

Interlaken Planning Commission Report Thru 2019-05-08

To: Interlaken Planning Commission

From: Epic Engineering (Joe Santos)

General Comments:

1. Meeting(s)

1.1. Planning Commission Meeting

2. Key Task(s)

2.1. Approval of Permit Requests

2.2. Update members of outstanding permits

3. Key Schedule(s)

3.1. N/A

4. Item(s)

4.1. N/A

Project / Task(s)	Description	Initiation Date	Status	Responsible Party	Projected Completion Date	Completion Date
Modified/Changed Dates in Red						
Required/Requested Information in Orange						
Completed/Old Tasks in Grey						
General						
Water Rights						
		2016/2017	Preparing update on transfer recommendation.	Epic		
	Conference Call and Prepare Amended Memo	7/25/2017	To clarify the confusion surrounding Town water rights, conference call was held with PC member Bill Goodall, Don Olsen of Epic, Lindsay Minck of Epic, Josh Call of Epic, and Eric Jones of the UTDWR. Amended memo will be delivered based upon conversation.	Epic	7/25/2017	7/25/2017
	Amended Memo	7/25/2017	Memo Amendments complete, submitted to Town Council 8/29/2017	Epic	8/28/2017	8/29/2017
	Town Council Action	8/29/2018	Awaiting Action by Town Council	TC	?	
161KB002 Lot 115- Howard Residence						
	Building Permit		Approved and issued 6/29/2016	Epic		6/29/2016
	Stop Order		Issued stop order due to missing dumpster and porta-potty.	Epic		
	Stop Order Lifted		Issues resolved and work to resume.	Epic		
	Inspections	8/8/2016 10/11/2016	Initial Inspections Underslab Plumbing			8/8/2016 10/11/2016

Project / Task(s)	Description	Initiation Date	Status	Responsible Party	Projected Completion Date	Completion Date
		9/15/17	Framed, Windows installed. No electricity in house, waiting for Heber Power.	Epic		
		11/6/17	Waiting on permission from neighbors to dig trench for powerline.			
		11/21/17	Called for Update, no answer.			
		01/28/18	Porta-potty concerns, will use Connor's porta-potty.			
		4/13/2018	Wrapping up exterior skin, then project will be on hold until spring when utilities can be dug and interior can be worked on			
		4/30/2018	Emergency inspection due to unclean site conditions.			
		4/30/2018	Site currently being cleaned up, workers were cleaning 4/29 and will clean 5/1.	Epic		
		6/11/2018	Epic to perform inspection 5/2.			
	Update		Working on utilities and connections, coming up June 25 to continue project. Project should be fully staffed July 4 th on until the end of summer.	Builder		
		12/10/2018	Siding nearly completed, just one spot above the door. Project on hold until January to finish up siding. Portapotty will be removed this week and toilet for project will be located inside. Fire Sprinklers installed and approved by Fire Marshall			
			4-way inspection. Few minor corrections to pass.			
		04/01/2019	No inspections since 4-way, still working.			

Project / Task(s)	Description	Initiation Date	Status	Responsible Party	Projected Completion Date	Completion Date
16IKB004 Lot 218- Frank Residence						
	Building Permit		Approved and issued	Epic		3/23/2016
	Inspections		Footing Underground Temp power			12/6/2016
	Update	9/15/17	Having problems with steel fabricators, contractor hopes to have steel in by end of month.	Builder	11/15/2017	
	Site Issues	9/18/17	Erosion and No Dumpster Issues Reported to Epic.	Epic/PC	9/18/2017	9/18/2017
	Site Issues	9/17/17	Contractor will get a dumpster to the property, Contractor reports there is no erosion, that it is due to roadbase.	Epic/PC	9/21/2017	9/27/2017
	Update	11/2/2017	Framing is completed, Windows and Doors ordered, experiencing delays with Questar Gas Install see 17IKB005.	Builder	3/1/2018	
		1/29/2018	Prepping for a 4-way inspection by the end of the week.			
		3/5/2018	Had 4-way and insulation, waiting on home owners to select siding.			
		3/27/2018	Waiting on home owners to select siding.			
		4/15/2018	Contractor has removed sediment from the roadway. Instructed by Town Clerk to revegetation according to approved Grading plan.			
		05/08/2019	Passed final inspection. Home owner has an outstanding bill of \$214.50 for additional work provided by Epic for the	Builder		

Project / Task(s)	Description	Initiation Date	Status	Responsible Party	Projected Completion Date	Completion Date
171KB002 Lot 203- Simpkin's Landscaping						
	Landscape Permit	6/16/2017	Epic sent memo regarding proposed approval on 6/16/2017 with understanding no work to be performed in ROW. Previous ROW work to be examined after attorneys look at it.	PC	6/16/2017	6/16/2017
	Town ROW	6/26/2017	Town attorney is trying to get to the bottom of the ROW issue and where to go with the ROW for this lot and all ROW in the Town.	Town Attorney		6/30/2017
	Planning Commission	6/26/2017	PC to measure from platted/surveyed centerpoint of "cul-de-sac" based upon measurements of retaining walls from the centerpoint determines next step.	PC	8/1/2017	8/7/2017
	Recommendation to TC	8/7/2017	PC made recommendation to TC regarding project approval. TC to decide how to proceed.	TC	8/7/2017	8/7/2017
	Building Permit	4/27/2018	Building Permit Issued	Epic		
	Update	05/08/2019	Permit is inactive, will remove from next Progress report.	Builder		
181KB001 Sheldon Residence						
	Building Permit	4/20/2018	Building Permit Issued	Epic		



Project / Task(s)	Description	Initiation Date	Status	Responsible Party	Projected Completion Date	Completion Date
181KB002	Daines Residence		Sent Mr. Sheldon the Town forms for Excavation Permits. Awaiting a submittal. Still no submittal from the Sheldon's.			
			Soil Excavation Issue-placed soil as fill on neighboring lot. Not approved or permitted.	Epic		
		05/08/2019	Construction completed and Temporary CO issued. Temporary due to Excavation Issues with adjacent lots.			
		5/10/2018				
	Building Permit Application	4/27/2018	Planning Commission comments and Epic Site review comments sent back to Daines. Structural review redlines to be sent 5/1	Epic/PC		
	Site Issue	8/31/2018	SWPPP concerns, there are large amounts of soil that could run into road and create a mess.			
		8/31/2018	Emailed and called to notify of issue	Epic		
		9/10/2018	Emailed and called again to warn, contractor instructed to fix silt fence or explore other BMPs to prevent any issues.			
		10/1/2018	Reminded of SWPPP implications at inspection.	Owner		

Project / Task(s)	Description	Initiation Date	Status	Responsible Party	Projected Completion Date	Completion Date
	Update	9/10/2018	Foundation walls have passed inspection, construction progressing.	Epic		
		05/08/2019	Still working towards framing inspection this month.	Epic		
181KB003 Gladwin Garage						
	Building Permit	7/31/2018	Building Permit Application	Epic	8/29/2018	
		9/11/2018	Conditional Building Permit Issued	Epic	9/11/2018	9/11/2018
	Update	9/10/2018	Structural issues on building permit application have delayed issuance of permit. Epic recommends issuance of conditional excavation building permit, so that construction can begin while structural issues are resolved.	Planning Commission	9/10/2018	9/27/2018
		05/08/2019	Construction is progressing slowly but forward.	Epic		
181KB004 McNaughton Remodel						
	Remodel Permit	10/13/2018	Building Permit Application	Epic	11/05/2018	
		11/5/2018	PC recommended to TC for approval	TC	11/05/2018	
	Update	05/08/2019	Working towards final still.	Epic		
191KB001 Archuleta Tankless Water Heater						
	Permit	03/22/2019	Water Heater Permit Application	Epic	04/01/2019	
		05/08/2019	Passed Gas Inspection, removing from Progress report.	Epic	04/10/2019	

Project / Task(s)	Description	Initiation Date	Status	Responsible Party	Projected Completion Date	Completion Date
191KB002	Wilcox Residence					
	Permit Application	3/27/2019	Building Permit Application submittal	Epic/TC Owner		
		4/2019	Resolved Epic and TC concerns	Owner		
		5/8/2019	PC recommending TC approval	PC		
191KB003	Ball Residence					
	Permit Application	4/22/2019	Building Permit Application submittal	Epic/TC Owner		
		4/2019	Resolving TC concerns	Owner		
		5/2019	Resolving Epic Structural Concerns	Owner		
		5/8/2019	PC recommending TC approval	PC		



Subject: 2019 Interlaken Town Municipal Elections
Date: Saturday, May 4, 2019 at 10:35:12 AM Mountain Daylight Time
From: Bart Smith
To: Interlaken Town
Attachments: Declaration Form Interlaken 2019.pdf

Hi All-

This fall, on Tuesday, November 5, 2019, Interlaken Town will be holding elections for the following positions:

- Mayor – 2 year term
- Two Council Members – 4 year terms, each

Elected officials are sworn in and begin serving their terms on January 1, 2020.

Interested, qualified individuals may complete the attached Declaration of Candidacy form and meet with the Town Clerk between May 29, 2019 and June 7, 2019 (**note, the last date to declare is June 7th**). Please contact the Town Clerk at 435-565-3812 or interlakenclerk@gmail.com if you are interesting in becoming a candidate, and to make an appointment.

To qualify as a candidate, you must:

1. Be a U.S. Citizen at the time of filing.
2. Be a registered voter.
3. Be a resident of Interlaken Town for at least 12 consecutive months immediately preceding the date of the election.
4. In accordance with Utah Constitution Article IV, Section 6, any mentally incompetent person, any person convicted of a felony, or any person convicted of treason or a crime against the elective franchise may not hold office in this state until their right to hold elective office is restored.

Currently, the office of mayor is vacant. Currently holding the two four-year council positions open for election are Greg Harrigan and Chuck O’Nan. Sue O’Nan and Marge Bowen will continue to serve out their four year terms on the council through December 2021.

For more information about the qualifications, responsibilities and duties of Interlaken elected officials, refer to Title 02, Municipal Government, available on the town website at:

<http://www.town-of-interlaken.com/documents-02>

The content of this mail can also be viewed at:

<https://www.town-of-interlaken.com/government-06>

Bart Smith
Interlaken Town Clerk
(435) 565-3812
interlakenclerk@gmail.com
P.O. Box 1256
Midway, UT 84049

Agenda Item 11



Date of Proposal: 5/6/2019

Project Name/Address: **Interlaken Pump Station Backup Generator**

Bid Amount: **\$36,950.00 Option 1 - 50 KW gen with soft starts**

Deduct \$20,500.00 if city provides generator, soft start, and automatic transfer equipment

INCLUSIONS: The Work shall include the following:

1. Tie new 50 KW 480 V 3PH generator and transfer switch into existing pump building
2. Install new soft start contactors on each existing pump
3. Re-route all power as necessary
4. Wiring of all control and battery circuits as required for generator

Bid Amount: **\$44,500.00 Option 2 – 130 KW gen (recommended)**

Deduct \$30,250.00 if city provides generator, and automatic transfer equipment

INCLUSIONS: The Work shall include the following:

1. Tie new 50 KW 480 V 3PH generator and transfer switch into existing pump building
2. Re-route all power as necessary
3. Wiring of all control and battery circuits as required for generator
4. Sizing the generator this way allows for future changes to any pump needs

EXCLUSIONS: The Work shall not include the following:

1. Bonding, permits and any utility fees.
2. We reserve the right to negotiate air & equitable contract for both the contractor & the owner
3. Concrete work
4. Natural gas piping
5. Transformer vault, vaultpad, ect.

Bid Proposal

Date: 5-06-19

To: Brady Probst/Interlaken pump station generator

I propose to furnish all labor and material for a complete electrical
Installation in accordance with:

- 50 KW generator with soft starts and automatic transfer switch
- Install new 480V 3ph generator and transfer switch into existing pump station
- Install new soft start contactors on each existing pump
- Wiring of all control and battery circuits for generator

Exclusions:

- Excavation for generator pad, or any concrete

Total Proposed Base Price: \$35,700.00

1. Price includes all applicable taxes.
2. Mutually agreed schedule.

If city provides generator and equipment then deduct (\$20,300)

Nick Birch Electric

Birchelectric01@gmail.com

435-671-1892

Utah Electrical Contractor License #9078041-5501

Bid Proposal

Date: 5-06-19

To: Brady Probst/Interlaken pump station generator

I propose to furnish all labor and material for a complete electrical
Installation in accordance with:

- 130 KW Generator with automatic transfer switch
- Install new 480V 3ph generator and transfer switch into existing pump station
- Wiring of all control and battery circuits for generator

I recommend going with this one, because this will cover any future changes to any pumps

Exclusions:

- Excavation for generator pad, or any concrete

Total Proposed Base Price: \$43,100.00

1. Price includes all applicable taxes.
2. Mutually agreed schedule.

If city provides generator equipment then deduct (\$30,000)

Nick Birch Electric

Birchelectric01@gmail.com

435-671-1892

Utah Electrical Contractor License #9078041-5501

COMPLETELY FILL IN ALL BLANK AREAS OF THIS CONTRACT BEFORE RETURNING FOR ACCEPTANCE



Sumsion Construction L.C.
 DBA Eckles Paving
 P.O. Box 68
 Springville, Utah 84663
Mike's Cell Phone 801-661-7929
 Phone 801-225-3715
 Fax 801-489-6859

Company/ Rep. Interlaken Estates / Chuck O'nan
 Billing Address _____
 City, State, Zip _____
 Phone Number (435) 731-0989
 FAX #/E-MAIL conan@promontoryclub.com

Proposal Date: 5/8/2019
 Project Address Interlaken Drive
 City, State, Zip Midway, UT
 Name Of Owner _____
 Job # MS19060

Bid Proposal

Sumsion Construction L.C. will furnish the described materials to the job site designated above and provide the described labor. To the extent the described work is detailed in Plans and Specifications, such must be provided to Sumsion Construction L.C. before the contract is negotiated. Any changes to the original Plans and Specifications used to prepare this contract may necessitate a change in the contract price and Buyer hereby agrees to execute all necessary change orders outlining the changed work and prices as submitted by Sumsion Construction L.C.

In consideration of the mutual promises set forth herein, Sumsion Construction L.C., with principal office located in Springville, Utah and the undersigned, whose full name and address appear above, hereby agree as follows:

<u>Description of Work</u>	<u>Quantity</u>	<u>Units</u>	<u>Unit Price</u>	<u>Estimated Totals</u>
Sawcut / Remove and haul off 3" thick asphalt / Recompact roadbase / Patch 3" thick new asphalt (1/2" AC20 30% RAP 5% oil, 4% Air Voids) 3 patches	171	SF	@ \$ 11.26	\$ 1,925.46
TOTAL				\$ -

NOTE: Price includes all discounts.

Sumsion Construction L.C. may withdraw this proposal, unless written acceptance is received from buyer within 15 days of proposal date. To assure that this project is scheduled in a timely manner, please remit this signed proposal as soon as possible.

CONTRACT PRICE: To the extent that the above is specified as a unit or square foot price, it is agreed that the number of units or square feet indicated is an approximation. Sumsion Construction L.C. shall be paid for the actual number of units or square feet completed as determined by field measurement. If subgrade / roadbase preparation work is done by others and actual depth of asphalt is greater than the above specified depth, the overrun of roadbase / asphalt materials will be billed by the ton. Price is based on one mobilization, Sumsion Construction L.C. will charge an additional \$750 per additional mobilization unless otherwise noted above.

The services that Sumsion Construction LC DBA Eckles Paving provides are sensitive to cold temperatures. Unless otherwise agreed to in writing, Sumsion Construction LC DBA Eckles Paving will not warranty any Asphalt Paving work performed before April 15th or after October 15th and Asphalt Maintenance work performed before May 1st or after October 1st.

TERMS OF PAYMENT: Buyer shall pay Sumsion Construction L.C. in full at Sumsion Construction's office in Springville within fifteen (15) days following the date of Sumsion Construction L.C.'s invoices, without retention regardless of the final completion date of the work. In the event that payment is not made to Sumsion Construction L.C. as provided herein, Sumsion Construction L.C. shall be entitled to all of its costs, including attorney's fees and lien fees, in connection with the enforcement of its rights under this contract, whether or not legal proceedings are instituted. In addition, Sumsion Construction L.C. shall be entitled to interest on all pastdue accounts under this contract, which interest shall accrue at the rate of 18% per annum (1 1/2% per month) from the date payment is due until payment is received by Sumsion Construction L.C., whether before or after judgement. WE DO NOT ACCEPT CREDIT OR DEBIT CARDS.

Respectfully submitted by _____ Authorized Representative
 Mike Sharpe, Estimator

Acceptance of Proposal

I unconditionally and individually guarantee performance of the Buyer under the terms and conditions of this contract, including all payments and any charges specified therein, including interest, attorney's fees and costs. This guarantee will continue unchanged by any bankruptcy, or insolvency of the Buyer. This guarantee may not be withdrawn unless agreed in writing by Sumsion Construction L.C..

Owner/Agent
Print Name _____

Owner/Agent
Signature _____

Conditions of Sale

- 1-This proposal and contract must be accepted at the Seller's General Office. Contact information is listed above.
- 2-Sumsion Construction L.C. will not be responsible for any alteration or deviation from this agreement unless approved in writing by an authorized representative of the Sumsion Construction L.C. It is agreed that no promises, agreements or other understanding has been made other than those specifically contained herein. Any additional agreements must be made in writing.
- 3-Scope changes that increase the contract price will be accounted for on a time and material basis. Scope changes that decrease the contract price will be negotiated.
- 4-Sumsion Construction L.C. shall not be responsible for any delays or damages due to labor disputes, weather, shortages in material, equipment or labor, acts of God or any other cause beyond its control. In the event of a delay beyond Sumsion Construction L.C. control, and to the extent reasonably possible, Sumsion Construction L.C. shall complete the work at the next available opportunity. In the event Sumsion Construction L.C. elects not to perform any further work beyond the above specified date pursuant to the terms provided herein, Sumsion Construction L.C. shall be paid for all work performed prior to the said date and shall otherwise be fully relieved of all of its duties and responsibilities under the terms of this contract.
- 5-Failure on the part of Sumsion Construction L.C. to exercise any right or to enforce any of these conditions shall not affect Sumsion Construction L.C.'s rights nor act as a waiver with respect to other future occurrences.
- 6-Delays in completion caused by acts or omissions of the Owner shall cause the amount owing up to the date of the delay to be due immediately.
- 7-This contract is to be performed by Sumsion Construction L.C. within a reasonable time after the date of acceptance unless a specific completion date is specified on the front of this document.
- 8-ASPHALT ESCALATION CLAUSE: This proposal is based on the price of asphalt from our asphalt suppliers as of the date of this proposal. Due to day-to-day price changes in the economy, it may be necessary for Sumsion Construction L.C. to increase the contract price proportionately for any increase in the cost of asphalt.
- 9-All utilities to be located, disconnected, and capped off by others. Sumsion Construction L.C. is not responsible for damage to any unmarked utilities.
- 10-Dewatering and hard rock digging is excluded. If encountered, it will be removed upon request on a time and materials basis.
- 11-Price is based on having adequate equipment access to the job site. Buyer shall be responsible to direct Sumsion Construction L.C.'s employees as to proper ingress and egress of the property. To the extent that such direction is followed or that no direction is given, Sumsion Construction L.C. shall not be responsible for any damage to the property where the work is being performed, including damage to curbs, gutters and sidewalks.
- 12-Work to be done Monday through Friday during normal daytime hours unless otherwise specified.
- 13-No cost for bonds, permits, licenses, fees, testing, engineering, survey, traffic control, saw cutting, sterilant, striping or prime coat are included in this contract unless specifically indicated. Sumsion Construction L.C. is not responsible for any permits. Owner is responsible for all permits. If work stoppage occurs due to not having required permits, Sumsion Construction LC will bill for accrued costs.
- 14-Work to be completed in one mobilization unless otherwise noted above.
- 15-This proposal is based on a non-prevailing wage job site.
- 16-Written notice of any alleged claim or defect must be given to Sumsion Construction L.C. at its address shown above not later than five (5) days after the completion of the work under this contract by Sumsion Construction L.C.. Failure to give written notice as herein provided shall be and constitute a waiver of any such alleged defects or claims. Sumsion Construction L.C.'s sole and exclusive liability shall be to repair, replace or upon mutual agreement to credit Buyer's account for defective material. If repair or replacement is made, Sumsion Construction L.C. shall have a reasonable time to make such repair or replacement. In no event shall Sumsion Construction L.C. be liable for special, incidental or consequential damages for any breach hereof, including but not limited to loss of goodwill, loss of profits or use.
- 17-Buyer specifically represents and warrants that either Buyer is the owner of the Premises where the work is to be performed, or, in the alternative, Buyer has written authorization from the owner of the Premises authorizing authority and authorizing the work to be performed on the said Premises.
- 18-This contract shall be governed by the laws of the State of Utah both as to interpretation and performance. The place this agreement and its exclusive forum for enforcement and interpretation shall be Utah County, Utah.
- 19-Sumsion Construction L.C. assumes no risk for non-disclosed or unforeseen conditions of the project site, including but not limited to, hazardous waste, soft subgrade or water table problems.
- 20- Sumsion Construction L.C. is not responsible in any way for Subgrade/Roadbase placed by others or the effect unsuitable Subgrade/Roadbase might have on newly placed Asphalt. If no testing is done on subgrade/roadbase placed by others, no warranty will be given on newly placed asphalt.
- 21-For Sumsion Construction L.C. to guarantee drainage, a minimum slope of 2% must be attainable when combined with existing site conditions. If a 2% slope is not attainable, Sumsion Construction L.C. cannot guarantee drainage.
- 22- Sumsion Construction LC will add an additional charge to this contract of \$75 per car to tow it to an onsite location if the vehicle is in the work area. Sumsion Construction LC will not be liable for any damage to the vehicle or surrounding property.
- 23- Sumsion Construction LC will not warranty any seal coat delamination where previous underlayment is the cause for the delamination. Also puddling areas will not be warrantied where seal coat delamination occurs.
- 24- Sumsion Construction LC will not assume any liability for ADA compliance unless an engineered plan is provided for new layout and compliance to current ADA. Striping and sloping will be put back to matching existing unless otherwise specified.
- 25- Owner to supply a water source at the job site. If not water source is provided, Sumsion Construction L.C. will bill additional costs for fire hydrant meter and used water.
- 26- If Sumsion Construction LC arrives on the jobsite on scheduled date and cannot perform the contracted work, Sumsion Construction LC will be owed the above contracted amount due to failure on the part of the owner to perform the contracted work.

Date _____ Company Name _____

Owner/Agent _____ Owner/Agent _____
 Print Name _____ Signature _____

PROJECT PLAN





WHY USE ECKLES PAVING?

Eckles Paving appreciates our customers and we want to be your asphalt company!

Eckles Paving has more than 15 years of experience in asphalt paving and maintenance.

Eckles Paving is a one stop shop for all your asphalt, maintenance, and concrete needs. This allows us to control our schedule, pricing, and most important OUR QUALITY!!!!

Eckles Paving is a licensed, bonded and insured general contractor in the State of Utah.

Eckles Paving has performed work for thousands of satisfied customers all over the state.

Eckles Paving warranties all work to be free from defects related to workmanship or material failure for the period of one year.

Eckles Paving will provide both honest and professional service from initiating your quote to your project's completion.

Eckles Paving will do what we say we're going to do and do it when we say we're going to do it.

You can find more information about Eckles Paving and the services we provide at:

www.ECKLESPAVING.com or call (801) 225-3715

COMPLETELY FILL IN ALL BLANK AREAS OF THIS CONTRACT BEFORE RETURNING FOR ACCEPTANCE



Sumsion Construction L.C.
 DBA Eckles Paving
 P.O. Box 68
 Springville, Utah 84663
Phil's Cell Phone 385-315-8681
 Email: phil@ecklespaving.com
 Fax 801-489-6859

Company/ Rep. Scott Taylor
 Billing Address _____
 City, State, Zip _____
 Phone Number 801-634-3466
 FAX #/E-MAIL slaylor8@farmersagent.com

Proposal Date: 6/22/2018
 Project Address 349 E 1690 N
 City, State, Zip Midway UT
 Name Of Owner _____
 Job # PR18256

Bid Proposal

Sumsion Construction L.C. will furnish the described materials to the job site designated above and provide the described labor. To the extent the described work is detailed in Plans and Specifications, such must be provided to Sumsion Construction L.C. before the contract is negotiated. Any changes to the original Plans and Specifications used to prepare this contract may necessitate a change in the contract price and Buyer hereby agrees to execute all necessary change orders outlining the changed work and prices as submitted by Sumsion Construction L.C.

In consideration of the mutual promises set forth herein, Sumsion Construction L.C., with principal office located in Springville, Utah and the undersigned, whose full name and address appear above, hereby agree as follows:

Description of Work	Quantity	Units		Unit Price	Estimated Totals
Option #1 - Crackseal and two coats of Seal Coat					
Blow out cracks / Apply crackseal to all major cracks greater than 1/8" wide with hot pour crackfiller	1	LS	@	\$ 3,975.00	\$ 3,975.00
Clean off debris / Apply two coats of seal coat to entire indicated asphalt area (First coat by squeegee, second coat spray)	75120	SF	@	\$ 0.17	\$ 12,770.40
GRAND TOTAL				\$	\$ 16,745.40
Option #2 - Crackseal and two coats of Polymer-Modified Seal Coat					
Blow out cracks / Apply crackseal to all major cracks greater than 1/8" wide with hot pour crackfiller	1	LS	@	\$ 3,975.00	\$ 3,975.00
Clean off debris / Apply two coats of Polymer-Modified seal coat to entire indicated asphalt area (First coat by squeegee, second coat spray)	75120	SF	@	\$ 0.20	\$ 15,024.00
GRAND TOTAL				\$	\$ 18,999.00

NOTE: Price includes all discounts.

Sumsion Construction L.C. may withdraw this proposal, unless written acceptance is received from buyer within 15 days of proposal date. To assure that this project is scheduled in a timely manner, please remit this signed proposal as soon as possible.

CONTRACT PRICE: To the extent that the above is specified as a unit or square foot price, it is agreed that the number of units or square feet indicated is an approximation. Sumsion Construction L.C. shall be paid for the actual number of units or square feet completed as determined by field measurement. If subgrade / roadbase preparation work is done by others, roadbase / asphalt paving will be billed by the ton. Price is based on one mobilization, Sumsion Construction L.C. will charge an additional \$750 per additional mobilization unless otherwise noted above. The services that Sumsion Construction LC DBA Eckles Paving provides are sensitive to cold temperatures. Unless otherwise agreed to in writing, Sumsion Construction LC DBA Eckles Paving will not warranty any Asphalt Paving work performed before April 15th or after October 15th and Asphalt Maintenance work performed before May 1st or after October 1st.

TERMS OF PAYMENT: Buyer shall pay Sumsion Construction L.C. in full at Sumsion Construction's office in Springville within fifteen (15) days following the date of Sumsion Construction L.C.'s invoices, without retention regardless of the final completion date of the work. In the event that payment is not made to Sumsion Construction L.C. as provided herein, Sumsion Construction L.C. shall be entitled to all of its costs, including attorney's fees and lien fees, in connection with the enforcement of its rights under this contract, whether or not legal proceedings are instituted. In addition, Sumsion Construction L.C. shall be entitled to interest on all pastdue accounts under this contract, which interest shall accrue at the rate of 18% per annum (1 1/2% per month) from the date payment is due until payment is received by Sumsion Construction L.C., whether before or after judgement. WE DO NOT ACCEPT CREDIT OR DEBIT CARDS.

Respectfully submitted by _____ Authorized Representative
 Phil Rosenthal, Estimator

Acceptance of Proposal

I unconditionally and individually guarantee performance of the Buyer under the terms and conditions of this contract, including all payments and any charges specified therein, including interest, attorney's fees and costs. This guarantee will continue unchanged by any bankruptcy, or insolvency of the Buyer. This guarantee may not be withdrawn unless agreed in writing by Sumsion Construction L.C..

Owner/Agent
 Print Name _____

Owner/Agent
 Signature _____

Conditions of Sale

- 1-This proposal and contract must be accepted at the Seller's General Office. Contact information is listed above.
- 2-Sumsion Construction L.C. will not be responsible for any alteration or deviation from this agreement unless approved in writing by an authorized representative of the Sumsion Construction L.C. It is agreed that no promises, agreements or other understanding has been made other than those specifically contained herein. Any additional agreements must be made in writing.
- 3-Scope changes that increase the contract price will be accounted for on a time and material basis. Scope changes that decrease the contract price will be negotiated.
- 4-Sumsion Construction L.C. shall not be responsible for any delays in performing the work due to labor disputes, weather, shortages in material, equipment or labor, acts of God or any other cause beyond its control. In the event of a delay beyond Sumsion Construction L.C. control, and to the extent reasonably possible, Sumsion Construction L.C. shall complete the work at the next available opportunity. In the event Sumsion Construction L.C. elects not to perform any further work beyond the above specified date pursuant to the terms provided herein, Sumsion Construction L.C. shall be paid for all work performed prior to the said date and shall otherwise be fully relieved of all of its duties and responsibilities under the terms of this contract.
- 5-Failure on the part of Sumsion Construction L.C. to exercise any right or to enforce any of these conditions shall not affect Sumsion Construction L.C.'s rights nor act as a waiver with respect to other future occurrences.
- 6-Delays in completion caused by acts or omissions of the Owner shall cause the amount owing up to the date of the delay to be due immediately.
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- 8-ASPHALT ESCALATION CLAUSE: This proposal is based on the price of asphalt from our asphalt suppliers as of the date of this proposal. Due to day-to-day price changes in the economy, it may be necessary for Sumsion Construction L.C. to increase the contract price proportionately for any increase in the cost of asphalt.
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- 11-Price is based on having adequate equipment access to the job site. Buyer shall be responsible to direct Sumsion Construction L.C.'s employees as to proper ingress and egress of the property. To the extent that such direction is followed or that no direction is given, Sumsion Construction L.C. shall not be responsible for any damage to the property where the work is being performed, including damage to curbs, gutters and sidewalks.
- 12-Work to be done Monday through Friday during normal daytime hours unless otherwise specified.
- 13-No cost for bonds, permits, licenses, fees, testing, engineering, survey, traffic control, saw cutting, sterilant, striping or prime coat are included in this contract unless specifically indicated.
- 14-Work to be completed in one mobilization unless otherwise noted above.
- 15-This proposal is based on a non-prevailing wage job site.
- 16-Written notice of any alleged claim or defect must be given to Sumsion Construction L.C. at its address shown above not later than five (5) days after the completion of the work under this contract by Sumsion Construction L.C.. Failure to give written notice as herein provided shall be and constitute a waiver of any such alleged defects or claims. Sumsion Construction L.C.'s sole and exclusive liability shall be to repair, replace or upon mutual agreement to credit Buyer's account for defective material. If repair or replacement is made, Sumsion Construction L.C. shall have a reasonable time to make such repair or replacement. In no event shall Sumsion Construction L.C. be liable for special, incidental or consequential damages for any breach hereof, including but not limited to loss of goodwill, loss of profits or use.
- 17-Buyer specifically represents and warrants that either Buyer is the owner of the Premises where the work is to be performed, or, in the alternative, Buyer has written authorization from the owner of the Premises authorizing authority and authorizing the work to be performed on the said Premises.
- 18-This contract shall be governed by the laws of the State of Utah both as to interpretation and performance. The place this agreement and its exclusive forum for enforcement and interpretation shall be Utah County, Utah.
- 19-Sumsion Construction L.C. assumes no risk for non-disclosed or unforeseen conditions of the project site, including but not limited to, hazardous waste, soft subgrade or water table problems.
- 20- Sumsion Construction L.C. is not responsible in any way for Subgrade/Roadbase placed by others or the effect unsuitable Subgrade/Roadbase might have on newly placed Asphalt. If no testing is done on subgrade/roadbase placed by others, no warranty will be given on newly placed asphalt.
- 21-For Sumsion Construction L.C. to guarantee drainage, a minimum slope of 2% must be attainable when combined with existing site conditions. If a 2% slope is not attainable, Sumsion Construction L.C. cannot guarantee drainage.
- 22- Sumsion Construction LC will add an additional charge to this contract of \$75 per car to tow it to an onsite location if the vehicle is in the work area. Sumsion Construction LC will not be liable for any damage to the vehicle or surrounding property.
- 23- Sumsion Construction LC will not warranty any seal coat delamination where previous underlayment is the cause for the delamination. Also puddling areas will not be warrantied where seal coat delamination occurs.
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Date _____	Company Name _____	
Owner/Agent Print Name _____	Owner/Agent Signature _____	

PROJECT PLAN





WHY USE ECKLES PAVING?

Eckles Paving appreciates our customers and we want to be your asphalt company!

Eckles Paving has more than 15 years of experience in asphalt paving and maintenance.

Eckles Paving is a one stop shop for all your asphalt, maintenance, and concrete needs. This allows us to control our schedule, pricing, and most important OUR QUALITY!!!!

Eckles Paving is a licensed, bonded and insured general contractor in the State of Utah.

Eckles Paving has performed work for thousands of satisfied customers all over the state.

Eckles Paving warranties all work to be free from defects related to workmanship or material failure for the period of one year.

Eckles Paving will provide both honest and professional service from initiating your quote to your project's completion.

Eckles Paving will do what we say we're going to do and do it when we say we're going to do it.

You can find more information about Eckles Paving and the services we provide at:

www.ECKLESPAVING.com or call (801) 225-3715

COMPLETELY FILL IN ALL BLANK AREAS OF THIS CONTRACT BEFORE RETURNING FOR ACCEPTANCE



Sumsion Construction L.C.
 DBA Eckles Paving
 P.O. Box 68
 Springville, Utah 84663
Phil's Cell Phone 385-315-8681
 Email: phil@ecklespaving.com
 Fax 801-489-6859

Company/ Rep. Chuck O'Nan
 Billing Address _____
 City,State,Zip _____
 Phone Number _____
 FAX #/E-MAIL conan@promontoryclub.com

Proposal Date: 5/13/2019
 Project Address 349 E 1690 N
 City, State, Zip Midway UT
 Name Of Owner _____
 Job # PR19207

Bid Proposal

Sumsion Construction L.C. will furnish the described materials to the job site designated above and provide the described labor. To the extent the described work is detailed in Plans and Specifications, such must be provided to Sumsion Construction L.C. before the contract is negotiated. Any changes to the original Plans and Specifications used to prepare this contract may necessitate a change in the contract price and Buyer hereby agrees to execute all necessary change orders outlining the changed work and prices as submitted by Sumsion Construction L.C.

In consideration of the mutual promises set forth herein, Sumsion Construction L.C., with principal office located in Springville, Utah and the undersigned, whose full name and address appear above, hereby agree as follows:

Description of Work	Quantity	Units		Unit Price	Estimated Totals
Blow out cracks / Apply crackseal to all major cracks greater than 1/8" wide with hot pour crackfiller	1	LS	@	\$ 3,975.00	\$ 3,975.00
Clean off debris / Apply two coats of seal coat to entire indicated asphalt area (First coat by squeegee, second coat spray)	75120	SF	@	\$ 0.17	\$ 12,770.40
GRAND TOTAL					\$ 16,745.40

NOTE: Price includes all discounts.

Sumsion Construction L.C. may withdraw this proposal, unless written acceptance is received from buyer within 15 days of proposal date. To assure that this project is scheduled in a timely manner, please remit this signed proposal as soon as possible.

CONTRACT PRICE: To the extent that the above is specified as a unit or square foot price, it is agreed that the number of units or square feet indicated is an approximation. Sumsion Construction L.C. shall be paid for the actual number of units or square feet completed as determined by field measurement. If subgrade / roadbase preparation work is done by others, roadbase / asphalt paving will be billed by the ton. Price is based on one mobilization, Sumsion Construction L.C. will charge an additional \$750 per additional mobilization unless otherwise noted above.

The services that Sumsion Construction LC DBA Eckles Paving provides are sensitive to cold temperatures. Unless otherwise agreed to in writing, Sumsion Construction LC DBA Eckles Paving will not warranty any Asphalt Paving work performed before April 15th or after October 15th and Asphalt Maintenance work performed before May 1st or after October 1st.

TERMS OF PAYMENT: Buyer shall pay Sumsion Construction L.C. in full at Sumsion Construction's office in Springville within fifteen (15) days following the date of Sumsion Construction L.C.'s invoices, without retention regardless of the final completion date of the work. In the event that payment is not made to Sumsion Construction L.C. as provided herein, Sumsion Construction L.C. shall be entitled to all of its costs, including attorney's fees and lien fees, in connection with the enforcement of its rights under this contract, whether or not legal proceedings are instituted. In addition, Sumsion Construction L.C. shall be entitled to interest on all pastdue accounts under this contract, which interest shall accrue at the rate of 18% per annum (1 1/2% per month) from the date payment is due until payment is received by Sumsion Construction L.C., whether before or after judgement. WE DO NOT ACCEPT CREDIT OR DEBIT CARDS.

Respectfully submitted by _____ Authorized Representative

Phil Rosenthal, Estimator

Acceptance of Proposal

I unconditionally and individually guarantee performance of the Buyer under the terms and conditions of this contract, including all payments and any charges specified therein, including interest, attorney's fees and costs. This guarantee will continue unchanged by any bankruptcy, or insolvency of the Buyer. This guarantee may not be withdrawn unless agreed in writing by Sumsion Construction L.C..

Owner/Agent
 Print Name _____

Owner/Agent
 Signature _____

Conditions of Sale

- 1-This proposal and contract must be accepted at the Seller's General Office. Contact information is listed above.
- 2-Sumsion Construction L.C. will not be responsible for any alteration or deviation from this agreement unless approved in writing by an authorized representative of the Sumsion Construction L.C. It is agreed that no promises, agreements or other understanding has been made other than those specifically contained herein. Any additional agreements must be made in writing.
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Date _____	Company Name _____	
Owner/Agent Print Name _____	Owner/Agent Signature _____	

PROJECT PLAN





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Eckles Paving is a one stop shop for all your asphalt, maintenance, and concrete needs. This allows us to control our schedule, pricing, and most important OUR QUALITY!!!!

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www.ECKLESPAVING.com or call (801) 225-3715



**Interlaken Drive Road Maintenance
2019-727619491
Asphalt Preservation & Repair Proposal**

Prepared for: Chuck O'Nan
Interlaken City
Prepared By: Teri Miles
Top Job Asphalt, LLC

May 07, 2019

Dear Chuck:

Thank you for allowing me to submit a quote on your project. Your estimate is below. Please check on the left side of each line item to indicate which services you would like to have us do. It will add the cost of each and give you a total at the bottom. Please read the descriptions carefully. When you are finished, sign and date at the bottom and click COMPLETE. When you click COMPLETE we will receive an email notification and we will call you to schedule the work.

Teri Miles
Estimator
Top Job Asphalt, LLC

TOP
JOB *Asphalt*

SEALCOAT CREWS
IN ACTION



WHY CHOOSE TOP JOB ASPHALT?

• Experience and Commitment to Quality

Top Job Asphalt's pavement preservation experts have studied pavement defects and treatments for over a decade. Different conditions require different treatments, and we specialize in a wide range of services to ensure that you get exactly what your pavement needs; not just what the local contractor wants to sell. Because we do such a great job and use the very best products, we aren't afraid to stand behind our work. All of our products and services are covered by a written warranty; up to five years on select products.

• Minimal Impact

Top Job Asphalt has extensive experience accomplishing projects with minimal impact to traffic. We are committed to accomplishing YOUR project with the least disruption possible. Our Project Managers know how to phase projects to minimize traffic restriction and inconvenience.

• Skilled Crews

Honest, hard working, respectful, skilled employees ensure the job goes smoothly. If needed, we have employees that can communicate with spanish speaking customers and tenants.

• Cutting Edge Equipment

Cutting edge, top-of-the-line equipment ensures the highest quality fast. This allows properties to be re-opened to traffic sooner, translating into less impact on customers, tenants, deliveries and employee access, saving you time and money.

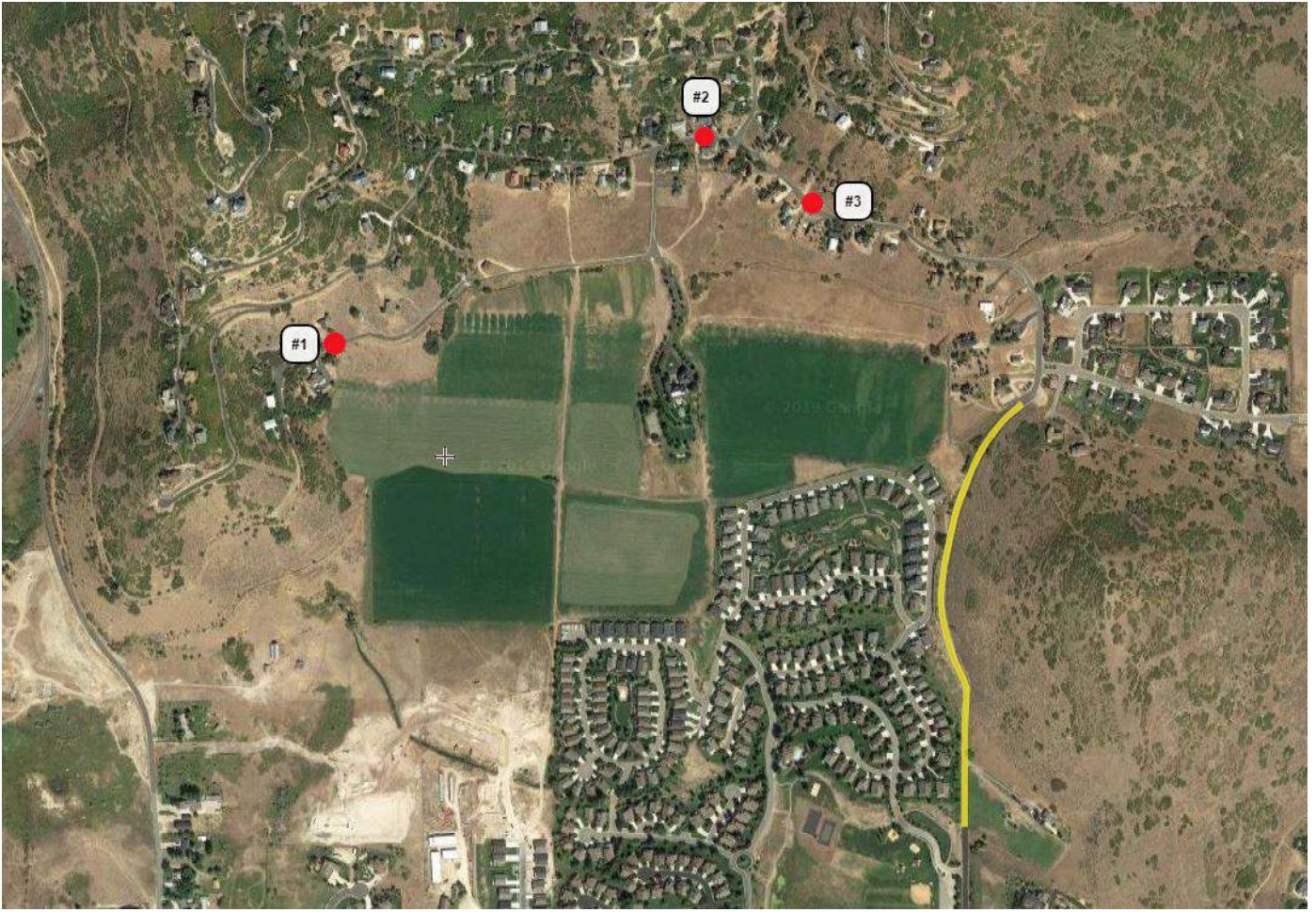
• Cost Savings

Our pavement preservation services will save you thousands of dollars in future repairs. We can provide a long-term preservation plan to help you budget and understand your pavement's needs.

• Project Communication

We know that attention to detail is what makes the biggest difference. We'll keep in contact throughout the project, keeping you up-to-date on progress. Our sales associates, project managers and supervisors are here for you. If you ever have any questions or concerns, please do not hesitate to let us know.







It's not just our name, It's our promise!

Phone: 435-764-0451

Mail: PO BOX 454, Mendon, UT 84325

Chuck O'Nan Interlaken City 801-560-1331	Interlaken Drive Road Maintenance 2019- 727619491	Created May 07, 2019	Interlaken Drive Interlaken, UT 84060
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CHECK ON THE LEFT THE SERVICES YOU WANT TO CHOOSE

Service	Price
Asphalt Repairs	
<input type="checkbox"/> Crack Seal Blow debris from surface cracks and place hot rubberized crack sealer according to manufacturer specifications. Does not include concrete/asphalt joints, alligators or hairline cracks. Areas marked YELLOW on site map. Not to exceed 1800 LBS of sealant. Additional LBS needed will be billed at \$2.25 per LB.	\$5,359.00

Surface Treatment (Choose One)

Fog Seal

Clean pavement surface and apply CSS-1h fog seal rejuvenating surface treatment. Marked **YELLOW** on map. Approx 55,000 SF.

Municipal grade, penetrating pavement sealer. Resistant to harm from snow plows and other surface damage. An excellent choice for old, dry pavements or pavements subject to heavy wear and tear.

\$7,250.00

Seal Coat

Clean pavement surface and apply premium commercial grade seal coat according to manufacturer specifications. Marked **YELLOW** on map.

Commercial grade sealer that protects against water, ice, UV from sun, chemicals and oxidation. Provides pavement with aesthetically pleasing rich black color that helps melt snow and ice. Protects and replaces oils and binder.

\$8,250.00

Seal Coat with Polymer

Clean pavement surface and apply premium commercial grade seal coat with polymer according to manufacturer specifications. Marked **YELLOW** on map.

Commercial grade sealer with acrylic polymer protects against water, ice, sun and UV, chemicals, and oxidation. Provides pavement with aesthetically pleasing rich black color that helps melt snow and ice. Protects and replaces oils and binder.

Acrylic Polymer Additive boosts sealer performance, increasing resistance to water, chemicals and oxidation. Polymer typically adds 50% to the life of your seal coat and keeps sealer blacker longer. (See attached polymer brochure)

\$9,405.00

Top Guard Premium Municipal Grade Sealer

Clean pavement surface and apply premium municipal-grade, polymer reinforced surface treatment according to manufacturer specifications. Marked **YELLOW** on map.

Top Guard premium municipal-grade, polymer reinforced surface treatment. Has extreme resistance to water, ice, traffic abrasion, oxidation from UV and sun, and harmful chemicals. Replaces oils and binder. Deep black color that lasts. Typically lasts 2-3 times longer than standard seal coat. See attached brochure.

\$10,890.00

Micro-Slurry

Clean pavement surface and apply first coat of polymer modified micro-slurry by hand and/or mechanical brush then spray 2nd coat according to manufacturer specifications. Marked **YELLOW** on map.

\$12,589.00

Resurfaces pavement, fills small cracks and defects. Polymer prevents color bleaching common in standard Type I Slurry. High aggregate loading provides long service life and excellent traction. Great for deteriorated parking lots to restore surface, or in any high traffic application. Works as mass crack fill procedure. **10 year service life in most applications.**

Patching

Remove and Replace

Saw cut and remove deteriorated asphalt or concrete. Tack edges. Supply, place, grade, and compact 3 inches hot mix asphalt flush with surrounding grade.

Areas marked **RED** on map. 110 SF. Not to exceed 3 tons. Additional tonnage billed at \$200 per ton. Price based on existing asphalt thickness of 3 inches. Additional depth will be billed at \$1.00 per square foot per inch or any fraction of an inch. If soft or saturated areas are found in base material, excavation and disposal of up to 12 inches base and replacement with dry material, if needed, will be charged at \$2.65 per SF. Minimum-\$695.

\$3,903.00

50% deposit required prior to scheduling

Total \$0.00

By signing below I acknowledge that I have read and agree to all Top Job's Terms and Conditions and contract with Top Job, LLC to perform the work specified above. Any changes to the above shall be agreed to in writing.

Chuck O'Nan



TOP JOB *Asphalt*

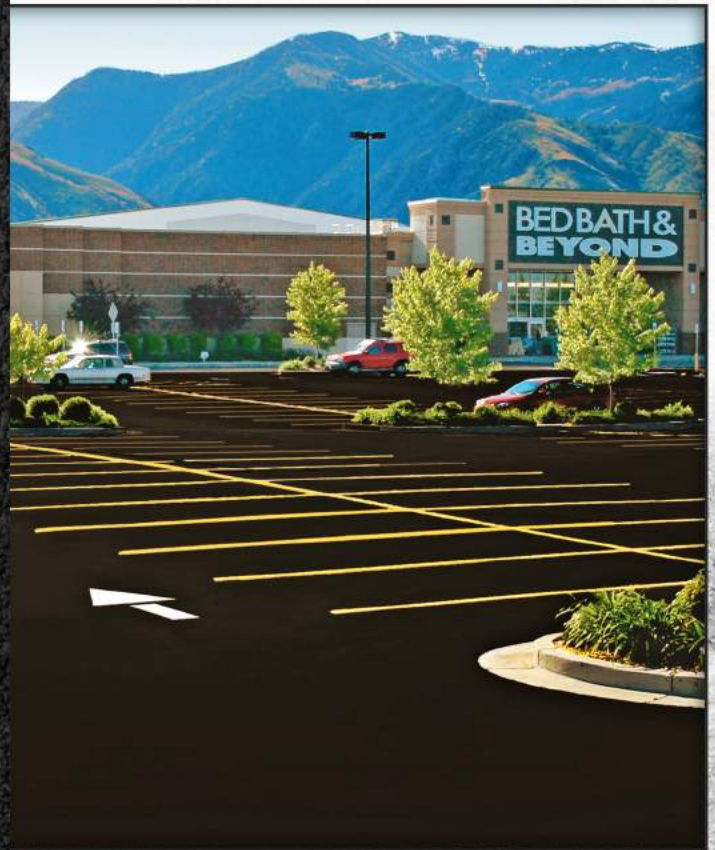
PAVEMENT MAINTENANCE



SAVE MORE. GUARANTEED.

UNBEATABLE WARRANTY

Most seal coats and products offer only a one year warranty, but Top Guard™ performance is guaranteed for up to five years. If you're looking for superior performance and a solution that will last, Top Guard™ is your answer!



Superior Protection
Top Guard™ protects asphalt pavement and increases longevity.



Saves Money
Maintenance with Top Guard™ saves thousands of dollars in maintenance and repairs.



Unbeatable Warranty
Why choose a one year warranty when Top Guard™ gives you five?

www.topjobasphalt.com

Phone: 435-764-0451



TOP JOB Asphalt

PAVEMENT MAINTENANCE

- **Extreme Durability**

Top Guard™ is up to five times more durable than other similar products.

- **Rapid Drying and Curing**

Re-open your asphalt pavement faster!

- **Double the Polymer**

Top Guard™ lasts longer, stays blacker, has better traction, and is more resistant to UV rays, water, and chemicals

- **Stays Black**

Top Guard™'s unique formulation allows it to stay blacker longer to improve curb appeal.

- **Great Traction**

High levels of aggregate provide superior traction compared to other products.

- **UV Ray and Solvent Resistant**

Extra polymer makes Top Guard™ even more resistant to damage from solvents and UV rays.



SPEED TO OPEN

Top Guard™ minimizes downtime in two ways:

1. Top Guard™ goes down fast. There is no other surface treatment with similar durability that can be applied faster.
2. Top Guard™ dries fast; typically under 12 hours.

Minimal downtime means that you can re-open your asphalt to traffic sooner, keep customers and tenants happier, and save money.

GET MORE LIFE OUT OF YOUR PAVEMENT

Top Guard™ is a municipal grade surface treatment designed for roads and high traffic parking lots. Premium ingredients and an unbeatable warranty ensure you'll get the best bang for your buck.

www.topjobasphalt.com
Phone: 435-764-0451



TOP JOB Asphalt



THE POLYMER ADVANTAGE

- **Improve Performance**

Polymers increase resistance to water penetration, chemical damage, oxidation, sun damage, and abrasion from traffic.

- **Aesthetic Appeal**

Polymers give surface treatments a deeper, richer, longer lasting black color.



MAKE YOUR PAVEMENT LAST

When traffic on pavement increases, a more durable surface treatment is needed to withstand the extra wear. Most surface treatments have oil and rock as the main ingredients, and it makes sense that if you want your pavement to last longer, use more oil and rock.

However, with the skyrocketing price of crude oil, a new and innovative solution was needed: Polymers.

POLYMER SOLUTIONS

Adding polymers to asphalt products increases durability and flexibility without adding significantly to the cost. State and federal agencies frequently require polymer-modified asphalt products for their projects as part of their shifted focus from replacement to preservation.

The best pavement preservation products available today are polymer-modified.



Superior Protection
Polymers increase durability and flexibility.



Saves Money
Using polymer in asphalt reduces costs.



Improves Curb Appeal
Deeper, richer, longer lasting black color.

Phone: 435-764-0451

www.topjobasphalt.com

TOP JOB, LICENSE INFORMATION

UT - S263, S310, S400 - 6685059-5501

AZ - CR69 - 309658, 295436

ID - 013340-C-4

NV - 0081061

WY - CT-17-33816, CT-17-38815



Terms and Conditions

Terms and Conditions Highlights

This summary is for customer convenience only and is not legally binding. Top Job Asphalt Terms and Conditions is legally binding and by signing customer acknowledges that he has read, understands and agrees to the terms.

- Sprinklers must be turned off - for seal coat and crack seal---24 hours before and 24 hours after - for paving---48 hours before and zero hours after. If sprinklers turn on during work or area is wet when crews arrive, standby or mobilization charges will apply and work may not be able to be completed as scheduled.
- Allow surface treatments to cure overnight, longer in cool weather. Early traffic may result in premature failure and voided warranty.
- New asphalt may be opened to traffic when cool---usually in 24 hours or less. Allow new asphalt to cure one month before allowing heavy objects to sit on new asphalt for an extended period of time. Use boards or other devices to distribute weight over a larger area to prevent damage.
- Remove all vehicles, dumpsters and other encumbrances from the asphalt and at least 25 feet surrounding the work area before the project is scheduled to begin.
- Standby fees will be charged if crews are delayed due to site not being prepared for project completion. Additional cleaning charges will apply for removal of branches, chemicals, weeds, caked on or excessive dirt, or large debris. Pressure washing, if needed, is the responsibility of the customer.
- Mobilization fees will be charged if work crew must leave and return for any reason as a result of site not being available or prepared for work to be completed.
- Customer is responsible to spray weeds before any service, if needed.
- Crack seal pricing does not included edge seal unless specified in the estimate.

- Black band of crack seal material used in Concrete Edge Seal may overlap concrete 1-3 inches.
- Crack seal does not include alligator areas or cracks less than $\frac{3}{8}$ " wide unless stated otherwise in the estimate.
- Cracks are sealed not filled. Deep cracks may have hidden voids that may require more crack sealer than the visible portion of the crack. If additional material is required additional charges will apply.
- Seal coats must be kept clean throughout warranty period or warranty will be void.
- If soft spots, structures, concrete, large rocks or other encumbrances are encountered during excavation additional charges will apply

TOP JOB ASPHALT TERMS AND CONDITIONS

General

Top Job, LLC is not responsible for any alteration or deviation from this agreement unless approved in writing by an authorized representative of Top Job, LLC. It is agreed any verbal promises, agreements or other understanding other than those specifically contained herein may be accepted or rejected at Top Job, LLC's discretion. Any additional agreements must be made in writing. Any work not specifically quoted in estimate is not included.

This proposal is based on a non-prevailing wage job site unless otherwise stated.

Prices are based on having adequate equipment access to the job site. Buyer shall be responsible to direct Top Job, LLC employees as to proper ingress and egress of the property. To the extent that such direction is followed or that no direction is given, Top Job, LLC shall not be responsible for any damage to the property where the work is being performed, including damage to curbs, gutters, sidewalks, existing pavements, lawns or other landscaping.

Equivalent or superior product may be substituted if specified product is unavailable. To the extent that the estimate is specified with a unit or square foot price, it is agreed that the number of units or square feet indicated is an approximation. Additional charges may apply for any additional units or square feet completed as determined by field measurement.

This proposal excludes permits, engineering fees, surveying, bonds, soil, compaction and other testing, inspections, and off haul of hazardous or other materials, unless otherwise stated.

ADA Disclaimer: Top Job, LLC is not responsible for bringing site conditions to current ADA compliance unless otherwise directed by Client to do so and stated in estimate; if requested, a recommendation will be made and additional charges will apply. It is recommended that a certified ADA consultant view the site to make recommendations and evaluations as required by Federal and State laws; any such evaluations will be at Client's expense.

Your attention is directed to civic codes that require us to notify you of a Mechanic's Lien "if bills are not paid in full for labor, services, equipment or materials furnished, or to be furnished, the improved property may be subject to Mechanic's Liens." Under the Mechanic's Lien Law, any contractor, sub-contractor, laborer, supplier or other entity that helps to improve your property but is not paid for their labor, services, or material, has a right to place a lien against your property and to sue you in court to obtain payment. This means that after a court hearing, a court officer could sell your property, and the proceeds of the sale used to satisfy the indebtedness. This can happen, even if you have paid your contractors in full, if the, sub-contractors, laborers, or suppliers remain unpaid. To preserve their right to file a claim or lien against your property, claimants such as the contractor, sub-contractors or material suppliers are required to provide you with a document called a "preliminary Lien Notice". Please note that a "Preliminary Lien Notice" does not mean that a lien has been filed against your property; rather, its purpose is to notify you of persons or entities that may have a right to file a lien against your property if they are not paid. The contractor shall, upon request, furnish a conditional release from any claim or Mechanic's Lien for that portion of work for which payment has been made.

Please have an authorized representative on sight to approve each phase of work completed. If no representative is available then the work shall be inspected and approved by a Top Job, LLC inspector and shall be considered adequate. If customer elects to have additional work completed, additional charges will apply. Written notice of any alleged claim or defect must be given to Top Job, LLC at it's corporate office, PO Box 454, Mendon, UT 84325 not later than ten(10) days after the completion of the work under this contract. Failure to give written notice as herein provided shall be and constitutes a waiver of any such alleged defects or claims. Payment in full for work substantially completed may be required before any warranty work is performed. When Top Job, LLC mobilizes a crew, they take the appropriate equipment, personnel, and material required to complete the job as specified. Often pre-ordering of material is required, and unused quantities are paid for by Top Job, LLC and cannot be used at a later time. The crew's schedule has also been planned to accommodate the scope of work as

specified. As such, if a decision is made by the client's on site representative to reduce the scope of work, typically no price reduction is possible.

All pricing is based on one mobilization unless stated otherwise in estimate. Projects divided into multiple parts for customer convenience will be charged additional mobilization. It is the customer's responsibility to remove encumbrances, including but not limited to: vehicles, dumpsters, chemicals, sprinklers, weeds, excessive dirt and debris, prior to service, as described in Top Job, LLC's Cleaning Policy. If Top Job, LLC's work progress is interrupted or impeded due to encumbrances customer will be charged as follows: towing at a minimum rate of \$85 per vehicle and/or standby charges of \$300/hour/crew (up to 3 persons per crew) and/or mobilization charge for a return visit of \$300 per vehicle per hour. Fuel charges may apply to warranty work. Customer agrees to abide by the terms of the Warranty. Warranty period is 30 days unless otherwise specified in estimate. Warranty document is available on request. No warranty work will be performed unless contract and any applicable change orders, late fees, interest, etc are paid in full. Customer is responsible for reopening project area to traffic.

By accepting this estimate customer authorizes Top Job, LLC to perform only services indicated, agrees that he/she has chosen not to correct other pavement defects including replacing damaged areas necessary to eliminate all defects and trip hazards and retains liability for accidents and/or injuries that may result from not replacing the pavement. Customer further grants access to referenced property. Customer releases Top Job, LLC from all liability for damages caused to persons or property. A \$35 fee will be charged for returned payments. A monthly \$15 repeat billing charge will be assessed on accounts past due. Terms are net 30 days. An express mechanics lien is acknowledged on the referenced property to secure the amount of services thereto. Payment is due upon completion of each line item. A finance charge of 2% per month will be assessed on unpaid balances. Customer agrees to pay all finance charges, billing charges, collection and attorney fees incurred in collection. This quote may be withdrawn if not accepted within 15 days.

Crack Seal

Vertical seams are not included in edge seal pricing unless specified in the estimate. Compressed air is utilized to clean foreign debris from cracks prior to crack sealing. Every effort is made to remove weeds during that process, and when necessary, weed-eaters and hand pulling is also used. This generally leaves weed seeds and small pieces of root which can grow back through the crack sealant. Therefore it is highly recommended that the customer

treat weeds with weed killer and soil sterilant until cracks are weed free prior to crack sealing. Because of the tenacious nature of some weeds and thus the need for multiple doses of herbicide, killing weeds and sterilizing shall be the responsibility of the customer. Work damaged by weeds shall not be Top Job's responsibility and is not covered by warranty.

Crack Seal services do not include fatigue cracks, hairline cracks less than 3/8" wide and deep, foundation cracks or edges, vertical seams or concrete edges. Cracks may be sealed with hot rubber before or after seal coating. Hairline cracks less than 3/8 inch are too small to be crack sealed effectively* (pg 582). Alligator cracks will only be sealed at customer's request. Additional charges may apply. Cracks are sealed, not filled* (pg 584). Crack seal material may settle in cracks after application; this does not mean the crack is not sealed. When necessary, 2-3 attempts will be made to bring the material up to grade at the time of material injection. Any return trips requested by the Client or Client's Agent to inject additional material will be billed at time, material, and fuel, plus 20% markup. Surface treatments seal most small hairline cracks.

Properties can often be crack sealed without clearing off all vehicles. Crack seal typically sets up ready for traffic in a few minutes. If we work during the lowest traffic times, we can do the drive isles where most of the cracks are typically located, and hit the parking stalls as cars come and go. We can often hit 100% of sealable cracks, and if we do miss cracks it's typically only a few. Many of these can be sealed with seal coat. This approach works for many customers, but not all. You need to decide what your priority is: 1) sealing every crack, 2) keeping lot open to traffic, 3) avoiding a re-mobilization charge. If the customer opts to seal without fully clearing the lot and some cracks are missed and the customer wants the crack seal crew to come back to finish instead of sealing them with seal coat, a re-mobilization charge will apply.

Surface Treatments

Surface treatment warranty is void if pavement is not kept clean. Pavement surfaces should be swept regularly to realize full life of all surface treatments. Primer coat is required for warranty to apply, *if* offered in the estimate. Sometimes small bubbles appear in sealer. Top Job always works hard to work these bubbles out, however sometimes we cannot get them all out. These bubbles do not jeopardize the integrity of the sealant or the pavement, and are not covered under warranty. If pavement is wet, sprinklers turn on during or soon after service, pavement is excessively dirty or compromised, additional cleaning fees may apply and warranty may be void.

Top Job, LLC uses shields to minimize over-spray. Though not typical, small amounts of over-spray or drips on adjacent surfaces may occur but are generally not a problem as they are relatively small and typically flake or wear off quickly. If customer is particular about keeping sealant off any object on or near area to be treated, it is the customer's responsibility to tape off, cover or remove the item from the area. If items are not protected or removed and get sealant on them, cleaning shall be the sole responsibility of the customer.

Top Job, LLC makes every reasonable effort to barricade and control traffic to preserve the work being performed and limit liability. However, occasionally individuals are determined to ignore traffic control and cannot easily or reasonably be controlled. As such, truly effective traffic control must be a joint effort between the contractor and the customer. Animals, both pets and wild, are also not easily controlled. Therefore Top Job, LLC is not liable for cleaning or cleaning costs of any soiled surface due to people, animals or vehicles entering freshly sealed areas.

Applying seal coat to a surface with multiple existing layers of surface treatment can lead to delamination of new and existing layers. It shall be the customer's responsibility to understand the history of their pavement and not apply sealer at a frequency that will cause delamination. Top Job experts can give informed information and advice, as well as suggest/quote alternate treatments to avoid delamination, but the final responsibility rests with the customer.

Concrete Sealing

Sealing concrete helps prevent future damage but does not repair already damaged concrete. Slight color changes may occur during the sealing process.

Paving/Patching

Skin Patching does not eliminate trip hazards. If customer requires patching with even surface, Remove and Replace should be requested. Customer understands that skin patching has feathered edges that may deteriorate more quickly than the rest of the patch or may be damaged by snow plows or other abusive traffic.

Remove and Replace pricing is based on asphalt up to 3 inches or concrete up to 4 inches thick (or as specified in the estimate). If additional thickness is found, additional charges will apply. Placement of asphalt has been bid for that function alone and does not include testing or excavation of the base, sub-base or correction of drainage issues unless specifically listed. If it is determined that the base or sub-base has been compromised by water or other

contaminants, additional charges will be negotiated to correct the unforeseen problem. If during excavation or grading, structures such as pipes, hard rock, hardpan, concrete or metal are found, additional charges will apply to remove the obstructions if they impede grading or other work. Mat thickness quoted shall be considered to be the average, not minimum. To protect patches from premature failure, patches are typically installed slightly higher than surrounding pavement, with a slight crown to shed water. This also helps the patch to stay at or above grade if it settles. It is unrealistic to expect patches to be the same color, texture, or on the same plane as existing pavement.

Compacting asphalt next to concrete can sometimes cause concrete to chip or crack. Top Job works hard to avoid damaging concrete, and there are many variables outside our control that contribute, including how green it is, how thick, type of mix, how the joints are made, how flat it is, if it has been treated, how solid the base is, etc. In the event concrete damage occurs, it shall be the responsibility of the customer to repair or replace damaged areas. Asphalt contains hot oil, which can get on adjoining surfaces. While Top Job tries to limit marking of adjoining surfaces, some marking is unavoidable; cleaning adjoining surfaces after paving shall be the responsibility of the customer.

During Full Depth or Remove and Replace Patching, rain, sprinklers, or other water may cause base to become saturated and unusable. Also existing base may be compromised prior to cutting open the pavement. Additional charges for base replacement and/or additional mobilization will apply. Base material must be compacted in lifts. If not compacted in lifts base may appear to be solid but settle over time. If sub grade, sub base, and base are not installed by Top Job, LLC compaction of base materials shall be the responsibility of the customer. Any base installed by the customer shall void any guarantee of suitability or compaction.

Grading and base preparation is the responsibility of the customer unless included in the estimate. Final or Finish grade does not include rough grade. Rough grade sets slope and drainage. If grading of sub-grade, sub-base, and base are not included in estimate, and soft spots are found while paving or preparing to pave, the sub-base will need to be removed and fortified. If excessive water is found, it may need to be pumped out and area allowed to dry. Additional charges and mobilizations will apply. It is assumed that customer has addressed drainage with a qualified engineer prior to requesting placement of asphalt. Puddles or bird baths less than 1/2" deep are considered within spec. Top Job, LLC is not responsible for birdbaths or puddles greater the 1/2" deep when existing slope is less than 3% or when rough

grade is established by another party, or in cases where Top Job, LLC is providing grading/base prep services but surrounding structures/conditions prohibit obtaining a minimum 3% slope. Backfilling along edges of pavements is not included unless specified. It is recommended that driving on edges of pavement be avoided always but especially if edges aren't backfilled.

Top Job, LLC utilizes sterilants in an effort to prevent weeds from growing through freshly laid asphalt. However, weeds are very tenacious. Therefore, if base and sub-base are not fresh and provided by Top Job, LLC there shall be no warranty related to weed growth.

RAP (Recycled Asphalt)

Recycled asphalt is not the same as hot mix asphalt and sticks together to varying degrees depending on the quantity, flexibility, age and type of oils in the asphalt it was derived from as well as quantities of gravel, dirt or other contaminants that may have been incorporated in the mix during retrieval and processing. Top Job, LLC has no control over the quality of RAP but strives to choose the best RAP available. Customer understands RAP isn't the same as hot mix asphalt and accepts said risk. All estimates for RAP are dependent on local availability.

Slag

Slag is not asphalt or concrete, it is similar to a premium gravel. It locks together better than gravel because of its angular shape, but there is minimal binder to "glue" it together.

**See The Asphalt Handbook for accepted industry standards and guidelines.*

Thank you for choosing Top Job Asphalt!
435.764.0451

Agenda Item 13



1

May 05, 2019

Marge Bowen
Town of Interlaken
P.O. Box 1256
Midway, UT 84049
www.margebowen.com
801-913-6060

Proposal: Grant Writing and BCA Consulting Services for the Town of Interlaken, Utah, to Obtain FEMA Funding for an Emergency Generator

Dear Ms. Bowen:

VIE Consultants, Inc. (VIE) is pleased to present this proposal to provide grant writing and Benefit Cost Analysis (BCA) services to the Town of Interlaken.

1.0 Background

The scope of this proposal is based upon discussions between John Masek of VIE Consultants and Ms. Marge Bowen of the Town of Interlaken. Services to be provided will enable the Town of Interlaken (the Town) to submit a Pre-disaster Mitigation Grant (PDM) request to FEMA. This PDM Grant will seek funding for an emergency generator.

2.0 Scope of Services

2.1 Meetings with Town personnel and the State of Utah

VIE will meet with Town personnel and with State of Utah personnel as needed for grant preparation.

2.2 Benefit/Cost Analyses Using FEMA Software

VIE will perform the BCA analysis using the Damage Frequency Module of FEMA's BCA software. The BCA will be attached to the e-Grants submittal.

2.3 Preparation and Submittal of Grant Text and Documentation and Federal Grant Forms

VIE will prepare grant text, technical illustrations & tables, and other required information for submission of the grant, on "e-grants". This will include: technical data concerning power outage risk levels, power outage effects, project costs (from town data), and the required scope of work, schedule, and environmental considerations. VIE will also assist the Town in completion of Federal standard forms, SF 424 and other documentation that is also required by FEMA.

2.4 Response to FEMA Inquires upon selection of the Grant for Final Review

VIE will respond to FEMA questions during the grant review process.

3.0 Items to be provided to VIE

The Town will provide the following assistance to VIE:

- a) Equipment specifications
- b) Equipment and installation cost data;
- c) Interlaken demographic information; and
- d) Information known by the City for power outages (if any) since the Town of Interlaken was incorporated.
- e) Other power potential outage effects, such as quantifiable effects from water system outages.



4.0 Schedule

VIE will begin work upon receipt of a signed contract. The schedule for the project shall be:

- 1) Submission of the final Grant: Contingent of FEMA funds release requirements (usually grants are due July to August time frame, but this varies.)
- 2) Response inquires from the State of Utah and/or FEMA: within one week of receipt of inquires.

5.0 Consulting Fees

5.1 e-Grants Submittal Document Preparation

Fee for PDM grant preparation is \$3,500 fixed fee.

5.2 Benefit/Cost Analysis (BCA Analysis)

The fee for BCA analysis is \$4,500. (100% of this fee is normally reimbursable by the State of Utah regardless of if the grant is funded or not, so long as grant submission is discussed and approved for submittal by the State in advance of grant submittal)

Fees shall be due to VIE within 30 days of the invoice date.

6.0 Terms and Conditions

Payment of Fees to VIE: VIE will require that a signed consulting agreement be sent to VIE.

Acknowledgement of no Guarantee of Grant Funding: the Town of Interlaken acknowledges that VIE has

made no representations that the submitted grants will be funded by FEMA. Limit of Liability: VIE shall be given the opportunity to correct any alleged deficiency in any work product produced by VIE, prior to

retaining or payment to any third party to correct alleged deficiencies, and also prior to any legal action. In any matters of dispute between Town of Interlaken, and VIE, VIE shall be given the opportunity of choosing legal solution by binding arbitration. In all cases, VIE’s liability shall not exceed the fees paid, or \$50,000, whichever is less.


ACCEPTANCE

FOR VIE CONSULTANTS, INC:

BY: JOHN P MASEK

TITLE: PRESIDENT

DATE: 05/05/2019

SIGNATURE: _____ 

FOR TOWN OF INTERLAKEN:

BY: _____

TITLE: _____

DATE: _____

SIGNATURE: _____

Agenda Item 14

FY2019 All Revenue & Expenses rev05.kism, CTR1 thru QTR3

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Interlaken Town Statement of Revenue and Expense												
Interlaken Town Statement of Revenue and Expense												
FY2019 - July 01, 2018 through March 31, 2019												
	Water Bond Sinking Fund		Water Revenue Fund		Water Reserve Fund		Transportation Reserve		Building Fund		General Fund	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Income												
5 Annual Road Tax Assessment - Wasatch County	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$78,435	\$74,434
6 Prior Year Assessments	\$0	\$0	\$547	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7 Late Fees - Assessments (all years)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8 1% State Sales Tax (estimate)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18,776	\$20,226
all Interest Income	\$304	\$173	\$66	\$36	\$440	\$250	\$165	\$100	\$43	\$10	\$86	\$33
11 Revenue from BHR Settlement	\$0	\$0	\$0	\$0	\$0	\$0	\$33,000	\$0	\$0	\$0	\$0	\$0
12 New Owner Transfer Fees	\$0	\$0	\$150	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$74	\$400
13 B&C Road Tax (estimate)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,460	\$18,408
14 Building App & Inspection Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$150	\$0	\$0	\$0	\$150	\$0
97 Annual Water Utility Base Fees	\$0	\$0	\$149,891	\$157,721	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
95 Metered Water Overages	\$0	\$0	\$10,331	\$8,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
95a Water Connect Fee	\$0	\$0	\$75	\$250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
95b Water Billing Late Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
95c New Owner Transfer Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
169 Building Application Fees (varies with application)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$400	\$700	\$350	\$0
170 Water Connect Fees (\$200 per project)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$400	\$0	\$0
171 Road Impact Fees (\$2,500 per project)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,250	\$5,000	\$150	\$0
172 Damage Deposits (\$2,500 per project, refundable)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,500	\$5,000	\$0	\$0
173 Completion Deposits (\$1,500 per project, refundable)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500	\$3,000	\$0	\$0
173a Plan Review & Inspections (Town Engineer)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,480	\$10,000	\$250	\$0
173b Variance Application Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500	\$0	\$0
Total Income	\$304	\$173	\$161,060	\$166,007	\$440	\$250	\$33,165	\$100	\$11,172	\$24,610	\$113,732	\$113,501
Transfers into General Fund												
19 Transfer from Building Fund (Application Fees for admin costs)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$700
20 Transfer from Water Revenue Fund (50% of admin. expenses)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,550
21 Transfer from Transportation Reserve Fund for Capital expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfers out of General Fund												
28 Transfer to Transportation Reserve of B&C Road Tax	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$18,408)
28a Transfer to Transportation Reserve net BHR Settlement	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
29 Transfer to Transportation Reserve Capital Improvements	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
30 Transfer to Building Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$6,000)
Transfers into Water Revenue Fund (Checking)												
100 Transfer from Building Fund (Water Connect Fees)	\$0	\$0	\$400	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
100 Transfer from Building Fund (Water Connect Fees)	\$0	\$0	\$0	\$400	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
101 Transfer from Bond Sinking Fund for current year Water Bond payment	\$0	\$0	\$78,121	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
102 Transfer from Water Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
105 Transfer to Water System Reserve Capital Fund	\$0	\$0	(\$7,770)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfers out of Water Revenue Fund												
105 Transfer to Water System Reserve Capital Fund	\$0	\$0	(\$7,770)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
106 Transfer to General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
107 Transfer to Bond Sinking Fund	\$0	\$0	(\$78,121)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
108 Transfer to Water System Capital Facilities Replacement Reserve Acct	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
109 Transfer to General Fund for 50% of Administrative expenses	\$0	\$0	(\$30,550)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
77a Net Settlement - Attorney Fees for BHR	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfers into Transportation Reserve Fund												
77 Transfer from General B&C Road Tax to Transportation Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18,408	\$0	\$0
77a Net Settlement - Attorney Fees for BHR	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
78 Transfer to Transportation Reserve Fund for Capital Improvements	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
80 Transfer from Building Fund of Road Impact Fee	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000	\$0	\$0
Transfers out of Transportation Reserve Fund												
83 Transfer to General Fund for Transportation Capital Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfers into Water System Capital Reserves Fund												
15a Transfer from Water Revenue Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$7,770	\$0	\$0	\$0	\$0	\$0
Transfers into Building Fund												
177 Transfer from General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,000	\$0	\$0

Interlaken Town Statement of Revenue and Expense`												
Interlaken Town Statement of Revenue and Expense												
FY2019 - July 01, 2018 through March 31, 2019												
	Water Bond Sinking Fund		Water Revenue Fund		Water Reserve Fund		Transportation Reserve		Building Fund		General Fund	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
123 Payroll Taxes - Water Master & Asst Water Master	\$0	\$0	(\$456)	(\$1,400)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
123a Workman's Comp Insurance for Water Master & Asst	\$0	\$0	(\$192)	(\$1,069)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
123b Misc. Water Expenses	\$0	\$0	(\$1,265)	(\$40)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Repair and Maintenance												
125 Tank Cleaning (Midco)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
126 Pump Replacements, Telemetry System Upgrades	\$0	\$0	(\$1,200)	(\$5,000)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
126a General Maintenance & Repair	\$0	\$0	\$0	(\$5,000)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Water Revenue Fund Expenses	\$0	\$0	(\$101,341)	(\$126,432)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Fund Expenses												
187 Refunds of Damage Deposits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
188 Refunds of Completion Deposits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
188a Plan Review & Inspections (Town Engineer)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
188b Additional Contractual Services (Town Engineer)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Building Fund Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$4,000)	(\$32,000)	\$0
Total Expenses (General, Water Revenue, Building)	\$0	\$0	(\$101,341)	(\$126,432)	\$0	\$0	\$0	\$0	\$0	(\$4,000)	(\$32,000)	(\$86,867)
Add: Beginning Balance	\$158,684	\$0	\$37,333	\$0	\$179,791	\$0	\$104,823	\$0	\$26,574	\$0	\$0	\$54,763
Rounding Adjustment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Ending Balance	\$81,099	\$0	\$174,940	\$0	\$180,231	\$0	\$137,988	\$0	\$33,747	\$0	\$0	\$81,628

InterlakenTown Budget
Fiscal Year Ending 6/30/2020

**Interlaken Town Budget
Fiscal Year Ending 06/30/2020**

	Rev06 - Town Council Review TC Meeting - 5/13/19	FY2018 Budget Actual 7/1/17-	FY2019 Budget Estimate 7/1/18- 6/30/19	FY2020 Budget Tentative 7/1/18- 6/30/19
1	General Fund (checking)			
2				
3	General Fund Revenue			
5	Annual Wasatch County Tax Assessment	\$78,189	\$79,435	\$116,000
6	Prior Year Assessments	\$750	\$0	\$0
7	Late Fees - Assessments (prior to FY2019)	\$75	\$75	\$0
8	1% State Sales Tax (estimate)	\$22,033	\$20,776	\$22,000
10	Interest Income	\$37	\$126	\$100
12	New Owner Transfer Fees	\$400	\$124	\$0
13	B&C Road Tax (estimate)	\$18,408	\$18,408	\$18,408
14	Building App & Inspection Fees	\$849	\$150	\$0
15	Interlaken Drive Maintenance Agreement with BHR Agreement (20%)	\$0	\$0	\$3,452
16	Total General Fund Revenue:	\$120,741	\$119,094	\$159,960
17				
18	Transfers into General Fund			
19	Transfer from Building Fund (Application Fees for admin costs)	\$750	\$700	\$700
20	Transfer from Water Revenue Fund (50% of admin. expenses)	\$30,700	\$30,550	\$27,000
21	Transfer from Transportation Reserve Fund for Capital expenses	\$101,000	\$0	\$0
22				
23	Transfers out of General Fund			
26	Transfers into Transportation Reserve Fund			
28	Transfer of B&C Road Tax to Transportation Reserve Fund	(\$18,408)	(\$18,408)	(\$13,408)
29	Contribution to Capital Improvements in Transportation Reserve Fund	(\$55,000)	\$0	\$0
30	Transfers into Building Fund - Special Epic Projects	(\$6,150)	(\$6,000)	(\$6,000)
31	Total Net General Fund Transfers:	\$52,892	\$6,842	\$8,292

Interlaken Town Budget
Fiscal Year Ending 6/30/2020

	Rev06 - Town Council Review TC Meeting - 5/13/19	FY2018 Budget Actual 7/1/17-	FY2019 Budget Estimate 7/1/18- 6/30/19	FY2020 Budget Tentative 7/1/18- 6/30/19
32				
33	General Fund - continued			
34				
35	General Fund Expenses			
36	Administrative Expenses			
37	Commission, Committee, Council Mtg Expenses	(\$1,616)	\$0	(\$1,200)
38	Town Clerk & Webmaster	(\$16,700)	(\$13,000)	(\$16,000)
39	Association Memberships	(\$209)	(\$488)	(\$489)
40	Web Hosting Expense (annual WIX, GoDaddy)	(\$149)	(\$185)	(\$244)
40a	Town Council Equipment & Supplies	(\$1,087)	(\$493)	(\$200)
41	Meeting Advertising	(\$628)	(\$343)	(\$350)
42	Bookkeeping and Accounting	(\$7,169)	(\$7,823)	(\$8,000)
43	Bank Charges	(\$35)	\$0	\$0
44	Town Attorney	(\$16,690)	(\$13,862)	(\$16,000)
44a	Attorney fees for BHR settlement/agreement	(\$7,454)	(\$12,845)	\$0
45a	Animal Control through Interlocal Agreement w/ Heber City	(\$1,455)	(\$1,212)	(\$1,500)
45b	Municipal Election Balloting & Noticing	\$0	\$0	(\$500)
46	Misc. Admin. Expenses	(\$960)	(\$46)	(\$100)
47	Insurance	(\$546)	(\$4,099)	(\$4,039)
48	Office Supplies (postage + supplies)	(\$674)	(\$533)	(\$500)
49	Building Inspector	(\$6,388)	\$0	\$0
51	Additional Consulting Fees - Rate Studies	\$0	(\$5,000)	(\$5,000)
51a	State Payroll (FY2018 only) and Federal IRS Taxes	(\$1,297)	(\$3,981)	(\$4,000)
52	Total Administrative Expenses:	(\$63,057)	(\$63,910)	(\$58,122)
53				
54	Annual Road Maintenance and Repair Expenses from General Fund			
55	Annual Road Repair & Maintenance	(\$9,722)	(\$10,000)	(\$10,000)
56	Additional Contract Services	(\$1,512)	(\$8,736)	(\$8,000)
56a	Road Signage	(\$418)	(\$859)	(\$1,000)
57	Contract Service (Snow Removal)	(\$31,000)	(\$32,500)	(\$35,000)
58	Supplies - Salt, Sand, etc	(\$1,700)	(\$3,300)	(\$3,300)
59	Annual Road Capital Improvement Expenses			
60	Capital Investment in Roads	(\$82,605)	\$0	(\$30,000)
60a	DPW Expenses			
60b	DPW Site Construction - Capital Investment	\$0	\$0	(\$60,000)
60c	Annual DPW Site Maintenance Expenses	\$0	\$0	(\$1,200)
61	Total Road Maintenance, Capital Improvements, DPW Expenses:	(\$126,957)	(\$55,395)	(\$148,500)
62				
65	Total General Fund Expenses:	(\$190,014)	(\$119,305)	(\$206,622)
66				
67	Increase/Decrease in General Fund Balance	(\$16,381)	\$6,631	(\$38,370)

InterlakenTown Budget
Fiscal Year Ending 6/30/2020

	Rev06 - Town Council Review TC Meeting - 5/13/19	FY2018 Budget Actual 7/1/17-	FY2019 Budget Estimate 7/1/18- 6/30/19	FY2020 Budget Tentative 7/1/18- 6/30/19
68				
70	Transportation Reserve Fund (savings)			
71				
72	Transportation Reserve Fund Revenue			
73	Estimated Interest	\$91	\$220	\$220
73a	Revenue From BHR Settlement		\$33,000	\$0
74	Total Transportation Reserve Fund Revenue:	\$91	\$33,220	\$220
75				
76	Transfers into Transportation Reserve Fund			
77	Trfr from General Fund of B&C Road Tax to Trans. Reserve Capital Fund	\$18,408	\$18,408	\$13,408
78	Transfer from General Fund for Capital Improvements	\$55,000	\$0	\$0
80	Transfer from Building Fund of Road Impact Fee	\$3,750	\$5,000	\$5,000
81				
82	Transfers out of Transportation Reserve Fund			
83	Transfer to General Fund for Transportation Capital Expenses	(\$101,000)	\$0	\$0
84	Total Net Transportation Reserve Fund Transfers:	(\$23,842)	\$23,408	\$18,408
85				
86	Incr/Decr in Transportation Reserve Fund Balance	(\$23,751)	\$56,628	\$18,628
87				

InterlakenTown Budget
Fiscal Year Ending 6/30/2020

	Rev06 - Town Council Review TC Meeting - 5/13/19	FY2018 Budget Actual 7/1/17-	FY2019 Budget Estimate 7/1/18- 6/30/19	FY2020 Budget Tentative 7/1/18- 6/30/19
88	Water Revenue Fund (checking)			
89				
90	Water Revenue Fund Revenue			
92	Annual Water Utility Base Usage Fee	\$153,718	\$161,721	\$174,000
93	Interest Income	\$50	\$100	\$100
95	Charge for Services: Metered Water (overages)	\$8,821	\$10,331	\$8,000
95a	Water Connect Fee (Direct Deposit)	\$998		\$0
95b	Water Billing Late Fees	\$400	\$150	\$150
95c	New Owner Transfer Fees	\$150	\$100	\$100
96	Total Water Revenue Fund Revenue:	\$164,137	\$172,402	\$182,350
97				
98	Transfers into Water Revenue Fund			
100	Transfer from Building Fund (Water Connect Fees)	\$200	\$400	\$400
101	Transfer from Bond Sinking Fund for current year Water Bond payme	\$78,121	\$77,889	\$78,678
102	Transfer from Water System Reserve Fund for Capital Improvements	\$10,000	\$0	\$0
103				
104	Transfers out of Water Revenue Fund			
105	Transfer to Water System Reserve Capital Fund	(\$7,770)	(\$7,770)	(\$5,000)
106	Transfer to General Fund	(\$150)		\$0
107	Transfer to Bond Sinking Fund - Next Year's Bond Payment	(\$78,121)	(\$78,678)	(\$78,382)
108	Transfer to Water System Capital Facilities Replacement Reserve Acct	(\$10,000)		\$0
109	Transfer to General Fund for 50% of Administrative expenses	(\$30,550)	(\$30,550)	(\$27,000)
110	Total Net Water Revenue Fund Transfers:	(\$38,270)	(\$38,709)	(\$31,304)
111				

InterlakenTown Budget
Fiscal Year Ending 6/30/2020

	Rev06 - Town Council Review TC Meeting - 5/13/19	FY2018 Budget Actual 7/1/17-	FY2019 Budget Estimate 7/1/18- 6/30/19	FY2020 Budget Tentative 7/1/18- 6/30/19
111a	Water Revenue Fund - continued			
111b				
112	Water Revenue Fund Expenses			
113	Bond Payment			
114	Water Bond Payment, due annually in January	(\$78,121)	(\$77,889)	(\$78,678)
115	Operating Expenses			
116	Payroll - Water Master & Asst Water Master	(\$12,897)	(\$16,800)	(\$16,800)
117	Meter Repair/Replacement, Water System Equipment, Supplies	(\$6,394)	(\$8,000)	(\$8,000)
118	Chemicals & Monitoring	(\$659)	(\$3,000)	(\$1,000)
119	Telemetry System Operating Costs	(\$1,127)	(\$1,127)	(\$1,127)
120	Water Share Fee, Education, etc.	(\$375)	(\$375)	(\$375)
121	Gas Heat	(\$467)	(\$500)	(\$500)
122	Electricity	(\$5,582)	(\$6,000)	(\$6,000)
123	Payroll Taxes - Water Master & Asst Water Master	(\$796)	(\$1,400)	(\$1,400)
123a	Workman's Comp Insurance for Water Master & Asst.	(\$1,069)	(\$1,069)	(\$1,069)
123b	Misc. Water Expenses	(\$2,140)	(\$40)	(\$40)
123c	Bank Charges	\$0	\$0	\$0
123d	Capital Investment in Water System			
123e	Purchase of Generator and Installation	\$0	\$0	(\$36,000)
123f	Pump Replacements, Telemetry System, Meter Upgrades	(\$8,305)	(\$5,000)	(\$5,000)
124	Repair and Maintenance			
125	Tank Cleaning (Midco)	\$0	\$0	\$0
126	Annual Generator Maintenance	\$0	(\$1,200)	(\$1,200)
126a	General Water System Maintenance & Repair	(\$1,214)	(\$5,000)	(\$5,000)
127	Total Water Revenue Expenses:	(\$119,146)	(\$127,400)	(\$162,189)
128				
129	Increase/Decrease in Water Revenue Fund Balance	\$6,721	\$6,293	(\$11,143)
130				

InterlakenTown Budget
Fiscal Year Ending 6/30/2020

	Rev06 - Town Council Review TC Meeting - 5/13/19	FY2018 Budget Actual 7/1/17-	FY2019 Budget Estimate 7/1/18- 6/30/19	FY2020 Budget Tentative 7/1/18- 6/30/19
131	Water Bond Sinking Fund (money market)			
132				
133	Water Bond Sinking Fund Revenue			
134	Estimated Interest	\$170	\$400	\$400
135	Total Water Bond Sinking Fund Revenue:	\$170	\$400	\$400
136				
137	Transfers into Water Bond Sinking Fund			
138	Transfer from Water Revenue Fund	\$78,121	\$78,678	\$78,382
139				
140	Transfers out of Water Bond Sinking Fund			
141	Transfer to Water Revenue Fund to pay current year bond	(\$78,121)	(\$77,889)	(\$78,678)
141a	Transfer to Water Reserve Fund to close out account			
142	Total Net Water Bond Sinking Fund Transfers:	\$0	\$789	(\$296)
143				
144	Increase/Decrease in Water Revenue Bond Sinking Fund Balance	\$170	\$1,189	\$104
145				
146	Water Reserve Fund (savings)			
147				
148	Water Reserve Fund Revenue			
149	Interest Income	\$272	\$600	\$600
151	Total Water Reserve Fund Revenue:	\$272	\$600	\$600
152				
153	Transfers into Water Reserve Fund			
154	Trfr from Water Revenue Fund to Capital Facilities Replacement Reserves	\$17,770	\$7,770	\$5,000
154a	Trfr from Bond Sinking Fund to close out account			
159				
160	Transfers out of Water Reserve Fund			
161	Transfer to Water Revenue Fund for Capital Improvements	(\$10,000)	\$0	\$0
162	Total Net Water Reserve Fund Transfers:	\$7,770	\$7,770	\$5,000
163				
164	Increase/Decrease in Water Reserve Fund Balance	\$8,042	\$8,370	\$5,600
165				

InterlakenTown Budget
Fiscal Year Ending 6/30/2020

Rev06 - Town Council Review TC Meeting - 5/13/19		FY2018 Budget Actual 7/1/17-	FY2019 Budget Estimate 7/1/18- 6/30/19	FY2020 Budget Tentative 7/1/18- 6/30/19
166	Building Fund (checking)			
167				
168	Building Fund Revenue			
168a	Interest Income	\$11	\$55	\$55
169	Building Application Fees (\$350 to \$500 per project)	\$400	\$700	\$700
170	Water Connect Fees (\$200 per project)	\$200	\$400	\$400
171	Road Impact Fees (\$2,500 per project)	\$3,750	\$5,000	\$5,000
172	Damage Deposits (\$2,500 per project, refundable)	\$7,500	\$5,000	\$5,000
173	Completion Deposits (\$1,500 per project, refundable)	\$4,500	\$3,000	\$3,000
173a	Plan Review & Inspections (Town Engineer)	\$9,808	\$7,500	\$7,500
173b	Variance Application Fees	\$0	\$0	\$0
174	Total Building Fund Revenue:	\$26,169	\$21,655	\$21,655
175				
176	Transfers into Building Fund			
177	Transfer from General Fund - Special Epic Projects	\$6,150	\$6,000	\$6,000
178				
179	Transfers out of Building Fund			
180	Transfer to General Fund (App Fees \$350 to \$500/project)	(\$750)	(\$700)	(\$700)
181	Transfer to Water Revenue Fund (Water Connect Fees \$200/project)	(\$200)	(\$400)	(\$400)
182	Transfer to Transportation Reserve Fund (Road Impact Fees \$2500/	(\$3,750)	(\$5,000)	(\$5,000)
183	Total Net Building Fund Transfers:	\$1,450	(\$100)	(\$100)
184				
185	Building Fund Expenses			
187	Refunds of Damage Deposits	(\$7,500)	(\$2,500)	(\$5,000)
188	Refunds of Completion Deposits	(\$4,500)	(\$1,500)	(\$3,000)
188a	Plan Review & Inspections (Town Engineer)	(\$8,899)	(\$7,500)	(\$7,500)
188b	Additional Contractual Services (Town Engineer)	\$0	(\$6,000)	(\$6,000)
189	Total Building Fund Expenses:	(\$20,899)	(\$17,500)	(\$21,500)
190				
191	Increase/Decrease in Building Fund Balance	\$6,720	\$4,055	\$55

194

InterlakenTown Budget
Fiscal Year Ending 6/30/2020

	Rev06 - Town Council Review TC Meeting - 5/13/19	FY2018 Budget Actual 7/1/17-	FY2019 Budget Estimate 7/1/18- 6/30/19	FY2020 Budget Tentative 7/1/18- 6/30/19
195	Fiscal Year Net Increase/Decrease for all Funds			
196				
197	Fund Name	FY2018 Budget Actual 7/1/17- 6/30/18	FY2019 Budget Estimate 7/1/18- 6/30/19	FY2020 Budget Tentative 7/1/18- 6/30/19
199	General Fund (checking)	(\$16,381)	\$6,631	(\$38,370)
200	Transportation Reserve Fund (savings)	(\$23,751)	\$56,628	\$18,628
201	Water Revenue Fund (checking)	\$6,721	\$6,293	(\$11,143)
202	Water Bond Sinking Fund (money market)	\$170	\$1,189	\$104
203	Water Reserve Fund (savings)	\$8,042	\$8,370	\$5,600
204	Building Fund (checking)	\$6,720	\$4,055	\$55
205	Total Fiscal Year Increase/Decrease	(\$18,479)	\$83,166	(\$25,126)
206				
207	Fiscal Year Revenue, Transfers, Expenses, Net Increase/Decrease			
208				
209		FY2018 Budget	FY2019 Budget	FY2020 Budget
210		06/30/18	06/30/19	06/30/20
211	Budget Category	Actual	Estimated	Proposed
212	Revenues	\$311,580	\$347,371	\$365,185
213	Net Transfers between funds	\$0	\$0	\$0
214	Expenses	(\$330,059)	(\$264,205)	(\$390,311)
215	Ending Increase/Decrease	(\$18,479)	\$83,166	(\$25,126)
216				
217	Projected Year-End Balances			
218		FY2018 Ending Balance	FY2019 Ending Balance	FY2020 Ending Balance
219		30-Jul-18	30-Jun-19	30-Jun-20
220	Fund Name	Actual	Estimated	Projection
221	General Fund (checking) *2681	\$ 54,763	\$ 61,394	\$ 23,024
222	Transportation Reserve Fund (savings) *4574	\$ 104,823	\$ 161,451	\$ 180,079
223	Water Revenue Fund (checking) *1520	\$ 37,333	\$ 43,626	\$ 32,483
224	Water Bond Sinking Fund (money market) *1058	\$ 158,684	\$ 159,873	\$ 159,977
225	Water Reserve Fund (savings)	\$ 179,791	\$ 188,161	\$ 193,761
226	Building Fund (checking) *1678	\$ 26,574	\$ 30,629	\$ 30,684
227	Total of Ending Balances	\$ 561,968	\$ 645,134	\$ 620,008

Interlaken Town Budget Fiscal Year Ending 6/30/20 Staff Report

Updated on May 13, 2019

RE: Proposed FY2020 Interlaken Town Budget

To: Interlaken Town:
From: Bart Smith, Interlaken Town Clerk

The FY2020 Interlaken Town Budget is available for your review on the town website at <https://www.town-of-interlaken.com/government>. There will be a public hearing with the Town Council to hear your comments and any concerns regarding the budget on Monday June 3, 2019, 6:30 pm at the Town Pump House, 236 Luzern Rd.

This document is intended to provide background information for a review and analysis of the proposed budget. It is organized into the following sections:

Section	Page
1. Overview of Funds/Accounts	2
2. FY2020 Revenue Sources	3
3. Reserve Accounts	5
4. 10-Year Revenue Study	6
5. 10-Year Capital Spending and Reserve Funding	7
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7. FY2020 Budget Details	8
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Appendix A: 10-Year Revenue Study Table	11
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Appendix C: 10-Year Account Aging Chart	13
Appendix D: FY2020 Proposed Budget Revision Detail	14
Appendix E: FY2019 Revenue and Expenses QTR1 thru QTR3	15

1. Overview of Funds/Accounts

The Town currently uses six Zion bank accounts to receive revenue, pay bills, and save money (reserves) for future expenses. Since the main components of our Town's expenses are the water system and the roads, our accounts are organized around those two services.

Each bank account has its own budget: revenue, expenses, transfers, and a resulting increase or decrease in the fund balance. As you read the budget, you'll notice that there are many transfers between these funds. This is how we move our revenue around to fill up reserve funds and to pay our bills. The sum total of all our transfers, at any given time, will be zero, summed over all the accounts. You'll see this on the last page of the budget (Net Transfers between funds).

Here's a brief description of all our bank accounts and funds:

Table 01 – Zion Bank Accounts

Zion Bank Account	Type	Description
General Fund	Checking	Main operating account
Transportation Reserve	Savings	Reserves for road repair & capital improvements
Water Revenue Fund	Checking	Operating acct for water system
Water Bond Sinking Fund	Money Market	Reserve acct for water bond pmts
Water Reserve	Savings	Reserves for water system repair & capital improvements
Building Fund	Checking	For building project transactions

The Fiscal Year budget for each of these funds appears on a new page in the budget document. At the end of the document, there is a summary across all the funds to demonstrate overall growth, surpluses, and withdrawals.

2. FY2020 Revenue Sources

Interlaken Town receives revenue from the sources described in *Table 02* below.

Table 02 –Revenue Sources

Revenue Source	Description
Wasatch County Taxes	Distributed by Wasatch County, collected from lot owners, based on assessed property value
Interlaken Annual Water Billing	Collected by the town from lot owners, based on overall usage
Ownership Transfer Fees	Collected from buyer, typically at closing
Shared Interlaken Drive Maintenance Agreement with BHR	Collected from Burgi Hill Ranches HOA for lower Interlaken Drive maintenance
B&C Road Taxes	Distributed by the State
State Sales Tax 1% Revenue	Distributed by the State
Administrative Fees from Building Permit Applications	Collected by the town from the permit applicant
Road Impact Fees from Building Projects	Collected by the town from the permit applicant
Water Connection Fee	Collected by the town from the permit applicant
Epic Engineering Building Permit Plan Review and Inspections	Collected by the town from the permit applicant and reimbursed to Epic
Earned Interest on Accounts	Deposited directly in bank accounts

Interlaken collects revenue from all lot owners from two sources: our annual water billing collected by the town, and the annual Wasatch County Tax. For FY2020, Interlaken will be investing in major capital improvements to both our water system and our roads. In addition, Interlaken will be required to establish a new location for the town dumpsters. These capital improvements require additional funds from these two sources. The Wasatch County tax rate will be increased to fund the road investments and new dumpster location. The water rates will be increased to fund the required improvements to the water system.

Wasatch County Taxes

Planned capital improvement investment in the road system. In FY2020, the town will spend \$30K on capital improvements to the road system. These improvements will include replacing worn asphalt, repairing shoulders, and improving drainage in selected areas. Funding will continue through FY2024 at \$30K per year. Starting in FY2025 capital improvements will be funded at \$42K per year for 5 more years. Total investment will be \$360K over a ten year period.

Construction of a new dumpster site. Midway city has hosted our dumpsters for several years in the parking lot at Valais Park. Midway is requiring us to move the dumpsters to another site. The original request was made last fall, but Midway has allowed us to use

the current location until the town can find another solution. The council has been researching alternatives for several months and is working with Epic Engineering to design the infrastructure for the new location. Our best estimate based on current design proposals is \$60K to build the site. This project will be expensed fully in FY2020, but the cost will be distributed over 5 years, collected through Wasatch County taxes.

Additional revenue required to fund the above capital improvements will be obtained by raising the Wasatch County Tax Rate. On the average this will cost Interlaken lot owners an additional \$201 per lot per year. Some lot owners will pay more, some less, based on the assessed value of their property.

The Wasatch County tax rate will be increased from its current value of xxx to yyy to gain the additional revenue (data not yet available from the county).

Interlaken Annual Water Billing

Upon a review of our water system by the State, the town was informed that all municipal water systems are required by state law to provide auxiliary power to the pumps in case of a power failure. This law requires us to add a generator power source to our water system. The generator would be located adjacent to the pump house and would provide emergency power to the pumps and utilities. Our water masters are working with Epic Engineering to design and get bids for this capital expense. Currently we estimate the cost to be \$40K for equipment purchase and installation. In addition, there will be an annual maintenance expense estimated at \$1200 annually. The town will bear the full \$40K expense in FY2020, but collect additional revenue over 3 years to recoup the costs.

To cover the cost of the generator and maintenance costs, the town will increase the annual base water rate by \$78 per lot, for both developed and undeveloped lots. This revenue will be collected in January 2020 as part of the annual water billing. The new base rate will be established at \$978 for lots with dwellings or active building permits and \$822 for empty lots. The town will bill for water at this rate for 3 consecutive years – FY2020, FY2021, FY2022, to pay for the generator. Starting in FY2023 the council will decide whether to reduce the water rates back to their FY2019 values, or continue to collect additional revenue for water system reserves.

Ownership Transfer Fees

When a property changes ownership, the town collects a \$50 fee to cover administrative costs associated with updating billing records for the town. This fee is typically paid by the buyer at closing.

Shared Interlaken Drive Maintenance Agreement with BHR

In November 2018, the town entered into agreement with the Burgi Hill Ranches HOA to establish a cost-sharing method for future repairs and investments in the shared section of lower Interlaken Drive, as well as collect compensation for past maintenance expenses. This “Interlaken Drive Shared Maintenance Agreement” specifies that BHR will pay 20% of costs associated with maintaining and improving the shared section of lower Interlaken Drive. This includes snow removal costs, capital improvements, and annual maintenance. In addition, BHR paid \$33K to Interlaken as compensation for past

maintenance costs. The BHR contribution for FY2020 is an estimated \$3,452.

B&C Road Taxes

Utah State distributes just over \$18K annually to Interlaken as part of their B&C road tax. In general, this revenue is deposited into the Transportation Reserve Fund for future capital improvements.

State Sales Tax Revenue – 1%

Utah State distributes approximately \$22K annually to Interlaken as part of sales tax revenue. This revenue is used for General Fund expenses.

Fees Collected as Part of Permitted Construction in Interlaken

- Administrative Fees from Building Permit Applications. For major construction projects, the applicant pays Interlaken \$350 for a permit application. For smaller projects, this fee may be reduced.
- Road Impact Fees from Building Projects. For major construction the applicant pays \$2500 for a road impact fee to cover predictable damage to our roads from heavy truck traffic. For smaller projects, this fee may be reduced or waived by a vote of the council.
- Water Connection Fee. A fee of \$200 is charged for a new connection to the municipal water system.
- Epic Engineering Building Permit Plan Review and Inspections. The town collects fees on behalf of Epic Engineering for their services related to construction in town. Fees will vary depending on the scope of the project.

Earned Interest on Accounts

All Zion banking accounts held by the town earn interest, compounded monthly.

3. Reserve Accounts

Interlaken holds reserves for future capital improvements to the road and water system, and to hold funds for our annual DWB bond payment. The town is currently developing rate studies (also known as reserve studies) for our roads and water system to assess long-term investment costs. The DWB bond will be paid off in January 2024. The bond payoff will free up approximately \$78K annually in collected revenue that will be put into water system reserves.

Transportation System Reserve Fund

The Transportation Reserve Fund estimated balance at the start of FY2020 is approximately \$161K. The FY2020 budget and years going forward allow for an annual contribution to reserves of approximately \$35K for 5 years, then \$21K for another 5 years. After 10 years, this reserve fund is expected to increase to approximately \$423K. Note that during this same timeframe approximately \$360K will be invested in capital improvements, and another \$180K in annual maintenance and repair in the road system. Any funds targeted for maintenance or capital improvements not spent in a fiscal year will be transferred into reserves at the end of the fiscal year.

Water System Reserve Fund

The Water System Reserve Fund estimated balance at the start of FY2020 is approximately \$188K. Annual contributions to water reserves will start at \$5K for FY2020 and then increase dramatically to \$25K for 2 years, then to \$100K for following years, due to payoff of the water bond. With this level of investment, the water reserves should reach a balance of approximately \$941K in 10 years (FY2029). During this same timeframe capital investments will total \$93K, including the pump house generator, meter upgrades, and other improvements. Note that a rate study is required to determine the appropriate level of water system reserves. Future water rates will be adjusted according to revised estimates of future spending born out of a water rate study.

Water Bond Sinking Fund

The Water Bond Sinking Fund is required by our bond issuers to maintain a balance of at least 2 bond payments, totaling approximately \$160K. When the final bond payment is made in January 2024, this account will be liquidated, with all remaining assets to be transferred to water reserves.

4. 10-Year Revenue Study

Refer to Appendix A for a detailed schedule of revenue collected, capital spending, and reserve contributions for a 10-year period beginning with FY2020.

Each of the capital improvement projects (road system improvements, development of a dumpster site, pump house generator, water system improvements) are represented in the Appendix A table as budgeted expenditures. The previously mentioned increases in the Wasatch County Tax Assessment and Water Rates are shown at the bottom of the table, year by year. These numbers represent increases over current tax assessments and water billing. For example, in FY2020, the average additional cost per lot necessary to support the proposed capital improvements and reserve contributions is shown as \$49K total, or an average of \$266 per lot. Of the additional \$266 per lot collected, \$201 is collected through Wasatch County Taxes and devoted to roads and the dumpster site, \$65 is devoted to the water system, specifically the pump house generator.

Table 03 –Revenue Adjustments Example

Net Collected Revenue Increase over Current FY2019 Amount - Total Collected and Amount per Lot Collected	\$51,352	\$279
Revenue Adjustments Year to Year	Increase in County Tax and Water Rates	
Average Wasatch Cty Assessed Tax Increase/Decrease from Previous Year	\$37,000	\$201
Interlaken Water Billing Increase/Decrease from Previous Year - for all lots	\$14,352	\$78

Of note in Appendix A is the impact of the water bond payoff in January 2024. As two payments are held by the town in the Bond Sinking Fund, additional revenue becomes available in FY2023. This is reflected in a large increase in the water system reserves contribution, from \$25K in FY2022 to \$100K in FY2023.

5. 10-Year Capital Spending and Reserve Funding Study

The table below summarizes proposed capital spending and reserve funding for the 10-year period from FY2020 through FY2029. These numbers correspond to values in the FY2020 budget and projections forward.

Table 04 –Capital Spending and Reserve Funding

Interlaken Town Summary of 10-Year Capital Spending and Reserve Funding		
Roads - 10 Year Capital Improvement Spending	\$ 360,000	\$30K to \$42K per year over 10 years.
Roads - 10 Year Maintenance and Repair Spending	\$ 180,000	\$18K per year spending on annual repairs and contract work.
DPW Site Construction	\$ 60,000	FY2020 Expense, Paid back over 5 years.
DPW Site Maintenance Spending 10 Years	\$ 12,000	\$1200 DPW Site annual maintenance costs.
Road Reserve Balance in 10 Years	\$ 423,231	Contributions from B&C Road Tax, Earned Interest, and Wasatch Cty Tax over 10 years.
Water System - 10 Year Capital Improvement Spending	\$ 93,056	Pump House Generator, \$40K FY2020 Expense, Revenue collected \$12K per year over 3 years. Annual Meter replacements, telemetry upgrades - \$5K. Spending timeline may change based on Water Rate Study.
Water System Reserves Balance in 10 Years	\$ 940,770	Contributions from Annual Water Billing and Earned Interest. Contribution Increased after Bond payoff.
Water System - 10 Year Maintenance and Repair Spending	\$ 50,000	Routine Maintenance and Repair, \$5K per year.
Total Road & Water Reserve Balances in 10 Years	\$ 1,364,001	Contributions from B&C Road Tax, Wasatch County Taxes, Annual Water Billing, Investment Interest, Redirected Water Bond Funding.

6. 10-Year Account Aging Study

In Appendix B you’ll find a study of estimated account aging, based on the revenue and expense models presented in the FY2020 budget and the preceding discussion. The table below summarizes the 10-year changes in each of Interlaken’s six Zion bank accounts from FY2019 end of year to FY2029 end of year.

Table 05 –10-Year Account Aging Summary

Interlaken Town Accounts Aging - Fiscal Year End Balances			
Zion Account	FY2019	FY2029	10 Year Change
General Fund	\$ 61,394	\$ 58,604	(2,790)
Transportation Reserve Fund	\$ 161,451	\$ 423,231	261,780
Water Revenue Fund	\$ 43,626	\$ 72,274	39,791
Water Bond Sinking Fund	\$ 159,873	\$ -	(159,873)
Water Reserve Fund	\$ 188,161	\$ 940,770	752,609
Building Fund	\$ 30,629	\$ 26,944	(3,685)
TOTAL Account Holdings	\$ 645,134	\$ 1,521,823	876,689

As seen in the above table, the General Fund, Water Revenue Fund, and Building Fund balances remain fairly consistent over the 10-year period. These 3 funds are checking funds, and are used to receive revenue and pay expenses for the 3 associated activities.

The Transportation and Water Reserve funds grow significantly over this 10-year period. This is the effect of significant increases in reserve funding starting in FY2020 and continuing through FY2029. Although these increases rely on our current estimates for required funding, they would necessarily be adjusted over time to compensate for actual expenditures and perceived future requirements.

Note that the Water Bond Sinking Fund will be closed out in FY2024 once the water bond is paid off. To see detailed aging of these accounts, refer to Appendix B for the full study.

7. FY2020 Budget Details

The Interlaken Town budget document is formatted in 3 columns and compares three budgets:

- FY2018 **Actual** Budget (7/1/17 – 6/30/18)
- FY2019 **Estimated** Budget (7/1/18 – 6/30/19) based on current statements
- FY2020 **Proposed** Budget (7/1/19 – 6/30/20)

As FY2019 is not over, the FY2019 estimated budget represents current expectations of final revenue and expenses for the year.

A line-by-line description of significant changes to the FY2020 Budget are described in the table below. The same table appears in Appendix D in a larger format.

Interlaken Town Budget Fiscal Year Ending 6/30/20 Staff Report

Table 06 –FY2020 Budget Revisions

FY2020 Interlaken Town Proposed Budget Revisions REV06							
Line#	FY2019 Line Item	FY2019 Fund	FY2018 Actual Amount	FY2019 Budgeted Amount	FY2020 Proposed Change	FY2020 Line Item Dollar Amount	Reason for Change
5	Annual Wasatch County Tax Assessment	General - Revenue	\$78,189	\$74,434	Tax Revenue Increase	\$116,000	Wasatch County Tax Increased by \$37K to pay for 10-year funding for Road System Capital Improvement and 5-year funding for DPW/Dumpster site. Variable increase based on assessed property value. Average increase per lot would be \$201.
8	1% State Sales Tax (estimate)	General - Revenue	\$22,033	\$20,226	State Sourced Revenue Increase	\$24,000	Projected FY2020 increase based on 3 QTR FY2019 collection.
11	Revenue from BHR Settlement	General - Revenue	\$0	\$0	Line Item Deleted	NA	Full BHR settlement amount \$33K was deposited directly into the Transportation Reserve Fund in FY2019.
12	New Owner Transfer Fees	General - Revenue	\$400	\$400	Revenue Deposited into Water Revenue	\$0	FY2020 Forward, new owner transfer fees will be deposited into Water Revenue Fund.
13	B&C Road Tax (estimate)	General - Revenue	\$18,408	\$18,408	No Change	\$18,408	Projected FY2020 revenue close to previous years.
20	Transfer from Water Revenue Fund (50% of admin. expenses)	General - Transfer In	\$30,700	\$30,550	Reduction of shared Expenses	\$27,000	Projected Administrative expenses in FY2020 reduced.
21	Transfer from Transportation Reserve Fund for Capital expenses	General - Transfer In	\$101,000	\$0	No Change	\$0	FY2020 Capital Expenditures will be funded directly from incoming Wasatch County Tax revenue.
28	Transfer of B&C Road Tax to Transportation Reserve Fund	General - Transfer Out	(\$18,408)	(\$18,408)	Reduction of Reserve Contribution	(\$13,408)	Normally all B&C Road Tax revenue is allocated to road reserves. In FY2020 a portion of the B&C Road Tax will be kept in the General fund to pay for capital improvements. Starting in FY2021 all B&C Road Tax revenue will be allocated to reserves.
28a	Trfr General to Transportation Reserve. Net Settlement - Attorney fees for BHR	General - Transfer Out	\$0	\$0	Line Item Deleted	NA	Full BHR settlement amount \$33K was deposited directly into the Transportation Reserve Fund in FY2019.
29	Contribution to Capital Improvements in Transportation Reserve Fund	General - Transfer Out	(\$55,000)	\$0	Reduction of Reserve Contribution	\$0	In FY2020 only contributions to road reserves come from B&C Road Tax. Going forward, FY2021 contributions will increase.
38	Town Clerk & Webmaster	General - Expense	(\$16,700)	(\$20,000)	Expense Reduced	(\$16,000)	Expense reduced due to implementation of time-saving tools for water billing, financial reporting, website development, and other tasks.
44	Town Attorney	General - Expense	(\$16,690)	(\$25,000)	Expense Reduced	(\$16,000)	FY2020 legal fees expected to be reduced upon completion of BHR Road Maintenance Agreement and other consultations.
44a	Attorney fees for BHR settlement/agreement	General - Expense	(\$7,454)	\$0	Line Item Deleted	NA	BHR settlement completed in FY2019.
45b	Municipal Election Balloting & Noticing	General	\$0	\$0	Increased Expense	(\$500)	Budgeting for November 2019 Elections Expenses
51a	Water Master & Asst Payroll taxes	General - Expense	(\$1,297)	\$0	Line Item Name Changed	(\$4,000)	FY2018 Payroll taxes were mistakenly paid out of General Fund. For FY2019 and going forward, these were paid out of Water Revenue. This line item was changed to "State Payroll (FY18 only) and Federal IRS Taxes" to accommodate future IRS payments and past State Payroll payments.
56	Additional Contract Expenses	General - Expense	(\$1,512)	(\$2,500)	Expense Increased	(\$8,000)	Additional routine maintenance scheduled for FY2020, including shoulder clearing and cleanup.
60	Capital Investment in Roads	General - Expense	(\$82,605)	\$0	Expense Increased	(\$30,000)	Additional capital investment in road system scheduled for FY2020.
60b	DPW Site Construction - Capital Investment	General - Expense	\$0	\$0	New Line Item Expense	(\$60,000)	On-time expense for construction of a new DPW site to house our dumpsters, fully expensed in FY2020.
60c	Annual DPW Site Maintenance Expenses	General - Expense	\$0	\$0	New Line Item Expense	(\$1,200)	Annual expense dedicated to a maintenance of the DPW site.
77a	Trfr from General Fund - Net Settlement minus Attorney fees for BHR	Transportation Reserves - Transfer In	\$0	\$0	Line Item Deleted	NA	Full amount \$33K was deposited directly into the Transportation Reserve Fund in FY2019.
92	Annual Water Utility Base Usage Fee	Water Revenue - Revenue	\$153,718	\$157,721	Revenue Increase	\$174,000	Increase in the base usage fee annual billing of \$78 per lot. Revenue is dedicated to addition of a pump house generator to meet State requirements. Project funded over 3 years.

8. FY2020 Summary

What's Changed?

The most significant changes to the annual Interlaken Town budget from previous years can be summarized as follows:

1. Increase in property taxes and annual water billing. Combined, these increases will total on the average \$279 per lot owner, based on assessed property value.
2. Capital expenditure on required pump house generator - \$40K to be spent in FY2020.
3. Capital expenditure on a new dumpster (DPW) site - \$60K to be spent in FY2020.

Interlaken Town Budget Fiscal Year Ending 6/30/20 Staff Report

4. Capital investment in roads - \$30K to be spent in FY2020.
5. Future commitment to increased road and water system funding. Contributions to reserves will increase over time during a 10-year buildup schedule. By FY2029 transportation system reserves should increase to over \$423K, water system reserves to over \$940K. In this same timeframe, \$360K is dedicated to road system capital improvements and \$180K to annual road maintenance. For the water system, capital improvement spending will reach \$93K in the same 10-year timeframe. Maintenance and repair spending for the water system is budgeted at \$50K. Note that the large increase in water system reserves may be offset if more funds are used for water system capital improvements in that 10-year timeframe. For both roads and the water system, any funds not used in a fiscal year earmarked for capital improvements or maintenance will be transferred into reserves at the end of the fiscal year.

Your Feedback

Please attend the FY2020 Budget Hearing on **June 3, 2019 at 6:30 pm**. The location will be 236 Luzern Road, the Town Pump house. If you cannot attend this meeting, you may forward your comments regarding the budget to the Town Clerk at interlakenclerk@gmail.com and they will be presented at the meeting.

Thanks,
Bart Smith, Interlaken Town Clerk

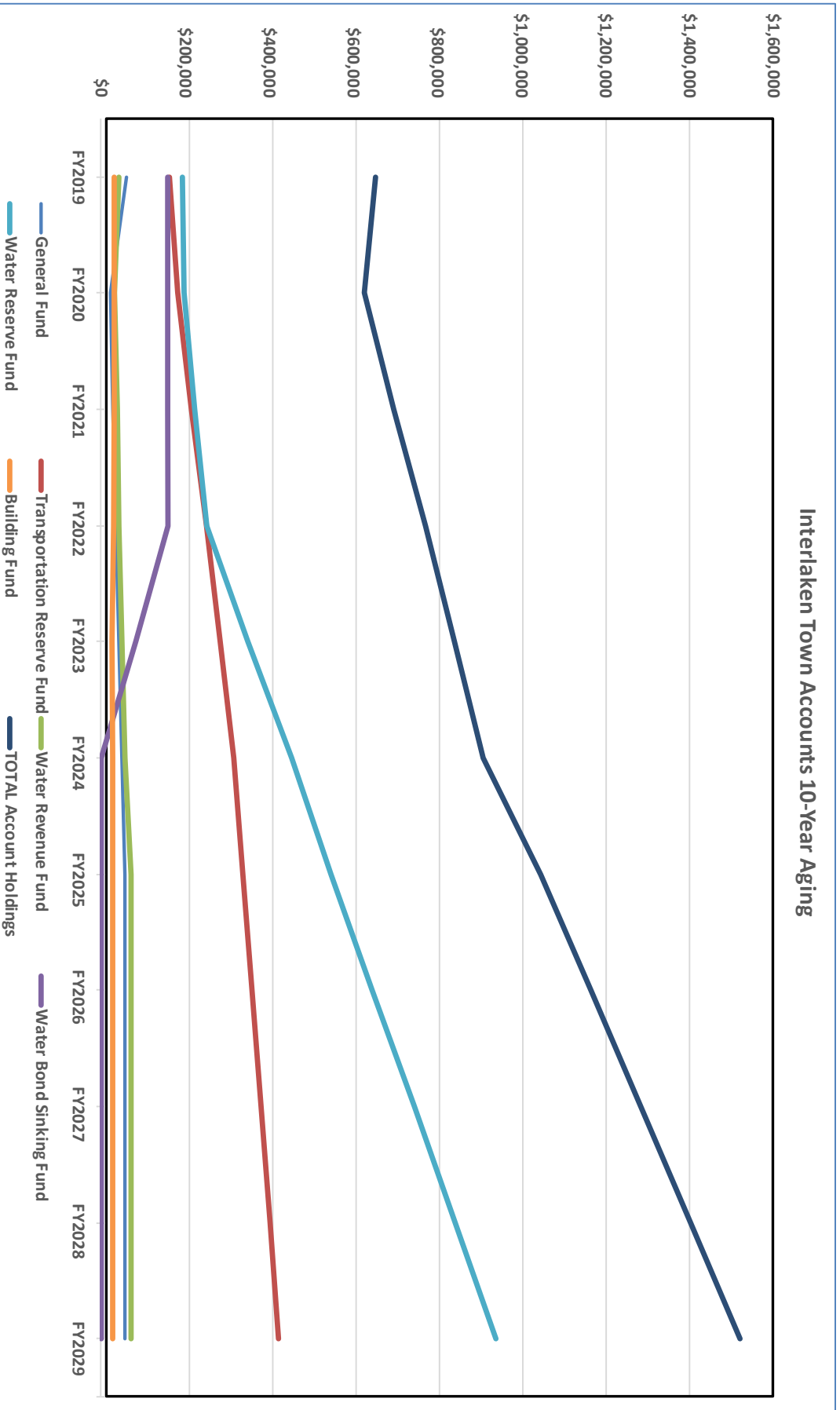
Capital Improvement Projects - Roads and Water			FY2020		FY2021		FY2022		FY2023		FY2024		FY2025		FY2026		FY2027		FY2028		FY2029	
Financed Project	Funding Duration (Yrs)	10-Year Contribution Forward	Total Budget Amount	Addl Cost per Lot	Total Budget Amount	Addl Cost per Lot	Total Budget Amount	Addl Cost per Lot	Total Budget Amount	Addl Cost per Lot	Total Budget Amount	Addl Cost per Lot	Total Budget Amount	Addl Cost per Lot	Total Budget Amount	Addl Cost per Lot	Total Budget Amount	Addl Cost per Lot	Total Budget Amount	Addl Cost per Lot	Total Budget Amount	Addl Cost per Lot
Pump House Generator Purchase and Installation	3	\$ 43,056	\$14,352	\$78	\$14,352	\$78	\$14,352	\$78														
DPW / Dumpster Site Development	5	\$ 60,000	\$12,000	\$65	\$12,000	\$65	\$12,000	\$65	\$12,000	\$65	\$12,000	\$65	\$12,000	\$65								
Road System Capital Improvements - Additional Revenue	10	\$310,000	\$25,000	\$136	\$25,000	\$136	\$25,000	\$136	\$25,000	\$136	\$25,000	\$136	\$25,000	\$136	\$37,000	\$201	\$37,000	\$201	\$37,000	\$201	\$37,000	\$201
Road System Capital Improvements - Currently Funded	10	\$ 50,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	
Transportation Reserve Fund Contribution from State	10	\$159,090	\$13,408	\$13,408	\$13,408	\$13,408	\$13,408	\$13,408	\$13,408	\$13,408	\$13,408	\$13,408	\$13,408	\$13,408	\$18,408	\$18,408	\$18,408	\$18,408	\$18,408	\$18,408	\$18,408	
Water System Reserve Fund Contribution - already funded	10	\$230,000	\$5,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	
Water System Reserve Fund Contribution - Additional after Water Bond payoff	5	\$505,000							\$75,000	\$80,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	
Water System Improvement 5 year plan FY2018 thru FY2022 - already funded	3	\$ 15,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000														
Water System DWB Bond Payoff - 8 years total - 5 years remaining	5	\$391,250	\$78,678	\$78,382	\$78,068	\$77,736	\$78,386	\$0														
Net Collected Revenue Increase over Current FY2019 Amount - Total Collected and Amount per Lot Collected			\$51,352	\$279	\$51,352	\$279	\$51,352	\$279	\$37,000	\$201	\$37,000	\$201	\$107,000	\$201	\$107,000	\$201	\$107,000	\$201	\$107,000	\$201	\$107,000	\$201
Revenue Adjustments Year to Year			Increase in County Tax and Water Rates		No Change from Previous Year		No Change from Previous Year		No change in County Tax, Water Rates decreased		No Change from Previous Year		No Change from Previous Year		No Change from Previous Year		No Change from Previous Year		No Change from Previous Year		No Change from Previous Year	
Average Wasatch Cty Assessed Tax Increase/Decrease from Previous Year			\$37,000	\$201	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interlaken Water Billing Increase/Decrease from Previous Year - for all lots			\$14,352	\$78	\$0	\$0	\$0	\$0	(\$14,352)	(\$78)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Appendix B

Interlaken Town 10-Year Accounts Aging Study

Interlaken Town Accounts Aging - Fiscal Year End Balances												
Zion Account	10 Year Change	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
General Fund	(2,790)	\$ 61,394	\$ 23,024	\$ 28,154	\$ 35,784	\$ 43,564	\$ 50,844	\$ 58,604	\$ 58,604	\$ 58,604	\$ 58,604	\$ 58,604
Transportation Reserve Fund	261,780	\$ 161,451	\$ 180,079	\$ 215,707	\$ 251,335	\$ 284,463	\$ 317,591	\$ 338,719	\$ 359,847	\$ 380,975	\$ 402,103	\$ 423,231
Water Revenue Fund	39,791	\$ 43,626	\$ 32,483	\$ 37,654	\$ 43,157	\$ 51,196	\$ 59,235	\$ 72,274	\$ 72,274	\$ 72,274	\$ 72,274	\$ 72,274
Water Bond Sinking Fund	(159,873)	\$ 159,873	\$ 159,977	\$ 160,063	\$ 160,131	\$ 82,795	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water Reserve Fund	752,609	\$ 188,161	\$ 193,761	\$ 219,361	\$ 244,961	\$ 345,561	\$ 450,770	\$ 546,370	\$ 644,970	\$ 743,570	\$ 842,170	\$ 940,770
Building Fund	(3,685)	\$ 30,629	\$ 30,684	\$ 30,739	\$ 30,794	\$ 26,844	\$ 26,894	\$ 26,944	\$ 26,944	\$ 26,944	\$ 26,944	\$ 26,944
TOTAL Account Holdings	876,689	\$ 645,134	\$ 620,008	\$ 691,678	\$ 766,162	\$ 834,423	\$ 905,334	\$ 1,042,911	\$ 1,162,639	\$ 1,282,367	\$ 1,402,095	\$ 1,521,823

Appendix C



Appendix D

FY2020 Interlaken Town Proposed Budget Revisions REV06

Line#	FY2019 Line Item	FY2019 Fund	FY2018 Actual Amount	FY2019 Budgeted Amount	FY2020 Proposed Change	FY2020 Line Item Dollar Amount	Reason for Change
5	Annual Wasatch County Tax Assessment	General - Revenue	\$78,189	\$74,434	Tax Revenue Increase	\$116,000	Wasatch County Tax Increased by \$37K to pay for 10-year funding for Road System Capital Improvement and 5-year funding for DPW/Dumpster site. Variable increase based on assessed property value. Average increase per lot would be \$201.
8	1% State Sales Tax (estimate)	General - Revenue	\$22,033	\$20,226	State Sourced Revenue Increase	\$24,000	Projected FY2020 Increase based on 3 QTR FY2019 collection.
11	Revenue from BHR Settlement	General - Revenue	\$0	\$0	Line Item Deleted	NA	Full BHR settlement amount \$33K was deposited directly into the Transportation Reserve Fund in FY2019.
12	New Owner Transfer Fees	General - Revenue	\$400	\$400	Revenue Deposited into Water Revenue	\$0	FY2020 Forward, new owner transfer fees will be deposited into Water Revenue Fund.
13	B&C Road Tax (estimate)	General - Revenue	\$18,408	\$18,408	No Change	\$18,408	Projected FY2020 revenue close to previous years.
20	Transfer from Water Revenue Fund (50% of admin. expenses)	General - Transfer In	\$30,700	\$30,550	Reduction of shared Expenses	\$27,000	Projected Administrative expenses in FY2020 reduced.
21	Transfer from Transportation Reserve Fund for Capital expenses	General - Transfer In	\$101,000	\$0	No Change	\$0	FY2020 Capital Expenditures will be funded directly from incoming Wasatch County Tax revenue.
28	Transfer of B&C Road Tax to Transportation Reserve Fund	General - Transfer Out	(\$18,408)	(\$18,408)	Reduction of Reserve Contribution	(\$13,408)	Normally all B&C Road Tax revenue is allocated to road reserves. In FY2020 a portion of the B&C Road Tax will be kept in the General fund to pay for capital improvements. Starting in FY2021 all B&C Road Tax revenue will be allocated to reserves.
28a	Trfr General to Transportation Reserve. Net Settlement - Attorney fees for BHR	General - Transfer Out	\$0	\$0	Line Item Deleted	NA	Full BHR settlement amount \$33K was deposited directly into the Transportation Reserve Fund in FY2019.
29	Contribution to Capital Improvements in Transportation Reserve Fund	General - Transfer Out	(\$55,000)	\$0	Reduction of Reserve Contribution	\$0	In FY2020 only contributions to road reserves come from B&C Road Tax. Going forward, FY2021 contributions will increase.
38	Town Clerk & Webmaster	General - Expense	(\$16,700)	(\$20,000)	Expense Reduced	(\$16,000)	Expense reduced due to implementation of time-saving tools for water billing, financial reporting, website development, and other tasks.
44	Town Attorney	General - Expense	(\$16,690)	(\$25,000)	Expense Reduced	(\$16,000)	FY2020 legal fees expected to be reduced upon completion of BHR Road Maintenance Agreement and other consultations.
44a	Attorney fees for BHR settlement/agreement	General - Expense	(\$7,454)	\$0	Line Item Deleted	NA	BHR settlement completed in FY2019.
45b	Municipal Election Balloting & Noticing	General	\$0	\$0	Increased Expense	(\$500)	Budgeting for November 2019 Elections Expenses
51a	Water Master & Asst Payroll taxes	General - Expense	(\$1,297)	\$0	Line Item Name Changed	(\$4,000)	FY2018 Payroll taxes were mistakenly paid out of General Fund. For FY2019 and going forward, these were paid out of Water Revenue. This line item was changed to "State Payroll (FY18 only) and Federal IRS Taxes" to accommodate future IRS payments and past State Payroll payments.
56	Additional Contract Expenses	General - Expense	(\$1,512)	(\$2,500)	Expense Increased	(\$8,000)	Additional routine maintenance scheduled for FY2020, including shoulder clearing and cleanup.
60	Capital Investment in Roads	General - Expense	(\$82,605)	\$0	Expense Increased	(\$30,000)	Additional capital investment in road system scheduled for FY2020.
60b	DPW Site Construction - Capital Investment	General - Expense	\$0	\$0	New Line Item Expense	(\$60,000)	On-time expense for construction of a new DPW site to house our dumpsters, fully expensed in FY2020.
60c	Annual DPW Site Maintenance Expenses	General - Expense	\$0	\$0	New Line Item Expense	(\$1,200)	Annual expense dedicated to a maintenance of the DPW site.
77a	Trfr from General Fund - Net Settlement minus Attorney fees for BHR	Transportation Reserves - Transfer In	\$0	\$0	Line Item Deleted	NA	Full amount \$33K was deposited directly into the Transportation Reserve Fund in FY2019.
92	Annual Water Utility Base Usage Fee	Water Revenue - Revenue	\$153,718	\$157,721	Revenue Increase	\$174,000	Increase in the base usage fee annual billing of \$78 per lot. Revenue is dedicated to addition of a pump house generator to meet State requirements. Project funded over 3 years.

Appendix E

	Interlaken Town Statement of Revenue and Expense ¹															
	Interlaken Town Statement of Revenue and Expense															
	Water Bond Sinking		Water Revenue		Water Reserve		Transportation Reserve		Building		General					
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget				
Income - All Accounts																
5 Annual Road Tax Assessment - Wasatch County	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 78,435	\$ 74,434		
6 Prior Year Assessments	\$ -	\$ -	\$ 547	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
7 Late Fees - Assessments (all years)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
8 1% State Sales Tax (estimate)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,776	\$ 20,226		
all Interest Income	\$ 304	\$ 173	\$ 66	\$ 36	\$ 440	\$ 250	\$ 165	\$ 100	\$ 43	\$ 10	\$ 86	\$ 33	\$ -	\$ -		
11 Revenue from BHR Settlement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
12 New Owner Transfer Fees	\$ -	\$ -	\$ 150	\$ -	\$ -	\$ -	\$ 33,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 74	\$ 400		
13 B&C Road Tax (estimate)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,460	\$ 18,408		
14 Building App & Inspection Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150	\$ -		
92 Annual Water Utility Base Fees	\$ -	\$ -	\$ 149,891	\$ 157,721	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
95 Metered Water Overages	\$ -	\$ -	\$ 10,331	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
95a Water Connect Fee	\$ -	\$ -	\$ -	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
95b Water Billing Late Fees	\$ -	\$ -	\$ 75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
95c New Owner Transfer Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
169 Building Application Fees (Varies with application)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ -		
170 Water Connect Fees (\$200 per project)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350	\$ 700	\$ 350	\$ -	\$ -	\$ -		
171 Road Impact Fees (\$2,500 per project)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,250	\$ 400	\$ -	\$ -	\$ -	\$ -		
172 Damage Deposits (\$2,500 per project, refundable)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,300	\$ 5,000	\$ 150	\$ -	\$ -	\$ -		
173 Completion Deposits (\$1,500 per project, refundable)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ 3,000	\$ -	\$ -	\$ -	\$ -		
173a Plan Review & Inspections (Town Engineer)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,480	\$ 10,000	\$ 250	\$ -	\$ -	\$ -		
173b Variance Application Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ -		
Total Income	\$ 304	\$ 173	\$ 161,060	\$ 166,007	\$ 440	\$ 250	\$ 33,165	\$ 100	\$ 11,172	\$ 24,610	\$ 113,732	\$ 113,501	\$ -	\$ -		
Transfers into General Fund																
19 Transfer from Building Fund (Application Fees for admin costs)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700		
20 Transfer from Water Revenue Fund (50% of admin. expenses)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,550		
21 Transfer from Transportation Reserve Fund for Capital expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Transfers out of General Fund																
28 Transfer to Transportation Reserve of B&C Road Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (18,408)		
29 Transfer to Transportation Reserve Capital Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (6,000)		
30 Transfer to Building Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Transfers into Water Revenue Fund (Checking)																
100 Transfer from Building Fund (Water Connect Fees)	\$ -	\$ -	\$ 400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
101 Transfer from Bond Sinking Fund for current year Water Bond payment	\$ -	\$ -	\$ 78,121	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
102 Transfer from Water Reserve Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Transfers out of Water Revenue Fund																
105 Transfer to Water System Reserve Capital Fund	\$ -	\$ -	\$ (7,770)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
106 Transfer to General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
107 Transfer to Bond Sinking Fund	\$ -	\$ -	\$ (78,121)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
108 Transfer to Water System Capital Facilities Replacement Reserve Acct	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
109 Transfer to General Fund for 50% of Administrative expenses	\$ -	\$ -	\$ (30,550)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Transfers into Transportation Reserve Fund																
77 Transfer from General B&C Road Tax to Transportation Reserve Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,408	\$ -		
78 Transfer to Transportation Reserve Fund for Capital Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
80 Transfer from Building Fund of Road Impact Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -		
Transfers out of Transportation Reserve Fund																
83 Transfer to General Fund for Transportation Capital Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Transfers into Water System Capital Reserves Fund																
154 Transfer from Water Revenue Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,770	\$ -	\$ -	\$ -	\$ -	\$ -		
Transfers out of Water System Capital Reserves Fund																
161 Transfer to Water Revenue Fund (temporary loan)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Transfers into Building Fund																
177 Transfer from General Fund for Special Epic Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000	\$ -		

Interlaken Town Statement of Revenue and Expense													
QTR1 thru QTR3 - July 01, 2018 through March 31, 2019													
Interlaken Town Statement of Revenue and Expense													
	Water Bond Sinking		Water Revenue		Water Reserve		Transportation Reserve		Building		General		
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	
Transfers out of Building Fund													
180	Transfer to General Fund (Application Fees for admin costs)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
181	Transfer to Water Revenue (Water Connect Fees)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
182	Transfer to Transportation Reserve for Road Impact Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers into Bond Sinking Fund													
138	Transfer from Water Revenue Fund	\$ -	\$ 78,121	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
141	Transfer to Water Revenue Fund to pay current year bond	\$ (77,889)	\$ (78,121)	\$ 77,889	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Transfers Between Funds		\$ (77,889)	\$ -	\$ 77,889	\$ (37,920)	\$ -	\$ 7,770	\$ -	\$ 23,408	\$ -	\$ (100)	\$ -	\$ 6,842
General Fund Expenses													
Administrative Expense													
37	Commissions, Committee, Council Mtg Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,200)
38	Town Clerk & Webmaster	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (8,033)
39	Association Memberships	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (289)
40	Web Hosting Expense (annual WIX, GoDaddy)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (36)
40a	Town Council Equipment & Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (393)
41	Meeting Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (143)
42	Bookkeeping and Accounting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (4,323)
43	Bank Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44	Town Attorney	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (9,862)
44a	Attorney Fees for BHR settlement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (12,845)
45a	Animal Control through Interlocal Agreement w/ Heber City	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (762)
45b	Municipal Election Ballotting & Noticing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
46	Misc. Admin. Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (46)
47	Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (3,899)
48	Office Supplies (postage + supplies)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (433)
49	Building Inspector	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51	Additional Consulting Fees (Codifiers, etc.)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,918)
51a	Federal IRS Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (43,961)
Total Administrative Expenses		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (66,927)
Annual Road Maintenance Expense from General Fund													
55	Annual Road Repair & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (11)
56	Additional Contract Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (6,236)
56a	Road Signage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (859)
57	Contract Service (Snow Removal)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (32,500)
58	Supplies - Sal, Sand, etc	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (3,300)
Annual Road Capital Expenses		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (3,300)
60	Capital Repairs, Maintenance & Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Road Maintenance and Capital Expenses:		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (42,906)
Total General Fund Expenses		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (86,867)
Water Revenue Fund Expenses													
Bond Payment													
114	Water Bond Payment, Due annually in January	\$ -	\$ -	\$ (77,889)	\$ (78,121)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses													
116	Payroll - Water Master & Asst Water Master	\$ -	\$ -	\$ (8,167)	\$ (16,800)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
117	Water Repair/Replacement, Water System Equipment, Supplies	\$ -	\$ -	\$ (6,423)	\$ (8,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
118	Chemicals & Monitoring	\$ -	\$ -	\$ (484)	\$ (3,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
119	Telemetry System Operating Costs	\$ -	\$ -	\$ (1,127)	\$ (375)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
120	Water Share Fee, Education, etc.	\$ -	\$ -	\$ (13)	\$ (375)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

