

AGENDA ITEM #2

Summary Action Items.

- a. Approval of Minutes from the June 16, 2021 Regular City Council Meeting.
- b. Approval of Bills.
- c. Change Order

Unapproved

**MINUTES OF THE REGULAR MEETING OF THE GRANTSVILLE CITY COUNCIL,
HELD ON JUNE 16, 2021 AT THE GRANTSVILLE CITY HALL, 429 EAST MAIN
STREET, GRANTSVILLE, UTAH AND ON ZOOM. THE MEETING BEGAN AT 7:00
P.M.**

Mayor and Council Members Present:

Mayor Brent Marshall
Krista Sparks
Scott Stice
Jeff Hutchins, excused
Jewel Allen
Darrin Rowberry

Appointed Officers and Employees Present:

Christine Webb, City Recorder
Brett Coombs, City Attorney
Sherrie Broadbent, Finance Director
Jesse Wilson, Treasurer/Human Resources
Travis Daniels, Fire Chief
Jacob Enslin, Police Chief

Citizens and Guests Present:

Shawn Holste
Monte Kingston
Derek Ellis
Scott Bevan
Travis Daniels
Jolene Jenkins

There were many members of the community who attended the meeting through Zoom.

Mayor Marshall asked Jesse Wilson to lead the Pledge of Allegiance.

AGENDA:

1. Public Comments.

Mayor Marshall asked if there were any comments from the public. No comments were offered. No comments were received by email.

2. Summary Action Items.

- a. Approval of Minutes from the May 26, 2021 Work Meeting and the June 2, 2021 Regular Meeting.

- b. Approval of Bills for the amount of \$1,410,724.67.

Motion: Councilwoman Allen made a motion to approve the summary action items.

Second: Councilwoman Sparks seconded the motion.

Vote: The vote was as follows: Councilman Rowberry, "Aye", Councilwoman Allen, "Aye", Councilman Stice, "Aye", and Councilwoman Sparks, "Aye". The motion carried.

3. Discussion on the Fraud Risk Assessment.

Sherrie Broadbent provided the Council with the Fraud Risk Assessment for their review. Steve Rowley with Keddington and Christensen explained that over the last several years the State Auditor's Office has had complaints and has found instances of fraud, waste, and abuses within different governmental entities throughout the State. In an effort to improve awareness, they are requiring the Fraud Risk Questionnaire to be put out so the cities can self-evaluate how they are doing and what their risk of fraud and theft is. He went over the assessment and how it is scored. There was only one score Grantsville City did not receive. It was the internal audit function. Mr. Rowley stated that even without that score the City is still at a very low fraud risk. He pointed out the City has done an amazing job to make sure there are policies and procedures in place to prevent fraud, waste, and abuse. He added there are cities much bigger than Grantsville that are receiving much lower scores. The Council Members asked questions and Mr. Rowley answered them.

Mayor Marshall addressed Steve McCurdy. He stated this was not on the agenda and asked that the final hearing for 358 Wrangler Court be placed on the July 7, 2021 City Council Meeting agenda.

4. Open and Public Meetings Training.

Brett Coombs reviewed the Open and Public Meetings Code with the Council.

5. Consideration of Resolution 2021-31 approving a master development agreement for the Worthington Ranch Subdivision.

Monte Kingston and Derek Ellis were present. Mayor Marshall reported this is something that has been worked on for three years.

Motion: Councilman Stice made a motion to approve Resolution 2021-31 approving a master development agreement for the Worthington Ranch Subdivision.

Second: Councilman Rowberry seconded the motion.

Vote: The vote was as follows: Councilman Rowberry, “Aye”, Councilwoman Allen, “Aye”, Councilman Stice, “Aye”, and Councilwoman Sparks, “Aye”. The motion carried.

6. Consideration of Resolution 2021-32 approving the final plat for Mountain Vista Development and Monte Kingston on the Worthington Ranch Subdivision, Phase 1 for the creation of thirty (30) single-family lots in the RR-2.5 zone.

Councilwoman Sparks pointed out there was a correction on the resolution.

Motion: Councilwoman Sparks made a motion to approve Resolution 2021-32 approving the final plat for Mountain Vista Development and Monte Kingston on the Worthington Ranch Subdivision, Phase 1 for the creation of thirty (30) single-family lots in the RR-2.5 zone with the correction.

Second: Councilman Stice seconded the motion.

Vote: The vote was as follows: Councilman Rowberry, “Aye”, Councilwoman Allen, “Aye”, Councilman Stice, “Aye”, and Councilwoman Sparks, “Aye”. The motion carried.

7. Consideration of Resolution 2021-33 approving a master development agreement for the Parkinson Meadows Subdivision.

Shawn Holste was present. Councilman Stice asked Mr. Holste what he thought of the process. The Council and Mr. Holste discussed the process for approval of a development.

Motion: Councilman Stice made a motion to approve Resolution 2021-33 approving a master development agreement for the Parkinson Meadows Subdivision.

Second: Councilwoman Sparks seconded the motion.

Vote: The vote was as follows: Councilman Rowberry, “Aye”, Councilwoman Allen, “Aye”, Councilman Stice, “Aye”, and Councilwoman Sparks, “Aye”. The motion carried.

8. Consideration of Resolution 2021-34 approving the final plat for TP Grantsville, LLC and Shawn Holste on the Parkinson Meadows Subdivision for the creation of thirty-six (36) lots in the R-1-21 zone.

Motion: Councilwoman Allen made a motion to approve Resolution 2021-34 approving the final plat for TP Grantsville, LLC and Shawn Holste on the Parkinson Meadows Subdivision for the creation of thirty-six (36) lots in the R-1-21 zone.

Second: Councilman Rowberry seconded the motion.

Vote: The vote was as follows: Councilman Rowberry, "Aye", Councilwoman Allen, "Aye", Councilman Stice, "Aye", and Councilwoman Sparks, "Aye". The motion carried.

9. Consideration of Ordinance 2021-32 establishing the compensation for elective officers of Grantsville City, Utah for the 2021-2022 fiscal year.

Councilman Stice stated he was in favor of the proposed salary for the mayor, but he did not feel the Council needed any more money. Councilwoman Allen asked if this meant the City was not going in the direction of having a City Manager. Councilman Stice pointed out adopting this resolution is for budgeting purposes.

Motion: Councilman Stice made a motion to approve Ordinance 2021-32 approving the increased compensation for the mayor to be set at \$95,288.96 and leaving the council's compensation at \$7,303.80 for the 2021-2022 fiscal year.

Second: Councilman Rowberry seconded the motion.

Vote: The vote was as follows: Councilman Rowberry, "Aye", Councilwoman Allen, "Aye", Councilman Stice, "Aye", and Councilwoman Sparks, "Aye". The motion carried.

10. Consideration of Resolution 2021-36 adopting the 2021-2022 fiscal year budget and setting the tax levy.

Mayor Marshall stated we have received our certified tax rate. The rate is .001901 down from .001945 last year. This gives us a certified rate revenue of \$1,612,655. He reported they have adjusted the budget and added additional funding for a City Manager if it is approved at a later date.

Motion: Councilman Stice made a motion to approve Resolution 2021-36 adopting the 2021-2022 fiscal year budget and setting the tax levy.

Second: Councilman Rowberry seconded the motion.

Vote: The vote was as follows: Councilman Rowberry, "Aye", Councilwoman Allen, "Aye", Councilman Stice, "Aye", and Councilwoman Sparks, "Aye". The motion carried.

11. Consideration of Resolution 2021-37 amending the 2020-2021 fiscal year budget.

Councilman Stice pointed out the difference seemed like a big number. Mrs. Broadbent explained that we had CARES Act funds and the Planning and Building Departments

have significant changes due to the new growth. Our expenses are going up and we needed more personnel to handle the work.

Motion: Councilman Stice made a motion to approve Resolution 2021-37 amending the 2020-2021 fiscal year budget.

Second: Councilwoman Sparks seconded the motion.

Discussion: Councilwoman Allen brought up the City Manager position and asked how budgeting for it would affect the salary for the Mayor position. Councilman Stice answered that would be up to the Council.

Vote: The vote was as follows: Councilman Rowberry, "Aye", Councilwoman Allen, "Aye", Councilman Stice, "Aye", and Councilwoman Sparks, "Aye". The motion carried.

12. Consideration of Resolution 2021-38 approving Gilbert & Stewart, P.C. to provide auditing services.

Mayor Marshall reported that when we put this out for bid, this was the only firm to submit a bid. He felt that was because of the COVID money and other firms may be busy. Gilbert & Stewart did our last audit. Councilman Stice asked if the City has to have a full audit every year. Mr. Rowley answered the City is required to have an audit every year. He explained is based on how much your revenues and expenditures are each year.

Motion: Councilwoman Sparks made a motion to approve Resolution 2021-38 approving Gilbert & Stewart, P.C. to provide auditing services.

Second: Councilwoman Allen seconded the motion.

Vote: The vote was as follows: Councilman Rowberry, "Aye", Councilwoman Allen, "Aye", Councilman Stice, "Aye", and Councilwoman Sparks, "Aye". The motion carried.

13. Consideration of Resolution 2021-39 confirming the re-appointment of Robert Brown as a member of the Grantsville City Board of Adjustment.

Motion: Councilman Stice made a motion to approve Resolution 2021-39 confirming the re-appointment of Robert Brown as a member of the Grantsville City Board of Adjustment.

Second: Councilman Rowberry seconded the motion.

Vote: The vote was as follows: Councilman Rowberry, “Aye”, Councilwoman Allen, “Aye”, Councilman Stice, “Aye”, and Councilwoman Sparks, “Aye”. The motion carried.

14. Consideration of Resolution 2021-40 confirming the re-appointment of Brian Pattee and Erik Stromberg as members of the Grantsville City Planning Commission.

Motion: Councilwoman Allen made a motion to approve Resolution 2021-40 confirming the re-appointment of Brian Pattee and Erik Stromberg as members of the Grantsville City Planning Commission.

Second: Councilman Stice seconded the motion.

Vote: The vote was as follows: Councilman Rowberry, “Aye”, Councilwoman Allen, “Aye”, Councilman Stice, “Aye”, and Councilwoman Sparks, “Aye”. The motion carried.

15. Consideration of Resolution 2021-41 confirming the re-appointment of Robbie Palmer and Shane Watson as alternate members of the Grantsville City Planning Commission.

Motion: Councilman Rowberry made a motion to approve Resolution 2021-41 confirming the re-appointment of Robbie Palmer and Shane Watson as alternate members of the Grantsville City Planning Commission.

Second: Councilwoman Sparks seconded the motion.

Vote: The vote was as follows: Councilman Rowberry, “Aye”, Councilwoman Allen, “Aye”, Councilman Stice, “Aye”, and Councilwoman Sparks, “Aye”. The motion carried.

16. Consideration of Resolution 2021-42 confirming the re-appointment of Sharon Kutler and Janet Craven as members of the Grantsville City Library Board.

Motion: Councilwoman Allen made a motion to approve Resolution 2021-42 confirming the re-appointment of Sharon Kutler and Janet Craven as members of the Grantsville City Library Board.

Second: Councilman Rowberry seconded the motion.

Vote: The vote was as follows: Councilman Rowberry, “Aye”, Councilwoman Allen, “Aye”, Councilman Stice, “Aye”, and Councilwoman Sparks, “Aye”. The motion carried.

17. Consideration of appointment of Fire Marshal.

Fire Chief Travis Daniels was present. Councilman Stice asked who has been serving as the Fire Marshal recently. Chief Daniels answered First Assistant Jason Smith has been doing the lion's share but they have both been filling the position. Councilman Stice asked about the training they've had. Chief Daniels said they have both been through the Fire and Rescue Academy's Certification Course for Inspector I. He reported that Brad Clayton, the former Fire Marshal, went through that training with them. They have had some hand-offs from Mr. Clayton and they have been going off the things they know.

Mayor Marshall stated they have not brought in their Inspector Certifications. Chief Daniels said he could get them to the Mayor. Councilman Rowberry asked if Mr. Clayton is finished. Mayor Marshall answered that he has moved. Chief Daniels reported he finished the first of June.

Councilman Stice recalled the last time they discussed this, the Council had requested that Mayor Marshall sit down with the Fire Chief to come up with a plan. Mayor Marshall stated he did meet with the Fire Chief and Chief Daniels said he would get back with him. Councilman Stice felt this should be tabled until there is more information. Chief Daniels stated he would certainly get with the Mayor. Councilman Stice asked if we should have a work meeting to get this worked out. Chief Daniels felt that he and Mayor Marshall along with Jason Smith could sit down and come up with someone. Chief Daniels reported he wanted to get a better grasp of what the duties entail. He said that he and Chief Smith wanted to do the job for a few months to see what it takes and what exactly is involved so they can make a better-informed decision as to who they want in the job. Councilman Stice stated that sounded great, but he felt there should be someone who actually knows how to do the job sit down with them to explain and help train them. He commented someone like Kent Liddiard, who has been the Fire Marshal, and knows who to talk to and where to go. He felt it would be very helpful for someone like that to mentor them for a couple of months.

The Council, Chief Daniels, and Mayor Marshall discussed the Fire Department SOP's, City Code, and what they expect when this item is on the agenda again.

Motion: Councilwoman Sparks made a motion to table the appointment of Fire Marshal.

Second: Councilman Stice seconded the motion.

Vote: The vote was as follows: Councilman Rowberry, "Aye", Councilwoman Allen, "Aye", Councilman Stice, "Aye", and Councilwoman Sparks, "Aye". The motion carried.

18. Consideration of approval of Grant of Sewer Easement from William B. Castagno to Grantsville City.

Councilman Rowberry asked how this is different from what was approved at the RDA Meeting. Mayor Marshall stated this is the same as what was on the RDA agenda for

approval. Mr. Coombs explained since both bodies have to sign on to it, you need a vote from both.

Motion: Councilwoman Sparks made a motion to approve Grant of Sewer Easement from William B. Castagno to Grantsville City.

Second: Councilman Rowberry seconded the motion.

Vote: The vote was as follows: Councilman Rowberry, "Aye", Councilwoman Allen, "Aye", Councilman Stice, "Aye", and Councilwoman Sparks, "Aye". The motion carried.

19. Closed Session (Personnel, Real Estate, Imminent Litigation).

Motion: Councilman Stice made a motion to go into a closed session on pending or imminent litigation.

Second: Councilwoman Sparks seconded the motion.

Vote: The vote was as follows: Councilwoman Allen, "Aye", Councilman Rowberry, "Aye", Councilman Stice, "Aye", and Councilwoman Sparks, "Aye". The motion carried and the Council went into a closed session at 8:01 pm.

Those in attendance were Mayor Marshall, Councilman Rowberry, Councilwoman Allen, Councilman Stice, Councilwoman Sparks, Christine Webb, and Brett Coombs.

Motion: Councilman Stice made a motion to go back into an open session.

Second: Councilwoman Allen seconded the motion

Vote: The vote was as follows: Councilman Rowberry, "Aye", Councilwoman Allen, "Aye", Councilman Stice, "Aye", and Councilwoman Sparks, "Aye". The motion carried.

20. Adjourn.

Mayor Marshall and the Council Members decided to schedule a work meeting to discuss the City Manager and Mayor positions an hour prior to the next City Council Meeting. They decided to hold the work meeting on July 21, 2021 at 6:00 pm.

Mayor Marshall discussed the 4th of July events for this year with the Council.

Motion: Councilman Stice made a motion to adjourn. Councilwoman Sparks seconded the motion. The meeting was adjourned at 8:24 p.m.



Structural Engineering
Municipal Services
Civil Engineering
Land Surveying

June 17, 2021

Honorable Mayor Brent Marshall
Grantsville City
429 East Main Street
Grantsville, UT 84829

Transmitted via email: bmarshall@grantsvilleut.gov

RE: Drinking Water CFP, IFFP, and IFA Update Proposal – Grantsville, UT

Mayor Marshall,

Thank you for considering our firm for this project. We are pleased to submit to you our proposal to provide engineering services to complete an update to the City's existing Drinking Water Capital Facilities Plan (CFP), Impact Fee Facilities Plan (IFFP), and Impact Fee Analysis (IFA). We have appreciated the opportunity to work with the City on the Johnson Replacement Well and Storm Drainage, Parks, and Public Safety CFP, IFFP, and IFA Updates and look forward to continuing our relationship with the City.

Project Understanding

The City has experienced significant growth since the last CFP and IFA update in 2016 for the water system. This growth is the driving factor to reevaluate capital improvement projects to maintain current service levels and accommodate additional service demands. The impact fee act requires collected impact fees to be either expended or committed within six years. Therefore, it is advisable for a City to update its CFP and IFA at least every six years.

Ensign will calculate the impact fee schedule and review the City's current code, waiver and exemption requirements, and study criteria and standards. The impact fee analysis will determine costs attributable to new development, calculate credit for future contributions and calculate the maximum allowable impact fee.

Ensign will compare analyze to determine and propose best practices and regional practices based on legislation, fees and practices.

Ensign will provide an IFFP and IFA consistent with applicable State and Federal Laws (Title 11, Chapter 36a of Utah Code "Impact Fees Act).

Specific goals, objectives and policies will be prepared and a plan of action recommended. Coordination meetings with the City, stakeholders, City Council, and Ensign's project team will occur to review progress and to discuss issues as detailed in our project schedule.

Our team will present to the City's Administration Department, City Council and Mayor a completed plan, ready for adoption.

The CFP, IFFP, and IFA will be completed and submitted to the City by October 1, 2021.

SANDY

45 W 10000 S, STE 500
Sandy, UT 84070
P: 801.255.0529

LAYTON

919 North 400 West
Layton, UT 84041
P: 801.547.1100

CEDAR CITY

88 E Fiddler's Canyon Rd, STE 210
Cedar City, UT 84721
P: 435.865.1453

TOOELE

169 N. Main St, Unit 1
Tooele, UT 84074
P: 435.843.3590

RICHFIELD

225 N 100 E
Richfield, UT 84701
P: 435.896.2983

Project Funding

It is anticipated that the costs for this update will be paid with City funds. Professional services for CFP and IFA updates are impact fee eligible and were anticipated in the previous CFP and IFA.

Project Scope of Work

Capital Facility Plan Update

- Complete 10-year population and demographic projection for the City using the existing general plan, previous CFP and IFA, population projects from the Governor's Office of Planning & Budget, and other previous work as a starting point.
- Identify existing facilities with associated capacities.
- Update existing infrastructure base maps.
- Identify proposed facilities with associated capacities.
- Update proposed infrastructure base maps.

Impact Fee Facility Plan Update

- Address the 6-year planning window for impact fee calculations.
- Identify the existing level of service.
- Calculate proposed level of service using appropriate standards of measurement which we anticipate will be the following:
 - Use equivalent residential connections (ERCs) for residential and fixture units and UDEQ DDW Grantsville Minimum Sizing Standards to establish current level of service.
- Identify existing deficiencies and surpluses.
- Identify present and future demands.
- Identify capital improvements necessary to correct deficiencies.
- Identify impact fee eligible and non-eligible improvements and identify potential funding sources for each.
- Prepare an engineer's estimate of probable cost for the improvements inclusive of land and easement acquisition, construction, planning, and engineering.
- Identify and quantify all revenue sources for improvements including:
 - Grants
 - Bonds
 - Interfund Loans
 - Impact Fees
 - Anticipated or Accepted Dedications of System Improvements
- Prioritize and schedule each capital improvement project within the 6-year and 10-year planning windows.
- Provide recommendations for utility fee rate structure adjustments including future bonding, projected operation and maintenance (O&M) costs, and staffing levels.
- Solicit and document input from City officials, staff, stakeholders, and affected entities during the updated process.

Impact Fee Analysis Update

- Ensign will ensure the resulting impact fees are in accordance with applicable State and Federal Laws including Title 11, Chapter 36a of the Utah Code “Impact Fee Act”.
- Identify anticipated impacts on, or consumption of, any existing capacity of a public facility by the anticipated development activity.
- Identify the anticipated impact on system improvements required by the anticipated development activity to maintain the established level of service for each public facility.
- Demonstrate how the anticipated impacts on existing capacity and system improvements are reasonably related to the anticipated development activity.
- Estimate proportionate share of:
 - The costs for existing capacity that will be recouped.
 - The costs of impacts on system improvements that are reasonably related to the new development activity.
- Clearly define and depict how impact fees are calculated.
- Clearly identify whether or not the proportionate share of the costs of public facilities are reasonably related to the new development activity by:
 - the cost of each existing public facility that has excess capacity to serve the anticipated development resulting from the new development activity;
 - the cost of system improvements of each public facility;
 - other than impact fees, the manner of financing for each public facility, such as user charges, special assessments, bonded indebtedness, general taxes, or federal grants;
 - the relative extent to which development activity will contribute to financing the excess capacity of and system improvements for each existing public facility, by such means as user charges, special assessments, or payment from the proceeds of general taxes;
 - the relative extent to which development activity will contribute to the cost of existing public facilities and system improvements in the future;
 - the extent to which the development activity is entitled to a credit against impact fees because the development activity will dedicate system improvements or public facilities that will offset the demand for system improvements, inside or outside the proposed development;
 - extraordinary costs, if any in servicing the newly developed properties; and
 - the time-price differential inherent in fair comparisons of amounts paid at different times.
- Impact Fees may include:
 - Construction contract price;
 - Cost of acquiring land, improvements, materials, and fixtures;
 - Cost of planning, surveying, and engineering fees for services provided for and directly related to the construction of the system improvements; and
 - For political subdivisions, debt service charges, if the political subdivision might use impact fees as a revenue stream to pay the principal and interest on bonds, notes, or other obligations issued to finance the costs for the system improvements.
- Prepare a summary of the IFA to be understood by a lay person.
- Provide an impact fee analysis written certification as required by Title 11, Chapter 36a, Section 306 of the Utah Code.
- Prepare a recommendation for Impact Fees for the City Council’s consideration.

Costs

Costs include the work required to complete update to the Drinking Water CFP, IFFP, and IFA as described herein. Ensign proposes to invoice Grantsville City for a **fixed fee** for a total cost not to exceed that shown below:

Capital Facilities Plan Update.....	\$2,110.00
Impact Fee Facilities Plan Update.....	\$5,530.00
Impact Fee Analysis Update	\$6,220.00
Proposal Total (Fixed Fee)	\$13,860.00

(See attached fee schedule)

Note: This scope excludes direct expenses, demographics work, and meetings as these items are covered and included in the existing CFP, IFFP, and IFA work Ensign is already completing for the City.

We have assumed that the existing, current, hydraulic water model will be provided to Ensign so we can utilize and update in the CFP with proposed capital improvement projects.

This scope of work and cost information is submitted in confidence. Ensign's previous work history on CFP, IFFP, and IFAs and our knowledge and experience working with the City of Grantsville on its water supply and delivery systems will prove beneficial as the Project moves forward. Our staff and consultants are prepared to begin work immediately after receiving authorization to proceed.

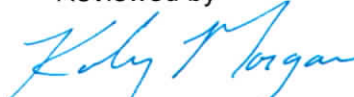
Please feel free to contact us with any questions you may have concerning our scope of work or fee. Again, we appreciate the opportunity to team with you on what will be a great project.

Sincerely,
Ensign Engineering



Robert J. Rousselle, P.E.
Sr. Project Manager

Reviewed by



Koby Morgan, P.E.
Principal



Grantsville City
 Drinking Water Capital Facilities Plan, Impact Fee Facilities Plan, and Impact Fee Analysis
 ENSIGN ENGINEERING AND LAND SURVEYING
 PROJECT FEE, PREPARED June 15, 2021

TASK

Owner: Grantsville City
Project: Drinking Water Capital Facilities Plan, Impact Fee Facilities Plan, and Impact Fee Analysis

PERSONNEL, ROLES, AND HOURLY RATES

- 1) Fred Duberow or Jacob Clegg - QA/QC \$185 7)
- 2) Robert Roussele, PE - Sr. Project Manager \$145 8)
- 3) Conor Dunkel, PE - Project Engineer \$110 9)
- 4) Glenn Offerman - Designer/Drafter \$95 10)
- 5) Joey Kruger, PE - Project Engineer \$110 11)
- 6) 12)

Task No.	Task Description	LABOR HOURS BY PERSONNEL												Total Hours	Labor Charges	Direct Reimbursable & Sub-consult. Expenses	Totals	
		1	2	3	4	5	6	7	8	9	10	11	12					
		Ensign		GO		JK												
		FD or JC	RJR	CD	GO	JK												
Step 1	Capital Facilities Plan																	
Task 1	Capital Facilities Plan																	
1.1	Kick-off Meeting																	
1.2	Collect Demographics Data and Prepare 10-Year Population and Demographic Projections to Estimate Future Demands																	
1.3	Meet with City Staff to Review and Finalize Demographics																	
1.4	Collect Existing Base Mapping, Provided by City, and Update		1		4	2									7	\$750		\$750
1.5	Identify Existing Facilities and Associated Capacities		1	4											5	\$590		\$590
1.6	Meet with Stakeholders to Review CFP																	
1.7	Finalize CFP Analysis and Writeup	1	1			4									6	\$770		\$770
	Subtotal Step 1	1	3	4	4	6								18	\$2,110		\$2,110	
Step 2	Impact Fee Facilities Plan																	
Task 2	Impact Fee Facilities Plan																	
2.1	Identify the Existing Level of Service for Each Facility		1	1											2	\$260		\$260
2.2	Identify the Proposed Level of Service for Each Facility		1			1									2	\$260		\$260
2.3	Meet with City Staff to Review and Finalize Level of Service for Each Facility																	
2.4	Identify Existing Deficiencies and Surpluses for Each Facility		1	2											3	\$370		\$370
2.5	Identify Present and Future Demands for Each Facility	1	1	4											6	\$770		\$770
2.6	Identify Capital Improvements Necessary to Correct Deficiencies		1			2									3	\$370		\$370
2.7	Meet with City Staff to Review Capital Improvement Projects																	
2.8	Identify Impact Fee Eligible and Non-Eligible Improvements and Potential Funding Sources		1	2											3	\$370		\$370
2.9	Prepare Engineer's Estimates of Probable Cost for Improvements	1	1			2									4	\$550		\$550
2.10	Prioritize and Schedule Each CIP Within 6-year and 10-year Planning Window		1	2											3	\$370		\$370
2.11	Review Prioritized Capital Improvement Projects with City Staff and Council																	
2.12	Finalize IFFP Analysis and Writeup	2	4		4	8									18	\$2,210		\$2,210
	Subtotal Step 2	4	12	11	4	13								44	\$5,500		\$5,530	
Step 3	Impact Fee Analysis																	
Task 3	Impact Fee Analysis																	
3.1	Summarize Service Area and Level of Service		1			2									3	\$370		\$370
3.2	Identify Buy In Component, Summarize Future CIPs, and Determine Future Debt Financing and Planning Expenses		2			4									6	\$730		\$730
3.3	Prepare Proportionate Share Analysis, Impact Fee Calculations, Cashflows, and Credits for Past Future		2			6									8	\$950		\$950
3.4	Prepare Impact Fee Recommendations	1	2	2											5	\$700		\$700
3.5	Prepare Draft CFP, IFFP, and IFA	1	2		2	6									11	\$1,330		\$1,330
3.6	Review Draft CFP, IFFP, and IFA with City Staff																	



Grantsville City
 Drinking Water Capital Facilities Plan, Impact Fee Facilities Plan, and Impact Fee Analysis
 ENSIGN ENGINEERING AND LAND SURVEYING
 PROJECT FEE, PREPARED June 15, 2021

TASK

Owner: Grantsville City
 Project: Drinking Water Capital Facilities Plan, Impact Fee Facilities Plan, and Impact Fee Analysis

PERSONNEL, ROLES, AND HOURLY RATES

- | | | |
|---|-------|-----|
| 1) Fred Duberow or Jacob Clegg - QA/QC | \$185 | 7) |
| 2) Robert Rousselle, PE - Sr. Project Manager | \$145 | 8) |
| 3) Conor Dunkel, PE - Project Engineer | \$110 | 9) |
| 4) Glenn Offerman - Designer/Drafter | \$95 | 10) |
| 5) Joey Kruger, PE - Project Engineer | \$110 | 11) |
| 6) | | 12) |

Task No.	Task Description	LABOR HOURS BY PERSONNEL												Total Hours	Labor Charges	Direct Reimbursable & Sub-consult. Expenses	Totals	
		1	2	3	4	5	6	7	8	9	10	11	12					
		Ensign																
		FD or JC	RJR	CD	GO	JK												
3.7	Prepare Final Draft CFP, IFFP, and IFA Based on Staff Comments to Submit to City Council	1	1		2	6									10	\$1,180		\$1,180
3.8	Workshop with City Staff and Council																	
3.9	Finalize CFP, IFFP, and IFA Based on City Comments and Submit to City	1	1	2	2	2									8	\$960		\$960
3.10	Attend Public Hearing with Public Comments																	
3.11	Attend City Council Meeting to Adopt, Amend and Adopt, or Reject Ordinance Enacting Impact Fees																	
	Subtotal Step 3	4	11	4	6	26								51	\$6,210		\$6,220	
	Totals	9	26	19	14	45								113	\$13,820		\$13,860	
	Critical Path Task	Note: Direct expenses, demographics, and meetings were already factored into the CFP, IFFP, and IFA work we are currently working on for the City. These task items have been left but have no associated hours because we will be meeting anyways.																
	Meeting Task																	

**\$13,860
Not to
Exceed**