

September 15, 2021
City Council Meeting
Information Packet

AGENDA ITEM #1

Public Comments.

Public Comments will also be taken by email until 5:00 pm on September 15, 2021. Please email comments to cmathis@grantsvilleut.gov. Please add 'Public Comment' in the subject line.

AGENDA ITEM #2

Summary Action Items:

a. Approval of minutes from the September 1, 2021 work meeting and the minutes from the regular September 1, 2021 City Council meeting.

b. Approval of Bills

c. Approval of Change Order to add Wastewater System and Water Rights to the CFP, IFFP, and IFA proposal with Ensign Engineering.

Unapproved

**MINUTES OF THE WORK MEETING OF THE GRANTSVILLE CITY COUNCIL,
HELD ON SEPTEMBER 1, 2021 AT THE GRANTSVILLE CITY HALL, 429 EAST
MAIN STREET, GRANTSVILLE, UTAH AND ON ZOOM. THE MEETING BEGAN
AT 6:15 P.M.**

Mayor and Council Members Present:

Mayor Brent Marshall

Krista Sparks

Scott Stice

Darrin Rowberry

Excused: Jeff Hutchins and Jewel Allen

Appointed Officers and Employees Present:

Dan England, City Engineer

Sherrie Broadbent, Finance Director

Corinna Mathis, Deputy Recorder

Brett Coombs, City Attorney

Kristy Clark, Planning & Zoning Director

Brady Baugh, Community Development Admin Assistant

Citizens and Guests Present:

Travis Taylor

Jason Clark

No members of the community attended the meeting through Zoom.

AGENDA:

1. Discussion on Public Infrastructure Districts:

Alex Buxton with Zion's Bank was going to give a presentation on Public Infrastructure Districts (PIDs), but was not present. Mayor Marshall will reach out to him to reschedule. City Attorney Brett Coombs offered to explain PID's to the best of his knowledge. He explained that PID were created in the last few years and have been used in a few states such as Colorado, California and others. The idea behind a PID is that it creates a financing tool for new development and redevelopment. PID's have the ability to issue new debt or tax bonds. They are not bonds taken out by the City. PID's are a tool to have infrastructure paid for by the developer and the people within the PID boundaries. Councilman Stice asked if the City or the Developer starts the PID.

Attorney Coombs explained that the PID is an independent political subdivision. It is

City and they have their own governing board. The only time the City is involved is the very beginning when they help them establish their governing document and help them design how their governing board is set and the boundaries of the PID, the amount of the bond, etc., with the help of the financial institution. One important piece of a PID is that it requires the consent of 100% of the property owners. Councilman Stice asked if that was real property owners? Attorney Coombs said it was all property owners, anyone owning personal property. It cannot be forced onto anyone. Most of the time the property owner is the developer.

The City helps develop the board which is similar to an HOA board or a special service district board. This board cannot deviate from how the City (who established it) set it up. The potential uses of PID's include incentivizing commercial development, incentivize multiple family and/or low income housing, enhanced infrastructure – such as increased capacity in roads and pipes. PID's can issue three different types of bonds such as Special Assessment Bonds, General Obligation Bonds and Limited Tax Bonds and they can also agree on TIF agreements.

The limitations of a PID are that the statute only establishes the outer limits of what a PID can do, greater limitations or requirements may be imposed by the creating entity (City). The City would need to establish requirements for handling PID requests. Alex was going to bring some samples that the Council could look at.

The main benefit to the City is that we get a large investment of infrastructure by the development and when it is paid off, the City owns it. The people who pay for the infrastructure are the people who are benefiting from it. Discussion was held on how the individual property owners pay for it. The County collects the tax and then pays the Bond. It is added to their property taxes. There is usually a sunset time when the infrastructure has to be paid for, so home owners are not paying on it forever. Attorney Coombs offered to send each councilman a sample of the procedure and documents for starting a PID that they can look over. Travis Taylor mentioned that PID's are a new hot topic in development. It has benefits and problems. It does shift the cost away from the City. It has to be for new development, not upgrading infrastructure. The Mayor said he would reach out to Alex and have him make this presentation when the other Council members are present. There was discussion on the risks and benefits of PID's.

2. Discussion with Travis Taylor on Northstar Ranch.

Travis Taylor was present. He presented a map that showed the future of Northstar Ranch that showed phases 1-8. They have 8 houses started in phase 5 and are working on phase 6, and phase 7 has been approved. The map shows the lot layout which shows density not as high as the development agreement. He explained that the colored zones show the phases that will partially be served with the new water line. He would like to build on the MOU and transition that into a development agreement that would ratify the MOU. One reason is the timing for infrastructure and another is securing the financing. He asked his attorney to draft a development agreement. The first thing is to ratify the density and another is the timing for submitting and reviewing building permits; when in the process he can turn stuff in for review. Working with other

Unapproved

developers it can be hard to work with each other's time line –if they don't have the go ahead to begin. He would like to tighten up the MOU. Mr. Taylor mentioned the open space and if the city would own the trail systems or would the HOA own them. Will the City be taking care of trails and larger open spaces that could be parks? The feature used the most are the trails. The Mayor said that right now the HOA owns them, they have not been dedicated to the City. Mr. Taylor mentioned that these trails and parks will be used by the whole city not just those home owners because it will be an extensive network. Councilman Stice mentioned that his opinion is that he doesn't want the city to take care of trails, but if there is a baseball park, then yes the City could. Mr. Taylor mentioned he appreciates how well the City has worked with him. Mayor Marshall asked him about the irrigation pond and the agreement with them about it. The irrigation company said they will not ever extend their services west of the Mormon Trail. Councilman Stice mentioned he is getting comments about why are there other acre sizes than .5 acre. He mentioned that Mr. Taylor should show that community his overall map with lot sizes. Mr. Taylor mentioned he would like to see some language in the development agreement about the storm water drainage in the South east part. There is a significant area that could have some holding capacity. We might as well shape that so it is usable. Mr. Taylor thanked the Council and said he would get with Brett about changes to the MOU.

3. Adjourn.

Councilman Stice made a motion to adjourn the work meeting. Councilman Rowberry seconded the motion. The meeting was adjourned at 6:59 pm.

Unapproved

**MINUTES OF THE REGULAR MEETING OF THE GRANTSVILLE CITY COUNCIL,
HELD ON SEPTEMBER 1, 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

Darrin Rowberry

Excused: Jeff Hutchins and Jewel Allen

Appointed Officers and Employees Present:

Dan England, City Engineer

Jacob Enslin, Police Chief

Sherrie Broadbent, Finance Director

Corinna Mathis, Deputy Recorder

Brett Coombs, City Attorney

Kristy Clark, Planning & Zoning Director

Citizens and Guests Present:

Nicole Cloward

Jason Clark

Jolene Jenkins

Neil Critchlow

David Rhyne

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

Mayor Marshall asked Councilwoman Sparks 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 August 18, 2021 Regular Meeting.
- b. Approval of Bills for the amount of \$289,885.56.

Unapproved

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

Second: Councilman Rowberry seconded the motion.

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

3. Consideration of Ordinance 2021-38 amending the official zoning map of Grantsville City, Utah to rezone 5.85 acres of land for Tony and Nicole Cloward located at 713 East Main Street to go from an A-10 zone to an R-1-21 zone.

Nicole Cloward was present. She explained to the Council that her home insurance will no longer insure her residence because of the combination of commercial and home on the property. Her insurance is requiring they subdivide it. She expressed interest in having her property rezoned to an R-1-21 zone. She would like the commercial building to remain in the commercial zone and only rezone the property north of the fence to the R-1-21 zone that would allow for two homes in the back half. There is already one home there. Mayor Marshall asked where the new home would be. She explained it would be behind the shop and facing East. Councilman Stice said if they rezone the entire area, that would allow for more than two homes on the land. He mentioned that eventually when the land around hers is developed, there would be more access to that parcel. Mrs. Cloward explained that right now there is only one access and the Fire Marshall explained to her that the road is not wide enough right now, but if they move the furnaces that are there currently and move them to the back or the top then a firetruck could go down that road. There was discussion that even if the road was widened and the rezone occurred that more than two homes would still not be allowed. Mrs. Cloward confirmed they do not want more homes back there. Mayor Marshall reminded her she would need to subdivide and have separate deeds for the parcels. She wanted to emphasize that she wants the front parcel with the ReMax building to remain in the commercial zone. Attorney Coombs mentioned that the request to rezone is an R-1-21 and in the General Plan it says it's a high residential area. There was discussion that she can have lower density but not higher. Councilwoman Sparks mentioned that how the ordinance is written it sounds like we are rezoning the entire 5.85 acres, which the Clowards do not want. They only want to rezone the land behind the shop, from the fence (behind the shop) to the North. Kristy Clark said she needs to rezone before she can subdivide. She explained that the maps show the correct part of the parcel that needs to be rezoned. Brett will re-word the ordinance so that it specifies the front remains commercial and from the fence (behind the shop) to the North will be an R-1-21 zone.

Motion: Councilman Stice made a motion to approve the Ordinance 2021-38 amending the official zoning map of Grantsville City, Utah to rezone the parcel located at 713 East Main Street to go from an A-10 zone to an R-1-21 zone from the fence line going North, which means the rezone will be less than the 5.85 acres.

Unapproved

Second: Councilman Rowberry seconded the motion.

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

4. Consideration of Resolution 2021-56 awarding the 2021 Street Maintenance and Repair Project contract.

Mayor Marshall directed everyone to the packet that showed the scores from the two contractors, Morgan and Kilgore. Morgan scored 89 and Kilgore scored 86. The number one road will be South Hale Street and reported the other smaller projects. He asked to remove item #12 on the Mormon Trail and hopes to do that later another day. Removing that piece will lower the numbers. Councilman Stice asked if paving the North cemetery will come out of cemetery funds and Mayor Marshall confirmed yes. Councilman Stice mentioned that on page 2 of the resolution doesn't fit in that spot. Attorney Coombs says it does not and he will remove it. Councilwoman Sparks asked why the decision was made based on score instead of price. Mayor Marshall explained that Kilgore would not be able to complete the project until the end of October and that was a concern with the weather. which is a major concern. Morgan is ready to begin now.

Motion: Councilwoman Sparks made a motion to approve Resolution 2021-56 awarding the 2021 Street Maintenance and Repair Project contact, with page 2 section 1 removed and less the Mormon Trail section.

Second: Councilman Stice seconded the motion.

Discussion: Councilman Stice reiterated that typically the lower bid wins, but in this case we do not want to wait to complete the project until next year.

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

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

Motion: Councilman Stice made a motion to go into a closed session.

Second: Councilman Rowberry seconded the motion.

Vote: The vote was as follows: Councilman Rowberry, "Aye", Councilman Stice, "Aye", and Councilwoman Sparks, "Aye". The motion carried and the Council went into a closed session at 7:19 pm.

Unapproved

Those in attendance were: Mayor Marshall, Councilman Rowberry, Councilman Stice, Councilwoman Sparks, Corinna Mathis, Brett Coombs and Chief Enslin.

Motion: Councilwoman Sparks made a motion to go back into an open session.

Second: Councilman Stice seconded the motion

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

6. Adjourn.

Motion: Councilwoman Sparks made a motion to adjourn. Councilman Stice seconded the motion. The meeting was adjourned at 7:50 p.m.



Structural Engineering
Municipal Services
Civil Engineering
Land Surveying

September 9th, 2021

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

Transmitted via email: bmarshall@grantsvilleut.gov

RE: Wastewater System 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 Wastewater System 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 Marshall Well and Drinking Water, 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 wastewater 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 and 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 of 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.

With the additional scope we anticipate the Wastewater CFP, IFFP, and IFA will be completed and submitted to the City by the end of the year, 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.
 - Ensign has completed a demographic projection for the updates to the City's other CFP and IFAs. We will use this information for the Wastewater CFP and IFA.
- 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 period 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 measured flow into the wastewater treatment facility (WTF) 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 costs 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 periods.
- 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 Wastewater System 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.....	\$2,170.00
Impact Fee Facilities Plan Update.....	\$5,510.00
Impact Fee Analysis Update	\$6,100.00
Proposal Total (Fixed Fee)	\$13,780.00

(See attached fee schedule)


Note: This scope excludes direct expenses, demographics work, and meetings after our initial CIP project discussion 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, sewer model will be provided to Ensign so we can utilize and update in the CFP with proposed capital improvement projects. Ensign currently uses Storm and Sanitary Analysis 2022 for sewer modeling. It is anticipated that the file we receive has been exported to a compatible format such as an EPA SWMM file so we can import it into Storm and Sanitary Analysis.

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 wastewater system will prove beneficial as the Project moves forward. Our staff and consultants are prepared to begin work immediately after receiving authorization to proceed.

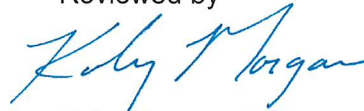
Please feel free to contact us with any questions you may have concerning our scope of work or fee. Again, we appreciate the opportunity to team with you on what will be a great project.

Sincerely,
Ensign Engineering



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

Reviewed by



Koby Morgan, P.E.
Principal



Grantsville City
Wastewater System Capital Facilities Plan, Impact Fee Facilities Plan, and Impact Fee Analysis
ENGINTEERING AND LAND SURVEYING
PROJECT FEE, PREPARED September 9, 2021

TASK

Owner: Grantsville City
 Project: Wastewater System 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) Matthew Sanford - Design Engineer \$100 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					
		FD or JC	RJR	Ensign	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																	
1.5	Identify Existing Facilities and Associated Capacities																	
1.6	Meet with Stakeholders to Review CFP																	
1.7	Finalize CFP Analysis and Writup																	
	Subtotal Step 1	1	1	4	4	4	9											\$2,170
Step 2	Impact Fee Facilities Plan																	
Task 2	Impact Fee Facilities Plan																	
2.1	Identify the Existing Level of Service for Each Facility																	
2.2	Identify the Proposed Level of Service for Each Facility																	
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																	
2.5	Identify Present and Future Demands for Each Facility																	
2.6	Identify Capital Improvements Necessary to Correct Deficiencies																	
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																	
2.9	Prepare Engineer's Estimates of Probable Cost for Improvements																	
2.10	Prioritize and Schedule Each CIP Within 6-year and 10-year Planning Period																	
2.11	Review Prioritized Capital Improvement Projects with City Staff and Council																	
2.12	Finalize IFFP Analysis and Writup																	
	Subtotal Step 2	2	4	12	4	4	12	13	4	8	12							\$5,510
Step 3	Impact Fee Analysis																	
Task 3	Impact Fee Analysis																	
3.1	Summarize Service Area and Level of Service																	
3.2	Identify Buy In Component, Summarize Future CIPs, and Determine Future Debt Financing and Planning Expenses																	
3.3	Prepare Proportionate Share Analysis, Impact Fee Calculations, Cashflows, and Credits for Past Future																	
3.4	Prepare Impact Fee Recommendations																	
3.5	Prepare Draft CFP, IFFP, and IFA																	
3.6	Review Draft CFP, IFFP, and IFA with City Staff																	



**Grantsville City
Wastewater System Capital Facilities Plan, Impact Fee Facilities Plan, and Impact Fee Analysis
ENSIGN ENGINEERING AND LAND SURVEYING
PROJECT FEE, PREPARED September 9, 2021**

TASK

Owner: Grantsville City
 Project: Wastewater System 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) Matthew Sanford - Design Engineer | \$100 | 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	Ensign		4	5	6	7	8	9	10					11	12		
		FD or JC	RJR	MS	GO	JK															
3.7	Prepare Final Draft CFP, IFFP, and IFA Based on Staff Comments to Submit to City Council	1	1	4	2	2															
3.8	Workshop with City Staff and Council													10	\$1,140		\$1,140				
3.9	Finalize CFP, IFFP, and IFA Based on City Comments and Submit to City	1	1	2	2	2															
3.10	Attend Public Hearing with Public Comments													8	\$940		\$940				
3.11	Attend City Council Meeting to Adopt, Amend and Adopt, or Reject Ordinance Enacting Impact Fees																				
Subtotal Step 3		4	11	12	6	18															
Totals		9	27	29	10	39												51	\$6,090		\$6,100
		9	27	29	10	39												114	\$13,740		\$13,780

Note: Direct expenses, demographics, and meetings after our initial CIP project discussion 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.



Structural Engineering
Municipal Services
Civil Engineering
Land Surveying

September 8th, 2021

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

Transmitted via email: bmarshall@grantsvilleut.gov

RE: Water Rights 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 Water Rights Capital Facilities Plan (CFP), Impact Fee Facilities Plan (IFFP), and Impact Fee Analysis (IFA). The original Water Rights Capital Facilities Plan and Impact Fee Study was completed in 2001 with AQUA Engineering preparing a draft update on March 2020. The original adopted ordinance had been modified in 2010 to incorporate changes to outdoor water demands.

We have appreciated the opportunity to work with the City on the Marshall Well and Drinking Water, 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 2001. This growth is the driving factor to reevaluate water rights impact fees to maintain current service levels and accommodate annual water rights 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.

Due to the drought, City water users on the Grantsville Irrigation Company's irrigation system have not been able to utilize their irrigation shares effectively during the entire irrigation season and end up utilizing Grantsville City drinking water for irrigation. This places not only a strain on the City's drinking water system, but the City potentially does not have enough water right quantity for this additional demand on the drinking water system. Ensign will review the City's current code and provide recommendations to amend the code similar what Tooele City currently has in place.

We advise that the cost of water rights be reevaluated as they have generally increased while also updating the water rights demands based on actual usage along with usage based on property zoning, land use densities, and typical irrigated acres (i.e. outdoor use). Water use per equivalent residential connection (ERC) statewide has been decreasing as stated in the State of Utah Water Use Data Collection Program Report dated January 2018 prepared by Bowen Collins & Associates and Hansen, Allen & Luce Inc. This report states that newer single-family residential indoor use averages about 170 gpd; those with older development average about 280 gpd. Grantsville's average annual demand, indoor and outdoor, is 124,749 gal/yr/ERC which equates

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

to 0.38284 acre-feet per year or 341 gal/ERC per the Division of Drinking Water's (DDW) System-Specific Minimum Sizing Standards, which were calculated from 2016 to 2018 water usage.

Ensign will calculate the impact fee schedule and review the City's current code, waiver and exemption requirements, and study criteria and standards. This plan will also provide recommendations to the City's current code to address secondary irrigation water usage. 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 and 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 of 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.

With the additional scope we anticipate the Water Rights CFP, IFFP, and IFA will be completed and submitted to the City by the end of the year, 2021.

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.

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 water rights along with associated quantity.
- Identify proposed water right demand and required quantity.

Impact Fee Facility Plan Update

- Address the 6-year planning period 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 for non-residential to establish indoor use impact fees and irrigated acreage for various land uses to establish outdoor use impact fees along with average annual demand to establish current level of service.
- Identify present demands, present surpluses, and future demands.

- Identify water rights required to correct deficiencies.
- Prepare an engineer's estimate of probable cost for the water rights.
- Identify and quantify all revenue sources for water rights.
- Prioritize and schedule water right acquisition within the 6-year and 10-year planning period.
- 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 water rights by the anticipated development activity.
- Identify the anticipated impact of existing water rights required by the anticipated development activity to maintain the established level of service.
- Demonstrate how the anticipated impacts on existing water rights capacity 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 existing water rights 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 water rights are reasonably related to the new development activity by:
 - the cost of existing water rights that has excess capacity to serve the anticipated development resulting from the new development activity;
 - the cost of water rights;
 - 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 existing water rights for each existing user, 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 water rights in the future;
 - the extent to which the development activity is entitled to a credit against impact fees because the development activity will dedicate water rights that will offset the demand for water rights, 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 acquisition of water rights; 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 acquisition of water rights.

- 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 Water Rights System 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.....	\$1,140.00
Impact Fee Facilities Plan Update.....	\$4,680.00
Impact Fee Analysis Update	\$5,630.00
Proposal Total (Fixed Fee)	\$11,450.00

(See attached fee schedule)

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

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 wastewater system will prove beneficial as the Project moves forward. Our staff and consultants are prepared to begin work immediately after receiving authorization to proceed.

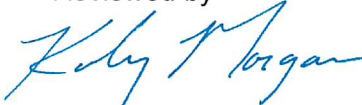
Please feel free to contact us with any questions you may have concerning our scope of work or fee. Again, we appreciate the opportunity to team with you on what will be a great project.

Sincerely,
Ensign Engineering



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

Reviewed by



Koby Morgan, P.E.
Principal



Grantsville City
Water Rights Capital Facilities Plan, Impact Fee Facilities Plan, and Impact Fee Analysis
ENGIN ENGINEERING AND LAND SURVEYING
PROJECT FEE, PREPARED September 8, 2021

TASK

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

PERSONNEL, ROLES, AND HOURLY RATES
 1) Kelly Crane, 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	
		Ensign			CD			JK			Total	Charges	Expenses					
		1	2	3	4	5	6	7	8	9								10
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	Identify Existing Water Rights and Associated Capacities																	
1.5	Meet with Stakeholders to Review CFP																	
1.6	Finalize CFP Analysis and Writeup																	
	Subtotal Step 1	1	1	2						6								\$1,140
Step 2	Impact Fee Facilities Plan																	
Task 2	Impact Fee Facilities Plan																	
2.1	Identify the Existing Level of Service																	
2.2	Identify the Proposed Level of Service																	
2.3	Meet with City Staff to Review and Finalize Level of Service																	
2.4	Identify Existing Deficiencies and Surpluses for Each Facility																	
2.5	Identify Present and Future Demands for Each Facility																	
2.6	Identify Water Rights Acquisition Necessary to Correct Deficiencies																	
2.7	Meet with City Staff to Review Water Rights																	
2.8	Identify Impact Fee Eligible and Non-Eligible Water Rights and Potential Funding Sources																	
2.9	Prepare Engineer's Estimates of Probable Cost for Water Rights																	
2.10	Prioritize and Schedule Water Rights Acquisition Within 6-year and 10-year Planning Period																	
2.11	Review Prioritized Water Rights Acquisition with City Staff and Council																	
2.12	Finalize IFFP Analysis and Writeup																	
	Subtotal Step 2	1	2	10						24								\$1,580
		3	10															\$4,650
Step 3	Impact Fee Analysis																	
Task 3	Impact Fee Analysis																	
3.1	Summarize Service Area and Level of Service																	
3.2	Identify Buy in Component, Summarize Future Water Rights, and Determine Future Debt Financing and Planning Expenses																	
3.3	Prepare Proportionate Share Analysis, Impact Fee Calculations, Cashflows, and Credits for Past Future																	
3.4	Prepare Impact Fee Recommendations																	
3.5	Prepare Draft CFP, IFFP, and IFA																	
3.6	Review Draft CFP, IFFP, and IFA with City Staff																	
3.7	Prepare Final Draft CFP, IFFP, and IFA Based on Staff Comments to Submit to City Council																	
3.8	Workshop with City Staff and Council																	
		1	1							2								\$1,180
		1	1							6								\$1,180



Grantsville City
Water Rights Capital Facilities Plan, Impact Fee Facilities Plan, and Impact Fee Analysis
ENSGN ENGINEERING AND LAND SURVEYING
PROJECT FEE, PREPARED September 8, 2021

TASK

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

- PERSONNEL, ROLES, AND HOURLY RATES**
- | | | |
|---|-------|-----|
| 1) Kelly Crane, 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								
		KK	JC	RJR		CD	GO	JK	GO	JK	GO	JK	GO					JK		
3.9	Finalize CFP, IFFP, and IFA Based on City Comments and Submit to City	1		1												6	\$740		\$740	
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 Totals	4		10						6		26				46	\$5,620		\$5,630	
	Critical Path Task	8		22					6		56					92	\$11,410		\$11,450	
	Meeting 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.																	Not to Exceed	