



# HARRISVILLE CITY

363 West Independence • Harrisville, Utah 84404 • (801) 782-4100

MAYOR:

Bruce N. Richins

COUNCIL MEMBERS:

Jeffery Pearce  
Gary Robinson  
Jennifer Jensen  
Ruth Pearce  
Austin Tracy

## CITY COUNCIL MEETING 363 West Independence Blvd December 13, 2016

"In accordance with the Americans with Disabilities Act, the City of Harrisville will make reasonable accommodations for participation in the meeting. Request for assistance can be made by contacting the City Recorder at 801-782-4100, providing at least three working days advance notice of the meeting."

### **7:00 P.M. CITY COUNCIL MEETING**

**Presiding: Mayor Bruce Richins**

**Mayor Pro Tem: Jeff Pearce**

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE & OPENING CEREMONY** [Mayor Richins]
3. **CONSENT ITEMS**
  - a. Approve the minutes of November 22, 2016 as presented.
  - b. Financial Report
4. **BUSINESS ITEMS**
  - a. Presentation of the FY2015-16 audit report. [Christensen, Palmer, & Ambrose]
  - b. Discussion/possible action to adopt 2017 Meeting Schedule. [Jennie Knight]
  - c. Discussion/possible action to approve iWorQ contract for building permit services. [Sean Lambert]
  - d. Discussion/possible action to approve 2016 Storm Drain Projects. [Sean Lambert]
5. **CLOSED EXECUTIVE SESSION:** Utah State Code §52-4-204 & §52-4-205(1)(a): The Council may consider a motion to enter into Closed Executive Session for the purpose of discussion of character, professional competence, or physical or mental health of individual(s) and §52-4-205(1)(c) strategy regarding pending or reasonably imminent litigation.
6. **BUSINESS ITEMS cont.**
  - e. Discussion/possible action to approve staff coordinated effort for City Community Events. [Bill Morris]
7. **PUBLIC COMMENTS - (3 minute maximum)**
8. **MAYOR/COUNCIL FOLLOW-UP:**
9. **ADJOURN**

DATE POSTED: Dec. 9, 2016

BY: Jennie Knight, City Recorder

I, Jennie Knight, certify that I am the City Recorder of Harrisville City, Utah, and that the foregoing City Council agenda was faxed to the Ogden Standard Examiner, Weber County Library, and neighboring cities. The agenda was also posted at the following locations: City hall, on the City's website [www.cityofharrisville.com](http://www.cityofharrisville.com) and the State Public Meeting Notice website at <http://pmn.utah.gov>.

**MINUTES OF HARRISVILLE CITY  
CITY COUNCIL MEETING**  
Tuesday, November 22, 2016 – 7:00 p.m.  
Council Chambers  
363 West Independence Blvd  
Harrisville, Utah 84404

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**Present:** Mayor Bruce Richins, Council Member Jeff Pearce, Council Member Gary Robinson, Council Member Jennifer Jensen, Council Member Ruth Pearce, Council Member Austin Tracy.

**Staff:** Bill Morris, City Administrator, Bryan Fife, Recreation Director, Jennie Knight, City Recorder.

**Visitors:** Nathan Averill.

**7:00 P.M. CITY COUNCIL MEETING**

**1. Call to Order.**

Mayor Richins called the meeting to order and welcomed all visitors.

**2. Opening Ceremony.**

Mayor Richins led the pledge of allegiance and conducted the opening ceremony.

**3. Consent Items.**

- a. Approve the minutes of October 25, 2016 as presented.

**MOTION: Council Member R. Pearce motioned to approve the minutes of October 25, 2016 as presented. Council Member Robinson seconded the motion. All Council Members voted aye. Motion passed.**

**4. Business Items.**

- a. **Discussion/possible action to approve Harrisville Ordinance 483; Zoning Map Amendment.**

Bill Morris explained this zoning map amendment corrects a parcel (Dusenberry Auto) which is commercial zone. Somehow this was left off of the most recent map amendment. They are running a business from this location and therefore should be zoned commercial.

**MOTION: Council Member J. Pearce motioned to approve Harrisville Ordinance 483; Zoning Map Amendment. Council Member R. Pearce seconded the motion. A Roll Call vote was taken.**

<b>Council Member Tracy</b>	<b>Yes</b>
<b>Council Member R. Pearce</b>	<b>Yes</b>
<b>Council Member Jensen</b>	<b>Yes</b>
<b>Council Member Robinson</b>	<b>Yes</b>

**Council Member J. Pearce      Yes**

**Motion passed 5-0.**

**b. Discussion/possible action to approve Harrisville Ordinance 484; Land Use Deadlines.**

Bill Morris explained this ordinance creates a deadline for the zoning application process. Without a deadline in place, developers can submit last minute plans requesting approval without the city engineer having reviewed them. This ordinance puts a 15 day deadline in place to eliminate this problem. He also pointed out some minor clerical errors that were corrected. Additionally, this ordinance eliminates the 25 day waiting period between Planning Commission and City Council, putting the 15 day requirement in place for both meetings.

Council Member Robinson requested additional language be added to explain the requirement. Bill Morris indicated he feels less is more so individuals do not get confused with too many dates. Mayor Richins pointed out Planning Commission recommended approval and this ordinance is basically to benefit the commission.

**MOTION: Council Member R. Pearce motioned to approve Harrisville Ordinance 484; Lane Use Deadlines. Council Member Tracy seconded the motion. A Roll Call vote was taken.**

<b>Council Member Tracy</b>	<b>Yes</b>
<b>Council Member R. Pearce</b>	<b>Yes</b>
<b>Council Member Jensen</b>	<b>Yes</b>
<b>Council Member Robinson</b>	<b>No</b>
<b>Council Member J. Pearce</b>	<b>Yes</b>

**Motion passed 4-1.**

**c. Discussion/possible action to approve Harrisville Ordinance 485; Vacant Buildings and Nuisance Premises.**

Bill Morris explained North Ogden recently passed a nuisance ordinance. Mayor Richins wanted to consider passing a similar ordinance for the blighted areas in our community. Mayor Richins explained there is currently something out dated in place but this ordinance is much more updated and has more enforcement options. Bill Morris informed Council he added the nuisance premises definition because there may not be buildings on lots that are blighted. Code enforcement is the regulating agency and we may not have the funds to enforce this all of the time. Bill Morris outlined the sections regarding the purpose, intent and definitions. He eliminated unused definitions. The notification period is standard, and maintenance and securing the premise is required. He followed the state code with respect to the cost recovery and the appeal procedures will follow our current appeal process.

This ordinance will replace the current Section 4.2 of the municipal code. Bill Morris explained that an attractive nuisance is something that attracts or entices people into an area that may be dangerous. Council Member Robinson asked what the notification

process is. Bill Morris said this is outlined in state code procedure for notification. Council Member Robinson asked if code enforcement has to send registered letters. Bill Morris said the state code outlines the specifics. Council Member Robinson asked if this should be included in this ordinance. Bill Morris explained if we refer to state code we eliminate the need to update all of our ordinances when the state code changes. We would be continually out of compliance if we include the code in each ordinance we pass. The most effective way is to refer to the applicable state code at the time of enforcement. Council Member Robinson said he would like to treat this as if he is reading it for the first time and expressed his opinion that state code is difficult to understand. Bill Morris again explained the process and what is done to reduce repetition. Council Member Robinson asked if cases are appealed to the court, what repercussions may be for those who initiate complaints. Bill Morris briefly explained the appeal process and indicated a party would be responsible for their own attorney fees and the city is covered under the insurance policy provided by Utah Local Governments Trust. Council Member Robinson asked if private citizens feel there is a nuisance on a city owned property what they can do about that. Bill Morris said if there is a nuisance on city property, a private citizen is welcome to file a claim against the city. They can even go to the property Ombudsman which enforces the same regulations. Council Member J. Pearce pointed out due notice must be given and time for correction first. Mayor Richins suggested residents check with neighbors to make sure needs are met and residents are in compliance.

**MOTION: Council Member Jensen motioned to approve Harrisville Ordinance 485; Vacant Buildings and Nuisance Premises. Council Member R. Pearce seconded the motion. A Roll Call vote was taken.**

<b>Council Member Tracy</b>	<b>Yes</b>
<b>Council Member R. Pearce</b>	<b>Yes</b>
<b>Council Member Jensen</b>	<b>Yes</b>
<b>Council Member Robinson</b>	<b>Yes</b>
<b>Council Member J. Pearce</b>	<b>Yes</b>

**Motion passed 5-0.**

**d. Discussion/possible action to approve Harrisville Ordinance 486; Parking Amendments.**

Bill Morris explained the police department would like more definitions on the vehicle parking policy. Equipment and other trailers on the street are not being considered as in violation. This update includes more specific information. Bill Morris said they are actively notifying residents through warning letters for the winter parking requirements. Council Member Robinson expressed his desire for the city to maintain snow removal from sidewalks and drive approaches throughout the city. Council Member R. Pearce pointed out this is the responsibility of property owners. Council Member Jensen said she agrees with the proposed changes in this ordinance.

**MOTION: Council Member J. Pearce motioned to approve Harrisville Ordinance 486; Parking Amendments. Council Member Jensen seconded the motion. A Roll Call vote was taken.**

<b>Council Member Tracy</b>	<b>Yes</b>
<b>Council Member R. Pearce</b>	<b>Yes</b>
<b>Council Member Jensen</b>	<b>Yes</b>
<b>Council Member Robinson</b>	<b>No</b>
<b>Council Member J. Pearce</b>	<b>Yes</b>

**Motion passed. 4-1**

**e. Discussion/possible action to approve Harrisville Ordinance 487; an ordinance creating an Arts and Culture Council.**

Bill Morris explained that the city would like to apply for a RAMP grant for community history which requires an Arts and Culture Council be in place. He will submit an application for a grant if Council approves this ordinance. Mayor Richins pointed out there are not a lot of arts and culture applications through RAMP. They are 90% park related applications. Council Member Jensen asked what the city will be applying for. Bill Morris said he will show a short presentation later on in the meeting to explain the proposed application. He also clarified this will not create more meetings for Council to attend. They will have short meetings when necessary in conjunction with regularly scheduled Council meetings.

**MOTION: Council Member R. Pearce motioned to approve Harrisville Ordinance 487; and ordinance creating an Arts and Culture Council. Council Member Jensen seconded the motion. A Roll Call vote was taken.**

<b>Council Member Tracy</b>	<b>Yes</b>
<b>Council Member R. Pearce</b>	<b>Yes</b>
<b>Council Member Jensen</b>	<b>Yes</b>
<b>Council Member Robinson</b>	<b>Yes</b>
<b>Council Member J. Pearce</b>	<b>Yes</b>

**Motion passed 5-0**

**f. Discussion/possible action to approve Harrisville Ordinance 488; an ordinance creating a Community Reinvestment Agency.**

Bill Morris explained this ordinance is similar to the previous ordinance in the sense that Council will serve as this agency as well. Growth within the city has brought changes where some areas need to be considered for community redevelopment. This was previously referred to as RDAs. He followed the state legislature requirements. With the Council designated as the agency, they hold the powers and are able to authorize community reinvestment development within the city boundaries. This also helps keep property taxes lower.

Bill Morris explained there is a potential community development area within the city that is somewhat blighted. Community reinvestment combines property tax from all participating properties for a period of 10-15 years by taxing entities forfeiting the taxable amount. Through the reinvestment of these funds infrastructure is installed. Once the 10-15 year period is up, the county redistributes the higher tax rates between all of the original taxing entities. Taxing entities give up the money for this time period knowing they will benefit once the area has been redeveloped at a higher tax rate. Council Member R. Pearce asked what happens if property owners do not want to sell. Bill Morris said typically parcels that are not willing to participate are left out, unless that area is needed for an infrastructure. In that case the city can use eminent domain to secure the property. Those types of situations would come through the Council at the proposed time. Bill Morris also clarified he would not recommend using eminent domain unless this benefits the entire public. Council Member Robinson asked if an example can be included in the ordinance. Bill Morris said he can include a paragraph about the purpose of the agency to clarify.

**MOTION: Council Member J. Pearce motioned to approve Harrisville Ordinance 488; an ordinance creating a Community Reinvestment Agency. Council Member Jensen seconded the motion. A Roll Call vote was taken.**

<b>Council Member Tracy</b>	<b>Yes</b>
<b>Council Member R. Pearce</b>	<b>Yes</b>
<b>Council Member Jensen</b>	<b>Yes</b>
<b>Council Member Robinson</b>	<b>Yes</b>
<b>Council Member J. Pearce</b>	<b>Yes</b>

**Motion passed 5-0**

**g. Discussion/possible action to approve Harrisville Resolution 16-13; Holiday Leave Policy.**

Bill Morris explained this resolution clarifies the holiday leave policy for city employees. He feels Harrisville City has great employees and this is a way to show respect through giving some benefits. The day after Thanksgiving is typically given to employees as an extra day off. This is always a Friday and a half day. The proposed policy change will include the Friday after Thanksgiving as part of the Thanksgiving holiday. Christmas Eve and New Year's Eve will still be considered "flex days". He suggested Council pass this additional half day as a good will towards city employees. Council Member Jensen initially interpreted this as only a half day, but later realized this is the regular Friday schedule for office hours. Bill Morris explained this will also help employees with planning travel arrangements every year. Council Member Robinson asked about the clause, "Any day designated by the Mayor", does this mean the city can designate a city holiday. He also asked if the city has to recognize state holidays. Bill Morris gave the example of when Mayor Leland Saunders (first Mayor of Harrisville) passed away and out of respect Mayor Richins closed the city office so employees could attend the funeral services.

Council Member Robinson asked about flex days. Bill Morris said the flex days are Christmas Eve and New Year's Eve. On flex days the Mayor along with Department Heads evaluate the work load to determine whether or not to close the office early. Council Member Robinson said he interprets flex days where employees work certain days and receive additional time off. Bill Morris clarified these are not interpreted this way; they are specified as Christmas Eve and New Year's Eve and if work load is light, office may close a few hours early. Council Member Jensen said she is in favor of keeping the flex days. Council Member J. Pearce pointed out this does not affect the overall budget. Council Member Robinson asked if allowing employees to have comp time is written in the policy. Bill Morris said he is unsure whether comp days are included in the policy. This resolution includes flex days and if approved will make this policy.

**MOTION: Council Member Jensen motioned to approve Harrisville Resolution 16-13; Holiday Leave Policy. Council Member Tracy seconded the motion. A Roll Call vote was taken.**

<b>Council Member Tracy</b>	<b>Yes</b>
<b>Council Member R. Pearce</b>	<b>Yes</b>
<b>Council Member Jensen</b>	<b>Yes</b>
<b>Council Member Robinson</b>	<b>No</b>
<b>Council Member J. Pearce</b>	<b>Yes</b>

**Motion passed 4-1**

**h. Discussion/possible action to approve the notice for full-time hire entry level Land Use & Development Coordinator.**

Bill Morris explained this advertisement will be used to fill the position when Shanna Edwards retires. Mayor and Council gave discussion about specific jobs duties included in the notice. The total wage will be \$24,960 + benefits. Mayor Richins pointed out there is flexibility with the wage. Council Member Robinson asked if this position includes a wage scale. Bill Morris explained the wage scale is already in the policy manual; there is a whole series for that. He clarified the position does not require a degree or have any prior city planning experience. Mayor Richins asked to double check the OSHA weight requirement listed as 50 pounds and also a clause about the wage being negotiable. Bill Morris suggested leaving the wage as the hiring rate but consider an increase after a probation period has been met. Council Member Robinson asked if city employees are "at will". Bill Morris explained "at will" employees.

**MOTION: Council Member R. Pearce motioned to approve the notice for full-time hire entry level Land Use & Development Coordinator. Council Member Jensen seconded the motion. All Council Members voted aye. Motion passed.**

Mayor Richins explained the office rotation. Jennie Knight gave a brief explanation on what job duties have been realigned.

**i. Discussion/possible action to approve a Severance Agreement.**

Bill Morris explained that staff contacted URS and the city is allowed to buy out the last 5 years as a severance package for retiring employees. He is proposing this as severance package in addition to cashing out vacation and a percentage of sick leave. Mayor Richins pointed out this retirement was not anticipated during the budget discussion so we will address this during the end of the budget amendments. Council Member Robinson asked if the city has a policy on severance packages. Bill Morris explained that Shanna Edwards has worked many years at a lower than average wage. Mayor Richins said this is done on a case by case basis. Council Member Robinson suggested including a policy in the manual. Council Member Jensen agreed there should be something in the policy based on health and longevity of the employee. Bill Morris said this might already be included, he does not know the specifics.

**MOTION: Council Member Jensen motioned to approve the severance agreement, including cashing out vacation and a portion of sick leave. Council Member R. Pearce seconded the motion. All Council Members voted aye. Motion passed.**

**j. City History Discussion**

Bill Morris gave a short presentation on the value of continuing city history. He said Weber State University has a program to scan and upload city history to the Stewart Library, including oral histories of residents over 80 years old. He suggested we apply for a RAMP grant including a city match to have 55 years worth of history digitized on the Weber State University library. Shanna Edwards is also going to include the digital museum because the city website cannot handle these large files. We would be the first city to have a virtual museum. Council Member Robinson asked if there is a way to include their hand writing. Bill Morris said he can check into that option.

**k. Discussion/possible action to approve staff coordinated effort for City Community Events.**

Bill Morris passed out the salary study which includes a break out for comparable parks and recreation personnel and special events coordinators. Bryan Fife compiled this study by researching comparable cities with similar population. Bill Morris pointed out that Bryan Fife's current salary is under average. Santaquin city is doing this same coordinating effort. He encouraged Council to review the study which shows where the parks and recreation salary should be and this proposal would add the community events element. Council can review this item during the next meeting. This would actually be more of an increase than originally proposed.

**5. Public Comments - (3 minute maximum)**

Nathan Averill, 1292 Georgia Ave, asked about the parking ordinance and whether temporary living is allowed in a trailer on the street. He has a neighbor whose family stays in their RV on the street and questioned whether they are in compliance. Bill Morris said that becomes a health department issue because the city ordinance requires trailers used as living quarters to be connected to a public sewer. This would not be in compliance with the municipal code.



## **6. Mayor/Council Follow-up:**

Council Member Jensen said she distributed booklets to the schools for the ULCT essay contest. The ULCT invites the student winners to participate in front of an audience to award them with a cash prize. The school also receives a cash award.

Bill Morris explained the RAMP grant application for Millennial Park has been submitted. If awarded, this will be received in March. The committee will do a walk through sometime after the first of the year. He thinks this project is a good candidate. Bill Morris also said the RAMP committee likes advertisement. Bryan Fife will have a sign made up in advance advertising funding in part provided by RAMP. Mayor Richins pointed out this will open up the park. Bill Morris explained the plan includes 73 stalls for parking on the south side of 2000 North. He recommended Bryan Fife prepare a schedule of the activity at the park.

Council Member Robinson asked if the parking will be out of the capital projects fund and whether they have included contingency in the budget to address maintenance. Bill Morris said there is a contingency for overage but not a maintenance schedule so residents know how much the project will cost. Council Member Robinson said this should be included in the proposed cost of the project. Bill Morris said this is already being done because any excess budgetary funds are put into the capital facilities fund but things are not ear marked.

Mayor and Council gave a brief discussion on the 2550 North sidewalk. Local residents are asking questions on how this project is being run by Pleasant View and how this will affect them. Construction should commence soon.

Council Member Robinson asked if anyone has been approached about a Ben Lomond Cemetery district. Mayor and Council have not been approached.

## **7. Adjourn.**

Mayor Richins declared the meeting adjourned at 8:53p.m.

**ATTEST:**

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**BRUCE RICHINS**  
Mayor

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**JENNIE KNIGHT**

City Recorder

Approved this 13<sup>th</sup> day of December, 2016

Report Criteria:

- Print Fund Titles
- Page and Total by Fund
- Print Source Titles
- Total by Source
- Print Department Titles
- Summarize and Total by Department
- All Segments Tested for Total Breaks

Account Number	Account Title	2016-17	2016-17
		Current year Actual	Current year Budget
<b>COMBINED CASH FUND</b>			
01-10100	TOTAL ALLOCATION-OTHER FUNDS	5,027,041.35-	.00
01-10110	PETTY CASH	250.00	.00
01-10200	CASH - CHECKING BANK OF UTAH	126,032.79-	.00
01-10300	PUBLIC TREASURERS FUND	4,740,949.59	.00
01-10310	WASHINGTON MUTUAL CD 232	.00	.00
01-10320	WASHINGTON MUTUAL CD 233	.00	.00
01-10330	OGDEN FIRST FEDERAL SEWER CD 8	.00	.00
01-10400	RETURN CHECK CLEARING	35.00	.00
COMBINED CASH FUND Revenue Total:		.00	.00
COMBINED CASH FUND Expenditure Total:		.00	.00
Net Total COMBINED CASH FUND:		411,839.55-	.00

Account Number	Account Title	2016-17 Current year Actual	2016-17 Current year Budget
<b>GENERAL FUND</b>			
10-10100	CASH - COMBINED FUND	1,470,456.97	.00
10-11500	ACCOUNTS RECEIVABLE	135,519.84	.00
10-11600	ENGINEERING PASS THRU	42,252.50	.00
10-15900	SUSPENSE	.00	.00
10-16900	PREPAID EXPENSES	.00	.00
10-20200	ACCOUNTS PAYABLE	.00	.00
10-21500	SALARIES PAYABLE	.00	.00
10-22210	FEDERAL WITHHOLDING PAYABLE	.00	.00
10-22215	MEDICARE PAYABLE	.00	.00
10-22220	FICA WITHHOLDING PAYABLE	.00	.00
10-22230	STATE WITHHOLDING PAYABLE	4,634.08	.00
10-22240	WORKERS COMPENSATION PAYABL	1,019.64	.00
10-22250	STATE RETIREMENT PAYABLE	23,910.57	.00
10-22260	TAX DEFERRED PAYABLE	15,578.42	.00
10-22265	CREDIT UNION ALLOTMENT	.00	.00
10-22270	LOAN REPAYMENT	1,685.40	.00
10-22280	HEALTH INSURANCE PAYABLE	1,471.74	.00
10-22281	AFLAC	325.27	.00
10-22290	DISABILITY INSURANCE PAYABLE	239.39	.00
10-22295	GARNISHMENT PAYABLE	457.39	.00
10-22300	ROAD BOND PASS THRU	23,832.97	.00
10-22400	FIRE IMPACT FEE PAYABLE	4,841.66	.00
10-22450	BLDG PERMIT STATE SURCHARGE	128.32	.00
10-22460	UNCLAIMED PROPERTY PAYABLE	160.00	.00
10-22480	CHIP & SEAL/STREET SIGNS, ETC.	4,572.75	.00
10-22490	BOND WORK FOR BROOK MDW SUB	.00	.00
10-22500	CHARITY SOFTBALL GAME PAYABLE	.00	.00
10-22600	RESTITUTION PAYABLE	375.22	.00
10-27100	RESERVED - CLASS C ROADS	555,434.74	.00
10-27110	RESERVED - PARK DEVELOPMENT	307,269.05	.00
10-27120	RESERVED - TRANSPORTATION	34,144.11	.00
10-27130	RESERVED - PUBLIC SAFETY	19,840.96	.00
10-27200	RESERVED - FIRE IMPACT	.00	.00
10-27500	RESERVED-STORM DRAINS	.00	.00
10-28100	FUND BALANCE-BEGINNING OF YEA	700,000.34	.00
<b>TAXES</b>			
10-31-100	GENERAL SALES AND USE TAXES	431,194.00	1,300,000.00
10-31-110	GENERAL PROPERTY TAXES	5,876.02	308,500.00
10-31-120	FRANCHISE TAX	89,577.91	315,000.00
10-31-130	REDEMPTIONS	1,153.18	7,500.00
10-31-140	911 EMERGENCY TAX	.00	.00
10-31-150	VEHICLE TAX FEE IN LIEU	11,459.99	35,000.00
10-31-160	TRANSPORTATION TAXES	32,598.92	.00
<b>Total TAXES:</b>		<b>571,860.02</b>	<b>1,966,000.00</b>
<b>LICENSES AND PERMITS</b>			
10-32-200	BUILDING PERMITS	54,615.44	80,000.00
10-32-205	PLAN CHECK FEE	25,088.27	40,000.00
10-32-210	BUSINESS LICENSES	303.00	50,000.00
10-32-230	PLAN APPLICATION FEES-ZONING	600.00	2,000.00
10-32-240	PARK DEVELOPMENT FEES	74,782.88	50,000.00
10-32-250	FIRE IMPACT FEE	.00	.00
10-32-260	TRANSPORTATION IMPACT FEE	27,341.12	10,000.00

Account Number	Account Title	2016-17 Current year Actual	2016-17 Current year Budget
10-32-270	PUBLIC SAFETY IMPACT FEE	15,092.57	7,500.00
Total LICENSES AND PERMITS:		197,823.28	239,500.00
<b>INTERGOVERNMENTAL REVENUE</b>			
10-33-100	STATE LIQUOR FUNDS	5,694.39	12,750.00
10-33-150	SEAT BELT/EUDL	.00	.00
10-33-200	CLASS C ROAD FUNDS	.00	280,000.00
10-33-300	GRANTS	1,000.00	16,000.00
Total INTERGOVERNMENTAL REVENUE:		6,694.39	308,750.00
<b>CHARGES FOR SERVICES</b>			
10-34-400	PARK & CABIN RESERVATIONS	4,350.00	14,000.00
10-34-600	SPECIAL SERVICES-PUBLIC WORKS	.00	.00
10-34-700	YOUTH BASEBALL - RECREATION	.00	5,700.00
10-34-710	YOUTH BASKETBALL - RECREATION	3,361.68	8,125.00
Total CHARGES FOR SERVICES:		7,711.68	27,825.00
<b>FINES AND FORFEITURES</b>			
10-35-510	FINES	51,482.53	190,000.00
10-35-520	WARRANT SERVICE	700.00	4,000.00
10-35-530	INTERPRETER FEES	.00	.00
10-35-540	PUBLIC DEFENDERS FEES	300.00	1,500.00
10-35-550	CODE ENFORCEMENT FINES	.00	.00
10-35-560	TRANSPORTATION FEES	.00	.00
Total FINES AND FORFEITURES:		52,482.53	195,500.00
<b>MISCELLANEOUS REVENUE</b>			
10-36-440	HORIZONS BOOK SALES	.00	100.00
10-36-450	MISCELLANEOUS REVENUE	14,463.00	30,000.00
10-36-455	CREDIT CARD SURCHARGE	429.00	1,500.00
10-36-460	HERITAGE DAYS CELEBRATION	354.80	1,750.00
10-36-470	YOUTH CITY COUNCIL	.00	.00
10-36-600	INTEREST EARNED	1,804.49	3,000.00
10-36-602	CLASS C ROAD INTEREST	1,889.21	3,000.00
10-36-604	PARK DEVELOPMENT INTEREST	1,113.01	1,500.00
10-36-606	FIRE IMPACT FEE INTEREST	.00	.00
10-36-608	TRANSPORTATION IMPACT INTERES	135.94	.00
10-36-610	PUBLIC SAFETY IMPACT INTEREST	78.49	.00
10-36-800	SALE OF ASSETS	.00	.00
Total MISCELLANEOUS REVENUE:		20,267.94	40,850.00
<b>CONTRIBUTIONS AND TRANSFERS</b>			
10-39-950	USE OF FUND BALANCE	.00	34,642.00
10-39-960	USE OF RESERVE - CLASS C ROADS	.00	217,000.00
10-39-970	USE OF FIRE IMPACT FEES	.00	.00
10-39-990	USE OF RESERVE - PARK DEVELOP.	.00	3,500.00
Total CONTRIBUTIONS AND TRANSFERS:		.00	255,142.00
<b>MAYOR AND COUNCIL</b>			
10-41-000	MAYOR AND COUNCIL	14,903.39	29,526.00

Account Number	Account Title	2016-17 Current year Actual	2016-17 Current year Budget
Total MAYOR AND COUNCIL:		14,903.39	29,526.00
<b>JUSTICE COURT</b>			
10-42-000	JUSTICE COURT	39,333.25	88,096.00
Total JUSTICE COURT:		39,333.25	88,096.00
<b>ADMINISTRATION</b>			
10-44-000	ADMINISTRATION	111,634.25	248,046.00
Total ADMINISTRATION:		111,634.25	248,046.00
<b>NON-DEPARTMENTAL</b>			
10-45-000	NON-DEPARTMENTAL	129,535.51	285,050.00
Total NON-DEPARTMENTAL:		129,535.51	285,050.00
<b>POLICE DEPARTMENT</b>			
10-51-000	POLICE DEPARTMENT	462,441.99	1,060,438.00
Total POLICE DEPARTMENT:		462,441.99	1,060,438.00
<b>FIRE DEPARTMENT</b>			
10-54-000	FIRE DEPARTMENT	.00	.00
Total FIRE DEPARTMENT:		.00	.00
<b>BUILDING INSP/PLANNING</b>			
10-56-000	BUILDING INSP/PLANNING	15,834.78	50,089.00
Total BUILDING INSP/PLANNING:		15,834.78	50,089.00
<b>PUBLIC WORKS/MAINTENANCE</b>			
10-61-000	PUBLIC WORKS/MAINTENANCE	233,003.19	944,453.00
Total PUBLIC WORKS/MAINTENANCE:		233,003.19	944,453.00
<b>PARKS AND RECREATION</b>			
10-71-000	PARKS AND RECREATION	137,475.28	310,369.00
Total PARKS AND RECREATION:		137,475.28	310,369.00
<b>CONTRIBUTION/RESERVES</b>			
10-90-000	CONTRIBUTION/RESERVES	.00	17,500.00
Total CONTRIBUTION/RESERVES:		.00	17,500.00
GENERAL FUND Revenue Total:		856,839.84	3,033,567.00
GENERAL FUND Expenditure Total:		1,144,161.64	3,033,567.00
Net Total GENERAL FUND:		3,048,740.55	.00

Account Number	Account Title	2016-17 Current year Actual	2016-17 Current year Budget
<b>CHARGES FOR SERVICES</b>			
15-10100	CASH - COMBINED FUND	.00	.00
	CHARGES FOR SERVICES Revenue Total:	.00	.00
	CHARGES FOR SERVICES Expenditure Total:	.00	.00
	Net Total CHARGES FOR SERVICES:	.00	.00

Account Number	Account Title	2016-17 Current year Actual	2016-17 Current year Budget
<b>CLASS 'C' ROAD FUND</b>			
20-10100	CASH - COMBINED FUND	.00	.00
	CLASS 'C' ROAD FUND Revenue Total:	.00	.00
	CLASS 'C' ROAD FUND Expenditure Total:	.00	.00
	Net Total CLASS 'C' ROAD FUND:	.00	.00

Account Number	Account Title	2016-17 Current year Actual	2016-17 Current year Budget
<b>REVENUES</b>			
31-10100	CASH-COMBINED FUND	.00	.00
	REVENUES Revenue Total:	.00	.00
	REVENUES Expenditure Total:	.00	.00
	Net Total REVENUES:	.00	.00



Account Number	Account Title	2016-17 Current year Actual	2016-17 Current year Budget
<b>CAPITAL PROJECTS FUND</b>			
40-10100	CASH - COMBINED FUND	1,083,746.34	.00
40-11500	ACCOUNTS RECEIVABLE	.00	.00
40-27100	POLICE - EQUIPMENT	.00	.00
40-27200	PUBLIC WORKS - EQUIPMENT	.00	.00
40-27300	PUBLIC WORKS - FIRE HYDRANTS	.00	.00
40-27500	PUBLIC WORKS - SIDEWALKS	.00	.00
40-27600	PUBLIC WORKS - SHOP EXPANSION	.00	.00
40-28100	FUND BALANCE-BEGINNING OF YEA	1,117,567.44	.00
<b>REVENUES</b>			
40-30-300	GRANTS	.00	.00
40-30-450	MISCELLANEOUS REVENUE	.00	.00
40-30-600	INTEREST INCOME	3,848.94	7,000.00
Total REVENUES:		3,848.94	7,000.00
<b>CONTRIBUTIONS AND TRANSFERS</b>			
40-39-100	TRANSFERS FROM GEN FUND	.00	.00
40-39-800	APPROPRIATION OF CAPITAL FUNDS	.00	77,000.00
40-39-900	SALE OF ASSETS	.00	.00
Total CONTRIBUTIONS AND TRANSFERS:		.00	77,000.00
<b>EXPENDITURES</b>			
40-40-000	EXPENDITURES	37,670.04	84,000.00
Total EXPENDITURES:		37,670.04	84,000.00
CAPITAL PROJECTS FUND Revenue Total:		3,848.94	84,000.00
CAPITAL PROJECTS FUND Expenditure Total:		37,670.04	84,000.00
Net Total CAPITAL PROJECTS FUND:		2,167,492.68	.00



# HARRISVILLE CITY

363 West Independence • Harrisville, Utah 84404 • (801) 782-4100

MAYOR:

Bruce N. Richins

COUNCIL MEMBERS:

Jeffery Pearce  
Gary Robinson  
Jennifer Jensen  
Ruth Pearce  
Austin Tracy

## Harrisville City – 2017 Meeting Schedule

In accordance with Utah Code Section 52-4-202(2), notice is hereby given of the 2017 Meeting Schedule for Harrisville City. The City Council will meet on January 10, 2017, at 7:00 PM, and will subsequently meet the second and fourth Tuesday of each month thereafter at the same time. The Planning Commission will meet on January 11, 2017, at 7:00 PM, and will subsequently meet the second Wednesday each month thereafter at the same time. Special or emergency meetings may be called, if needed, in accordance with state law. Some meetings may be cancelled. Unless otherwise announced, all meetings will be held at the Harrisville City Offices located at: 363 W Independence Blvd, Harrisville, UT 84404. For special accommodations contact the city office at least 24 hours before any meeting. For questions, contact the city office at (801)782-4100. JENNIE KNIGHT, City Recorder.

Published: January 1, 2017

<b>Harrisville City – 2017 Meeting Dates</b>	
<b>City Council</b>	<b>Planning Commission</b>
January 10 & 24, 2017	January 11, 2017
February 14 & 28, 2017	February 8, 2017
March 14 & 28, 2017	March 8, 2017
April 11 & 25, 2017	April 12, 2017
May 9 & 23, 2017	May 10, 2017
June 13 & 27, 2017	June 14, 2017
July 11 & 25, 2017	July 12, 2017
August 8 & 22, 2017	August 9, 2017
September 12 & 26, 2017	September 13, 2017
October 10 & 24, 2017	October 11, 2017
November 14 & 28, 2017	November 8, 2017
December 12 & 26, 2017	December 13, 2017



sales@iworq.com

(888) 655-1259

<b>Harrisville</b>	<b>Quote creation: 12/7/2016</b>
<b>363 West Independence Harrisville, UT 84404</b>	<b>Prepared by: Steve Hulse</b>

## 1. QUOTE

Harrisville- hereafter known as “Customer”, enters into the following Service Agreement with iWorQ Systems, “iWorQ”, headquartered in Logan, UT. Customer will pay an annual fee for the services and a one-time setup fee detailed below:

Population: 6,069

<b>Community Development Applications and Services</b>	<b>Package Price</b>	<b>Billing</b>
Community Development Package - Available on any computer, tablet, or mobile device using Chrome browser - Code enforcement with OpenStreetMap - Permit Management with OpenStreetMap - Quarterly parcel upload - Contractor portal - Up to 25 custom forms/permits/letters	<b>\$2,500.00</b>	Annual
Payment Processing - Credit/debit card processing via iTransact - 5 web forms/screens for the payment collection process. - Merchant account and gateway via iTransact - Payments recorded/tracked in iWorQ - More than 5 forms requires additional services.	<b>\$500.00</b>	Annual
<b>ANNUAL TOTAL</b>	<b>\$3,000.00</b>	

Set up and data conversion	\$1,500.00	Once
<b>Grand total due</b>	<b>\$4,500.00</b>	

### 1.1. Notes

- 1- Invoices for amount will be sent out 2 weeks after signature. Terms of the invoicing is Net 30 days.
- 2- Invoices may be prorated upon customer request.
- 3- This quote is provided at the customer’s request and is good for 30 days.





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4- This quote cannot be disclosed or used to compete with other companies.

## 2. ADDITIONAL SERVICES

iWorQ provides additional applications and services that can be purchased as part of the Community Development solution. These can be added to the customer’s annual cost, upon request. The services listed below may already be included in the quote in Section 1.

iWorQ Citizen Engagement - Drive citizen satisfaction, streamline communication between citizens and city/county leadership, and reduce overhead costs with a self-service public portal and a mobile application for Android and iOS.	\$1250	Annual
Licensing – track business, animal, liquor, rental, and other license types. Includes customized automated reminder letters and online renewal.	\$2000	Annual
Premium Data Package – 25 MB file upload size and 100 GB total storage	\$500	Annual
Plans Review and Annotation – Requires premium data package to use. Draw and annotate on plans; save data in layers on plans; and place watermarks on plans.	\$500	Annual
Onsite Backup – iWorQ will send a *.BAK on a scheduled basis to an FTP server maintained by the customer.	\$500	Annual
Monthly Parcel Update – iWorQ will import an electronic file on a scheduled basis from a file stored on an FTP server maintained by the Customer.	\$500	Annual
Interactive Voice Response (IVR) – used by contractors to schedule inspections via telephone.	\$1000	Annual
Additional letters/forms/permits	\$100 each	Annual

A project quote must be requested for any custom development outside of iWorQ existing features and functions. Project timelines, scope, and cost vary depending upon the request.

## 3. GUIDELINES

### 3.1 Getting started

iWorQ will assign an account manager to your account to begin the setup and training process upon contract signature.

**Send the signed service agreement to iWorQ Systems:**

**Email: sales@iworq.com**

**Fax: 1 (866) 379-3243**





sales@iworq.com  
(888) 655-1259

**Mailing address:**

**PO Box 3784  
Logan, UT 84323**

**Physical address:**

**1125 W. 400. N. Suite 102  
Logan, UT 84321**

### **3.2 Billing information**

iWorQ will invoice Customer on an annual basis. Customer reserves the right to cancel service at any time by providing iWorQ a 30-day written notice.

### **3.3 Data conversion**

As part of the project set up, iWorQ provides a data conversion service. This service consists of importing data, sent by the Customer, in an electronic (relational database) format. iWorQ provides contact information and an upload site where the electronic data can be sent. Additional costs apply for data that does not meet the criteria listed above.

## **4. SERVICES and SUPPORT**

### **4.1 Data ownership**

All customer data remains the property of the customer. Customer can request data electronically or on disk, upon cancellation of Service Agreement.

### **4.2 FREE training**

iWorQ provides FREE training and support. iWorQ provides webinars, phone support, written manuals, web videos, documentation and help files. Training is available to any Customer with a login.

### **4.3 FREE updates**

All updates, bug fixes, and upgrades are FREE to the Customer. iWorQ is a web-based application. Customer only needs to login to get any updates to the applications.

### **4.4 FREE support**

Customer support and training are FREE and available from 8:00 A.M. to 5:00 p.m. Mountain Standard Time.

### **4.5 FREE data back up**

iWorQ does back-ups twice weekly and offsite once weekly.

### **4.6 Proprietary letters/forms**

Letters and forms, including permits, certificates, or other documents must be owned by the customer and have a clear copyright.





sales@iworq.com

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#### 4.7 Data upload and storage limits

Standard data plan includes uploads of up to 3 MB per file and 10 GB total storage. iWorQ offers a premium data plan available for an additional annual cost.

### 5. SET-UP & BILLING INFORMATION

#### 5.1 Implementation information

Primary Contact(s) \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

#### 5.2 Billing information

Billing Contact \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_ Prefer to receive invoice by email?  Yes  No

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

PO# \_\_\_\_\_ (if required) Tax exempt ID# \_\_\_\_\_

### 6. SIGNATURE

Signature of this Agreement is based on the understanding and acknowledgement of the terms and conditions stated within this Service Agreement.

\_\_\_\_\_  
(Phone) (Mobile) (Email)

\_\_\_\_\_  
(Signature) (Print Name & Title) (Date)

