

EVANSTON CITY COUNCIL
Second Regular Meeting
June 17, 2014

The official record of proceedings of the second regular meeting of the Evanston City Council for the month of June was held in the Council Chambers of City Hall on the above date. These proceedings were video recorded.

Vanessa Weekly led those in attendance in the pledge of allegiance to the Flag.

The roll was called and with a quorum being present, Mayor Joy Bell called the meeting to order at 5:30 p.m. and welcomed everyone present.

Those present from the governing body at the start of the meeting were: Mayor Bell; Councilmembers Tim Lynch, Curtis Rex, Evan Perkes, David Welling, Sandra Meyer, and Wendy Schuler.

Staff members present at the start of the meeting were: Director of Administrative Services/City Clerk, Amy Grenfell City Engineer, Brian Honey; Police Chief, Jon Kirby; Director of Planning & Development, Paul Knopf; City Treasurer, Kathy Defa; Director of Parks and Recreation, Dennis Poppinga; Public Works Director, Oop Hansen; and Deputy City Clerk, Nancy Stevenson. City Attorney, Dennis Boal was excused. A group of interested citizens were also present.

Approve Agenda

Councilmember Welling moved, Councilmember Meyer seconded, to approve the agenda. The motion passed unanimously with 7 yes votes: Bell, Lynch, Rex, Perkes, Welling, Meyer, Schuler.

Approve Minutes

The official record of proceedings for the City Council Meeting held June 3, 2014, Special City Council Meeting held June 10, 2014 and a Work Session held June 10, 2014 were approved as presented.

Bills

Councilmember Schuler moved, Councilmember Rex seconded, to approve the following bills for payment:

June 4, 2014 to June 17, 2014

VENDOR	FOR	AMOUNT
AXA Equivest	Payroll	1,949.64
Beneficial Life Insurance	Payroll	269.68
Blue Cross Blue Shield	Payroll	114,270.19
Delta Dental	Payroll	6,535.10
Flexshare	Payroll	3,593.00
ING	Payroll	29.20
NCPERS	Payroll	80.00
Parks & Recreation	Payroll	193.71
The Hartford	Payroll	196.30
Uinta County Court	Payroll	101.91
Vantagepoint	Payroll	1,055.43
Vision Service Plan	Payroll	1,113.45
WEBT	Payroll	979.00
Wells Fargo	Payroll	192.00
Wyoming Child Support	Payroll	307.05
Wyoming Dept of Employment	Payroll	7,233.04
Payroll	Payroll	114,000.38
EFTPS	Payroll	40,794.36
First Advantage	Testing	122.00
All West	Internet	788.96
Allied Insurance	Insurance	104,633.00
Brownells	Supplies	43.65
Caselle	Support/Maintenance	523.67
Cowboy Motor	Parts	65.10
Castle Rock Chevrolet	Parts	2.24
Cazin's	Supplies	945.08
CD's Electric	Electrical	1,430.20
Cassidy's Critter Control	Services	60.00
City of Evanston	Utilities	13,549.42
Cajun Computers	Services	70.00
Copy Cats	Printing	140.00
Boot Barn	Safety Boots	148.74
Course Trends	Website	295.00
Norco	Supplies	25.83
Diversified Inspection	Services	2,667.60

Ellingford's	Cement	515.00
Energy Laboratories	Testing	291.00
Energy Management	Services	170.00
Evanston Chamber of Commerce	Awards	1,024.00
Evanston Parks & Recreation	City Subsidy	91,555.00
Evanston Renewal Agency	Promotional	1,050.00
Fife Welding	Top Soil	2,360.00
First Bank	Visa	9,136.08
Fastenal	Supplies	101.62
Freeway Tire	Tires	680.25
Flowtech	Repairs	2,202.05
GCSAA	Dues	365.00
Great Basin Turf	Supplies	3,265.50
Murdochs	Supplies	2,897.52
Harrington Industrial Plastics	Parts	121.26
Harris Law Office	Contract	4,000.00
Hutchinson Oil	Fuel	3,644.72
Sports World	Supplies	1,147.63
Intermountain Electric	Electrical	4,595.00
Intermountain Sweeper	Parts	55.64
J-Bar Trucking	Freight	399.28
J-Bar Excavation	Sand	798.56
Kallas Automotive	Parts	2,377.86
Keith's Feed	Fertilizer	2,076.00
Lincoln County Sheriff's Office	Services	420.00
MJB Animal Clinic	Supplies	19.50
Mobile Golf Service	Parts	221.51
Municipal Valve	Parts	1,642.00
Morcon Industrial	Supplies	260.08
Bradley Mosier	Refund	100.00
Mountain West Business Solutions	Contract	850.82
Questar Gas	Utilities	6,082.80
Mountain Regional Services	Services	334.35
Myers/Anderson Architects	Contract	31,500.00
Neves Uniforms	Supplies	952.28
Nike Golf	Supplies	1,149.48
Office Products Dealer	Supplies	627.32
Pine Top Engineering	Repairs	390.34
PC Innovation	Services	50.00
Proforce Law Enforcement	Supplies	1,969.95
Quality Engraving & Locksmith	Repairs	20.00
Real Kleen Janitorial	Services	3,110.90
Redi Services	Repairs	27,100.00
Remote Control Services	Supplies	3,052.00
Rip's Grocery	Propane	53.90
Rocket Sanitation	Services	80.00
Rocky Mountain Turf	Parts	1,000.00
Safety Supply & Sign	Signs	737.66
Six States	Parts	28.50
Skaggs	Supplies	2,057.91
Paul R. Skog	Services	3,883.20
Standard Plumbing	Parts	71.98
Stateline Metals	Repairs	180.00
Alsco	Laundry Services	578.33
Superior Rental	Services	141.65
Tom's HVAC	Repairs	440.70
Titleist	Supplies	102.02
Uinta County Herald	Ads	1,826.55
Century Link	Utilities	1,571.23
Rocky Mountain Power	Utilities	32,262.51
UV Doctor	Equipment	5,500.00
Vanderbeken Enterprises	Services	3,280.00
Wyoming Waste Systems	Services	267.45
Westar Printing	Printing	1,032.25
Waxie Sanitary Supply	Supplies	1,252.44
White Mountain Lumber	Supplies	286.18
Wyo Assoc of Sheriffs	Dues	350.00
Wyoming Dept of Transportation	Supplies	126.63
One-Call of Wyoming	Services	144.00
DLT Solutions	Renewals	6,008.67
Dana Kepner	Parts	2,549.00
Highland Golf	Parts	171.80
Uinta County Public Health	Vaccinations	75.00
Aspen Grove Nursery	Sod	250.00
Sherwin Williams	Paint	565.17

JC Golf Equipment	Supplies	140.20
Swire Coca-Cola	Supplies	240.24
Mity Lite	Equipment	886.76
JC Electric	Repairs	837.22
Darrell Layton	Services	700.00
Golden Rule	Services	10.50
Surge Hydraulics	Parts	705.00
Paul Barnell	Supplies	200.00
Erica Griggs	Refund	106.00
Joshua Hobson	Refund	600.00
Moises Gomez	Refund	250.00
Sheila Feinstein	Refund	300.00
Julie Jones	Reimbursement	220.00
Bridges	Refund	43.05
Charles Elmer	Refund	550.00
Rhett Groll	Reimbursement	79.74
Media Skills	Promotional	28,206.00
Shipping Plus	Shipping	100.09
Wright Express	Fuel	19,086.53
Joe Archuleta	Refund/Fees	200.00
Nutech Specialties	Supplies	122.50
Cate Equipment	Parts	13.56

The motion passed unanimously with 7 yes votes: Bell, Lynch, Rex, Perkes, Welling, Meyer, Schuler.

Revenue & Expenditure Report

Councilmember Lynch moved, Councilmember Perkes seconded, to approve the Revenue and Expenditure Report. The motion passed unanimously with 7 yes votes: Bell, Lynch, Rex, Perkes, Welling, Meyer, Schuler.

Council Comments

Councilmember Welling reminded everyone of the many events that will take place in Evanston this week, including the start of the Farmers Market, the Bluegrass Festival, Rodeo Series, Wyoming Downs, and the Cowboy Joe Golf Tournament/Dinner.

Councilmember Meyer gave a brief report of some the session that she was able to attend at the WAM Convention and also reminded everyone that the State Candidate Forum will be held this Thursday evening.

Councilmember Schuler invited everyone to attend the many event that will take place this coming week. Mrs. Schuler also commented on the National Coaches Conference she recently attended.

Mayor Bell also invited everyone to attend and participate in the events this week and she also thanked all those who have helped with all the events that took place over the last couple of weeks.

Special Presentation/Crimestoppers Award

Councilmember Tim Lynch and Lieutenant William Jeffers presented Vanessa Weekly with the Southwest Wyoming Crimestopper Quarterly Award. Lieutenant Jeffers stated that because of her devotion to duty and the community, Vanessa is a perfect candidate for this recognition.

Appointment/Parks & Recreation District Board

Councilmember Welling moved, Councilmember Meyer seconded, to approve the Mayor's re-appointment of Tim Lynch to the Parks and Recreation District Board for a three (3) year term ending June of 2017. The motion passed unanimously with 6 yes votes: Lynch, Rex, Perkes, Welling, Meyer, Schuler.

Public Hearing/Budget Modifications for Fiscal Year 2014

Mayor Joy Bell conducted a Public Hearing to receive public input on the proposed modification to the budget for the Fiscal Year 2014. City Treasurer, Kathy Defa explained the proposed budget modifications. No one else addressed the issued and the hearing was closed.

Public Hearing/Annual Budget 2014-2015

Mayor Joy Bell conducted a public hearing to receive public information, input, comments, and concerns for the City of Evanston Fiscal Year 2014-2015 Annual Budget. City Treasurer, Kathy Defa gave an overview and brief summary of the budget. No one else addressed the issue and Mayor Bell closed the hearing.

Resolution 14-35

Councilmember Perkes introduced Resolution 14-35. Councilmember Perkes moved, Councilmember

Schuler seconded, to adopt Resolution 14-35.

Resolution 14-35: RESOLUTION OF CITY OF EVANSTON, WYOMING, AUTHORIZING THE EXECUTION OF A CONTRACT FOR SERVICES WITH PORTER'S FIREWORKS TO PROVIDE FIREWORKS DISPLAYS FOR THE CITY'S FOURTH OF JULY CELEBRATION AND NEW YEAR'S EVE CELEBRATION.

WHEREAS, the City of Evanston has solicited proposals from vendors to provide the fireworks displays for the City's Fourth of July Celebration and New Year's Eve Celebration; and

WHEREAS, Porter's Fireworks has submitted to the City the best proposals to provide the displays;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF EVANSTON, WYOMING THAT:

Section 1: The Mayor is hereby authorized to execute, and the City Clerk attest, on behalf of the City of Evanston, a Contract with Porter's Fireworks to provide fireworks displays for the City's Fourth of July Celebration and new Year's Eve Celebration, a copy of which is attached hereto.

PASSED, APPROVED AND ADOPTED the 17th day of June, 2014.

Joy Bell, Mayor

ATTEST:

Amy L. Grenfell, City Clerk

The motion passed unanimously with 7 yes votes: Bell, Lynch, Rex, Perkes, Welling, Meyer, Schuler.

Resolution 14-36

Councilmember Lynch introduced Resolution 14-36. Councilmember Lynch moved, Councilmember Meyer seconded, to adopt Resolution 14-36.

Resolution 14-36: RESOLUTION OF THE CITY OF EVANSTON, WYOMING, AUTHORIZING THE EXECUTION OF A CONTRACT WITH PORTER'S FIREWORKS TO PROVIDE A FIREWORKS DISPLAY FOR THE START OF STAGE 5 OF THE TOUR OF UTAH.

WHEREAS, the City of Evanston has solicited proposals from vendors to provide a fireworks display for the start of Stage 5 of the Tour of Utah;

WHEREAS, Porter's Fireworks has submitted to the City the best proposal to provide the display;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF EVANSTON, WYOMING THAT:

Section 1: The Mayor is hereby authorize to execute, and the City Clerk attest, on behalf of the City of Evanston, a contract with Porter's Fireworks to provide a fireworks display for the start of Stage 5 of the Tour of Utah, a copy of which is attached hereto.

PASSED, APPROVED AND ADOPTED the 17th day of June, 2014.

Joy Bell, Mayor

ATTEST:

Amy L. Grenfell, City Clerk

The motion passed unanimously with 7 yes votes: Bell, Lynch, Rex, Perkes, Welling, Meyer, Schuler.

Designated Fireworks Areas

Councilmember Welling moved, Councilmember Rex seconded, to designate Centennial Valley Parking Lot, Overthrust Ballfields Parking Lots, Overthrust Park Parking Lot, and Sulphur Creek Reservoir as public areas for the display of fireworks on July 3, 4, and 5, 2014. The motion passed unanimously with 7 yes votes: Bell, Lynch, Rex, Perkes, Welling, Meyer, Schuler.

Resolution 14-37

Councilmember Schuler introduced Resolution 14-37. Councilmember Schuler moved, Councilmember Meyer seconded, to adopt Resolution 14-37.

Resolution 14-37: RESOLUTION AUTHORIZING THE CITY OF EVANSTON, WYOMING TO ENTER INTO AN OPERATING AGREEMENT WITH THE EVANSTON PARKS AND RECREATION DISTRICT FOR THE OPERATION, MANAGEMENT AND REGULATION OF RECREATION WITHIN THE CITY OF EVANSTON.

WHEREAS, the City of Evanston and the Evanston Parks and Recreation District have negotiated an agreement for the operation, management and regulation of recreation within the City of Evanston;

WHEREAS, the City and the Recreation District have set the agreement in writing, a copy of which is attached hereto;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF EVANSTON, WYOMING THAT:

Section 1: The Mayor is hereby authorized to sign, and the City Clerk is hereby authorized to attest, the Operating Agreement, a copy of which is attached hereto, with the Evanston Parks and Recreation District.

PASSED, APPROVED AND ADOPTED the 17th day of June, 2014.

Joy Bell, Mayor

ATTEST:

Amy L. Grenfell, City Clerk

The motion passed unanimously with 7 yes votes: Bell, Lynch, Rex, Perkes, Welling, Meyer, Schuler.

Resolution 14-38

Councilmember Meyer introduced Resolution 14-38. Councilmember Meyer moved, Councilmember Welling seconded, to adopt Resolution 14-38.

Resolution 14-38: RESOLUTION OF THE CITY OF EVANSTON, WYOMING, AUTHORIZING AND RATIFYING THE EXECUTION OF A PROFESSIONAL SERVICES CONTRACT WITH THE WYOMING BUSINESS COUNCIL ON BEHALF OF THE EVANSTON URBAN RENEWAL AGENCY TO ASSIST IN DOWNTOWN REVITALIZATION.

WHEREAS, the Evanston Urban Renewal Agency has submitted a technical assistance application to the Wyoming Business Council to obtain funds for downtown street poles & signs and staff & volunteer training, and;

WHEREAS, it is necessary for the governing body of the City of Evanston to approve and ratify the execution of the attached Professional Services Contract with the Wyoming Business Council in order to receive the funds;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF EVANSTON, WYOMING THAT:

Section 1: The execution of the attached Professional Services Contract between the Wyoming Business Council and the City of Evanston on behalf of the Evanston Urban Renewal Agency, by the Mayor is hereby approved, authorized and ratified.

PASSED, APPROVED AND ADOPTED the 17th day of June, 2014.

Joy Bell, Mayor

ATTEST:

Amy L. Grenfell, City Clerk

The motion passed unanimously with 7 yes votes: Bell, Lynch, Rex, Perkes, Welling, Meyer, Schuler.

Resolution 14-39

Councilmember Lynch introduced Resolution 14-39. Councilmember Lynch moved, Councilmember Perkes seconded, to adopt Resolution 14-39.

Resolution 14-39: A RESOLUTION AUTHORIZING ADJUSTMENTS TO THE BUDGET OF THE CITY OF EVANSTON, WYOMING FOR THE FISCAL YEAR ENDING JUNE 30, 2014 AND ALLOCATING SUCH FUNDS AND EXPENDITURES AMONG THE FUNDS AND DEPARTMENTS AS SPECIFIED HEREIN.

WHEREAS, the City of Evanston, Wyoming has previously adopted a budget for the fiscal year ending June 30, 2014 which budget estimated revenues and appropriated said revenues to the funds and departments of the City; and,

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF EVANSTON, WYOMING, THAT:

Section 1: The following funds and departments shall have their appropriations revised for the fiscal year as shown:

<u>Department</u>	<u>Adjustment</u>
GENERAL FUND	
For:	
Police Equipment	\$ 74,294 105254999

Homeland Security	11,774	105254925
Treasurer Dept - Computer Supplies	10,000	104412701
Boys/Girl Club	50,000	104375720
Patrol Vehicles	24,888	107016130
Safe Routes to School	700	107026296
Bear River Ball Field	4,075	107036339
Anderson Park	50	107036351
Bear River Greenway	17,300	107036352
Housing Authority	20,000	107515532
Revenue:		
Police Grant	\$ 66,959	\$ - 103610050
Homeland Security Grant	10,107	- 103610047
From:		
Grant Revenue	\$ 77,066	
General Fund		\$ 213,081 103951000
SUMMARY OF ADJUSTMENTS		
	Increase (Decrease)	From Revenue
General Fund	\$ 213,081	\$ 136,015
Grants		77,066
TOTAL	\$ 213,081	\$ 213,081

Section 2: The terms and conditions of the original budget shall remain as passed unless otherwise amended.

PASSED, APPROVED AND ADOPTED the 17th day of June, 2014.

Joy Bell, Mayor

ATTEST:

Amy L. Grenfell, City Clerk

The motion passed unanimously with 7 yes votes: Bell, Lynch, Rex, Perkes, Welling, Meyer, Schuler.

Resolution 14-40

Councilmember Rex introduced Resolution 14-40. Councilmember Rex moved, Councilmember Meyer seconded, to adopt Resolution 14-40.

Resolution 14-40: A RESOLUTION OF THE CITY OF EVANSTON, WYOMING, PROVIDING INCOME NECESSARY TO FINANCE THE BUDGET AND PROVIDE FOR AND AUTHORIZE ANNUAL APPROPRIATION OF FUNDS FOR FISCAL YEAR 2015.

WHEREAS, on the 29th day of April, 2014, the Treasurer of the City of Evanston, Wyoming, prepared from the Department Administrators and the Mayor and submitted to the City Council, a city budget for the 2015 fiscal year, beginning the 1st day of July, 2014, and ending the 30th day of June, 2015; and

WHEREAS, the governing body has reviewed this budget in detail, and discussed with the several Departmental Administrators concerning their individual budget requests and base budgets; and

WHEREAS, a copy thereof was made available for public inspection at the office of the City Clerk; and

WHEREAS, notice of a public hearing, as required by Wyoming State Statute, on said budget, together with the summary of said budget, was published in the Uinta County Herald, a legal newspaper, of general circulation in the City of Evanston, on the 6th day of June, 2014; and

WHEREAS, a public hearing was held on such Budget at the time and place specified in said notice, at which time all interested parties were given an opportunity to be heard; and

WHEREAS, the governing body has adopted the following overall mission statements to guide the execution of the budget:

- (1) To insure that all rules and regulations set forth by Evanston City Government are appropriate and pertinent to the quality of life of the residents of Evanston, Wyoming.
- (2) To expect a strong sense of accountability and dedication by all City employees to the people of Evanston, and to officially recognize those employees whose service to the citizens of Evanston reflect this goal.
- (3) To improve the overall communication and line of communication within the City.
- (4) To recognize and cultivate the importance of small businesses within Evanston, as well as to encourage industry to explore the resources in our community.

- (5) To stimulate proper management techniques so that the infra-structure of our City is functioning at the highest level of productivity.

WHEREAS, the governing body has adopted an expenditure control budget approach which encourages city employees to provide services more efficiently and cost effectively, allowing department heads discretion to transfer operational budget allocations within a division.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF EVANSTON, WYOMING THAT:

Section 1: The City Budget, as so revised and altered, be adopted as the official City Budget for the fiscal year ending 30 June, 2015.

Section 2: The following appropriations as provided for by General Property Taxation 8 mills (approximately equal to \$450,000) and other revenues, be made for the fiscal year ending 30 June, 2015, and that the expenditures of each Department, Division, or program be limited to the amount herein appropriated:

The following Department budget allocations shall be distributed to the various divisions by the department head, pursuant to Section 7 of this resolution:

CITY COUNCIL

For:	Administration	241,924	
	Emergency Reserve	93,000	
	Total:		334,924

JUDICIAL

For:	Administration	141,921	
	Total:		141,921

EXECUTIVE DEPARTMENT

For:	Administration	289,634	
	Attorney	157,000	
	Contingency	6,100	
	Total:		452,734

COMMUNITY DEVELOPMENT

For:	Administration	309,194	
	Total:		309,194

TREASURER

For:	Administration	369,510	
	Total:		369,510

CITY CLERK/ADMINISTRATIVE SERVICES

For:	City Clerk	333,240	
	Urban Renewal	112,096	
	Economic Development	21,250	
	General Services	972,521	
	Total:		1,439,107

PARKS & RECREATION

For:	Administration	1,259,266	
	Golf	1,204,517	
	Cemetery	273,127	
	Total:		2,736,910

POLICE

For:	Administration	417,334	
	Investigation	881,205	
	Patrol	1,667,909	
	Support	464,148	
	Youth Services	75,000	
	VOCA/Police Grants	100,484	
	Total:		3,606,080

PUBLIC WORKS

For:	Engineering	100,499	
	PW Administration	182,935	
	Streets	1,299,590	
	Water	3,119,381	
	Wastewater	1,273,215	
	Environmental Services	1,394,692	
	Motor Vehicle	74,250	
	Total:		7,444,562

ECONOMIC REINVESTMENT FUND			
For:	Economic Development	205,000	
	Total:		205,000
JOINT POWERS, COMMUNITY PROJECTS & GRANTS			
For:	Community Projects	863,960	
	Total:		863,960
LODGING TAX			
For:	Lodging Tax	225,050	
	Total:		225,050
GENERAL FUND TRANSFERS			
For:	Subsidize Funds	1,138,824	
	Total:		1,138,824
CAPITAL OUTLAY			
For:	Administration/Police	385,584	
	Community Development	686,828	
	Urban Renewal	2,207,000	
	Parks & Recreation	362,500	
	Public Works	17,000	
	Water Fund	1,515,796	
	Environmental Services	82,000	
	Cemetery	25,000	
	Total Capital Outlay		5,281,708
SUMMARY:			
	General Fund	15,107,456	
	Water Fund	4,635,177	
	Wastewater Fund	1,273,215	
	Environmental Services Fund	1,476,692	
	Cemetery Fund	298,127	
	Golf Fund	1,254,517	
	Motor Vehicle Fund	74,250	
	Economic Reinvestment Fund	205,000	
	Lodging Tax	225,050	
	Grant Total		24,549,484

See Attachment "A."

Section 3: All operational and capital expenditures shall be made in conformance to the budget and the intent expressed by the governing body during the budget adoption process. For fiscal year 2015, the general fund shall not pay the water fund, the annual installment of principal of \$43,000.00 for the loan made from the water fund to the general fund pursuant to Resolution 08-43. The general fund shall, however, pay to the water fund, the interest due on the unpaid principal balance of the loan for fiscal year 2015, calculated as provided by said Resolution.

Section 4: Pursuant to the policy established by the governing body, the Treasurer shall maintain uniform standard budget classifications governing expenditures incurred and revenues received by the City and its several departments.

Section 5: Upon the adoption of this resolution the Treasurer shall, pursuant to the policy established by the governing body, provide to each department instructions specifying the method and form of reallocating their budgets in conformance to the standard classification system and pursuant to the appropriations authorized.

Section 6: (a) Pursuant to the policy established by the Mayor, it shall be the duty of the Mayor to review all requisitions and other requests for expenditures submitted by a Department or agent of the City. After said review, the Treasurer shall at the minimum insure that:

- (1) The request conforms to the approved budget and corresponding appropriations.
- (2) Funds are available to defray the requested expenditure.
- (3) The request is proper, legal and is in accord with City Policy and Procedures.

(b) The Treasurer is further authorized to administer procedures established by the governing body governing the form and processing of interim budget revisions provided they conform to the following criteria:

- (1) The department head may elect to transfer budget allocations within a division without prior approval.
- (2) The department head may elect to transfer budget allocations between divisions with prior approval of the Mayor.
- (3) The department head may elect to transfer budget allocations from one department to another with the prior approval of the governing body.
- (4) Increases or decreases in budget allocations for personal services require the prior approval of the Mayor.
- (5) Inter-departmental transfers, changes in Capital Outlay Budgets and interfund transfers require the prior approval of the governing body.
- (6) No transfer shall be made which has the effect of increasing any series, class, object

or budget unless accompanied by a corresponding reduction in another series, class, object or budget.

- (7) Irrespective of amounts appropriated for personal services, the governing body shall approve, by specific motion, the creation of any new permanent positions. This subparagraph does not apply to the hiring of seasonal, temporary, or intermittent employees working part-time or full-time. However, seasonal, temporary or intermittent employees working more than 120 calendar days must be approved by the governing body.
- (8) No expenditure shall be made from a contingency account for Capital Outlay without the express prior approval of the governing body.

Section 7: Any unspent budget allocation and all capital outlay shall not be carried over to the following budget year. Any unspent merit pay shall not be carried over.

Section 8: Pursuant to the policy established by the governing body the treasurer shall monitor revenues received and expenditures made by the City to determine the City's cash needs. When treasurer determines that aggregate City expenditures will exceed the total of revenues expected in any yearly, quarterly, or monthly fiscal period the Treasurer shall, to prevent a deficit cash situation from arising, institute a proportional reduction in expenditure authorized for each department to the level of expected revenues. In placing such restriction in effect the Treasurer shall, consider as priority expenditures to preserve:

- (1) Commitments involving City bonded and loan indebtedness.
- (2) Obligations to Federal and State authorities.
- (3) Contractual arrangements to which the City is a party.
- (4) Personal Service costs for wages and benefits.

The Treasurer shall advise the governing body at its next scheduled meeting of any reductions ordered and the reasons prompting that action.

Section 9: Projects, activities and programs authorized for which grants from the United States of America, State of Wyoming, Uinta County or any other source are to be used for the purpose of payment of all or a portion of the project, activity or program are conditioned upon the receipt of the appropriated grant. In the event a grant is not received the project, program or activity shall not be undertaken, unless specifically approved by the governing body.

Section 10: By order of the governing body and for the purpose of the execution and administration of the budget for this fiscal year the following policy directions shall prevail.

(A) The City will pay on behalf of its full time permanent employees 11.94 percent (11.94%) of their gross salary to a Deferred Compensation Program or Wyoming Retirement Program.

(B) Each employee covered by the terms and conditions of the health/medical, dental and optical insurance policy shall be required to contribute through a payroll deduction, an amount equal to 8.2 percent of the monthly insurance premium. Qualified Retiree employees who receive the retirement health insurance option shall be required to pay 80% of insurance premium as per the Personnel Policy.

(C) The City will not participate financially in the payment of membership dues or fees on behalf of any employee unless the membership is granted in the name of the City of Evanston. The City will not contribute financially to the payment of any personal memberships.

(D) Where statutory or job description provisions specify that certain occupational certification or professional status is required as a condition to or of employment, the City will reimburse travel and associated costs related to attendance at schools, seminars or conferences when such attendance is for the purpose of maintaining or advancing professional status or occupational certification.

(E) The City will reimburse employees up to \$150 for protective footwear, as determined by the Department Administrator.

Section 11: There is hereby established the following fee schedules for the Fiscal Year beginning July 1, 2014:

POLICE

Reports, per page per side	\$1.00
Fingerprinting	5.00
Vin Inspections	10.00

Parking Tickets in Limited Parking Zones

Improper Parking	\$10.00
Angle Parking/Backed in	10.00
Posted No Parking/No Parking Zone	10.00
Parked Wrong Way on Street	10.00
Overtime Parking 1 st Offense	10.00
Overtime Parking 2 nd Offense	20.00
Parked on Sidewalk	75.00
In front of Public/Private Driveway	75.00
Within an Intersection	75.00
Upon Bridge/Elevated Structure/within Tunnel	75.00
Any place where official sign prohibit stopping	75.00
Within Twenty Feet of Fire Hydrant	75.00
Designated Fire or Emergency Vehicle Lane	75.00
Semi Parked on City Street	50.00
Obstructing Alleyway & Street	50.00
Handicap Parking/No Decal	75.00

Impound Fee

Dog, Puppy	
1st Offense	\$ 25.00

2nd Offense	50.00
3rd Offense	75.00
4 th or more Offense	100.00
Cat, Kitten	
1st Offense	\$ 25.00
2nd Offense	50.00
3rd Offense	75.00
4 th or more Offense	100.00
License Fee	
Annual	
Dogs - Altered	\$ 4.00
Dogs - Unaltered	15.00
Cats - Altered	4.00
Cats - Unaltered	15.00
Life Time	
Dogs - Altered	\$15.00
Cats - Altered	15.00
Adoption	
Dog	\$25.00
Cat	15.00
Puppy	5.00
Kitten	5.00
Euthanasia	
Dog	\$50.00
Cat	50.00
Cremation	
Dog	\$80.00
Cat	80.00
Cremation Container	5.00
Assigning Dog to Shelter	
Dog	\$25.00
Puppy	5.00
Assigning Cat to Shelter	
Cat	\$25.00
Kitten	5.00
Vaccination	\$10.00

PLANNING & ZONING

Conditional Use Permit	\$100.00	
Variance	200.00	
Height Exception	100.00	
Master Plan Amendment	200.00	
Zone Change	200.00	
Text Amendments	200.00	
Home Occupation	50.00	
Planned Unit Development - Minor Subdivision	250.00	
Planned Unit Development - Major Subdivision	500.00	
Minor Subdivision	250.00	
Major Subdivision	500.00	- for 20 lots or less: each additional lot \$25 with a maximum fee of \$1,000
Lot Line Adjustment	100.00	
Lot Split	200.00	
Vacating Property	100.00	
Zoning Ordinance	50.00	
Comprehensive Plan	70.00	
Mirror Lake Scenic Byway Plan	65.00	
Subdivision Regulations	40.00	
Bear River Drive Corridor Renaissance Plans	45.00	
Blueline Maps: Plats, City, Zoning, Aerials	5.00	
Photo copies, per page	1.00	
Subdivision Permit Fee/Wireless Communication Tower	1,000.00	

PUBLIC WORKS

Building Permit Fee is .010 times the cost of building or improvements, excluding land.
\$25.00 Minimum fee for all building permits.
Cut Permits - \$10.00 per square foot - forfeit payment after 2 years.

TREASURER

Fax Service	
Transmit, per page per side	\$ 2.00
Receive, per page per side	1.00

Returned Checks	25.00
Reports, per page per side	1.00
Copies/per page	.10
CLERK	
Catering/Malt Beverage Permit, per day	\$ 25.00
Liquor License Advertisement Fee - new or renewal	100.00
Resort License - Annually	1,500.00
Retail License - Annually	1,000.00
Restaurant License - Annually	500.00
Club License - Annually	100.00
Micro brewery - Annually	500.00
Micro winery - Annually	500.00
Bar & Grill License - Annually	1,500.00
Liquor License Transfer Fee	100.00
Fireworks Permit Fee:	
Annual July 1	\$ 100.00
Prorate January 1 - June 30	50.00
Business License Fees:	
Number of Employees:	
1-5	\$ 50.00
6-15	75.00
over 15	125.00
Mass Event License Fees:	
1-5 vendors	\$ 50.00
6-15 vendors	100.00
16-30 vendors	150.00
31-50 vendors	200.00
51-75 vendors	250.00
76-or more	300.00
Transient Merchant Fees (each)	\$25.00
Solicitor License	100.00
Additional Copy of Business License (each)	5.00
List	15.00

BUILDING RENTALS

NOTE: Buildings can be rented ½ days for either setup or cleanup for 50% of the daily user fee.

Private Functions: Family, Weddings, Parties

Machine Shop - User Fee \$400.00 per day + Cleaning & Damage Deposit \$800.00
Roundhouse - User Fee \$600.00 per day + Cleaning & Damage Deposit \$1,200.00
Beeman-Cashin - User Fee \$100.00 per day + Cleaning & Damage Deposit \$400.00
Depot - User Fee \$100.00 per day + Cleaning & Damage Deposit \$400.00
Chinese Gazebo - User Fee \$50.00 per day with \$100 Deposit - W/Beeman or Depot \$150.00 + Deposit \$400.00
Gazebo at Martin Park - User Fee \$50.00 per day with \$100 Deposit - W/Beeman or Depot \$150.00 + Deposit \$400.00
Depot Square (including Depot, Beeman-Cashin, Chinese Gzaebo, Gazebo at Martin Park and grassy area) - User Fee \$250.00 per day with \$500.00 deposit

For Profit Functions: Business, Events (Charging for Admission)

Machine Shop - User Fee \$600.00 per day + Cleaning & Damage Deposit \$1,200.00
Roundhouse - User Fee \$1,000.00 per day + Cleaning & Damage Deposit \$1,500.00
Beeman-Cashin - User Fee \$200.00 per day + Cleaning & Damage Deposit \$600.00
Depot - User Fee \$200.00 per day + Cleaning & Damage Deposit \$600.00
*Security Fee: (If alcohol is being served) \$300.00
Depot Square (including Depot, Beeman-Cashin, Chinese Gzaebo, Gazebo at Martin Park and grassy area) - User Fee \$125.00 per day with \$250.00 deposit

Public Non Profit Functions: Service Groups, Church, Scouts, Associations, Political Entities

Machine Shop - User Fee \$200.00 per day + Cleaning & Damage Deposit \$400.00
Roundhouse - User Fee \$300.00 per day + Cleaning & Damage Deposit \$600.00
Beeman-Cashin - User Fee \$50.00 per day + Cleaning & Damage Deposit \$200.00
Depot - User Fee \$50.00 per day + Cleaning & Damage Deposit \$200.00
Chinese Gazebo - User Fee \$25.00 per day +Deposit \$200.00 - W/Beeman or Depot \$75.00 + Deposit \$200.00
Gazebo at Martin Park - User Fee \$25.00 per day +Deposit \$200.00 - W/Beeman or Depot \$75.00 + Deposit \$200.00
Depot Square (including Depot, Beeman-Cashin, Chinese Gzaebo, Gazebo at Martin Park and grassy area) - User Fee \$250.00 per day with \$500.00 deposit

Meeting Rooms

Portland Rose + 3 breakout rooms (Challenger, City of Los Angeles, City of San Francisco) - User Fee \$50.00 Per Day + Cleaning and Damage Deposit \$200.00
Superintendent's Office - User Fee \$50.00 Per Day + Cleaning and Damage deposit \$200.00
Patterson Visitor's Center - User Fee \$50.00 Per Day + Cleaning and Damage Deposit \$200.00
Roundhouse Mezzanine - (used for meetings only - no events) - User Fee \$50.00 Per Day + Cleaning and Damage Deposit \$200.00

For Profit Sporting Events

\$1,200.00 + Deposit \$1,200.00

Complimentary Rentals

Funerals/Memorials
Benefits for individuals/families in need
Military
Elections – poling places
City of Evanston sponsored event
Evanston Urban Renewal Agency (EURA) sponsored event
Public Health & Safety Functions (SAFV, Health Fair, Blood Draw, Preparedness Fair)
All Alumni Reunion
School/Educational functions/tours during school hours (Preservation Days)
City Employees (full-time on City payroll) - 1 reservation per year for 1 day - immediate family only

GOLF FEES			
	9 Holes	18 Holes	Family/Jr/Executive 9 Holes (Punch Passes do not apply)
Public Adult Green Fees	\$ 15.00	\$ 26.00	\$10.00
Junior 18 years & under	9.00	16.00	6.00
Juniors before 8:30 am	4.00		
Seniors 62 yrs & over	11.00	19.00	7.00
*Golf Club Member Green Fees	11.00	19.00	7.00
Golf Cart Rental Per Seat	7.00	14.00	
Golf Cart Rental Pre Paid Card	70.00 Ten (10) Single Seat Golf Cart Rentals		
Twilight Green Fee	Half Price - 1½ hours before dusk		
5 Hole Golf Special	5 Hole Loop: Public \$8.00 *Golf Club Member \$6.00		
(Only Available 11:30 am - 1:30 pm Mon - Fri) (Punch Passes DO NOT APPLY)			
Spring Conditions	\$9.00 - \$14.00	\$18.00 - \$25.00 (Determined by Golf Pro)	
Junior Season Pass	\$150.00		
(Accepted Mon-12 noon Fri, No Holidays)			
*Golf Club Member Annual Pass	\$240.00 first adult, \$130 @ family member		
Public Punch Pass	124. 00 for (10), 9 hole rounds		
Junior Punch Pass	77.00 for (10), 9 hole rounds		
Senior Punch Pass	92.00 for (10), 9 hole rounds		
*Golf Club Member Punch Pass	92.00 for (10), 9 hole rounds		
*Senior Club Member Punch Pass	69.00 for (10), 9 hole rounds		
Minimum 18 Hole Tournament Entry Fee	39.00	(\$26/\$28 Green Fee + \$10.00 Prize Fund + \$3.00 Range Balls = \$39.00/41.00))	
League Green Fees	*Golf Club Member: Discounted Green Fees, Punch or Season Pass Public: Full Priced Green Fees or Punch Pass		
Tournament Green Fees	*Golf Club Member & Public: Minimum Tournament Entry Fee		
*Club Member Annual Cart Storage Fee	\$300.00 per year		
Private Cart Annual Trail Fees	\$200.00 (Required if *Club member cart is stored in cart garage)		
Private Trail Fees	6.00 per 9 holes		
Driving Range Fees	4.00 small bucket, 6.00 large bucket		
Driving Range Pass	50.00 – 10 Large Buckets		
Club House Locker Rentals	45.00 per year		
Club Rentals	5.00 and 10.00		
Pull Cart Rentals	3.00		
High School Golf Team Per Season	600.00 (20 Golfers Max)		
Handicap Cards	30.00 per person		
Tee Sign Hole Sponsor Fee	350.00 per year		

*Must Be Golf Club Members, Not Available to General Public

CEMETERY

Grave Space (perpetual care included)	\$ 550.00
Plot (8 sites, perpetual care included)	4000.00
Perpetual Care, each space	250.00
Opening - Weekday	275.00
- Saturday/Holiday	500.00
Opening - Infants - Weekday	100.00
Saturday/Holiday	175.00
Opening - Cremation Weekday	75.00
Saturday/Holiday	175.00
Disinterment - casket	650.00

- cremains	200.00
(Disinterment includes opening and closing for one body - one grave)	
Head Stone relocation - up to	100.00

GENERAL UTILITY CHARGES

Late and Delinquent Payment Penalty one and one half percent (1.5%) per month.

Service Restoration after 3:30 p.m. on days; weekends and holidays	\$75.00
Service Restoration for Delinquency	50.00
Account Deposit	100.00
Service Restoration Fee - Voluntary	20.00
Repair Service parts, labor and Frozen Meters	50.00
Water for Construction per 1,000 gal.	10.00
Monthly Administration Fee for Construction Water	20.00
Meter for Water Construction	50.00
Minimum Charge for Construction Water	20.00 per load up to 2,000 gal.

When a utility account becomes delinquent and subject to termination as provided by Section 23-15.1 of the City Code, the user may enter into an agreement with the City of Evanston for continued utility services. The agreement shall require the user to pay in full all current monthly charges for utility services incurred during each month of the term of the agreement, plus a minimum of one-twelfth (1/12) of the delinquent amount. The agreement shall further provide that if the user fails to make the payments designated in the agreement when due then the full unpaid amount, plus all delinquencies and penalties, shall be immediately due and payable in full.

WATER CONNECTION AND TAPPING

¾	inch Water Service	\$ 1,250.00
1	inch Water Service	1,500.00
1½	inch Water Service	2,000.00
2	inch Water Service	3,500.00
4	inch Water Service	7,750.00
6	inch Water Service	12,750.00
8	inch Water Service	18,000.00
10	inch Water Service	25,000.00

WATER METERS

6	inch	Omni T-2	\$ 4,200.00
¾	inch		275.00
1	inch		345.00
1½	inch	SR	620.00
1½	inch	Omni C-2	1,300.00
1½	inch	Omni T-2	950.00
2	inch	SR	815.00
2	inch	Omni C-2	1,475.00
2	inch	Omni T-2	1,150.00
4	inch	Omni C-2	3,050.00
4	inch	Omni T-2	2,400.00
6	inch	Omni C-2	5,125.00

WATER MONTHLY CHARGES

Line Size	Capital Replacement
¾ inch & 1 inch residential	\$6.07
1 inch commercial	10.63
1½ inch	19.74
2 inch	31.88
4 inch	77.42
6 inch	135.11

PLUS: \$2.20 per 1,000 gallons of potable water consumption for each metered utility service unit monthly.

\$1.40 per 1,000 gallons of non-potable water consumption for each metered utility service unit monthly.

\$.70 per 1,000 gallons of water consumption for each metered city sprinkler utility service unit monthly.

Un-metered flat rate per utility service is \$35.00, plus capital replacement cost, per month except for the months of July, August, September and October billing which will be \$75.00, plus capital replacement cost, per month.

WASTE WATER/SEWER CONNECTION TAPPING

¾	inch Water Service	\$ 1,500.00
1	inch Water Service	1,800.00
1½	inch Water Service	2,450.00
2	inch Water Service	4,300.00

4	inch	9,650.00
6	inch	15,900.00
8	inch	22,500.00
10	inch	31,250.00

WASTE WATER MONTHLY CHARGES

<u>Water Line Size</u>		<u>Capital Replacement</u>
¾	inch & 1 inch residential	\$ 5.28
1	inch commercial	13.19
1½	inch	21.10
2	inch	31.66
4	inch	71.23
6	inch	121.34

PLUS: \$1.45 per 1,000 gallons of actual water consumption, except residential, church and school accounts shall be billed an average amount, based on the actual consumption during November through January, for each month for the months of February through January.

Un-metered flat rate per utility service unit \$18.00, plus capital replacement cost.

The charge for private and commercial wastewater bulk dumpage into the City's wastewater system shall be charged at a rate of \$79.14 per load up to 1,000 gallons of wastewater.

SANITATION/ENVIRON

Monthly Refuse Service Fee Per:		
Capital Replacement Monthly Per		
Utility Service Unit		\$ 0.00
105 Gallon Container		
Picked Up Once A Week		10.50
Each Additional Pickup		10.50
300 Gallon Container		
Picked Up Once A Week		15.50
Each Additional Pickup		15.50
400 Gallon container		
Picked Up Once a Week		20.50
Each Additional Pickup		20.50
Involuntary Collection Per Pickup		32.00
Special Collection Per Pickup		20.00
Monthly Landfill Fee Per:		
105 Gallon Container		
Picked Up Once a Week		4.20
Each Additional Pickup		4.20
300 Gallon Container		
Picked Up Once a Week		10.30
Each Additional Pickup		10.30
400 Gallon Container		
Picked Up Once a Week		13.00
Each Additional Pickup		13.00
Community Event Pick-up		
As authorized by the Mayor	Variable	
Pickup Container for delinquency of utility account		15.00

NON CITY SERVICE AREA

Capital Replacement			
<u>Line size</u>		<u>Water</u>	<u>Waste Water</u>
¾	inch	\$ 6.07	\$ 5.28
1	inch	10.63	13.19
1½	inch	19.74	21.10
2	inch	31.88	31.66
4	inch	77.42	71.23
6	inch	135.11	121.34

WATER: PLUS up to \$4.10 per 1,000 gallons of water consumption for each utility service unit monthly as determined by the governing body.

WASTE WATER: PLUS up to \$3.03 per 1,000 gallons of water consumption, except residential, church and school accounts shall be billed an average amount, based on the actual consumption during November through January, for each month for the months of February through January, as determined by the governing body.

ENVIRONMENTAL SERVICES: Fees shall be set by the governing body, provided fees do not exceed the amounts as established below:

Monthly Refuse Service Fee Per:

Capital Replacement Monthly Per Utility Service Unit	\$ 0.00
105 Gallon Container	
Picked Up Once A Week	17.50
Each Additional Pickup	17.50
300 Gallon Container	
Picked Up Once A Week	28.50
Each Additional Pickup	28.50
400 Gallon container	
Picked Up Once a Week	37.50
Each Additional Pickup	37.50
Involuntary Collection Per Pickup	59.00
Special Collection Per Pickup	37.00

Monthly Landfill Fee Per:

105 Gallon Container	
Picked Up Once a Week	4.20
Each Additional Pickup	4.20
300 Gallon Container	
Picked Up Once a Week	10.30
Each Additional Pickup	10.30
400 Gallon Container	
Picked Up Once a Week	13.00
Each Additional Pickup	13.00

Storm Water: Monthly fee of 4.50 per service.

Onsite Detention Stormwater \$500.00 per acre
Offsite Detention Stormwater \$2500.00 per acre

PASSED, APPROVED AND ADOPTED the 17th day of June, 2014.

Joy Bell, Mayor

ATTEST:

Amy L. Grenfell, City Clerk

The motion passed unanimously with 7 yes votes: Bell, Lynch, Rex, Perkes, Welling, Meyer, Schuler.

Adjournment

With no further business to be conducted at this time Mayor Bell adjourned the meeting at 6:35 p.m.

Joy Bell, Mayor

Amy L. Grenfell, City Clerk