 AND SPECIFICATIONS.
- 3/4" CULINARY WATER METER AND 3/4" SERVICE LINE PER HIGHLAND CITY STD DETAIL DW-01 AND SPECIFICATIONS (SERVICE LINE TO BE TYPE K COPPER UP TO METER, AFTER METER, 1" DIA. SDR-9 POLY PIPE CAN BE USED).
- 1" PRESSURIZED IRRIGATION METER AND 1" SDR-9 PURPLE POLY SERVICE LINE PER HIGHLAND CITY STD DETAIL PI-01, PI-02, AND SPECIFICATIONS (FOR DUAL SERVICES, SERVICE LINE TO BE 1-1/2" FROM MAINLINE TO LATERAL TEE).
- INSTALL RELOCATED POWER POLE (COORDINATE WITH ROCKY MOUNTAIN POWER).
- INSTALL BLOW-OFF VALVE PER HIGHLAND CITY STANDARDS DETAIL PI-05 AND SPECIFICATIONS.



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LAYTON
Phone: 801.547.1100

TOOELE
Phone: 435.843.3590

CEDAR CITY
Phone: 435.865.1453

RICHFIELD
Phone: 435.896.2983

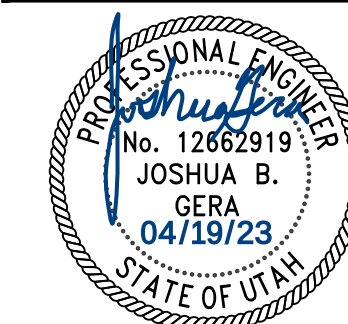
WWW.ENSIGNENG.COM

FOR:
BON-CO REAL ESTATE LLC

CONTACT:
COREY JONES
PHONE: 801-656-8916

ABBIES ACRES

4922 W 1100 NORTH
HIGHLAND, UTAH



2023.04.18_FINAL

UTILITY PLAN

PROJECT NUMBER
11378
DRAWN BY
AH
PROJECT MANAGER
JG
PRINT DATE
4/18/23
CHECKED BY
RQE

C-400



CITY COUNCIL AGENDA REPORT

ITEM #4

DATE: May 2, 2023
TO: Honorable Mayor and Members of the City Council
FROM: Kellie Smith, Planner & GIS Analyst
SUBJECT: **PUBLIC HEARING/ORDINANCE:** Planned Development Major Amendment – Apple Creek/Ten700
TYPE: **PLANNED DEVELOPMENT UPDATE (LEGISLATIVE)**

PURPOSE:

The City Council will hold a public hearing to consider a proposal by Todd Amberry representing Hillwood Homes at Ten Seven Hundred LLC to create an encroachment allowance allowing for a roof overhang and other similar encroachments onto adjacent private lots in the Apple Creek Planned Development. The City Council will take appropriate action.

STAFF RECOMMENDATION:

Staff recommends the City Council hold a public hearing, review the request, and decide to **APPROVE** or **DENY** the proposed amendment to the Apple Creek Planned Development.

If the City Council decides to **APPROVE** the requested amendment, staff recommends the following stipulations be included:

1. The 5' prohibition of structures or ignition devices on the side yards adjacent to the zero lot line of the Villa lots be recorded by easement in addition to the stipulation being outlined in the CC&R's. The easements shall be approved by the City through the plat amendment process.
2. The allowance of "other projections" be removed and only allow roof overhangs, exhaust vent terminations, and utility meters specifically.
3. The encroachment allowance of up to 3' be reduced to 2'.
4. The encroachment allowance shall be recorded as an easement on each property where there is encroachment onto that lot. These easements shall also be approved by the City through the plat amendment process.
5. The last sentence in the proposed amendment be changed to say the following: Compliance with the maximum projection distance, and the recordation and enforcement of the prohibition on structure and ignition sources, as described in the previous sentences, shall be required to satisfy fire separation distance requirements under the IRC.

At the Planning Commission stage, staff recommended allowing the applicant to decide to either have the easements recorded through the plat amendment process, or have individual easements be recorded to each individual lot. After the Planning Commission

meeting, staff determined that the most efficient and transparent way to record these potential easements would be through the plat amendment process and have them recorded all at once. Stipulations #1 and #4 have been adjusted to reflect that.

BACKGROUND:

A building permit was applied for to build a villa on Lot 2 of the Ten Seven Hundred Subdivision. The construction plans submitted by the developer only included roof eaves on one side of the building; the other side of the building was set on the zero-lot line without any proposed construction (roof eaves or other materials) crossing over the zero-lot line property line, as permitted in the Apple Creek PD. The building permit plans were reviewed and approved by the Building Official with comments reiterating that there could not be any eave or soffit projecting out over the zero-lot line side of the building.

When the developer proceeded to construct the building, a 12" roof eave was constructed over the property line with the zero-lot line setback. The next inspection failed as the building did not comply with the approved construction plans and building code.

The developer, home builders, and staff met to discuss this issue. Staff made clear that the way the building was constructed does not meet the International Residential Code (IRC) for fire separation requirements. In order to meet the IRC fire separation minimums, changes would be required to be made in the PD by either adjusting lot lines or adding easements (see Attachment #2 for code references and staff interpretation).

The developer requested that the issue be considered a minor amendment and be approved by staff so they could continue construction. Staff determined that the request to allow a building to encroach over a property line required a major amendment, as it would entail a modification from Development Code requirements, and would be required to go through the legislative process. See Attachment #2 for the official decision provided by the Highland City Attorney.

Article 5 Planned Development (PD) District in the Development Code requires that "All PD Districts shall comply with the development standards in the Development Code. However, based upon a recommendation of the Planning Commission, the City Council may approve modifications from standard Development Code requirements."

SUMMARY OF THE REQUEST:

The applicant is requesting a major amendment to the Apple Creek Planned Development to allow the roof eaves and other similar projections to encroach over the adjacent private property lines in the Ten Seven Hundred Subdivision. The following wording is proposed to be added to the setbacks and lot dimensions section for the Villas:

Roof overhangs, exhaust vent terminations, utility meters and other projections on the zero lot line side of the Villas may extend into the adjacent lot (including any setback areas on such adjacent lot) by up to three feet. A recorded declaration shall contain a prohibition on any structures or ignition devices being placed within 5 feet of the Villa wall on the abutting zero lot line of any lot, which prohibition shall not be amended without the written consent of Highland City. Highland City has determined that the permitted projection of roof overhangs, exhaust vent terminations, utility meters and other permitted projections, when combined with

the prohibition in the previous sentence complies with the International Residential Code's distance requirements for fire separation distance for Villa projections.

CITIZEN PARTICIPATION:

Notice of the public hearing held at the Planning Commission meeting was posted on the state and city websites and three public places on April 13, 2023.

Notice of the public hearing to be held at the City Council meeting was posted on the state and city websites and three public places on April 20, 2023. At the time of this report writing, staff has received no public comment.

STAFF REVIEW:

Development Code

The proposed amendment is not compliant with following sections in the Development Code:

3-602 Yard Space For One Building Only

All required setbacks shall be situated on the same lot as the building or structure to which they apply. No required yard, area, or other open space around a building or use which is needed to comply with the area, setback, or open-space requirements of this Code shall be considered as providing the required area, yard, setback, or open space for any other buildings or use; nor shall any area, yard, setback, or other required open space on an adjoining lot be considered as providing the area, setback or open-space requirements of a building or use.

3-604 Each Dwelling To Be On A Zoning Lot

Only one building which contains a dwelling shall be located and maintained on a zoning lot.

10-102 Definitions

83. **Yard.** The open-space area on a lot or parcel, except for permitted projections and landscaping, encompassing the territory between the outer wall of the building and closest opposite property line and extending the full width of depth, as appropriate of the lot or parcel.

Under these sections of the Development Code, yards and set-back areas required for one lot and building cannot be used for a different building on a different lot. The development code does allow for limited projections into required yard and setback areas in other circumstances and zones. For example, the Professional Office zone permits roof overhangs and any other projection/substructure that the Planning Commission determines contributes to public safety to project into rear and side setbacks. HDC 3-4916. But the Apple Creek PD does not contain any language regarding projections.

PD Zoning allows for the Planning Commission and City Council to legislatively allow for deviations from supplementary regulations in the Development Code

specifically for a particular PD as long as those deviations are compliant with applicable building codes and are legislatively adopted and written into the PD.

International Residential Code (IRC)

IRC states that, for non-sprinkled buildings, fire-resistance rated projections from walls must have a “fire separation distance” between two to five feet, and projections with less than two feet of fire separation distance are “Not allowed.” IRC Table R302.1(1). “Fire separation distance” is defined as “the distance measured from the building face to one of the following: (1) to the closest interior lot line. (2) to the centerline of a street, an alley, or public way. (3) to an imaginary line between two buildings on the lot.” IRC R202. “Lot” is defined as “a portion or parcel of land considered as a unit,” and “lot line” is relevantly defined as “a line dividing one lot from another.” *Id.*

The proposed amendment, if approved, would rely on the third definition for fire separation (“an imaginary line between two buildings on the lot”) in order to determine the appropriate fire separation distance. The amendment would allow for two buildings to be located, at least in part, on one lot, with one primary structure on the lot and one adjacent structure that projects partway into the lot. In order to maintain the fire separation distance based on the imaginary line between the buildings, the applicant is proposing to allow the adjacent structure to project no more than 3’ into the lot, and impose a 5’-wide restriction along the property line within the 10’-wide yards that prohibits the property owner from having any structures, exhaust, BBQs, fire pits, etc. This appears to try and provide a maximum projection of 3 feet with a minimum fire separation of 2 feet beyond the projection, in order to satisfy the building code. The amendment will include language in the PD, and also require that the CC&Rs for the development include the 5’-wide restriction, which cannot be amended without the City’s consent, and be recorded against each property.

Review of Proposed Amendment and Discussion of Options

The applicant has proposed particular language and a particular approach to modifying the PD to allow the roof eave overhangs and other encroachments. As this is a legislative matter, the City is not required to allow any amendment to the PD, and if the City does allow for an amendment, the City can adopt the amendment as proposed by the applicant, but can also adopt other proposed language if desired. The proposed amendment from the applicant has three parts, broken down as follows:

Roof overhangs, exhaust vent terminations, utility meters and other projections on the zero lot line side of the Villas may extend into the adjacent lot (including any setback areas on such adjacent lot) by up to three feet.

If the City desires to allow the projections across the zero-lot-line, this appears to be an appropriate way of allowing such projections. Staff recommends that the “other projections” be removed and only allow roof overhangs, exhaust vent terminations, and utility meters specifically. Staff also recommends the encroachment allowance be reduced to 2 feet instead of 3 feet.

A recorded declaration shall contain a prohibition on any structures or ignition devices being placed within 5 feet of the Villa wall on the abutting zero lot line of any lot, which prohibition shall not be amended without the written consent of Highland City.

In order to maintain the minimum fire separation required by the fire code, a minimum of 2 feet of clearance is required beyond any projection. With projections allowed up to 3 feet, a minimum of a 5-foot clearance area would be required, as this proposed language would provide. Alternative means of providing for a similar clearance area could be to require a recorded, 5'-wide easement for each affected lot or to require a plat amendment to show the restriction on all lots, instead of recording the 5-foot-wide prohibition solely within the CC&Rs. Staff's recommendation if the Planning Commission decides to recommend approval of the amendment is to require that an easement be recorded. The applicant may decide to either have the easements recorded through the plat amendment process (this process requires City Council approval), or have individual easements be recorded to each individual lot (this process requires staff approval). A stipulation has been added to the staff recommendation to address this.

Highland City has determined that the permitted projection of roof overhangs, exhaust vent terminations, utility meters and other permitted projections, when combined with the prohibition in the previous sentence complies with the International Residential Code's distance requirements for fire separation distance for Villa projections.

This section does not appear to be necessary. If something along these lines is desired, staff would prefer something to the effect of, "Compliance with the maximum projection distance, and the recordation and enforcement of the prohibition on structure and ignition sources, as described in the previous sentences, shall be required to satisfy fire separation distance requirements under the IRC."

Enforcement

Staff has concerns regarding enforcement of the prohibition of structures or ignition sources in the 10'-wide private side yards. It is not typical for a resident to look at a recorded plat, easement, or code to determine what types of yard activities they are permitted to do. With the encroachment issues throughout the City and the Council's recently adopted encroachment policy, it has become apparent how difficult it can be to enforce things of this nature. This easement could be more difficult to enforce than City property encroachment, as the residents may only understand where their property boundaries are and may not understand the prohibition easement nor the reasoning behind it.

Communication with Other Cities

The only other Planned Development Zone in Highland that has zero-lot line setbacks for detached structures is Ridgeview. The homes built in Ridgeview have met the referenced International Residential Code requirements. There are some that were submitted with projections too close to the property line (not over the property line). When the Building Official raised the issue, the builder decided to remove the roof overhangs.

Because of Highland's limited experience with high density projects and zero-lot line setbacks, staff reached out to other cities in Utah County to see if they have ever run into a similar issue. Below is a summary or direct information from the cities.

Draper Planning Department – They have one subdivision in their City that allows for a 5' setback on one side and then a 1' setback on the other side. The 6' between buildings have easements that allow for use and access. The plat has specific language on what's allowed and the intent of the easements. They depend on the HOA to enforce it. *This is what was done in the David Weekley phases of Ridgeview; however, this does not allow for a roof to overhang the property line.*

Lehi Building Department – “It is not standard practice to have eaves over property lines. When we have a detached structure, we tell them that the eaves have to be 16 inches away from the property line, this is so that any water that drips stays on their own property. We also tell people that it is civil law, that homeowners are to contain water, dirt, etc. on their own property.

As far as homes built on 0 foot lot lines, I don't recall any of the homes built in Lehi with the home at the property line, usually the builders keep at least 3 feet away from the property line because no windows are allowed closer than 3 feet from the property line. And any walls closer than 5 feet, have to be 1 hour fire rated walls. Even when the house is closer than 3 feet from property line the builders are usually good about keeping the eaves off adjacent property.”

A Lehi Planner also shared that they used to work in Park City and that they were aware of 1 zero lot line subdivision off of Kimble's Junction, however, the roof eaves do not cross onto the adjacent private properties.

Saratoga Springs Planning Department – They do not allow it in their code, but they have one development that was able to propose their own standards. However, they have a 5' use easement on the edge of the adjacent lot and the residents cannot put structures in that easement. They depend on the HOA to enforce it.

PLANNING COMMISSION ACTION:

The Planning Commission held a public hearing on April 25, 2023. There was no resident participation. The Commissioners asked questions and received answers relating to the following:

- If the builder were to cut off the eave it would fix the issue;
- One would need to go into the neighbor's fenced private yard in order to access the utility meter box;
- Roof drainage will be directed back toward the property on which the home is located;
- The builder will identify the easements to the buyer at closing;
- It would be the homeowner's responsibility to notify renters of the easements;
- The builder stated that a roof overhanging the property line is allowed everywhere and that other cities have had no issues with it.
 - According to staff's research, what has been permitted in other cities are Condominium Plats, where the homeowner only owns the building footprint,

and the yards and other property surrounding the home is owned by the HOA. Roof overhangs are not permitted over private property lines.

The Planning Commission voted 5:0 to recommend APPROVAL of the proposed planned development amendment with the five (5) stipulations recommended by staff.

FINDINGS:

The proposed amendment meets the following findings:

1. The proposed amendment is consistent with IRC Table R302.1(1).

FISCAL IMPACT:

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

MOTION TO APPROVE:

I move that the City Council **APPROVE** the proposed amendment to the Apple Creek Planned Development relating to building encroachments onto adjacent private properties with the five (5) stipulations recommended by staff:

1. The 5' prohibition of structures or ignition devices on the side yards adjacent to the zero lot line of the Villa lots be recorded by easement in addition to the stipulation being outlined in the CC&R's. The easements shall be approved by the City through the plat amendment process.
2. The allowance of "other projections" be removed and only allow roof overhangs, exhaust vent terminations, and utility meters specifically.
3. The encroachment allowance of up to 3' be reduced to 2'.
4. The encroachment allowance shall be recorded as an easement on each property where there is encroachment onto that lot. These easements shall also be approved by the City through the plat amendment process.
5. The last sentence in the proposed amendment be changed to say the following: Compliance with the maximum projection distance, and the recordation and enforcement of the prohibition on structure and ignition sources, as described in the previous sentences, shall be required to satisfy fire separation distance requirements under the IRC.

MOTION TO DENY:

I move that the City Council **DENY** the proposed amendment to the Apple Creek Planned Development.

ATTACHMENTS:

1. Ordinance – as requested by the applicant
2. Final Decision Regarding Roof Eave Overhang – Ten Seven Hundred, Lot 2 –
Johnson, Patterson, & Yellowhorse Attorneys At Law

ATTACHMENT 1:

AN ORDINANCE OF THE HIGHLAND CITY COUNCIL AMENDING THE APPLE CREEK PLANNED DEVELOPMENT RELATING TO ROOF EAVES AND OTHER SIMILAR PROJECTIONS ENCROACHING ONTO ADJACENT PRIVATE LOTS AS SHOWN IN FILENAME PD-23-01.

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

WHEREAS, the Planning Commission held a public hearing on this Ordinance on April 25, 2023 and

WHEREAS, the City Council held a public hearing on this Ordinance on May 2, 2023.

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

SECTION 1: **ADOPTION** the Apple Creek Planned Development is hereby amended as shown on “Exhibit A” attached hereto and incorporated herein.

SECTION 2: **REPEALER CLAUSE** All ordinances or resolutions or parts thereof, which are in conflict herewith, are hereby repealed.

SECTION 3: **SEVERABILITY CLAUSE** Should any part or provision of this Ordinance be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the Ordinances a whole or any part thereof other than the part so declared to be unconstitutional or invalid.

SECTION 4: **EFFECTIVE DATE** This Ordinance shall be in full force and effect from May 2, 2023 and after the required approval and publication according to law.

PASSED AND ADOPTED by the Highland City Council, May 2, 2023

HIGHLAND CITY, UTAH

Kurt Ostler
Highland City Mayor

ATTEST:

Stephannie Cottle

Highland City Recorder

COUNCIL MEMBER	YES	NO
Timothy A. Ball	☐	☐
Brittney P. Bills	☐	☐
Sarah D. Petersen	☐	☐
Kim Rodela	☐	☐
Scott L. Smith	☐	☐

EXHIBIT A

Apple Creek Development Standards

Apple Creek features residential housing and commercial as depicted in the Concept Plan below and Project Table of Uses.

The residential density within Apple Creek is a maximum of 42 residential units and will be broken down into three distinct housing types: Villas, Twin Homes, and Brownstones. The intent of three different housing types is to provide residents of the community with various options for housing sizes, style, and price. Diversity of housing attracts different buyers, and adds to the overall vibrancy and viability of the community.

The commercial fronts SR 74 where visibility, traffic counts, and access are required to promote viability. The commercial also acts as a buffer to the residential shielding the residential homes from the sounds and busyness of SR 74.



A summary of the different housing types and commercial use including: bulk and intensity, setbacks, height, commercial permitted use table, etc. are outlined herein.

**PROJECT
TABLE OF USES**

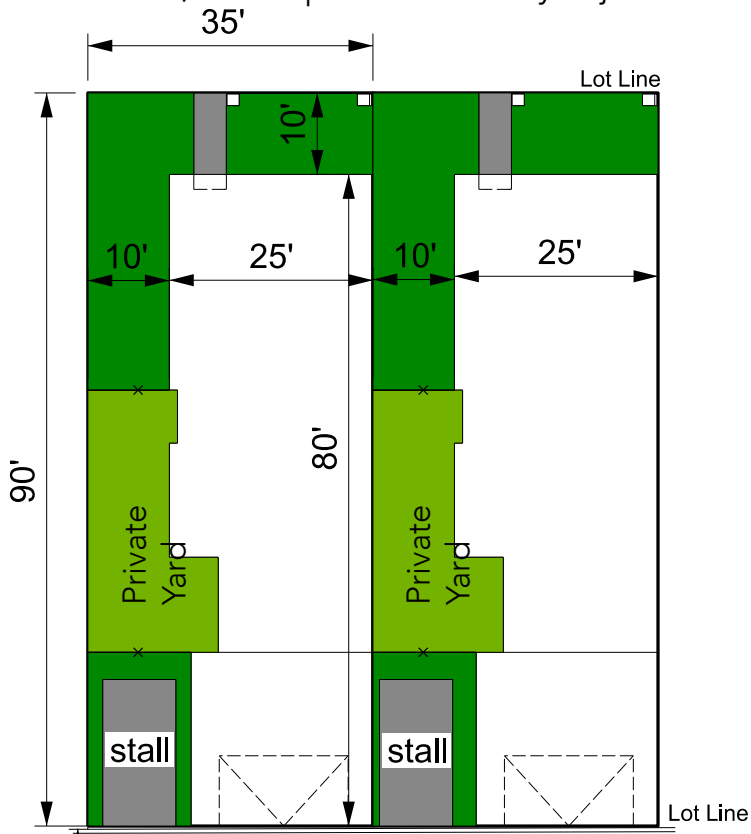
USE	TOTAL
VILLAS	16
TWIN HOMES	16
BROWNSTONES	10
TOTAL UNITS	42
ACRES	4.35
UPA	9.66
COMMERCIAL	23,000
ACRES	1.4
TOTAL ACRES	5.75
TOTAL UPA	7.30

Villas

The Villas are single family detached homes that sit on lots 2,800 square feet or larger, with a minimum lot frontage of 35 feet. The Villas are two stories in height and will adhere to guidelines described the Residential Bulk & Intensity Requirements. Each home will be rear loaded and oriented toward the street fronting 10700 S, the City parcel to the west, and the open space amenity in the center of the project. The intent of this design is to project the front facades of the home outward, creating a charming street-scape with front porch and an upper-balcony living experience. Each Villa will have a private side yard. Each residential unit may have a basement.

Set Backs and Lot Dimensions: See image below as an example for set backs and lot dimensions of a Villa homesite. Roof overhangs, exhaust vent terminations, utility meters and other projections on the zero lot line side of the Villas may extend into the adjacent lot (including any setback areas on such adjacent lot) by up to three feet. A recorded declaration shall contain a prohibition on any structures or ignition devices being placed within 5 feet of the Villa wall on the abutting zero lot line of any lot, which prohibition shall not be amended without the written consent of Highland City. Highland City has determined that the permitted projection of roof overhangs, exhaust vent terminations, utility meters and other permitted projections, when combined with the prohibition in the previous sentence complies with the International Residential Code’s distance requirements for fire separation distance for Villa projections.

Parking Requirement: Three (3) stalls per unit. Two (2) stalls located within an enclosed “rear loaded” garage and one (1) surface stall (8’x18’ in dimensions) will be provided directly adjacent to the unit as depicted in the Villa homesite plan.

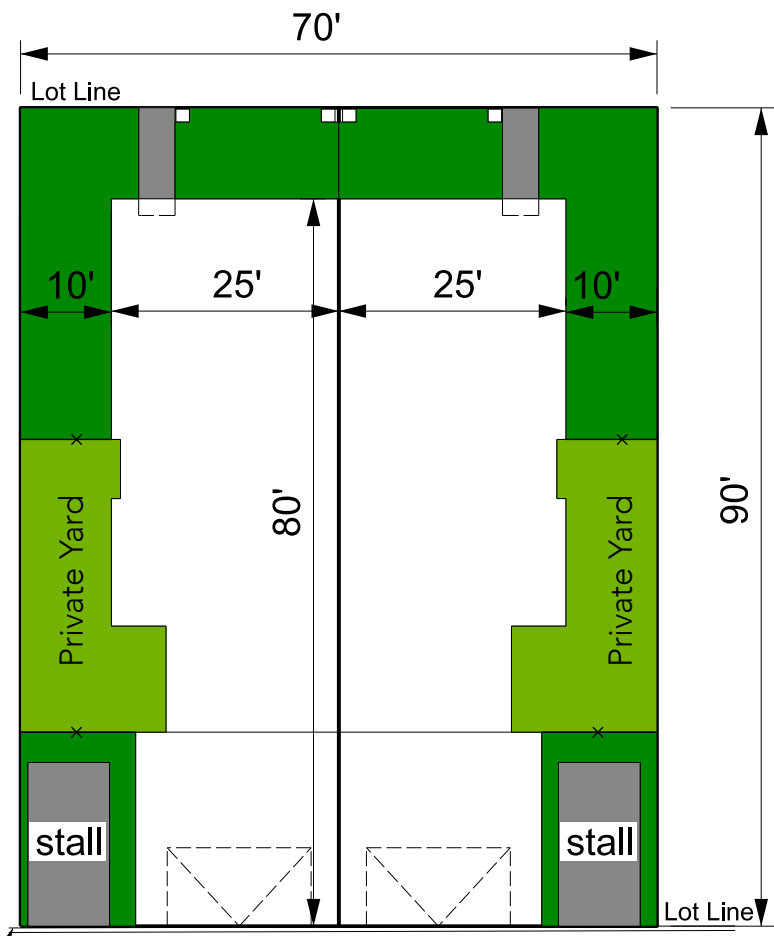


Twin Homes:

The Twin Homes come in groupings of two attached units. The Twin Homes are two stories in height and will adhere to guidelines described the Residential Bulk & Intensity Requirements. Each individual unit sits on a lot of approximately 2,800 square feet (5,600 total) or larger with a minimum lot frontage of 35 feet (70' total). Each home will be rear loaded and oriented toward the street fronting 10700 S, the City parcel to the west, and the open space amenity in the center of the project. The intent of this design is to project the front facades of the home outward, creating a charming street-scape with front porch and an upper-balcony living experience. Each Villa will have a private side yard. Each residential unit may have a basement.

Set Backs and Lot Dimensions: See image below as an example for set backs and lot dimensions of a Twin Home homesite.

Parking Requirement: Three (3) stalls per unit. Two (2) stalls will be located within an enclosed "rear loaded" garage. One (1) surface stall (8'x18' in dimensions) will be provided directly adjacent to the unit as depicted in the site plan

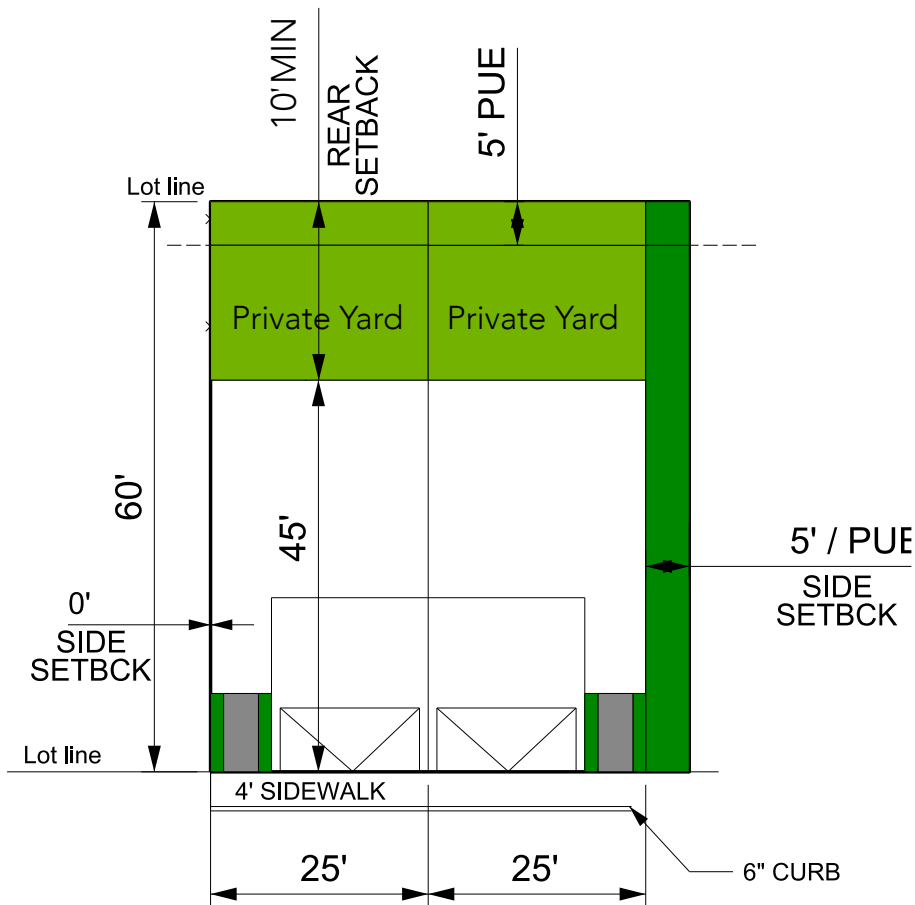


Brownstones:

The ten (10) Brownstones are located on the north end of the property and come in groupings of two attached units as shown in the highlighted section below. The Brownstones are three stories in height and will adhere to guidelines described the Residential Bulk & Intensity Requirements. Each individual unit sits on a lot of approximately 1,500 square feet or larger (3,000 sf total) with a minimum lot frontage of 25 feet per unit (50’ total). Each individual Brownstone unit will have a private rear yard and front loaded garages. Each residential unit may have a basement.

Set Backs and Lot Dimensions: See image below as an example for set backs and lot dimensions of a Brownstone homesite

Parking Requirement: Two (2) stalls per unit. Two (2) stalls located within an enclosed “front loaded” garage. One (1) surface stall (a total 10 “visitor stalls”) will be provided by the office parking as “reciprocal use” stalls to be shared by the office and visitors of the 10 brownstone units.



RESIDENTIAL BULK & INTENSITY REQUIREMENTS

	VILLAS	TWIN HOMES	BROWNSTONES
MIN LOT SIZE	2,800 SF	2,800 SF PER UNIT (OR COMBINED 2 UNITS OF 5,600 SF TOTAL)	1,500 SF PER UNIT (OR COMBINED 2 UNITS OF 3,000 SF TOTAL)
MIN LOT WIDTH	35'	70'	25
MIN FRONT YARD SET BACK	10'	10'	4' (FRONT LOADED)
MIN REAR YARD SET BACK (INTERIOR LOTS)	NONE (REAR LOADED)	NONE (REAR LOADED)	10'
MIN REAR YARD SET BACK (CORNER LOTS)	NONE	NONE	10'
MIN SIDE YARD SET BACK (INTERIOR LOTS)	10' ON ONE SIDE, ZERO LOT LINE ON THE OTHER **SUBJECT TO THE PROJECTION ALLOWANCES PROVIDED IN THE VILLAS DEVELOPMENT STANDARDS ABOVE	10' ON ONE SIDE, ZERO LOT LINE ON THE OTHER **SUBJECT TO THE PROJECTION ALLOWANCES PROVIDED IN THE VILLAS DEVELOPMENT STANDARDS ABOVE	5' ON ONE SIDE, ZERO LOT LINE ON THE OTHER
MIN SIDE YARD SET BACK (CORNER LOTS)	10' ON ONE SIDE, ZERO LOT LINE ON THE OTHER	10' ON ONE SIDE, ZERO LOT LINE ON THE OTHER	5' ON ONE SIDE, ZERO LOT LINE ON THE OTHER
HEIGHT*	TWO STORIES - NOT TO EXCEED 40' IN HEIGHT	TWO STORIES - NOT TO EXCEED 40' IN HEIGHT	THREE STORIES - NOT TO EXCEED 40' IN HEIGHT

*MEASURED FROM HIGHEST POINT ON THE TOP BACK OF CURB ALONG THE LOT FRONTAGE

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March 28, 2023 – Final Decision Regarding Roof Eave Overhang – Ten Seven Hundred, Lot 2

I. Summary of Decision

This issue concerns whether a developer of a single-family residence on Lot 2 within the Apple Creek Planned Development/Ten Seven Hundred subdivision can be permitted to construct roof eaves for that residence that cross over the property line and overhang the adjacent lot. If the answer to that question is “no,” the next question is whether the developer can provide a “no-build/fire clearance” easement on the adjacent lot or take some other action that would allow the eaves to be built as proposed without going through the “major amendment” process for the Apple Creek Planned Development. The interpretation and application of the governing legal standards related to these questions applies directly to the Lot 2 construction and also to the developer’s plans for other similar lots within the Ten Seven Hundred subdivision.¹

Upon review of the applicable sections of the International Residential Code (“**IRC**”), Highland City’s development code (“**HDC**”), the construction plans for Lot 2, and the documents and history of the approval of the Apple Creek PD (“**PD**”) and the Ten Seven Hundred final subdivision plat, and after conversations between City staff and representatives of the developer, the City’s final decision is that the construction of the eaves violates the mandatory provisions of both the IRC and HDC. Further, the Zoning Administrator does not have authority, by way of a “minor amendment,” to adjust the requirements of the HDC. So while there are options available to the developer to achieve the desired design, those options require a major amendment to the PD through the legislative, zoning amendment process.

II. Background

On August 4, 2020, Highland City approved the Apple Creek Planned Development (“**PD**”). The PD allows residential units consisting of up to 10 “brownstones,” 16 “villas,” and 16 “twin homes.” The villa and twin home lots are subject to requirements for minimum frontage of 35 feet, minimum lot size of 2,800 square feet, and minimum side yard setbacks of 10 feet on one side and “zero lot line on the other.” PD, p. 13. The PD provides example lot coverage, setbacks, and building envelopes for the twin homes and villas, but does not further define or discuss setbacks, except to state that each “will have a private side yard.” PD, p. 10-11.

¹ Certain interpretations of the codes described below are delegated to the City’s building official, zoning administrator, or designees thereof. This single, comprehensive decision is being provided by the City to establish a single written and appealable decision for the benefit of the Ten Seven Hundred developer.

The PD provides six examples of residential buildings to showcase design elements that may be incorporated into the brownstones, villas, and twin homes. PD, p. 18, 20-21. Two of these examples have roof eaves extending beyond the building's walls (though whether beyond the property line is unknown), while the remaining four examples appear to either have no roof eaves (excluding gutters) or roof eaves that remain within the building's overall footprint.

Nothing in the PD or in the approval thereof directly discusses roof eaves or whether the construction of the residential units would encroach on an adjacent lot. As part of the motion approving the PD, the City Council stated that the developer of the PD "must bring back designs for input from City Council" related to the PD's residential portion. Minutes Aug 4, 2020, p. 16.

On April 20, 2021, in conjunction with the final subdivision plat review, the developer submitted three example elevations for the potential design of the villas. These example elevations appear to show roof eaves on all sides of the buildings, with the exterior wall of the buildings directly on one of the lot lines, such that one side of the roof's eaves cross over the lot line. These elevations are marked as, "Not for Construction," and the developer's representative stated in the email that these "are the conceptual floor plans and elevations for the single family product; however, we have not cost them out and will still have value engineering to do."

Later that day, during the April 20, 2021, City Council meeting, the City Council reviewed the final plat for the newly named Ten Seven Hundred development within the PD. There was some discussion regarding the example elevations of the villas/twin homes, primarily related to the decision to not extend the second story over the garage, but there was no specific discussion regarding roof eaves or allowing the units to encroach on or over adjacent lots. Minutes Apr 20, 2021, p. 16; Recording, time stamp 1:57:00 - 2:01:00. The City Council did not approve the example elevations. The only approval given by the City Council was the approval of the final plat for the Ten Seven Hundred subdivision. That plat, as approved and recorded, contains the following note, "This project is subject to the current Highland City engineering requirements ... general plan, development code, and any applicable specific plans."

Eventually, a building permit was applied for to build a "villa" on Lot 2 of the Ten Seven Hundred subdivision. The construction plans submitted by the developer clearly incorporate roof eaves on only one side of the building—the side facing the lot's private yard area subject to the ten-foot setback requirement. The construction plans do not show any roof eaves on or along the other side of the building—the side built on the lot's property line subject to the zero-foot setback. The City's building official approved the construction plans, subject to four comments on the plans specifying that there could not be any eave/soffit or other construction extending out from the zero-lot line side of the building. No appeal was taken from this approval.

The developer then proceeded to construct the villa with roof eaves along the zero-lot-line contrary to the construction plans and the requirements of the City's building's official. No explanation has been given as to why the construction plans do not show the roof eaves or why the builder did not build the villa pursuant to the approved construction plans. After an inspection failed the villa for not complying with the approved construction plans and building code, representatives of the City and developer had multiple conversations regarding the applicable code requirements. This decision is being issued as the City's final, written decision interpreting and applying the relevant legal standards to the Ten Seven Hundred villas.

III. The Relevant Codes and Regulations Prohibit the Proposed Lot 2 Villa Roof Eaves

A. *State Law – LUDMA and Reliance/Estoppel*

There are several state law standards that apply. First, the City must follow and apply “the plain language of land use regulations,” and it is “bound by the terms and standards of applicable land use regulations and shall comply with mandatory provisions of those regulations.” Utah Code §§ 10-9a-306(1), -509(2). Second, where the plain language of a regulation “does not plainly restrict a land use application,” the City “shall interpret and apply the land use regulation to favor the land use application.” Utah Code § 10-9a-306(2).

Importantly, “no action or inaction of the land use authority relieves an applicant’s duty to comply with all applicable substantive ordinances and regulations.” Utah Code § 10-9a-509.5(4). This final standard, however, can be modified in certain circumstances, and the City may be prohibited from revoking an approval that does not conform to mandatory code requirements (such as a building permit that violates building code) based on the reliance of the applicant seeking the approval. *See Xanthos v. Bd. of Adjustment*, 685 P.2d 1032, 1037-38 (Utah 1984); *Monarrez v. UDOT*, 2016 UT 10, ¶¶ 35-36, 368 P.3d 846.

On this latter point, the developer argues that the City’s review of the proposed, example elevations during the April 20, 2021, City Council meeting justifies such special circumstances. The City disagrees. There was no approval of the example elevations for the villas with the roof eaves at all—certainly no approval or statement that would warrant disregarding the mandatory provisions of the IRC and HDC or the later approval of specific construction plans and a building permit. There was nothing issued by the City in writing regarding those example elevations, nor was there any specific motion or discussion by the Council approving the elevations or eaves. Further, the elevations themselves were described as non-final, non-construction, example plans subject to later revision and value engineering. There is no reasonable basis for reliance on these example elevations—particularly given the developer’s later submission of detailed, final construction plans for the specific villa that superseded the example elevations.

The governing approval is the City’s issuance of the building permit for the Lot 2 villa. That approval was based on final construction plans that did not show any roof eaves over the zero-lot-line. These plans were red-lined by the building official to confirm that there could be no eave or other construction over the zero-lot-line. There was no challenge to this approval, the permit, or the red-lines and comments prohibiting roof eaves on or over the zero-lot-line.

The next question is whether the City is required, pursuant to the mandatory terms of governing law, to prohibit the developer from amending the construction plans to incorporate the overhanging roof eaves, or whether the roof eaves for Lot 2 and other lots can be kept.

B. *Building Code - IRC*

Under the 2015 International Residential Code (“**IRC**”), a builder must obtain a building permit prior to construction, submit construction plans and other information that demonstrates that the construction will comply with all applicable regulations and codes in order to obtain that permit, and proceed with construction according to the approved permit and construction plans. *See, generally*, IRC R105.1, R106.1, R106.4. In interpreting and applying the requirements of

the IRC, the building official must ensure that the interpretation is “in conformance with the intent and purpose of this code,” but he cannot interpret the code in such a way as to “have the effect of waiving requirements specifically provided for in this code.” IRC R104.1.

Relevant to the Lot 2 construction, the IRC states that, for non-sprinkled buildings, fire-resistance rated projections from walls must have a “fire separation distance” between two to five feet, and projections with less than two feet of fire separation distance are “Not allowed.” IRC Table R302.1(1). “Fire separation distance” is defined as “the distance measured from the building face to one of the following: (1) to the closest interior lot line. (2) to the centerline of a street, an alley, or public way. (3) to an imaginary line between two buildings on the lot.” IRC R202. “Lot” is defined as “a portion or parcel of land considered as a unit,” and “lot line” is relevantly defined as “a line dividing one lot from another.” *Id.*

The Lot 2 villa is the only building on its lot, and there is no street at issue. Thus, the relevant fire separation distance definition for the Lot 2 villa is the first definition listed: the distance from the wall to the closest interior lot line. And while the IRC does contain exceptions that allow certain structures or projections to be closer than two feet to the lot line, those exceptions do not apply here. See IRC R302.1, Exceptions 3-4; Table R302.1(2)(a). Thus, the Lot 2 villa cannot, under the IRC, have roof eaves that extend within two feet of—let alone cross over—the lot line, as that would violate the minimum fire separation requirement of R302.1(1).

The developer submits language from official comments to the IRC to the effect that the City can ignore the lot line issue and instead focus solely on the separation between buildings to determine the necessary fire separation standards for projections such as the roof eaves. The plain language of the fire separation requirements under the IRC do not rely on or discuss ownership of property, but focus instead entirely on lot lines. The official comments, while relevant as to intent, are not the code and cannot be used to waive specific requirements of the code. Further, those same comments also reiterate that “Projections cannot be closer than 2 feet (610 mm) from the lot line.” IRC commentary to Section R302.1.

The IRC contains unambiguous and mandatory requirements regarding fire separation distances and projections like the Lot 2 villa’s roof eaves. These requirements were met by the submitted and approved construction plans for Lot 2, and had the developer proceeded pursuant to the issued permit and approved plans, there would be no problem with the construction of the Lot 2 villa. Allowing the developer to amend the already-approved construction plans and building permit to allow for the overhanging, zero-lot-line roof eaves would violate the fire separation distance requirements of the IRC under the current configuration of lots and lot lines within the PD, which the City cannot allow.

C. City Code - HDC

In addition to the requirements of building code, the construction of the Lot 2 villa must also satisfy all applicable land use regulations adopted by Highland City. This is because the PD remains subject to all generally applicable development standards that are not expressly modified by the PD. See HDC 3-510(8) (“All PD Districts shall comply with the development standards in the Development code.”); HDC 3-520(4) (requiring the PD plan to “State standards that deviate

from the Development Code”); Apple Creek PD, p. 4 (“The requirements of the Development Code shall apply, except where explicitly stated otherwise herein by this PD.”).

In addition, the City’s Development Code (“HDC”) expressly provides that all “[u]ses of land which are not expressly permitted within a zone are hereby declared to be expressly prohibited therein,” and the Zoning Administrator may not “permit a use within a zone which is not expressly permitted by the terms of this Code.” HDC § 3-101. So unless a use is expressly permitted, the plain language of the City’s code expressly prohibits it.

The Lot 2 villa roof eave issue implicates a number of code sections regarding definitions under HDC § 10-102 and regulations regarding yards, setbacks, and lot usage, including HDC §§ 3-602 and 3-604. These latter two sections provide:

3-602 Yard Space For One Building Only. All required setbacks shall be situated on the same lot as the building or structure to which they apply. No required yard, area, or other open space around a building or use which is needed to comply with the area, setback, or open-space requirements of this Code shall be considered as providing the required area, yard, setback, or open space for any other buildings or use; nor shall any area, yard, setback, or other required open space on an adjoining lot be considered as providing the area, setback or open-space requirements of a building or use.

3-604 Each Dwelling To Be On A Zoning Lot. Only one building which contains a dwelling shall be located and maintained on a zoning lot.

The developer argues that that the definition of setback under HDC § 10-102 does not apply to roof eaves, which means that the construction of the roof eaves does not require the use of adjacent property to meet the PD’s setback requirements. Under HDC § 10-102(64), a setback is measured from the property line to the “outside surface of support posts, cantilevers, bay, bow, or box windows, or any hard wall line of the structure.” This section is arguably ambiguous as to whether a roof eave is considered either a “cantilever” or “hard wall line.” Accordingly, this section should be interpreted in favor of the use, meaning setbacks—including the PD’s zero-lot-line setbacks—should not be measured from roof eaves.

This does not end the analysis, however. Each villa/twin home lot (including Lot 2) within the Ten Seven Hundred subdivision is required to “have a private side yard” and ten-foot side setback as described in the PD. The HDC’s definition of “yard” means the “open-space area on a lot or parcel, except for permitted projections and landscaping, encompassing the territory between the outer wall of the building and closest opposite property line and extending the full width [or] depth, as appropriate, of the lot or parcel.” HDC 10-102(83) (emphasis added).

Many other zones within the City expressly allow for roofs to overhang or project into required setback and yard areas. See, e.g., HDC §§ 3-4317, 3-4618. But nothing in the PD expressly discusses or allows any kind of projections, and as discussed above, the roof eave projection is expressly prohibited by the IRC. Further, HDC § 3-602 states that an adjacent lot cannot provide any “area” required for another lot’s building or use. So regardless of setbacks, the lots adjacent to Lot 2 cannot provide areas—such as fire separation distances—required by a

building on Lot 2. This aligns with the requirement under HDC § 3-604 that each lot contain only one building with a dwelling unit. *See also* HDC § 10-102(9) (defining “building” as “Any structure built for the support, shelter, or enclosure of persons, animals, chattels, or property of any kind.”).

Nothing in the HDC or PD permits a single family residence to project into another lot, nor is there anything allowing a single family residence to use another lot’s yard to provide for the residence’s fire clearances. To the contrary, the plain language and clear intent of these sections of the HDC is that each lot must independently contain all buildings, setbacks, areas, and yards—yards that only contain “permitted projections”—required for the lot, without reliance on or use of adjacent property.

Each of these City code requirements could have been modified or waived through the PD approval process. *See* HDC § 3-510(8). Each of these City code requirements can still be modified or waived through the PD amendment process. But the requirements were not modified or waived in the PD. A single reference to a “zero lot line” setback does not override multiple sections of the IRC and HDC, especially where the PD expressly included multiple types of residential designs that had no projections on the sides of the building that would extend into a setback or over a lot line. Without something specific in the PD, the City is required to apply its mandatory code requirements and reject the request to allow the overhanging roof eaves.

IV. Amendment to PD

For the reasons described above, the approved construction plans and building permit for Lot 2 cannot be amended to allow the roof eaves overhanging the zero-lot-line, because doing so would violate mandatory provisions of both the IRC and HDC, at least insofar as the PD and its lots are currently configured. The final issue is whether the PD can be amended through the HDC’s “minor amendment” process to allow the eaves, even if they are not currently allowed.

Under HDC § 3-510(7), a “major amendment” to the PD requires the recommendation of the City Planning Commission and approval of the City Council as a legislative matter, whereas a “minor amendment” can be administratively approved by the City’s Zoning Administrator. A change to a PD is considered a “major amendment” that requires City Council approval if it makes a “significant change in boundary lines of development units,” or otherwise requires “modifications from standard Development Code requirements.” HDC § 3-510(7)-(8). Anything that is not a “major amendment” is considered a “minor amendment.” HDC § 3-510(7)(a).

The developer’s primary proposal for obtaining the required fire separation distance for the roof eaves while still complying with the setback requirements is to record an easement on each affected lot that establishes a fire clearance or no-build area or other similar recorded restriction. But this would contradict HDC §3-602’s requirement that no “area, yard, setback, or other required open space on an adjoining lot [may] be considered as providing the area, setback or open-space requirements of a building or use.” This proposal contemplates using the adjacent lot’s yard and area to provide a fire-clearance/no-build area that is only required to serve a building on another lot. The City code’s requirements regarding projections and cross-use of property could be modified for the PD, but only by a council-approved amendment.

Other proposals were discussed—e.g., creating new limited common areas and/or condominiumizing the subdivision—but each of those required directly adjusting property lines, which again requires a major amendment.

Ultimately, the developer is asking the City to allow an adjustment to the *practical* property lines of the PD for IRC and HDC compliance purposes without considering it as an adjustment to the *actual* property lines of the lots within the PD. Given the mandatory provisions of the HDC, this request—regardless of what final form it takes—requires approval through the major amendment process.

V. Conclusion

The request to amend the construction plans and building permit to encompass the roof eaves overhanging the zero-lot-line for Lot 2 is denied. Such an amendment would violate mandatory provisions of both the IRC and HDC.

The request to amend the PD to allow for the roof eaves through the minor amendment process is also denied. Such an amendment necessarily requires either a significant modification to the boundary lines of lots within the PD or the modification of the development standards of the HDC. The Zoning Administrator cannot authorize either type of modification under the minor amendment process of HDC § 3-510(7).

This is Highland City's final decision on these matters. You may appeal this decision to the City's appeal authority by filing an appeal and paying the appropriate fee within 10 calendar days, pursuant to HDC § 2-301 *et seq.* You may also pursue a major amendment to the PD to allow your preferred construction of the Lot 2 villa. Otherwise, the City expects the construction of the Lot 2 villa—and all other similar, future construction—to be corrected to conform to this decision and the approved construction plans.

Sincerely,

/s/ Rob Patterson
Robert A. Patterson
Highland City Attorney



CITY COUNCIL AGENDA REPORT

ITEM #5

DATE: May 2, 2023
TO: Honorable Mayor and Members of the City Council
FROM: Kellie Smith, Planner & GIS Analyst
SUBJECT: **ACTION:** Zoning Approval – Bliss Beauty Lounge, LLC
TYPE: **LAND USE (ADMINISTRATIVE)**

PURPOSE:

The City Council will consider a request by Garon Larson to allow Bliss Beauty Lounge, LLC—a business offering facials, makeup, and hair styling services—as a permitted use in the Residential Professional Zone. The City Council will take appropriate action.

STAFF RECOMMENDATION:

Staff recommends the City Council review the allowed Residential Professional uses in the Development Code, accept the findings, and **APPROVE** the proposed use in the Residential Professional Zone.

BACKGROUND:

The Development Code allows the following uses in the Residential Professional Zone:

1. Community Uses
2. Financial Institutions
3. Medicare Care Facilities
4. Professional Offices, including, but not limited to, the following:
 - a. Architect
 - b. Certified Public Accountant
 - c. Doctor, Dentist, Psychologist, Psychiatrist, or Nurse
 - d. Insurance (not claims adjustment)
 - e. Lawyer
 - f. Engineer or Surveyor
 - g. Physical Therapist
5. Single-family Residence compatible with R-1-40 Zoning Regulations
6. Other types of stores or services which the Planning Commission and City Council determine to be compatible with the intent of the Zone.
7. Accessory structures and uses necessarily and customarily incidental to the above uses and specifically provided for in the Conditional Use Permit. Uses must be compatible with the Zone.
8. Private Educational Institutions, Preschools, Day Care. A private educational institution is defined as such: if it is under the financial and managerial control of a private body, firm, association, organization, or corporation, or charitable trust rather than by a public agency; it accepts mostly fee-paying pupils; it has one or more teachers to give instruction; it has an assigned administrator; it has enrolled

or prospectively enrolled students; and its educational program meets all of the following criteria:

- a. The primary purpose of the program is to provide private or religious based education, provides educational services to a minor child and aims to improve the lives of their students by providing services tailored to very specific needs of individual students; and
 - b. The program provides at least 850 hours of individual class instruction by subject each school year; and
 - c. The program provides a sequentially progressive curriculum of fundamental instruction in any/or all of the following subjects: reading, language arts, mathematics, social studies, science and health, the visual arts, or performing arts. This subsection does not require the program to include in its curriculum any concept, topic or practice in conflict with the program's religious doctrines or to exclude from its curriculum any concept, topic or practice consistent with the program's religious doctrines.
 - d. The program is not operated or instituted for the purpose of avoiding or circumventing any compulsory school attendance requirement.
 - e. The pupils in the institution's educational program, in the ordinary course of events, return daily to the homes of their parents or guardians and the institution is not licensed as a child welfare agency.
9. Whenever a use has not specifically been identified in the foregoing classification, it shall be the duty of the City Planning Commission to recommend, and the City Council to determine, if said use
- a. Is consistent with the intended use of the R-P Zone; and
 - b. Is compatible with other listed uses; and
 - c. Is compatible with the uses of adjacent properties.

On the commercial business license application, the applicant described the business as, "Blow out and hair styling services, facials, makeup. No cut or coloring."

In reviewing the application, staff determined that this use was not a permitted use. In communication with the applicant, they further described the business as follows: "This is a medical care facility, the manager is a master esthetician, a nurse will be on the staff as well. The products and treatments are medical procedures and medical grade products which require a medical license to secure and administer."

Because the applicant is requesting to offer hair styling and makeup services in addition to the esthetician treatments and products, staff concluded that the use must go through the process outlined in the Development Code:

- Whenever a use has not specifically been identified in the foregoing classification, it shall be the duty of the City Planning Commission to recommend, and the City Council to determine, if said use
1. Is consistent with the intended use of the R-P Zone; and
 2. Is compatible with other listed uses; and
 3. Is compatible with the uses of adjacent properties.

SUMMARY OF THE REQUEST:

The applicant is requesting the Planning Commission and City Council allow for an esthetician practice that offers salon type services (hair styling and makeup) to be a permitted use in the Residential Professional Zone.

STAFF REVIEW:

Section 3-4501 of the Development Code outlines that the purpose and intent of this Zone is to provide for various professional office, private education, and related uses which do not deal in merchandising, retailing, warehousing or manufacturing. Further, it is the intent of this zone to protect and buffer residential neighborhoods from retail commercial encroachment and influence. Uses should serve as a transition between residential zones and other more intensive uses or zones. The purpose of this ordinance is to define a range of goods and *services* which may be offered by Residential-Professional entities within the community and to establish guidelines for the physical development of such Residential-Professional entities.

The proposed use is not a general retail use, which would be prohibited. Its medically related services does not violate any restriction of the zone and appears compatible with the other uses in the building.

PLANNING COMMISSION ACTION:

The Planning Commission reviewed the request on April 25, 2023. The Planning Commission voted to recommend approval of the proposed use in the Residential Professional zone based on the findings presented by staff with the additional finding that it is compatible with the uses of adjacent properties.

FINDINGS:

The proposed amendment meets the following findings:

1. It is compatible with the purpose and intent of the Residential Zone.
2. It is compatible with the uses of adjacent properties.
3. The use does not create any prohibited nuisances.

FISCAL IMPACT:

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

MOTION TO APPROVE:

I move that the City Council **APPROVE** the proposed use in the Residential Professional Zone.

ATTACHMENTS:

1. Commercial Business License Application



Highland City Commercial Business License Application

5400 West Civic Center Drive, Suite 1, Highland, Utah 84003
Office Hours: Monday - Thursday, 7:30 a.m. - 6:00 p.m., Closed Friday
Office (801) 772-4523 or Fax (801) 756-6903

OFFICE USE ONLY

Application Date: 7/17/23 Application Fee: 190 Receipt #: _____ License #: 1306

NOTE: BUSINESS LICENSES ARE VALID JULY 1ST THROUGH JUNE 30TH AND MUST BE RENEWED ANNUALLY. RENEWAL LETTERS ARE MAILED PRIOR TO JUNE 30TH EACH YEAR. PRINT CLEARLY OR TYPE AN ANSWER TO EVERY QUESTION. IF ANY REQUIRED INFORMATION IS NOT PROVIDED AT THE TIME OF APPLICATION, THE APPLICATION WILL BE HELD FOR ONLY A PERIOD OF 90 DAYS, AFTERWHICH TIME A NEW APPLICATION MUST BE SUBMITTED.

Check license type applying for (please see reverse side for additional clarification):

- ☒ Class I - General Business
☐ Class II - Private Club w/Liquor
☐ Class III - Manufacturing, Milling, Mining, Fabrication, etc.

Registered Business Name: Bliss Beauty Lounge, LLC

Registered DBA (if applicable): _____

Business Location: 11020 North 5500 West #100 HIGHLAND UT 84003

Mailing Address (if different from business location): _____

City: Highland State: UT Zip: 84003

Business Telephone: 801-997-8784 Business Email: info@blissbeauty.us

Business Website: blissbeauty.us

Business Entity Number: _____ -- 0160 *Number provided by Utah Department of Commerce

State Sales Tax Number: _____ (Temp Number Given by tax.utah.gov) *Number provided by Utah Tax Commission

DOPL License (if required): Salon Director: Federal License Number (if required): _____

Renee Curtis License#: Master Esthetician

Business Owner's Name: Garon Larsen

Owner's Address: 3900 South 250 East

City: Nibley State: UT Zip: 84321

Owner's Telephone: _____ Owner's Email: _____

Local Manager's Name: Leanne Tressler

Manager's Address: 11020 North 5500 West #200

City: Highland State: UT Zip: 84003

Manager's Telephone: _____ Manager's Email: _____

Describe your business in detail:

Blow out and hair styling services, facials, makeup. No cut or coloring.

Please complete the following:

Please Circle

- Will any materials considered flammable, toxic, poisonous or otherwise hazardous be kept at the business?
- Will there be any outside storage of material, supplies, equipment, etc.?
- Will any excessive noise be created by the business?
- Is your business a food establishment?

(Yes) (No)
(Yes) (No)
(Yes) (No)
(Yes) (No)

*Must include a copy of County Health Permit/USDA permit.

FEES

Class I – General Business

Business License Filing Fee (unless specifically noted below)	\$90.00
Auto Repair/Mechanical	\$230.00
Auto Repair/Painting	\$300.00
Mobile Paint Services	\$230.00
Gasoline/Propane Dispensing (Gas Stations)	\$230.00
Dry Cleaners	\$160.00
Large Retail (Grocery Stores)	\$300.00
Tobacco-Smoke Shop	\$275.00
Hotel/Motel/Rooming House	\$375.00
Fireworks - Indoor Sales/Outdoor Sales	\$225.00
Hospitals	\$300.00

Class II – Businesses Serving Alcoholic Beverages

Private Clubs w/Liquor License	\$420.00
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Class III – Manufacturing, Milling, Mining, Etc.

Wholesale/Bulk Oil Dispensing	\$300.00
Mineral Extraction	\$400.00
Hazardous Materials	
Storage Only	\$230.00
Mixing/Dispensing/Use	\$300.00
Large	\$375.00

Note: Please phone Lone Peak Fire District to schedule a fire inspection prior to application at (801) 763-5365. If the location is part of new construction, then the fire inspection should occur automatically as part of the building permitting process. The commercial business license will NOT be approved until after record of the passed fire inspection has been attached or forwarded to the City.

By signing below, I affirm under penalty of perjury that:

- I agree to comply with all Highland City ordinances as set forth in the municipal and development codes regulating commercial type businesses.
- I understand that it is solely my responsibility to comply with all federal or state regulatory requirements that are applicable to my type of business activity and affirm that I have received approval or am in process of receiving approval from any such entity. I understand that Highland City may reach out to such entities to confirm approval or application and that denial from said entity may impact my ability to operate in Highland City.
- I understand all Highland City business license applications may be evaluated by building, police, fire, health, and zoning departments.
- The privilege to have a business in Highland is granted only by the City Administrator through authority of the Mayor and City Council.
- At least 10 working days are required for an investigation period. This period may be extended if necessary to complete the investigation.
- I further understand that if the license is disapproved for any reason, the entire application fee may not be refunded, as the fee may be used to partially defray investigation and administration costs.
- A license will only be issued upon completion and satisfaction of all application requirements, investigation process and approval of the City Administrator.
- Approval of license is based on the applicant's continual compliance to all Highland City, Utah State, and Federal codes, laws, and regulations governing such businesses and may be revoked if applicant is found in violation.

Applicant's Signature: _____

Dan E. Larson, P.M.D.

Date: 4 / 17 / 23

OFFICE USE ONLY

Business Licensing Official Approval: _____

Date: _____

State/Federal Department Licenses/Permits applicable to business: _____

Zoning Approval: _____

Date: _____

Building Official/Inspector: ☐ N/A Certificate of Occupancy or Inspection Report Attached

Date: _____

Fire Chief/Marshall: ☐ N/A Fire Inspection Report Attached

Date: _____

City Administrator Approval: _____

Date: _____



CITY COUNCIL AGENDA REPORT

ITEM #6

DATE: May 2, 2023
TO: Honorable Mayor and Members of the City Council
FROM: Kellie Smith, Planner & GIS Analyst
SUBJECT: **ACTION:** Preliminary Plat – Williams View
TYPE: **LAND USE (ADMINISTRATIVE)**

PURPOSE:

The City Council will hold a public meeting to consider a request by Chris Howden for preliminary plat approval of a 14-lot subdivision in the R-1-40 Zone located at approximately 11240 N 6000 W. The City Council will take appropriate action.

STAFF RECOMMENDATION:

Staff recommends the City Council accept the findings, and **APPROVE** the proposed preliminary plat with the following stipulations:

1. The final plat shall be in substantial conformance with the preliminary plat received April 5, 2023.
2. All public improvements shall be installed as required by the City Engineer.
3. The civil construction plans shall meet all requirements as determined by the City Engineer.
4. The developer shall coordinate with Timpanogos Special Service District (TSSD) and receive approval of any reroute of the TSSD sewer line. If the reroute of the sewer line is not approved, the final plat must provide a TSSD sewer line easement over the existing line as approved by TSSD.
5. The developer shall work with staff to come up with a 66' wide flared intersection on the north side of 11200 N that provides for greater turn-lane capacity, while providing a logical connection to Highland Peak Estates. The developer shall coordinate with staff on a potential property swap of the City-owned triangle on the north side of the property along 6000 W in order for the City to acquire the right-of-way for this 66' wide flared intersection. The property lines on Lots 6 and 7 shall extend to the back of the sidewalk along 6000 W.
6. Staff will coordinate with the developer regarding the construction of the Lehi Irrigation ditch per the Lehi Irrigation Company Tail Water Agreement.

BACKGROUND:

The property is approximately 13.6 acres and is zoned R-1-40. The square footage allows for a 14-lot subdivision in the R-1-40 Zone.

SUMMARY OF THE REQUEST:

1. The applicant is requesting preliminary plat approval of fourteen (14) single-family residential lots located at approximately 11240 N 6000 W.

2. The lot sizes meet the requirements of the R-1-40 Zone by having only three (3) lots that are less than 30,000 square feet.
3. Road and utility access to the site will be from 11200 N and 6000 W; however, it has been stipulated on the plat that lots 1 and 4-7 will not be permitted drive access from 6000 W.
4. The sewer will connect to the existing 18" TSSD sewer main in 6000 W. The applicant is working with TSSD to reroute the TSSD sewer line that goes through the project to be in the public right-of-way. This will provide improved access to the sewer manholes in the project and all the widening of 6000 W at the northwest side of the project.

CITIZEN PARTICIPATION:

Notice of the public hearing held at the Planning Commission meeting was sent to all residents within 500' of the subject property. Notice of this public hearing was also posted on the state and city websites on April 13, 2023. Ten (10) emails were received from residents relating to the potential 11200 N connection a couple of blocks east of the proposed subdivision. Some of these comments expressed support for the development and some indicated not wanting the flared intersection stipulation.

STAFF REVIEW:

Zoning

- The property is designated as Low-Density Residential in the General Plan Land Use Map. It is zoned R-1-40.
- The properties directly north, south, east, and west of the proposed project are zoned R-1-40. The proposed subdivision is compatible with the surrounding uses.

General Plan

Transportation Master Plan

Section 5-8-101 Subdivision Layout of the Development Code requires that all subdivisions conform to the official General Plan and all applicable Zoning Regulations. The Transportation Master Plan adopted through the General Plan designates 11200 N as a 2-lane Residential Collector which requires 66' of right-of-way (see Attachment #4). Because the subdivision directly east of the proposed subdivision was developed with a 56' right-of-way, staff felt it would be most appropriate to connect to the 56' right-of-way and then flare out to meet the 66' right-of-way requirement. As part of the development review, staff made the following comment:

11200 North is slated to be a 2-lane residential collector. To the east of this location (a few blocks east) it is built/dedicated as a 66-foot corridor, which is the correct corridor. The directly adjacent subdivision (just east) was platted as a 56-foot corridor. In addition to the trail planning comment, this is another item that will requires coordination and planning to collectively plan a roadway system that makes sense given the constraints. We would like for you to evaluate a flared intersection that provides for greater turn-lane capacity, while providing a logical connection to Highland Peak Estates.

The applicant responded that they did not wish to pursue the flared intersection based on the Council's past actions with the property to the east

not meeting that 66'-wide corridor requirement. They resubmitted the preliminary plan set keeping the 56' right-of-way on 11200 N. A stipulation has been added to address this.

Trail Master Plan

The Trail Master Plan adopted in the General Plan includes a proposed main city trail along 6000 W connecting Timpanogos Hwy to 11800 N. Currently, Highland City is working with Alpine City on an Active Transportation Plan that identifies a backbone trail network throughout both cities. This plan is still being reviewed and has not yet been adopted by the City Council, however, the draft plan shows this section of 6000 W having an on-street active transportation facility, rather than an off-street facility. Staff recommends the Planning Commission and City Council allow this subdivision to plan for the potential on-street facility, rather than requiring the applicant to follow the existing Trail Master Plan.

Access and Utilities

- Road and utility access to the site will be from 11200 N and 6000 W. A note has been included on the subdivision plat that lots 1 and 4-7 will not be allowed drive access from 6000 W.
- The proposed subdivision includes Parcel A, which will be dedicated as a 30' sewer easement in favor of TSSD and a public utility easement. This parcel will be owned by the developer.
- There is a Lehi Irrigation ditch that will be piped with the construction of this project along 6000 W directing the ditch up to Dry Creek. Highland City, Lehi Irrigation, and Patterson Development entered into an agreement regarding the piping of this ditch on March 17, 2022 (see Attachment #6). The developer has agreed to construct the ditch as part of this development and Highland City, Lehi Irrigation, and Patterson Development will reimburse the developer for the construction. The City uses this ditch specifically for our Well #4 pump to waste.

Theme Wall and Retaining Walls

- Section 3-612 of the Development Code requires that any developer of a residential subdivision adjacent to an arterial or collector street must provide a six (6) foot theme wall. The preliminary grading and drainage plan shows this 6' concrete theme wall.
- Lots 6 and 7 on the northwest portion of the development have very steep grades. The developer is providing a 6' decorative concrete retaining wall to meet appropriate elevations for the sidewalk to be constructed along 6000 W. The developer and staff worked together to come up with a solution to transition the 6' theme wall into the 6' retaining wall to keep a consistent theme wall appearance along 6000 W.

PLANNING COMMISSION ACTION:

The Planning Commission held a public hearing on April 25, 2023. Three (3) residents participated in the public hearing, in addition to the applicant. Two (2) residents spoke in opposition of the 66'-wide flared intersection at 6000 W and 11200 N. One (1) resident asked a question regarding the Trail Master Plan.

The Planning Commissioners asked questions regarding the Lehi Irrigation piping project. The Commissioners then discussed the 11200 N flared intersection proposal. The

Commissioners discussed the option of requiring the 66' of right-of-way, but then constructing the road as if it were 56' wide to prevent having to purchase property in the future if the City ever needed to widen the road.

The Commissioners asked what the risk to the City could be if they allowed 56' of right-of-way. The City Attorney explained that the risk would be that someone could challenge the approval saying the City should have required more. Dedicating the 66' of right-of-way would solve this issue. Commissioner Thayn shared that he did not want to leave the City with a strip of property to maintain and that the staff's recommendation was a reasonable solution.

Commissioner Thayn moved to recommend approval of the preliminary plat with the stipulations recommended by staff, there was no second.

Commissioner Maughan moved to recommend approval of the preliminary plat without the stipulation regarding the 66' of right-of-way and allow 11200 N to be 56' of right-of-way. Commissioner Abbott seconded, and the motion passed 3:1.

FINDINGS:

With the proposed stipulations, the preliminary plat meets the following findings:

- The preliminary plat is consistent with the General Plan while still being context-sensitive to the existing neighborhood to the east.
- The preliminary plat is consistent with the aforementioned Active Transportation Plan.
- The preliminary plat is compliant with R-1-40 Zoning requirements.
- The proposed subdivision meets applicable requirements in the Highland City Design Criteria for Public Improvements.

FISCAL IMPACT:

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

MOTIONS TO APPROVE:

I move that the City Council accept the findings and **APPROVE** the preliminary plat for the Williams View subdivision subject to the six (6) stipulations recommended by Staff.

OR

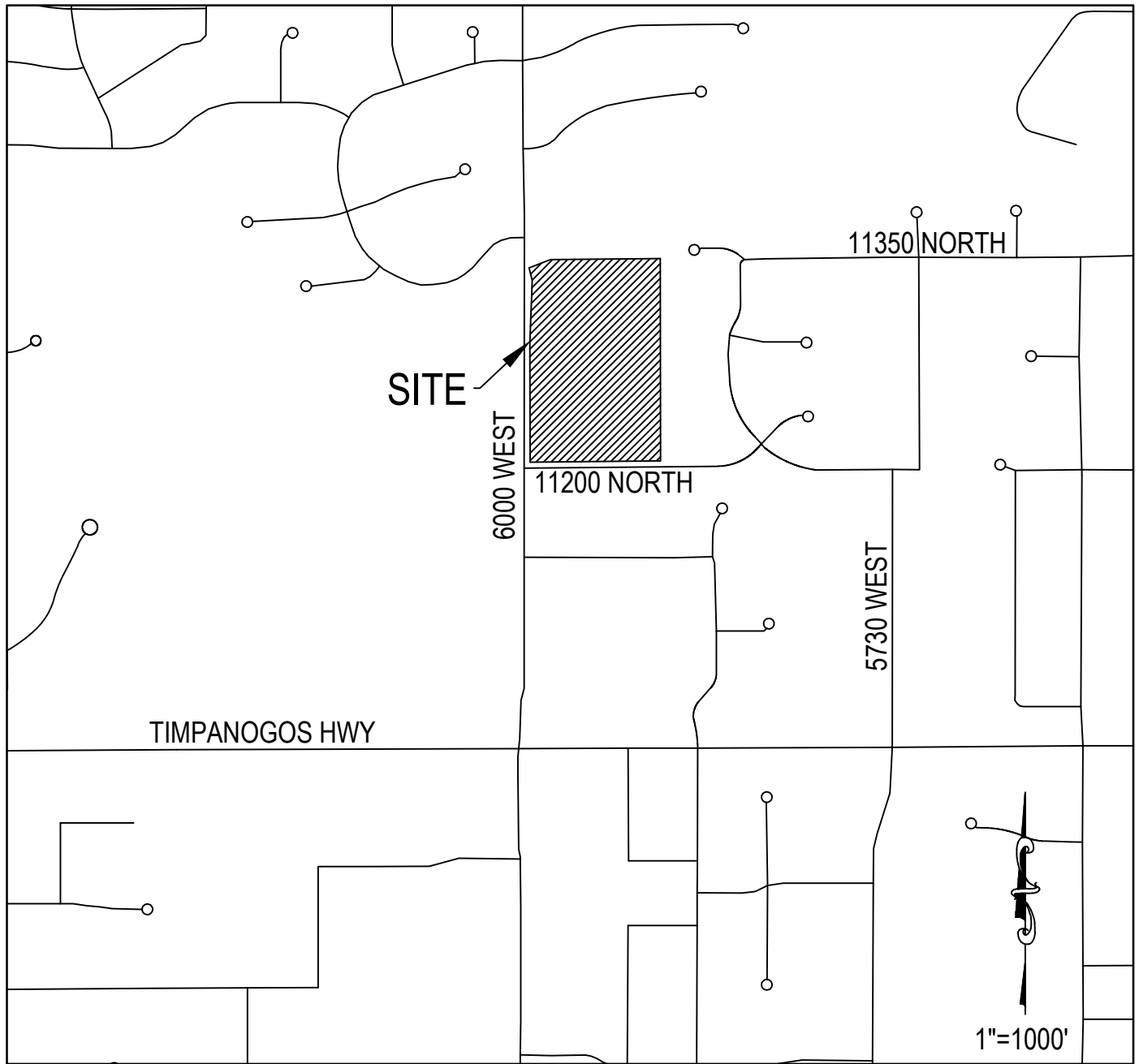
I move that the City Council accept the findings and **APPROVE** the preliminary plat for the Williams View subdivision subject to the five (5) stipulations recommended by the Planning Commission.

1. The final plat shall be in substantial conformance with the preliminary plat received April 5, 2023.
2. All public improvements shall be installed as required by the City Engineer.
3. The civil construction plans shall meet all requirements as determined by the City Engineer.
4. The developer shall coordinate with TSSD and receive approval of any reroute of the TSSD sewer line. If the reroute of the sewer line is not approved, the final plat must provide a TSSD sewer line easement over the existing line as approved by TSSD.

5. Staff will coordinate with the developer regarding the construction of the Lehi Irrigation ditch per the Lehi Irrigation Company Tail Water Agreement.

ATTACHMENTS:

1. Vicinity Map
2. Proposed Preliminary Plat
3. Utility Plan
4. Transportation Master Plan & 66' Cross-section
5. Trails Master Plan
6. Lehi Irrigation Company Tail Water Agreement



WILLIAMS VIEW VICINITY MAP



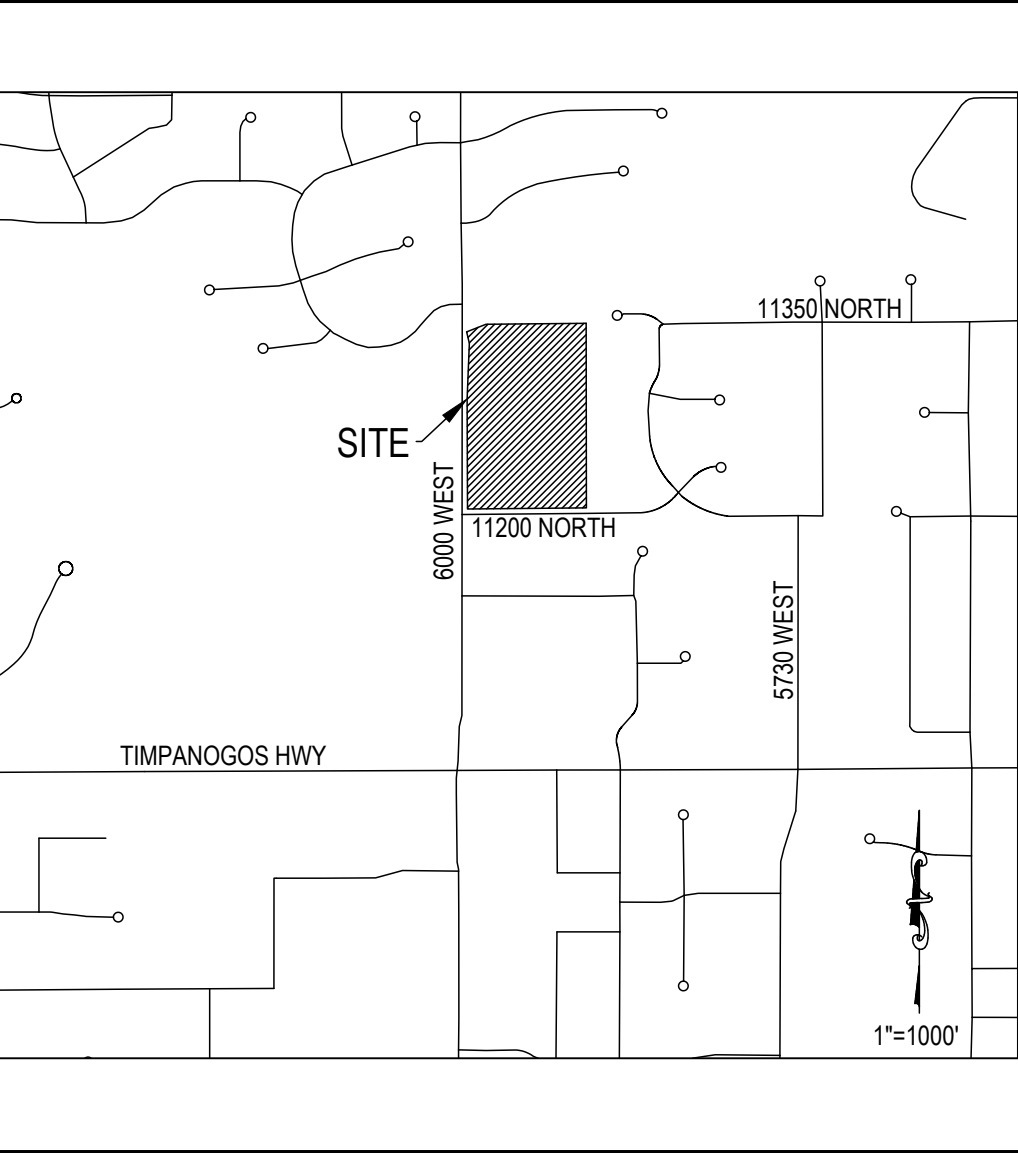
- GENERAL NOTES**
- 1. TOTAL PROPERTY=13.59 ACRES
ALLOWABLE LOTS=14.8
 - 2. PROPERTY ZONING = R1-40
 - 3. Flood Zone Classification
FEMA FIRM PANEL 49049C0166F EFFECTIVE JUNE 19, 2020. (SOUTH PORTION)
ZONE X - OUTSIDE 0.2% ANNUAL CHANCE FLOODPLAIN
FEMA FIRM PANEL 49049C0158F EFFECTIVE JUNE 19, 2020. (NORTH PORTION)
ZONE X - OUTSIDE 0.2% ANNUAL CHANCE FLOODPLAIN

SITE DATA TABLE	
PROPERTY ZONING:	R1-40
GROSS/NET PROPERTY AREA:	591,968 SF
TOTAL BUILDABLE AREA:	591,968 SF
LOT AREA:	512,110 SF
RIGHT-OF-WAY AREA:	79,850 SF
MIN. LOT AREA:	25,719 SF
AVG. LOT AREA:	36,579 SF
TOTAL NUMBER OF LOTS:	14

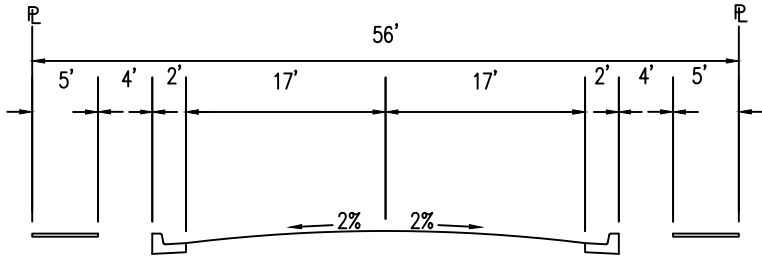
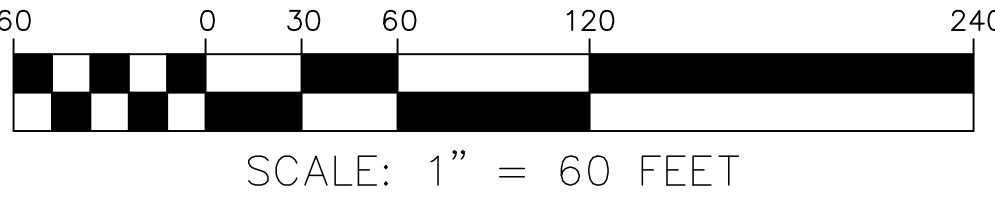
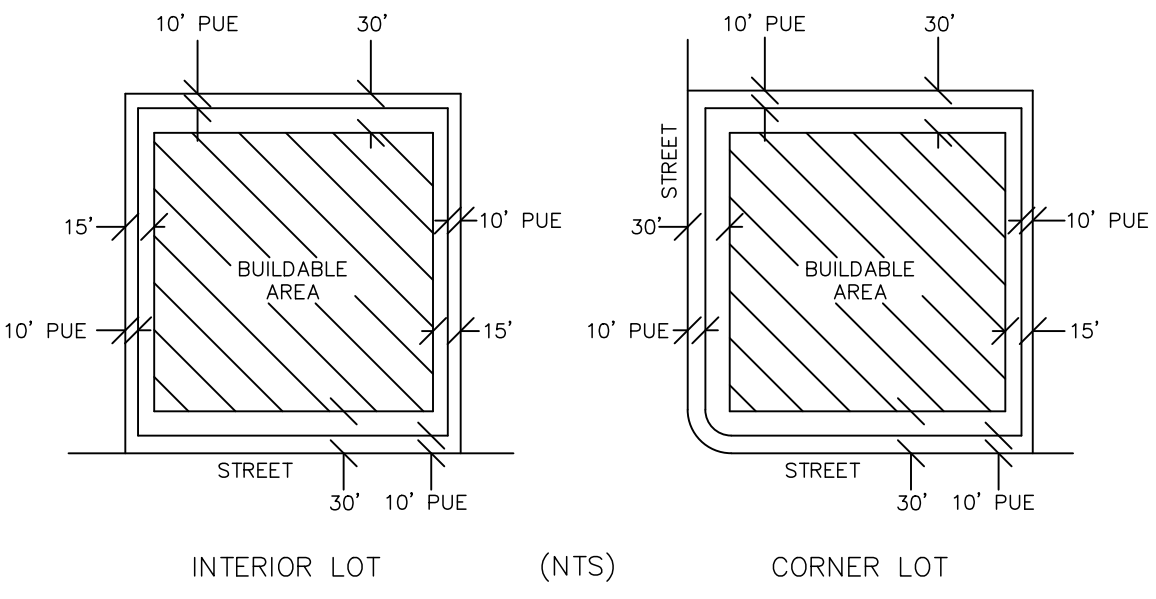
CURVE TABLE					
CURVE	RADIUS	LENGTH	DELTA	CHORD	BEARING
C1	15.00	23.66	90°21'51"	21.28	N 45°22'59" W
C2	15.00	23.43	89°30'6"	21.12	N 44°41'3" E
C3	15.00	23.60	90°8'3"	21.24	N 45°8'2" W
C4	15.00	23.56	90°0'0"	21.21	S 44°47'57" W
C5	15.00	23.52	89°49'21"	21.18	S 45°17'23" E
C6	15.00	23.53	89°51'57"	21.19	N 44°51'58" E
C7	24.00	19.00	45°21'21"	18.51	N 22°44'40" W
C8	50.00	68.26	78°12'56"	63.08	N 61°8'53" W
C9	50.00	130.24	149°14'32"	96.42	S 29°19'55" E
C10	24.00	7.71	18°24'33"	7.68	S 36°5'4" W
C11	24.00	11.29	26°56'48"	11.18	S 13°24'24" W
C12	15.00	23.69	90°29'54"	21.31	S 45°18'57" E
C13	50.00	37.75	43°15'13"	36.86	N 54°25'12" E

MONUMENT TABLE

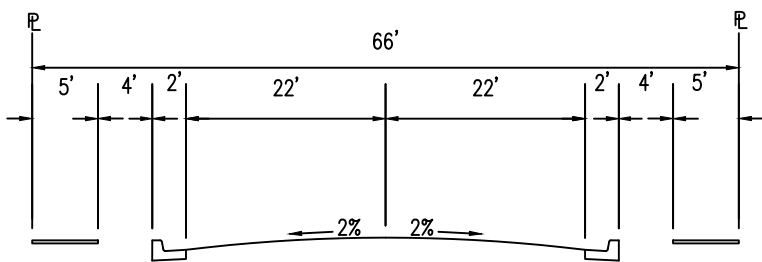
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TYPICAL BUILDING SETBACKS



STANDARD SUBDIVISION STREET (NTS)



STANDARD SUBDIVISION STREET (6000 WEST) (NTS)

Surveyor:

AZTEC ENGINEERING

732 N. 780 W. AMERICAN FORK, UT. 84003
aztecengineering@gmail.com

Date:
02/20/23

Developer: Chris Howden

Address: 11366 North 6000 West
Highland, UT 84003
Phone: 801-319-4330

EXCEL ENGINEERING

David W. Peterson, P.E., License #270393
12 West 100 North, Suite 201C, American Fork, UT 84003
P: (801) 756-4504; david@excelcivil.com

SURVEYOR'S CERTIFICATE

I, AARON D. THOMAS, DO HEREBY CERTIFY THAT I AM A REGISTERED LAND SURVEYOR, AND THAT I HOLD CERTIFICATE NO. 6418780 AS PRESCRIBED UNDER THE LAWS OF THE STATE OF UTAH. I FURTHER CERTIFY BY AUTHORITY OF THE OWNERS, I HAVE MADE A SURVEY OF THE TRACT OF LAND SHOWN ON THIS PLAT AND DESCRIBED BELOW, AND HAVE SUBDIVIDED SAID TRACT OF LAND INTO LOTS, BLOCKS, STREETS, AND EASEMENTS AND THE SAME HAS BEEN CORRECTLY SURVEYED AND STAKED ON THE GROUND AS SHOWN ON THIS PLAT AND THAT THIS PLAT IS TRUE AND CORRECT

BOUNDARY DESCRIPTION

Beginning at a point located South 89°26'06" West along section line 2000.08 feet and North 40.00 feet from the Southeast Corner of Section 26, Township 4 South, Range 1 East of the Salt Lake Base and Meridian; thence South 89°26'06" West 619.13 feet; thence North 0°11'54" West 570.42 feet; thence North 2°14'06" East 221.90 feet; thence North 2°26'06" East 70.90 feet; thence North 13°38'54" West 61.17 feet; thence North 68°36'06" East 108.30 feet; thence North 89°26'06" East 521.91 feet; thence South 0°04'00" East along Highland Peak Estates a distance of 960.98 feet to the point of beginning.

Area = 13.590 Acres

DATE: _____ SURVEYOR: _____
(SEE SEAL BELOW)

OWNERS' DEDICATION

WE, ALL OF THE UNDERSIGNED OWNERS OF ALL THE PROPERTY DESCRIBED IN THE SURVEYOR'S CERTIFICATE HEREON AND SHOWN ON THIS MAP, HAVE CAUSED THE SAME TO BE SUBDIVIDED INTO LOTS, BLOCKS, STREETS AND EASEMENTS AND DO HEREBY DEDICATE THE STREETS AND OTHER PUBLIC AREAS AS INDICATED HEREON FOR PERPETUAL USE OF THE PUBLIC, THE PUBLIC UTILITY EASEMENTS TO ALL PROVIDERS, PUBLIC OR PRIVATE, AND THE IRRIGATION EASEMENTS TO ALL LOT OWNERS, AND THEIR SUCCESSORS AND ASSIGNS IN PERPETUITY.

IN WITNESS WHEREOF WE HAVE SET OUR HANDS THIS _____ DAY OF _____, A.D. 20____

ACKNOWLEDGEMENT

STATE OF UTAH } S.S.
COUNTY OF UTAH }
ON THE _____ DAY OF _____, A.D. 20____, PERSONALLY APPEARED BEFORE ME THE SIGNERS OF THE FOREGOING DEDICATION WHO DULY ACKNOWLEDGE TO ME THAT THEY DID EXECUTE THE SAME.

MY COMMISSION EXPIRES _____ NOTARY PUBLIC (SEE SEAL BELOW)

ACCEPTANCE BY LEGISLATIVE BODY

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

APPROVED BY MAYOR _____ ATTEST _____
CITY ENGINEER (SEE SEAL BELOW) CLERK-RECORDER (SEE SEAL BELOW)

HIGHLAND CITY ATTORNEY

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

PLANNING COMMISSION APPROVAL

APPROVED THIS _____ DAY OF _____, 20____ PLANNING COMMISSION CHAIR
COMMUNITY DEVELOPMENT DIRECTOR

CONDITIONS OF APPROVAL

There are conditions of approval attached to this subdivision which are indicated on this plat. These conditions have also been recorded with this subdivision. Potential buyers are requested to read these conditions carefully and obtain a copy of these conditions and restrictions prior to purchasing or contracting to purchase any lots within this subdivision. These conditions are binding and have been imposed by the legislative body of Highland City. A copy of these conditions may be obtained through the Utah County Recorder's office or the Highland City Recorder's office. In addition, Highland City has approved binding zoning laws through a legally binding Development Code. It is the responsibility of the buyer to do their due diligence in obtaining all accurate information and/or regulations that may directly or indirectly affect the use of property prior to purchasing or contracting to purchase any property anywhere. Conditions of approval conveyed on this property by the legislative body of Highland City, which are in addition to the Development Code, are as follows:

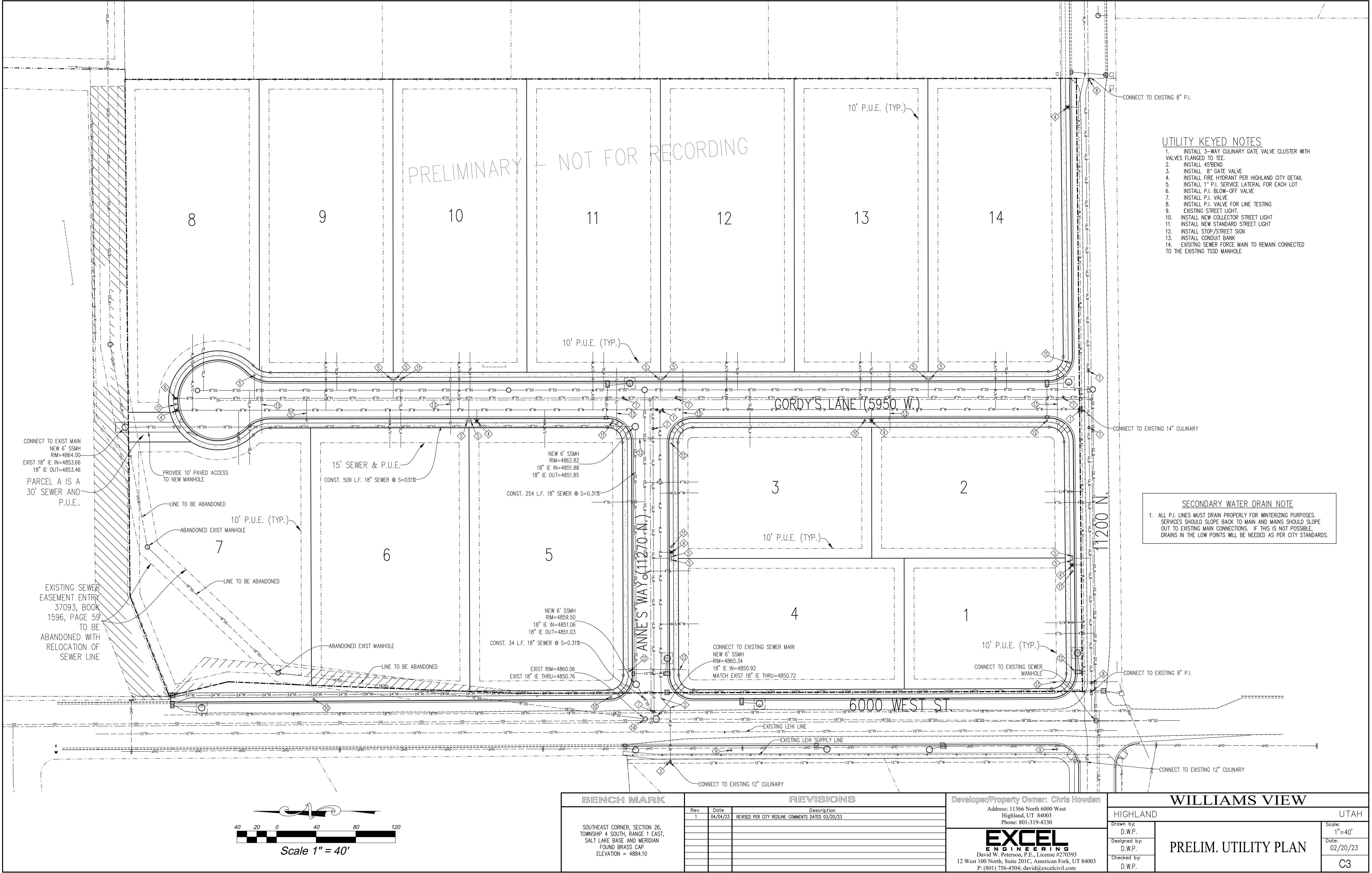
1. 70% of the front yard landscaping shall be installed by the homeowner within one year after receiving a certificate of occupancy.
2. Landscaping and construction materials of any type are not permitted upon or within the street, curb & gutter, park strip or sidewalk (street right-of-way) with the exception of the parkstrip which requires 75% to be landscaped.
3. A fence that abuts open space or has a trail has additional restrictions of size and opacity. Fences along open space or a trail must comply with Highland City Ordinance. All fences require a fence permit prior to installation. In addition, retaining walls are regulated by ordinance and require a retaining wall permit prior to construction.
4. Highland City Ordinances restrict height of foundation above curb. It is the responsibility of the buyer to contact the city prior to purchasing any lot. This restriction applies to all lots in this subdivision.

WILLIAMS VIEW PLAT "A"

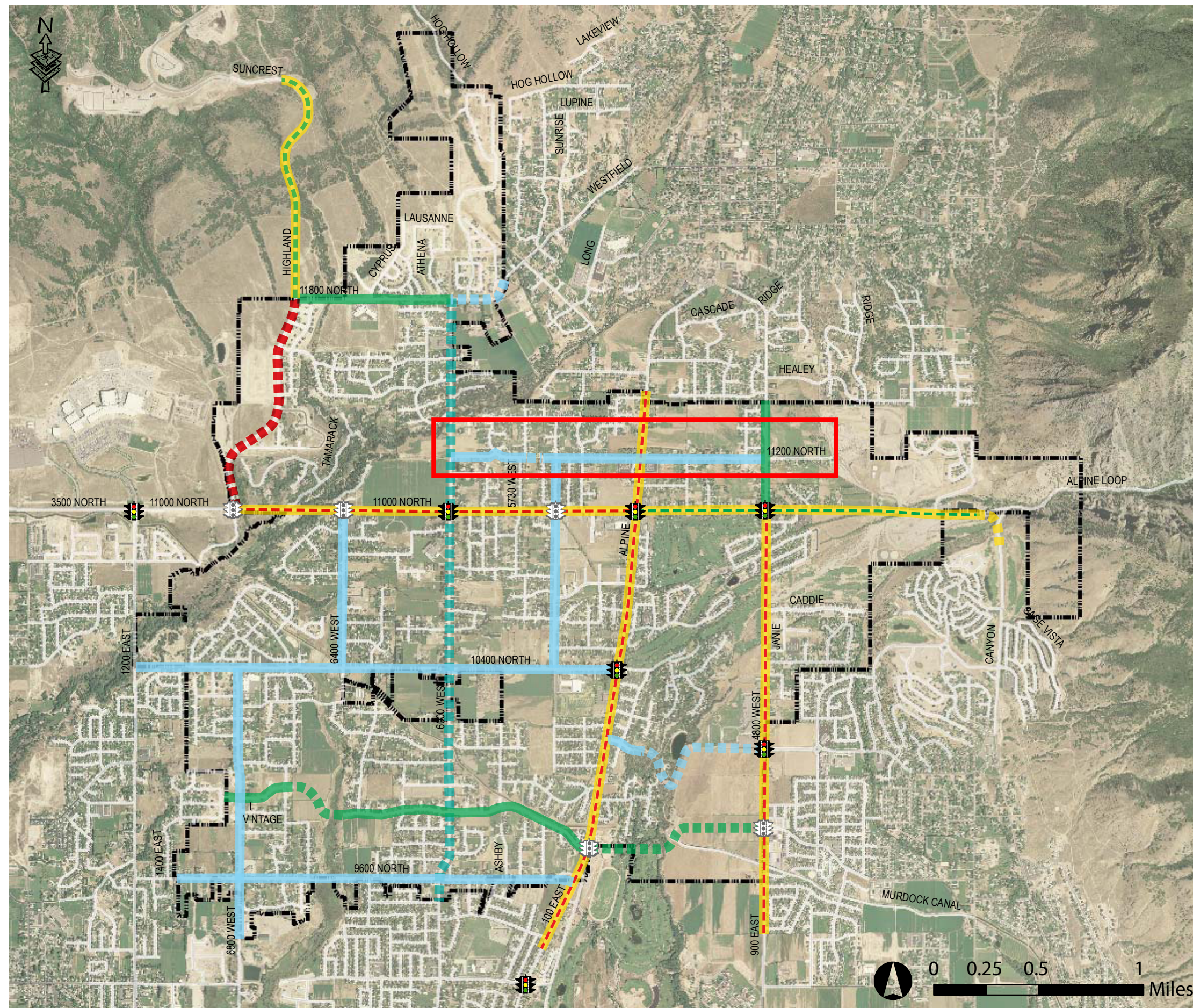
LOCATED IN THE SOUTHEAST 1/4 OF SECTION 26, TOWNSHIP 4 SOUTH, RANGE 1 EAST, SALT LAKE BASE & MERIDIAN

NAD 83
SCALE: 1" = 60 FEET

SURVEYOR'S SEAL NOTARY PUBLIC SEAL CITY ENGINEER SEAL CLERK-RECORDER SEAL

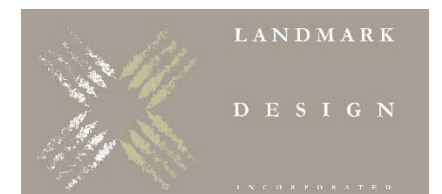


MAP 3-2 RECOMMENDED TRANSPORTATION NETWORK



-  5-Lane Arterial - Constructed
-  5-Lane Arterial - Proposed
-  3-Lane Major Collector - Constructed
-  3-Lane Major Collector - Proposed
-  3-Lane Minor Collector - Proposed
-  2-Lane Residential Collector - Constructed
-  2-Lane Residential Collector - Proposed
-  Other Jurisdiction (State, County, Municipal)
-  Highland City
-  Existing Signals
-  Planned Signals

Highland City General Plan Update



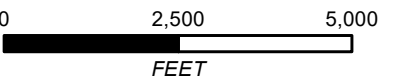
Adopted February 19, 2008

CITY OF HIGHLAND

Trails

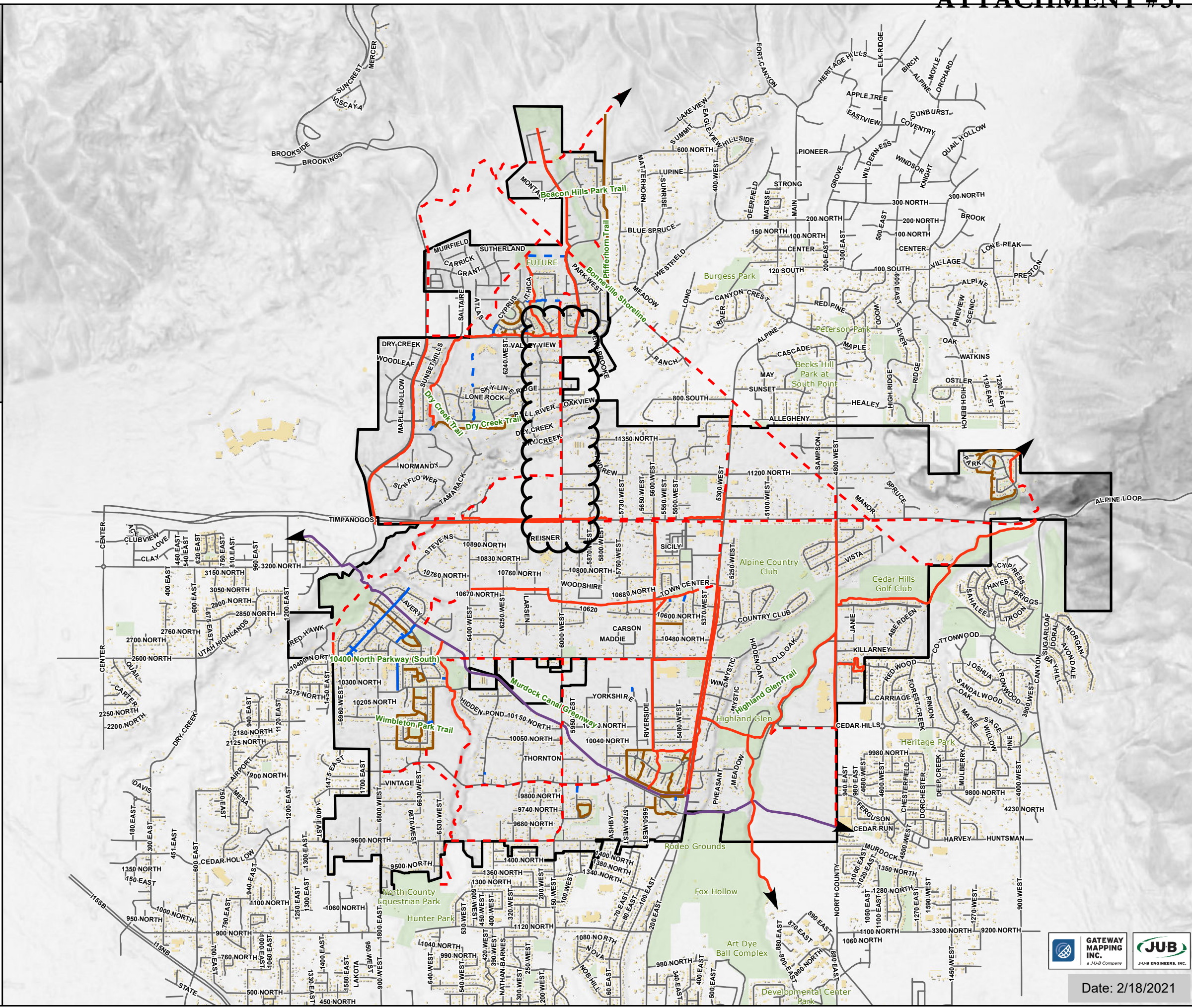
TRAILS NETWORK

- Main City Trail
- Proposed Main City Trail
- Connector Trail
- Proposed Connector Trail
- Neighborhood Trail
- Murdock Connector Trail



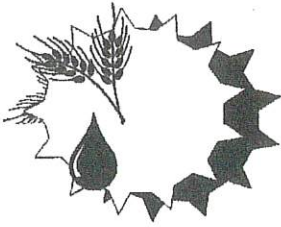


HIGHLAND CITY



LEHI IRRIGATION COMPANY

PO Box 316
Lehi, UT 84043



Gary Thomas, *President*
John Bushman, *Secretary*
Secretary tel. no.: 768-8730
fax no.: 768-0872

Lehi Irrigation Company
Subject: Patterson Development Sunrise Farms Agreement

12/10/2021

Wayne Patterson of Patterson Development is proposing the Sunrise Farms Development at 6000 West and 11200 North. The existing ditch runs along 11200 North, across 6000 West onto the Patterson Property. Historically, the ditch ran along the west side of 6000 West to the northeast corner of the property and then west along the top of the slope to water the property that is proposing development. Before the property adjusted the grading, the water would run off the hill and eventually find its way to Dry Creek.

The Irrigation Company piped a section of the northern section of this ditch in 2006 to prevent flooding off the hill due to the grading adjustments made of the properties. This piping was also to direct tail water to the western portion of the property, which could facilitate the tail water from the ditch line.

The proposed development will eliminate the ditch going to the north and Mr. Patterson and the Irrigation Company agree to this under the following terms:

1- Mr. Patterson will reinstall the culvert under 6000 West as shown in the approved plans for Sunrise Farms and accept and maintain the water from the ditch on the property south of the proposed development. The plans show to connect to the existing tailwater ditch on the property.

2- Mr. Patterson will maintain the existing tailwater until such time as the south property develops at which time an alternative solution will be required.

Option A – Mr. Patterson will install a pipe and needed structures on the east side of 6000 West that will be equivalent to the frontage of the development along 6000 West (Frontage shown on the proposed plat is 500.12'). Highland City has agreed that this location is the preferred option to the west side of the road. Once Mr. Patterson has completed his portion of the future piping, Highland City and Lehi Irrigation Company agree to install the remaining pipe and connect the outfall to Dry Creek with costs for the installation being split equally with each entity paying 50% of the costs.

Option B – If Mr. Patterson can come up with an alternative to direct and utilize the flow on site with future development, the agreement can be amended at that time.

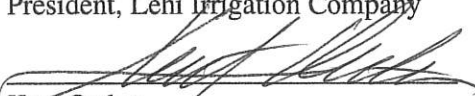
In Summary, the Lehi Irrigation Company agrees to the abandonment of the ditch along the west side of 6000 West and Mr. Patterson agrees to a future condition of installing pipe on the East side of 6000 West when development continues on the southern portion of the property or at a time deemed necessary by both parties.


Wayne Patterson
Patterson Development

3/17/22
Date


Gary Thomas
President, Lehi Irrigation Company

03/17/2022
Date


Kurt Ostler
Highland City Mayor

3.17.2022
Date


Attest: Highland City Recorder



CITY COUNCIL AGENDA REPORT

ITEM #7

DATE: May 2, 2023
TO: Honorable Mayor and Members of the City Council,
Acting as Highland Open Space Special Service District Board
FROM: Tyler Bahr, Finance Director
SUBJECT: **PUBLIC HEARING** - FY2023-2024 Open Space Tentative Budget
TYPE: **GENERAL CITY MANAGEMENT**

PURPOSE:

The City Council will consider the FY2023 tentative budget for the Highland Open Space Special Service District. The Council, acting as Highland Open Space Special Service District Board, will take appropriate action.

STAFF RECOMMENDATION:

Staff recommends the Board hold a public hearing, approve the FY2023-2024 tentative budget, and set the time and place of a public hearing to consider its adoption in accordance with State code.

PRIOR COUNCIL DIRECTION:

On March 30, 2023 staff presented the Mayor's FY2024 draft budget which incorporated the budget for the Open Space District. Based on previous direction from the Council, the budget anticipates the Open Space fee (\$20 per month paid by some residents) being discontinued. On April 24, the Council held a work session and the changes to the Open Space budget from the Mayor's draft budget were limited to salary increases being set at 4%.

BACKGROUND:

The Highland Open Space Special Service District was created in September 2000, establishing the City Council as the governing board of the District. The City Council, acting as the Board, must consider the budget for the Open Space Special Service District separately from the rest of the City's budget. A tentative budget must be approved no later than the first regularly scheduled Council meeting in May ahead of adopting the final budget no later than June 22. Approval of the tentative budget does not preclude the Board from making changes to the final budget.

The Open Space budget is included in the full City budget for reference and the following highlights are worth noting:

- Revenue for open space totaling \$761K is generated primarily through a transfer from the General Fund (\$742K), with an additional \$10K from interest earnings

and sale of property, each.

- Expenses (Personnel)
 - Salary increases for full-time positions are budgeted at 4%
 - Seasonal wages are budgeted at \$220,000
 - Benefit cost increases are budgeted at 10%, pending renewal bids

FISCAL IMPACT:

As it is anticipated that the Open Space fee will be discontinued, the proposed tentative budget for the Open Space District relies almost exclusively on a transfer from the General Fund.

MOTION TO APPROVE:

I move that the Board approve the FY2022-2023 tentative budget for the Highland Open Space Special Service District and schedule a public hearing on Tuesday, June 20, 2023 at 7:00pm in Highland City Council Chambers to consider its adoption.

ATTACHMENTS:

1. FY2023-2024 Tentative Budget

Highland City FY2024 Proposed Tentative Budget

Attachment 1

				FY2021		FY2022		YTD through 1/31/2023	FY2023	FY2024	FY2023 to FY2024	
Account #	Account Name	Division	Type	Actual	Actual	Actual	Budget	Proposed Tentative Budget	Change	Notes		
20-30-90	Transfer from Cap Project Fund	Highland Open Space SSD - Tranfers	Revenue	-	-	-	-	-	-			
20-30-91	Transfer from General Fund	Highland Open Space SSD - Tranfers	Revenue	(170,000)	(238,336)	-	(270,941)	(741,659)	(470,718)	Assumes open space fee eliminated		
20-32-01	Open Space Fee	Highland Open Space SSD - Fees	Revenue	(294,136)	(296,921)	(173,856)	(295,200)	-	295,200	Assumes open space fee eliminated		
20-34-10	Sale of Property	Highland Open Space SSD - Property Sale	Revenue	(25,613)	(353,880)	(145,586)	(48,740)	(10,000)	38,740			
20-36-10	Interest Earnings	Highland Open Space SSD - OTHER REVENUE	Revenue	(2,230)	(2,277)	(8,380)	(1,500)	(10,000)	(8,500)	PTIF interest rates increased		
20-39-90	PY Carryover Budgeted	Highland Open Space SSD - PY Carryover	Revenue	-	-	-	(248,097)	-	248,097			
			Revenue Total					(761,659)		Fund balance to be used = \$0		

Highland City FY2024 Proposed Tentative Budget

				FY2021	FY2022	YTD through 1/31/2023	FY2023	FY2024	FY2023 to FY2024	
Account #	Account Name	Division	Type	Actual	Actual	Actual	Budget	Proposed Tentative Budget	Change	Notes
20-40-80	Indirect Overhead	Highland Open Space SSD - Indirect Over	Expenditure	-	-	-	-	-	-	
20-43-11	Salaries/Wages	Highland Open Space SSD - EXPENDITUR	Expenditure	90,116	119,942	66,836	122,589	136,795	14,206	
20-43-12	Overtime	Highland Open Space SSD - EXPENDITUR	Expenditure	531	2,892	4,895	3,500	6,000	2,500	Adjusted to match FY2023 expenses
20-43-13	Employee Benefits	Highland Open Space SSD - EXPENDITUR	Expenditure	61,735	71,656	44,618	54,793	73,207	18,414	
20-43-14	Seasonal Employees	Highland Open Space SSD - EXPENDITUR	Expenditure	143,132	135,419	118,386	140,000	220,000	80,000	Adjusted to match FY2023 anticipated expenses with 6.5% increase (31% parks, 63% OS, 6% Cem.)
20-43-15	Radio Maintenance & Tower Rent	Highland Open Space SSD - EXPENDITUR	Expenditure	-	-	-	-	-	-	
20-43-16	Mobile Telephones	Highland Open Space SSD - EXPENDITUR	Expenditure	-	-	-	-	-	-	
20-43-17	Public Works Bldg Utilities	Highland Open Space SSD - EXPENDITUR	Expenditure	1,565	2,308	2,162	3,500	3,500	-	
20-43-18	PW Shop Tools & Supplies	Highland Open Space SSD - EXPENDITUR	Expenditure	1,290	699	259	2,000	2,000	-	
20-43-19	Flowers, Mulch, & Tree Replace	Highland Open Space SSD - EXPENDITUR	Expenditure	-	1,666	1,339	21,890	3,500	(18,390)	FY23 Windsor Meadows Tree Project
20-43-20	Beacon Hills Blvd os Maint	Highland Open Space SSD - EXPENDITUR	Expenditure	-	10,056	-	-	-	-	
20-43-21	Fertilizer & Weed Killer	Highland Open Space SSD - EXPENDITUR	Expenditure	34,525	36,300	26,073	90,000	90,000	-	
20-43-22	Trail Maintenance	Highland Open Space SSD - EXPENDITUR	Expenditure	41,626	66,268	-	92,000	65,000	(27,000)	
20-43-23	Power to Clocks & Lights	Highland Open Space SSD - EXPENDITUR	Expenditure	6,938	7,406	4,089	7,000	7,800	800	Adjusted to reflect FY 22 & Addition of Mercer Hollow Open Space
20-43-24	Uniforms & Safety Wear	Highland Open Space SSD - EXPENDITUR	Expenditure	2,000	1,995	212	2,500	2,500	-	
20-43-25	Office Supplies	Highland Open Space SSD - EXPENDITUR	Expenditure	-	78	-	-	-	-	
20-43-26	Playground Maintenance & Rep.	Highland Open Space SSD - EXPENDITUR	Expenditure	5,037	4,474	3,515	15,000	15,000	-	
20-43-31	Professional & Tech Services	Highland Open Space SSD - EXPENDITUR	Expenditure	-	6,325	7,160	7,500	7,500	-	
20-43-36	Utility Billing	Highland Open Space SSD - EXPENDITUR	Expenditure	8,517	8,842	5,644	8,500	8,500	-	
20-43-45	Credit Card Fees	Highland Open Space SSD - EXPENDITUR	Expenditure	4,226	4,657	3,222	4,000	4,000	-	
20-43-61	Fuel & Oil	Highland Open Space SSD - EXPENDITUR	Expenditure	13,090	23,279	13,416	16,500	18,600	2,100	(Added \$2,100 toward new fuel tanks) - \$16,700 total cost in FY24
20-43-62	Property Maintenance	Highland Open Space SSD - EXPENDITUR	Expenditure	10,741	(59,182)	132,955	135,000	-	(135,000)	PY included Mercer Corner project
20-43-63	Repair and Maintenance	Highland Open Space SSD - EXPENDITUR	Expenditure	15,708	16,359	11,167	15,000	17,000	2,000	Adjusted to match FY22 expenses and inflation
20-43-64	Sprinkler Repair	Highland Open Space SSD - EXPENDITUR	Expenditure	11,863	11,236	23,509	26,850	15,000	(11,850)	Adjusted to match actual expenses
20-43-65	View Point Hillside Trees	Highland Open Space SSD - EXPENDITUR	Expenditure	-	-	-	-	-	-	
20-43-73	Equipment Replacement	Highland Open Space SSD - EXPENDITUR	Expenditure	25,000	-	15,000	50,000	50,000	-	Includes \$25K for Kubota replacement
20-43-74	Capital Outlay	Highland Open Space SSD - EXPENDITUR	Expenditure	2,066	-	27,624	27,800	-	(27,800)	
20-43-75	Internal Service IT Expense	Highland Open Space SSD - EXPENDITUR	Expenditure	660	845	-	720	720	-	
20-43-80	Indirect Overhead	Highland Open Space SSD - EXPENDITUR	Expenditure	8,119	12,795	-	16,130	12,582	(3,548)	
20-43-81	Insurance Expense	Highland Open Space SSD - EXPENDITUR	Expenditure	1,708	1,607	1,857	1,706	2,455	749	
20-90-90	Transfer to General Fund	Highland Open Space SSD - Transfers	Expenditure	-	-	-	-	-	-	
20-90-91	Transfer to Other Funds	Highland Open Space SSD - Transfers	Expenditure	-	-	-	-	-	-	
			Expenditure Total					761,659		



CITY COUNCIL AGENDA REPORT

ITEM #8

DATE: May 2, 2023
TO: Honorable Mayor and Members of the City Council
FROM: Tyler Bahr, Finance Director
SUBJECT: **ACTION:** Approval of FY2024 Lone Peak Public Safety District Budget
TYPE: **GENERAL CITY MANAGEMENT**

PURPOSE:

The City Council will consider the FY2024 tentative budget for Lone Peak Public Safety District (“the District”). The Council will take appropriate action.

STAFF RECOMMENDATION:

Staff recommends that the Council approve the FY2024 tentative budget for Lone Peak Public Safety District.

PRIOR COUNCIL DIRECTION:

This item is presented to the Council following the District Board’s approval of the same tentative budget on April 12, 2023.

BACKGROUND:

The District is governed by an interlocal agreement between Alpine and Highland, last amended in March 2020, for provision of EMS, fire, and police services. The agreement stipulates:

The annual budget increase or decrease for the District shall not exceed the average property tax revenue increase or decrease of both Cities’ budgets of the previous year, excluding any new revenue increases, without the majority vote of each City Council. Said vote of each City Council shall occur prior to the adoption of the final budget.

As the District’s tentative budget represents an increase that exceeds the average property tax revenue increase between Alpine and Highland from FY2022 to FY2023, the requirement above for approval of both city councils is triggered. The memorandum to the District Board summarizing the proposed tentative budget is attached to this report.

The proposed tentative budget included wage increases of 6% for the Police Department and a step plan plus 1% (roughly 6.3% on average per employee) for the Fire Department. The Board ultimately approved 4% for Police and the step plan (5.3%) for Fire. For more detail on the tentative budget, please see the attached staff report memo and budget document.

Once Alpine and Highland City Councils have considered the District's budget, the District is then scheduled to adopt the final budget during its May 10th meeting, which will allow the cities to then incorporate their assessments into their city budgets for approval by June 22.

FISCAL IMPACT:

The cost of funding public safety is budgeted within Highland's General Fund, with a portion coming from the \$15.25 monthly public safety fee charged to each utility customer (anticipated at a total of approximately \$900,000 in FY2024) and the rest from other General Fund sources including property tax and sales tax revenues.

The annual assessments to Alpine and Highland required to fund this tentative budget, updated to reflect the wage increases directed by the Board, are as follows:

	Fire	Police	Admin	Total
Alpine	1,247,482	1,459,437	134,163	2,841,082
Highland	2,185,542	2,873,225	281,710	5,340,476
TOTAL	\$3,433,023	\$4,332,662	\$415,873	\$8,181,558

The change to these assessments compared to FY2023 are as follows:

	Fire	Police	Admin	Total
Alpine	53,802 (4.5%)	66,789 (4.8%)	40,404 (43.1%)	160,995 (6.0%)
Highland	127,126 (6.2%)	184,166 (6.8%)	89,530 (46.6%)	400,822 (8.1%)
TOTAL	\$180,928 (5.6%)	\$250,955 (6.1%)	\$129,934 (45.4%)	\$561,817 (7.4%)

The assessments above include wage increases of 3% for Administrative staff, which was the direction to staff at the time the District's tentative budget was prepared. The budget and assessments to Alpine and Highland will adjust slightly dependent on the wage increase Highland City Council ultimately arrives at for City staff, which impacts the Administrative assessment for the District. The Administrative assessment also includes an increase in charges from Central Utah 911 (CU911), from \$140K in FY23 to \$176K in FY24.

The District Board also approved an increase in the allocation of Administrative costs that the District reimburses to Highland City. Although the overall assessment to both cities for Administration is increasing, the reimbursement to Highland will also increase. Net of wage and CU911 changes, Highland will realize additional revenue of approximately \$24K from the Administrative staffing reimbursement change.

MOTION TO APPROVE:

I move that City Council approve the FY2024 tentative budget for Lone Peak Public Safety District.

ATTACHMENTS:

1. Amended 2020 Interlocal Agreement
2. Lone Peak Public Safety District Memorandum dated April 12, 2023
3. Lone Peak Public Safety District Approved FY2024 Tentative Budget

**AMENDED 2020
INTERLOCAL AGREEMENT**

This Agreement amending that certain interlocal agreement first entered into January 1996 and amended January 1999 January 2000, June 2107, and March 2020 under the authority granted Utah municipalities to join together for their mutual interest by the Interlocal Cooperation Act, Title 11, Chapter 13, Utah Code Ann., 1953, as amended. The parties to this Agreement are Alpine City and the City of Highland, hereinafter "City" or "Cities," all municipal corporations of the State of Utah.

RECITALS

WHEREAS, circumstances of geography, population and financing make it desirable for the Cities to join together to provide police, ambulance, fire, and emergency medical services to the populace of their respective jurisdictions; and

WHEREAS, circumstances have arisen whereby it is desirable to replace the original Interlocal Agreement and all subsequent amendments with a new Interlocal Agreement:

NOW, THEREFORE, in consideration of the mutual promises contained herein, the Cities agree as follows:

AGREEMENT

1. Creation of District. By authority of section 11-13-203 of the Utah Code Ann., 1953, as amended, there is hereby created a separate legal entity to be known as the "Lone Peak Public Safety District," hereinafter "District." The District shall have all power and authority allowed by law, except as restricted by this Agreement or by subsequent agreements of the Cities hereto, to take all necessary and lawful acts for the purpose of providing police, ambulance, fire, and emergency medical services for the residents of the District. In addition, the District shall have the following powers listed for the purpose of identification and not for the purpose of limitation:

- a. The District may own, acquire, construct, operate, maintain, repair, and act as one having rights of ownership of all necessary real and personal property.
- b. The District may borrow money, incur indebtedness, and issue revenue bonds or notes for the purpose for which it was created. Any indebtedness created shall be that solely of the District and not of the Cities to this Agreement unless any City should make specific agreement to guarantee or assume any obligation of the District. Any indebtedness created must be approved by a super majority of the Governing Board to this Agreement.

- c. The District may assign, pledge, or otherwise convey as security for the payment of any bonded indebtedness any revenues and receipts from fees or services or other sources of revenue generated by the District. Such assignment or pledge must be approved by a super majority of the Governing Board.
- d. The District may sell or contract for the sale of its services to private persons or entities or to public agencies, including the federal government.
- e. The District may establish a personnel system based on merit with such exceptions for certain management positions as may be established by the Governing Board.
- f. The District may adopt District policies and procedures governing the operation of the District including, but not limited to, ambulance, police, fire, and emergency medical services, operating policies, governing and management policies, personnel policies, budget policies, and such other policies and procedures that may be required for efficient operation of the District.
- g. The District and its employees shall have all power conferred by law to enforce all statutes, rules, and regulations pertaining to the purposes for which the District is created.
- h. The District may contract with any person or entity for the provisions of services or materials in compliance with contracting and purchasing policies established by the Governing Board, including legal and accounting services.
- i. The District may sue and be sued in its own name and shall claim such privileges and immunities to which it may be entitled as a political subdivision of the State of Utah from liability as allowed by Title 63G, Chapter 7, of the Utah Code.
- j. The District shall purchase insurance in amounts either required by law or required by the Governing Board to provide protection for its operations including, but not limited to, comprehensive general liability insurance and worker's compensation insurance.
- k. The District may exercise the right of eminent domain but only if approved by a vote of two thirds of the Governing Board.

2. Governing Board. There is hereby created a governing board for the District to be known as the Board of Public Safety Commissioners (hereinafter referred to as the “Board” or “Governing Board”). The Board shall act by majority vote to govern and control operations of the District except as restricted by this agreement. The Board is empowered to adopt bylaws for its own conduct of business and to adopt all necessary policies and procedures for the operation of the District; provided however, all acts of the Board must be approved by a minimum of THREE VOTES of the Board members.

The Board shall be made up of five members including the Chairman. All regular members may vote on all matters that may come before the Board. The Chairman votes as a voting member of board on each matter for which there is a tie vote of the other board members present at a board meeting or when the Board is voting on whether to appoint or dismiss a District Chief. Two regular members and one alternate member shall be appointed by Alpine City and Highland City. The Chairman shall be appointed from the alternate members annually by a majority vote of the regular members of the Board and shall alternate annually between the Cities.

No employee of the District is eligible to serve as a member of the Governing Board during their term of employment with the District.

The Board members appointed by each of the Cities must be a currently serving elected or appointed officer of the represented city making the appointment. The term of each Board member shall be the shorter of four years from the date of appointment or when the Board member leaves elected or appointed office held with the represented city; unless a change is made by the representative City in accordance with their respective procedures. A Board member may be reappointed to multiple terms as a Board member if otherwise eligible.

Alternate Board members may vote only in the absence of the regular Board member. Unless a regular Board member is absent, an alternate Board member shall have no more right to participate in meetings and deliberations that would a member of the general public. Alternate Board members must also be an elected or appointed officer of the represented city.

Meetings of the Governing Board shall be called from time to time as the Board determines appropriate and shall comply with the Utah Open and Public Meetings Act.

3. Management Committee. The Management Committee shall consist of the City Administrators of the City of Highland and Alpine City. The Executive Director shall be the City Administrator from Highland City and the Assistant Executive Director shall be City Administrator from Alpine City unless otherwise appointed by the Board.

The Management Committee shall be responsible for budget preparation, administering revenues, and preparing reports. The Management Committee shall meet with the District Chiefs regularly as needed but no less than bi monthly. The Management Committee shall be responsible for managing the purchasing system, administering the personnel system, and

administering the financial system as approved by the Board. The Management Committee responsibilities shall be as follow:

Executive Director Duties:

- To approve expenditures
- To keep the Management Committee informed
- To keep the Governing Board informed
- To perform evaluations of direct reports with the consent of the Management Committee
- To represent the District with outside agencies
- To provide day to day oversight of District department heads and administrative staff
- To develop policy for Management Committee review and Board action
- To insure compliance with Board Policy
- To insure that all personnel actions meet legal and procedural requirements
- To sign payroll and warrants
- To attend Board meetings

Assistant Executive Director

- To act when the Executive Director is absent
- To attend Board meetings
- To attend Management Committee meetings
- To review agendas
- To review personnel actions and evaluations

Finance Director and Administrative Assistant to the Management Committee

- To administer all accounting functions related to District finances
- To manage all administrative clerical functions
- To maintain a record of Board meetings
- To maintain all administrative personnel and compensation records
- To oversee all employee benefits
- To counter sign payroll and warrants

Highland City, through the Highland City Administrator, shall be responsible for all administrative functions of the District including but not limited to: human resource, financial, accounting, recorder, treasurer, and clerical functions including but not limited to: maintaining Board meetings records, maintaining administrative personnel and compensation records, overseeing all employee benefits, counter sign payroll and warrants, etc.

4. District Chiefs. The department heads of the District shall be the District's police and fire chiefs. The District chiefs shall not be merit employees and shall have principal responsibility for the day-to-day operations of the District. District Chiefs shall be considered at will employees as defined in Section 10-3-1105 of Utah State Code as amended. The District chiefs shall serve at the pleasure of the Governing Board and may be removed with or without cause by a majority vote of the Governing Board.

The District chiefs may be assisted by such employees as are determined appropriate by the Governing Board. The responsibilities and duties of the chiefs shall be determined by the Governing Board and Management Committee. The Chiefs shall report to the Executive Director and the Management Committee.

5. Funding. The fiscal year of the District shall be from July 1 of each year through June 30 of the following year. A proposed tentative annual budget shall be prepared annually by the Management Committee under the direction of the Governing Board. The proposed tentative annual budget shall include three district budget funds, one fund for fire, one for police services, and one for administration. The Executive Director shall cause the proposed tentative annual budget to be presented to the Governing Board, allowing reasonable time for consideration. After such reasonable time for consideration and after receiving the recommendations and advice from the Governing Board, a final annual budget shall be approved by majority vote of the Board. The approved final annual budget shall constitute the agreed budget for the next fiscal year for purpose of determining the annual financial participation of the Cities.

The District may be funded by any lawful means approved by the Board. Such funding may include, but is not limited to, obtaining grants, indebtedness, fees, and participation by the Cities to this Agreement of direct funding according to the formulae stated below.

The portion of the annual budget for fire, ambulance, or emergency medical services (“EMS”), which is not funded by other sources of revenue, shall be funded by direct assessment and payment from the Cities and shall be calculated as follows. Ten percent (10%) of the annual fire, ambulance, and EMS fund shall be assessed equally among the Cities; this 10% shall be known as the “base rate.” Fifty percent (50%) of the remaining fire, ambulance, and EMS fund (45% of the total annual fire, ambulance, and EMS fund) shall be assessed proportionally based on the respective populations of the Cities. Each City’s proportionate share of this assessment shall be equal to that City’s proportionate share of the population of the District. The population numbers shall be determined by the Management Committee using a calculation based on the US Census, average persons per household, and new building permits, as approved by the Board as part of the Budget. The remaining fifty percent (50%) of the fire, ambulance, and EMS fund (the other 45% of the total) shall be assessed to each City based on Equivalent Residential Units (ERUs) within each City. This assessment shall be calculated by determining the ratio between the number of ERUs within the boundaries of the District and within each City. An ERU is defined as follows:

- (i) Each residential unit, including apartments or accessory apartments;
- (ii) Each 10,000 square-foot of retail space; and
- (iii) Each 10,000 square-foot portion of any other nonresidential structure, excluding buildings accessory to residential units.

The portion of the annual budget for administration and police services, which is funded by direct payment from the Cities, shall be calculated based on the population of the City receiving police. Each City receiving police services shall be assessed a pro rata portion of the police services fund based on the percent of the City’s total population compared to the District’s population receiving police services. The population numbers shall be determined by the

Management Committee using a calculation based on the US Census, average persons per household, and new building permits, as approved by the Board as part of the Budget. In all cases each City shall pay for its relative dispatch services incurred.

The annual budget increase or decrease for the District shall not exceed the average property tax revenue increase or decrease of both Cities budgets of the previous fiscal year, excluding any new revenue increases, without the majority vote of each City Council. Said vote of each City Council shall occur prior to the adoption of the final budget.

Once the stated calculations have been made and a final budget has been adopted by the District, each City will be assessed its portion of the annual budget to be funded by direct payment. This funding formula shall not become effective until the fiscal year beginning July 1, 2012 and continuing thereafter. Other funding alternatives or allocation methods may be adopted upon a unanimous vote of the Board entitled to vote on that budget fund.

Every five (5) years, the relative proportion of contribution of the Cities shall be evaluated and if a proportionate share of the annual budget for any City has increased by more than twenty percent (20%), the number of representatives on the Board for that City may also be changed based on consent of the Governing Board.

6. Scope of Services. The District may provide all public safety services including police, fire, ambulance, and emergency medical services, may enforce hazardous material rules and regulations, and may provide services within a geographical jurisdiction of the District as requested and agreed to by the Governing Body. The District may also provide services outside of its jurisdiction pursuant to mutual aid or reciprocal support agreements with other jurisdictions and to such other jurisdictions as may contract for the purchase of services from the District.

This Agreement is intended to constitute the provision of services required of cities and counties under Titles 10 and 17 of the Utah Code. This Agreement is intended to create a mechanism whereby general public safety protection, emergency medical services, fire prevention services, and hazardous material regulation enforcement may be provided to the citizens of the District generally and is not intended to create a specific benefit or obligation to provide services with respect to any one person or legal entity.

7. Buildings. No building shall be constructed, renovated, or leased for use by the District without prior approval of the Board. The Cities hereto understand and agree that they may not bind the District or encumber the District's budget by constructing new buildings, renovating existing buildings, or leasing buildings to be used by the District without providing terms and conditions to the Board for prior approval. The District shall not be obligated to make payments on a lease without prior approval by the Board and signature by its authorized representative.

8. Term of Agreement. This Agreement shall be in continuous force for fifty (50) years from the effective date. Any City may terminate its participation in this Agreement as of July 1 of any year provided that notice of intent to withdraw has been given in writing to the other Cities at least twenty-four (24) months prior to the time of withdrawal. The obligation of

the District to provide services to a withdrawing jurisdiction terminates at the time the withdrawal is effective.

9. Effective Date. This Agreement shall become effective when the Cities have approved and executed this Agreement.

10. Transition Provisions. The Interlocal Agreement, dated January 1, 1996 and all subsequent amendments thereto, are superseded by this Agreement and shall be of no further force and effect as of the time this Agreement takes effect.

11. Distribution on Termination or Withdrawal. The District's Executive Director shall upon any agreement of the Cities to terminate this Agreement and dissolve the District, prepare an inventory of all real and personal property of the District. Distribution on dissolution shall be made in kind or in cash as the Board may determine. The value of the distribution of assets and liabilities to each City upon dissolution of the District shall be determined by calculating the value of all contributions of each City, at the end of the fiscal year of the dissolution. A calculation shall then be made of the percentage of contribution each City has made to the sum of the contributions of the Cities for the period of calculation. The calculated percentages shall then be applied to the total value of the assets or liabilities to be distributed and each City shall take their corresponding percentage. Assets that may be directly traced and attributed to funds obtained from sources other than the Cities as of the time of dissolution shall also be distributed based on the percentage of contribution.

If a City withdraws from the District and the District is not dissolved, any distribution of assets to the withdrawing City shall only be as negotiated with the remaining Cities. The Cities agree to negotiate in good faith in determining fair and reasonable terms and conditions for the distribution of District assets to the withdrawing City. If the Cities cannot agree on a negotiated distribution of assets to the withdrawing City, the Cities hereto agree to mediate the matter. If the dispute is not resolved in mediation, then the Cities may take the matter to court.

12. District Expansion. Other municipalities may become a party to this Agreement only upon written application to and approval by the Governing Board, who may determine the terms and conditions of admission to the District.

This Agreement constitutes the entire understanding and agreement between the Cities and hereby represent that the undersigned are authorized to hereby bind each City to this Agreement.

Signed and dated this 14th day of April 2020.

ATTEST:


CITY RECORDER

ALPINE CITY

By: 
Troy Stout
MAYOR

Approved as to form:

David Church
City Attorney



Signed and dated this 31st day of March 2020.

ATTEST:


Stephannie Cottle
CITY RECORDER

CITY OF HIGHLAND

By: 
Rodney Mann
MAYOR

Approved as to form:


Rob Patterson
City Attorney



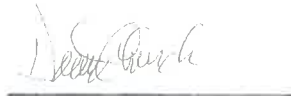
ATTEST:


CITY RECORDER

ALPINE CITY

By: 
Troy Stout
MAYOR

Approved as to form:


David Church
City Attorney



Signed and dated this 31st day of March 2020.

ATTEST:


Stephannie Cottle
CITY RECORDER

CITY OF HIGHLAND

By: 
Rodney Mann
MAYOR

Approved as to form:


Rob Patterson
City Attorney





Lone Peak Public Safety District Memorandum

DATE: April 12, 2023
TO: Board of Directors
FROM: Tyler Bahr, Finance Director
SUBJECT: FY2024 Proposed Tentative Budget

This memorandum is provided as summary of the FY2024 proposed tentative budget for Lone Peak Public Safety District. The proposed tentative budget holds operational costs roughly consistent with the FY2023 budget, except for minor adjustments where necessary. The most significant increases are proposed in personnel costs to retain staff and adjust to the current market. During briefings with individual board members, wage increases ranging from 3% to 11% have been discussed. The proposed tentative budget includes a consensus from these briefings, as outlined in the sections that follow.

Administration

- Wages – increase due to revised administration allocation that was approved by the Board on February 8, 2023 and a proposed salary increase at 3%, consistent with current direction for Highland City staff (3% merit. Any market adjustments are pending a wage study). The majority of the increase is due to the revised administration allocation.
- Dispatch – each City is responsible for its assessment from Central Utah 911 (CU911). Preliminary FY2023 assessment estimates from CU911 include the increases below.
- Reductions have been identified in postage and legal fees.

Below is a highlight of the changes within the Administration Department.

Administration			
	FY2023	FY2024	Difference
Account Name	Budget	Proposed Tentative Budget	Increase / (Decrease) over FY023
Wages	55,120	136,900	81,780
Postage	1,300	1,000	(300)
Legal Fees	6,875	6,000	(875)
Alpine Dispatch	66,747	80,487	13,740
Highland Dispatch	140,022	176,036	36,014

CU911 Dispatch assessments account for 60% and 62% of Alpine and Highland's total Administration assessments, respectively. Overall, the Administration budget request represents an expense increase of \$130,359 (45.6%) over FY2023.

Fire/EMS

- Staffing – as approved by the Board, the Fire department will transition an existing part-time position on the “C” shift to full-time to ensure coverage when wildland deployments occur. The net cost of this change (approximately \$35,000) is included in the wages – permanent employees (10-47-10) and benefits accounts, and will be covered by wildland deployment revenue (10-38-41).
- Salaries – the proposed tentative budget includes funding the department’s step and grade system that was put in place last year. This will on average represent a 5.3% increase for employees depending on what credentials the staff members have earned over the past year. In addition, a 1% market adjustment is included.
- Salary-related items – the salary increases above also increase retirement, overtime, holiday pay, and FICA/Medicare
- Medical benefits – an estimated 10% increase, pending receipt of renewal quotes
- Training – increase for training camp, supplies, and building
- Fuel – increased cost per gallon
- Cell phone & devices – to increased charges with service provider
- Medical supplies – increase due to higher call volume
- Vehicle supplies/maintenance – increase due to aging fleet
- Reductions have also been identified in vehicle lease, part-time wages (due to conversion of one position on “C” shift to full time), equipment, uniform expense, and equipment maintenance.

Below is a highlight of the changes within the Fire Department.

Fire			
	FY2023	FY2024	Difference
Account Name	Budget	Proposed Tentative Budget	Increase / (Decrease) over FY023
Wages	1,449,276	1,621,948	172,672
OT Wages	120,565	132,622	12,057
PT Employees	315,360	278,360	(37,000)
Holiday Pay	53,775	62,614	8,839
Medical Benefits	402,819	445,852	43,033
Retirement	387,731	464,300	76,569
FICA & Medicare	28,115	30,420	2,305
Uniform Expense	24,566	21,566	(3,000)
Equipment Maint.	13,054	11,054	(2,000)
Cell Phones	10,464	12,464	2,000
Medical Supplies	33,420	35,420	2,000
Training	20,370	25,370	5,000
Fuel	31,643	35,420	3,777
Vehicle Maint.	42,282	43,282	1,000
Vehicle Lease	216,205	176,205	(40,000)
Equipment	26,643	21,643	(5,000)

Overall, the Fire/EMS budget (net of the \$35,000 staffing cost change to be covered by deployment revenue) represents an expense increase of \$207,251 (5.7%) over FY2023.

Police

- Salaries – the proposed tentative budget includes a 6% full-time staff wage increase part of which will be based on merit and part will be market adjustments
- Salary-related items – the salary increases above also increase retirement, overtime, holiday pay, and FICA/Medicare
- Medical benefits – an estimated 10% increase, pending receipt of renewal quotes
- Call pay increases by \$5,000 to \$25,000
- Overtime up \$2,000 to \$72,000 to ensure two officers per shift and at events
- Vehicle lease – increase of \$21,225 to procure three of the four vehicles the department has identified needing replacement
- Fuel – increase of \$13,000 to \$65,000, assuming an average cost of \$3.30 per gallon
- Professional services – increase of \$6,687 to \$106,787 for contract increases
- Building maintenance – increase of \$2,500 to \$22,500 for custodial contract increase

Below is a highlight of the changes within the Police Department.

Police			
	FY2023	FY2024	Difference
Account Name	Budget	Proposed Tentative Budget	Increase / (Decrease) over FY023
Wages	1,821,857	1,949,583	127,726
Overtime	70,000	72,000	2,000
Call Pay	20,000	25,000	5,000
Medical Benefits	497,084	542,334	45,250
Retirement	612,743	681,299	68,556
FICA & Medicare	30,695	31,602	907
401K	94,098	112,293	18,195
Professional Svcs	100,100	106,787	6,687
Building Maint	20,000	22,500	2,500
Fuel	52,000	65,000	13,000
Vehicle Lease	171,454	192,679	21,225

Overall, the Police request represents an expense increase of \$311,035 (7.4%) over FY2023.

City Assessments

The annual assessments required to fund this proposed tentative budget are as follows:

	Fire	Police	Admin	Total
Alpine	1,254,866	1,477,586	134,163	2,866,616
Highland	2,198,480	2,908,955	281,710	5,389,144
TOTAL	\$3,453,346	\$4,386,541	\$415,873	\$8,255,760

The change to these assessments compared to FY2023 are as follows:

	Fire	Police	Admin	Total
Alpine	61,187 (5.1%)	84,938 (6.1%)	40,404 (43.1%)	186,529 (7.0%)
Highland	140,064 (6.8%)	219,897 (8.2%)	89,530 (46.6%)	449,491 (9.1%)
TOTAL	\$201,251 (6.2%)	\$304,835 (7.5%)	\$129,934 (45.4%)	\$636,020 (8.3%)

Future Action

Once the Board approves a proposed tentative budget, the same budget will be presented to the Alpine and Highland City Councils for approval in April, ahead of the Board's scheduled adoption of the budget on May 10. The City Councils' approval is necessary as the overall expenditure increase exceeds the average property tax revenue increase between the two cities, in accordance with the interlocal agreement that governs the District.

Proposed Motion

I move that the Board approve the proposed FY2024 tentative budget for Lone Peak Public Safety District.

Lone Peak Public Safety District
FY2024 Budget

							YTD through				
				FY2020	FY2021	FY2022	1/31/2023	FY2023	FY2024	Difference	
Account #	Account Name	Division	Type	Actual	Actual	Actual	Actual	Budget	Proposed Tentative	FY24 vs. FY23 Budget	Notes
10-43-10	WAGES - PERMANENT EMPLOYEES	GENERAL FUND - ADMINISTRATION DEPARTMENT	Expenditure	48,119	51,126	47,653	24,683	55,120	136,900	81,780	Based on revised admin allocation to LP Includes 3% wage increase
10-43-33	PUBLIC INFORMATION	GENERAL FUND - ADMINISTRATION DEPARTMENT	Expenditure	231	97	476	-	500	500	-	
10-43-36	Membership in UASD	GENERAL FUND - ADMINISTRATION DEPARTMENT	Expenditure	-	-	-	-	-	-	-	
10-43-38	Build up District Reserves	GENERAL FUND - ADMINISTRATION DEPARTMENT	Expenditure	-	-	-	-	-	-	-	
10-43-39	Emergency Preparation	GENERAL FUND - ADMINISTRATION DEPARTMENT	Expenditure	-	-	-	-	-	-	-	
10-43-40	POSTAGE - MISC SUPPLIES	GENERAL FUND - ADMINISTRATION DEPARTMENT	Expenditure	508	853	679	142	1,300	1,000	(300)	
10-43-50	FICA Refund	GENERAL FUND - ADMINISTRATION DEPARTMENT	Expenditure	-	(16)	-	-	-	-	-	
10-43-61	LEGAL FEES	GENERAL FUND - ADMINISTRATION DEPARTMENT	Expenditure	300	-	3,638	2,688	6,875	6,000	(875)	
10-43-62	AUDIT FEES	GENERAL FUND - ADMINISTRATION DEPARTMENT	Expenditure	6,200	4,183	6,300	2,334	7,000	7,000	-	
10-43-68	TRAINING	GENERAL FUND - ADMINISTRATION DEPARTMENT	Expenditure	-	-	-	-	-	-	-	
10-43-69	RENT	GENERAL FUND - ADMINISTRATION DEPARTMENT	Expenditure	-	-	-	-	-	-	-	
10-43-79	INSURANCE	GENERAL FUND - ADMINISTRATION DEPARTMENT	Expenditure	143	105	105	61	200	200	-	
10-43-80	Alpine Dispatch	GENERAL FUND - ADMINISTRATION DEPARTMENT	Expenditure	40,876	43,587	51,868	27,776	66,747	80,487	13,740	Preliminary assessment figure from CU911
10-43-81	Highland Dispatch	GENERAL FUND - ADMINISTRATION DEPARTMENT	Expenditure	80,337	87,812	105,495	58,269	140,022	176,036	36,014	Preliminary assessment figure from CU911
10-43-82	Cedar Hills Dispatch	GENERAL FUND - ADMINISTRATION DEPARTMENT	Expenditure	-	-	-	-	-	-	-	
10-43-88	Board Expenses	GENERAL FUND - ADMINISTRATION DEPARTMENT	Expenditure	251	173	39	-	250	250	-	
10-43-89	Employee Relations	GENERAL FUND - ADMINISTRATION DEPARTMENT	Expenditure	-	-	-	2,875	-	-	-	
10-43-90	MISCELLANEOUS EXPENSE	GENERAL FUND - ADMINISTRATION DEPARTMENT	Expenditure	9,346	6,322	32,946	3,909	8,000	8,000	-	
10-33-01	ALPINE	GENERAL FUND - ADMINISTRATION REVENUE	Revenue	(77,649)	(79,358)	(84,361)	(54,693)	(93,759)	(134,163)	(40,404)	Alpine dispatch + admin staffing share
10-33-02	HIGHLAND	GENERAL FUND - ADMINISTRATION REVENUE	Revenue	(148,665)	(156,070)	(168,192)	(112,105)	(192,180)	(281,710)	(89,530)	Highland dispatch + admin staffing share
10-33-03	CEDAR HILLS	GENERAL FUND - ADMINISTRATION REVENUE	Revenue	-	-	-	-	-	-	-	
10-33-15	INTEREST EARNINGS	GENERAL FUND - ADMINISTRATION REVENUE	Revenue	(477)	(65)	(144)	(509)	(75)	(500)	(425)	
10-33-18	MISCELLANEOUS INCOME	GENERAL FUND - ADMINISTRATION REVENUE	Revenue	(242,162)	(3,389)	(5,402)	(7)	-	-	-	
10-33-20	FICA Refunds	GENERAL FUND - ADMINISTRATION REVENUE	Revenue	-	-	-	-	-	-	-	
10-33-21	IRS Interest on Refund	GENERAL FUND - ADMINISTRATION REVENUE	Revenue	-	-	-	-	-	-	-	
10-33-30	BUDGETED SURPLUS	GENERAL FUND - ADMINISTRATION REVENUE	Revenue	-	-	-	-	-	-	-	

Lone Peak Public Safety District
FY2024 Budget

YTD through

				FY2020	FY2021	FY2022	1/31/2023	FY2023	FY2024	Difference	
Account #	Account Name	Division	Type	Actual	Actual	Actual	Actual	Budget	Proposed Tentative	FY24 vs. FY23 Budget	Notes
10-47-10	WAGES - PERMANENT EMPLOYEES	GENERAL FUND - FIRE / EMS DEPARTMENT	Expenditure	1,168,485	1,289,959	1,035,445	822,571	1,449,276	1,605,889	156,613	Includes Step + 0% pay increases, 7:1 staffing on C shift
10-47-11	Overtime Wages/Standby	GENERAL FUND - FIRE / EMS DEPARTMENT	Expenditure	108,285	127,865	156,988	94,403	120,565	132,622	12,057	10% increase for wage increase
10-47-12	PART TIME EMPLOYEES	GENERAL FUND - FIRE / EMS DEPARTMENT	Expenditure	427,743	560,711	497,512	251,124	315,360	278,360	(37,000)	Savings due to 7:1 staffing on C shift
10-47-13	Holiday Pay	GENERAL FUND - FIRE / EMS DEPARTMENT	Expenditure	-	-	2,790	2,084	53,775	62,614	8,839	Merit plus add FTE holiday pay out potential
10-47-17	Interns	GENERAL FUND - FIRE / EMS DEPARTMENT	Expenditure	(30)	-	-	-	-	-	-	
10-47-18	Special Payouts	GENERAL FUND - FIRE / EMS DEPARTMENT	Expenditure	-	(5)	-	-	-	-	-	
10-47-20	MEDICAL BENEFITS	GENERAL FUND - FIRE / EMS DEPARTMENT	Expenditure	300,250	331,832	310,352	232,015	402,819	445,756	42,937	
10-47-21	RETIREMENT	GENERAL FUND - FIRE / EMS DEPARTMENT	Expenditure	256,756	258,469	281,681	197,987	387,731	460,366	72,635	
10-47-22	FICA/MEDICARE	GENERAL FUND - FIRE / EMS DEPARTMENT	Expenditure	24,859	28,480	27,445	19,089	28,115	30,187	2,072	
10-47-23	Wildland Deployment Wages	GENERAL FUND - FIRE / EMS DEPARTMENT	Expenditure	-	9,471	156,012	149,433	-	-	-	
10-47-24	Wildland Deployment Backfill	GENERAL FUND - FIRE / EMS DEPARTMENT	Expenditure	-	-	-	-	-	-	-	
10-47-25	UNIFORM EXPENSE	GENERAL FUND - FIRE / EMS DEPARTMENT	Expenditure	23,733	18,905	28,087	9,644	24,566	21,566	(3,000)	Less turnover less hiring
10-47-29	State Medicaid Fund	GENERAL FUND - FIRE / EMS DEPARTMENT	Expenditure	14,344	9,695	17,499	7,571	16,400	16,400	-	
10-47-30	Charge Offs Ambulance Services	GENERAL FUND - FIRE / EMS DEPARTMENT	Expenditure	-	-	-	-	-	-	-	
10-47-31	DUES, SUBSCRIPTIONS, REF MATLS	GENERAL FUND - FIRE / EMS DEPARTMENT	Expenditure	3,537	1,012	1,756	713	3,132	3,132	-	
10-47-32	Equipment Repairs	GENERAL FUND - FIRE / EMS DEPARTMENT	Expenditure	1,058	2,610	68	-	5,500	5,500	-	
10-47-33	PUBLIC EDUCATION	GENERAL FUND - FIRE / EMS DEPARTMENT	Expenditure	2,699	1,705	-	663	2,000	2,000	-	
10-47-34	Equipment Maintenance	GENERAL FUND - FIRE / EMS DEPARTMENT	Expenditure	8,692	8,968	2,730	4,615	13,054	11,054	(2,000)	
10-47-35	Station Supplies-Consumable	GENERAL FUND - FIRE / EMS DEPARTMENT	Expenditure	3,979	3,899	2,454	784	4,000	4,000	-	
10-47-36	EMERGENCY PREPARATION	GENERAL FUND - FIRE / EMS DEPARTMENT	Expenditure	-	-	-	-	-	-	-	
10-47-37	Cell Phones & Devices	GENERAL FUND - FIRE / EMS DEPARTMENT	Expenditure	9,661	8,809	10,549	7,817	10,464	12,464	2,000	Price of AT&T
10-47-38	TRAVEL EXPENSE	GENERAL FUND - FIRE / EMS DEPARTMENT	Expenditure	-	-	-	-	-	-	-	
10-47-39	IT Services & Computers	GENERAL FUND - FIRE / EMS DEPARTMENT	Expenditure	9,618	11,125	9,063	14,675	14,148	14,148	-	
10-47-40	POSTAGE, PRINTING, MISC SUPPL	GENERAL FUND - FIRE / EMS DEPARTMENT	Expenditure	3,565	3,855	3,876	3,216	5,000	5,000	-	
10-47-41	Employee Recognition	GENERAL FUND - FIRE / EMS DEPARTMENT	Expenditure	145	3,667	4,490	3,679	4,487	4,487	-	
10-47-42	Professional & Technical Serv	GENERAL FUND - FIRE / EMS DEPARTMENT	Expenditure	27,095	32,224	32,040	12,497	33,878	33,878	-	
10-47-43	Medical Equipment	GENERAL FUND - FIRE / EMS DEPARTMENT	Expenditure	2,410	31,622	2,874	-	6,500	6,500	-	
10-47-44	Protective Clothing	GENERAL FUND - FIRE / EMS DEPARTMENT	Expenditure	25,819	5,775	65,071	19,976	28,298	28,298	-	5 sets + replacement helmets, hoods, gloves
10-47-45	Food & Beverage	GENERAL FUND - FIRE / EMS DEPARTMENT	Expenditure	1,600	2,472	5,254	4,843	3,845	3,845	-	
10-47-46	Grants	GENERAL FUND - FIRE / EMS DEPARTMENT	Expenditure	19,919	-	5,420	-	-	-	-	
10-47-47	Trauma Kits for Schools	GENERAL FUND - FIRE / EMS DEPARTMENT	Expenditure	5,401	-	-	-	-	-	-	
10-47-48	PHYSICALS	GENERAL FUND - FIRE / EMS DEPARTMENT	Expenditure	-	-	-	-	-	-	-	
10-47-49	MEDICAL SUPPLIES	GENERAL FUND - FIRE / EMS DEPARTMENT	Expenditure	32,590	37,507	39,471	18,114	33,420	35,420	2,000	Increased call volume
10-47-50	Capital Projects	GENERAL FUND - FIRE / EMS DEPARTMENT	Expenditure	32,445	42,345	432,172	20,198	60,000	60,000	-	10% match AFG-SCBA, hose nozzle, equip replacement
10-47-52	Utilities	GENERAL FUND - FIRE / EMS DEPARTMENT	Expenditure	26,735	26,636	28,089	16,118	27,413	27,413	-	
10-47-58	Exp Aid Provided Oth. Agencies	GENERAL FUND - FIRE / EMS DEPARTMENT	Expenditure	39,516	38,611	95,516	40,558	-	-	-	
10-47-59	Building Maintenance	GENERAL FUND - FIRE / EMS DEPARTMENT	Expenditure	8,608	17,342	17,269	8,227	17,388	17,388	-	
10-47-60	RADIO SERVICE	GENERAL FUND - FIRE / EMS DEPARTMENT	Expenditure	1,295	1,200	2,747	700	-	-	-	
10-47-63	BILLING AND COLLECTION	GENERAL FUND - FIRE / EMS DEPARTMENT	Expenditure	24,666	22,392	26,263	13,838	24,650	24,650	-	
10-47-68	TRAINING	GENERAL FUND - FIRE / EMS DEPARTMENT	Expenditure	12,392	23,890	32,478	6,487	20,370	25,370	5,000	Training, camp, training supplies and prop building
10-47-69	RENT	GENERAL FUND - FIRE / EMS DEPARTMENT	Expenditure	126,860	126,860	126,860	63,430	126,860	126,860	-	
10-47-71	FUEL	GENERAL FUND - FIRE / EMS DEPARTMENT	Expenditure	22,906	21,754	53,768	20,095	31,643	35,420	3,777	Increased cost of fuel at the pump
10-47-73	VEHICLE SUPPLIES/MAINTENANCE	GENERAL FUND - FIRE / EMS DEPARTMENT	Expenditure	53,958	45,236	37,807	26,407	42,282	43,282	1,000	Increase due to aging fleet
10-47-74	VEHICLE LEASE	GENERAL FUND - FIRE / EMS DEPARTMENT	Expenditure	255,275	209,312	251,564	190,946	216,205	176,205	(40,000)	Decrease of \$40k (paid off three vehicles)
10-47-75	EARLY PAY OFF OF LEASE	GENERAL FUND - FIRE / EMS DEPARTMENT	Expenditure	-	-	-	-	-	-	-	
10-47-76	CAPITAL EXPENSE	GENERAL FUND - FIRE / EMS DEPARTMENT	Expenditure	-	-	-	-	-	-	-	
10-47-78	EQUIPMENT	GENERAL FUND - FIRE / EMS DEPARTMENT	Expenditure	49,391	48,344	24,169	3,175	26,643	21,643	(5,000)	Rolling some of this line into capital
10-47-79	INSURANCE	GENERAL FUND - FIRE / EMS DEPARTMENT	Expenditure	83,577	82,769	77,332	69,925	97,407	97,407	(0)	
10-47-90	MISCELLANEOUS EXPENSE	GENERAL FUND - FIRE / EMS DEPARTMENT	Expenditure	41,037	140,253	2,336	3,702	5,000	5,000	-	
10-47-91	Equipment Lease	GENERAL FUND - FIRE / EMS DEPARTMENT	Expenditure	12,894	6,937	6,961	-	-	-	-	
10-37-01	ALPINE	GENERAL FUND - FIRE / EMS REVENUE	Revenue	(1,133,428)	(1,097,275)	(1,117,509)	(697,426)	(1,193,680)	(1,247,482)	(53,802)	Higher assessment due to wage increases
10-37-02	HIGHLAND	GENERAL FUND - FIRE / EMS REVENUE	Revenue	(1,424,922)	(1,813,536)	(1,831,356)	(1,200,742)	(2,058,415)	(2,185,542)	(127,126)	Higher assessment due to wage increases

Lone Peak Public Safety District
FY2024 Budget

YTD through

				FY2020	FY2021	FY2022	1/31/2023	FY2023	FY2024	Difference	
Account #	Account Name	Division	Type	Actual	Actual	Actual	Actual	Budget	Proposed Tentative	FY24 vs. FY23 Budget	Notes
10-37-03	CEDAR HILLS	GENERAL FUND - FIRE / EMS REVENUE	Revenue	-	-	-	-	-	-	-	
10-37-05	UTAH COUNTY	GENERAL FUND - FIRE / EMS REVENUE	Revenue	(5,780)	(7,145)	(8,384)	(19,451)	(5,300)	(10,300)	(5,000)	Increase due to new contract with County
10-37-11	CHARGES FOR SERVICES	GENERAL FUND - FIRE / EMS REVENUE	Revenue	(343,076)	(410,353)	(519,751)	(285,211)	(400,000)	(400,000)	-	
10-37-12	Charge offs and misc write-off	GENERAL FUND - FIRE / EMS REVENUE	Revenue	-	-	-	-	-	-	-	
10-37-14	First Aid Kit Sales	GENERAL FUND - FIRE / EMS REVENUE	Revenue	-	-	-	-	-	-	-	
10-37-15	Burn Permits	GENERAL FUND - FIRE / EMS REVENUE	Revenue	(3,580)	(1,230)	-	-	-	-	-	
10-37-17	Credit Card Cash Back	GENERAL FUND - FIRE / EMS REVENUE	Revenue	(654)	(1,541)	(1,133)	(1,092)	-	(1,000)	(1,000)	
10-37-18	MISCELLANEOUS INCOME	GENERAL FUND - FIRE / EMS REVENUE	Revenue	(7,144)	(124,873)	(18,387)	(14,350)	-	-	-	
10-37-19	Trauma Kits for Schools	GENERAL FUND - FIRE / EMS REVENUE	Revenue	(4,115)	-	-	-	-	-	-	
10-37-20	GRANTS	GENERAL FUND - FIRE / EMS REVENUE	Revenue	(434,132)	(35,395)	(10,299)	-	(4,800)	(4,800)	-	
10-37-25	Proceeds From Lease	GENERAL FUND - FIRE / EMS REVENUE	Revenue	-	(3,703)	-	-	-	-	-	
10-37-30	Budgeted Surplus	GENERAL FUND - FIRE / EMS REVENUE	Revenue	-	-	-	-	-	-	-	
10-37-40	Proceeds from Sale or Asset	GENERAL FUND - FIRE / EMS REVENUE	Revenue	(20,333)	-	(21,900)	(34,000)	-	-	-	
10-37-41	Aid Provided to Other Agencies	GENERAL FUND - FIRE / EMS REVENUE	Revenue	(154,527)	(547,443)	(459,423)	(114,680)	-	-	-	Wildland revenue to new account to improve tracking

Lone Peak Public Safety District
FY2024 Budget

YTD through

				FY2020	FY2021	FY2022	1/31/2023	FY2023	FY2024	Difference	
Account #	Account Name	Division	Type	Actual	Actual	Actual	Actual	Budget	Proposed Tentative	FY24 vs. FY23 Budget	Notes
10-45-10	WAGES - PERMANENT EMPLOYEES	GENERAL FUND - POLICE DEPARTMENT	Expenditure	1,492,391	1,558,605	1,559,377	964,453	1,821,857	1,911,175	89,318	Includes 4% wage increases
10-45-11	HOLIDAY PAY	GENERAL FUND - POLICE DEPARTMENT	Expenditure	14,066	11,313	21,774	9,862	66,205	66,205	-	
10-45-12	OVERTIME	GENERAL FUND - POLICE DEPARTMENT	Expenditure	59,877	40,321	47,386	82,527	70,000	72,000	2,000	Coverage to ensure 2 officers per shift, events
10-45-13	WAGES-CROSSING GUARDS	GENERAL FUND - POLICE DEPARTMENT	Expenditure	92,432	83,085	81,197	48,807	96,000	96,000	-	
10-45-14	WAGES-PART-TIME	GENERAL FUND - POLICE DEPARTMENT	Expenditure	33,414	22,718	9,080	-	36,850	36,850	-	
10-45-16	CALL PAY - POLICE	GENERAL FUND - POLICE DEPARTMENT	Expenditure	22,885	16,893	19,626	16,050	20,000	25,000	5,000	Due to wage increases
10-45-18	Specialty Pay	GENERAL FUND - POLICE DEPARTMENT	Expenditure	6,000	3,873	-	-	6,000	6,000	-	
10-45-20	MEDICAL BENEFITS	GENERAL FUND - POLICE DEPARTMENT	Expenditure	377,025	432,421	391,045	243,147	497,084	542,104	45,020	Estimated 10% increase pending renewal quote
10-45-21	RETIREMENT	GENERAL FUND - POLICE DEPARTMENT	Expenditure	473,473	462,772	492,137	301,010	612,743	668,534	55,791	Similar to FT wages - see above
10-45-22	FICA/MEDICARE	GENERAL FUND - POLICE DEPARTMENT	Expenditure	25,959	25,302	25,618	16,299	30,695	31,045	350	
10-45-23	401K	GENERAL FUND - POLICE DEPARTMENT	Expenditure	60,104	53,451	46,768	24,945	94,098	110,373	16,275	Similar to FT wages - see above
10-45-25	UNIFORM EXPENSE	GENERAL FUND - POLICE DEPARTMENT	Expenditure	37,343	42,913	43,528	23,282	43,090	43,090	-	
10-45-31	DUES, SUBSCRIPTIONS, REF MATLS	GENERAL FUND - POLICE DEPARTMENT	Expenditure	1,413	2,874	2,645	3,080	1,750	1,750	-	
10-45-33	PUBLIC EDUCATION	GENERAL FUND - POLICE DEPARTMENT	Expenditure	6,295	3,910	4,046	10,456	4,000	4,000	-	
10-45-34	NOVA & School Lunch	GENERAL FUND - POLICE DEPARTMENT	Expenditure	1,982	917	1,734	1,953	2,200	2,200	-	
10-45-38	TRAVEL EXPENSE	GENERAL FUND - POLICE DEPARTMENT	Expenditure	7,791	8,347	8,271	6,928	8,500	8,500	-	
10-45-40	POSTAGE, PRINTING, MISC SUPPL	GENERAL FUND - POLICE DEPARTMENT	Expenditure	10,736	10,989	11,969	4,787	10,300	10,300	-	
10-45-50	K-9 Expenses	GENERAL FUND - POLICE DEPARTMENT	Expenditure	4,139	3,786	458	-	3,000	3,000	-	
10-45-52	Utilities Expense	GENERAL FUND - POLICE DEPARTMENT	Expenditure	12,763	26,834	45,385	18,766	39,100	39,100	-	
10-45-57	Drug Screens	GENERAL FUND - POLICE DEPARTMENT	Expenditure	1,685	2,580	1,798	1,120	1,800	1,800	-	
10-45-58	Professional Services/Contract	GENERAL FUND - POLICE DEPARTMENT	Expenditure	203,198	106,772	137,556	58,002	100,100	106,787	6,687	Contract increases: animal shelter, Spillman, copier
10-45-59	Building Maintenance	GENERAL FUND - POLICE DEPARTMENT	Expenditure	31,139	21,728	16,598	873	20,000	22,500	2,500	Custodial contractor
10-45-61	Chief's Admin	GENERAL FUND - POLICE DEPARTMENT	Expenditure	12,857	10,146	8,603	3,219	8,000	8,000	-	
10-45-63	BILLING AND COLLECTION	GENERAL FUND - POLICE DEPARTMENT	Expenditure	-	-	-	-	-	-	-	
10-45-68	TRAINING	GENERAL FUND - POLICE DEPARTMENT	Expenditure	9,721	15,493	19,137	8,650	18,550	18,550	-	
10-45-69	RENT	GENERAL FUND - POLICE DEPARTMENT	Expenditure	132,110	132,110	132,110	66,055	132,110	132,100	(10)	
10-45-71	FUEL	GENERAL FUND - POLICE DEPARTMENT	Expenditure	44,595	47,888	66,808	44,489	52,000	65,000	13,000	Fuel cost increases - assumes \$3.30/gallon
10-45-72	VEHICLE REPAIRS	GENERAL FUND - POLICE DEPARTMENT	Expenditure	-	-	-	-	-	-	-	
10-45-73	VEHICLE SUPPLIES/MAINTENANCE	GENERAL FUND - POLICE DEPARTMENT	Expenditure	45,079	71,148	27,404	19,907	37,000	37,000	-	
10-45-74	VEHICLE LEASE	GENERAL FUND - POLICE DEPARTMENT	Expenditure	118,937	161,521	205,962	(36,858)	171,454	192,679	21,225	Replacing 3 of 4 vehicles ready for replacement
10-45-76	VEHICLE REPLACEMENT	GENERAL FUND - POLICE DEPARTMENT	Expenditure	-	-	23,760	-	-	-	-	
10-45-77	Equipment Replacement	GENERAL FUND - POLICE DEPARTMENT	Expenditure	58,423	56,293	89,711	54,988	62,975	62,975	-	
10-45-78	CAPITAL	GENERAL FUND - POLICE DEPARTMENT	Expenditure	62,973	108,354	3,546	4,426	9,295	9,295	-	
10-45-79	INSURANCE	GENERAL FUND - POLICE DEPARTMENT	Expenditure	71,764	69,661	66,466	65,192	93,000	93,000	-	
10-45-80	Bankcard Fees	GENERAL FUND - POLICE DEPARTMENT	Expenditure	1,155	1,934	4,107	520	1,200	1,200	-	
10-45-89	Animal Control	GENERAL FUND - POLICE DEPARTMENT	Expenditure	3,475	3,845	2,265	4,468	4,000	4,000	-	
10-45-90	POLICE SUPPLIES	GENERAL FUND - POLICE DEPARTMENT	Expenditure	22,051	20,696	7,002	1,805	9,550	9,550	-	
10-45-91	One Time Refund to Cities	GENERAL FUND - POLICE DEPARTMENT	Expenditure	-	-	-	-	-	-	-	
10-35-01	ALPINE	GENERAL FUND - POLICE REVENUE	Revenue	(1,192,727)	(1,216,224)	(1,210,840)	(812,378)	(1,392,648)	(1,459,437)	(66,789)	Higher assessment due to wage increases
10-35-02	HIGHLAND	GENERAL FUND - POLICE REVENUE	Revenue	(1,799,589)	(2,228,780)	(2,264,784)	(1,568,617)	(2,689,059)	(2,873,225)	(184,166)	Higher assessment due to wage increases
10-35-04	ALPINE SCHOOL DISTRICT	GENERAL FUND - POLICE REVENUE	Revenue	(78,480)	(70,340)	(74,540)	(3,400)	(72,000)	(72,000)	-	
10-35-09	COURT REVENUE	GENERAL FUND - POLICE REVENUE	Revenue	(224)	(19)	(200)	-	(500)	-	500	
10-35-10	POLICE REPORT CHARGES	GENERAL FUND - POLICE REVENUE	Revenue	(4,810)	(5,901)	(4,389)	(3,027)	(3,500)	(3,500)	-	
10-35-11	Finger Printing	GENERAL FUND - POLICE REVENUE	Revenue	(1,700)	(685)	(601)	(792)	(1,800)	(1,000)	800	
10-35-12	Dog License Revenue	GENERAL FUND - POLICE REVENUE	Revenue	20	(134)	189	(211)	-	-	-	
10-35-13	Security Services	GENERAL FUND - POLICE REVENUE	Revenue	(780)	(3,885)	(2,889)	(2,411)	(1,000)	(1,500)	(500)	
10-35-17	Credit Card Cash Back	GENERAL FUND - POLICE REVENUE	Revenue	(828)	(1,201)	(1,193)	(765)	-	(1,000)	(1,000)	
10-35-18	MISCELLANEOUS INCOME	GENERAL FUND - POLICE REVENUE	Revenue	(21,599)	(63,603)	(8,091)	(5,794)	(6,000)	(6,000)	-	
10-35-19	K-9 Donations	GENERAL FUND - POLICE REVENUE	Revenue	-	(27)	-	-	-	-	-	
10-35-20	GRANTS	GENERAL FUND - POLICE REVENUE	Revenue	(417,448)	(12,939)	(6,206)	(22,978)	(8,000)	(8,000)	-	
10-35-25	Proceeds From Lease	GENERAL FUND - POLICE REVENUE	Revenue	(51,742)	(99,488)	-	-	-	-	-	
10-35-30	BUDGETED SURPLUS	GENERAL FUND - POLICE REVENUE	Revenue	-	-	-	-	-	-	-	
10-35-40	Proceeds from Sale or Asset	GENERAL FUND - POLICE REVENUE	Revenue	(18,335)	(21,858)	(1,238)	(32,357)	(10,000)	(16,000)	(6,000)	

Lone Peak Public Safety District
FY2024 Budget

YTD through

				FY2020	FY2021	FY2022	1/31/2023	FY2023	FY2024	Difference	
Account #	Account Name	Division	Type	Actual	Actual	Actual	Actual	Budget	Proposed Tentative	FY24 vs. FY23 Budget	Notes
10-38-41	Aid Provided to Other Agencies	GENERAL FUND - WILDLAND DEPLOYMENT REVENUE	Revenue	-	-	-	-	-	(35,000)	(35,000)	Cover 7:1 staffing on C shift; mid-year & final adjustments to reflect actual Wildland activity
10-48-10	Wildland Deployment Wages	WILDLAND DEPLOYMENT EXPENSES	Expenditure					-	-	-	
10-48-20	MEDICAL BENEFITS to WILDLAND	WILDLAND DEPLOYMENT EXPENSES	Expenditure					-	-	-	
10-48-21	RETIREMENT to WILDLAND	WILDLAND DEPLOYMENT EXPENSES	Expenditure					-	-	-	
10-48-22	FICA/MEDICARE to WILDLAND	WILDLAND DEPLOYMENT EXPENSES	Expenditure					-	-	-	
10-48-58	Exp Aid Provided Oth. Agencies	WILDLAND DEPLOYMENT EXPENSES	Expenditure					-	-	-	



CITY COUNCIL AGENDA REPORT

ITEM #9

DATE: May 2, 2023
TO: Honorable Mayor and Members of the City Council
FROM: Tyler Bahr, Finance Director
SUBJECT: **PUBLIC HEARING** – FY2023-2024 (FY2024) Tentative Budget
TYPE: **GENERAL CITY MANAGEMENT**

PURPOSE:

The City Council will consider the FY2024 tentative budget. The Council will take appropriate action.

STAFF RECOMMENDATION:

Staff recommends the Council hold a public hearing, approve the FY2024 tentative budget, and set the time and place of a public hearing to consider its adoption in accordance with State code.

PRIOR COUNCIL DIRECTION:

On January 5, 2023, the Council held an initial budget work session and provided direction to staff on priorities for the FY2024 budget. On March 30, 2023 staff presented the Mayor's FY2024 draft budget. On April 24, 2023, the Council held a work session and directed staff to make changes that are incorporated in the proposed tentative budget.

BACKGROUND:

The City is required by State law to consider a tentative budget no later than the first regularly scheduled Council meeting in May ahead of adopting the final budget no later than June 22. Approval of the tentative budget does not preclude the Council from making changes to the final budget. State Law requires the tentative budget to be approved at least 10 days prior to the final budget.

Significant Revenues

Revenues projected in the tentative budget include the following:

- Sales tax (General Fund) estimated at \$4,000,000, 9% higher than the \$3,662,461 received in FY2022 and the amount anticipated for FY2023 if year-to-date trends hold through the end of the fiscal year
- Property tax (General Fund) estimated at \$2,056,387, \$100,000 more than projected for FY2023 due to volume of new building permits pulled in calendar year 2022
- Impact fees (various funds) estimated at 50% of revenue received in the 12 months ending December 2022
- Debt service transfers from the General Fund in FY21 and FY22 related to pressurized irrigation will be transferred back to the General Fund, totaling \$841K

and available for one-time use

Significant Expenses

The Council's direction has included funding the following priorities as set by the Council in the January 5 meeting:

- Eliminate the open space fee
- Additional funding for parks maintenance building
- General plan update
- Mountain Ridge Park maintenance
- Payroll processing software
- Cemetery connexes for equipment storage
- Contract fire marshal for building department

Other ongoing projects and significant requests funded in the budget include:

- Mountain Ridge Park construction
- Enterprise fund capital projects identified in master plans
- Two-way texting system
- Three (3) public works vehicles
- Seasonal employee increases
- Legislative consultant contract – final three months of current contract to be paid in FY2024
- New plotter printer
- City's portion of Safe Routes to School grant
- Snowplow blades
- Library carpet replacement
- New playground
- Water share assessment increases
- General culinary water projects
- Snowplow purchase
- Additional community garden boxes - \$500 increase to prior budget of \$500
- Repurpose \$3,500 from American Fork Chamber of Commerce to economic development efforts
- Heritage Park Christmas lights
- Staff wage increases of 4% - market adjustments with distribution among staff to be determined by the City Administrator following a wage study
- Public safety wage increases approved by the Lone Peak Public Safety District Board
- Mayor and Council appropriations
- Increase Mayor and Council wages to prior levels

Other priorities that were previously discussed, but not funded in the tentative budget include:

- Dog park by Town Center
- Increased funding for trail maintenance and expansion
- Phase 1 on fence repair along Alpine Highway – pending further Council direction
- Additional funding for park improvements – playgrounds, added amenities, other improvements
- Capital facilities plan creation

- Contracted tree replacement
- General fund study update
- Update to 2016 transportation utility fee study
- A second replacement snowplow
- Legislative consultant contract – beyond three months already contracted
- Additional public safety wage increases
- Staff COLA's separate from merit increases
- Add Mayor and Council to medical and dental benefits

The City is also expecting cost increases from Waste Management that will be determined in May and likely necessitate garbage rate increases in order to avoid absorbing costs of this service in the General Fund. The changes associated with the Waste Management contract will be presented to the Council once they are available and presented along with the rest of the City's fee schedule for formal approval in June. Per previous Council direction, staff intend to set rates with the goal of the service breaking even on its costs.

FISCAL IMPACT:

The proposed tentative budget makes use of various ongoing and one-time revenues, as well as fund balances derived from prior year revenues. In addition to the full budget, a summary is attached that identifies the total revenues and expenses in each fund. It also highlights the fund balances to be used where applicable. Projected revenues and fund balances are sufficient to fund the proposed expenses, with some funds projected to realize net revenue after expenses.

The culinary water and pressurized irrigation funds are of particular note as they have received grants that were not anticipated in the FY2023 budget, increasing the balances available for use in those funds sufficient to cover planned projects.

MOTION TO APPROVE:

I move that the Council approve the City's FY2023-2024 tentative budget and schedule a public hearing on Tuesday, June 20, 2023 at 7:00pm in Highland City Council Chambers to consider its adoption.

ATTACHMENTS:

1. FY2024 Proposed Tentative Budget
2. FY2024 Projected Net Revenue & Expenses

Highland City FY2024 Proposed Tentative Budget

				FY2021	FY2022	YTD through 1/31/2023	FY2023	FY2024	FY2023 to FY2024	Notes
Account #	Account Name	Division	Type	Actual	Actual	Actual	Budget	Proposed Tentative Budget	Change	
10-31-30	General Sales and Use Taxes	GENERAL FUND - TAXES	Revenue	(3,245,412)	(3,662,461)	(1,611,832)	(3,600,000)	(4,000,000)	(400,000)	Assumes 7.5% growth on current FY23 trend to 3.9MM
10-31-40	LPPSD Fee or Tax	GENERAL FUND - TAXES	Revenue	-	-	-	-	-	-	
10-31-50	Fee-In Lieu of Pers Prop Tax	GENERAL FUND - TAXES	Revenue	(160,975)	(162,746)	(88,203)	(165,000)	(165,000)	-	
10-31-60	Utility Franchise Tax	GENERAL FUND - TAXES	Revenue	(988,477)	(1,021,542)	(701,382)	(950,000)	(1,000,000)	(50,000)	Consistent w/ FY22 actual
10-31-61	Phone Tax	GENERAL FUND - TAXES	Revenue	(58,941)	(68,517)	(20,910)	(57,600)	(65,000)	(7,400)	Consistent w/ FY22 actual
10-30-90	Transfer From Capital Projects	GENERAL FUND - REVENUE-TRANSFERS	Revenue	-	-	-	-	-	-	
10-30-91	Transfer From Oth Fin Sources	GENERAL FUND - REVENUE-TRANSFERS	Revenue	(108,000)	(767,234)	-	(360,044)	(1,161,860)	(801,816)	\$108K charging for PI, \$212K from Cemetery, \$841K from debt service
10-30-92	Transfer From Open Space Fund	GENERAL FUND - REVENUE-TRANSFERS	Revenue	-	-	-	-	-	-	
10-31-10	Current Year Property Taxes	GENERAL FUND - TAXES	Revenue	(1,852,334)	(1,848,404)	(1,909,731)	(1,900,000)	(2,056,387)	(156,387)	Estimated \$100K increase over PY based on 2022 bldg activity
10-31-12	Library Property Taxes	GENERAL FUND - TAXES	Revenue	-	-	-	-	-	-	
10-31-20	Delinquent Prior Year's Taxes	GENERAL FUND - TAXES	Revenue	(142,507)	(132,057)	(61,861)	(125,000)	(125,000)	-	
10-32-10	Business Licenses and Permits	GENERAL FUND - LICENSES AND PERMIT	Revenue	(13,521)	(14,601)	(6,857)	(14,000)	(14,000)	-	Consistent w/ FY22 actual
10-32-21	Building Permits	GENERAL FUND - LICENSES AND PERMIT	Revenue	(756,788)	(1,150,134)	(464,781)	(729,000)	-	729,000	Moved to new bldg/development fund
10-32-22	Building Plan Check Fees	GENERAL FUND - LICENSES AND PERMIT	Revenue	(174,676)	(269,982)	(114,736)	(200,000)	-	200,000	Moved to new bldg/development fund
10-32-26	Road Cut Permits	GENERAL FUND - LICENSES AND PERMIT	Revenue	(7,750)	(6,000)	(3,250)	(5,000)	(5,000)	-	
10-32-27	Fence Permit	GENERAL FUND - LICENSES AND PERMIT	Revenue	(1,517)	(3,108)	(888)	-	-	-	
10-32-28	Building Reinspection Fee	GENERAL FUND - LICENSES AND PERMIT	Revenue	(65)	-	-	(200)	-	200	Moved to new bldg/development fund
10-32-29	Infrastructure Reimb. (Legal)	GENERAL FUND - LICENSES AND PERMIT	Revenue	(4,305)	(627)	(13,076)	-	-	-	
10-33-30	General Fund Surplus	GENERAL FUND - INTERGOVERNMENTAL	Revenue	-	(4,007)	-	(913,735)	(36,000)	877,735	Use of FY23 allocation to Elections - annualized biannual expense
10-33-31	Library Surplus	GENERAL FUND - INTERGOVERNMENTAL	Revenue	-	-	-	-	-	-	
10-33-40	State Grants	GENERAL FUND - INTERGOVERNMENTAL	Revenue	-	-	-	-	-	-	
10-33-56	Class "C" Road Fund Allotment	GENERAL FUND - INTERGOVERNMENTAL	Revenue	(853,133)	(872,575)	(614,973)	(800,000)	(1,000,000)	(200,000)	Consistent w/ 2 prior years
10-33-57	County Option Hwy/Transit Tax	GENERAL FUND - INTERGOVERNMENTAL	Revenue	(294,211)	(390,448)	(147,145)	(330,000)	(375,000)	(45,000)	Consistent w/ FY22
10-33-58	State Liquor Fund Allotment	GENERAL FUND - INTERGOVERNMENTAL	Revenue	(15,163)	(16,091)	(20,670)	-	(20,000)	(20,000)	Consistent w/ prior years
10-33-99	CARES Act Funds	GENERAL FUND - INTERGOVERNMENTAL	Revenue	(543,342)	(1,134,687)	(1,134,687)	(1,134,657)	-	1,134,657	No longer receiving funds
10-34-10	Zoning	GENERAL FUND - FEES AND SERVICES	Revenue	(13,545)	(7,595)	(11,388)	(4,000)	-	4,000	Moved to new bldg/development fund
10-34-11	Planning Review	GENERAL FUND - FEES AND SERVICES	Revenue	-	-	-	-	-	-	
10-34-12	DRC Fee	GENERAL FUND - FEES AND SERVICES	Revenue	(280)	-	-	-	-	-	
10-34-13	Open Space Concept	GENERAL FUND - FEES AND SERVICES	Revenue	-	-	-	-	-	-	
10-34-14	Site Plan/Architectural Review	GENERAL FUND - FEES AND SERVICES	Revenue	(725)	(575)	-	(600)	(600)	-	
10-34-15	Preliminary Review	GENERAL FUND - FEES AND SERVICES	Revenue	(16,490)	(14,373)	(6,090)	(5,000)	-	5,000	Moved to new bldg/development fund
10-34-16	Final Review	GENERAL FUND - FEES AND SERVICES	Revenue	(16,384)	(8,603)	(4,916)	(7,000)	-	7,000	Moved to new bldg/development fund
10-34-17	Open Space Inspection Fee	GENERAL FUND - FEES AND SERVICES	Revenue	-	-	-	-	-	-	Moved to new bldg/development fund
10-34-18	Public Works Inspection Fee	GENERAL FUND - FEES AND SERVICES	Revenue	(81,536)	(27,512)	(33,765)	(20,000)	-	20,000	Moved to new bldg/development fund
10-34-19	Open Space Review Fee	GENERAL FUND - FEES AND SERVICES	Revenue	-	-	-	-	-	-	
10-34-20	Annexation Fees	GENERAL FUND - FEES AND SERVICES	Revenue	(975)	-	-	-	-	-	
10-34-21	Civil Review Fee	GENERAL FUND - FEES AND SERVICES	Revenue	(35,062)	(50,592)	(24,813)	(15,000)	-	15,000	Moved to new bldg/development fund
10-34-50	Public Safety Fee	GENERAL FUND - FEES AND SERVICES	Revenue	(653,689)	(672,560)	(538,817)	(862,000)	(900,000)	(38,000)	15.25/month, roughly 4,900 payors
10-34-72	Open Space Trees	GENERAL FUND - FEES AND SERVICES	Revenue	-	-	-	-	-	-	
10-35-10	Highland Fines	GENERAL FUND - COURT FINES	Revenue	(125,727)	(111,711)	(66,318)	(100,000)	(100,000)	-	
10-35-13	Highland Traffic School	GENERAL FUND - COURT FINES	Revenue	(5,002)	(3,870)	(2,520)	(5,000)	(5,000)	-	
10-35-14	Alpine Fines	GENERAL FUND - COURT FINES	Revenue	(28,076)	(42,280)	(24,793)	(40,000)	(40,000)	-	
10-35-15	Highland Small Claims Ct Rev	GENERAL FUND - COURT FINES	Revenue	-	-	-	-	-	-	
10-35-16	Court Return Check Fees	GENERAL FUND - COURT FINES	Revenue	-	-	-	-	-	-	
10-35-32	Highland Restitution Revenue	GENERAL FUND - COURT FINES	Revenue	-	-	-	-	-	-	
10-35-33	Public Defender Reimbursement	GENERAL FUND - COURT FINES	Revenue	(1,424)	(1,766)	(453)	(1,500)	(1,500)	-	
10-36-10	Interest Earnings	GENERAL FUND - OTHER REVENUE	Revenue	(52,369)	(22,888)	(69,834)	(12,000)	(75,000)	(63,000)	PTIF interest rates increased
10-36-20	Rents and Concessions	GENERAL FUND - OTHER REVENUE	Revenue	-	-	-	-	-	-	
10-36-21	Cell Tower Revenue	GENERAL FUND - OTHER REVENUE	Revenue	(50,663)	(44,661)	(9,036)	(38,000)	(45,000)	(7,000)	Consistent w/ FY22
10-37-10	Cemetery Lot Sales	GENERAL FUND - CEMETERY REVENUE	Revenue	-	-	-	-	-	-	
10-37-20	Other Income	GENERAL FUND - CEMETERY REVENUE	Revenue	-	-	-	-	-	-	
10-38-40	Sale of Fixed Assets	GENERAL FUND - MISCELLANEOUS REVENUE	Revenue	-	(1,723)	-	-	(100,000)	(100,000)	Sale of 2 snowplows
10-38-42	CC Processing Fee	GENERAL FUND - MISCELLANEOUS REVENUE	Revenue	-	-	(8,770)	-	-	-	
10-38-49	Alpine Court	GENERAL FUND - MISCELLANEOUS REVENUE	Revenue	-	-	-	-	-	-	
10-38-79	Disc Golf Revenue	GENERAL FUND - MISCELLANEOUS REVENUE	Revenue	-	-	-	-	-	-	

Highland City FY2024 Proposed Tentative Budget

				FY2021	FY2022	YTD through 1/31/2023	FY2023	FY2024	FY2023 to FY2024	
Account #	Account Name	Division	Type	Actual	Actual	Actual	Budget	Proposed Tentative Budget	Change	Notes
10-38-80	Grants	GENERAL FUND - MISCELLANEOUS REVE	Revenue	-	(149)	-	-	-	-	
10-38-81	Library Grant Revenue	GENERAL FUND - MISCELLANEOUS REVE	Revenue	-	-	-	-	-	-	
10-38-82	Highland Foundation	GENERAL FUND - MISCELLANEOUS REVE	Revenue	-	-	-	-	-	-	
10-38-83	Facility Rentals	GENERAL FUND - MISCELLANEOUS REVE	Revenue	(13,092)	(12,107)	(14,931)	(10,000)	(10,000)	-	
10-38-84	Youth Council Misc. Rev.	GENERAL FUND - MISCELLANEOUS REVE	Revenue	-	-	(2,500)	(2,600)	(100)	2,500	One-time donation received in FY23
10-38-87	Sidewalk Bond Revenue	GENERAL FUND - MISCELLANEOUS REVE	Revenue	-	-	-	-	-	-	
10-38-88	School Trauma Kits	GENERAL FUND - MISCELLANEOUS REVE	Revenue	-	-	-	-	-	-	
10-38-89	Highland Fling Rodeo	GENERAL FUND - MISCELLANEOUS REVE	Revenue	-	-	-	-	-	-	
10-38-90	PSD Rent	GENERAL FUND - MISCELLANEOUS REVE	Revenue	(221,299)	(221,125)	(110,544)	(220,000)	(220,000)	-	
10-38-91	Miscellaneous Revenue	GENERAL FUND - MISCELLANEOUS REVE	Revenue	(49,031)	(30,944)	(39,592)	(36,500)	(30,000)	6,500	
10-38-92	City Events Revenue	GENERAL FUND - MISCELLANEOUS REVE	Revenue	(1,890)	(1,813)	(2,000)	(1,000)	(1,000)	-	
10-38-93	Alpine Reimbursement	GENERAL FUND - MISCELLANEOUS REVE	Revenue	(43,096)	(43,587)	(24,936)	(40,000)	(40,000)	-	
10-38-94	Lone Peak PSD Reimbursement	GENERAL FUND - MISCELLANEOUS REVE	Revenue	(53,344)	(34,301)	(32,493)	(40,000)	(147,500)	(107,500)	Increased assessment to LP for Administrative staffing Includes \$30K for LP share of payroll software (City net \$10K from Alpine)
10-38-95	Highland Fling Revenue	GENERAL FUND - MISCELLANEOUS REVE	Revenue	(13,460)	(39,727)	(24,023)	(40,000)	(40,000)	-	
10-38-96	Cultural ArtsClass Revenue	GENERAL FUND - MISCELLANEOUS REVE	Revenue	-	-	-	-	-	-	
10-38-97	Library Donations	GENERAL FUND - MISCELLANEOUS REVE	Revenue	-	-	-	-	-	-	
10-38-98	Library Miscellaneous Revenues	GENERAL FUND - MISCELLANEOUS REVE	Revenue	-	-	-	-	-	-	
10-38-99	Tree Sale Revenue	GENERAL FUND - MISCELLANEOUS REVE	Revenue	(24,020)	(19,799)	-	(15,000)	(15,000)	-	
10-39-00	Other Sources Of Funds	GENERAL FUND - REVENUE-GARBAGE &	Revenue	-	-	-	-	-	-	
10-39-10	Garbage Collection Fees	GENERAL FUND - REVENUE-GARBAGE &	Revenue	(988,038)	(1,016,652)	(691,254)	(1,190,089)	(1,231,080)	(40,991)	Fees cover cost of Waste Management and Northpoint contracts
10-39-11	Indirect Charge Library	GENERAL FUND - REVENUE-GARBAGE &	Revenue	(5,835)	(8,114)	-	(8,254)	(7,236)	1,018	Amounts based off of funds' budgets
10-39-15	Indirect Charge Open Space	GENERAL FUND - REVENUE-GARBAGE &	Revenue	(8,119)	(12,795)	-	(16,130)	(12,582)	3,548	Amounts based off of funds' budgets
10-39-20	Indirect Charge Sewer	GENERAL FUND - REVENUE-GARBAGE &	Revenue	(81,451)	(103,167)	-	(108,276)	(41,357)	66,919	Amounts based off of funds' budgets
10-39-25	Indirect Charge Cemetery	GENERAL FUND - REVENUE-GARBAGE &	Revenue	(2,129)	(3,845)	-	(10,122)	(4,550)	5,572	Amounts based off of funds' budgets
10-39-28	Indirect Charge Bldg/Dev	GENERAL FUND - REVENUE-GARBAGE &	Revenue	-	-	-	-	(17,254)	(17,254)	Amounts based off of funds' budgets
10-39-30	Indirect Charge PI	GENERAL FUND - REVENUE-GARBAGE &	Revenue	(77,056)	(97,374)	-	(116,125)	(141,491)	(25,366)	Amounts based off of funds' budgets
10-39-35	Indirect Charge Storm Water	GENERAL FUND - REVENUE-GARBAGE &	Revenue	(10,985)	(15,021)	-	(20,282)	(18,670)	1,612	Amounts based off of funds' budgets
10-39-40	Indirect Charge Culinary Water	GENERAL FUND - REVENUE-GARBAGE &	Revenue	(26,073)	(31,984)	-	(47,019)	(60,231)	(13,212)	Amounts based off of funds' budgets
10-39-41	Rent Charge Library	GENERAL FUND - REVENUE-GARBAGE &	Revenue	-	-	-	-	-	-	
			Revenue Total					(13,328,398)		

Highland City FY2024 Proposed Tentative Budget

Account #	Account Name	Division	Type	FY2021	FY2022	YTD through 1/31/2023	FY2023	FY2024	FY2023 to FY2024	Notes
				Actual	Actual	Actual	Budget	Proposed Tentative Budget	Change	
10-41-11	Salaries/Wages	GENERAL FUND - COUNCIL	Expenditure	25,586	26,344	14,513	25,520	34,398	8,878	
10-41-13	Employee Benefits	GENERAL FUND - COUNCIL	Expenditure	4,998	5,074	3,188	4,251	6,312	2,061	
10-41-21	Professional Org. Memberships	GENERAL FUND - COUNCIL	Expenditure	22,881	26,077	2,793	25,500	22,500	(3,000)	Removal of Utah Lake
10-41-22	Public Notices	GENERAL FUND - COUNCIL	Expenditure	2,833	2,159	53	3,500	1,000	(2,500)	Change in newspaper requirements.
10-41-23	Mileage Reimbursement	GENERAL FUND - COUNCIL	Expenditure	-	-	-	400	400	-	
10-41-28	Telephone	GENERAL FUND - COUNCIL	Expenditure	-	-	-	-	-	-	
10-41-31	Professional Services	GENERAL FUND - COUNCIL	Expenditure	21,034	14,806	2,339	20,000	26,000	6,000	\$6K pay plan update
10-41-33	Continuing Education	GENERAL FUND - COUNCIL	Expenditure	357	1,755	2,299	2,500	2,500	-	
10-41-51	Insurance & Bonds	GENERAL FUND - COUNCIL	Expenditure	-	-	50	-	-	-	
10-41-55	Overhead Allocation	GENERAL FUND - COUNCIL	Expenditure	-	-	-	-	-	-	
10-41-56	Legal Settlements	GENERAL FUND - COUNCIL	Expenditure	-	-	-	-	-	-	
10-41-60	Youth City Council	GENERAL FUND - COUNCIL	Expenditure	2,337	(250)	(1,286)	9,000	6,500	(2,500)	Decrease due to grant received prior year
10-41-61	Misc. Supplies & Expenses	GENERAL FUND - COUNCIL	Expenditure	3,549	27,801	2,792	8,500	8,500	-	
10-41-62	Council Appropriations	GENERAL FUND - COUNCIL	Expenditure	8,757	52,300	-	-	18,000	18,000	\$3K per Mayor & Councilmember
10-41-63	Economic Development	GENERAL FUND - COUNCIL	Expenditure	7,650	-	-	-	3,500	3,500	\$3.5K in lieu of AF Chamber membership
10-41-64	Highland Historical Society	GENERAL FUND - COUNCIL	Expenditure	100	100	100	100	100	-	
10-42-11	Salaries/Wages	GENERAL FUND - COURT	Expenditure	67,011	69,783	42,801	79,739	82,381	2,642	
10-42-12	Overtime	GENERAL FUND - COURT	Expenditure	-	-	-	-	-	-	
10-42-13	Employee Benefits	GENERAL FUND - COURT	Expenditure	9,474	9,919	6,088	11,012	12,897	1,886	
10-42-15	Part-Time Employee	GENERAL FUND - COURT	Expenditure	-	-	-	-	-	-	
10-42-21	Professional Org. Memberships	GENERAL FUND - COURT	Expenditure	(111)	-	-	300	300	-	
10-42-22	Prosecutor	GENERAL FUND - COURT	Expenditure	5,747	16,935	16,187	27,000	27,000	-	
10-42-23	Mileage Reimbursement	GENERAL FUND - COURT	Expenditure	-	-	-	500	500	-	
10-42-24	Office Supplies & Postage	GENERAL FUND - COURT	Expenditure	733	602	730	900	900	-	
10-42-25	Witness Fees	GENERAL FUND - COURT	Expenditure	-	-	37	1,000	1,000	-	
10-42-26	Technical Manuals & Code Books	GENERAL FUND - COURT	Expenditure	237	271	154	400	400	-	
10-42-27	Credit Card Fees	GENERAL FUND - COURT	Expenditure	7,614	8,236	4,707	8,000	8,000	-	
10-42-28	Uniforms	GENERAL FUND - COURT	Expenditure	-	-	-	100	100	-	
10-42-30	Alpine Fine Reimbursement	GENERAL FUND - COURT	Expenditure	36,775	44,697	16,433	50,000	50,000	-	
10-42-31	Victim Restitution Fund	GENERAL FUND - COURT	Expenditure	50,049	47,037	31,297	50,000	50,000	-	
10-42-33	Continuing Education	GENERAL FUND - COURT	Expenditure	-	142	816	2,000	2,000	-	
10-42-34	Public Defender	GENERAL FUND - COURT	Expenditure	28,545	18,250	4,618	33,000	20,000	(13,000)	New defender and rate
10-42-35	Court Interpreter	GENERAL FUND - COURT	Expenditure	800	372	632	1,200	1,200	-	
10-42-36	Court Bailiff/Security	GENERAL FUND - COURT	Expenditure	-	-	280	9,750	6,000	(3,750)	Shift to mostly virtual court
10-42-74	Capital Outlay-Equipment	GENERAL FUND - COURT	Expenditure	-	15,677	(7,500)	-	-	-	
10-42-75	Internal Service IT Expense	GENERAL FUND - COURT	Expenditure	1,950	-	-	2,490	2,490	-	
10-43-11	Salaries/Wages	GENERAL FUND - ADMINISTRATIVE	Expenditure	90,923	104,244	67,329	138,831	107,382	(31,449)	
10-43-12	Overtime	GENERAL FUND - ADMINISTRATIVE	Expenditure	-	43	170	-	-	-	
10-43-13	Employee Benefits	GENERAL FUND - ADMINISTRATIVE	Expenditure	50,602	54,190	27,301	58,606	51,113	(7,493)	
10-43-14	Merit Pay Increase & Benefits	GENERAL FUND - ADMINISTRATIVE	Expenditure	-	-	-	-	-	-	
10-43-15	Part-Time Employee	GENERAL FUND - ADMINISTRATIVE	Expenditure	4,665	6,682	7,149	8,000	5,000	(3,000)	Historical spending for help with miscellaneous projects.
10-43-20	Personnel Advertising	GENERAL FUND - ADMINISTRATIVE	Expenditure	-	-	-	-	-	-	
10-43-21	Professional Org. Memberships	GENERAL FUND - ADMINISTRATIVE	Expenditure	4,332	3,330	600	2,750	2,000	(750)	Removed Planning Membership
10-43-22	Public Notices	GENERAL FUND - ADMINISTRATIVE	Expenditure	-	2,351	-	-	-	-	
10-43-23	Mileage Reimbursement	GENERAL FUND - ADMINISTRATIVE	Expenditure	-	-	277	100	200	100	
10-43-24	Office Supplies	GENERAL FUND - ADMINISTRATIVE	Expenditure	17,165	14,251	9,920	14,000	18,000	4,000	Inflationary increases
10-43-25	Equip.-Supplies & Maintenance	GENERAL FUND - ADMINISTRATIVE	Expenditure	5,156	4,246	1,864	4,000	14,000	10,000	\$10K new plotter
10-43-26	Personnel Recruitment	GENERAL FUND - ADMINISTRATIVE	Expenditure	565	2,122	926	1,000	1,000	-	
10-43-27	Newsletter Printing	GENERAL FUND - ADMINISTRATIVE	Expenditure	7,734	7,526	7,356	10,000	10,000	-	
10-43-28	Telephone	GENERAL FUND - ADMINISTRATIVE	Expenditure	17,628	19,800	10,750	19,500	19,500	-	
10-43-29	Website	GENERAL FUND - ADMINISTRATIVE	Expenditure	7,201	6,826	13,557	7,350	13,150	5,800	Annual website contract increase & addition of reservation software.
10-43-30	Car Allowance	GENERAL FUND - ADMINISTRATIVE	Expenditure	4,901	4,914	554	4,985	4,800	(185)	
10-43-31	Professional & Technical/IT	GENERAL FUND - ADMINISTRATIVE	Expenditure	34,850	38,120	17,688	37,000	37,000	-	
10-43-32	Postage	GENERAL FUND - ADMINISTRATIVE	Expenditure	4,979	6,000	2,000	5,000	5,000	-	
10-43-33	Continuing Education	GENERAL FUND - ADMINISTRATIVE	Expenditure	859	3,900	50	4,000	4,000	-	

Highland City FY2024 Proposed Tentative Budget

Account #	Account Name	Division	Type	FY2021	FY2022	YTD through 1/31/2023	FY2023	FY2024	FY2023 to FY2024	Notes
				Actual	Actual	Actual	Budget	Proposed Tentative Budget	Change	
10-43-34	Building Maintenance	GENERAL FUND - ADMINISTRATIVE	Expenditure	55,966	90,050	31,012	70,000	75,000	5,000	Inflationay increases and aging buildings
10-43-35	Building Utilities	GENERAL FUND - ADMINISTRATIVE	Expenditure	48,277	43,511	28,276	45,000	50,000	5,000	Increasing utility costs
10-43-37	Technical Manuals & Code Books	GENERAL FUND - ADMINISTRATIVE	Expenditure	-	60	-	-	-	-	
10-43-38	Uniforms	GENERAL FUND - ADMINISTRATIVE	Expenditure	199	250	-	200	300	100	Added communications position
10-43-39	Safety Committee	GENERAL FUND - ADMINISTRATIVE	Expenditure	5,669	8,137	3,511	5,600	7,000	1,400	
10-43-40	Mass Notification System	GENERAL FUND - ADMINISTRATIVE	Expenditure	3,745	7,504	-	8,745	4,000	(4,745)	
10-43-41	Phone Reimbursement	GENERAL FUND - ADMINISTRATIVE	Expenditure	2,206	2,235	748	2,202	2,160	(42)	
10-43-47	Supplies & Expenses-Mayor	GENERAL FUND - ADMINISTRATIVE	Expenditure	-	-	-	-	-	-	
10-43-48	Supplies & Expenses Oper Mgr	GENERAL FUND - ADMINISTRATIVE	Expenditure	-	-	-	-	-	-	
10-43-49	Supplies & Expenses City Adm	GENERAL FUND - ADMINISTRATIVE	Expenditure	3,541	311	1,098	8,500	2,000	(6,500)	
10-43-50	Covid-19 Expenses	GENERAL FUND - ADMINISTRATIVE	Expenditure	950,621	-	-	-	-	-	
10-43-51	Insurance & Surety Bonds	GENERAL FUND - ADMINISTRATIVE	Expenditure	56,335	57,869	64,038	59,376	59,376	-	
10-43-52	Bond Continuing Disclosure Fee	GENERAL FUND - ADMINISTRATIVE	Expenditure	-	-	-	-	6,500	6,500	
10-43-55	State Unemployment Payments	GENERAL FUND - ADMINISTRATIVE	Expenditure	-	-	-	-	-	-	
10-43-60	Overhead Allocation	GENERAL FUND - ADMINISTRATIVE	Expenditure	-	-	-	-	-	-	
10-43-61	Miscellaneous Supplies	GENERAL FUND - ADMINISTRATIVE	Expenditure	100	413	-	500	500	-	
10-43-62	Miscellaneous Services	GENERAL FUND - ADMINISTRATIVE	Expenditure	-	-	-	-	-	-	
10-43-74	Capital Outlay-Equipment	GENERAL FUND - ADMINISTRATIVE	Expenditure	-	-	-	6,500	-	(6,500)	No projects - prior year was Fire Station Exhaust System
10-43-75	Capital Outlay-Special Proj	GENERAL FUND - ADMINISTRATIVE	Expenditure	-	-	23,622	106,127	-	(106,127)	No projects - prior year included Chambers AV, trees
10-43-79	Capital Outlay-IT	GENERAL FUND - ADMINISTRATIVE	Expenditure	-	-	-	-	-	-	
10-43-82	Internal Service IT Expense	GENERAL FUND - ADMINISTRATIVE	Expenditure	5,510	12,027	-	13,510	13,510	-	
10-45-31	Professional & Technical Serv	GENERAL FUND - AUDITOR	Expenditure	17,342	12,500	4,500	20,000	20,000	-	
10-45-32	Overhead Allocation	GENERAL FUND - AUDITOR	Expenditure	-	-	-	-	-	-	
10-46-11	Salaries/Wages	GENERAL FUND - FINANCE DEPT	Expenditure	126,127	135,701	88,157	122,650	137,117	14,466	
10-46-12	Overtime	GENERAL FUND - FINANCE DEPT	Expenditure	107	113	-	250	250	-	
10-46-13	Employee Benefits	GENERAL FUND - FINANCE DEPT	Expenditure	48,274	31,340	17,013	42,053	68,983	26,930	
10-46-21	Professional Org. Memberships	GENERAL FUND - FINANCE DEPT	Expenditure	265	190	190	1,000	1,000	-	CPFO certification (Finance)
10-46-23	Mileage Reimbursement	GENERAL FUND - FINANCE DEPT	Expenditure	-	336	-	1,125	1,125	-	
10-46-24	Office Supplies & Postage	GENERAL FUND - FINANCE DEPT	Expenditure	-	24	-	500	50,500	50,000	\$50K payroll software
10-46-25	Overhead Allocation	GENERAL FUND - FINANCE DEPT	Expenditure	-	-	-	-	-	-	
10-46-26	Technical Manuals & Code Books	GENERAL FUND - FINANCE DEPT	Expenditure	-	-	-	150	150	-	
10-46-28	Phone Reimbursement	GENERAL FUND - FINANCE DEPT	Expenditure	2,835	2,519	1,146	2,800	2,800	-	
10-46-29	Uniforms	GENERAL FUND - FINANCE DEPT	Expenditure	373	527	-	400	400	-	
10-46-33	Continuing Education	GENERAL FUND - FINANCE DEPT	Expenditure	-	896	280	3,500	4,500	1,000	GFOA & UGFOA (Director), increase for SHRM training/cert (HR)
10-46-74	Capital Outlay-Equipment	GENERAL FUND - FINANCE DEPT	Expenditure	-	-	-	-	-	-	
10-47-11	Salaries/Wages	GENERAL FUND - RECORDER	Expenditure	49,549	50,394	28,024	49,947	43,884	(6,063)	
10-47-12	Overtime	GENERAL FUND - RECORDER	Expenditure	-	2,027	2,669	4,000	4,000	-	
10-47-13	Employee Benefits	GENERAL FUND - RECORDER	Expenditure	29,221	30,151	17,103	28,482	27,356	(1,126)	
10-47-14	Part-time Transcriptionist	GENERAL FUND - RECORDER	Expenditure	7,380	7,035	2,350	8,000	8,000	-	
10-47-21	Professional Org. Memberships	GENERAL FUND - RECORDER	Expenditure	357	60	300	450	450	-	
10-47-22	Election	GENERAL FUND - RECORDER	Expenditure	120	59,351	(3,115)	36,000	65,000	29,000	Election - \$36K from prior year
10-47-23	Mileage Reimbursement	GENERAL FUND - RECORDER	Expenditure	42	86	114	500	300	(200)	More consistent with historical spending
10-47-24	Office Supplies & Postage	GENERAL FUND - RECORDER	Expenditure	-	-	14	-	-	-	
10-47-28	Software Licenses and Maint.	GENERAL FUND - RECORDER	Expenditure	870	762	225	8,500	5,000	(3,500)	Annual mainteance cost of agenda management system
10-47-29	Phone	GENERAL FUND - RECORDER	Expenditure	-	607	623	1,080	1,080	-	
10-47-30	Uniforms	GENERAL FUND - RECORDER	Expenditure	77	115	-	100	100	-	
10-47-31	Codification	GENERAL FUND - RECORDER	Expenditure	1,500	1,500	1,500	1,500	1,500	-	
10-47-33	Continuing Education	GENERAL FUND - RECORDER	Expenditure	874	2,307	1,321	2,000	2,500	500	Consistent with FY22
10-47-74	Capital Outlay-Equipment	GENERAL FUND - RECORDER	Expenditure	-	304	-	-	-	-	
10-48-11	Salaries/Wages	GENERAL FUND - TREASURER	Expenditure	28,991	29,402	18,105	33,115	32,643	(473)	
10-48-12	Overtime	GENERAL FUND - TREASURER	Expenditure	-	744	859	250	250	-	
10-48-13	Employee Benefits	GENERAL FUND - TREASURER	Expenditure	20,020	20,816	12,448	20,782	23,328	2,546	
10-48-21	Professional Org. Memberships	GENERAL FUND - TREASURER	Expenditure	199	216	284	300	300	-	
10-48-23	Mileage Reimbursement	GENERAL FUND - TREASURER	Expenditure	95	196	255	250	250	-	
10-48-24	Office Supplies & Postage	GENERAL FUND - TREASURER	Expenditure	-	-	-	-	-	-	

Highland City FY2024 Proposed Tentative Budget

Account #	Account Name	Division	Type	FY2021	FY2022	YTD through 1/31/2023	FY2023	FY2024	FY2023 to FY2024	Notes
				Actual	Actual	Actual	Budget	Proposed Tentative Budget	Change	
10-48-25	Treasurer Bond	GENERAL FUND - TREASURER	Expenditure	-	-	-	-	-	-	
10-48-26	Overhead Allocation	GENERAL FUND - TREASURER	Expenditure	-	-	-	-	-	-	
10-48-28	Telephone	GENERAL FUND - TREASURER	Expenditure	1,103	730	346	600	600	-	
10-48-30	Uniforms	GENERAL FUND - TREASURER	Expenditure	100	64	-	200	200	-	
10-48-31	Legal Services	GENERAL FUND - TREASURER	Expenditure	-	-	-	-	-	-	
10-48-33	Continuing Education	GENERAL FUND - TREASURER	Expenditure	598	2,350	2,918	3,500	3,500	-	
10-48-74	Capital Outlay-Equipment	GENERAL FUND - TREASURER	Expenditure	-	-	-	-	-	-	
10-49-31	Professional & Technical Ser	GENERAL FUND - ATTORNEY	Expenditure	63,812	67,566	38,275	60,000	70,000	10,000	Consistent with historical spending
10-49-32	Legal Settlements	GENERAL FUND - ATTORNEY	Expenditure	-	-	-	-	-	-	
10-50-11	Salaries/Wages	GENERAL FUND - LIBRARY	Expenditure	-	-	-	-	-	-	
10-50-12	Overtime	GENERAL FUND - LIBRARY	Expenditure	-	-	-	-	-	-	
10-50-13	Employee Benefits	GENERAL FUND - LIBRARY	Expenditure	-	-	-	-	-	-	
10-50-14	Salaries/Wages Part-Time	GENERAL FUND - LIBRARY	Expenditure	-	-	-	-	-	-	
10-50-21	Equipment	GENERAL FUND - LIBRARY	Expenditure	-	-	-	-	-	-	
10-50-22	Friends of Library Expenses	GENERAL FUND - LIBRARY	Expenditure	-	-	-	-	-	-	
10-50-23	Books & Materials	GENERAL FUND - LIBRARY	Expenditure	-	-	-	-	-	-	
10-50-24	Library Card Refunds	GENERAL FUND - LIBRARY	Expenditure	-	-	-	-	-	-	
10-50-25	Travel & Other Misc.	GENERAL FUND - LIBRARY	Expenditure	-	-	-	-	-	-	
10-50-26	Insurance & Bonds	GENERAL FUND - LIBRARY	Expenditure	-	-	-	-	-	-	
10-50-27	Postage	GENERAL FUND - LIBRARY	Expenditure	-	-	-	-	-	-	
10-50-28	Information Technology	GENERAL FUND - LIBRARY	Expenditure	-	-	-	-	-	-	
10-50-29	Printing	GENERAL FUND - LIBRARY	Expenditure	-	-	-	-	-	-	
10-50-30	Special Programs	GENERAL FUND - LIBRARY	Expenditure	-	-	-	-	-	-	
10-50-35	Supplies	GENERAL FUND - LIBRARY	Expenditure	21	-	-	-	-	-	
10-50-50	Library Grant Expenditures	GENERAL FUND - LIBRARY	Expenditure	-	-	-	-	-	-	
10-50-61	Cross Charge Telephone	GENERAL FUND - LIBRARY	Expenditure	-	-	-	-	-	-	
10-50-62	Cross Charge Prof. & Tech.	GENERAL FUND - LIBRARY	Expenditure	-	-	-	-	-	-	
10-50-63	Cross Charge Bldg. Maint.	GENERAL FUND - LIBRARY	Expenditure	-	-	-	-	-	-	
10-50-64	Cross Charge Bldg. Utilities	GENERAL FUND - LIBRARY	Expenditure	-	-	-	-	-	-	
10-50-65	Cross Charge Rent	GENERAL FUND - LIBRARY	Expenditure	-	-	-	-	-	-	
10-50-66	Cross Charge Insurance	GENERAL FUND - LIBRARY	Expenditure	-	-	-	-	-	-	
10-50-70	Capital Outlay/ OneTime Exp	GENERAL FUND - LIBRARY	Expenditure	-	-	-	-	-	-	
10-50-71	Transfer to Lib. Reserve Fund	GENERAL FUND - LIBRARY	Expenditure	-	-	-	-	-	-	
10-51-31	Professional & Tech. Services	GENERAL FUND - APPEAL AUTHORITY	Expenditure	4,740	564	1,046	1,500	1,500	-	
10-52-11	Salaries/Wages	GENERAL FUND - PLANNING & ZONING	Expenditure	48,129	64,781	46,493	86,014	10,959	(75,056)	Moved majority to new bldg/development fund
10-52-12	Overtime	GENERAL FUND - PLANNING & ZONING	Expenditure	7	962	1,299	1,000	1,000	-	
10-52-13	Employee Benefits	GENERAL FUND - PLANNING & ZONING	Expenditure	23,251	31,830	19,466	31,718	8,150	(23,568)	Moved majority to new bldg/development fund
10-52-14	Other Benefits	GENERAL FUND - PLANNING & ZONING	Expenditure	-	-	-	-	-	-	
10-52-15	Planning Commission Salaries	GENERAL FUND - PLANNING & ZONING	Expenditure	9,708	3,017	840	4,793	1,344	(3,449)	Moved to new Building/Development Fund
10-52-21	Professional Org. Memberships	GENERAL FUND - PLANNING & ZONING	Expenditure	-	99	99	500	250	(250)	Moved to new Building/Development Fund
10-52-22	Public Notices	GENERAL FUND - PLANNING & ZONING	Expenditure	825	530	-	2,000	250	(1,750)	Moved to new Building/Development Fund
10-52-23	Mileage Reimbursement	GENERAL FUND - PLANNING & ZONING	Expenditure	-	50	459	100	125	25	Moved to new Building/Development Fund
10-52-24	Office Supplies & Postage	GENERAL FUND - PLANNING & ZONING	Expenditure	-	-	-	-	-	-	Moved to new Building/Development Fund
10-52-25	Special Projects	GENERAL FUND - PLANNING & ZONING	Expenditure	-	2,775	-	3,400	-	(3,400)	Moved to new Building/Development Fund
10-52-26	Fuel For Vehicles	GENERAL FUND - PLANNING & ZONING	Expenditure	-	-	-	-	-	-	Moved to new Building/Development Fund
10-52-27	Postage	GENERAL FUND - PLANNING & ZONING	Expenditure	-	-	-	250	63	(187)	Moved to new Building/Development Fund
10-52-28	Software Licenses	GENERAL FUND - PLANNING & ZONING	Expenditure	2,379	2,376	1,002	2,500	625	(1,875)	Moved to new Building/Development Fund
10-52-29	Car Allowance	GENERAL FUND - PLANNING & ZONING	Expenditure	-	-	-	-	-	-	Moved to new Building/Development Fund
10-52-30	Uniforms	GENERAL FUND - PLANNING & ZONING	Expenditure	98	224	-	100	50	(50)	Moved to new Building/Development Fund
10-52-31	Plat Recording Fees	GENERAL FUND - PLANNING & ZONING	Expenditure	2,120	1,428	910	1,000	-	(1,000)	Moved to new Building/Development Fund
10-52-32	Planner	GENERAL FUND - PLANNING & ZONING	Expenditure	-	-	-	-	-	-	Moved to new Building/Development Fund
10-52-33	Continuing Education	GENERAL FUND - PLANNING & ZONING	Expenditure	-	2,253	260	1,800	1,125	(675)	Moved to new Building/Development Fund
10-52-34	Engineer	GENERAL FUND - PLANNING & ZONING	Expenditure	-	-	-	-	-	-	Moved to new Building/Development Fund
10-52-35	Phone Reimbursement	GENERAL FUND - PLANNING & ZONING	Expenditure	-	-	508	1,200	300	(900)	Moved to new Building/Development Fund
10-52-74	Capital Outlay-Equipment	GENERAL FUND - PLANNING & ZONING	Expenditure	-	-	-	1,000	-	(1,000)	Moved to new Building/Development Fund

Highland City FY2024 Proposed Tentative Budget

Account #	Account Name	Division	Type	FY2021	FY2022	YTD through 1/31/2023	FY2023	FY2024	FY2023 to FY2024	Notes
				Actual	Actual	Actual	Budget	Proposed Tentative Budget	Change	
10-53-11	Salaries/Wages	GENERAL FUND - EDUCATION AND PRO	Expenditure	-	1,682	345	8,837	9,937	1,100	
10-53-12	Overtime	GENERAL FUND - EDUCATION AND PRO	Expenditure	-	-	-	-	500	500	
10-53-13	Employee Benefits	GENERAL FUND - EDUCATION AND PRO	Expenditure	-	184	36	784	889	106	
10-54-31	Lone Peak Public Safety Dist.	GENERAL FUND - POLICE DEPARTMENT	Expenditure	2,228,836	2,266,969	1,568,617	2,689,059	2,873,225	184,166	4% salary increases
10-54-54	Contributions	GENERAL FUND - POLICE DEPARTMENT	Expenditure	-	-	-	-	-	-	
10-57-11	Administration Expense	GENERAL FUND - EMERGENCY SERVICES	Expenditure	156,070	169,144	112,708	192,180	302,572	110,392	LP share of admin exp increased + \$20K for LP share of payroll software; City will see add'l revenue through billing to LP, offsetting most of increase
10-57-31	Lone Peak Public Safety Dist	GENERAL FUND - EMERGENCY SERVICES	Expenditure	1,813,536	1,831,985	1,200,742	2,058,415	2,185,542	127,127	Step plan salary increases (~5.3%)
10-58-11	Salaries/Wages	GENERAL FUND - BUILDING INSPECTION	Expenditure	132,236	156,519	108,589	187,030	-	(187,030)	Moved to new Building/Development Fund
10-58-12	Overtime	GENERAL FUND - BUILDING INSPECTION	Expenditure	111	2,014	5,041	5,000	-	(5,000)	Moved to new Building/Development Fund
10-58-13	Employee Benefits	GENERAL FUND - BUILDING INSPECTION	Expenditure	39,577	66,199	56,710	93,578	-	(93,578)	Moved to new Building/Development Fund
10-58-14	Salaries/Benefits to Bldg	GENERAL FUND - BUILDING INSPECTION	Expenditure	-	-	-	-	-	-	Moved to new Building/Development Fund
10-58-21	Professional Org. Memberships	GENERAL FUND - BUILDING INSPECTION	Expenditure	175	766	360	300	175	(125)	Moved to new Building/Development Fund
10-58-23	Mileage Reimbursement	GENERAL FUND - BUILDING INSPECTION	Expenditure	-	-	29	400	25	(375)	Moved to new Building/Development Fund
10-58-24	Tools, Supplies & Postage	GENERAL FUND - BUILDING INSPECTION	Expenditure	172	163	68	200	50	(150)	Moved to new Building/Development Fund
10-58-25	Fuel Expenditure Vehicles	GENERAL FUND - BUILDING INSPECTION	Expenditure	1,324	1,984	1,776	3,000	875	(2,125)	Moved to new Building/Development Fund
10-58-26	Technical Manuals & Code Books	GENERAL FUND - BUILDING INSPECTION	Expenditure	-	1,347	-	2,250	50	(2,200)	Moved to new Building/Development Fund
10-58-27	Vehicle Maintenance	GENERAL FUND - BUILDING INSPECTION	Expenditure	-	-	-	-	-	-	Moved to new Building/Development Fund
10-58-28	Software	GENERAL FUND - BUILDING INSPECTION	Expenditure	2,500	1,523	2,548	3,000	875	(2,125)	Moved to new Building/Development Fund
10-58-29	Cell Phone	GENERAL FUND - BUILDING INSPECTION	Expenditure	810	1,112	1,410	2,000	750	(1,250)	Moved to new Building/Development Fund
10-58-31	Professional & Tech. Services	GENERAL FUND - BUILDING INSPECTION	Expenditure	3,384	59,431	42,921	40,000	-	(40,000)	Moved to new Building/Development Fund
10-58-33	Continuing Education	GENERAL FUND - BUILDING INSPECTION	Expenditure	1,075	2,114	1,889	3,700	1,350	(2,350)	Moved to new Building/Development Fund
10-58-38	Uniforms	GENERAL FUND - BUILDING INSPECTION	Expenditure	560	919	-	600	125	(475)	Moved to new Building/Development Fund
10-58-74	Capital Outlay-Equipment	GENERAL FUND - BUILDING INSPECTION	Expenditure	285	82,297	-	41,000	-	(41,000)	Moved to new Building/Development Fund
10-58-75	Internal Service IT Expense	GENERAL FUND - BUILDING INSPECTION	Expenditure	960	1,555	-	2,230	558	(1,672)	Moved to new Building/Development Fund
10-60-11	Salaries/Wages	GENERAL FUND - STREETS AND ROADS	Expenditure	199,916	183,683	117,309	196,389	116,615	(79,774)	
10-60-12	Overtime	GENERAL FUND - STREETS AND ROADS	Expenditure	1,081	2,145	7,187	2,000	5,000	3,000	Overtime requested to adjust to reflect FY2023 expenses
10-60-13	Employee Benefits	GENERAL FUND - STREETS AND ROADS	Expenditure	87,393	95,034	70,281	100,831	64,687	(36,144)	
10-60-14	Salaries/Wages Part-Time	GENERAL FUND - STREETS AND ROADS	Expenditure	-	-	128	2,000	3,691	1,691	
10-60-15	Overtime Snow Removal	GENERAL FUND - STREETS AND ROADS	Expenditure	8,608	4,925	12,519	10,000	10,000	-	
10-60-16	Radio Maintenance	GENERAL FUND - STREETS AND ROADS	Expenditure	300	320	120	750	750	-	
10-60-17	Mobile Telephones	GENERAL FUND - STREETS AND ROADS	Expenditure	2,337	2,990	2,400	2,350	3,500	1,150	Adjusted to reflect FY2022 expenses and inflation
10-60-27	Street Light Power	GENERAL FUND - STREETS AND ROADS	Expenditure	63,177	66,312	41,583	72,000	72,000	-	
10-60-28	Street Light Repair	GENERAL FUND - STREETS AND ROADS	Expenditure	6,770	10,798	11,656	15,000	17,000	2,000	Adjusted to reflect increased costs of light fixtures
10-60-30	Bldg Maintenance & Utilities	GENERAL FUND - STREETS AND ROADS	Expenditure	2,602	2,681	2,386	3,500	3,500	-	
10-60-31	Rep.Potholes, Crack Seal, Etc.	GENERAL FUND - STREETS AND ROADS	Expenditure	36,055	59,794	29,649	100,000	100,000	-	
10-60-33	Continuing Education	GENERAL FUND - STREETS AND ROADS	Expenditure	1,641	1,874	642	2,500	2,500	-	
10-60-34	Prof and Tech Services	GENERAL FUND - STREETS AND ROADS	Expenditure	-	-	-	17,500	10,000	(7,500)	General design monies to accommodate the unforeseen
10-60-35	Professional Org. Memberships	GENERAL FUND - STREETS AND ROADS	Expenditure	199	-	-	-	250	250	Funds requested to pay for UAPA membership
10-60-36	Office Supplies	GENERAL FUND - STREETS AND ROADS	Expenditure	101	235	264	500	500	-	
10-60-37	Sidewalk Repair & Maint	GENERAL FUND - STREETS AND ROADS	Expenditure	49,797	68,254	15,414	74,000	174,000	100,000	\$100K net expense to City after Safe Routes to School grant (\$230K less \$130K grant proceeds)
10-60-38	Uniforms & Safety Wear	GENERAL FUND - STREETS AND ROADS	Expenditure	2,137	2,717	781	2,500	2,500	-	
10-60-39	Street Striping	GENERAL FUND - STREETS AND ROADS	Expenditure	15,138	20,691	19,717	20,000	25,000	5,000	Adjusted to reflect increased striping costs
10-60-40	School Crossing Maintenance	GENERAL FUND - STREETS AND ROADS	Expenditure	1,542	1,538	1,407	1,500	3,000	1,500	Adjusted to reflect increased striping costs
10-60-41	Pedestrian Crossings	GENERAL FUND - STREETS AND ROADS	Expenditure	1,460	1,351	4,992	14,000	14,000	-	
10-60-42	Technical Manuals & Code Books	GENERAL FUND - STREETS AND ROADS	Expenditure	-	-	-	-	200	200	Minimal amount to provide for any needed materials
10-60-47	Public Works Shop Tools & Sup	GENERAL FUND - STREETS AND ROADS	Expenditure	6,534	4,453	2,558	3,500	3,500	-	
10-60-48	Streets, Traffic, & Warn Signs	GENERAL FUND - STREETS AND ROADS	Expenditure	9,858	19,781	18,708	15,000	20,000	5,000	Increased due to more LED signage being installed now.
10-60-49	Snow Removal	GENERAL FUND - STREETS AND ROADS	Expenditure	6,291	3,167	-	-	-	-	
10-60-50	Equipment Repair & Maintenance	GENERAL FUND - STREETS AND ROADS	Expenditure	626	301	62	-	-	-	
10-60-51	Fuel Expense Vehicles	GENERAL FUND - STREETS AND ROADS	Expenditure	5,594	12,125	6,606	11,000	13,100	2,100	(Added \$2,100 toward new fuel tanks) - \$16,700 total cost in FY24
10-60-52	Snow Removal:Salt	GENERAL FUND - STREETS AND ROADS	Expenditure	29,621	43,864	35,915	55,000	55,000	-	
10-60-53	Snow Removal:Equipment Maint	GENERAL FUND - STREETS AND ROADS	Expenditure	16,430	10,166	5,072	15,000	25,000	10,000	Snow plow blades (\$2,178 each) - 12 needed per season
10-60-54	Snow Removal:Fuel & Oil	GENERAL FUND - STREETS AND ROADS	Expenditure	2,700	3,382	5,306	6,500	8,600	2,100	(Added \$2,100 toward new fuel tanks) - \$16,700 total cost in FY24

Highland City FY2024 Proposed Tentative Budget

Account #	Account Name	Division	Type	FY2021	FY2022	YTD through 1/31/2023	FY2023	FY2024	FY2023 to FY2024	Notes
				Actual	Actual	Actual	Budget	Proposed Tentative Budget	Change	
10-60-56	Maintenance & Repair: Trucks	GENERAL FUND - STREETS AND ROADS	Expenditure	7,825	15,505	8,128	15,000	15,000	-	
10-60-57	Maintenance & Repair:Equipment	GENERAL FUND - STREETS AND ROADS	Expenditure	11,048	8,720	1,380	25,000	25,000	-	
10-60-58	Snow Removal Equipment	GENERAL FUND - STREETS AND ROADS	Expenditure	1,174	14,147	729	25,000	25,000	-	
10-60-59	Capital Equipment Purchases	GENERAL FUND - STREETS AND ROADS	Expenditure	138,450	-	-	-		-	
10-60-60	Snow Removal Equipment	GENERAL FUND - STREETS AND ROADS	Expenditure	-	-	48	-	-	-	
10-60-61	Drug Testing	GENERAL FUND - STREETS AND ROADS	Expenditure	607	543	490	600	700	100	Anticipated inflation
10-60-73	Capital Outlay-Improvements	GENERAL FUND - STREETS AND ROADS	Expenditure	-	2,450	-	7,000	7,000	-	
10-60-74	Capital Outlay-Equipment	GENERAL FUND - STREETS AND ROADS	Expenditure	-	97,814	-	-	10,000	10,000	Portion of new pickup truck (3 new trucks = \$170,000 total)
10-60-75	Capital Outlay-Special Proj	GENERAL FUND - STREETS AND ROADS	Expenditure	-	-	-	-	-	-	
10-60-76	Internal Service IT Expense	GENERAL FUND - STREETS AND ROADS	Expenditure	1,670	1,450	-	1,790	1,790	-	
10-66-11	Salaries/Wages	GENERAL FUND - ENGINEER	Expenditure	79,927	107,546	68,601	121,247	77,488	(43,759)	
10-66-12	Overtime	GENERAL FUND - ENGINEER	Expenditure	-	118	68	-	500	500	Need a nominal amount to accommodate unforeseen, See FY22
10-66-13	Employee Benefits	GENERAL FUND - ENGINEER	Expenditure	48,112	47,869	29,981	51,837	33,254	(18,583)	
10-66-14	Other Benefits	GENERAL FUND - ENGINEER	Expenditure	-	-	-	-	-	-	
10-66-29	Highland City PE Tracking Cost	GENERAL FUND - ENGINEER	Expenditure	-	-	152	20,000	10,000	(10,000)	
10-66-30	Car Allowance	GENERAL FUND - ENGINEER	Expenditure	4,205	3,327	1,837	4,800	4,800	-	
10-66-31	Professiona & Tech Services	GENERAL FUND - ENGINEER	Expenditure	83,833	73,651	44,294	70,000	70,000	-	
10-66-32	GIS Survey	GENERAL FUND - ENGINEER	Expenditure	575	2,925	2,842	8,000	10,000	2,000	We would like to increased our GIS accuracy efforts, and increased software costs
10-66-33	Equipment-Supplies & Maint	GENERAL FUND - ENGINEER	Expenditure	-	-	976	-	1,000	1,000	
10-66-34	Fuel and Oil	GENERAL FUND - ENGINEER	Expenditure	-	-	-	-	-	-	
10-66-35	Continuing Education	GENERAL FUND - ENGINEER	Expenditure	1,226	1,334	1,329	1,700	2,000	300	Inflationary adjustment
10-66-36	Office Supplies	GENERAL FUND - ENGINEER	Expenditure	-	-	-	-	-	-	
10-66-37	Telephone Reimbursement	GENERAL FUND - ENGINEER	Expenditure	1,115	1,198	675	1,080	1,080	-	
10-66-38	Uniforms	GENERAL FUND - ENGINEER	Expenditure	100	200	-	200	300	100	Andy, Jeff, Mike \$100 Each
10-66-39	Books, Memberships, & Subscrip	GENERAL FUND - ENGINEER	Expenditure	-	193	267	300	300	-	
10-66-40	Overhead Allocation	GENERAL FUND - ENGINEER	Expenditure	-	-	-	-	-	-	
10-66-42	Technical Manuals & Code Books	GENERAL FUND - ENGINEER	Expenditure	-	-	-	-	200	200	nominal amount to accommodate needs
10-66-74	Capital Outlay-Equipment	GENERAL FUND - ENGINEER	Expenditure	-	-	-	-	-	-	
10-70-11	Salaries/Wages	GENERAL FUND - PARKS & RECREATION	Expenditure	92,098	130,245	74,040	168,397	135,422	(32,976)	
10-70-12	Overtime	GENERAL FUND - PARKS & RECREATION	Expenditure	3,333	7,288	4,878	7,500	9,000	1,500	Adjusted to match anticipated FY23 expenses
10-70-13	Employee Benefits	GENERAL FUND - PARKS & RECREATION	Expenditure	55,621	73,050	42,274	59,199	73,623	14,424	
10-70-14	Seasonal Employees	GENERAL FUND - PARKS & RECREATION	Expenditure	70,431	67,242	58,777	100,000	109,000	9,000	Adjusted to match FY2023 anticipated expenses with 6.5% increase (31% parks, 63% OS, 6% Cem.)
10-70-15	Radio Maintenance & Tower Rent	GENERAL FUND - PARKS & RECREATION	Expenditure	-	-	-	-	-	-	
10-70-16	Mobile Telephones	GENERAL FUND - PARKS & RECREATION	Expenditure	3,904	4,445	2,607	4,000	5,000	1,000	Adding additional phones so seasonal crew chiefs do not use their phones
10-70-17	Public Works Bldg Utilities	GENERAL FUND - PARKS & RECREATION	Expenditure	1,241	2,308	2,162	3,500	3,500	-	
10-70-21	Org. and Training Memberships	GENERAL FUND - PARKS & RECREATION	Expenditure	326	285	290	500	500	-	
10-70-22	Water Park Maintenance	GENERAL FUND - PARKS & RECREATION	Expenditure	1,548	13,239	1,906	5,000	7,000	2,000	Aging Equipment
10-70-24	Playground Maintenance & Rep.	GENERAL FUND - PARKS & RECREATION	Expenditure	7,779	745	44	4,000	4,000	-	
10-70-25	Equipment-Supplies & Maint.	GENERAL FUND - PARKS & RECREATION	Expenditure	8,342	11,905	9,718	7,500	9,000	1,500	Average of FY21 & FY22 expenditures
10-70-26	Water Park Chemicals	GENERAL FUND - PARKS & RECREATION	Expenditure	1,814	3,662	1,173	5,000	5,000	-	
10-70-27	Power for Parks, Clocks, & Tim	GENERAL FUND - PARKS & RECREATION	Expenditure	4,363	4,885	2,701	5,000	5,200	200	Additional clocks at Mtn. Ridge & Ridgeview Parkways
10-70-28	Recreation	GENERAL FUND - PARKS & RECREATION	Expenditure	(45)	(130)	(295)	30,000	30,000	-	Equestrian center expense
10-70-29	Sprinkler Parts & Replacement	GENERAL FUND - PARKS & RECREATION	Expenditure	9,496	10,019	5,475	10,000	15,000	5,000	Increased sprinkler parts expenses
10-70-30	Vehicle Maintenance & Repair	GENERAL FUND - PARKS & RECREATION	Expenditure	7,318	6,412	(3,739)	9,000	9,000	-	
10-70-31	Park Maintenance Contract	GENERAL FUND - PARKS & RECREATION	Expenditure	-	889	-	4,500	4,500	-	
10-70-32	Water Park Utilities	GENERAL FUND - PARKS & RECREATION	Expenditure	2,257	3,797	3,266	5,000	5,000	-	
10-70-33	Lawn Equipment Maintenance	GENERAL FUND - PARKS & RECREATION	Expenditure	8,857	12,272	5,907	12,000	13,000	1,000	Parts prices have increased due to inflation
10-70-34	Fuel and Oil	GENERAL FUND - PARKS & RECREATION	Expenditure	5,537	15,098	9,176	13,000	15,100	2,100	(Added \$2,100 toward new fuel tanks) - \$16,700 total cost in FY24
10-70-35	Continuing Education	GENERAL FUND - PARKS & RECREATION	Expenditure	388	3,075	507	3,000	3,200	200	Adjusted to reflect past expenditures
10-70-36	Office Supplies	GENERAL FUND - PARKS & RECREATION	Expenditure	65	339	85	500	500	-	
10-70-37	Uniforms & Safety Wear	GENERAL FUND - PARKS & RECREATION	Expenditure	1,783	3,308	909	2,750	3,500	750	Adjusted to reflect FY22 expenditures
10-70-38	Trail Maintenance	GENERAL FUND - PARKS & RECREATION	Expenditure	-	65,242	10,295	70,000	70,000	-	
10-70-39	Fertilizer & Weed Killer	GENERAL FUND - PARKS & RECREATION	Expenditure	26,917	21,303	16,602	39,000	39,000	-	

Highland City FY2024 Proposed Tentative Budget

Account #	Account Name	Division	Type	FY2021	FY2022	YTD through 1/31/2023	FY2023	FY2024	FY2023 to FY2024	Notes
				Actual	Actual	Actual	Budget	Proposed Tentative Budget	Change	
10-70-40	Public Works Shop Tools & Supp	GENERAL FUND - PARKS & RECREATION	Expenditure	1,298	2,110	492	2,000	2,000	-	
10-70-41	Arbor Day Tree Purchases	GENERAL FUND - PARKS & RECREATION	Expenditure	28,495	28,472	-	30,000	30,000	-	
10-70-42	Replacement Trees & Maint	GENERAL FUND - PARKS & RECREATION	Expenditure	8,754	8,216	600	10,000	10,000	-	Renamed account to reflect current use
10-70-43	Tree Tools & Vehicle	GENERAL FUND - PARKS & RECREATION	Expenditure	-	-	39	-	-	-	
10-70-44	Highland Glen Park Improvement	GENERAL FUND - PARKS & RECREATION	Expenditure	7,110	15,074	29,811	60,495	43,500	(16,995)	FY23 projects - security cameras, asphalt tailings
10-70-45	UT Cnty Murdock Trail Maint	GENERAL FUND - PARKS & RECREATION	Expenditure	8,433	4,289	1,983	8,500	8,500	-	
10-70-46	Mtn Ridge Park Maint	GENERAL FUND - PARKS & RECREATION	Expenditure	-	-	-	-	43,000	43,000	Renamed account to reflect current use Initial separation of Mtn Ridge costs to gauge ongoing exp
10-70-47	Charging for PI	GENERAL FUND - PARKS & RECREATION	Expenditure	-	108,000	-	108,000	108,000	-	
10-70-48	Restroom Maint. & Port-O-Potty	GENERAL FUND - PARKS & RECREATION	Expenditure	15,915	14,336	8,051	20,000	23,000	3,000	With adding 23 garbage cans, we will use more garbage bags
10-70-49	Parks Equipment Move	GENERAL FUND - PARKS & RECREATION	Expenditure	-	-	-	12,000	16,800	4,800	Storage Unit Expenses - \$1,369 per month
10-70-50	Field Rental Costs (POPotty)	GENERAL FUND - PARKS & RECREATION	Expenditure	1,400	3,169	1,044	3,000	3,000	-	
10-70-51	Disc Golf Expense	GENERAL FUND - PARKS & RECREATION	Expenditure	-	-	-	-	-	-	
10-70-69	Equipment Lease & Maintenance	GENERAL FUND - PARKS & RECREATION	Expenditure	3,507	3,000	-	3,500	3,500	-	
10-70-71	Capital Outlay-Land	GENERAL FUND - PARKS & RECREATION	Expenditure	-	-	-	-	-	-	
10-70-72	Capital Outlay-Buildings	GENERAL FUND - PARKS & RECREATION	Expenditure	-	-	-	-	-	-	
10-70-73	Capital Outlay	GENERAL FUND - PARKS & RECREATION	Expenditure	-	-	-	-	-	-	
10-70-74	Equipment Replacement Fund	GENERAL FUND - PARKS & RECREATION	Expenditure	25,000	7,157	6,594	17,000	17,000	-	
10-70-75	Capital Equipment Purchases	GENERAL FUND - PARKS & RECREATION	Expenditure	-	6,667	80,000	-	10,000	10,000	Portion of new pickup truck (3 new trucks = \$170,000 total)
10-70-76	Internal Service IT Expense	GENERAL FUND - PARKS & RECREATION	Expenditure	540	920	-	800	800	-	
10-71-11	Salaries/Wages	GENERAL FUND - CEMETERY	Expenditure	-	-	-	-	-	-	
10-71-12	Overtime	GENERAL FUND - CEMETERY	Expenditure	-	-	-	-	-	-	
10-71-13	Employee Benefits	GENERAL FUND - CEMETERY	Expenditure	52	-	-	-	-	-	
10-71-14	Seasonal Employees	GENERAL FUND - CEMETERY	Expenditure	464	-	-	-	-	-	
10-71-15	Radio Maintenance & Tower Rent	GENERAL FUND - CEMETERY	Expenditure	-	-	-	-	-	-	
10-71-16	Mobile Telephones	GENERAL FUND - CEMETERY	Expenditure	-	-	-	-	-	-	
10-71-17	Public Works Bldg Utilities	GENERAL FUND - CEMETERY	Expenditure	-	-	-	-	-	-	
10-71-18	Public Works Shop Tools & Supp	GENERAL FUND - CEMETERY	Expenditure	-	-	-	-	-	-	
10-71-19	Flowers, Mulch, & Tree Replace	GENERAL FUND - CEMETERY	Expenditure	-	-	-	-	-	-	
10-71-20	Sprinkler Repair & Maintenance	GENERAL FUND - CEMETERY	Expenditure	-	-	-	-	-	-	
10-71-21	Fertilizer & Weed Killer	GENERAL FUND - CEMETERY	Expenditure	-	-	-	-	-	-	
10-71-24	Operation & Maintenance	GENERAL FUND - CEMETERY	Expenditure	-	-	-	-	-	-	
10-71-25	Fuel and Oil	GENERAL FUND - CEMETERY	Expenditure	-	-	-	-	-	-	
10-71-26	Equip Repairs & Maint	GENERAL FUND - CEMETERY	Expenditure	-	-	-	-	-	-	
10-71-27	Equip Supplies	GENERAL FUND - CEMETERY	Expenditure	-	-	-	-	-	-	
10-71-28	Equipment Lease & Maintenance	GENERAL FUND - CEMETERY	Expenditure	-	-	-	-	-	-	
10-71-31	Engineering	GENERAL FUND - CEMETERY	Expenditure	-	-	-	-	-	-	
10-71-69	Capital Equipment Purchases	GENERAL FUND - CEMETERY	Expenditure	-	-	-	-	-	-	
10-71-73	Land Purchase	GENERAL FUND - CEMETERY	Expenditure	-	-	-	-	-	-	
10-71-74	Capital Outlay	GENERAL FUND - CEMETERY	Expenditure	-	-	-	-	-	-	
10-71-75	Cemetery Project Reserve Fund	GENERAL FUND - CEMETERY	Expenditure	-	-	-	-	-	-	
10-71-76	Bad Debt Expense	GENERAL FUND - CEMETERY	Expenditure	-	-	-	-	-	-	
10-72-11	Salaries/Wages	GENERAL FUND - COMMUNITY EVENTS	Expenditure	29,912	27,718	10,869	43,176	37,123	(6,053)	
10-72-12	Overtime	GENERAL FUND - COMMUNITY EVENTS	Expenditure	3,345	2,893	20	4,500	4,500	-	
10-72-13	Employee Benefits	GENERAL FUND - COMMUNITY EVENTS	Expenditure	8,765	8,513	2,835	8,066	5,436	(2,630)	
10-72-23	Mileage Reimbursement	GENERAL FUND - COMMUNITY EVENTS	Expenditure	13	224	79	300	300	-	
10-72-24	Office Supplies & Postage	GENERAL FUND - COMMUNITY EVENTS	Expenditure	-	-	-	-	-	-	
10-72-28	Mobile Phone	GENERAL FUND - COMMUNITY EVENTS	Expenditure	680	733	514	810	800	(10)	
10-72-30	Uniforms	GENERAL FUND - COMMUNITY EVENTS	Expenditure	150	-	-	150	150	-	
10-72-31	Port-O-Potty Rental	GENERAL FUND - COMMUNITY EVENTS	Expenditure	-	-	-	-	-	-	
10-72-33	Continuing Education	GENERAL FUND - COMMUNITY EVENTS	Expenditure	315	8	-	250	250	-	
10-72-35	Community Center Utilities	GENERAL FUND - COMMUNITY EVENTS	Expenditure	2,779	3,177	2,180	4,000	4,000	-	
10-72-36	Community Center Bldg Maint.	GENERAL FUND - COMMUNITY EVENTS	Expenditure	4,474	5,738	2,555	7,000	7,000	-	
10-72-53	Miss North Utah County Pagent	GENERAL FUND - COMMUNITY EVENTS	Expenditure	-	-	-	-	-	-	
10-72-54	Community Enrichment Grant	GENERAL FUND - COMMUNITY EVENTS	Expenditure	-	-	-	-	-	-	

Highland City FY2024 Proposed Tentative Budget

				FY2021	FY2022	YTD through 1/31/2023	FY2023	FY2024	FY2023 to FY2024	
Account #	Account Name	Division	Type	Actual	Actual	Actual	Budget	Proposed Tentative Budget	Change	Notes
10-72-55	Highland Fling Expense	GENERAL FUND - COMMUNITY EVENTS	Expenditure	20,273	48,496	43,151	55,000	55,000	-	
10-72-56	Distinguished YW of Highland	GENERAL FUND - COMMUNITY EVENTS	Expenditure	-	-	-	-	-	-	
10-72-57	Rodeo	GENERAL FUND - COMMUNITY EVENTS	Expenditure	-	-	-	-	-	-	
10-72-59	Cultural Arts	GENERAL FUND - COMMUNITY EVENTS	Expenditure	3,000	3,000	3,000	3,000	3,000	-	
10-72-60	City Beautification	GENERAL FUND - COMMUNITY EVENTS	Expenditure	69	-	18	500	1,000	500	\$500 for additional garden boxes
10-72-61	Tree Committee	GENERAL FUND - COMMUNITY EVENTS	Expenditure	1,817	3,500	-	3,500	3,500	-	
10-72-62	Highland Marketing Campaign	GENERAL FUND - COMMUNITY EVENTS	Expenditure	-	-	-	-	-	-	
10-72-63	Community Enrichment	GENERAL FUND - COMMUNITY EVENTS	Expenditure	16,678	10,415	18,024	21,000	23,500	2,500	Christmas Light Increase, account also includes other event costs
10-72-64	Farmers Market	GENERAL FUND - COMMUNITY EVENTS	Expenditure	-	-	-	-	-	-	
10-72-70	Internal Service IT Expense	GENERAL FUND - COMMUNITY EVENTS	Expenditure	1,130	1,090	-	1,730	1,730	-	
10-73-11	Salaries/Wages	GENERAL FUND - GARBAGE	Expenditure	28,264	28,577	16,629	31,460	29,786	(1,674)	
10-73-12	Overtime	GENERAL FUND - GARBAGE	Expenditure	7	156	151	-	-	-	
10-73-13	Employee Benefits	GENERAL FUND - GARBAGE	Expenditure	11,592	9,507	6,474	12,372	14,619	2,247	
10-73-14	Spring Clean-up Overtime	GENERAL FUND - GARBAGE	Expenditure	1,349	82	-	2,000	2,000	-	
10-73-24	Office Supplies & Postage	GENERAL FUND - GARBAGE	Expenditure	-	-	-	-	-	-	
10-73-25	Equipment-Repairs & Maint	GENERAL FUND - GARBAGE	Expenditure	-	-	-	-	-	-	
10-73-26	Utility Billing	GENERAL FUND - GARBAGE	Expenditure	7,665	8,842	5,644	8,700	8,700	-	
10-73-31	Dump Passes	GENERAL FUND - GARBAGE	Expenditure	-	-	-	-	-	-	
10-73-45	Credit Card Fees	GENERAL FUND - GARBAGE	Expenditure	4,226	4,657	3,222	3,500	3,500	-	
10-73-49	North Pointe Tipping Fees	GENERAL FUND - GARBAGE	Expenditure	261,484	261,258	139,001	292,500	320,000	27,500	Projected growth and rate increase
10-73-50	Hauling Contract	GENERAL FUND - GARBAGE	Expenditure	643,274	694,829	386,811	841,428	900,000	58,572	Projected growth and rate increase
10-73-51	Bad Debt Expense	GENERAL FUND - GARBAGE	Expenditure	-	(10)	2	-	-	-	
10-73-70	Internal Service IT Expense	GENERAL FUND - GARBAGE	Expenditure	400	405	-	380	380	-	
10-73-80	Indirect Overhead	GENERAL FUND - GARBAGE	Expenditure	-	-	-	-	-	-	
10-90-90	Transfer to Capital Imp Fund	GENERAL FUND - TRANSFERS	Expenditure	1,063,000	3,068,200	1,894,687	2,844,592	1,690,000	(1,154,592)	1/2 of B&C revenue (\$500K); \$950K to Parks Bldg; \$240K snowplow
10-90-91	Transfer to Debt Service Fund	GENERAL FUND - TRANSFERS	Expenditure	1,256,698	869,433	-	186,373	499,000	312,627	Bond payments
10-90-92	Transfer From Utility Fund	GENERAL FUND - TRANSFERS	Expenditure	-	-	-	-	-	-	
10-90-93	Transfer to Library Fund	GENERAL FUND - TRANSFERS	Expenditure	-	-	-	-	-	-	
10-90-95	Appropriated Increase Fund Bal	GENERAL FUND - TRANSFERS	Expenditure	-	-	-	-	-	-	
10-90-96	Transfer to Open Space Fund	GENERAL FUND - TRANSFERS	Expenditure	170,000	238,336	-	270,941	741,659	470,718	Assumes open space fee eliminated
10-90-97	Transfer to Enterprise Fund	GENERAL FUND - TRANSFERS	Expenditure	-	-	-	-	-	-	
10-90-98	Transfer to Cem. Perpet. Fund	GENERAL FUND - TRANSFERS	Expenditure	12,000	6,474	-	-	-	-	
			Expenditure Total					13,187,057		

Highland City FY2024 Proposed Tentative Budget

				FY2021	FY2022	YTD through 1/31/2023	FY2023	FY2024	FY2023 to FY2024	
Account #	Account Name	Division	Type	Actual	Actual	Actual	Budget	Proposed Tentative Budget	Change	Notes
20-30-90	Transfer from Cap Project Fund	Highland Open Space SSD - Tranfers	Revenue	-	-	-	-	-	-	
20-30-91	Transfer from General Fund	Highland Open Space SSD - Tranfers	Revenue	(170,000)	(238,336)	-	(270,941)	(741,659)	(470,718)	Assumes open space fee eliminated
20-32-01	Open Space Fee	Highland Open Space SSD - Fees	Revenue	(294,136)	(296,921)	(173,856)	(295,200)	-	295,200	Assumes open space fee eliminated
20-34-10	Sale of Property	Highland Open Space SSD - Property Sale	Revenue	(25,613)	(353,880)	(145,586)	(48,740)	(10,000)	38,740	
20-36-10	Interest Earnings	Highland Open Space SSD - OTHER REVENUE	Revenue	(2,230)	(2,277)	(8,380)	(1,500)	(10,000)	(8,500)	PTIF interest rates increased
20-39-90	PY Carryover Budgeted	Highland Open Space SSD - PY Carryover	Revenue	-	-	-	(248,097)	-	248,097	
			Revenue Total					(761,659)		

Highland City FY2024 Proposed Tentative Budget

				FY2021	FY2022	YTD through 1/31/2023	FY2023	FY2024	FY2023 to FY2024	
Account #	Account Name	Division	Type	Actual	Actual	Actual	Budget	Proposed Tentative Budget	Change	Notes
20-40-80	Indirect Overhead	Highland Open Space SSD - Indirect Overhead	Expenditure	-	-	-	-	-	-	
20-43-11	Salaries/Wages	Highland Open Space SSD - EXPENDITURE	Expenditure	90,116	119,942	66,836	122,589	136,795	14,206	
20-43-12	Overtime	Highland Open Space SSD - EXPENDITURE	Expenditure	531	2,892	4,895	3,500	6,000	2,500	Adjusted to match FY2023 expenses
20-43-13	Employee Benefits	Highland Open Space SSD - EXPENDITURE	Expenditure	61,735	71,656	44,618	54,793	73,207	18,414	
20-43-14	Seasonal Employees	Highland Open Space SSD - EXPENDITURE	Expenditure	143,132	135,419	118,386	140,000	220,000	80,000	Adjusted to match FY2023 anticipated expenses with 6.5% increase (31% parks, 63% OS, 6% Cem.)
20-43-15	Radio Maintenance & Tower Rent	Highland Open Space SSD - EXPENDITURE	Expenditure	-	-	-	-	-	-	
20-43-16	Mobile Telephones	Highland Open Space SSD - EXPENDITURE	Expenditure	-	-	-	-	-	-	
20-43-17	Public Works Bldg Utilities	Highland Open Space SSD - EXPENDITURE	Expenditure	1,565	2,308	2,162	3,500	3,500	-	
20-43-18	PW Shop Tools & Supplies	Highland Open Space SSD - EXPENDITURE	Expenditure	1,290	699	259	2,000	2,000	-	
20-43-19	Flowers, Mulch, & Tree Replace	Highland Open Space SSD - EXPENDITURE	Expenditure	-	1,666	1,339	21,890	3,500	(18,390)	FY23 Windsor Meadows Tree Project
20-43-20	Beacon Hills Blvd os Maint	Highland Open Space SSD - EXPENDITURE	Expenditure	-	10,056	-	-	-	-	
20-43-21	Fertilizer & Weed Killer	Highland Open Space SSD - EXPENDITURE	Expenditure	34,525	36,300	26,073	90,000	90,000	-	
20-43-22	Trail Maintenance	Highland Open Space SSD - EXPENDITURE	Expenditure	41,626	66,268	-	92,000	65,000	(27,000)	
20-43-23	Power to Clocks & Lights	Highland Open Space SSD - EXPENDITURE	Expenditure	6,938	7,406	4,089	7,000	7,800	800	Adjusted to reflect FY 22 & Addition of Mercer Hollow Open Space
20-43-24	Uniforms & Safety Wear	Highland Open Space SSD - EXPENDITURE	Expenditure	2,000	1,995	212	2,500	2,500	-	
20-43-25	Office Supplies	Highland Open Space SSD - EXPENDITURE	Expenditure	-	78	-	-	-	-	
20-43-26	Playground Maintenance & Rep.	Highland Open Space SSD - EXPENDITURE	Expenditure	5,037	4,474	3,515	15,000	15,000	-	
20-43-31	Professional & Tech Services	Highland Open Space SSD - EXPENDITURE	Expenditure	-	6,325	7,160	7,500	7,500	-	
20-43-36	Utility Billing	Highland Open Space SSD - EXPENDITURE	Expenditure	8,517	8,842	5,644	8,500	8,500	-	
20-43-45	Credit Card Fees	Highland Open Space SSD - EXPENDITURE	Expenditure	4,226	4,657	3,222	4,000	4,000	-	
20-43-61	Fuel & Oil	Highland Open Space SSD - EXPENDITURE	Expenditure	13,090	23,279	13,416	16,500	18,600	2,100	(Added \$2,100 toward new fuel tanks) - \$16,700 total cost in FY24
20-43-62	Property Maintenance	Highland Open Space SSD - EXPENDITURE	Expenditure	10,741	(59,182)	132,955	135,000	-	(135,000)	PY included Mercer Corner project
20-43-63	Repair and Maintenance	Highland Open Space SSD - EXPENDITURE	Expenditure	15,708	16,359	11,167	15,000	17,000	2,000	Adjusted to match FY22 expenses and inflation
20-43-64	Sprinkler Repair	Highland Open Space SSD - EXPENDITURE	Expenditure	11,863	11,236	23,509	26,850	15,000	(11,850)	Adjusted to match actual expenses
20-43-65	View Point Hillside Trees	Highland Open Space SSD - EXPENDITURE	Expenditure	-	-	-	-	-	-	
20-43-73	Equipment Replacement	Highland Open Space SSD - EXPENDITURE	Expenditure	25,000	-	15,000	50,000	50,000	-	Includes \$25K for Kubota replacement
20-43-74	Capital Outlay	Highland Open Space SSD - EXPENDITURE	Expenditure	2,066	-	27,624	27,800	-	(27,800)	
20-43-75	Internal Service IT Expense	Highland Open Space SSD - EXPENDITURE	Expenditure	660	845	-	720	720	-	
20-43-80	Indirect Overhead	Highland Open Space SSD - EXPENDITURE	Expenditure	8,119	12,795	-	16,130	12,582	(3,548)	
20-43-81	Insurance Expense	Highland Open Space SSD - EXPENDITURE	Expenditure	1,708	1,607	1,857	1,706	2,455	749	
20-90-90	Transfer to General Fund	Highland Open Space SSD - Transfers	Expenditure	-	-	-	-	-	-	
20-90-91	Transfer to Other Funds	Highland Open Space SSD - Transfers	Expenditure	-	-	-	-	-	-	
			Expenditure Total					761,659		

Highland City FY2024 Proposed Tentative Budget

				FY2021	FY2022	YTD through 1/31/2023	FY2023	FY2024	FY2023 to FY2024	
Account #	Account Name	Division	Type	Actual	Actual	Actual	Budget	Proposed Tentative Budget	Change	Notes
21-30-90	Transfer from General Fund	Transfers - Cemetery Perpetual Fund	Revenue	(12,000)	(6,474)	-	(7,865)	-	7,865	
21-32-01	Cemetery Lot Sales	Sales & Operating - Cemetery Perpetual	Revenue	(393,076)	(427,319)	(223,595)	(400,000)	(400,000)	-	
21-32-02	Perpetual Care Cemetery	Sales & Operating - Cemetery Perpetual	Revenue	-	-	-	-	-	-	
21-32-03	Other Income	Sales & Operating - Cemetery Perpetual	Revenue	-	(8,600)	-	-	-	-	
21-36-10	Interest Earnings	Cemetery Perpetual Fund - Other Income	Revenue	(458)	(1,914)	(4,590)	(500)	(5,000)	(4,500)	PTIF interest rates increased
21-39-90	PY Carryover Budgeted	Cemetery Perpetual Fund - PY Carryover	Revenue	-	-	-	(158,454)	(212,860)	(54,406)	PY net revenue = transfer to GF for land purchase
			Revenue Total					(617,860)		

Highland City FY2024 Proposed Tentative Budget

				FY2021	FY2022	YTD through 1/31/2023	FY2023	FY2024	FY2023 to FY2024	
Account #	Account Name	Division	Type	Actual	Actual	Actual	Budget	Proposed Tentative Budget	Change	Notes
21-43-11	Salaries/Wages	Operating Expense - Cemetery Perpetua	Expenditure	58,362	67,272	39,250	73,929	77,585	3,655	
21-43-12	Overtime	Operating Expense - Cemetery Perpetua	Expenditure	4,952	10,215	4,834	12,000	12,000	-	
21-43-13	Employee Benefits	Operating Expense - Cemetery Perpetua	Expenditure	36,726	42,719	24,713	34,805	46,630	11,825	
21-43-14	Seasonal Employees	Operating Expense - Cemetery Perpetua	Expenditure	13,168	12,897	12,898	22,000	21,000	(1,000)	Adjusted to match FY2023 anticipated expenses with 6.5% increase (31% parks, 63% OS, 6% Cem.)
21-43-15	Radiio Maint. & Tower Rent	Operating Expense - Cemetery Perpetua	Expenditure	-	-	-	-	-	-	
21-43-16	Mobile Telephones	Operating Expense - Cemetery Perpetua	Expenditure	-	-	-	-	-	-	
21-43-17	Public Works Bldg Utilities	Operating Expense - Cemetery Perpetua	Expenditure	1,254	1,343	971	2,000	2,000	-	
21-43-18	Public Works Shop Tools & Supp	Operating Expense - Cemetery Perpetua	Expenditure	5,576	1,547	401	1,800	1,800	-	
21-43-19	Flowers, Mulch & Tree Replace	Operating Expense - Cemetery Perpetua	Expenditure	-	1,732	1,205	4,000	4,000	-	
21-43-20	Sprinkler Repair & Maintenance	Operating Expense - Cemetery Perpetua	Expenditure	5,121	10,355	3,580	3,500	6,000	2,500	Increased sprinkler prices (inflation), adjustment to FY 2023 expenses
21-43-21	Fertilizer & Weed Killer	Operating Expense - Cemetery Perpetua	Expenditure	13,512	8,201	5,477	15,000	15,000	-	
21-43-24	Operations & Maintenance	Operating Expense - Cemetery Perpetua	Expenditure	4,420	1,626	522	5,500	5,500	-	
21-43-25	Fuel & Oil	Operating Expense - Cemetery Perpetua	Expenditure	1,885	1,864	2,209	2,500	3,500	1,000	(Added \$1,000 toward new fuel tanks) - \$16,700 total cost in FY24
21-43-26	Equip. Repairs & Maint.	Operating Expense - Cemetery Perpetua	Expenditure	3,528	2,812	1,849	3,500	3,500	-	
21-43-27	Equipment Supplies	Operating Expense - Cemetery Perpetua	Expenditure	-	-	-	-	-	-	
21-43-28	Equipment Lease & Maintenance	Operating Expense - Cemetery Perpetua	Expenditure	3,482	3,157	577	3,500	3,500	-	
21-43-31	Engineering/Professional Svcs	Operating Expense - Cemetery Perpetua	Expenditure	-	2,125	-	-	-	-	
21-43-36	GIS Maint & Software	Operating Expense - Cemetery Perpetua	Expenditure	-	-	-	-	1,500	1,500	Renamed account to reflect current use
21-43-69	Office Equipment/IT	Operating Expense - Cemetery Perpetua	Expenditure	330	-	620	6,200	1,200	(5,000)	Temporary Grave Markers (\$700), General I.T. (\$500)
21-43-74	Capital Outlay	Operating Expense - Cemetery Perpetua	Expenditure	-	57,737	101,709	112,865	48,000	(64,865)	Small storage structure for new equipment
21-43-75	Internal Service IT Expense	Operating Expense - Cemetery Perpetua	Expenditure	460	805	-	640	640	-	
21-43-76	Bad Debt Expense	Operating Expense - Cemetery Perpetua	Expenditure	-	-	-	-	-	-	
21-43-80	Indirect Overhead	Operating Expense - Cemetery Perpetua	Expenditure	2,129	3,845	-	10,122	4,550	(5,572)	
21-43-81	Insurance Expense	Operating Expense - Cemetery Perpetua	Expenditure	991	475	1,077	913	888	(25)	
21-90-90	Transfer to General Fund	Cemetery Perpetual Fund - TRANSFERS	Expenditure	-	242,234	-	252,044	212,860	(39,184)	Net revenue from previous FY
			Expenditure Total					471,652		

Highland City FY2024 Proposed Tentative Budget

				FY2021	FY2022	YTD through 1/31/2023	FY2023	FY2024	FY2023 to FY2024	
Account #	Account Name	Division	Type	Actual	Actual	Actual	Budget	Proposed Tentative Budget	Change	Notes
22-30-90	Transfer from General Fund	Library Fund - Transfer In	Revenue	-	-	-	-	-	-	
22-31-10	Property Taxes	Library Fund - Tax Revenue	Revenue	(280,462)	(279,868)	(289,153)	(288,000)	(309,836)	(21,836)	Estimated increase over PY based on 2022 bldg activity
22-31-11	Delinquent Property Taxes	Library Fund - Tax Revenue	Revenue	(21,577)	(19,995)	(9,366)	(20,000)	(19,000)	1,000	
22-31-12	Motor Vehicle Tax	Library Fund - Tax Revenue	Revenue	(24,373)	(24,641)	(13,355)	(22,000)	(24,000)	(2,000)	
22-32-10	Fees & Fines	Library Fund - Fees & Fines	Revenue	(14,589)	(18,050)	(9,483)	(18,000)	(18,000)	-	
22-32-11	Non-Resident Cards	Library Fund - Fees & Fines	Revenue	(27,309)	(32,415)	(19,886)	(32,000)	(32,000)	-	
22-32-12	Proctoring Services	Library Fund - Fees & Fines	Revenue	(1)	(12)	(13)	-	-	-	
22-32-13	Printing	Library Fund - Fees & Fines	Revenue	(1,529)	(1,855)	(778)	(1,800)	(1,800)	-	
22-36-10	Interest Income	Library Fund - Other Income	Revenue	(234)	(510)	(275)	(500)	(500)	-	
22-36-11	Donations	Library Fund - Other Income	Revenue	(307)	(680)	(199)	(200)	(200)	-	
22-36-12	Grants	Library Fund - Other Income	Revenue	(6,813)	(36,340)	(15,502)	(18,720)	(5,000)	13,720	Elimination of COVID grants
22-36-13	Surplus	Library Fund - Other Income	Revenue	-	-	-	-	-	-	
22-39-90	PY Carryover Budget	Library Fund - PY Carryover	Revenue	-	-	-	(14,597)	(18,454)	(3,857)	Prior year savings for carpet replacement
			Revenue Total					(428,790)		

Highland City FY2024 Proposed Tentative Budget

				FY2021	FY2022	YTD through 1/31/2023	FY2023	FY2024	FY2023 to FY2024	
Account #	Account Name	Division	Type	Actual	Actual	Actual	Budget	Proposed Tentative Budget	Change	Notes
22-43-11	Salaries/Wages	Library Fund - Operating Expenses	Expenditure	79,002	88,385	47,418	84,937	86,414	1,476	
22-43-12	Overtime	Library Fund - Operating Expenses	Expenditure	-	-	-	-	-	-	
22-43-13	Employee Benefits	Library Fund - Operating Expenses	Expenditure	45,519	47,205	26,366	44,000	46,595	2,595	
22-43-14	Salaries/Wages Part-Time	Library Fund - Operating Expenses	Expenditure	137,793	137,931	72,377	141,000	144,133	3,133	
22-43-21	Equipment	Library Fund - Operating Expenses	Expenditure	14,653	4,558	502	5,000	5,000	-	
22-43-22	Library Board Expenses	Library Fund - Operating Expenses	Expenditure	72	354	72	9,000	250	(8,750)	
22-43-23	Books & Materials	Library Fund - Operating Expenses	Expenditure	29,194	20,262	17,433	33,000	42,000	9,000	Consistent w/ prior year expenses (including grants)
22-43-25	Mileage Reimbursement	Library Fund - Operating Expenses	Expenditure	96	127	-	300	200	(100)	
22-43-26	Insurance & Bonds	Library Fund - Operating Expenses	Expenditure	-	-	-	-	-	-	
22-43-27	Postage	Library Fund - Operating Expenses	Expenditure	-	327	192	500	500	-	
22-43-28	IT Software	Library Fund - Operating Expenses	Expenditure	13,979	14,085	12,518	25,600	15,000	(10,600)	Switching to Koha will offset raise in cost of Overdrive service.
22-43-29	Printing	Library Fund - Operating Expenses	Expenditure	587	671	701	1,500	800	(700)	Reduction consistent with actual expenses
22-43-30	Programming	Library Fund - Operating Expenses	Expenditure	10,368	12,468	4,178	12,000	12,000	-	
22-43-31	Phone Reimbursement	Library Fund - Operating Expenses	Expenditure	1,838	1,696	1,186	2,160	2,160	-	1 additional staff receiving reimbursement - total now 3
22-43-32	Uniforms/Emp. Misc.	Library Fund - Operating Expenses	Expenditure	631	1,273	331	1,500	1,000	(500)	small reduction here
22-43-33	Continuing Education	Library Fund - Operating Expenses	Expenditure	460	1,163	99	2,500	2,500	-	
22-43-35	Office Supplies	Library Fund - Operating Expenses	Expenditure	3,860	5,059	2,593	5,000	5,000	-	
22-43-50	Grant Expenditures	Library Fund - Operating Expenses	Expenditure	8,843	34,319	11,166	18,720	5,000	(13,720)	CLEF grant: We don't yet know what additional grants will be available next year.
22-43-61	Indirect Overhead	Library Fund - Operating Expenses	Expenditure	5,835	8,114	-	8,254	7,236	(1,018)	
22-43-62	Insurance Expense	Library Fund - Operating Expenses	Expenditure	1,344	899	895	900	1,412	512	
22-43-63	Cross Charge Bldg. Maint.	Library Fund - Operating Expenses	Expenditure	-	-	-	-	-	-	
22-43-64	Cross Charge Bldg. Utilities	Library Fund - Operating Expenses	Expenditure	-	-	-	-	-	-	
22-43-65	Cross Charge Rent	Library Fund - Operating Expenses	Expenditure	-	-	-	-	-	-	
22-43-66	Cross Charge Insurance	Library Fund - Operating Expenses	Expenditure	-	-	-	-	-	-	
22-43-70	Capital Outlay	Library Fund - Operating Expenses	Expenditure	-	-	-	-	35,000	35,000	Carpet replacement
22-43-75	Internal Service IT Expense	Library Fund - Operating Expenses	Expenditure	5,000	15,416	-	16,590	16,590	-	
22-90-90	Transfer to General Fund	Library Fund - Transfers	Expenditure	-	-	-	-	-	-	
			Expenditure Total					428,790		

Highland City FY2024 Proposed Tentative Budget

YTD through										
		FY2021	FY2022	1/31/2023	FY2023	FY2024	FY2023 to FY2024			
Account #	Account Name	Division	Type	Actual	Actual	Actual	Budget	Proposed Tentative Budget	Change	Notes
23-31-30	Parks Tax	Parks Tax - Tax - Tax	Revenue	-	(17,017)	(96,919)	(135,000)	(150,000)	(15,000)	Consistent w/ general sales tax growth
23-36-10	Interest Earnings	Parks Tax - Tax - Other Income - Tax	Revenue	-	(13)	(937)	-	-	-	
			Revenue Total					(150,000)		

Highland City FY2024 Proposed Tentative Budget

YTD through										
		FY2021	FY2022	1/31/2023	FY2023	FY2024	FY2023 to FY2024			
Account #	Account Name	Division	Type	Actual	Actual	Actual	Budget	Proposed Tentative Budget	Change	Notes
23-40-10	Park Expenditures	Parks Tax - Park Tax - Tax	Expenditure	-	-	-	-	150,000	150,000	New account - playground \$150K
			Expenditure Total					150,000		

Highland City FY2024 Proposed Tentative Budget

				FY2021	FY2022	YTD through 1/31/2023	FY2023	FY2024	FY2023 to FY2024	
Account #	Account Name	Division	Type	Actual	Actual	Actual	Budget	Proposed Tentative Budget	Change	Notes
24-32-10	Business Licenses and Permits	BUILDING & DEVELOPMENT FUND - LIC	Revenue	-	-	-	-	-	-	
24-32-21	Building Permits	BUILDING & DEVELOPMENT FUND - LIC	Revenue	-	-	-	-	(500,000)	(500,000)	Rolling 12-months thru Jan 2023 \$1MM, assumes 50% reduction
24-32-22	Building Plan Check Fees	BUILDING & DEVELOPMENT FUND - LIC	Revenue	-	-	-	-	(117,500)	(117,500)	Rolling 12-months thru Jan 2023 \$235K, assumes 50% reduction
24-34-10	Zoning	BUILDING & DEVELOPMENT FUND - FEE	Revenue	-	-	-	-	(4,000)	-	
24-34-11	Planning Review	BUILDING & DEVELOPMENT FUND - FEE	Revenue	-	-	-	-	-	-	
24-34-12	DRC Fee	BUILDING & DEVELOPMENT FUND - FEE	Revenue	-	-	-	-	-	-	
24-34-15	Preliminary Review	BUILDING & DEVELOPMENT FUND - FEE	Revenue	-	-	-	-	(10,000)	(10,000)	Consistent w/ prior years
24-34-16	Final Review	BUILDING & DEVELOPMENT FUND - FEE	Revenue	-	-	-	-	(8,000)	(8,000)	Consistent w/ prior years
24-34-17	Open Space Inspection Fee	BUILDING & DEVELOPMENT FUND - FEE	Revenue	-	-	-	-	-	-	
24-34-18	Public Works Inspection Fee	BUILDING & DEVELOPMENT FUND - FEE	Revenue	-	-	-	-	(20,000)	(20,000)	
24-34-19	Open Space Review Fee	BUILDING & DEVELOPMENT FUND - FEE	Revenue	-	-	-	-	-	-	
24-34-21	Civil Review Fee	BUILDING & DEVELOPMENT FUND - FEE	Revenue	-	-	-	-	(25,000)	(25,000)	Consistent w/ prior years' growth
24-39-90	PY Carryover	BUILDING & DEVELOPMENT FUND	Revenue					(314,189)		
			Revenue Total					(998,689)		

Highland City FY2024 Proposed Tentative Budget

Account #	Account Name	Division	Type	FY2021	FY2022	YTD through 1/31/2023	FY2023	FY2024	FY2023 to FY2024	Notes
				Actual	Actual	Actual	Budget	Proposed Tentative Budget	Change	
24-43-80	Indirect Overhead	BUILDING & DEVELOPMENT FUND	Expenditure	-	-	-	-	17,254	17,254	
24-43-81	Insurance Expense	BUILDING & DEVELOPMENT FUND	Expenditure	-	-	-	-	3,367	3,367	
24-52-11	Salaries/Wages	BUILDING & DEVELOPMENT FUND - PLA	Expenditure	-	-	-	-	132,115	132,115	
24-52-12	Overtime	BUILDING & DEVELOPMENT FUND - PLA	Expenditure	-	-	-	-	1,000	1,000	
24-52-13	Employee Benefits	BUILDING & DEVELOPMENT FUND - PLA	Expenditure	-	-	-	-	65,684	65,684	
24-52-14	Other Benefits	BUILDING & DEVELOPMENT FUND - PLA	Expenditure	-	-	-	-	-	-	
24-52-15	Planning Commission Salaries	BUILDING & DEVELOPMENT FUND - PLA	Expenditure	-	-	-	-	4,032	4,032	
24-52-21	Professional Org. Memberships	BUILDING & DEVELOPMENT FUND - PLA	Expenditure	-	-	-	-	750	750	Added Planning Membership
24-52-22	Public Notices	BUILDING & DEVELOPMENT FUND - PLA	Expenditure	-	-	-	-	750	750	Change in newspaper requirements.
24-52-23	Mileage Reimbursement	BUILDING & DEVELOPMENT FUND - PLA	Expenditure	-	-	-	-	375	375	Code enforcement
24-52-24	Office Supplies & Postage	BUILDING & DEVELOPMENT FUND - PLA	Expenditure	-	-	-	-	-	-	
24-52-25	Special Projects	BUILDING & DEVELOPMENT FUND - PLA	Expenditure	-	-	-	-	120,000	120,000	General Plan Update
24-52-26	Fuel For Vehicles	BUILDING & DEVELOPMENT FUND - PLA	Expenditure	-	-	-	-	-	-	
24-52-27	Postage	BUILDING & DEVELOPMENT FUND - PLA	Expenditure	-	-	-	-	188	188	
24-52-28	Software Licenses	BUILDING & DEVELOPMENT FUND - PLA	Expenditure	-	-	-	-	1,875	1,875	
24-52-29	Car Allowance	BUILDING & DEVELOPMENT FUND - PLA	Expenditure	-	-	-	-	-	-	
24-52-30	Uniforms	BUILDING & DEVELOPMENT FUND - PLA	Expenditure	-	-	-	-	150	150	Code enforcement.
24-52-31	Plat Recording Fees	BUILDING & DEVELOPMENT FUND - PLA	Expenditure	-	-	-	-	1,500	1,500	Consistent with historical spending
24-52-32	Planner	BUILDING & DEVELOPMENT FUND - PLA	Expenditure	-	-	-	-	-	-	
24-52-33	Continuing Education	BUILDING & DEVELOPMENT FUND - PLA	Expenditure	-	-	-	-	3,375	3,375	Added Assitant Admin/Community Development position.
24-52-34	Engineer	BUILDING & DEVELOPMENT FUND - PLA	Expenditure	-	-	-	-	-	-	
24-52-35	Phone Reimbursement	BUILDING & DEVELOPMENT FUND - PLA	Expenditure	-	-	-	-	900	900	
24-52-74	Capital Outlay-Equipment	BUILDING & DEVELOPMENT FUND - PLA	Expenditure	-	-	-	-	-	-	
24-58-11	Salaries/Wages	BUILDING & DEVELOPMENT FUND - BUI	Expenditure	-	-	-	-	205,772	205,772	Allocations to new Bldg fund
24-58-12	Overtime	BUILDING & DEVELOPMENT FUND - BUI	Expenditure	-	-	-	-	5,000	5,000	Additional workload with Ridgeview.
24-58-13	Employee Benefits	BUILDING & DEVELOPMENT FUND - BUI	Expenditure	-	-	-	-	118,704	118,704	
24-58-14	Salaries to Bldg	BUILDING & DEVELOPMENT FUND - BUI	Expenditure	-	-	-	-	166,227	166,227	
24-58-15	Benefits to Bldg	BUILDING & DEVELOPMENT FUND - BUI	Expenditure	-	-	-	-	95,173	95,173	
24-58-21	Professional Org. Memberships	BUILDING & DEVELOPMENT FUND - BUI	Expenditure	-	-	-	-	525	525	Added building inspector.
24-58-23	Mileage Reimbursement	BUILDING & DEVELOPMENT FUND - BUI	Expenditure	-	-	-	-	75	75	
24-58-24	Tools, Supplies & Postage	BUILDING & DEVELOPMENT FUND - BUI	Expenditure	-	-	-	-	150	150	
24-58-25	Fuel Expenditure Vehicles	BUILDING & DEVELOPMENT FUND - BUI	Expenditure	-	-	-	-	2,625	2,625	Fuel cost increases
24-58-26	Technical Manuals & Code Books	BUILDING & DEVELOPMENT FUND - BUI	Expenditure	-	-	-	-	150	150	
24-58-27	Vehicle Maintenance	BUILDING & DEVELOPMENT FUND - BUI	Expenditure	-	-	-	-	-	-	
24-58-28	Software	BUILDING & DEVELOPMENT FUND - BUI	Expenditure	-	-	-	-	2,625	2,625	Inflationary increases
24-58-29	Cell Phone	BUILDING & DEVELOPMENT FUND - BUI	Expenditure	-	-	-	-	2,250	2,250	Added building inspector.
24-58-31	Professional & Tech. Services	BUILDING & DEVELOPMENT FUND - BUI	Expenditure	-	-	-	-	40,000	40,000	Additional workload with Ridgeview & contract fire marshall.
24-58-33	Continuing Education	BUILDING & DEVELOPMENT FUND - BUI	Expenditure	-	-	-	-	4,050	4,050	Added building inspector.
24-58-38	Uniforms	BUILDING & DEVELOPMENT FUND - BUI	Expenditure	-	-	-	-	375	375	
24-58-74	Capital Outlay-Equipment	BUILDING & DEVELOPMENT FUND - BUI	Expenditure	-	-	-	-	-	-	No truck purchase.
24-58-75	Internal Service IT Expense	BUILDING & DEVELOPMENT FUND - BUI	Expenditure	-	-	-	-	1,673	1,673	
			Expenditure Total					998,689		

Highland City FY2024 Proposed Tentative Budget

				FY2021	FY2022	YTD through 1/31/2023	FY2023	FY2024	FY2023 to FY2024	
Account #	Account Name	Division	Type	Actual	Actual	Actual	Budget	Proposed Tentative Budget	Change	Notes
30-30-90	Transfer from Capital Proj Bld	Debt Service Fund - Transfers	Revenue	(22,314)	(57,052)	-	(30,625)	(60,000)	(29,375)	Transfer all PS Impact fee revenue
30-30-91	Transfer from General Fund	Debt Service Fund - Transfers	Revenue	(1,256,698)	(869,433)	-	(186,373)	(499,000)	(312,627)	
30-30-92	Transfer from Cap Proj Park	Debt Service Fund - Transfers	Revenue	(88,060)	(439,050)	-	(731,750)	(400,000)	331,750	Transfer all Park Impact fee revenue
30-30-99	Other Sources-Bond Proceeds	Debt Service Fund - Transfers	Revenue	-	-	-	-	-	-	
30-33-30	Debt Service Fund Surplus	Debt Service Fund - OTHER REVENUE	Revenue	-	-	-	-	(841,000)	(841,000)	Excess transfers from FY21 & FY22 related to PI bond
			Revenue Total					(1,800,000)		

Highland City FY2024 Proposed Tentative Budget

				FY2021	FY2022	YTD through 1/31/2023	FY2023	FY2024	FY2023 to FY2024	
Account #	Account Name	Division	Type	Actual	Actual	Actual	Budget	Proposed Tentative Budget	Change	Notes
30-40-50	2006 Building Bond Principal	Debt Service Fund - Debt Service & Finar	Expenditure	-	-	-	-	-	-	
30-40-51	2006 Building Bond Interest	Debt Service Fund - Debt Service & Finar	Expenditure	-	-	-	-	841,000	841,000	Excess transfers from FY21 & FY22 related to PI bond
30-40-52	2007 Park Bond Principal	Debt Service Fund - Debt Service & Finar	Expenditure	-	-	-	-	-	-	
30-40-53	2007 Park Bond Interest	Debt Service Fund - Debt Service & Finar	Expenditure	-	-	-	-	-	-	
30-40-54	2015 Bond Principal (2006 Ref)	Debt Service Fund - Debt Service & Finar	Expenditure	-	-	-	-	-	-	
30-40-55	2015 Bond Interest (2006 Ref)	Debt Service Fund - Debt Service & Finar	Expenditure	-	-	-	-	-	-	
30-40-56	2016 Bond Principal (2007 Ref)	Debt Service Fund - Debt Service & Finar	Expenditure	445,000	449,000	452,000	452,000	475,000	23,000	
30-40-57	2016 Bond Interest (2007 Ref)	Debt Service Fund - Debt Service & Finar	Expenditure	84,651	75,240	65,273	65,406	60,000	(5,406)	
30-40-58	2020 Bond Principal (Ref)	Debt Service Fund - Debt Service & Finar	Expenditure	395,000	814,000	411,000	411,000	404,000	(7,000)	
30-40-59	2020 Bond Interest (Ref)	Debt Service Fund - Debt Service & Finar	Expenditure	26,338	27,295	20,296	20,342	20,000	(342)	
30-40-90	Bond Financing Costs	Debt Service Fund - Debt Service & Finar	Expenditure	-	-	-	-	-	-	
30-40-99	Other Uses-Refunding of Debt	Debt Service Fund - Debt Service & Finar	Expenditure	-	-	-	-	-	-	
			Expenditure Total					1,800,000		

Highland City FY2024 Proposed Tentative Budget

				FY2021	FY2022	YTD through 1/31/2023	FY2023	FY2024	FY2023 to FY2024	
Account #	Account Name	Division	Type	Actual	Actual	Actual	Budget	Proposed Tentative Budget	Change	Notes
40-30-90	Transfer from General Fund	CAPITAL IMPROVEMENT FUND-PARKS -	Revenue	(625,000)	(2,351,278)	(1,990,387)	(1,990,387)	-	1,990,387	FY23 - Mountain Ridge Park
40-30-91	Transfer from Other Funds	CAPITAL IMPROVEMENT FUND-PARKS -	Revenue	-	-	(104,558)	(104,558)	-	104,558	FY23 - Mountain Ridge Park
40-34-71	Park Impact Fees	CAPITAL IMPROVEMENT FUND-PARKS -	Revenue	(675,988)	(1,459,040)	(246,630)	(1,463,500)	(400,000)	1,063,500	Rolling 12-months thru Jan 2023 \$866K, assumes 50% reduction
40-34-72	Service Fees	CAPITAL IMPROVEMENT FUND-PARKS -	Revenue	-	-	-	-	-	-	
40-34-75	Miscellaneous Fees	CAPITAL IMPROVEMENT FUND-PARKS -	Revenue	(70,000)	-	-	-	-	-	
40-34-76	Sale of Property	CAPITAL IMPROVEMENT FUND-PARKS -	Revenue	-	-	-	-	-	-	
40-36-10	Interest Income	CAPITAL IMPROVEMENT FUND-PARKS -	Revenue	(17,370)	(24,034)	(139,329)	(14,000)	(15,000)	(1,000)	Interest earning balance will be reduced (Mtn Ridge Park)
40-36-15	Grants	CAPITAL IMPROVEMENT FUND-PARKS -	Revenue	-	-	-	-	-	-	
40-36-18	Park Donations Spring Creek	CAPITAL IMPROVEMENT FUND-PARKS -	Revenue	-	-	(140,000)	-	-	-	
40-36-19	Park Donations Beacon Hills	CAPITAL IMPROVEMENT FUND-PARKS -	Revenue	-	-	-	-	-	-	
40-36-20	Park Donations Highland Glen	CAPITAL IMPROVEMENT FUND-PARKS -	Revenue	-	(2,000)	-	-	-	-	
40-36-21	Bond Proceeds	CAPITAL IMPROVEMENT FUND-PARKS -	Revenue	-	-	-	-	-	-	
40-39-90	PY Carryover Budgeted	CAPITAL IMPROVEMENT FUND-PARKS -	Revenue	-	-	-	(6,129,563)	(1,027,100)	5,102,463	Mountain Ridge Park
			Revenue Total					(1,442,100)		

Highland City FY2024 Proposed Tentative Budget

				FY2021	FY2022	YTD through 1/31/2023	FY2023	FY2024	FY2023 to FY2024	
Account #	Account Name	Division	Type	Actual	Actual	Actual	Budget	Proposed Tentative Budget	Change	Notes
40-40-00	Park Capital Expenditures	CAPITAL IMPROVEMENT FUND-PARKS -	Expenditure	-	-	-	-	-	-	
40-40-29	Reserve for Beacon Hills	CAPITAL IMPROVEMENT FUND-PARKS -	Expenditure	-	-	-	-	-	-	
40-40-31	Professional & Tech. Services	CAPITAL IMPROVEMENT FUND-PARKS -	Expenditure	-	-	-	-	-	-	
40-40-50	2007 Sales & Franchise Bond Pm	CAPITAL IMPROVEMENT FUND-PARKS -	Expenditure	-	-	-	-	-	-	
40-40-68	Town Center Park/Fence	CAPITAL IMPROVEMENT FUND-PARKS -	Expenditure	-	-	-	-	-	-	
40-40-69	Canterbury Park	CAPITAL IMPROVEMENT FUND-PARKS -	Expenditure	-	-	-	-	-	-	
40-40-70	Hillside Land Purchase	CAPITAL IMPROVEMENT FUND-PARKS -	Expenditure	-	-	-	-	-	-	
40-40-71	Major Park Constr/Repair	CAPITAL IMPROVEMENT FUND-PARKS -	Expenditure	-	-	-	-	-	-	
40-40-72	4800 W Soccer Fields/Park Road	CAPITAL IMPROVEMENT FUND-PARKS -	Expenditure	-	-	-	-	-	-	
40-40-73	Spring Creek Park Construction	CAPITAL IMPROVEMENT FUND-PARKS -	Expenditure	42,588	19,587	-	-	-	-	
40-40-74	Asset and Land Purchase	CAPITAL IMPROVEMENT FUND-PARKS -	Expenditure	-	-	-	-	-	-	
40-40-75	Park Equipment	CAPITAL IMPROVEMENT FUND-PARKS -	Expenditure	-	5,779	77,145	288,000	15,000	(273,000)	FY24 budgeted for any necessary added benches, garbage can pads and cans, etc.
40-40-76	Trails	CAPITAL IMPROVEMENT FUND-PARKS -	Expenditure	-	71,591	54,501	167,000	25,000	(142,000)	Reduced from FY23 budget to address minor trail capital needs only
40-40-77	Highland Hills Open Space	CAPITAL IMPROVEMENT FUND-PARKS -	Expenditure	-	-	-	-	-	-	
40-40-78	Mountain Ridge Park	CAPITAL IMPROVEMENT FUND-PARKS -	Expenditure	54,308	205,460	1,535,771	8,300,000	1,000,000	(7,300,000)	This is an estimate of what will be left to pay for construction after the change of budget year
40-40-79	Cemetery Capital Project	CAPITAL IMPROVEMENT FUND-PARKS -	Expenditure	-	-	-	150,000	-	(150,000)	
40-40-80	Highland Glen Park Imp	CAPITAL IMPROVEMENT FUND-PARKS -	Expenditure	-	23,195	1,015	-	-	-	
40-40-81	Highland Wter Bldg & El Park	CAPITAL IMPROVEMENT FUND-PARKS -	Expenditure	-	-	-	-	-	-	
40-40-82	Beacon Hills Park	CAPITAL IMPROVEMENT FUND-PARKS -	Expenditure	-	-	-	-	-	-	
40-40-83	Beacon Hills Trail	CAPITAL IMPROVEMENT FUND-PARKS -	Expenditure	-	-	-	-	-	-	
40-40-84	View Point Hillside Replanting	CAPITAL IMPROVEMENT FUND-PARKS -	Expenditure	-	-	-	-	-	-	
40-40-85	Interest Expense Bonds	CAPITAL IMPROVEMENT FUND-PARKS -	Expenditure	-	-	-	-	-	-	
40-40-86	Bond Trust Fees	CAPITAL IMPROVEMENT FUND-PARKS -	Expenditure	2,100	2,100	-	-	2,100	2,100	Bond trustee fee - Zions Bank
40-40-90	Transfer to Capital Imp. Fund	CAPITAL IMPROVEMENT FUND-PARKS -	Expenditure	-	-	-	-	-	-	
40-90-00	Transfer to General Fund	CAPITAL IMPROVEMENT FUND-PARKS -	Expenditure	-	-	-	-	-	-	
40-90-10	Transfer to Debt Service Fund	CAPITAL IMPROVEMENT FUND-PARKS -	Expenditure	88,060	439,050	-	731,750	400,000	(331,750)	Transfer all Park impact fee revenue for bond payment
40-90-20	Transfer to Utility Fund	CAPITAL IMPROVEMENT FUND-PARKS -	Expenditure	-	-	-	-	-	-	
40-90-91	Transfer to Open Space Fund	CAPITAL IMPROVEMENT FUND-PARKS -	Expenditure	-	-	-	-	-	-	
			Expenditure Total					1,442,100		

Highland City FY2024 Proposed Tentative Budget

				FY2021	FY2022	YTD through 1/31/2023	FY2023	FY2024	FY2023 to FY2024	
Account #	Account Name	Division	Type	Actual	Actual	Actual	Budget	Proposed Tentative Budget	Change	Notes
41-30-90	Transfer from General Fund	CAP IMP FUND ROAD PROJECTS - Transf	Revenue	(438,000)	(716,922)	-	(412,010)	(740,000)	(327,990)	1/2 B&C (\$500K); \$240K snowplow
41-30-91	Transfer from Storm Water Fund	CAP IMP FUND ROAD PROJECTS - Transf	Revenue	-	-	-	-	-	-	
41-30-92	Transfer from Culinary Water	CAP IMP FUND ROAD PROJECTS - Transf	Revenue	-	-	-	-	-	-	
41-33-56	Class "C" Road Fund Allotment	CAP IMP FUND ROAD PROJECTS - INTER	Revenue	-	-	-	-	-	-	
41-33-58	Sidewalk Grant	CAP IMP FUND ROAD PROJECTS - INTER	Revenue	-	-	-	-	-	-	
41-33-59	Knight Ave Reimbursement	CAP IMP FUND ROAD PROJECTS - INTER	Revenue	-	-	-	-	-	-	
41-33-60	MAG Grant Corrdor Preservation	CAP IMP FUND ROAD PROJECTS - INTER	Revenue	-	(526,597)	-	-	-	-	
41-34-72	Road Impact Fees	CAP IMP FUND ROAD PROJECTS - FEES A	Revenue	(276,240)	(144,192)	(23,220)	(134,500)	-	134,500	Rolling 12-months thru Jan 2023 \$86K, current IFFP yields limited use of road impact fees
41-34-74	Miscellaneous Revenue from Dev	CAP IMP FUND ROAD PROJECTS - FEES A	Revenue	-	-	-	-	-	-	
41-34-76	Rental Income	CAP IMP FUND ROAD PROJECTS - FEES A	Revenue	-	-	-	-	-	-	
41-36-10	Interest Income	CAP IMP FUND ROAD PROJECTS - OTHER	Revenue	(8,000)	(7,014)	(5,716)	(5,000)	(10,000)	(5,000)	PTIF interest rates increased
41-36-12	Curb & Gutter Install	CAP IMP FUND ROAD PROJECTS - OTHER	Revenue	-	-	-	-	-	-	
41-39-90	PY Carryover Budgeted	CAP IMP FUND ROAD PROJECTS - PY Car	Revenue	-	-	-	(477,490)	-	477,490	
			Revenue Total					(750,000)		

Highland City FY2024 Proposed Tentative Budget

				FY2021	FY2022	YTD through 1/31/2023	FY2023	FY2024	FY2023 to FY2024	
Account #	Account Name	Division	Type	Actual	Actual	Actual	Budget	Proposed Tentative Budget	Change	Notes
41-40-31	Engineering 6000 West Project	CAP IMP FUND ROAD PROJECTS - Road C	Expenditure	-	-	-	-	-	-	
41-40-32	Engineering	CAP IMP FUND ROAD PROJECTS - Road C	Expenditure	-	-	-	-	-	-	
41-40-60	Murdock Canal	CAP IMP FUND ROAD PROJECTS - Road C	Expenditure	-	-	-	-	-	-	
41-40-61	East/West Corridor	CAP IMP FUND ROAD PROJECTS - Road C	Expenditure	2,500	507,588	(530,068)	-	-	-	
41-40-62	Highland Blvd Repairs & Over	CAP IMP FUND ROAD PROJECTS - Road C	Expenditure	-	-	-	-	-	-	
41-40-63	Corridor Preservation Land Pur	CAP IMP FUND ROAD PROJECTS - Road C	Expenditure	-	-	-	-	-	-	
41-40-64	Murdock Connector	CAP IMP FUND ROAD PROJECTS - Road C	Expenditure	-	-	-	-	-	-	
41-40-65	Loss/Sale 4800 West Homes	CAP IMP FUND ROAD PROJECTS - Road C	Expenditure	-	-	-	-	-	-	
41-40-70	Capital Road Projects	CAP IMP FUND ROAD PROJECTS - Road C	Expenditure	-	1,456,900	-	-	-	-	
41-40-71	Major Road Maintenance	CAP IMP FUND ROAD PROJECTS - Road C	Expenditure	35,343	637,538	284,424	750,000	470,000	(280,000)	
41-40-72	Retainage on Prior Projects	CAP IMP FUND ROAD PROJECTS - Road C	Expenditure	-	-	-	-	-	-	
41-40-73	UDOT/4800 West	CAP IMP FUND ROAD PROJECTS - Road C	Expenditure	-	-	-	-	-	-	
41-40-74	Southwest Subdivision Improv	CAP IMP FUND ROAD PROJECTS - Road C	Expenditure	-	-	-	-	-	-	
41-40-75	SR74 Road Project	CAP IMP FUND ROAD PROJECTS - Road C	Expenditure	-	-	-	-	-	-	
41-40-76	4800 West MAG 2018	CAP IMP FUND ROAD PROJECTS - Road C	Expenditure	-	-	-	-	-	-	
41-40-77	10250 N Reconstruction	CAP IMP FUND ROAD PROJECTS - Road C	Expenditure	-	-	-	-	-	-	
41-40-78	Town Center Roads	CAP IMP FUND ROAD PROJECTS - Road C	Expenditure	-	-	-	-	-	-	
41-40-79	6800 West (Matching)	CAP IMP FUND ROAD PROJECTS - Road C	Expenditure	3,380	302,740	845,151	-	-	-	
41-40-80	5600 West Project	CAP IMP FUND ROAD PROJECTS - Road C	Expenditure	-	-	-	-	-	-	
41-40-81	Capital Outlay-Equipment	CAP IMP FUND ROAD PROJECTS - Road C	Expenditure	-	-	278,868	279,000	239,254	(39,746)	1 Snowplow Truck (\$116,264 each), Plow, Sander, Bed (\$112,990 each), \$10,000 per truck contingency)
41-40-82	Knight Avenue Rebuild	CAP IMP FUND ROAD PROJECTS - Road C	Expenditure	-	-	-	-	-	-	
			Expenditure Total					709,254		

Highland City FY2024 Proposed Tentative Budget

				FY2021	FY2022	YTD through 1/31/2023	FY2023	FY2024	FY2023 to FY2024	
Account #	Account Name	Division	Type	Actual	Actual	Actual	Budget	Proposed Tentative Budget	Change	Notes
42-30-90	Transfer from General Fund	CAP IMP FUND BUILDING - Transfers	Revenue	-	-	-	(537,895)	(950,000)	(412,105)	Parks Maintenance Bldg
42-30-91	Transfer from Sewer Fund	CAP IMP FUND BUILDING - Transfers	Revenue	-	-	-	-	-	-	
42-30-92	Transfer from PI Fund	CAP IMP FUND BUILDING - Transfers	Revenue	-	-	-	-	-	-	
42-30-93	Transfer from Cap Proj Park	CAP IMP FUND BUILDING - Transfers	Revenue	-	-	-	-	-	-	
42-30-94	Transfer from Other Funds	CAP IMP FUND BUILDING - Transfers	Revenue	-	-	-	-	-	-	
42-36-10	Interest Income	CAP IMP FUND BUILDING - Fees & Intere	Revenue	(3,482)	(5,236)	(19,425)	(3,000)	(3,000)	-	Interest earning balance will be reduced (park maintenance bldg)
42-36-12	PSD Impact Fee	CAP IMP FUND BUILDING - Fees & Intere	Revenue	(152,264)	(194,430)	(32,061)	(61,250)	(60,000)	1,250	Rolling 12-months thru Jan 2023 \$117K, assumes 50% reduction
42-39-40	Miscellaneous Income	CAP IMP FUND BUILDING - Other Reven	Revenue	-	-	-	-	-	-	
42-39-90	PY Carryover Budgeted	CAP IMP FUND BUILDING - Other Reven	Revenue	-	-	-	(868,475)	(899,100)	(30,625)	
			Revenue Total					(1,912,100)		

Highland City FY2024 Proposed Tentative Budget

				FY2021	FY2022	YTD through 1/31/2023	FY2023	FY2024	FY2023 to FY2024	
Account #	Account Name	Division	Type	Actual	Actual	Actual	Budget	Proposed Tentative Budget	Change	Notes
42-40-66	Salt Storage Bldg.	CAP IMP FUND BUILDING - Building Capi	Expenditure	-	-	-	-	-	-	
42-40-67	New Parks Maintenance Bldg.	CAP IMP FUND BUILDING - Building Capi	Expenditure	(359)	2,650	14,500	900,000	1,850,000	950,000	Increased costs with contingency for new parks building
42-40-68	New City Hall	CAP IMP FUND BUILDING - Building Capi	Expenditure	-	-	-	-	-	-	
42-40-69	Old City Hall Remodel	CAP IMP FUND BUILDING - Building Capi	Expenditure	-	-	-	-	-	-	
42-40-70	Fire Station	CAP IMP FUND BUILDING - Building Capi	Expenditure	-	-	-	-	-	-	
42-40-71	Miscellaneous Costs	CAP IMP FUND BUILDING - Building Capi	Expenditure	-	-	-	-	-	-	
42-40-72	Police & Court Building	CAP IMP FUND BUILDING - Building Capi	Expenditure	-	-	-	-	-	-	
42-40-75	Interest Expense Bonds	CAP IMP FUND BUILDING - Building Capi	Expenditure	-	-	-	-	-	-	
42-40-86	Bond Fees	CAP IMP FUND BUILDING - Building Capi	Expenditure	1,500	1,500	-	2,100	2,100	-	
42-90-00	Transfer To Debt Service	CAP IMP FUND BUILDING - TRANSFERS C	Expenditure	22,314	57,052	-	30,625	60,000	29,375	Transfer all PS impact fee revenue for bond payment
42-90-01	Transfer to General Fund	CAP IMP FUND BUILDING - TRANSFERS C	Expenditure	-	-	-	-	-	-	
			Expenditure Total					1,912,100		

Highland City FY2024 Proposed Tentative Budget

				FY2021	FY2022	YTD through 1/31/2023	FY2023	FY2024	FY2023 to FY2024	
Account #	Account Name	Division	Type	Actual	Actual	Actual	Budget	Proposed Tentative Budget	Change	Notes
43-30-80	Transfer from Capital Project	NW Annexation Cap Project - Transfers	Revenue	-	-	-	-	-	-	
43-30-90	Transfer from General Fund	NW Annexation Cap Project - Transfers	Revenue	-	-	-	-	-	-	
43-36-10	Interest Income	NW Annexation Cap Project - Interest	Revenue	(526)	(531)	(1,865)	-	-	-	
43-39-10	NW Impact Fee Water	NW Annexation Cap Project - Impact Fee	Revenue	-	-	-	-	-	-	
43-39-20	NW Impact Fee-Press Irr	NW Annexation Cap Project - Impact Fee	Revenue	-	-	-	-	-	-	
43-39-30	NW Impact Fee- Sewer	NW Annexation Cap Project - Impact Fee	Revenue	-	-	-	-	-	-	
43-39-40	NW Impact Fees-Road	NW Annexation Cap Project - Impact Fee	Revenue	-	-	-	-	-	-	
43-39-50	NW Storm Sewer	NW Annexation Cap Project - Impact Fee	Revenue	-	-	-	-	-	-	
43-39-51	Well Water Surcharge	NW Annexation Cap Project - Impact Fee	Revenue	-	-	-	-	-	-	
43-39-90	PY Carryover Budgeted	NW Annexation Cap Project - Impact Fee	Revenue	-	-	-	-	-	-	
43-39-91	NW PI Ivory	NW Annexation Cap Project - Impact Fee	Revenue	-	-	-	-	-	-	
43-39-92	NW Road	NW Annexation Cap Project - Impact Fee	Revenue	-	-	-	-	-	-	
43-39-93	NW Road Ivory	NW Annexation Cap Project - Impact Fee	Revenue	-	-	-	-	-	-	
			Revenue Total					-		

Highland City FY2024 Proposed Tentative Budget

				FY2021	FY2022	YTD through 1/31/2023	FY2023	FY2024	FY2023 to FY2024	
Account #	Account Name	Division	Type	Actual	Actual	Actual	Budget	Proposed Tentative Budget	Change	Notes
43-40-70	Impact Fee Study	NW Annexation Cap Project - Expenditure	Expenditure	-	-	-	-	-	-	
43-90-90	Transfer to Capital Imp Fund	NW Annexation Cap Project - TRANSFER	Expenditure	-	-	-	-	-	-	
			Expenditure Total					-		

Highland City FY2024 Proposed Tentative Budget

				FY2021	FY2022	YTD through 1/31/2023	FY2023	FY2024	FY2023 to FY2024	
Account #	Account Name	Division	Type	Actual	Actual	Actual	Budget	Proposed Tentative Budget	Change	Notes
44-30-80	Transfer from Capital Project	Transfers - Town Center Exaction fee Ca	Revenue	-	-	-	-	-	-	
44-30-90	Transfer from General Fund	Transfers - Town Center Exaction fee Ca	Revenue	-	-	-	-	-	-	
44-36-10	Interest Income	Interest & Exaction Fee - Town Center Ex	Revenue	(1,183)	(1,453)	(4,876)	(1,000)	(1,000)	-	
44-36-13	Town Center Exaction	Interest & Exaction Fee - Town Center Ex	Revenue	(162,948)	-	-	-	-	-	
44-39-90	PY Carryover Budgeted	PY Carryover - Town Center Exaction fee	Revenue	-	-	-	-	-	-	
			Revenue Total					(1,000)		

Highland City FY2024 Proposed Tentative Budget

				FY2021	FY2022	YTD through 1/31/2023	FY2023	FY2024	FY2023 to FY2024	
Account #	Account Name	Division	Type	Actual	Actual	Actual	Budget	Proposed Tentative Budget	Change	Notes
44-40-70	Exaction Fee Reimbursed to Dev	Expenditures-Town Center - Town Center	Expenditure	-	62,141	-	-	-	-	
44-90-90	Transfer to Capital Imp Fund	TRANSFERS - Town Center Exaction fee C	Expenditure	-	-	-	-	-	-	
			Expenditure Total					-		

Highland City FY2024 Proposed Tentative Budget

				FY2021	FY2022	YTD through 1/31/2023	FY2023	FY2024	FY2023 to FY2024	
Account #	Account Name	Division	Type	Actual	Actual	Actual	Budget	Proposed Tentative Budget	Change	Notes
52-30-90	Transfer from General Fund	SEWER FUND - Transfers	Revenue	-	-	-	-	-	-	
52-37-10	Sewer Services	SEWER FUND - Service & Impact Fees	Revenue	(2,127,978)	(2,186,173)	(1,391,180)	(2,160,000)	(2,400,000)	(240,000)	Includes TSSD & City service charges
52-37-20	Impact Fees	SEWER FUND - Service & Impact Fees	Revenue	(304,865)	(503,662)	(105,666)	(400,000)	(150,000)	250,000	Rolling 12-months thru Jan 2023 \$309K, assumes 50% reduction
52-37-30	Penalties	SEWER FUND - Service & Impact Fees	Revenue	-	-	-	-	-	-	
52-37-50	Sewer Finance	SEWER FUND - Service & Impact Fees	Revenue	73	4	-	-	-	-	
52-38-10	Interest Earnings	SEWER FUND - Interest & Other Income	Revenue	(20,081)	(22,194)	(61,809)	(12,000)	(75,000)	(63,000)	PTIF interest rates increased
52-38-11	Developer Contributions	SEWER FUND - Interest & Other Income	Revenue	(1,337,191)	-	-	-	-	-	
52-38-80	Miscellaneous	SEWER FUND - Interest & Other Income	Revenue	-	-	-	-	-	-	
52-38-90	Miscellaneous	SEWER FUND - Interest & Other Income	Revenue	-	-	-	-	-	-	
52-38-95	PY Carryover	SEWER FUND - Interest & Other Income	Revenue	-	-	-	(2,776,170)	-	2,776,170	
52-39-50	Developer Contributions	SEWER FUND - Developer Contributions	Revenue	-	-	-	-	-	-	
			Revenue Total					(2,625,000)		

Highland City FY2024 Proposed Tentative Budget

				FY2021	FY2022	YTD through 1/31/2023	FY2023	FY2024	FY2023 to FY2024	
Account #	Account Name	Division	Type	Actual	Actual	Actual	Budget	Proposed Tentative Budget	Change	Notes
52-40-11	Salaries/Wages	SEWER FUND - EXPENDITURES-SEWER F	Expenditure	150,225	175,277	112,506	216,399	135,810	(80,589)	
52-40-12	Overtime	SEWER FUND - EXPENDITURES-SEWER F	Expenditure	5,931	7,749	6,196	6,000	8,000	2,000	Adjusted to reflect Anticipated FY23 expenses
52-40-13	Employee Benefits	SEWER FUND - EXPENDITURES-SEWER F	Expenditure	78,781	91,707	59,280	101,394	72,124	(29,270)	
52-40-17	Radio Maintenance & Tower Rent	SEWER FUND - EXPENDITURES-SEWER F	Expenditure	86	86	44	100	100	-	
52-40-18	Mobile Telephones	SEWER FUND - EXPENDITURES-SEWER F	Expenditure	3,376	2,959	1,878	3,000	3,400	400	Adjusted to reflect FY21/FY22 & Inflation
52-40-19	PW Building Utilities	SEWER FUND - EXPENDITURES-SEWER F	Expenditure	1,448	2,491	2,251	3,500	3,500	-	
52-40-20	Insurance Expense	SEWER FUND - EXPENDITURES-SEWER F	Expenditure	13,079	14,718	14,711	13,360	8,070	(5,290)	
52-40-21	Professional Org. Memberships	SEWER FUND - EXPENDITURES-SEWER F	Expenditure	(45)	-	-	-	-	-	
52-40-22	Public Notices	SEWER FUND - EXPENDITURES-SEWER F	Expenditure	-	-	-	-	-	-	
52-40-23	Continuing Education	SEWER FUND - EXPENDITURES-SEWER F	Expenditure	92	1,489	126	2,500	2,500	-	
52-40-24	Office Supplies/IT	SEWER FUND - EXPENDITURES-SEWER F	Expenditure	18	88	12	1,500	1,500	-	
52-40-25	Equip-Repair & Maintenance	SEWER FUND - EXPENDITURES-SEWER F	Expenditure	-	204	-	1,500	1,500	-	
52-40-26	Depreciation Expense	SEWER FUND - EXPENDITURES-SEWER F	Expenditure	401,552	482,261	-	401,553	401,553	-	
52-40-27	Power for Lift Stations	SEWER FUND - EXPENDITURES-SEWER F	Expenditure	13,876	13,185	8,788	15,000	15,000	-	
52-40-28	Fuel and Oil	SEWER FUND - EXPENDITURES-SEWER F	Expenditure	3,138	4,234	2,433	4,500	6,600	2,100	(Added \$2,100 toward new fuel tanks) - \$16,700 total cost in FY24
52-40-29	Uniforms & Safety Wear	SEWER FUND - EXPENDITURES-SEWER F	Expenditure	1,628	1,847	1,030	2,000	2,000	-	
52-40-30	Equipment Supplies	SEWER FUND - EXPENDITURES-SEWER F	Expenditure	90	-	33	-	-	-	
52-40-32	Engineering/Prof Services	SEWER FUND - EXPENDITURES-SEWER F	Expenditure	23,660	12,240	3,435	25,000	25,000	-	
52-40-33	Lift Stations, Maint & Repairs	SEWER FUND - EXPENDITURES-SEWER F	Expenditure	18,711	2,526	10,864	59,811	60,000	189	Renamed account to reflect current use
52-40-34	PW Shop Tools & Supplies	SEWER FUND - EXPENDITURES-SEWER F	Expenditure	2,249	2,158	585	2,000	2,000	-	
52-40-35	Blue Stakes Expense	SEWER FUND - EXPENDITURES-SEWER F	Expenditure	-	-	-	300	300	-	
52-40-36	Utility Billing	SEWER FUND - EXPENDITURES-SEWER F	Expenditure	7,982	8,842	5,644	10,000	10,000	-	
52-40-37	Credit card fees	SEWER FUND - EXPENDITURES-SEWER F	Expenditure	4,226	4,657	3,222	5,178	5,178	-	
52-40-40	Inspections	SEWER FUND - EXPENDITURES-SEWER F	Expenditure	-	-	-	-	-	-	
52-40-41	System Repairs	SEWER FUND - EXPENDITURES-SEWER F	Expenditure	1,226	3	116	19,305	20,000	695	Adjusted inflation & to generalize the number to a standard amount
52-40-42	TSSD Collection & Disposal Fee	SEWER FUND - EXPENDITURES-SEWER F	Expenditure	1,012,988	907,105	489,075	1,150,000	1,150,000	-	
52-40-43	American Fork Sewer Fees	SEWER FUND - EXPENDITURES-SEWER F	Expenditure	29,158	29,168	14,579	15,000	15,000	-	53-37-10
52-40-50	Scada Maint & Upgrade	SEWER FUND - EXPENDITURES-SEWER F	Expenditure	-	314	-	13,000	5,000	(8,000)	Renamed account to reflect current use
52-40-59	Capital Equipment Purchases	SEWER FUND - EXPENDITURES-SEWER F	Expenditure	-	18,142	-	-	37,500	37,500	Portion of new pickup truck (3 new trucks = \$170,000 total)
52-40-70	Capitay Outlay-Lift Station Ph	SEWER FUND - EXPENDITURES-SEWER F	Expenditure	-	-	-	-	36,558	36,558	Greens Lift Station Generator Replacment (Per Utility Rate Study)
52-40-71	Pump Maint	SEWER FUND - EXPENDITURES-SEWER F	Expenditure	-	-	-	-	7,000	7,000	Renamed account to reflect current use
52-40-72	Dry Creek Sewer Line/Lift St	SEWER FUND - EXPENDITURES-SEWER F	Expenditure	-	-	-	-	116,986	116,986	Dry Creek Lift Station Generator Replacement (Per Utility Rate Study)
52-40-73	Capital Expenses/Projects	SEWER FUND - EXPENDITURES-SEWER F	Expenditure	1,465,290	1,100,948	2,824,758	3,164,064	160,856	(3,003,208)	Country Club & Other Area Pipe Lining (Insituform)
52-40-74	Capital Outlay-Equipment	SEWER FUND - EXPENDITURES-SEWER F	Expenditure	-	-	-	-	-	-	
52-40-75	Interest Expense	SEWER FUND - EXPENDITURES-SEWER F	Expenditure	-	-	-	-	-	-	
52-40-76	Bad Debt Expense	SEWER FUND - EXPENDITURES-SEWER F	Expenditure	59	14	5	-	-	-	
52-40-78	Manholes, Root, Infiltration	SEWER FUND - EXPENDITURES-SEWER F	Expenditure	-	-	-	-	14,600	14,600	Renamed account to reflect current use
52-40-80	Indirect Overhead	SEWER FUND - EXPENDITURES-SEWER F	Expenditure	81,451	103,167	-	108,276	41,357	(66,919)	
52-40-85	Internal Service IT Expense	SEWER FUND - EXPENDITURES-SEWER F	Expenditure	1,110	1,570	-	1,930	1,930	-	
52-40-90	Transfer to Capital Imp Fund	SEWER FUND - EXPENDITURES-SEWER F	Expenditure	-	-	-	-	-	-	
52-40-91	Transfer to Storm Water Fund	SEWER FUND - EXPENDITURES-SEWER F	Expenditure	-	-	-	-	-	-	
52-40-92	Transfer to Pressurized Irr	SEWER FUND - EXPENDITURES-SEWER F	Expenditure	-	-	-	-	-	-	
52-40-99	GASB 68 Benefits Expense	SEWER FUND - EXPENDITURES-SEWER F	Expenditure	(14,822)	-	-	2,000	2,000	-	
			Expenditure Total					2,372,922		

Highland City FY2024 Proposed Tentative Budget

				FY2021	FY2022	YTD through 1/31/2023	FY2023	FY2024	FY2023 to FY2024	
Account #	Account Name	Division	Type	Actual	Actual	Actual	Budget	Proposed Tentative Budget	Change	Notes
53-30-90	Transfer from General Fund	PRESSURIZED IRRIGATION FUND - Trans	Revenue	-	(108,000)	-	-	-	-	
53-30-91	Transfer From NW Capital	PRESSURIZED IRRIGATION FUND - Trans	Revenue	-	-	-	-	-	-	
53-30-92	Transfer from Sewer Fund	PRESSURIZED IRRIGATION FUND - Trans	Revenue	-	-	-	-	-	-	
53-37-05	Transfer from Other Funds	PRESSURIZED IRRIGATION FUND - Servic	Revenue	-	-	-	-	-	-	
53-37-10	Service Charges	PRESSURIZED IRRIGATION FUND - Servic	Revenue	(2,155,244)	(2,174,265)	(1,492,196)	(2,345,000)	(2,500,000)	(155,000)	New rates
53-37-11	Special Service Charges	PRESSURIZED IRRIGATION FUND - Servic	Revenue	(40,600)	(217,500)	(1,000)	-	-	-	
53-37-20	Impact Fees	PRESSURIZED IRRIGATION FUND - Servic	Revenue	(401,015)	(660,608)	(287,256)	(500,000)	(320,000)	180,000	Rolling 12-months thru Jan 2023 \$640K, assumes 50% reduction
53-37-30	Penalties	PRESSURIZED IRRIGATION FUND - Servic	Revenue	-	-	-	-	-	-	
53-37-31	PI Water Meters	PRESSURIZED IRRIGATION FUND - Servic	Revenue	(45,562)	(67,182)	(24,313)	(46,500)	(40,000)	6,500	
53-38-10	Interest Earnings	PRESSURIZED IRRIGATION FUND - Intere	Revenue	(22,395)	(26,218)	(92,634)	(15,000)	(100,000)	(85,000)	PTIF interest rates increased
53-38-11	Developer Contributions	PRESSURIZED IRRIGATION FUND - Intere	Revenue	(928,725)	-	-	-	-	-	
53-38-90	Water Share-Grant Revenue	PRESSURIZED IRRIGATION FUND - Intere	Revenue	-	-	-	-	(3,000,000)	(3,000,000)	State & federal grants
53-38-95	PY Carryover	PRESSURIZED IRRIGATION FUND - Intere	Revenue	-	-	-	(4,926,965)	(2,556,888)	2,370,077	
53-39-50	Developer Contributions	PRESSURIZED IRRIGATION FUND - Other	Revenue	-	-	-	-	-	-	
53-39-90	Gravel Contract Revenue	PRESSURIZED IRRIGATION FUND - Other	Revenue	-	-	-	-	-	-	
53-39-95	Other Non-Operating Revenue	PRESSURIZED IRRIGATION FUND - Other	Revenue	-	-	-	-	-	-	
			Revenue Total					(8,516,888)		

Highland City FY2024 Proposed Tentative Budget

Account #	Account Name	Division	Type	FY2021	FY2022	YTD through 1/31/2023	FY2023	FY2024	FY2023 to FY2024	Notes
				Actual	Actual	Actual	Budget	Proposed Tentative Budget	Change	
53-40-11	Salaries/Wages	PRESSURIZED IRRIGATION FUND - EXPEN	Expenditure	163,111	175,341	108,178	218,112	235,125	17,013	
53-40-12	Overtime	PRESSURIZED IRRIGATION FUND - EXPEN	Expenditure	7,316	7,600	5,071	7,000	16,000	9,000	Anticipated Friday inspections for PI Meter Project
53-40-13	Employee Benefits	PRESSURIZED IRRIGATION FUND - EXPEN	Expenditure	89,112	84,982	54,226	102,037	127,941	25,904	
53-40-14	Seasonal Employees	PRESSURIZED IRRIGATION FUND - EXPEN	Expenditure	7,376	6,419	15,877	8,000	15,000	7,000	Anticiapted Office Time Expense Increase due to PI Meter Project
53-40-15	Technical Manuals & Code Books	PRESSURIZED IRRIGATION FUND - EXPEN	Expenditure	-	-	-	-	-	-	
53-40-16	Security System Maintenance	PRESSURIZED IRRIGATION FUND - EXPEN	Expenditure	-	-	-	-	-	-	
53-40-17	Radio Maintenance & Tower Rent	PRESSURIZED IRRIGATION FUND - EXPEN	Expenditure	-	-	-	24,100	26,925	2,825	Total for ongoing Sensus Radio Tower and Software Expenses from Mountainland
53-40-18	Mobile Telephones	PRESSURIZED IRRIGATION FUND - EXPEN	Expenditure	2,732	3,037	2,118	2,750	3,000	250	Adjusted to reflec FY22 expenses & inflation
53-40-19	PW Building Utilities	PRESSURIZED IRRIGATION FUND - EXPEN	Expenditure	1,290	2,308	2,162	3,000	3,000	-	
53-40-20	Insurance Expense	PRESSURIZED IRRIGATION FUND - EXPEN	Expenditure	19,412	19,429	22,087	19,788	27,611	7,823	
53-40-21	Professional Org. Memberships	PRESSURIZED IRRIGATION FUND - EXPEN	Expenditure	888	807	-	1,000	1,000	-	
53-40-22	Uniforms & Safety Wear	PRESSURIZED IRRIGATION FUND - EXPEN	Expenditure	305	653	299	1,000	1,000	-	
53-40-23	Continuing Education	PRESSURIZED IRRIGATION FUND - EXPEN	Expenditure	259	2,381	766	1,000	2,000	1,000	Adjusted to reflect FY22 expenses
53-40-24	Office Supplies/IT	PRESSURIZED IRRIGATION FUND - EXPEN	Expenditure	72	105	28	600	600	-	
53-40-25	Equip-Repairs & Maintenance	PRESSURIZED IRRIGATION FUND - EXPEN	Expenditure	-	238	-	-	-	-	
53-40-26	Depreciation Expense	PRESSURIZED IRRIGATION FUND - EXPEN	Expenditure	451,169	507,629	-	451,169	451,169	-	
53-40-27	Power For Lift Stations	PRESSURIZED IRRIGATION FUND - EXPEN	Expenditure	200,707	176,215	188,166	240,000	240,000	-	
53-40-28	Fuel & Oil	PRESSURIZED IRRIGATION FUND - EXPEN	Expenditure	1,961	5,480	2,276	4,500	6,600	2,100	(Added \$2,100 toward new fuel tanks) - \$16,700 total cost in FY24
53-40-29	Equipment Supplies	PRESSURIZED IRRIGATION FUND - EXPEN	Expenditure	-	1,425	203	1,000	1,000	-	
53-40-30	PI Meter Purchases	PRESSURIZED IRRIGATION FUND - EXPEN	Expenditure	48,633	135,204	129,665	80,000	80,000	-	
53-40-31	Professional & Tech. Services	PRESSURIZED IRRIGATION FUND - EXPEN	Expenditure	38,301	36,011	14,356	25,000	30,000	5,000	Adjusted to reflect FY23 Expenses
53-40-32	Engineering Expenses	PRESSURIZED IRRIGATION FUND - EXPEN	Expenditure	4,190	-	-	-	-	-	
53-40-33	PI Master Plan	PRESSURIZED IRRIGATION FUND - EXPEN	Expenditure	-	-	-	-	-	-	
53-40-35	Blue Stakes Expenses	PRESSURIZED IRRIGATION FUND - EXPEN	Expenditure	1,099	1,814	1,320	1,100	1,800	700	Adjusted to reflect FY22 Expenses
53-40-36	Utility Billing	PRESSURIZED IRRIGATION FUND - EXPEN	Expenditure	7,982	8,842	5,644	10,246	10,246	-	
53-40-37	P. W Shop Tools & Supplies	PRESSURIZED IRRIGATION FUND - EXPEN	Expenditure	764	1,174	249	1,500	1,500	-	
53-40-38	Pump, Well, PRV Repair & Maint	PRESSURIZED IRRIGATION FUND - EXPEN	Expenditure	3,652	58,499	-	40,000	80,427	40,427	Renamed account to reflect current use
53-40-40	SCADA Maintenance	PRESSURIZED IRRIGATION FUND - EXPEN	Expenditure	280	950	236	13,200	5,000	(8,200)	Can be reduced since no major upgrade is planned in FY24
53-40-41	System Repairs	PRESSURIZED IRRIGATION FUND - EXPEN	Expenditure	(8,527)	46,708	6,407	20,000	35,000	15,000	See Utility Rate Study, Added Main Valve Replacement, Drain Valve Replacement
53-40-43	System Connection Costs	PRESSURIZED IRRIGATION FUND - EXPEN	Expenditure	-	-	-	-	-	-	
53-40-45	Credit Card Fees	PRESSURIZED IRRIGATION FUND - EXPEN	Expenditure	4,226	4,657	3,222	5,178	5,178	-	
53-40-50	Grant Expenditures	PRESSURIZED IRRIGATION FUND - EXPEN	Expenditure	-	1,285	2,520,587	-	4,050,000	4,050,000	Total PI Meter Expenditures (Revenue should account for grant funding coming back in)
53-40-52	Scada Upgrade	PRESSURIZED IRRIGATION FUND - EXPEN	Expenditure	-	-	-	-	-	-	
53-40-59	Capital Equipment Purchases	PRESSURIZED IRRIGATION FUND - EXPEN	Expenditure	-	18,142	-	-	37,500	37,500	Portion of new pickup truck (3 new trucks = \$170,000 total)
53-40-60	Capital Expenses/Projects	PRESSURIZED IRRIGATION FUND - EXPEN	Expenditure	404,885	882,518	388,968	5,753,500	2,132,699	(3,620,801)	MP Source #15 (Cal Miller Property PI Turnout & Pump)
53-40-71	Bond Principal Payment	PRESSURIZED IRRIGATION FUND - EXPEN	Expenditure	-	-	-	-	-	-	
53-40-72	Bond Disclosure Etc. Fees	PRESSURIZED IRRIGATION FUND - EXPEN	Expenditure	-	-	-	-	-	-	
53-40-73	Water Share Purchases	PRESSURIZED IRRIGATION FUND - EXPEN	Expenditure	-	-	-	-	-	-	
53-40-74	Water Share Assessments	PRESSURIZED IRRIGATION FUND - EXPEN	Expenditure	353,919	453,093	432,491	502,000	575,000	73,000	Increases anticipated from irrigation companies
53-40-75	Interest Expense Bonds	PRESSURIZED IRRIGATION FUND - EXPEN	Expenditure	5,924	-	-	-	-	-	
53-40-76	Bad Debt Expense	PRESSURIZED IRRIGATION FUND - EXPEN	Expenditure	29	15	8	-	-	-	
53-40-77	Interest Expense Saved Shares	PRESSURIZED IRRIGATION FUND - EXPEN	Expenditure	25,418	-	-	60,000	30,000	(30,000)	Need to save some for audit purposes, likely can be reduced
53-40-78	Valve Collar Replacements	PRESSURIZED IRRIGATION FUND - EXPEN	Expenditure	-	-	-	-	11,249	11,249	Renamed account to reflect current use
53-40-79	Pond Maintenance	PRESSURIZED IRRIGATION FUND - EXPEN	Expenditure	-	-	-	-	10,967	10,967	Renamed account to reflect current use
53-40-80	Indirect Overhead	PRESSURIZED IRRIGATION FUND - EXPEN	Expenditure	77,056	97,374	-	116,125	141,491	25,366	
53-40-81	Equipment Lease & Maintenance	PRESSURIZED IRRIGATION FUND - EXPEN	Expenditure	2,501	6,391	6,420	6,200	6,500	300	Adjusted to reflect FY22 expenditures
53-40-85	Internal Service IT Expense	PRESSURIZED IRRIGATION FUND - EXPEN	Expenditure	1,160	1,765	-	2,360	2,360	-	
53-40-90	Transfer Out Oth Non Operating	PRESSURIZED IRRIGATION FUND - EXPEN	Expenditure	108,000	525,000	-	108,000	108,000	-	
53-40-99	GASB 68 Benefits Expense	PRESSURIZED IRRIGATION FUND - EXPEN	Expenditure	(10,872)	-	-	4,000	4,000	-	
			Expenditure Total					8,516,888		

Highland City FY2024 Proposed Tentative Budget

				FY2021	FY2022	YTD through 1/31/2023	FY2023	FY2024	FY2023 to FY2024	
Account #	Account Name	Division	Type	Actual	Actual	Actual	Budget	Proposed Tentative Budget	Change	Notes
54-30-90	Transfer from General Fund	STORM SEWER FUND - Transfers	Revenue	-	-	-	-	-	-	
54-30-91	Transfer From Sewer Fund	STORM SEWER FUND - Transfers	Revenue	-	-	-	-	-	-	
54-32-10	Permits	STORM SEWER FUND - LICENSES AND PERMITS	Revenue	-	-	-	-	-	-	
54-37-40	Storm Sewer Collection Fees	STORM SEWER FUND - Collection, Impact Fees	Revenue	(495,776)	(503,469)	(423,470)	(573,000)	(700,000)	(127,000)	New rates
54-37-60	Storm Sewer NW Impact Fees	STORM SEWER FUND - Collection, Impact Fees	Revenue	-	-	-	-	-	-	
54-37-70	Permit Fee New Construction	STORM SEWER FUND - Collection, Impact Fees	Revenue	(82,500)	(277,750)	(56,500)	(125,000)	(100,000)	25,000	
54-38-10	Interest Earnings	STORM SEWER FUND - Interest & Other	Revenue	(6,483)	(7,998)	(26,763)	(5,000)	(25,000)	(20,000)	PTIF interest rates increased
54-38-11	Developer Contributions	STORM SEWER FUND - Interest & Other	Revenue	(1,035,089)	-	-	-	-	-	
54-38-90	Miscellaneous	STORM SEWER FUND - Interest & Other	Revenue	(123,183)	-	(10,000)	-	-	-	
54-38-95	PY Carryover Budgeted	STORM SEWER FUND - Interest & Other	Revenue	-	-	-	(482,448)	(273,811)	208,637	
54-39-50	Developer Contributions	STORM SEWER FUND - Developer Contributions	Revenue	-	-	-	-	-	-	
			Revenue Total					(1,098,811)		

Highland City FY2024 Proposed Tentative Budget

				FY2021	FY2022	YTD through 1/31/2023	FY2023	FY2024	FY2023 to FY2024	
Account #	Account Name	Division	Type	Actual	Actual	Actual	Budget	Proposed Tentative Budget	Change	Notes
54-40-11	Salaries/Wages	STORM SEWER FUND - EXPENDITURES-S	Expenditure	118,956	151,200	98,733	185,158	142,632	(42,525)	
54-40-12	Overtime	STORM SEWER FUND - EXPENDITURES-S	Expenditure	319	1,628	3,506	1,400	3,000	1,600	Adjusted to reflect FY23 expenses
54-40-13	Employee Benefits	STORM SEWER FUND - EXPENDITURES-S	Expenditure	53,455	69,983	47,911	80,833	68,962	(11,870)	
54-40-15	Seasonal Employees	STORM SEWER FUND - EXPENDITURES-S	Expenditure	-	-	128	12,000	10,000	(2,000)	
54-40-16	Technical Manuals & Code Books	STORM SEWER FUND - EXPENDITURES-S	Expenditure	-	-	-	-	-	-	
54-40-17	Radio Maintenance & Tower Rent	STORM SEWER FUND - EXPENDITURES-S	Expenditure	-	-	-	-	-	-	
54-40-18	Mobile Telephones	STORM SEWER FUND - EXPENDITURES-S	Expenditure	643	877	657	700	900	200	Adjusted to reflect FY22 expenses
54-40-19	PW Building Utilities	STORM SEWER FUND - EXPENDITURES-S	Expenditure	1,219	2,308	2,162	3,500	3,500	-	
54-40-20	Continuing Education	STORM SEWER FUND - EXPENDITURES-S	Expenditure	-	-	-	600	600	-	
54-40-21	Computer Programs & Software	STORM SEWER FUND - EXPENDITURES-S	Expenditure	(45)	-	-	-	-	-	
54-40-22	Uniforms & Safety Wear	STORM SEWER FUND - EXPENDITURES-S	Expenditure	-	146	-	200	200	-	
54-40-23	Professional Org. Memberships	STORM SEWER FUND - EXPENDITURES-S	Expenditure	-	-	76	-	50	50	Adjusted to reflect FY23 actual
54-40-24	Office Supplies/IT	STORM SEWER FUND - EXPENDITURES-S	Expenditure	49	88	-	500	500	-	
54-40-25	System Reconstruction	STORM SEWER FUND - EXPENDITURES-S	Expenditure	66,347	205,526	1,088	50,000	73,116	23,116	(See Utility Rate Study - Replacement of Sumps & Roadway Drain Improvements)
54-40-26	Depreciation Expense	STORM SEWER FUND - EXPENDITURES-S	Expenditure	188,140	253,346	-	188,140	188,140	-	
54-40-27	Street Sweeping	STORM SEWER FUND - EXPENDITURES-S	Expenditure	24,950	30,288	16,782	20,000	40,945	20,945	See Utility Rate Study
54-40-29	Equipment Supplies	STORM SEWER FUND - EXPENDITURES-S	Expenditure	783	179	-	500	500	-	
54-40-30	Cell Phone	STORM SEWER FUND - EXPENDITURES-S	Expenditure	132	373	206	-	-	-	
54-40-31	Fuel and Oil Expense	STORM SEWER FUND - EXPENDITURES-S	Expenditure	-	419	-	1,500	2,500	1,000	(Added \$1,000 toward new fuel tanks) - \$16,700 total cost in FY24
54-40-32	Professional Services	STORM SEWER FUND - EXPENDITURES-S	Expenditure	20,390	27,354	8,196	17,500	20,000	2,500	Increased to anticipated need for MS4 program assistance
54-40-33	School Education Programs	STORM SEWER FUND - EXPENDITURES-S	Expenditure	-	-	-	-	-	-	
54-40-34	Contractor Education Programs	STORM SEWER FUND - EXPENDITURES-S	Expenditure	-	-	-	-	-	-	
54-40-35	Public Information	STORM SEWER FUND - EXPENDITURES-S	Expenditure	-	198	-	-	-	-	
54-40-36	Utility Billing	STORM SEWER FUND - EXPENDITURES-S	Expenditure	7,982	8,842	5,644	10,008	10,008	-	
54-40-37	Utah County Coalition	STORM SEWER FUND - EXPENDITURES-S	Expenditure	2,101	2,044	1,022	2,500	2,500	-	
54-40-38	PW Shop Tools & Supplies	STORM SEWER FUND - EXPENDITURES-S	Expenditure	1,399	167	-	1,200	1,200	-	
54-40-39	Insurance Expense	STORM SEWER FUND - EXPENDITURES-S	Expenditure	2,691	2,002	2,677	2,139	3,643	1,504	
54-40-40	Debris Basin Annual Maintenanc	STORM SEWER FUND - EXPENDITURES-S	Expenditure	4,000	-	240,020	245,000	15,000	(230,000)	Reduced due to large project already funded in FY23
54-40-41	System Repairs & Maintenance	STORM SEWER FUND - EXPENDITURES-S	Expenditure	900	101,758	-	245,200	358,156	112,956	(See Utility Rate Study) - Detention Pond Cleaning & Improvements, Drainage Channels, Channel Restoration, 11800 N/Broadleaf Culvert, 9600/6530 W)
54-40-42	Maintenance & Repairs:Vehicles	STORM SEWER FUND - EXPENDITURES-S	Expenditure	-	982	-	1,000	1,000	-	
54-40-43	Sweeper Truck:Brooms & Parts	STORM SEWER FUND - EXPENDITURES-S	Expenditure	-	-	-	-	-	-	
54-40-44	VAC Truck: Maint. & Repair	STORM SEWER FUND - EXPENDITURES-S	Expenditure	-	2,750	-	3,000	3,000	-	
54-40-45	VAC Truck: Fuel & Oil	STORM SEWER FUND - EXPENDITURES-S	Expenditure	-	-	-	1,000	1,000	-	
54-40-46	Accena Group	STORM SEWER FUND - EXPENDITURES-S	Expenditure	84,365	83,445	42,550	85,000	85,000	-	
54-40-47	Credit Card Fees	STORM SEWER FUND - EXPENDITURES-S	Expenditure	4,226	4,657	3,222	5,178	5,178	-	
54-40-50	Storm Sewer Construction	STORM SEWER FUND - EXPENDITURES-S	Expenditure	-	-	-	-	-	-	
54-40-51	6150 W Storm Drain Pipe	STORM SEWER FUND - EXPENDITURES-S	Expenditure	-	-	-	-	-	-	
54-40-52	Beacon Hills Sports Park	STORM SEWER FUND - EXPENDITURES-S	Expenditure	-	-	-	-	-	-	
54-40-53	Highland Sub PI #1 Det Basin	STORM SEWER FUND - EXPENDITURES-S	Expenditure	-	-	-	-	-	-	
54-40-59	Capital Equipment Purchase	STORM SEWER FUND - EXPENDITURES-S	Expenditure	-	18,142	-	-	37,500	37,500	Portion of new pickup truck (3 new trucks = \$170,000 total)
54-40-60	Salt Bin Storage	STORM SEWER FUND - EXPENDITURES-S	Expenditure	-	-	-	-	-	-	
54-40-74	Capital Expenses/Projects	STORM SEWER FUND - EXPENDITURES-S	Expenditure	-	141	-	-	-	-	
54-40-76	Interest Expense	STORM SEWER FUND - EXPENDITURES-S	Expenditure	-	-	-	-	-	-	
54-40-77	Bad Debt Expense	STORM SEWER FUND - EXPENDITURES-S	Expenditure	31	4	1	-	-	-	
54-40-80	Indirect Overhead	STORM SEWER FUND - EXPENDITURES-S	Expenditure	10,985	15,021	-	20,282	18,670	(1,612)	
54-40-81	NCRS Viewpoint Flood Control	STORM SEWER FUND - EXPENDITURES-S	Expenditure	158,824	-	-	-	-	-	
54-40-85	Internal Service IT Expense	STORM SEWER FUND - EXPENDITURES-S	Expenditure	920	1,020	-	1,210	1,210	-	
54-40-90	Transfer to Debris Basin Fund	STORM SEWER FUND - EXPENDITURES-S	Expenditure	-	-	-	-	-	-	
54-40-91	Transfer to Capital Proj Build	STORM SEWER FUND - EXPENDITURES-S	Expenditure	-	-	-	-	-	-	
54-40-99	GASB 68 Benefits Expense	STORM SEWER FUND - EXPENDITURES-S	Expenditure	(13,941)	-	-	200	200	-	
54-90-92	Transfer to Capital Proj Road	STORM SEWER FUND - Transfers	Expenditure	-	-	-	-	-	-	
			Expenditure Total					1,098,811		

Highland City FY2024 Proposed Tentative Budget

				FY2021	FY2022	YTD through 1/31/2023	FY2023	FY2024	FY2023 to FY2024	
Account #	Account Name	Division	Type	Actual	Actual	Actual	Budget	Proposed Tentative Budget	Change	Notes
55-30-90	Transfer from General Fund	CULINARY WATER FUND - Transfers	Revenue	-	-	-	-	-	-	
55-30-91	Transfer from NW Capital Fund	CULINARY WATER FUND - Transfers	Revenue	-	-	-	-	-	-	
55-37-10	Service Charges	CULINARY WATER FUND - Service & Imp	Revenue	(878,780)	(1,133,304)	(993,346)	(1,700,000)	(1,700,000)	-	Reflects rates increased June 2022
55-37-20	Connection Fees	CULINARY WATER FUND - Service & Imp	Revenue	(46,395)	-	8,642	-	-	-	
55-37-21	Impact Fees	CULINARY WATER FUND - Service & Imp	Revenue	(27,738)	(122,408)	(9,044)	(150,750)	(30,000)	120,750	Rolling 12-months thru Jan 2023 \$57K, assumes 50% reduction
55-37-30	Penalties	CULINARY WATER FUND - Service & Imp	Revenue	(80)	(400)	(240)	-	-	-	
55-37-31	Meter Fees	CULINARY WATER FUND - Service & Imp	Revenue	(34,629)	(145,080)	(35,805)	(134,000)	(100,000)	34,000	
55-37-32	Acct Set-up/Close	CULINARY WATER FUND - Service & Imp	Revenue	(8,110)	(7,395)	(4,597)	(5,000)	(5,000)	-	
55-38-10	Interest Earnings	CULINARY WATER FUND - Interest, Deve	Revenue	(10,782)	(9,165)	(16,316)	(7,000)	(7,000)	-	
55-38-11	Developer Contributions	CULINARY WATER FUND - Interest, Deve	Revenue	(1,656,623)	-	-	-	-	-	
55-38-51	Contribution Highland Water Co	CULINARY WATER FUND - Interest, Deve	Revenue	-	-	-	-	-	-	
55-38-90	Water Share-Grant revenue	CULINARY WATER FUND - Interest, Deve	Revenue	-	-	-	-	-	-	
55-38-95	PY Carryover	CULINARY WATER FUND - Interest, Deve	Revenue	-	-	-	(222,257)	(1,453,526)	(1,231,269)	
55-39-05	Tranfer from Other funds	CULINARY WATER FUND - Other Revenu	Revenue	-	-	-	-	-	-	
55-39-50	Municipal Contributions	CULINARY WATER FUND - Other Revenu	Revenue	-	-	-	-	-	-	
55-39-90	Sundry Revenues	CULINARY WATER FUND - Other Revenu	Revenue	-	-	-	-	-	-	
			Revenue Total					(3,295,526)		

Highland City FY2024 Proposed Tentative Budget

Account #	Account Name	Division	Type	FY2021	FY2022	YTD through 1/31/2023	FY2023	FY2024	FY2023 to FY2024	Notes
				Actual	Actual	Actual	Budget	Proposed Tentative Budget	Change	
55-40-11	Salaries/Wages	CULINARY WATER FUND - EXPENDITURE	Expenditure	157,441	255,737	161,563	250,344	237,908	(12,436)	
55-40-12	Overtime	CULINARY WATER FUND - EXPENDITURE	Expenditure	8,784	10,203	9,859	8,000	10,000	2,000	Adjusted to reflect FY22 actual and FY23 Anticipated
55-40-13	Employee Benefits	CULINARY WATER FUND - EXPENDITURE	Expenditure	87,302	118,704	79,024	113,371	120,147	6,776	
55-40-14	Seasonal Employees	CULINARY WATER FUND - EXPENDITURE	Expenditure	5,870	5,826	5,710	8,000	8,000	-	
55-40-15	Technical Manuals & Code Books	CULINARY WATER FUND - EXPENDITURE	Expenditure	-	-	-	-	-	-	
55-40-17	Radio Maint. & Tower Rental	CULINARY WATER FUND - EXPENDITURE	Expenditure	391	374	256	400	400	-	
55-40-18	Mobile Telephones	CULINARY WATER FUND - EXPENDITURE	Expenditure	37	33	-	-	-	-	
55-40-19	PW Building Utilities	CULINARY WATER FUND - EXPENDITURE	Expenditure	1,254	2,308	1,070	3,000	3,000	-	
55-40-20	Security System Maintenance	CULINARY WATER FUND - EXPENDITURE	Expenditure	-	-	-	-	-	-	
55-40-21	Professional Org. & Training	CULINARY WATER FUND - EXPENDITURE	Expenditure	922	1,011	140	1,500	2,000	500	Adjusted for 4 employees that need to go to water conference (3 wtr & Jeff)
55-40-22	Uniforms & Safety Wear	CULINARY WATER FUND - EXPENDITURE	Expenditure	597	943	305	800	1,000	200	Adjusted to reflect FY22 expenses
55-40-23	Continuing Education	CULINARY WATER FUND - EXPENDITURE	Expenditure	3,052	3,267	1,896	2,500	3,000	500	Adjusted for 4 employees that need to go to water conference (3 wtr & Jeff)
55-40-24	Office Supplies/IT	CULINARY WATER FUND - EXPENDITURE	Expenditure	18	203	89	500	500	-	
55-40-25	Equip.-Repairs & Maintenance	CULINARY WATER FUND - EXPENDITURE	Expenditure	-	-	-	-	6,084	6,084	(See Utility Rate Study Pump Stations)
55-40-26	Depreciation Expense	CULINARY WATER FUND - EXPENDITURE	Expenditure	401,750	505,647	-	401,758	401,758	-	
55-40-27	Power For Wells & Lift Station	CULINARY WATER FUND - EXPENDITURE	Expenditure	159,773	119,269	102,415	170,000	170,000	-	
55-40-28	Fuel Expense Vehicles	CULINARY WATER FUND - EXPENDITURE	Expenditure	6,092	11,604	6,007	9,500	11,600	2,100	(Added \$2,100 toward new fuel tanks) - \$16,700 total cost in FY24
55-40-29	Mobile Phones	CULINARY WATER FUND - EXPENDITURE	Expenditure	2,785	4,910	2,603	3,300	4,000	700	Adjusted to reflect FY22 Expenses
55-40-30	Water Testing & Notification	CULINARY WATER FUND - EXPENDITURE	Expenditure	10,857	15,258	2,986	13,000	13,000	-	
55-40-31	Engineering & Professional Ser	CULINARY WATER FUND - EXPENDITURE	Expenditure	53,586	20,208	39,610	140,000	65,000	(75,000)	FY23 included lobbyist contract (\$100K)
55-40-32	Credit Card Fees	CULINARY WATER FUND - EXPENDITURE	Expenditure	4,226	4,657	4,147	5,178	5,178	-	
55-40-33	Insurance Expense	CULINARY WATER FUND - EXPENDITURE	Expenditure	12,344	9,965	11,124	10,760	11,753	993	
55-40-34	Equipment Supplies	CULINARY WATER FUND - EXPENDITURE	Expenditure	2,010	3,797	108	3,500	3,500	-	
55-40-35	Blue Stakes Expenses	CULINARY WATER FUND - EXPENDITURE	Expenditure	1,644	1,538	873	1,200	1,600	400	Adjusted to reflect FY22 expenses
55-40-36	Utility Billing	CULINARY WATER FUND - EXPENDITURE	Expenditure	7,982	11,042	7,844	10,008	12,000	1,992	Adjusted to reflect FY22 expenses
55-40-37	PW Shop Tools & Supplies	CULINARY WATER FUND - EXPENDITURE	Expenditure	3,318	2,694	841	1,800	1,800	-	
55-40-38	Pump Station & Booster Repairs	CULINARY WATER FUND - EXPENDITURE	Expenditure	2,830	13,154	125	5,000	15,000	10,000	These systems are too expensive to repair, \$5000 was insuffucient, See FY22
55-40-39	SCADA Maintenance	CULINARY WATER FUND - EXPENDITURE	Expenditure	1,330	5,389	2,015	2,200	3,042	842	See Utility Rate Study
55-40-41	System Repairs	CULINARY WATER FUND - EXPENDITURE	Expenditure	60,491	87,557	70,594	80,000	100,000	20,000	Increased Cost of Parts - See FY 22 Expenses
55-40-50	Capital Expenses Projects	CULINARY WATER FUND - EXPENDITURE	Expenditure	682,199	1,678,543	29,540	-	50,000	50,000	
55-40-51	Capital Outlay Equipment	CULINARY WATER FUND - EXPENDITURE	Expenditure	-	58,142	-	-	37,500	37,500	Portion of new pickup truck (3 new trucks = \$170,000 total)
55-40-52	SCADA Upgrade	CULINARY WATER FUND - EXPENDITURE	Expenditure	-	380	-	-	380	380	
55-40-55	Water Meter Purchases	CULINARY WATER FUND - EXPENDITURE	Expenditure	71,693	79,916	47,624	90,000	90,000	-	
55-40-73	Water Share Purchases	CULINARY WATER FUND - EXPENDITURE	Expenditure	-	-	-	-	-	-	
55-40-74	Water Share Assessments	CULINARY WATER FUND - EXPENDITURE	Expenditure	1,016	501	-	1,600	1,600	-	
55-40-75	Interest Expense	CULINARY WATER FUND - EXPENDITURE	Expenditure	-	-	-	-	-	-	
55-40-76	Bad Debt Expense	CULINARY WATER FUND - EXPENDITURE	Expenditure	42	32	3	-	-	-	
55-40-77	Pressure Reducing Valves	CULINARY WATER FUND - EXPENDITURE	Expenditure	-	-	-	-	1,977	1,977	See Utility Rate Study
55-40-78	Capital Outlay	CULINARY WATER FUND - EXPENDITURE	Expenditure	-	-	-	-	1,700,000	1,700,000	Grant Project \$2,510,000 - Portion anticipated for payment in FY24 Change name to Grants Capital Outlay
55-40-79	Cross Conn. Control Upgrades	CULINARY WATER FUND - EXPENDITURE	Expenditure	9,900	3,245	7,796	5,000	-	(5,000)	
55-40-80	Indirect Overhead	CULINARY WATER FUND - EXPENDITURE	Expenditure	26,073	31,984	-	47,019	60,231	13,212	
55-40-81	Valve Collar Maint	CULINARY WATER FUND - EXPENDITURE	Expenditure	-	-	3,830	-	11,699	11,699	Renamed account to reflect current use
55-40-82	Hydrant Replacement	CULINARY WATER FUND - EXPENDITURE	Expenditure	-	-	-	-	83,645	83,645	Renamed account to reflect current use
55-40-83	Galvanized Service Replacement	CULINARY WATER FUND - EXPENDITURE	Expenditure	-	-	-	-	30,416	30,416	Renamed account to reflect current use
55-40-84	Meter Maint & Battery Replace	CULINARY WATER FUND - EXPENDITURE	Expenditure	-	-	-	-	6,387	6,387	Renamed account to reflect current use
55-40-85	Equipment Rental & Maintenance	CULINARY WATER FUND - EXPENDITURE	Expenditure	8,628	6,845	6,592	6,200	6,850	650	Adjusted To Relflect FY22 Expenses
55-40-86	Internal Service IT Expense	CULINARY WATER FUND - EXPENDITURE	Expenditure	1,160	1,985	-	2,370	2,370	-	
55-40-90	Transfer to Capital Projects	CULINARY WATER FUND - EXPENDITURE	Expenditure	-	-	-	-	-	-	
55-40-99	GASB 68 Benefits Expense	CULINARY WATER FUND - EXPENDITURE	Expenditure	(22,281)	-	-	1,200	1,200	-	
			Expenditure Total					3,295,526		

Highland City FY2024 Proposed Tentative Budget

				FY2021	FY2022	YTD through 1/31/2023	FY2023	FY2024	FY2023 to FY2024	
Account #	Account Name	Division	Type	Actual	Actual	Actual	Budget	Proposed Tentative Budget	Change	Notes
56-30-90	Transfer from Gen. Fund	UTILITY TRANSPORTATION - Transfers	Revenue	-	-	-	-	-	-	
56-37-10	Utility Transportation Fee	UTILITY TRANSPORTATION - Fees	Revenue	(1,061,990)	(1,081,493)	(654,122)	(1,089,000)	(1,111,671)	(22,671)	
56-38-10	Interest Earnings	UTILITY TRANSPORTATION - Interest & C	Revenue	(5,516)	(5,155)	(18,179)	(4,000)	(20,000)	(16,000)	PTIF interest rates increased
			Revenue Total					(1,131,671)		

Highland City FY2024 Proposed Tentative Budget

				FY2021	FY2022	YTD through 1/31/2023	FY2023	FY2024	FY2023 to FY2024	
Account #	Account Name	Division	Type	Actual	Actual	Actual	Budget	Proposed Tentative Budget	Change	Notes
56-40-11	Salaries/Wages	UTILITY TRANSPORTATION - EXPENDITU	Expenditure	52,450	53,371	31,311	54,866	76,935	22,070	
56-40-12	Overtime	UTILITY TRANSPORTATION - EXPENDITU	Expenditure	-	309	1,705	-	-	-	
56-40-13	Employee Benefits	UTILITY TRANSPORTATION - EXPENDITU	Expenditure	20,235	20,770	14,419	22,811	41,233	18,423	
56-40-36	Utility Billing	UTILITY TRANSPORTATION - EXPENDITU	Expenditure	7,982	8,734	5,644	10,002	10,002	-	
56-40-45	Credit Card Fees	UTILITY TRANSPORTATION - EXPENDITU	Expenditure	4,226	4,657	3,222	3,500	3,500	-	
56-40-70	Road Fee Projects	UTILITY TRANSPORTATION - EXPENDITU	Expenditure	1,178,817	1,673,578	794,112	1,000,000	1,000,000	-	
56-40-76	Bad Debt Expense	UTILITY TRANSPORTATION - EXPENDITU	Expenditure	19	6	2	-	-	-	
			Expenditure Total					1,131,671		

Highland City FY2024 Proposed Tentative Budget

YTD through										
			FY2021	FY2022	1/31/2023	FY2023	FY2024	FY2023 to FY2024		
Account #	Account Name	Division	Type	Actual	Actual	Actual	Budget	Proposed Tentative Budget	Change	Notes
57-37-10	Internal Service Charges	INTERNAL SERVICE IT FUND - Internal Se	Revenue	(22,638)	(42,598)	-	(48,750)	(48,750)	-	
			Revenue Total					(48,750)		

Highland City FY2024 Proposed Tentative Budget

YTD through										
		FY2021	FY2022	1/31/2023	FY2023	FY2024	FY2023 to FY2024			
Account #	Account Name	Division	Type	Actual	Actual	Actual	Budget	Proposed Tentative Budget	Change	Notes
57-40-25	Internal Service Expenses	INTERNAL SERVICE IT FUND - EXPENDITURE	Expenditure	38,690	42,867	16,982	48,750	48,750	-	
			Expenditure Total					48,750		

Highland City FY2024 Proposed Tentative Budget

YTD through										
		FY2021	FY2022	1/31/2023	FY2023	FY2024	FY2023 to FY2024			
Account #	Account Name	Division	Type	Actual	Actual	Actual	Budget	Proposed Tentative Budget	Change	Notes
91-30-10	Disposition Fixed Assets	GENERAL FIXED ASSETS	Revenue	-	-	-	-	-	-	
			Revenue Total					-		

Highland City FY2024 Proposed Tentative Budget

				FY2021	FY2022	YTD through 1/31/2023	FY2023	FY2024	FY2023 to FY2024	
Account #	Account Name	Division	Type	Actual	Actual	Actual	Budget	Proposed Tentative Budget	Change	Notes
91-40-20	Gen. FA Depr. Expense	GENERAL FIXED ASSETS	Expenditure	25,887	41,811	-	25,405	25,405	-	
91-40-21	Cemetery FA Depr. Expense	GENERAL FIXED ASSETS	Expenditure	2,682	2,476	-	2,476	2,476	-	
91-40-22	Parks FA Depr. Expense	GENERAL FIXED ASSETS	Expenditure	18,390	43,803	-	17,500	17,500	-	
91-40-23	Pub. Service FA Depr. Expense	GENERAL FIXED ASSETS	Expenditure	-	-	-	-	70,941	70,941	
91-40-24	Street FA Depr. Expense	GENERAL FIXED ASSETS	Expenditure	75,992	281,417	-	70,941	70,941	-	
95-40-10	Interest/Amortization Expense	LONG TERM DEBT	Expenditure	-	-	-	-	-	-	
Expenditure Total								187,263		

Fund	Expenditure	Revenue	(Net Rev) or Exp - Use Fund Balance	Notes
GENERAL FUND	13,187,057	(13,328,398)	(141,341)	More revenue anticipated than expenditures allocated \$36K for election from prior year
CAP IMP FUND BUILDING	1,912,100	(1,912,100)	899,100	Fund balance previously accumulated for construction of Parks Maintenance Building
CAP IMP FUND ROAD PROJECTS	709,254	(750,000)	(40,746)	Impact fees (limited use) and savings from prior year transfers of B&C revenue for use of major road projects
CAPITAL IMPROVEMENT FUND-PARKS	1,442,100	(1,442,100)	1,027,100	Fund balance previously accumulated for Mtn. Ridge Park
Cemetery Perpetual Fund	471,652	(617,860)	(146,208)	Prior years' net revenue to be transferred to the General Fund
CULINARY WATER FUND	3,295,526	(3,295,526)	1,453,526	Fund balance previously accumulated for projects identified in master plans
Debt Service Fund	1,800,000	(1,800,000)	-	Pass-through fund for bond payments
Highland Open Space SSD	761,659	(761,659)	-	No use of fund balance anticipated for FY24; fund balance to be used for city-wide parks and trail projects
INTERNAL SERVICE IT FUND	48,750	(48,750)	-	Funded by departments relative to the number of computers for IT capital needs
Library Fund	428,790	(428,790)	18,454	Unplanned revenue (i.e. higher property tax than budgeted) and savings from prior years
NW Annexation Cap Project	-	-	-	Obsolete fund to be closed
PRESSURIZED IRRIGATION FUND	8,516,888	(8,516,888)	2,556,888	Fund balance previously accumulated for projects identified in master plans
SEWER FUND	2,372,922	(2,625,000)	(252,078)	Fund balance previously accumulated for future projects identified in master plans
STORM SEWER FUND	1,098,811	(1,098,811)	273,811	Fund balance previously accumulated for projects identified in master plans
Park Tax	150,000	(150,000)	-	Revenues planned to be used for playground equipment
Town Center Exaction fee Cap	-	(1,000)	(1,000)	Fund to be closed out with the completion of the 10700 project
UTILITY TRANSPORTATION	1,131,671	(1,131,671)	-	Road fee
BUILDING & DEVELOPMENT FUND	998,689	(998,689)	314,189	New fund created per diction from State Auditor to separate development related costs and revenues



CITY COUNCIL AGENDA REPORT ITEM #10

DATE: May 2, 2023
TO: Honorable Mayor and Members of the City Council
FROM: Stephannie Cottle, City Recorder
SUBJECT: **PUBLIC HEARING/ORDINANCE:** Highland/Lehi Boundary Adjustment
TYPE: **LAND USE (LEGISLATIVE)**

PURPOSE:

The City Council will hold a public hearing and consider the adoption of an ordinance adjusting the common boundaries between Highland City and Lehi City. The Council will take appropriate action.

STAFF RECOMMENDATION:

Staff recommends adopting the ordinance to adjust the common boundary of Highland City and Lehi City, per the cooperative agreement regarding Dry Creek reservoir and the surrounding properties.

PRIOR COUNCIL DIRECTION:

On February 21, 2023, the City Council adopted Resolution No: R-2023-06 stating Highland City's intent to adjust its common boundaries with Lehi City.

BACKGROUND:

On July 16, 2019, Highland City and Lehi City entered into an agreement regarding Dry Creek reservoir and the surrounding properties. The following is a section from that agreement regarding the common boundary between the cities.

2. City Boundaries: *Lehi and Highland agree to establish the center line, starting at middle of inlet to Reservoir and continuing through middle of Reservoir to the middle of Dam of existing outlet the length of the reservoir as the common boundary between the Cities, as shown on the attached map in Exhibit B. Lehi also agrees to establish their city boundary pertaining to newly acquired property from Autumn Ridge Farm LLC deeded property to Highland, to now have newly acquired Highland property be in Highland boundaries. It is understood that each city will need to hold public hearings on the issue and prepare resolutions and documentation for recording for the common boundary to be finalized.*

In March of 2020, the boundary line was adjusted to establish the center line through the middle of the reservoir as directed in the agreement; however, the newly acquired property from Autumn Ridge Farm, LLC was not included in that boundary line adjustment.

This boundary line adjustment will move parcel 11:036:0265, which is the property

acquired by Highland City from Autumn Ridge Farm, LLC, into Highland City boundaries.

Parcel 11:036:0227, which was acquired by Highland City in 2007 will also be moved into Highland City boundaries as a matter of cleaning up the boundary lines between Highland and Lehi cities.

Boundary line adjustments are a multi-step process outlined in state code. This is the final step requiring City Council action. A summary of those steps is as follows:

- City Council adopts a Resolution of Intent. *Completed on 2/21/2023.*
- Staff is required to meet several noticing requirements advertising the day of the public hearing and allowing for protests to be accepted. *Completed on 3/30/2023.*
- City Council holds a public hearing and considers the adoption of the Ordinance to adjust the boundaries.
- Staff works with adjacent affected city, County Surveyor, Lt. Governor's Office, and County Recorder to record the new boundary line.

FISCAL IMPACT:

This action will not have a fiscal impact to the City.

MOTION TO APPROVE:

I move that City Council adopt the ordinance adjusting the common boundaries between Highland City and Lehi City.

ATTACHMENTS:

1. Ordinance
2. Dry Creek Common Boundary Adjustment – Plat Map
3. July 2019 Cooperative Agreement

AN ORDINANCE ADJUSTING THE COMMON BOUNDARIES BETWEEN HIGHLAND CITY AND LEHI CITY

WHEREAS, *Utah Code Ann.* § 10-2-419 establishes a procedure for adjustment of the common boundaries between adjacent municipalities.

WHEREAS, Highland City shares certain common boundaries with Lehi City.

WHEREAS, Lehi City and Highland City each desire that certain property be transferred from one municipal jurisdiction to the other as outlined in the attached map;

WHEREAS, the property being transferred into Highland City will be adjacent to property within Highland City's R-1-40 zone;

WHEREAS, the City Council of Highland City approved Resolution No. R-2023-06 on February 21, 2023 stating its intent to adjust its common boundary with Lehi City; and

WHEREAS, the City Council of Highland City received no written protests to the proposed boundary adjustment by the deadline for receiving written protests, and held a public hearing on May 2, 2023 to consider approving the proposed boundary adjustment and received public comment on the proposed boundary adjustment; and

WHEREAS, the required public hearing was advertised as required by *Utah Code Ann.* § 10-2-419 and no protests were received by the Highland City protesting the proposed boundary adjustment; and

WHEREAS, the proposed boundary adjustment is in the public interest.

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

SECTION 1. The City Council has reviewed the proposed adjustment of the boundaries between Highland City and Lehi City, wherein certain property will be removed from Lehi City boundaries and annexed into Highland City boundaries and has determined that the adjustment is in the public interest and complies with the terms of *Utah Code Ann.* § 10-2-419.

SECTION 2. The City Council hereby approves the adjustment of the mutual boundary of Highland City and Lehi City and the annexation of the additional property into the municipal boundaries of Highland City, as described above, with new boundary between the cities being more particularly described as set forth below and shown in the attached Exhibit A:

LEHI / HIGHLAND BOUNDARY DESCRIPTION

BEGINNING AT A POINT LOCATED N89°54'28"E 923.90 FEET ALONG THE SECTION LINE AND NORTH 1318.30 FEET FROM THE SOUTHWEST CORNER OF SECTION 34, TOWNSHIP 4 SOUTH, RANGE 1 EAST, SLB&M; THENCE N01°13'47"E 110.66 FEET, THENCE N19°22'36"E 44.27 FEET, THENCE N86°16'04"E 382.59 FEET, THENCE S00°26'38"W 325.35 FEET, HENCE WEST 33.72 FEET, THENCE NORTH 148.04 FEET, THENCE WEST 362.60 FEET TO THE POINT OF BEGINNING. AREA OF ABOVE DESCRIBED PARCEL CONTAINS 1.606 ACRES

BASIS OF BEARINGS IS N89°54'28"E ALONG THE SECTION LINE FROM THE SOUTHWEST CORNER OF SECTION 34 TO THE SOUTH QUARTER CORNER OF SECTION 34.

SECTION 3. The City Council of Highland City takes notice of the enactment of an Ordinance by the City Council of Lehi City approving the proposed boundary adjustment as described above.

SECTION 4. The City Council of Highland City hereby authorizes the Mayor, Recorder, and staff of Highland City to coordinate with Lehi City and to execute and file such notices, , maps and all documents required under the provisions of Section 10-2-425, Utah Code, and other applicable sections, to complete the boundary adjustment described herein.

SECTION 5. Pursuant to Utah Code § 10-9a-506(1), the property annexed into Highland City hereby shall be zoned R-1-40.

SECTION 6. This ordinance shall take effect immediately after being posted or published as required by law.

PASSED AND ADOPTED this 2nd day of May, 2023.

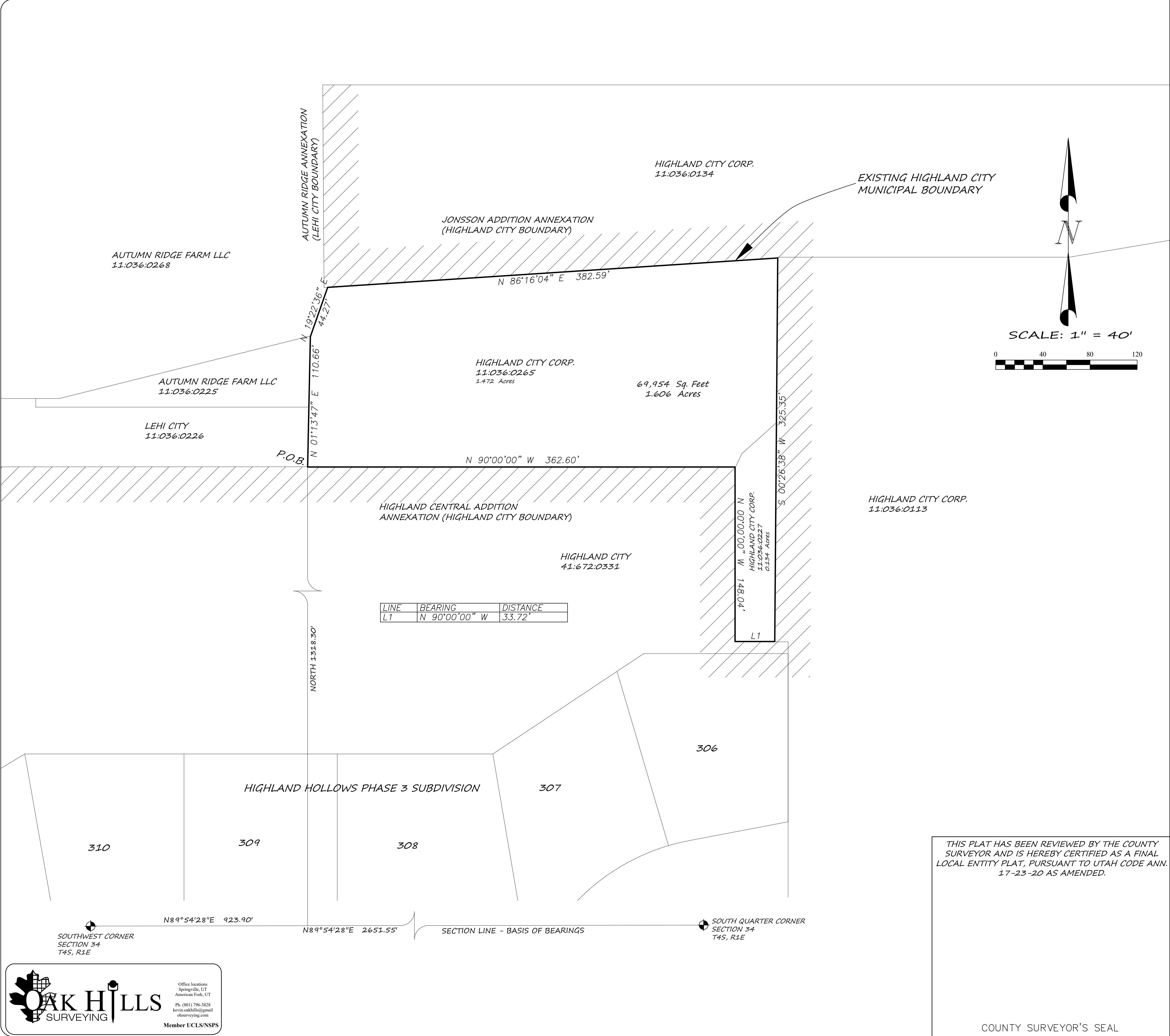
HIGHLAND CITY, UTAH

Kurt Ostler
Mayor

ATTEST:

Stephannie Cottle, CMC
City Recorder

COUNCILMEMBER	YES	NO
Timothy A. Ball	☐	☐
Brittney P. Bills	☐	☐
Sarah D. Petersen	☐	☐
Kim Rodela	☐	☐
Scott L. Smith	☐	☐



SURVEYOR'S CERTIFICATE

I, KEVIN S BISHOP, DO HEREBY CERTIFY THAT I AM A PROFESSIONAL LAND SURVEYOR, AND THAT I HOLD CERTIFICATE NO. 6508652 AS PRESCRIBED UNDER THE LAWS OF THE STATE OF UTAH. I FURTHER CERTIFY THAT THIS IS A TRUE AND ACCURATE MAP OF THE TRACT OF LAND TO BE ANNEXED INTO THE CITY OF HIGHLAND, UTAH COUNTY, UTAH.

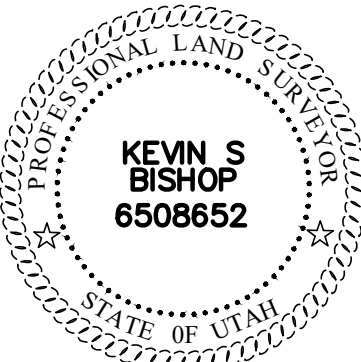
BOUNDARY DESCRIPTION

BEGINNING AT A POINT LOCATED N89°54'28"E 923.90 FEET ALONG THE SECTION LINE AND NORTH 1318.30 FEET FROM THE SOUTHWEST CORNER OF SECTION 34, TOWNSHIP 4 SOUTH, RANGE 1 EAST, SLB&M; THENCE N01°13'47"E 110.66 FEET, THENCE N19°22'36"E 44.27 FEET, THENCE N86°16'04"E 382.59 FEET, THENCE S00°26'38"W 325.35 FEET, THENCE WEST 33.72 FEET, THENCE NORTH 148.04 FEET, THENCE WEST 362.60 FEET TO THE POINT OF BEGINNING. AREA OF ABOVE DESCRIBED PARCEL CONTAINS 1.606 ACRES

BASIS OF BEARINGS IS N89°54'28"E ALONG THE SECTION LINE FROM THE SOUTHWEST CORNER OF SECTION 34 TO THE SOUTH QUARTER CORNER OF SECTION 34.

Kevin S Bishop
SURVEYOR

MARCH 2, 2023
DATE



SURVEYOR'S SEAL

ACCEPTANCE BY LEGISLATIVE BODY

THIS IS TO CERTIFY THAT WE, THE LEHI CITY COUNCIL, HAVE EXAMINED AND DO HEREBY APPROVE AND ACCEPT THE BOUNDARY ADJUSTMENT OF THE COMMON BOUNDARY LINE BETWEEN LEHI CITY AND HIGHLAND CITY AS SHOWN HEREON AND THAT SAID BOUNDARY ADJUSTMENT IS TO BE KNOWN HEREAFTER AS "THE DRY CREEK COMMON BOUNDARY ADJUSTMENT."

THIS _____ DAY OF _____ A.D. 2023

ATTEST
CLERK-RECORDER
(SEE SEAL BELOW)

ACCEPTANCE BY LEGISLATIVE BODY

THIS IS TO CERTIFY THAT WE, THE HIGHLAND CITY COUNCIL, HAVE EXAMINED AND DO HEREBY APPROVE AND ACCEPT THE BOUNDARY ADJUSTMENT OF THE COMMON BOUNDARY LINE BETWEEN LEHI CITY AND HIGHLAND CITY AS SHOWN HEREON AND THAT SAID BOUNDARY ADJUSTMENT IS TO BE KNOWN HEREAFTER AS "THE DRY CREEK COMMON BOUNDARY ADJUSTMENT."

THIS _____ DAY OF _____ A.D. 2023

ATTEST
CLERK-RECORDER
(SEE SEAL BELOW)

DRY CREEK COMMON BOUNDARY ADJUSTMENT
REMOVING A TRACT FROM LEHI CITY AND TRANSFERRING INTO HIGHLAND CITY

LOCATED IN THE SW 1/4 OF SECTION 34, T. 4 S., R. 1 E., SLB&M
UTAH COUNTY, STATE OF UTAH

SCALE: 1 IN. = 40 FT.

THIS PLAT HAS BEEN REVIEWED BY THE COUNTY SURVEYOR AND IS HEREBY CERTIFIED AS A FINAL LOCAL ENTITY PLAT, PURSUANT TO UTAH CODE ANN. 17-23-20 AS AMENDED.

COUNTY SURVEYOR'S SEAL

CLERK-RECORDER SEAL

CLERK-RECORDER SEAL



**COOPERATIVE AGREEMENT BETWEEN LEHI CITY AND
HIGHLAND CITY REGARDING DRY CREEK RESERVOIR AND SURROUNDING
PROPERTIES**

THIS COOPERATIVE AGREEMENT is made this 16th day of July, 2019 between Lehi City (hereinafter "Lehi"), a municipal corporation of the State of Utah, and Highland City (hereinafter "Highland"), also a municipal corporation of the State of Utah, referred to singly as "each City" or together as "the Cities."

Recitals

WHEREAS, Northern Utah County Water Conservancy District (District) is the owner of the Dry Creek Dam (hereinafter "Dam") and Debris Basin, a portion of which is situated in or abuts Lehi and Highland, and the District is rehabilitating the Dam to meet current engineering standards and minimum dam safety requirements; and

WHEREAS, Lehi desires to convert the Debris Basin into a permanent water storage facility (Reservoir) to be used with Lehi's secondary water system and to add recreational facilities to the Reservoir to be made available to the general public (the Project), and has entered into a Cooperative Agreement with District to accomplish the same; and

WHEREAS, Highland owns property southwest of the Dam as shown in the attached Exhibit A that needs parking and access to 1200 East; and

WHEREAS, Lehi needs to build a 42-inch irrigation pipeline from the Reservoir along the north side of Dry Creek to 1200 East Street to serve its secondary water system; and

WHEREAS, Lehi and Highland desire a trail along Dry Creek connecting 1200 East to the Murdock Canal Trail; and

WHEREAS, Lehi needs to improve 1200 East to meet current standards and better serve the public; and

WHEREAS, Autumn Ridge Farm LLC owns property along 1200 East needed for Lehi to make the 1200 East Street improvements; and

WHEREAS, the Cities desire to address their responsibilities and understandings regarding the Project, pipeline, trail, access, 1200 East Street, and the Cities' mutual boundary through the reservoir;

NOW, THEREFORE, subject to the recitals, terms, and conditions of this Agreement, the Parties agree as follows.

1. **Reservoir Operation and Maintenance:** Lehi shall be responsible for operating, maintaining the reservoir and the trail and dry ground around the Dry Creek Reservoir to

the wood fence on the east side, but not including the wood fence, which will be maintained by property owner. If signage is provided wherein the Districts and Utah Department of Natural Resources name appears, Lehi is not opposed to the District including Highland City name on the sign. If at any time a park entrance or usage fee is instituted, Highland residents will be treated the same as Lehi resident pertaining to entrance or usage fee for use of the Reservoir or Project area.

2. **City Boundaries:** Lehi and Highland agree to establish the center line, starting at middle of inlet to Reservoir and continuing through middle of Reservoir to the middle of Dam of existing outlet the length of the reservoir as the common boundary between the Cities, as shown on the attached map in Exhibit B. Lehi also agrees to establish their city boundary pertaining to newly acquired property from Autumn Ridge Farm LLC deeded property to Highland, to now have newly acquired Highland property be in Highland boundaries. It is understood that each City will need to hold public hearings on the issue and prepare resolutions and documentation for recording for the common boundary to be finalized.
3. **Deeding of Property:** In exchange for Lehi obtaining a warranty deed from Autumn Ridge Farm LLC in favor of Highland City for 1.46 acres for possible future use as a parking area for a Highland City park, Highland will deed 3.127 acres to Autumn Ridge Farm LLC.
4. **Easement for Pipeline, Trail, and Access Road:** Highland agrees to execute a 30-foot permanent non-exclusive easement (hereafter "Easement") and an adjacent 20-foot temporary construction easement in favor of Lehi with 20-foot temporary easement expiring December 31, 2021. Lehi agrees to execute a permanent non-exclusive easement in favor of Highland over Utah County parcel 41:672:0326(see Exhibit #A) Lehi will construct a 42-inch irrigation pipeline (hereafter "Pipe") from the Dam to 1200 East Street. The Pipe and 10-foot asphalt trail (Hereafter "10-foot Trail") will be built and paid for by Lehi. 10-foot Trail will be designed as to not hinder Highland building a 28-foot road, possible future parking area, road, utilities or other park amenities needed by Highland from 1200 East Street. Lehi will submit construction drawing as to placement of Pipe, Easement and 10-foot Trail to Highland engineer for review, with Highland signing in agreement of placement. Highland agrees to maintain 10-foot Trail after it is built by Lehi. Lehi agrees to build 10-foot Public Trail on top of Pipe within Easement, with 10-foot Trail being installed by December 31, 2021, with Highland thereafter owning the 10-Foot Trail. Lehi will limit its removal of Highland trees when constructing and installing Pipe and 10-foot Trail. Lehi is not opposed to granting Highland a road curb cut off of the paved road, from Reservoir access road going up to 3200 North, allowing Highland to access the south side of the Dam area, by the Murdock trail. Highland understands that it needs to be granted access over District property, wherein Highland will do with separate agreement with District.
5. **Cash Payment:** Lehi agrees to pay Highland four hundred thousand dollars (\$400,000.00) at closing.

6. **Closing:** All documents and money shall be held at a mutually agreed upon title company until such time as all the property transfers are complete and satisfied. Upon closing, the deeds and property transfers shall be recorded at the county recorder's office.
7. **Interlocal Act Provisions:** The Cities agree that this Agreement does not create an interlocal entity.
8. **Responsibility and Indemnification:** Lehi shall be responsible for the maintenance and upkeep of the features it installs at the Reservoir, including the trail surrounding the Reservoir, and Pipe, from Dam to 1200 East Street. Lehi shall indemnify and hold Highland harmless from any and all claims arising from Lehi's negligent, reckless, or intentional conduct.
9. **Emergency Response:** Even though the municipal boundary between the communities will be in the center of the reservoir, Lehi City shall be primarily responsible for providing emergency response services up to the wood fence on the east side of the reservoir.
10. **Binding Agreement:** This Agreement shall be binding upon the parties and may not be assigned without prior written approval of the other party.
11. **Captions:** The headings used in this Agreement are inserted for reference purposes only and shall not be deemed to define, limit, extend, describe, or affect in any way the meaning, scope, or interpretation of any of the terms or provisions of this Agreement or the intent hereof.
12. **Counterparts:** This Agreement may be signed in any number of counterparts with the same effect as if the signatures upon any counterpart were upon the same instrument. All signed counterparts shall be deemed to be one original.
13. **Severability:** The provisions of this Agreement are severable, and should any provision hereof be void, voidable, unenforceable, or invalid, such void, voidable, unenforceable, or invalid provision shall not affect the other provisions of this Agreement.
14. **Waiver or Breach:** Any waiver by any Party of any breach of any kind or character whatsoever by the other, whether such be directed or implied, shall not be construed as a continuing waiver of, or consent to, any subsequent breach of this Agreement.
15. **Amendment:** This Agreement may not be modified except by an instrument in writing signed by the Parties.
16. **Interpretation and Enforcement:** The laws of Utah shall govern interpretation of this Agreement. If any term of this Agreement is deemed unenforceable, the remainder of the Agreement shall stay in full force and effect. Whether or not suit is filed, if services of an attorney are required by any party to secure performance under this Agreement, the non-defaulting Party shall be entitled to reasonable attorney's fees and costs.

Cooperative Agreement Between Lehi City and Highland City

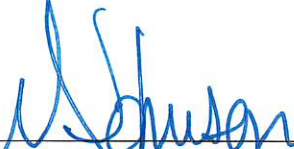
17. **Notice:** Any notice or other communication required or permitted to be given hereunder shall be deemed to have been received:
- Upon personal delivery or actual receipt thereof; or
 - Within three (3) days after such notice is deposited in the United States mail, certified mail postage prepaid and addressed to the Parties at their respective addresses.
18. **Exhibits and Recitals:** The Recitals set forth above and all exhibits to this Agreement are incorporated herein to the same extent as if such items were set forth herein in their entirety within the body of the Agreement.
19. **Agreement:** This Agreement contains the entire agreement between the Parties and no statements, promises, or inducements made by any Party that are not contained in this written agreement shall be binding or valid.
20. **Performance:** Each Party agrees to undertake and perform all further acts that are reasonably necessary to carry out the intent and purposes of this Agreement at the request of the other Parties.
21. **Compliance:** The failure of any Party to insist upon strict compliance of any of the terms and conditions, or failure or delay by either party to exercise any rights or remedies provided in this Agreement, or by law, will not release another Party from any obligations arising under this Agreement.
22. **No Joint Venture:** This Agreement does not create any type of agency relationship, joint venture, or partnership between the Parties.
23. **Authority:** Each Party represents that it has the authority to enter into this Agreement.

IN WITNESS WHEREOF, the Parties hereto have caused these presents to be executed by their duly authorized officers as of the day and year first above written.

LEHI CITY

Attest:


Title: City Recorder
Date: 7/22/19


Title: Mayor
Date: July 22, 2019



Cooperative Agreement Between Lehi City and Highland City

HIGHLAND CITY

Attest:

Cindy M. Ainslie

Title: City Recorder

Date: 07/22/2019



[Signature]

Title: Mayor

Date: 7/23/2019

APPROVED AS TO FORM

Ryan Wood, Lehi City Attorney

[Signature]

Highland City Attorney

Exhibit A

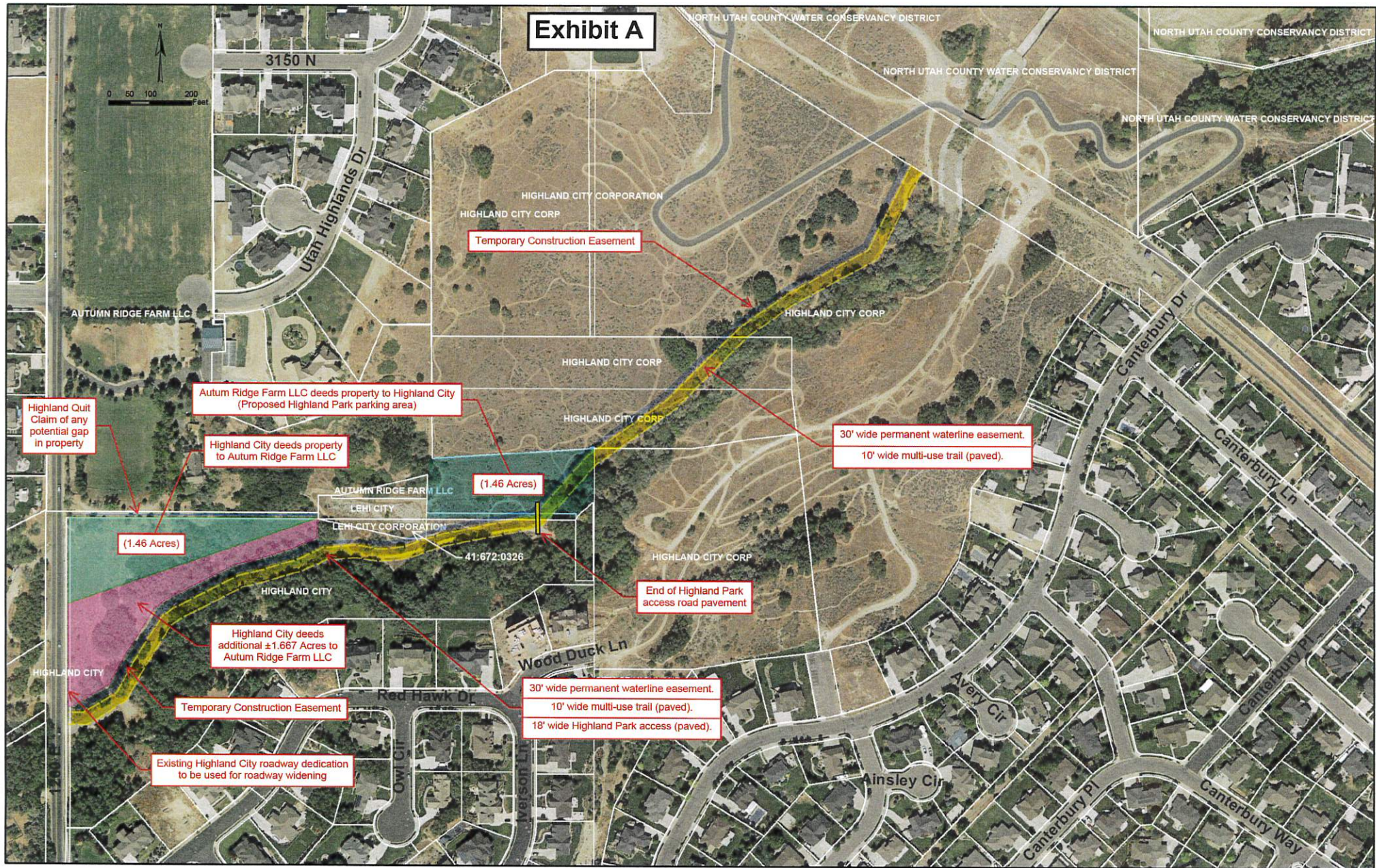
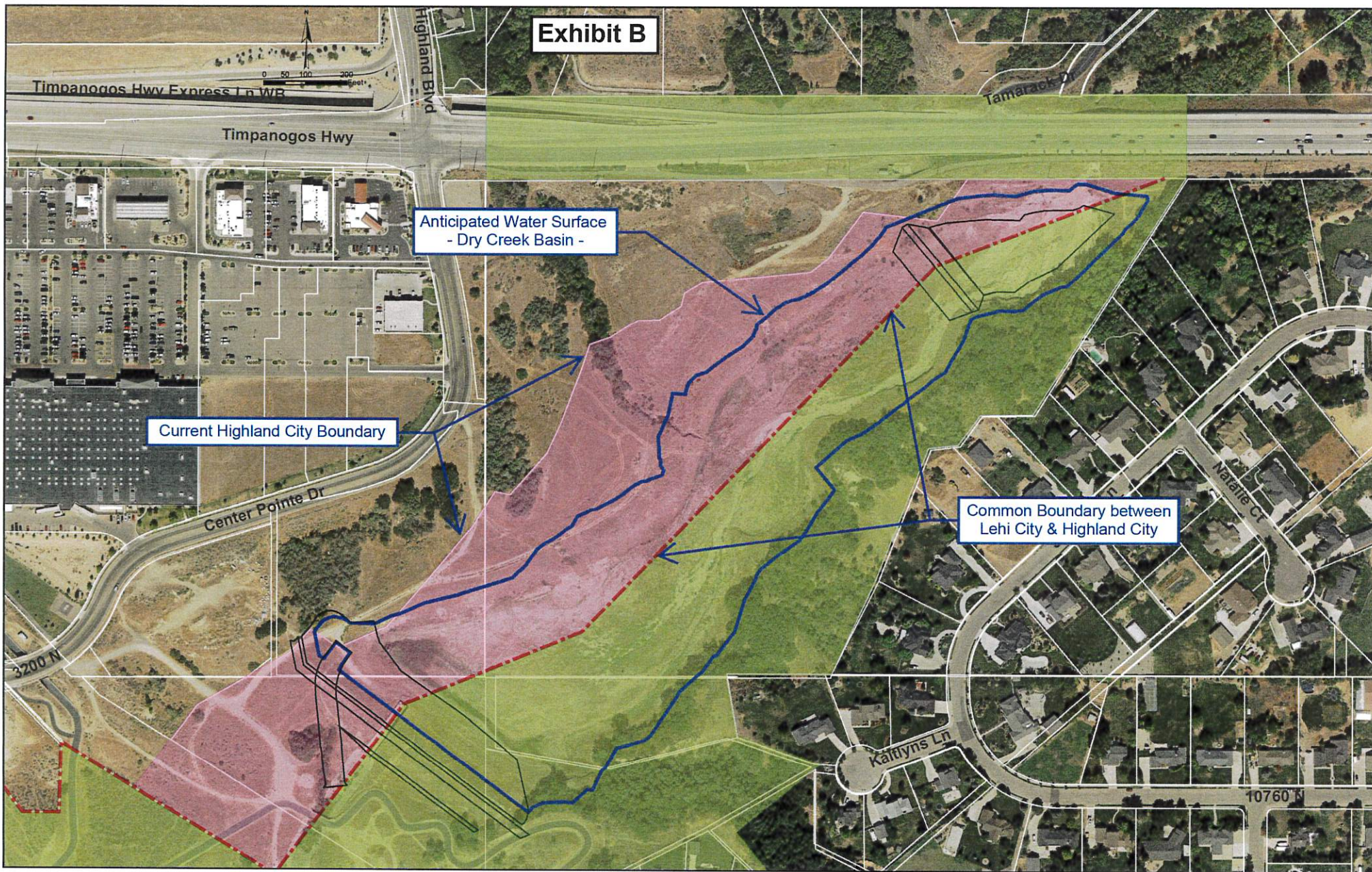


Exhibit B





CITY COUNCIL AGENDA REPORT

ITEM #11

DATE: May 2, 2023
TO: Honorable Mayor and Members of the City Council
FROM: Kellie Smith, Planner & GIS Analyst
SUBJECT: **PUBLIC HEARING/ORDINANCE:** Text Amendment – Fences
TYPE: **DEVELOPMENT CODE UPDATE (LEGISLATIVE)**

PURPOSE:

The City Council will hold a public hearing to consider a proposal by Highland City Staff to amend Chapter 3-612 Fences, Retaining Walls, Theme and Screen Walls in the Development Code relating to municipal fencing, how fence height is measured, and adjusting fence design requirements adjacent to trail corridors. The City Council will take appropriate action.

PRIOR COUNCIL DIRECTION:

On April 18, 2023, staff brought a communication item to the City Council regarding the design of municipal fencing. A Councilmember also requested that the Council discuss fencing along trail corridors. Councilmembers directed staff to move forward with an amendment to the fence code to allow chain link fencing for municipal facilities. The Council also directed staff to change the requirement for fences adjacent to trails. They requested that the code only require fences adjacent to trails to have the top two (2) feet be 55% open when the trail corridor is less than 30' rather than 40'.

At the April 18, 2023 City Council meeting, there was also extensive discussion on the Alpine Hwy theme wall. Staff added specific theme wall regulations to address the concerns that were brought up in the meeting relating to the maintenance or reconstruction of theme walls.

STAFF RECOMMENDATION:

Staff recommends the City Council hold a public hearing, accept the findings, and **APPROVE** the proposed amendment to Section 3-612 in the Development Code relating to fences and retaining walls.

BACKGROUND:

Staff is proposing an amendment to the fence ordinance as a result of confusion among residents, developers, and staff regarding how fence height is measured. The proposed amendment simplifies this by determining fence height based on the average finished grade on both sides of the fence. Fences adjacent to parkway detail are treated separately. The parkway detail is currently being updated to require that the fence height be measured from the sidewalk elevation. There has also been confusion for contractors regarding retaining wall height. The Development Code and the International Building Code measure retaining

wall height differently. The proposed amendment addresses this issue.

Other changes in the proposed amendment regarding trail corridors and municipal fencing are based on direction given to staff by the City Council.

SUMMARY OF THE REQUEST:

Reorganization

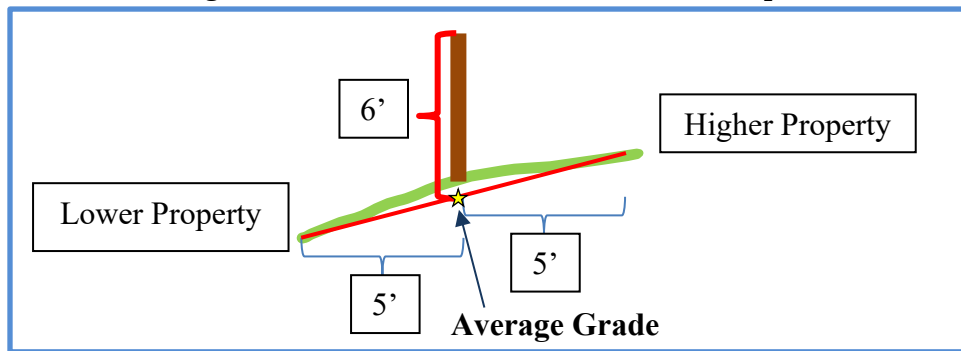
The proposed amendment renames and reorders the subsections within Section 3-612. The subsections are now divided out into the following:

1. Permit Required
2. General
3. Residential Fences
4. Theme Walls
5. Screen Walls
6. Retaining Walls
7. Municipal Fencing and Retaining Walls

Fence Height

Fence height shall be measured from the highest point of the finished grade to the highest point of the fence. “Finished grade” means the *average* finished grade of the property within five (5) feet of either side provided that the fence shall not exceed eight (8) feet in total height as measured from the lowest point within five (5) feet of either side of the fence.

Difference in grade on either side of the fence example:



Fences Adjacent to Trails

The proposed amendment allows for 6' solid fences along trail corridors that are at least 30' wide unless the trail corridor is not visible from two public areas such as a street or park. On trail corridors less than 30' wide, the fence is required to be four (4) feet solid with the two (2) remaining feet at least 55% open.

Theme Walls

Based on discussions during the April 18, 2023 City Council meeting regarding the Alpine Hwy theme wall, staff is proposing to add the following: All theme walls shall be located on private property and owned by the owner of such private property or by a homeowners' association, unless the City agrees otherwise by way of a condition of approval during the development review process or recorded agreement.

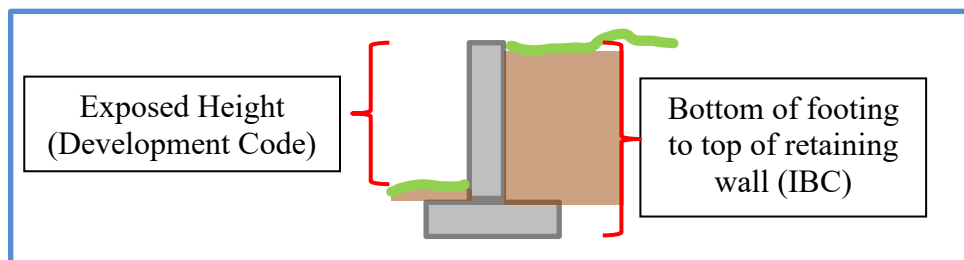
The amendment also adds a section regarding maintenance and reconstruction of theme walls:

- The owner of the theme wall shall maintain the theme wall in reasonably good and safe condition.
- Any reconstruction of the theme wall shall conform to the theme wall design approved as part of the development review process, unless a different design is approved by the City Council.

Retaining Walls

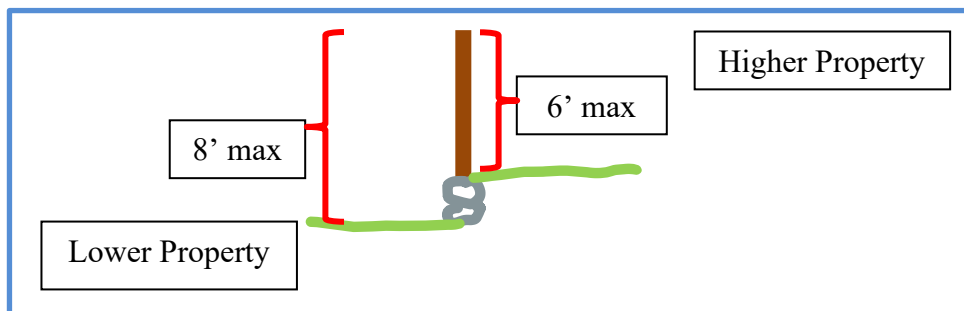
The proposed amendment clarifies that the maximum height for retaining walls is the *exposed* height. The International Building Code (IBC) requires a building permit for retaining walls that exceed four (4) feet in height measured from the bottom of the footing to the top of the retaining wall. This IBC requirement is clarified in the amendment.

Exposed height compared to measured from the bottom of footing example:



Under no condition shall a fence and retaining wall exceed eight (8) feet in height on the same vertical plane measured from the finished grade of the lower property. If a privacy fence that is on top of a retaining wall exceeds eight (8) feet, the fence shall be set back at least four (4) feet from the back side of the retaining wall. Open style fences are permitted to be on the same plane as a retaining wall.

Fence on top of retaining wall example:



Municipal Fencing

The proposed amendment states the following: Fences for Highland City may be chain link. Fences and retaining walls for Highland City may deviate from these standards for the benefit of the public and public resources.

CITIZEN PARTICIPATION:

Notice of the public hearing held at the Planning Commission meeting was posted on the state and city websites and three public places on April 13, 2023.

Notice of the public hearing to be held at the City Council meeting was posted on the state

and city websites and three public places on April 20, 2023. At the time of this report writing, staff has received no public comment.

STAFF REVIEW/FINDINGS:

The proposed amendment meets the following findings:

1. It simplifies how fence height is measured.
2. It clarifies when a building permit for a retaining wall is required according to IBC.
3. It is consistent with the changes requested by the City Council.

PLANNING COMMISSION ACTION:

The Planning Commission held a public hearing on April 25, 2023. A Commissioner asked questions about the theme wall change and who's call it would be to determine what "good" condition means. The City Attorney said it would be the City's. Another Commissioner asked how the City has been able to install chain link fences with it breaking the ordinance. It was explained that the City had done what it felt was best for the City with each project. The purpose of that part of the amendment is to make it clear that the City is an exception.

The Planning Commission then voted 5:0 to recommend APPROVAL of the proposed amendment.

FISCAL IMPACT:

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

MOTION TO APPROVE:

I move that the City Council **APPROVE** the proposed amendments to Section 3-612 of the Development Code relating to municipal fencing, how fence height is measured, and adjusting fence design requirements adjacent to trail corridors.

ATTACHMENTS:

1. Ordinance

ATTACHMENT 1:

AN ORDINANCE OF THE HIGHLAND CITY COUNCIL AMENDING SECTION 3-612 OF THE HIGHLAND CITY DEVELOPMENT CODE RELATING TO MUNICIPAL FENCING, HOW FENCE HEIGHT IS MEASURED, AND ADJUSTING FENCE DESIGN REQUIREMENTS ADJACENT TO TRAIL CORRIDORS AS SHOWN IN FILENAME TA-23-06.

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

WHEREAS, the Planning Commission held a public hearing on this Ordinance on April 25, 2023 and

WHEREAS, the City Council held a public hearing on this Ordinance on May 2, 2023.

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

SECTION 1: **ADOPTION** Section 3-612 Fences, Retaining Walls, Theme And Screen Walls of the Development Code is hereby amended as shown on “Exhibit A” attached hereto and incorporated herein.

SECTION 2: **REPEALER CLAUSE** All ordinances or resolutions or parts thereof, which are in conflict herewith, are hereby repealed.

SECTION 3: **SEVERABILITY CLAUSE** Should any part or provision of this Ordinance be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the Ordinances a whole or any part thereof other than the part so declared to be unconstitutional or invalid.

SECTION 4: **EFFECTIVE DATE** This Ordinance shall be in full force and effect from May 2, 2023 and after the required approval and publication according to law.

PASSED AND ADOPTED by the Highland City Council, May 2, 2023

HIGHLAND CITY, UTAH

Kurt Ostler
Highland City Mayor

ATTEST:

Stephannie Cottle
Highland City Recorder

COUNCIL MEMBER	YES	NO
Timothy A. Ball	☐	☐
Brittney P. Bills	☐	☐
Sarah D. Petersen	☐	☐
Kim Rodela	☐	☐
Scott L. Smith	☐	☐

EXHIBIT A

3-612 Fences, ~~Retaining Walls, Theme Walls, And Screen Walls, And Retaining Walls~~

1. Permit Required. All fences, ~~screen walls, and~~ theme walls, screen walls, and retaining walls shall be subject to review and approval by the Zoning Administrator. All fences, ~~screen walls, and~~ theme walls, screen walls, and retaining walls shall comply with the conditions set forth herein, unless a more specific standard applies. An application shall contain an application form, any information specifically required by this ordinance, such additional information specified by the Zoning administrator, and when required, a fee. See Section 3-4112(4) for fencing around athletic courts.
- ~~2.1 Fences. For the purposes of this section, fences shall include walls and hedges, and any other combination of plants, shrubs, trees, barriers, structures, or objects that act as a visual or physical screen or barrier. In no event shall a fence be installed within the front setback parallel to a street.~~
- ~~a.2. General.~~ All fences, screen walls, and theme walls shall comply with the following regulations, unless a more specific standard applies:
 - a. Fences shall be set back not less than the front setback approved for the subdivision.
 - i. Fences shall not exceed six (6) feet in height.
 - ~~ii. a. Fences may be installed on the side and rear lot lines behind the front setback. The fence shall not exceed six (6) feet in height. A fence along the side lot lines may extend into the front set back up to fourteen (14) feet from the back of curb with a maximum height of three (3) feet.~~
 - b. Fence height shall be measured from the highest point of the finished grade to the highest point of the fence. "Finished grade" means the average finished grade of the property within five (5) feet of either side provided that the fence shall not exceed eight (8) feet in total height as measured from the lowest point within five (5) feet of either side of the fence nearest the fence.
 - ~~iii. c.~~ Fences subject to the parkway detail shall follow location height, and setback requirements as specified therein. All other fences shall follow the requirements set forth in this Chapter.
 - ~~iv. Berms, or other means to raise the elevation of the ground upon which a fence is proposed to be located, shall be included in the measurement of fence height.~~
 - ~~v. d.~~ Fences on or adjacent to ~~R~~etaining walls are subject to Subsection 6 Retaining Walls, considered as part of the fence height.
 - b. When a difference in grade exists on either side of a fence or wall, the height of the fence or wall shall be measured from the height of the higher property grade within five (5) feet of the property line but shall not exceed eight (8) feet in total height as measured from the lower property grade.
3. Residential Fences. For the purposes of this section, fences shall include walls and hedges, and any other combination of plants, shrubs, trees, barriers, structures, or objects that act as a visual or physical screen or barrier within or on any residential lot or parcel. All such fences shall comply with the following regulations in addition to all other applicable regulations set forth in this Chapter: ~~In no event shall a fence be installed within the front setback parallel to a street.~~
 - a. Location

i. Fences may be installed on the side and rear lot lines behind the front setback. The fence shall not exceed six (6) feet in height. A fence along the side lot lines may extend into the front set back up to fourteen (14) feet from the back of curb with a maximum height of three (3) feet.

ii. A fence shall be set back a minimum of fourteen (14) feet from the back of curb on all sides that abut a street. This setback may be reduced to be on the property line if the fence is 66% open and is at least six (6) feet from the back of the curb.

iii. All fences shall not exceed three (3) feet in height in the clear vision area and shall comply with the clear view area requirements as defined in Section 3-610 Clear View of Intersecting Streets.

iv. In no event shall a fence be installed within the front setback parallel to a street.

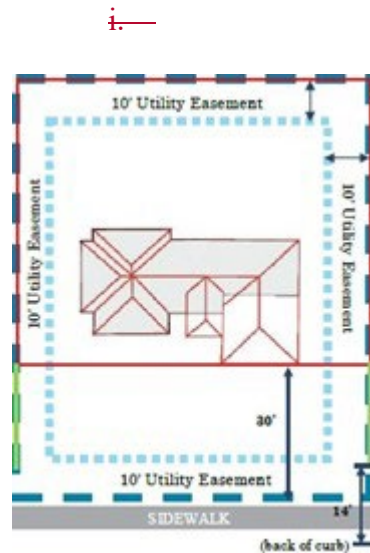
b. Materials

i. Permitted: Vinyl, wood, open style metal fencing with the appearance of wrought iron, precast concrete, concrete, steel cable, gabion, stone, masonry, and hog/horse wire within wooden or metal beams and posts. Hog/horse wire without beams are permitted for animal enclosures required for large animals.

ii. Prohibited: Chain link and all other materials not listed above are prohibited.

c. Specific lot considerations

i. Typical Lot

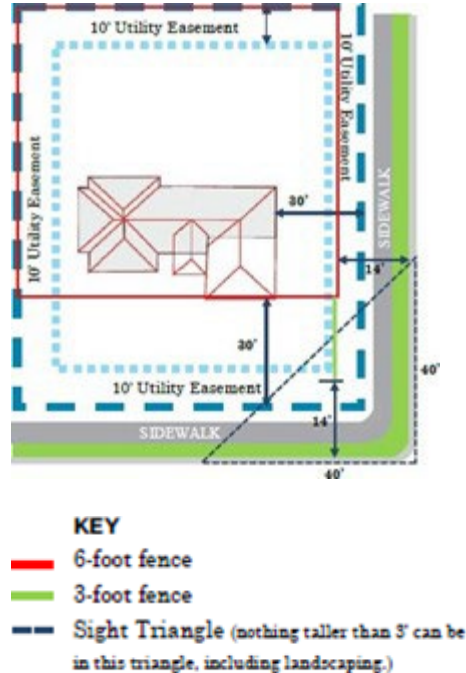


KEY

- 6-foot fence
- 3-foot fence

(1) The side setback along the street may be reduced to be on the property line if the fence is 66% open and is at least six (6) feet from the back of the curb.

ii. Corner Lot



- (1) The side setback along the street may be reduced to be on the property line if the fence is 66% open and is at least six (6) feet from the back of the curb.

iii. Lots adjacent to trails or open space

- (1) Open style fences along the side or rear lot lines that are adjacent to a trail or open space are permitted. The Solid or closed style fences along the side or rear lot lines that is adjacent to a trail or open space must be a maximum of four (4) feet solid with at least the top two (2) remaining feet at least 55% open in either of the following circumstances:
 - (A) The trail or open space area is less than thirty (30) forty (40) feet in width and is not immediately adjacent to a public street.
 - (B) The trail or open space corridor is wider than thirty (30) forty (40) feet but cannot be seen from two public areas such as a street or park.
- (2) The Zoning Administrator may approve an alternative fence design for either circumstance described above based on the following factors:
 - (A) The proposed alternative meets the intent of this section; and,
 - (B) There are special circumstances attached to the property that do not generally apply to other properties in the same subdivision; and,

(C) The natural visibility or observation of the trail or open space is not diminished if the proposed alternative is constructed on all the lots adjacent to the trail or open space.

iv. Highways/arterial lots

(1) On all state highways or arterial streets, fences shall be set back a minimum of thirty (30) feet from the back of curb or as required by the parkway detail. This 30-foot restriction is applicable to fences along the front, side, and rear property lines that abut the highway or arterial street, no matter the height.

v. Lots with side or rear property lines adjacent to a golf course facility

(1) The fence may be a maximum of fifteen (15) feet in height. The materials of this fence are limited to open style netting with black support posts or beams no closer than five (5) feet apart.

3.1. Retaining Walls

~~a. A retaining wall within the front setback shall be a minimum of ten (10) feet from the front property line and shall not exceed four (4) feet in height. The maximum height of retaining wall in any other location is six (6) feet.~~

~~i. Retaining walls for daylight basements or window wells have a maximum height of eleven (11) feet.~~

~~b.a. Retaining walls shall not be placed any closer to another retaining wall than at a ratio of one foot horizontal to one foot vertical height of the wall.~~

~~e.a. Under no condition shall a fence and retaining wall exceed eight (8) feet in height on the same vertical plane. If a privacy fence that is on top of a retaining wall would exceed eight (8) feet, it shall be set back at least four (4) feet from the back side of the retaining wall. Open style fences are permitted to be on the same plane as a retaining wall.~~

~~d.a. Retaining walls shall not be permitted within public utility easements without city approval, and no approval will be granted where a storm drain, culinary water line, pressurized irrigation line, or sewer line is installed.~~

~~e.a. Retaining walls require a building permit if it exceeds four (4) in height. The submittal for the building permit must include:~~

~~i. a stamped engineered plan from the licensed engineer,~~

~~ii.i. a drainage plan which provides for containment of run-off water on site or discharged to a City approved location,~~

~~iii.i. plans for a conduit as required by the City Engineer if the retaining wall is to be constructed within the public utility easement where utilities do not exist. The property owner shall be financially responsible for the removal or reconstruction of a retaining wall in a public utility easement if the easement is needed per Utah Law (UCA 54-3-27).~~

4. Theme Walls. A *theme wall* is a wall that is installed along state highways, arterial, and collector streets, and open space areas as determined during the development review process.

a. Any developer of a residential subdivision shall provide a six (6) foot theme wall adjacent to all arterial and collector streets, open space areas, and trails except as provided herein. Gates connecting to open space areas may be allowed in theme

walls if approved as part of the development review process. All theme walls shall be located on private property and owned by the owner of such private property or by a homeowners' association, unless the City agrees otherwise by way of a condition of approval during the development review process or recorded agreement.

b. Materials and Design

i. Permitted Materials: Precast concrete, concrete, masonry block, brick, stone, or a similar solid, durable material of equal or better quality. Accent landscaping and design elements such as stone veneer, brick, planters, marble, rock, decorative pilasters, decorative caps, stone or tile insets, or other significant design features are also permitted.

ii. Prohibited: Vinyl, wood, chain link.

iii. All theme walls between different uses shall provide columns every fifty(50) feet to provide variety and visual interest. Said columns shall extend a minimum of six (6) inches from the face of the theme wall and be architecturally enhanced as required above.

c. Maintenance and Reconstruction

i. The owner of the theme wall shall maintain the theme wall in reasonably good and safe condition.

~~iii.~~ii. Any reconstruction of the theme wall shall conform to the theme wall design approved as part of the development review process, unless a different design is approved by the City Council.

5. Screen Walls. A *screen wall* is a wall that is installed between different land uses as required in this section or used to screen trash enclosures, loading docks, outdoor storage areas, etc., or as determined during the development review process.

a. The developer of any residential development with a density greater than six (6) units per acre which abut any R-1-40, R-1-30, R-1-20, or A-1 district must provide a screen wall with a minimum height of six (6) feet along the abutting property line.

b. The developer of any nonresidential use that abuts any residential district must provide a screen wall with a minimum height of six (6) feet along the abutting property line. Any loading docks within one hundred (100) feet of a residential district must have a separate eight (8) foot high screen wall of similar materials compatible with the building design to screen the dock areas.

c. All outdoor storage areas shall have a six (6) foot screen wall as required in this section.

d. Materials and Design

i. Permitted: Precast concrete, concrete, masonry block, brick, stone, or a similar solid, durable material of equal or better-quality. Accent landscaping and design elements such as stone veneer, brick, planters, marble, rock, decorative pilasters, decorative caps, stone or tile insets, or other significant design features.

ii. Prohibited: Vinyl, wood, chain link.

iii. If a screen wall is erected as an enclosure, a gate of equal height shall be required in order to secure the enclosure. The gate shall be opaque and shall be compatible with the design of the building(s).

6. Retaining Walls

- a. A retaining wall within the front setback shall be a minimum of ten (10) feet from the front property line and shall not exceed four (4) feet in exposed height. The maximum height of a retaining wall in any other location is six (6) feet exposed height. A retaining wall shall be set back a minimum of fourteen (14) feet from the back of curb on all sides that abut a street.
 - b. Retaining walls for daylight basements or window wells have a maximum exposed height of eleven (11) feet.
 - c. Retaining walls shall not be placed any closer to another retaining wall than at a ratio of one foot horizontal to one foot vertical height of the wall.
 - d. Under no condition shall a fence and retaining wall exceed eight (8) feet in height on the same vertical plane measured from the finished grade of the lower property. If a privacy fence or other opaque, non-open style fencing –that is on top of a retaining wall would exceed eight (8) feet measured from the finished grade of the lower property, it the fence shall be set back at least four (4) feet from the back side of the retaining wall. Open style fences are permitted to be on the same plane as a retaining wall.
 - e. Retaining walls shall not be permitted within public utility easements without city approval, and no approval will be granted where a storm drain, culinary water line, pressurized irrigation line, or sewer line is installed.
 - f. Retaining walls require a building permit if it exceeds four (4) feet in height measured from the bottom of the footing to the top of the retaining wall. The submittal for the building permit must include:
 - i. a stamped engineered plan from the a licensed engineer,
 - ii. a drainage plan which provides for containment of run-off water on site or discharged to a City approved location,
 - iii. plans for a conduit as required by the City Engineer if the retaining wall is to be constructed within the public utility easement where utilities do not exist. The property owner shall be financially responsible for the removal or reconstruction of a retaining wall in a public utility easement if the easement is needed per Utah Law (UCA 54-3-27).
7. Municipal Fencing and Retaining Walls. Fences for Highland City may be chain link. Fences and retaining walls for Highland City may deviate from the standards set forth in this Chapter for the benefit of the public and public resources.



CITY COUNCIL AGENDA REPORT

ITEM #12

DATE: May 2, 2023
TO: Honorable Mayor and Members of the City Council
FROM: Erin Wells, City Administrator
SUBJECT: **RESOLUTION:** Interlocal Agreement for Everbridge Mass Notification System
TYPE: **GENERAL CITY MANAGEMENT**

PURPOSE:

The City Council will hold a public meeting to consider approving the interlocal agreement with Utah County and several cities within Utah County regarding the use of the Everbridge mass notification system.

STAFF RECOMMENDATION:

Staff recommends the Council approve the resolution for the interlocal agreement.

PRIOR COUNCIL DIRECTION:

In 2015, the City Council entered into an agreement with Utah County to partner for the Everbridge Mass Notification system. The previous agreement has expired and as such, it is time to renew the agreement.

BACKGROUND:

Everbridge is the tool Highland City uses to send out mass notification alerts through text and email. In the event of emergencies, the tool also allows for phone calls as well. Typical non-emergency uses for the City include job alerts, information about events, happenings at the Library, City Council agendas and meeting brief distribution, etc.

Currently 1,922 individuals are subscribed to receive topic specific alerts from the City through Everbridge. In total, there are 3,780 contacts in the Everbridge system who are reported to live in Highland who could be notified during an emergency.

By partnering with Utah County on this project, Utah County cities are able to obtain a substantial discount in comparison with normal pricing. In addition, in the event of an emergency, the City can work with the Dispatch center to send out an alert on our behalf. While Utah County is the ultimate administrator on the system, Highland maintains much of the ability to administer its own alerts and contacts.

As a part of the City Open House, staff plans to promote emergency preparedness including signing up for Everbridge notifications.

Please note this is a mass notification tool meaning it is only one way. It is different from

the two-way texting system staff is currently working on rolling out.

The new contract has an initial term of five years.

FISCAL IMPACT:

The City's cost of the Everbridge contract is \$3,477.75 annually. Funding for this expense is included in GL 10-43-30 Mass Notification System within the FY23 Budget as well as the FY24 Tentative Budget.

MOTION TO APPROVE:

I move that the City Council approve the Resolution for the Mass Notification Interlocal Cooperation Agreement.

ATTACHMENTS:

- 1) Resolution
- 2) Interlocal Agreement

A RESOLUTION APROOVING THE MASS NOTIFICATION INTERLOCAL COOPERATION AGREEMENT

WHEREAS, the Highland City Council has established that there is a need for a citywide mass communication system to disperse information to its residents during times of emergency and other important events; and

WHEREAS, mass notification services provide an important means to notify the citizens residing in the boundaries of Highland City of disasters, emergencies, and other important matters, thereby promoting the health, safety and welfare of the citizens of Highland; and

WHEREAS, the Highland City will benefit by reduced fees for mass notification services to the citizens of Highland by entering into this Agreement while maintaining autonomy of notification in their respective jurisdictions; and

WHEREAS, the parties to this Agreement desire to benefit from the mass notification services provided in accordance with the Agreement and the cost savings associated therewith; and

WHEREAS, the parties desire to set forth the terms of their agreement and the parties rights and obligations in this Agreement.

NOW THEREFORE, BE IT RESOLVED in consideration of the covenants and promises contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

SECTION 1:

The Mayor of Highland City is hereby authorized to sign the “Countywide Mass Notification Interlocal Service Agreement” with Utah County for mass communication and notification support services attached hereto.

SECTION 2:

This Resolution shall become effective immediately upon its passing.

ADOPTED by the City Council of Highland City, Utah, this 2nd day of May, 2023.

HIGHLAND CITY, UTAH

ATTEST:

Kurt Ostler, Mayor

Stephannie Cottle, City Recorder

COUNCILMEMBER	YES	NO
Timothy A. Ball	☐	☐
Brittney P. Bills	☐	☐
Sarah D. Petersen	☐	☐
Kim Rodela	☐	☐
Scott L. Smith	☐	☐

MASS NOTIFICATION INTERLOCAL COOPERATION AGREEMENT

THIS MASS NOTIFICATION INTERLOCAL COOPERATION AGREEMENT (hereinafter "Agreement"), is executed in duplicate this ____ day of _____, 2023, by and among **UTAH COUNTY**, a political subdivision of the State of Utah (hereinafter referred to as "County") and **ALPINE CITY, AMERICAN FORK CITY, CEDAR FORT TOWN, CITY OF CEDAR HILLS, EAGLE MOUNTAIN CITY, ELK RIDGE CITY, FAIRFIELD TOWN, GENOLA CITY, GOSHEN CITY, HIGHLAND CITY, LEHI CITY, LINDON CITY, MAPLETON CITY, the CITY OF OREM, PAYSON CITY, PLEASANT GROVE CITY, PROVO CITY, SALEM CITY, SANTAQUIN CITY, SARATOGA SPRINGS CITY, SPANISH FORK CITY, SPRINGVILLE CITY, VINEYARD CITY, and WOODLAND HILLS CITY**, all municipal corporations and political subdivisions of the State of Utah, (the combined group of cities to be hereinafter collectively referred to as the "Cities" or "City" when used in the singular).

RECITALS

WHEREAS, mass notification services provide an important means to notify the citizens residing in the boundaries of Utah County of disasters, emergencies, and other important matters, thereby promoting the health, safety, and welfare of the citizens residing in Utah County; and

WHEREAS, the parties to this Agreement will benefit by reduced fees for mass notification services to the citizens of their respective jurisdictions by entering into this Agreement while maintaining autonomy of notifications in their respective jurisdictions; and

WHEREAS, the parties to this Agreement desire to benefit from the mass notification services provided in accordance with the Agreement and the cost savings associated therewith; and

WHEREAS, County has entered into an agreement more particularly described below for countywide mass notification services to promote the health safety and welfare of citizens residing in Utah County; and

WHEREAS, the parties to this Agreement desire to enter into this Agreement to provide for the funding and use of the mass notification system; and

WHEREAS, the parties desire to set forth the terms of their agreement and the parties respective rights and obligations in this Agreement; and

WHEREAS, the parties and each of the Cities have approved this Agreement by resolutions adopted by their respective governing bodies;

NOW THEREFORE, in consideration of the covenants and promises contained herein, and

for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. **Agreement with Everbridge.** County has entered into Agreement No. 2023-211 with Everbridge, Inc., (the “Mass Notification Agreement”), in the form attached hereto as Exhibit A, allowing Cities to utilize the mass notification services provided by Everbridge. Upon entering into this interlocal agreement and payment of fees to County as provided herein, each city may participate in the Everbridge mass notification services as provided in the Mass Notification Agreement.

All Cities who are contracting with Everbridge prior to entering into this Agreement have the option to remain separate organizations within the Everbridge system as currently established and may continue to contact Everbridge directly with support needs for their organizations.

2. **Funding and Apportionment of Mass Notification Expenses.**

2.1 For the first year of the Mass Notification Agreement, each City without an existing mass notification provider will pay County their share of the Mass Notification Agreement contract price as stated in the last column of the attached Exhibit B.

In the first year of the Mass Notification Agreement, Cities with an existing mass notification provider, commencing upon the termination of their respective existing mass notification contracts will pay County their pro rata share of the Mass Notification Agreement price determined as follows: (number of days remaining in the first year of the Mass Notification Agreement/365) times the city’s yearly contract price with the previous provider, or as otherwise determined and confirmed in writing between the City and County.

2.2 In the second and subsequent years of the Mass Notification Agreement, each City’s pro rata share of the contract price of the Mass Notification Agreement will be based on the number of households in their respective jurisdictions divided by the total number of households in the jurisdictions of all parties to this Agreement, times the Mass Notification Agreement contract price. The number of households in a respective jurisdiction is determined as follows: Population divided by 2.4, multiplied by 1.1, equals total households. The population used in the formula will be determined by the most recent United States Census figures. All parties shall promptly pay County in advance for the next succeeding year for their respective shares of the Mass Notification Agreement contract price as provided in section 3.1. The percentage of the expenses due from each party will be recalculated in the event updated US Census figures are released during the term of this Agreement and will be effective for the next payment period. In the second year only, a city’s pro rata share shall not exceed the amount stated in the last column of Exhibit B.

2.3 Any additional fees incurred by County or a Participating City, including fees

listed in the Mass Notification Agreement, will be paid by the County or Participating City incurring the fee or service, including but not limited to API connections, additional ORGS and training not listed in the quote, and new ORG implementation fees.

3. **Payment.**

3.1 The County shall send an invoice to each of the Cities for the amount of each City's payment to County for their respective share of the Mass Notification Agreement contract price. The County shall include a detail calculating each party's contract price share. A City's contract price share will be allocated as provided in the preceding section. Each party shall pay the County not less than thirty (30) days prior to commencement of the next contract year or within 30 days of receipt of an invoice from the County, whichever is later.

4. **Coordination.**

4.1 The parties shall meet at least annually to coordinate use of the mass notification services and to discuss issues regarding the services.

5. **Indemnification, Insurance, and Mass Notification Agreement Compliance.**

5.1 The parties shall maintain such liability insurance as they deem prudent and appropriate. The parties anticipate that the protections of the Utah Governmental Immunity Act, 63G-7-101 *et. seq.* will apply to any claims which may be made against any or all of the parties arising out of the use of the Mass Notification System. However, notwithstanding these protections, and without in any way waiving the defenses afforded by the Utah Governmental Immunity Act, 63G-7-101 *et. seq.*, each party to this Agreement agrees to indemnify and hold harmless each and every other party from all claims for personal injuries or damage to property to the extent that such injuries or damages directly or indirectly arise out of that party's own acts or omissions. Nothing in this Agreement shall be construed as releasing, indemnifying or holding harmless any party to this agreement from liability for that party's own acts or omissions. The indemnification obligations hereunder, or as provided in any section of this Agreement, shall not be considered a waiver of the protections and immunities afforded by the Utah Governmental Immunity Act (Utah Code Section 63G-7-101, *et. seq.*) The obligation of the parties to indemnify under this section, or as provided in any section of this Agreement, is limited to the limits of liability specified in the Governmental Immunity Act (Utah Code Section 63G-7-604), or as amended by statute or the state risk manager as provided by statute.

5.2 All parties to this Agreement shall comply with all terms and conditions of the Mass Notification Agreement and will indicate their willingness to do so by signing the Mass Notification Agreement as a Participating City. By such signature as a Participating City, the city agrees to be bound by the terms and conditions of the Mass Notification Agreement only and does not make the City

a party to the Mass Notification Agreement.

5.3 In the event any party to this Agreement breaches any term or condition of the Mass Notification Agreement, and fails to timely cure any such breach, the breaching party to this Agreement shall indemnify and hold harmless all non-breaching parties to this Agreement for all claims, injuries or damages resulting from the breaching party to this Agreement's acts or omissions, including but not limited to court costs and attorney's fees incurred as a result of the breaching party to this Agreement's acts or omissions. The indemnification obligations hereunder, or as provided in any section of this Agreement, shall not be considered a waiver of the protections and immunities afforded by the Utah Governmental Immunity Act (Utah Code Section 63G-7-101, *et. seq.*). The obligation of the parties to indemnify under this section, or as provided in any section of this Agreement, is limited to the limits of liability specified in the Governmental Immunity Act (Utah Code Section 63G-7-604), or as amended by statute or the state risk manager as provided by statute.

6. **Duration.** This Agreement shall be effective immediately upon the signature hereof by at least two named parties to this Agreement and shall remain in full force and effect as to all signatories to this Agreement for a period of five (5) years including any subsequent renewal of the Mass Notification Agreement on the same terms and conditions as the original agreement, or until such time as the Mass Notification Agreement is terminated, whichever is sooner.

7. **Interlocal Cooperation Act.** The following terms are included in the Agreement to comply with the requirements of the Interlocal Cooperation Act:

7.1 **Resolution.** This Agreement shall be authorized by resolution of the legislative bodies of the signatories hereto as required by Section 11-13-202.5 of the Interlocal Act.

7.2 **Purpose.** This Interlocal Cooperation Agreement has been established and entered into by the parties to provide mass notification services within Utah County.

7.3 **No Separate Entity, Administration.** The parties to this Agreement do not contemplate nor intend to establish a separate legal entity under the terms of this Agreement. The parties hereto agree that pursuant to Section 11-13-207, Utah Code Annotated, 1953 as amended, COUNTY shall act as the administrator responsible for the administration of this Interlocal Cooperation Agreement. The parties further agree that this Interlocal Cooperation Agreement does not anticipate nor provide for any organizational changes in the parties. The administrator agrees to keep all books and records in such form and manner as the Utah County Clerk shall specify and further agrees that said books shall be open for examination by the signatories hereto at all reasonable times. The parties agree that they will not acquire, hold nor dispose of any real property pursuant to this Agreement. The parties further agree that they will not acquire, hold, or dispose of any personal property pursuant to this Agreement.

7.4 **Financing.** There shall not be a separate budget to carry out the terms of this Agreement, but each party shall fund and pay for its respective responsibilities pursuant to this Agreement. Except as otherwise specifically provided herein, each party shall be responsible for its own costs of any action done pursuant to this Agreement, and for any financing of such costs.

7.5 **Filing.** A duly executed original counterpart of this Agreement shall be filed with the keeper of records of each party, pursuant to Section 11-13-209 of the Interlocal Act.

7.6 **Legal Review.** This Agreement shall be reviewed as to proper form and compliance with applicable law by a duly authorized attorney on behalf of each party, pursuant to Section 11-13-202.5 of the Interlocal Act.

7.7 **Termination.** Upon the termination of the Mass Notification Agreement, the parties will each pay County their pro rata share for the cost of any services due under the Mass Notification Agreement as determined in section 2.2.

7.8 **Equipment.** The parties will provide and maintain such equipment as they determine necessary for their own use of the mass notification services. Any equipment provided by a party shall remain the property of the party providing the equipment. No real or personal property shall be acquired jointly by the parties as a result of this Agreement. To the extent that a party acquires, holds, or disposes of any real or personal property for use in the joint or cooperative undertaking contemplated by this Agreement, such party shall do so in the same manner that it deals with other property of such party.

8. **Interpretation of Agreement.** Whenever the context of any provision shall require it, the singular number shall be held to include the plural number, and vice versa, and the use of any gender shall include the other gender. The paragraph and section headings in this Agreement are for convenience only and do not constitute a part of the provisions hereof.

9. **Amendments.** This Agreement may be amended, changed, modified or altered only by an instrument in writing which shall be (a) approved by Resolution of the governing or legislative body of each of the parties, (b) executed by a duly authorized official of each of the Parties, (c) submitted to an attorney for each party that is authorized to represent said party for review as to proper form and compliance with applicable law, pursuant to Section 11-13-202.5 of the Interlocal Act, and (d) filed in the official records of each party.

10. **No Presumption.** Should any provision of this Agreement require judicial interpretation, the Court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against one party, by reason of the rule of construction that a document is to be construed more strictly against the person who himself or through his agents prepared the same, it being acknowledged that all parties have participated in the preparation hereof.

11. **Notices.** All notices, demands and other communications required or permitted to

be given hereunder shall be in writing and shall be deemed to have been properly given if delivered by hand or by certified mail, return receipt requested, postage paid, to the parties directed to their respective County Commission Chairman or City Mayors at their respective County and City Offices, or at such other addresses as may be designated by notice given hereunder.

12. **Assignment.** The parties to this Agreement shall not assign this Agreement, or any part hereof, without the prior written consent of all other parties to this Agreement. No assignment shall relieve the original parties from any liability hereunder.

13. **Utah Law.** This Agreement shall be interpreted pursuant to the laws of the State of Utah.

14. **Time of Essence.** Time shall be of the essence of this Agreement.

15. **Lawful Agreement.** The parties represent that each of them has lawfully entered into this Agreement, having complied with all relevant statutes, ordinances, resolutions, by-laws, and other legal requirements applicable to their operation.

16. **Breach.** In the event that any party breaches this Agreement, a non-breaching party may serve the breaching party with a notice to cure the breach by certified mail, return receipt requested or personal delivery to the breaching party. The breaching party shall cure the breach within thirty days of receiving notice to cure, or if the breach is not capable of curing within thirty days, commence corrective action within thirty days and diligently pursue correction of the breach until the breach is cured. Failure to cure or diligently pursue corrective action constitutes a breach.

17. **Incorporation of Recitals.** The Recitals to this Agreement are hereby incorporated into the Covenants section of this Agreement as if fully set forth herein.

18. **Binding Agreement.** This Agreement shall be binding upon the heirs, successors, administrators, and assigns of each of the parties hereto.

19. **Mass Notification Agreement.** The parties to this Agreement shall not violate, breach or cause the violation or breach of any term, condition or provision of the Mass Notification Agreement.

20. **Conflict.** This Agreement is subject to the terms, provisions and conditions of the Mass Notification Agreement and all applicable state and federal laws, rules, and regulations. In the event of any conflict between any term of this Agreement and the Mass Notification Agreement, the Mass Notification Agreement shall govern. The parties to this Agreement shall comply with all applicable state and federal laws, rules, and regulations.

21. **Entire Agreement.** This Agreement shall constitute the entire agreement between the parties and any prior understanding or representation of any kind proceeding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

22. **Force of Nature.** The parties to this Agreement shall not hold any other parties liable for damages or otherwise responsible in any way if any party is prevented from the

performance of this Agreement by reason of acts of God, riot, strike, fire, weather, illness, war, lock-up, energy shortages, or illegality.

23. **Severability**. If any term or provision of this Agreement or the application thereof shall to any extent be invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to circumstances other than those with respect to which it is invalid or unenforceable, shall not be affected thereby, and shall be enforced to the extent permitted by law. To the extent permitted by applicable law, the parties hereby waive any provision of law which would render any of the terms of this Agreement unenforceable.

24. **Counterparts**. This Agreement may be executed in one or more counterparts, all of which together shall be considered as one agreement.

25. **Third Party Beneficiaries**. This Agreement governs the rights and liabilities of the signatories to this Agreement only. No third-party beneficiaries are created, or intended to be created by this Agreement for any person or entity not a signatory to this Agreement.

[Signatures on the following page]

SIGNED and ENTERED INTO this _____ day of _____, 2023.

BOARD OF COUNTY COMMISSIONERS,
UTAH COUNTY, UTAH

By: _____
AMELIA POWERS GARDNER
Chairman, Board of Utah County Commissioners

ATTEST:
AARON R. DAVIDSON
Utah County Clerk

By: _____
Deputy Utah County Clerk

REVIEWED AS TO PROPER FORM AND
COMPLIANCE WITH APPLICABLE LAW:
JEFFREY S. GRAY
Utah County Attorney

By: _____
Deputy Utah County Attorney

Population Calculated using 2020 US Census

City	Population	Total Households (Including Business)	% of Utah County households	Cost Share of \$118,525/Annually by households
Alpine	10251	4,698	0.016	\$1,842.59
American Fork	33337	15,279	0.051	\$5,992.24
Cedar Fort	430	197	0.001	\$77.29
Cedar Hills	10019	4,592	0.015	\$1,800.89
Draper		0	0.000	\$0.00
Eagle Mountain	43623	19,994	0.066	\$7,841.12
Elk Ridge	4874	2,234	0.007	\$876.09
Fairfield	161	74	0.000	\$28.94
Genola	1593	730	0.002	\$286.34
Goshen	982	450	0.001	\$176.51
Highland	19348	8,868	0.029	\$3,477.75
Lehi	75907	34,791	0.115	\$13,644.08
Lindon	11397	5,224	0.017	\$2,048.58
Mapleton	11365	5,209	0.017	\$2,042.83
Orem	98129	44,976	0.149	\$17,638.43
Payson	21101	9,671	0.032	\$3,792.85
Pleasant Grove	37726	17,291	0.057	\$6,781.15
Provo	115162	52,783	0.175	\$20,700.06
Salem	9298	4,262	0.014	\$1,671.29
Santaquin	13725	6,291	0.021	\$2,467.03
Saratoga Springs	37696	17,277	0.057	\$6,775.76
Spanish Fork	42602	19,526	0.065	\$7,657.60
Springville	35268	16,165	0.053	\$6,339.33
Vineyard	12543	5,749	0.019	\$2,254.57
Woodland Hills	1558	714	0.002	\$280.05
Utah County Uninc.	11308	5,183	0.017	\$2,032.58
Utah County Add-Ons				\$2,500.00
				\$121,025.93

Everbridge Formula = (Population) divided by (2.4) Multiplied by (1.1) = Households including businesses..... Multiplied by .46 = Annual Cost

Total Utah County Households (Including Business Factor) = 302,224

SIGNED and ENTERED INTO this _____ day of _____, 2023.

HIGHLAND CITY

By: _____
Mayor

ATTEST AND COUNTERSIGN:

City Recorder

Reviewed as to proper form and
Compliance with applicable law:

City Attorney



CITY COUNCIL AGENDA REPORT

ITEM #13a

DATE: May 2, 2023
TO: Honorable Mayor and Members of the City Council
FROM: Kellie Smith, Planner & GIS Analyst
SUBJECT: **PUBLIC HEARING/ORDINANCE:** Text Amendment – Storm Drainage
TYPE: **DEVELOPMENT CODE UPDATE (LEGISLATIVE)**

PURPOSE:

The City Council will hold a public hearing to consider a proposal by Highland City Staff to amend Section 5-9-105 Storm Drainage in the Development Code to update regulations regarding drainage being directed toward the right-of-way. The City Council will take appropriate action.

PRIOR COUNCIL DIRECTION:

At the April 18th City Council meeting, a communication item was presented to the Council by staff regarding a storm drainage text amendment that would be brought to the City Council at a future meeting. The Council did not express any concerns with the amendment.

STAFF RECOMMENDATION:

Staff recommends the City Council hold a public hearing, accept the findings, and **APPROVE** the proposed amendment relating to storm drainage being directed toward the right-of-way.

BACKGROUND:

The City has had several developments recently that have required parkway detail. The General Plan requires parkway detail along arterials and major collectors (each road to have parkway detail is identified in the General Plan). It has come to staff's attention that the parkway detail does not specify the slopes at which the parkway detail should be graded. The Engineering and Public Works Departments prefer to have any City-owned or maintained property be set at a 2% slope toward the curb and gutter on the adjacent public right-of-way. The purpose is to ensure that all drainage on City property be directed toward the road rather than spilling onto adjacent private property.

SUMMARY OF THE REQUEST:

The proposed amendment adds the following requirements for storm drainage in new developments:

- Applicants and Subdividers shall ensure that drainage within or directed to natural watercourses does not cause an increase in frequency of flow or peak flow to the downstream facilities.

- All drainage shall be contained within a given property or routed to an approved drainage facility.
- Approved drainage facilities that are not owned and maintained by Highland City shall be established with ownership, insurance, and maintenance responsibilities prior to approval by the City Engineer.
- All privately owned storm-water facilities shall be maintained in accordance with long-term storm water plans and maintenance agreements.
- Fencing or walls associated with the Parkway Detail or other fencing directly adjacent to public property along public rights-of-way shall be set such that drainage flows at a minimum of 2-percent slope from the base of the fence perpendicularly to the curb and gutter on the adjacent public right-of-way.

CITIZEN PARTICIPATION:

Notice of the public hearing held at the Planning Commission meeting was posted on the state and city websites and three public places on April 13, 2023.

Notice of the public hearing to be held at the City Council meeting was posted on the state and city websites and three public places on April 20, 2023. At the time of this report writing, staff has received no public comment.

STAFF REVIEW/FINDINGS:

The proposed amendment meets the following findings:

1. It is consistent with the current practices and desires of the Engineering and Public Works Departments.
2. It conforms to state law requirements regarding drainage.
3. The amendment is needed in order to enforce a 2% slope toward public rights-of-way.

PLANNING COMMISSION ACTION:

The Planning Commission held a public hearing on April 25, 2023. The Commissioners discussed the goal of not being liable for drainage on private property. The Planning Commission then voted 5:0 to recommend APPROVAL of the proposed amendment.

FISCAL IMPACT:

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

MOTION TO APPROVE:

I move that the City Council **APPROVE** the proposed amendments to Section 5-9-105 Storm Drainage in the Development Code to update regulations regarding drainage being directed toward the right-of-way.

ATTACHMENTS:

1. Ordinance

ATTACHMENT 1:

AN ORDINANCE OF THE HIGHLAND CITY COUNCIL AMENDING SECTION 5-9-105 STORM DRAINAGE IN THE HIGHLAND CITY DEVELOPMENT CODE TO UPDATE REGULATIONS REGARDING DRAINAGE BEING DIRECTED TOWARD THE RIGHT-OF-WAY AS SHOWN IN FILENAME TA-23-05.

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

WHEREAS, the Planning Commission held a public hearing on this Ordinance on April 25, 2023 and

WHEREAS, the City Council held a public hearing on this Ordinance on May 2, 2023.

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

SECTION 1: **ADOPTION** Chapter 6 Guarantee of Performance of the Development Code is hereby amended as shown on “Exhibit A” attached hereto and incorporated herein.

SECTION 2: **REPEALER CLAUSE** All ordinances or resolutions or parts thereof, which are in conflict herewith, are hereby repealed.

SECTION 3: **SEVERABILITY CLAUSE** Should any part or provision of this Ordinance be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the Ordinances a whole or any part thereof other than the part so declared to be unconstitutional or invalid.

SECTION 4: **EFFECTIVE DATE** This Ordinance shall be in full force and effect from May 2, 2023 and after the required approval and publication according to law.

PASSED AND ADOPTED by the Highland City Council, May 2, 2023

HIGHLAND CITY, UTAH

Kurt Ostler
Highland City Mayor

ATTEST:

Stephannie Cottle
Highland City Recorder

COUNCIL MEMBER	YES	NO
Timothy A. Ball	☐	☐
Brittney P. Bills	☐	☐
Sarah D. Petersen	☐	☐
Kim Rodela	☐	☐
Scott L. Smith	☐	☐

EXHIBIT A

5-9-105 Storm Drainage

1. Site grading shall be performed taking into consideration the drainage patterns of adjacent improved and unimproved property and treating upstream areas, where appropriate, as though fully improved.
2. In every subdivision, provision shall be made for the satisfactory drainage of storm water by means of underground storm sewer pipes, and/or surface drainage ~~ditches~~wales. Storm water lines may not be connected or constructed so as to flow into sanitary sewers. Major natural drainage courses shall not be appreciably altered from their natural condition except for stabilization and erosion control. Applicants and Subdividers shall be responsible for the drainage of after-development storm water to a point acceptable under the Flood Control and City Storm Drainage Ordinance. Applicants and Subdividers shall ensure that drainage within or directed to natural watercourses does not cause an increase in frequency of flow or peak flow to the downstream facilities.
3. Storm water drains shall be installed as shown on the subdivision development plans. Protective grates and coverings to pipe inlets shall be constructed at the onset of development.
4. All drainage shall be contained within a given property or routed to an approved drainage facility.
5. Approved drainage facilities that are not owned and maintained by Highland City shall be established with ownership, insurance, and maintenance responsibilities prior to approval by City Engineer.
6. All privately owned storm-water facilities shall be maintained in accordance with long-term storm water plans and maintenance agreements.
- 3-7. Fencing or walls associated with the Parkway Detail or other fencing directly adjacent to public property along public rights-of-way shall be set such that drainage flows at a minimum of 2-percent slope from the base of the fence perpendicularly to the curb and gutter on the adjacent public right-of-way.