

CENTERVILLE WORK SESSION AGENDA

NOTICE IS HEREBY GIVEN THAT THE CENTERVILLE CITY COUNCIL WILL HOLD ITS WORK SESSION MEETING AT 5:30 PM ON September 3, 2019 AT THE CENTERVILLE CITY HALL COUNCIL CHAMBERS, 250 NORTH MAIN STREET, CENTERVILLE, UTAH. THE AGENDA IS SHOWN BELOW.

Meetings of the City Council of Centerville City may be conducted via electronic means pursuant to Utah Code Ann. 52-4-207, as amended. In such circumstances, contact will be established and maintained via electronic means and the meeting will be conducted pursuant to the Electronic Meetings Policy established by the City Council for electronic meetings.

Centerville City, in compliance with the Americans With Disabilities Act, provides accommodations and auxiliary communicative aids and services for all those citizens in need of assistance, including hearing devices. Persons requesting these accommodations for City-sponsored public meetings, services, programs, or events should call Jacob Smith, Centerville Management Services Director, at 801-295-3477, giving at least 24 hours notice prior to the meeting.

The full packet of backups materials can be found at <http://centerville.novusagenda.com/agendapublic>.

A. ROLL CALL

B. NEW BUSINESS

1. Presentation by JRCA Architects - City Hall Front Lobby
Annette Coleman will be presenting to the Council the proposed redesign for the Administrative/Finance Office. Annette is the Lead Interior Designer for JRCA Architects and will be the Project Manager.
2. Finance Director Position Discussion

CLOSED SESSION (CLOSED MEETING, IF NECESSARY, FOR REASONS ALLOWED BY STATE LAW, INCLUDING, BUT NOT LIMITED TO, THE PROVISIONS OF SECTION 52-4-205 OF THE UTAH OPEN AND PUBLIC MEETINGS ACT, AND FOR THE ATTORNEY-CLIENT MATTERS THAT ARE PRIVILEGED PURSUANT TO UTAH CODE ANN. 78B-1-137, AS AMENDED)

C. ADJOURNMENT

Leah Romero
Centerville City Recorder

CENTERVILLE

Staff Backup Report

9/3/2019

Item No. 1.

Short Title: Presentation by JRCA Architects - City Hall Front Lobby

Initiated By: Jacob Smith

Scheduled Time:

SUBJECT

Annette Coleman will be presenting to the Council the proposed redesign for the Administrative/Finance Office. Annette is the Lead Interior Designer for JRCA Architects and will be the Project Manager.

RECOMMENDATION

BACKGROUND

The main goals behind the redesign are

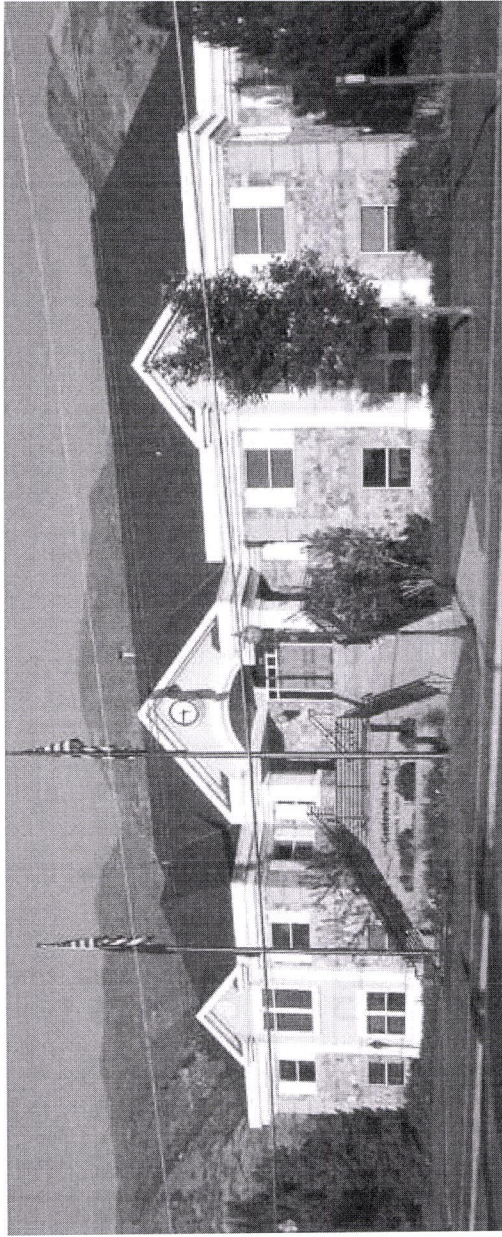
- Improved customer service experience by providing one lobby, not two and a standing payment counter vs. the current sitting workstation.
- Physical security of personnel and City property and data.
- Improved work space utilization
- Better access control and confidentiality.

Attached are renderings, scope of work, and the cost estimate. We have worked with Annette to determine what City employees could do and what wasn't necessary in the redesign; as such the cost estimate was reduced to \$60,000, \$71,000 was budgeted.

ATTACHMENTS:

Description

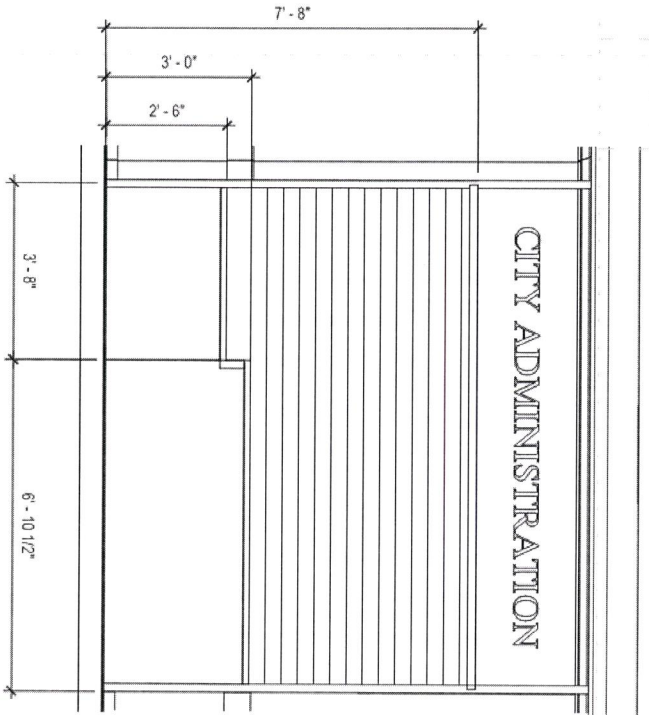
- ☐ Centerville City Hall Admin Lobby Cost Estimate
- ☐ Centerville Lobby Renderings



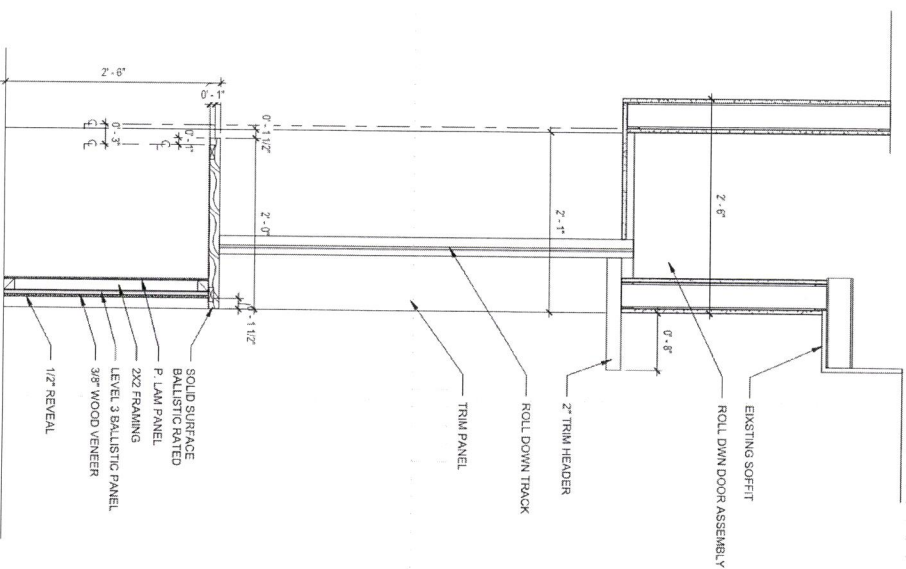
Centerville City Hall Lobby Upgrades

September 03, 2019

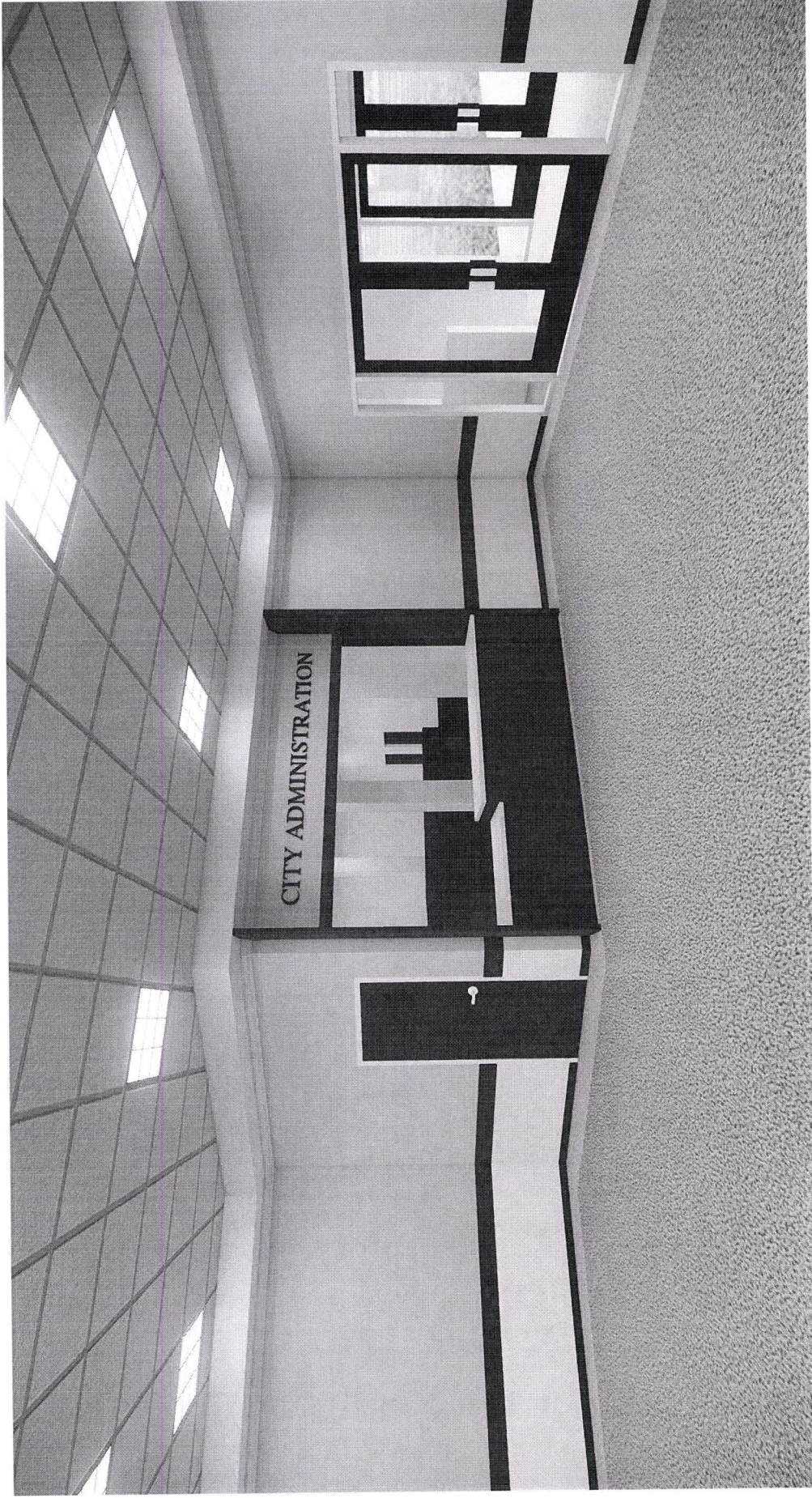
Elevation/Section



1 FRONT COUNTER ELEVATION
AE411 SCALE 3/8" = 1'-0"



3 LOBBY OPENING
AE411 SCALE 1" = 1'-0"





Renderings

PROJECT ESTIMATE CONSTRUCTION CONTROL CORPORATION 6/4/2019				
PROJECT NAME.....CENTERVILLE CITY HALL LOBBY				
LOCATION.....CENTERVILLE, UT				
ARCHITECT.....JRCA				
STAGE OF DESIGN.....PROGRAM DESIGN				
CSI #	DESCRIPTION	UNIT QTY	UNIT COST	TOTAL
01	GENERAL REQUIREMENTS			
	Mobilization	1 LS	\$ 1,500.00	\$ 1,500
	Temporary Utilities	0.50 MO	\$ 260.00	\$ 130
	Supervision	0.50 MO	\$ 10,400.00	\$ 5,200
	Waste Management	0.50 MO	\$ 250.00	\$ 125
	Temporary Facilities	0.50 MO	\$ 2,500.00	\$ 1,250
	Job Cleaning	0.50 MO	\$ 800.00	\$ 400
	Project Manager	0.13 MO	\$ 12,000.00	\$ 1,500
	Scheduling	- MO	\$ 9,600.00	\$ -
	Job Cost Accountant	- MO	\$ 15,200.00	\$ -
	Technology	0.50 MO	\$ 800.00	\$ 400
	Home Office support	0.50 MO	\$ 250.00	\$ 125
	Vehicles	0.50 MO	\$ 850.00	\$ 425
	TOTAL GENERAL REQUIREMENTS			\$ 11,055
02	EXISTING CONDITIONS Done By City			
	Demo Wall	340 SF	\$ 2.00	\$ 680
	Demo Door & Frame	1 Leaf	\$ 56.00	\$ 56
	Demo Ceiling	256 SF	\$ 2.00	\$ 512
	Temporary Protections	1 LS	\$ 2,500.00	\$ 2,500
	Hazardous Material Abatement - By Others			Not Included
	TOTAL EXISTING CONDITIONS			\$ 3,748
06	WOOD & PLASTICS			
	Wood Planks & Blocking	256 SF	\$ 2.00	\$ 512
	11 LF		\$ 565.00	\$ 5,933
	Solid Surface Counter	32 SF	\$ 40.00	\$ 1,280
	Trim Panel	11 LF	\$ 100.00	\$ 1,050
	2" x 16" Trim Header			8,775
	TOTAL WOOD & PLASTICS			\$ 8,775
07	THERMAL & MOISTURE PROTECTION			
	Sound Batt Insulation	384 SF	\$ 2.00	\$ 768
	Caulking & Sealants	256 SF	\$ 1.00	\$ 256
	TOTAL THERMAL & MOISTURE PROTECTION			\$ 1,024
08	DOORS & WINDOWS			
	Interior Single Door	1 EA	\$ 2,150.00	\$ 2,150
	10.5 FT Roll Down Door	1 EA	\$ 7,650.00	\$ 7,650
	TOTAL DOORS & WINDOWS			\$ 9,800
09	FINISHES			
	Interior Metal Stud Framing	384 SF	\$ 4.00	\$ 1,536
	Interior Hair Wall Framing	28 SF	\$ 5.65	\$ 158
	5/8" Gypsum Wallboard	824 SF	\$ 2.25	\$ 1,854
	Gyp Ceiling	56 SF	\$ 6.00	\$ 336

PROJECT ESTIMATE CONSTRUCTION CONTROL CORPORATION 6/4/2019				
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LOCATION.....CENTERVILLE, UT				
ARCHITECT.....JRCA				
STAGE OF DESIGN.....PROGRAM DESIGN				
CSI #	DESCRIPTION	UNIT QTY	UNIT COST	TOTAL
	Gyp Soffit	30 SF	\$ 7.00	\$ 210
	Paint Interior Gyp Walls & Ceiling	910 SF	\$ 1.25	\$ 1,138
	Patch & Paint Existing Walls	1 LS	\$ 1,500.00	\$ 1,500
	Paint Door Frames	1 EA	\$ 125.00	\$ 125
	Flooring Repair	200 SF	\$ 6.00	\$ 1,200
	Ceiling Repair	200 SF	\$ 6.00	\$ 1,200
	Level 3 Ballistic Panel	53 SF	\$ 65.00	\$ 3,445
	Misc. Architectural Repair	256 SF	\$ 5.00	\$ 1,280
	TOTAL FINISHES			\$ 13,982
10	SPECIALTIES			
	256 SF	\$ 3.00	\$ 768	
21	FIRE SUPPRESSION			
	Building Fire Suppression System Modification	256 SF	\$ 6.00	\$ 1,536
	TOTAL FIRE SUPPRESSION			\$ 1,536
22	PLUMBING			
	TOTAL PLUMBING			\$ -
23	HVAC - Modification			
	1 Allow	\$ 2,500.00	\$ 2,500	
26	ELECTRICAL Done By City			
	Electrical Demolition	256 SF	\$ 2.00	\$ 512
	Service & Distribution	256 SF	\$ 6.00	\$ 1,536
	Power	256 SF	\$ 8.00	\$ 2,048
	Lighting	256 SF	\$ 12.00	\$ 3,072
	TOTAL ELECTRICAL			\$ 7,168
27	COMMUNICATION & AV			
	256 SF	\$ 12.00	\$ 3,072	
28	ELECTRONIC SAFETY AND SECURITY			
	Safety and Security	256 SF	\$ 6.00	\$ 1,536
	Fire Alarm	256 SF	\$ 6.00	\$ 1,536
	TOTAL SAFETY AND SECURITY			\$ 3,072

Revised Cost Estimates

JRCA
ARCHITECTS

PROJECT ESTIMATE		CONSTRUCTION CONTROL CORPORATION		6/4/2019	
PROJECT NAME: CENTERVILLE CITY HALL LOBBY		LOCATION: CENTERVILLE, UT			
ARCHITECT: JRCA		SF		256	
STAGE OF DESIGN: PROGRAM DESIGN					
CSI #	DESCRIPTION	UNIT QTY	UNIT COST	TOTAL	
BUILDING COST ESTIMATE					
01	GENERAL CONDITIONS		\$ 43.18	\$	11,055
02	EMERGENCY PREPAREDNESS		\$ 14.64	\$	3,748
03	CONCRETE		\$ -	\$	-
04	MASONRY		\$ -	\$	-
05	METALS		\$ -	\$	-
06	WOODS & PLASTICS		\$ 34.28	\$	8,775
07	THERMAL & MOISTURE PROTECTION		\$ 4.00	\$	1,024
08	DOORS & WINDOWS		\$ 38.28	\$	9,800
09	FINISHERS		\$ 54.02	\$	13,995
10	SPECIALTIES		\$ 3.00	\$	768
11	EQUIPMENT		\$ -	\$	-
14	CONVEYING SYSTEMS		\$ -	\$	-
21	FIRE PREVENTION		\$ -	\$	-
22	PLUMBING		\$ 0.00	\$	1,596
23	HVAC		\$ -	\$	-
26	ELECTRICAL		\$ 9.77	\$	2,500
27	TELECOMMUNICATIONS		\$ 28.90	\$	7,468
28	ELECTRONIC SAFETY AND SECURITY		\$ 14.00	\$	3,672
31	EARTHWORK		\$ 12.00	\$	3,072
32	EXTERIOR IMPROVEMENTS		\$ -	\$	-
33	SITE UTILITIES		\$ -	\$	-
SUBTOTAL			\$ 259.76	\$	66,499
OVERHEAD & PROFIT			\$ 25.98	\$	6,650
DESIGN CONTINGENCY		20%	\$ 51.95	\$	13,300
TOTALS			\$ 337.69	\$	86,449
ARCHITECTURAL AND ENGINEERING FEES					
ESTIMATING FEES					
Furnishings and Equipment					
Hospital Design Project Manager					
Construction Management Fee					
Owner's Contingency					
Bonds & Insurance					
TOTAL WITH A/E AND EQUIPMENT			\$	86,449	\$58,539

PROJECT ESTIMATE		CONSTRUCTION CONTROL CORPORATION		6/4/2019
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ARCHITECT.....JRCA		SF	256	
STAGE OF DESIGN.....PROGRAM DESIGN				
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BUILDING COST ESTIMATE				
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06	WOODS & PLASTICS		\$ 34.28	\$ 8,775
07	THERMAL & MOISTURE PROTECTION		\$ 4.00	\$ 1,024
08	DOORS & WINDOWS		\$ 38.28	\$ 9,800
09	FINISHES		\$ 54.62	\$ 13,982
10	SPECIALTIES		\$ 3.00	\$ 768
11	EQUIPMENT		\$ -	\$ -
14	CONVEYING SYSTEMS		\$ -	\$ -
21	FIRE SUPPRESSION		\$ 6.00	\$ 1,536
22	PLUMBING		\$ -	\$ -
23	HVAC		\$ 9.77	\$ 2,500
26	ELECTRICAL		\$ 28.00	\$ 7,168
27	COMMUNICATION		\$ 12.00	\$ 3,072
28	ELECTRONIC SAFETY AND SECURITY		\$ 12.00	\$ 3,072
31	EARTHWORK		\$ -	\$ -
32	EXTERIOR IMPROVEMENTS		\$ -	\$ -
33	SITE UTILITIES		\$ -	\$ -
SUBTOTAL			\$ 259.76	\$ 66,499
OVERHEAD & PROFIT 10%			\$ 25.98	\$ 6,650
DESIGN CONTINGENCY 20%			\$ 51.95	\$ 13,300
TOTALS			\$ 337.69	\$ 86,449
ARCHITECTURAL AND ENGEERING FEES -				TBD
ESTIMATING FEES				TBD
Furnishings and Equipment				TBD
Hospital Design Project Manager -				TBD
Construction Management Fee -				TBD
Owner's Contingency -				TBD
Bonds & Insurance				TBD
TOTAL WITH A/E AND EQUIPMENT				\$ 86,449

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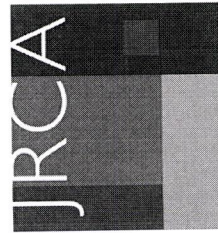
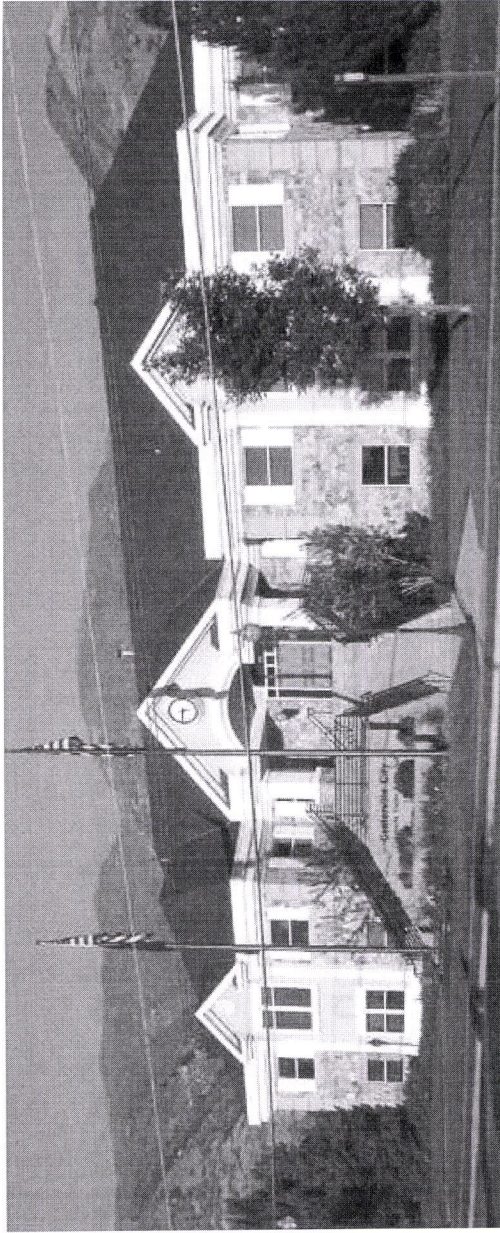
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	Mobilization	1 LS	\$ 1,500.00	\$ 1,500
	Temporary Utilities	0.50 MO	\$ 260.00	\$ 130
	Supervision	0.50 MO	\$ 10,400.00	\$ 5,200
	Waste Management	0.50 MO	\$ 250.00	\$ 125
	Temporary Facilities	0.50 MO	\$ 2,500.00	\$ 1,250
	Job Cleaning	0.50 MO	\$ 800.00	\$ 400
	Project Manager	0.13 MO	\$ 12,000.00	\$ 1,500
	Scheduling	- MO	\$ 9,600.00	\$ -
	Job Cost Accountant	- MO	\$ 15,200.00	\$ -
	Technology	0.50 MO	\$ 800.00	\$ 400
	Home Office support	0.50 MO	\$ 250.00	\$ 125
	Vehicles	0.50 MO	\$ 850.00	\$ 425
	TOTAL GENERAL REQUIREMENTS			\$ 11,055
02	<u>EXISTING CONDITIONS</u>			
	Demo Wall	340 SF	\$ Parks crew will handle this part.	
	Demo Door & Frame	1 Leaf		
	Demo Ceiling	256 SF		
	Temporary Protections	1 LS		
	Hazardous Material Abatement - By Others			
	TOTAL EXISTING CONDITIONS			\$ -3,748
06	<u>WOOD & PLASTICS</u>			
	Wood Plates & Blocking	256 SF	\$ 2.00	\$ 512
	Solid Surface Counter	11 LF	\$ 565.00	\$ 5,933
	Trim Panel	32 SF	\$ 40.00	\$ 1,280
	2" x 16" Trim Header	11 LF	\$ 100.00	\$ 1,050
	TOTAL WOOD & PLASTICS			\$ 8,775
07	<u>THERMAL & MOISTURE PROTECTION</u>			
	Sound Batt Insulation	384 SF	\$ 2.00	\$ 768
	Caulking & Sealants	256 SF	\$ 1.00	\$ 256
	TOTAL THERMAL & MOISTURE PROTECTION			\$ 1,024
08	<u>DOORS & WINDOWS</u>			
	Interior Single Door	1 EA	\$ 2,150.00	\$ 2,150
	10.5 FT Roll Down Door	1 EA	\$ 7,650.00	\$ 7,650
	TOTAL DOORS & WINDOWS			\$ 9,800
09	<u>FINISHES</u>			
	Interior Metal Stud Framing	384 SF	\$ 4.00	\$ 1,536
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	Paint Door Frames	1 EA	\$ 125.00	\$ 125
	Flooring Repair	200 SF	\$ 6.00	\$ 1,200
	Ceiling Repair	200 SF	\$ 6.00	\$ 1,200
	Not needed			3,445
	Misc. Architectural Repair	256 SF	\$ 5.00	\$ 1,280
	TOTAL FINISHES			\$ 13,982
10	SPECIALTIES	256 SF	\$ 3.00	\$ 768
21	FIRE SUPPRESSION			
	Building Fire Suppression System Modification	256 SF	\$ 6.00	\$ 1,536
	TOTAL FIRE SUPPRESSION			\$ 1,536
22	PLUMBING			
	TOTAL PLUMBING			\$ -
23	HVAC - Modification	1 Allow	\$ 2,500.00	\$ 2,500
26	ELECTRICAL			
	Electrical Demolition	Done In-House		.00 \$ 512
	Service & Distribution			.00 \$ 1,536
	Power			.00 \$ 2,048
	Lighting			.00 \$ 3,072
	TOTAL ELECTRICAL			\$ 7,168
27	COMMUNICATION & A/V			.00 \$ 3,072
28	ELECTRONIC SAFETY AND SECURITY			
	Safety and Security			.00 \$ 1,536
	Fire Alarm			.00 \$ 1,536
	TOTAL SAFETY AND SECURITY			\$ 3,072





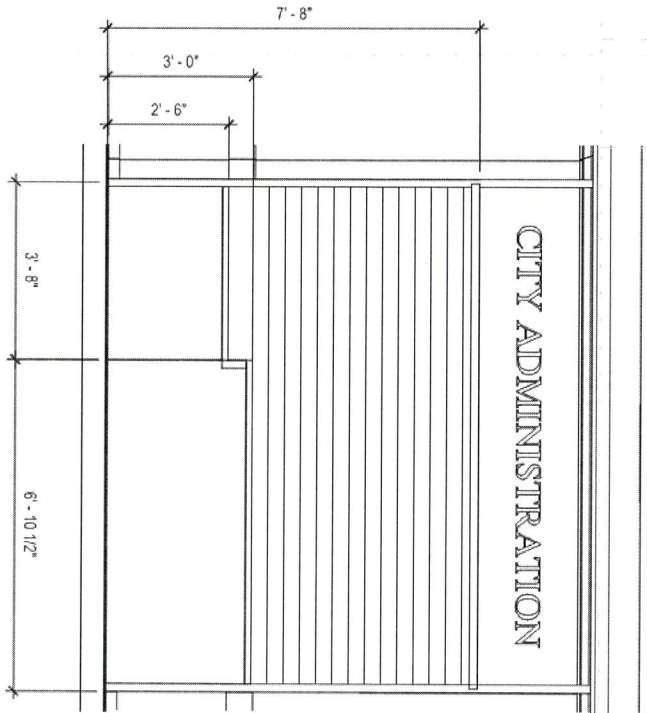


ARCHITECTS

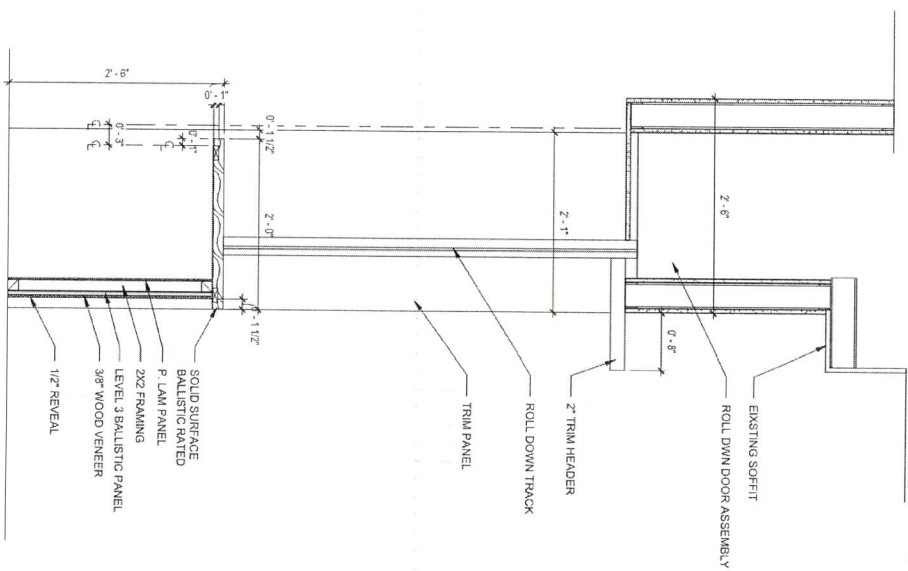
Centerville City Hall Lobby Upgrades

September 03, 2019

Elevation/Section



1 FRONT COUNTER ELEVATION
AE411 SCALE 3/8" = 1'-0"



3 LOBBY OPENING
AE411 SCALE 1" = 1'-0"





| Renderings

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	Temporary Utilities	0.50 MO	\$ 200.00	\$ 100
	Supervision	0.50 MO	\$ 10,400.00	\$ 5,200
	Waste Management	0.50 MO	\$ 230.00	\$ 123
	Temporary Facilities	0.50 MO	\$ 800.00	\$ 400
	Job Cleaning	0.13 MO	\$ 12,000.00	\$ 1,500
	Project Manager	- MO	\$ 9,600.00	\$ -
	Scheduling	- MO	\$ 15,200.00	\$ -
	Job Cost Accountant	0.50 MO	\$ 800.00	\$ 400
	Technology	0.50 MO	\$ 250.00	\$ 125
	Home Office support	0.50 MO	\$ 850.00	\$ 425
	Vehicles			
	TOTAL GENERAL REQUIREMENTS			\$ 11,055
02 EXISTING CONDITIONS Done By City				
	Demo Wall	340 SF	\$ 2.00	\$ 680
	Demo Door & Frame	1 Leaf	\$ 56.00	\$ 56
	Demo Ceiling	256 SF	\$ 2.00	\$ 512
	Temporary Protections	1 LS	\$ 2,500.00	\$ 2,500
	Hazardous Material Abatement - By Others			Not Included
	TOTAL EXISTING CONDITIONS			\$ 3,748
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	Wood Plates & Blocking	256 SF	\$ 2.00	\$ 512
	Solid Surface Counter	11 LF	\$ 565.00	\$ 5,933
	Trim Panel	32 SF	\$ 40.00	\$ 1,280
	2" x 16" Trim Header	11 LF	\$ 100.00	\$ 1,050
	TOTAL WOOD & PLASTICS			\$ 8,775
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	Sound Batt Insulation	384 SF	\$ 2.00	\$ 768
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21 FIRE SUPPRESSION				
	Building Fire Suppression System Modification	256 SF	\$ 6.00	\$ 1,536
	TOTAL FIRE SUPPRESSION			\$ 1,536
22 PLUMBING				
	TOTAL PLUMBING			\$ -
23 HVAC - Modification				
	1 Allow		\$ 2,500.00	\$ 2,500
26 ELECTRICAL Done By City				
	Electrical Demolition	256 SF	\$ 2.00	\$ 512
	Service & Distribution	256 SF	\$ 6.00	\$ 1,536
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	Safety and Security Fire Alarm	256 SF	\$ 6.00	\$ 1,536
	TOTAL SAFETY AND SECURITY			\$ 3,072

Revised Cost Estimates

Revised Cost Estimates

PROJECT ESTIMATE				CONSTRUCTION CONTROL CORPORATION				6/14/2019			
PROJECT NAME.....				CENTERVILLE CITY HALL LOBBY							
LOCATION.....				CENTERVILLE, UT							
ARCHITECT.....				JRCA				SF			
STAGE OF DESIGN.....				PROGRAM DESIGN				256			
CSI #	DESCRIPTION	UNIT QTY	UNIT COST	TOTAL							
BUILDING COST ESTIMATE											
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05	METALS		\$ -	\$ -							
06	WOODS & PLASTICS		\$ 34.28	\$ 8,775							
07	THERMAL & MOISTURE PROTECTION		\$ 4.00	\$ 1,024							
08	DOORS & WINDOWS		\$ 38.28	\$ 9,800							
09	FINISHES		\$ 64.62	\$ 16,502							
10	SPECIALTIES		\$ 3.00	\$ 768							
11	EQUIPMENT		\$ -	\$ -							
14	CONVEYING SYSTEMS		\$ -	\$ -							
21	FIRE SUPPRESSION		\$ 0.00	\$ 1,590							
22	PLUMBING		\$ -	\$ -							
23	HVAC		\$ 9.77	\$ 2,500							
26	ELECTRICAL		\$ 28.00	\$ 7,140							
27	COMMUNICATION		\$ 12.00	\$ 3,072							
28	ELECTRONIC SAFETY AND SECURITY		\$ 12.00	\$ 3,072							
31	EARTHWORK		\$ -	\$ -							
32	EXTERIOR IMPROVEMENTS		\$ -	\$ -							
33	SITE UTILITIES		\$ -	\$ -							
SUBTOTAL			\$ 259.76	\$ 66,499							
OVERHEAD & PROFIT			10%	\$ 25.98	\$ 6,650						
DESIGN CONTINGENCY			20%	\$ 51.95	\$ 13,300						
TOTALS				\$ 337.69	\$ 86,449						
ARCHITECTURAL AND ENGINEERING FEES											
ESTIMATING FEES					TBD						
Furnishings and Equipment					TBD						
Hospital Design Project Manager					TBD						
Construction Management Fee					TBD						
Owner's Contingency					TBD						
Bonds & Insurance					TBD						
TOTAL WITH A/E AND EQUIPMENT				\$ 86,449							
				\$58,539							

**CENTERVILLE
WORK SESSION
Staff Backup Report
9/3/2019**

Item No. 2.

Short Title: Finance Director Position Discussion

Initiated By: Brant Hanson

Scheduled Time:

SUBJECT

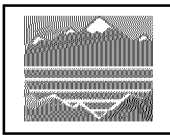
RECOMMENDATION

BACKGROUND

ATTACHMENTS:

Description

- ▢ Job Description - Finance Director
- ▢ Job Description - Administrative Services Director
- ▢ Ordinance No. 2019-14 - Finance Director
- ▢ Utah Code 10-6-157 - Finance Director



Centerville City

Job Description

Job Title	Finance Director	FLSA Status	Exempt
Department	Finance	Employment	At-Will
Job Code		Job Value	17.85
Last Update: 8/15/2019			

GENERAL PURPOSE

Serves as the Finance Director of the City and is designated to perform or oversee the performance of all powers and duties of the Finance Director under Utah statutes. Performs specific responsibilities and supervisory duties for administering and maintaining the financial integrity of the City. Performs a variety of professional, administrative and managerial duties related to the operations of the Finance Department.

SUPERVISION RECEIVED

Reports directly to the City Manager and works under the broad policy guidance and direction of the City Manager.

SUPERVISION EXERCISED

Provides general supervision to personnel within the Finance Department.

ESSENTIAL FUNCTIONS

Management & Administration: Serves as member of City executive staff; contributes to strategic planning and policy development to further the mission of the city; plans, coordinates, supervises and evaluates finance operations; establishes policy, goals and objectives for finance in response to directives from the City Manager and City Council; administers direct day-to-day activities of budget and finance.

Supervision: Provides administrative supervision of finance and budget related functions and personnel including the treasurer, accountant, technical, and clerical staff. Recommends hiring department personnel, monitors training needs and arranges for training, approves leave, evaluates performance, and administers disciplinary or corrective action as needed for finance personnel.

Finance: The Finance Director performs all the financial duties and responsibilities of the City Recorder as set forth in the Uniform Fiscal Procedures Act, pursuant to the provisions of Utah Code 10-6-157, and performs such powers and duties as set forth in City Ordinances and as otherwise assigned by the City Council.

Serves as the principal staff liaison with the City's contracted CPA firm. Ensures the timely execution of finance related functions including maintaining the general ledger, fixed asset schedules, bank account reconciliations, debt service schedules and the preparation and submission of financial records and reports in accordance with the Uniform Accounting Manual for Utah Cities. Coordinates the activities of external auditors, and presents an independent auditor's report to City Council by December 31 each year. Designated as "Chief Financial Officer" under the Financial Reporting Act as set forth in Utah Code 11-50-201.

Ensures City-wide compliance with Procurement Policy. Reviews and approves purchases in the role of Finance Director per Procurement Policy.

Budget: Coordinates the development and preparation of the City's budget by submitting a detail of past revenues and expenditures and the estimated revenues and expenditures of the current year and next succeeding year, to the City Manager and department heads. Assists City Manager in evaluating budget requests from department heads. Prepares final budget documents per direction of City Manager. Responsible for noticing and reporting requirements regarding adoption, amendments, and administration of municipal budgets in accordance with applicable State law.

Prepares regular budget status reports for use by the City Manager, department heads and City Council and monitors compliance with approved budgets.

Redevelopment Agency: Works with the Executive Director of the Redevelopment Agency in negotiations using tax increment financing and other financial tools available to the City. Maintains financial and legal reports of the RDA, and submits such reports to RDA Board and State agencies, as required by law. Monitors developers' compliance with tax increment agreements and ensures timely and accurate payment of tax increment obligations.

Administrative Assistance: Assists with special projects as requested and directed by the City Manager, and makes recommendations that promote effective management of the City and its finances. Provides additional assistance to other City officials and department heads as requested or directed by City Manager. Attends City Council meetings to apprise and advise City officials regarding various City finances, programs, services, policies and procedures as assigned or requested by the City Manager.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from college with a bachelor's degree in accounting, finance, public administration, business management or a related field. Master's degree and/or CPA preferred.

AND

B. Six (6) years of progressively responsible experience performing above or related duties.

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of issues related to operations and performance of city finances and activities, city management and council processes, procedures and the political environment as it relates to budget development and fiscal management. **Considerable knowledge of** municipal and fiscal accounting principles, practices and procedures and applicable laws and regulations, including the Uniform Fiscal Procedures Act for Utah Cities.

Considerable skills in creative problem-solving and interpersonal communications; quantitative analysis; business or technical writing; use of computer software for recording, organizing and analyzing data and producing formal documents and reports.

Ability to analyze a variety of operational and organizational problems and make recommendations; plan, organize and draft technical reports, documents and agreements; develop effective working relationships with local officials, the public and city employees; ability to communicate effectively, verbally and in writing; and work effectively under stress and deadlines.

3. Special Qualifications:

4. Work Environment:

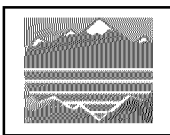
Performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required. Mental application utilizes memory for details, verbal instructions, emotional stability, mathematics, complex thinking and creative problem-solving skills. Periodic travel required in normal course of job performance. Regular computer use is required, including typing and online research. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

FLSA AND AT-WILL STATUS

The Finance Director position is an exempt position under the Fair Labor Standards Act as an administrative, executive and/or professional position. The Finance Director position is an at-will position and is exempt from the protections of Utah Code Ann. 10-3-1105. As such, the Finance Director may be terminated with or without cause and shall not be entitled to due process appeal procedures as set forth in Utah Code 10-3-1106.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this job. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date _____
(Employee)



Centerville City

Job Description

Job Title	Administrative Services Director	FLSA Status	Exempt
Department	Administration	Employment	At-Will
Job Code	110	Job Value	17.52
Last Update: 8/15/19			

GENERAL PURPOSE

Performs a variety of **professional, administrative and managerial duties** related to administrative services, economic development, and the management of special projects assigned by the City Manager. Supervises the general operations, planning, and personnel dealing with economic development, administration, IT, public outreach, risk management and municipal court.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the City Manager.

SUPERVISION EXERCISED

Provides general supervision to programs/departments as assigned by the City Manager.

ESSENTIAL FUNCTIONS

Management & Administration: Serves as member of City's executive team; contributes to strategic planning and policy development to further the mission of the City; plans, coordinates, supervises and evaluates department operations; participates in the establishment of policy, goals, and objectives for the City in order to implement directives from the City Manager and City Council.

Represents the City Manager at various meetings and participates on various boards and commissions, outside government agencies, and other citizen groups relative to goals, actions, and activities of the City.

Provides administrative support for City Manager. Conducts various studies and researches subjects as assigned by the City Manager. Assists City Manager to develop, implement, and enforce city policies.

Economic Development: Coordinates and monitors economic development and redevelopment programs of the City with developers, contractors, property owners, and other interested parties.

Oversees and implements the City's long-term economic development strategic plan; prepares all federal, state and local economic development and redevelopment reports; generates specific studies and reports, including statistical information pertinent to current economic development and redevelopment needs and trends in the City.

Participates as the City's representative with the Davis County Chamber of Commerce; participates as the City's representative with the Utah Economic Development Corporation (EDCUtah) and stays abreast of current trends and methods of economic development.

Maintains communication with Mayor, City Council, and City Manager to keep them informed of current economic development and redevelopment matters; promotes new development programs.

Maintains files of all potential economic developers with whom contracts are made and all potential economic development property in the City; prepares appropriate information for presentations to potential developers and designing and implementing public relations programs promoting a positive image of the City; monitors locations within the City for possible land acquisition by the City; monitors status of City properties and lease or rental payments.

Manages the work of economic development and redevelopment consultants and associated projects and contracts.

Human Resources: Serves as the City's HR specialist. Advises the City Manager regarding human resource practices and techniques to effectively plan for and manage the City's workforce. Researches, compiles, analyzes and evaluates information about selection procedures, recruitment methods, benefits administration, compensation, job descriptions, and related human resource practices.

Makes recommendations to the City Manager regarding the creation or revision of personnel policies and procedures. Provides updates on personnel policy changes to all employees.

Administers the City's compensation plan including writing/updating job descriptions, classification/reclassification of positions, salary studies and benefit analyses.

Maintains knowledge of industry trends and employment legislation to ensure compliance and assists department heads in complying with labor laws and regulations. Works with department heads to promote career development, assess training needs, and provide training opportunities.

Risk Management: Identifies, evaluates, and mitigates risks inherent to the operations of the City and identified by the City's annual risk inspection program. Works with department heads to develop and implement risk management strategies to efficiently and cost-effectively manage risk. Coordinates annual inspection program with the City's insurance company and City departments.

Administers and coordinates risk related training for all City employees. Assists City Attorney when needed with claims and litigation. Secures and monitors insurance coverage of all assets, as appropriate. Handles insurance claims and filings.

Technology: Oversees and monitors the citywide information technology systems. Works with IT Lead to make recommendations on purchases, upgrades, and other needs. Coordinates installation of system hardware, software, workstations, and other IT related systems.

Public Outreach: Manages City website; recommends improvements to website appearance, functionality and content; oversees work of those assisting in updates/posts of website content. Coordinates with contract web service provider. Coordinates development of all print publications. Manages all outreach initiatives including social media and surveys.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a bachelor's degree in public administration, business management, economic development or a related field. Master's degree preferred;

AND

B. Six (6) years of progressively responsible experience performing above or related duties;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of issues related to operations and performance of city activities, city management, procedures, and the political environment associated with city programs, interrelationships between various types of local governments and agencies, economic development, budget development, fiscal management, human resources, and risk management.

Considerable skills in the art of diplomacy, creative problem-solving and interpersonal communications; quantitative analysis; business or technical writing; public speaking and presentations; use of computer software for recording, organizing and analyzing data and producing formal documents and reports; and use of website software and social media.

Ability to analyze a variety of operational and organizational problems and make recommendations; coordinate a variety of policy and administrative matters between City Manager and department heads, contractors and clients; plan, organize and draft technical reports, documents and agreements; develop effective working relationships with local officials, the public and city employees; ability to communicate effectively, verbally and in writing; and work effectively under stress and deadlines.

3. Special Qualifications:

4. Work Environment:

Performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required. Mental application utilizes memory for details, verbal instructions, emotional stability, mathematics, complex thinking and creative problem-solving skills. Periodic travel required in normal course of job performance. Regular computer use is required, including typing and online research. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

FLSA AND AT-WILL STATUS

The Administrative Services Director position is an exempt position under the Fair Labor Standards Act as an administrative, executive, and/or professional position. The Administrative Services Director position is an at-will position and is exempt from the protections of Utah Code Ann. 10-3-1105, as amended. As such, the Administrative Services Director may be terminated with or without cause and shall not be entitled to due process appeal procedures as set forth in Utah Code Ann. 10-3-1106, as amended.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this job. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date _____
(Employee)

ORDINANCE NO. 2019-14

AN ORDINANCE REPEALING, ENACTING, AND AMENDING PROVISIONS OF CHAPTER 3.02 OF THE CENTERVILLE MUNICIPAL CODE TO ELIMINATE THE MANAGEMENT SERVICES DEPARTMENT, CREATE THE FINANCE DEPARTMENT, AND REVISE THE TITLE AND DUTIES OF THE FINANCE DIRECTOR

WHEREAS, the City Council has previously adopted provisions of Chapter 3.02 of the Centerville Municipal Code regarding various departments and divisions within the City organization; and

WHEREAS, the City Council desires to eliminate the Management Services Department and to create the Finance Department and to revise the title and duties of the Finance Director, as more particularly set forth herein.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF CENTERVILLE CITY, STATE OF UTAH, AS FOLLOWS:

Section 1. Enactment. Section 3.02.090 of the Centerville Municipal Code regarding the Finance Department is hereby enacted to read in its entirety as follows:

3.02.090 Finance Department

There is a Finance Department within Centerville City responsible for maintaining and managing all accounts and investments, preparing financial reports and budgets, monitoring expenditures, and advising the City Manager and Council on financial matters.

Section 2. Enactment. Section 3.02.100 of the Centerville Municipal Code regarding the Finance Director is hereby enacted to read in its entirety as follows:

3.02.100 Finance Director

The Finance Director is the Department Head of the Finance Department. The Finance Director performs all the financial duties and responsibilities of the City Recorder as set forth in the Uniform Fiscal Procedures Act, pursuant to the provisions of Utah Code § 10-6-157, and performs such powers and duties as set forth in City Ordinances, and as otherwise assigned by the City Council. The Finance Director shall perform all the duties set forth in the applicable job description and the financial administrative duties as prescribed in the Uniform Accounting Manual for Utah Cities. Notwithstanding the provisions of CMC 3.02.020, the Finance Director shall be appointed and removed by the Mayor, with the advice and consent of the City Council, pursuant to Utah Code § 10-6-157. The Finance Director may not assume the statutory duties of the City Treasurer. The Finance Director position is an at-will position and is exempt from the protections of Utah Code § 10-3-1105. As such, the Finance Director may be terminated with or without cause and shall not be entitled to due process appeal procedures as set forth in Utah Code § 10-3-1106.

Section 3. Repeal. Section 3.02.092 of the Centerville Municipal Code regarding the Management Services Department is hereby repealed in its entirety as follows:

~~**3.02.092 Management Services Department**~~

~~There is a Management Services Department within Centerville City which is responsible for maintaining and managing the various aspects of City finances and operations including financial reporting budgets, procurement, human resources and personnel management, risk management and inspection programs, redevelopment agency finances and reporting, administrative services, solid waste management, and technology management.~~

Section 4. Repeal. Section 3.02.102 of the Centerville Municipal Code regarding the Management Services Director is hereby repealed in its entirety as follows:

~~**3.02.102 Management Services Director**~~

~~The Management Services Director is the Department Head of the Management Services Department. The Management Services Director shall perform such powers and duties as set forth in City Ordinances and as otherwise assigned to him or her by the City Council. The Management Services Director is hereby appointed as the Finance Director of the City pursuant to the provisions of Utah Code § 10-6-157 and shall perform all the financial duties and responsibilities of the City Recorder as set forth in the Uniform Fiscal Procedures Act. Pursuant to Utah Code § 10-6-157, the Management Services Director shall be appointed and removed by the Mayor, with the advice and consent of the City Council. The Management Services Director may not assume the statutory duties of the City Treasurer. The Management Services Director position is an at-will position and is exempt from the protections of Utah Code § 10-3-1105. As such, the Management Services Director may be terminated with or without cause and shall not be entitled to due process appeal procedures as set forth in Utah Code § 10-3-1106.~~

Section 5. Severability. If any section, part or provision of this Ordinance is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Ordinance, and all sections, parts and provisions of this Ordinance shall be severable.

Section 6. Effective Date. This Ordinance shall become effective immediately upon publication or posting, or thirty (30) days after passage, which occurs first.

PASSED AND ADOPTED BY THE CITY COUNCIL OF CENTERVILLE CITY, STATE OF UTAH, THIS 20th DAY OF AUGUST, 2019.

ATTEST:

CENTERVILLE CITY

Leah Romero, City Recorder

By: _____
Mayor Clark A. Wilkinson

Voting by the City Council:

	“AYE”	“NAY”
Councilmember Fillmore	_____	_____
Councilmember Ince	_____	_____
Councilmember Ivie	_____	_____
Councilmember McEwan	_____	_____
Councilmember Mecham	_____	_____

CERTIFICATE OF PASSAGE AND PUBLICATION OR POSTING

According to the provisions of the U.C.A. § 10-3-713, as amended, I, the municipal recorder of Centerville City, hereby certify that foregoing ordinance was duly passed by the City Council and published, or posted at: (1) 250 North Main; (2) 655 North 1250 West; and (3) RB’s Gas Station, on the foregoing referenced dates.

LEAH ROMERO, City Recorder

DATE: _____

RECORDED this ____ day of _____, 2019.

PUBLISHED OR POSTED this ____ of _____, 2019.

10-6-157 Director of finance in certain cities and towns.

- (1) The legislative body of a city of the third, fourth, or fifth class or of a town may, by resolution or ordinance, create a director of finance position to perform the financial duties and responsibilities of the city recorder or town clerk, as the case may be, as established by this chapter.
- (2) A director of finance:
 - (a) shall be:
 - (i) a qualified person; and
 - (ii) appointed and removed by the mayor, with the advice and consent of the legislative body; and
 - (b) may not assume the duties of the city or town treasurer.
- (3) The legislative body may adopt the financial administrative duties of the director of finance prescribed in the Uniform Accounting Manual for Utah Cities.

Amended by Chapter 375, 2010 General Session

Centerville City
250 North Main St.
Centerville, Utah 84014

The purpose of this letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide for Centerville City. Our commitment to delivering superior service means that we strive to demonstrate initiative, anticipate problems, propose solutions, and communicate effectively with you. In addition, during our engagement we will be alert for opportunities to bring insightful and constructive suggestions for improving management information, and operating and accounting procedures. As your business advisors, we will also look for opportunities to reduce your costs and improve asset management.

We will perform the following services:

- Perform monthly bank reconciliations
- Perform month end reconciliation of all balance sheet accounts as well as scan income and expense accounts for unusual or unexpected amounts or charges, which will include posting adjusting journal entries as needed
- Prepare monthly financial statements as requested including budget status reports
- Annually reconcile and prepare depreciation and fixed asset schedules
- Annually reconcile and prepare debt service schedules and a schedule of changes in debt
- Reconcile accounts and prepare schedules for the independent financial statement auditors
- Draft and prepare the CAFR and the required supplementary information (MD&A and statistical section) as required by generally accepted accounting principles for governmental entities
- Prepare and submit filing of the Data Collection Form (as a part of the Single Audit, as necessary)
- Prepare and submit the impact fee report to the State Auditor's office
- Annually submit the CAFR and other reports provided by the independent auditor's
- Review internal controls related to the finance department and make recommendations as needed

You agree to:

- Devote uninterrupted time to working with us as needed
- Make candid representations about your plans and expectations
- Process monthly transactions expeditiously in accordance with the agreed upon work schedule
- Prioritize the sequence of projects that we will pursue
- Provide requested information, schedules, and documents necessary for the completion of our responsibilities in a timely and accurate manner

You are also responsible for making all management decisions and performing all management functions. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

Our engagement cannot be relied upon to disclose errors, fraud, or illegal acts that may exist. However, we will inform you of any material errors and any evidence or information that comes to our attention during the performance of our compilation procedures that fraud may have occurred. In addition, we will report to you any evidence or information that comes to our attention during the performance of our procedures regarding illegal acts that may have occurred, unless they are clearly inconsequential.

In connection with this engagement, we may communicate with you or others via e-mail transmission. As e-mails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that e-mails from us will be properly delivered and read only by the addressee. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of e-mail transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information. We will limit information transferred by email to non-sensitive information.

You agree that all records, documentation, and information we request in connection with our compilation will be made available to us (including those pertaining to related parties), that all material information will be disclosed to us, and that we will have full cooperation of your personnel. We also ask that your personnel prepare various schedules and analyses for our staff. However, except as otherwise noted by us, no personal information other than names related to Company employees and/or customers should be provided to us.

Marcus Arbuckle is the engagement partner and is responsible for supervising the engagement.

Due to our involvement in the financial reporting and internal control processes and our proposal of adjusting journal entries, we are not independent with respect to Centerville City.

All services will be under the direction of the City Manager or his designee. Either party may terminate this agreement upon thirty days written notice.

The fees for this engagement will be \$4,000 per month, which is a negotiated amount, based on the work to be done, estimated amounts of time spent and standard hourly billing rates. The fees are also based on the anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the work performed. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. We will also assist in contacting audit services to an independent company under terms acceptable to Centerville City.

You may request that we perform additional services not contemplated by this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fee. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

We sincerely appreciate this opportunity to be of service to you. If the foregoing is in accordance with your understanding, please sign the copy of this letter in the space provided and return the signed letter to us.

Sincerely,

Keddington & Christensen LLC

Acknowledged:

Name: _____

Title : _____

Centerville Staffing Levels

Year	Exec	Admin/Finance	Total
2013	3	4.5	7.5
2014	3	4.5	7.5
2015	3	4.5	7.5
2016	2	4	6
2017	2	4	6
2018	2	4	6
2019	2	4	6
Proposed 2020	3	4	7

Staffing Levels Davis County Cities (FY19)

City	Exec	Admin/Finance	Total
Bountiful	3	11.5	14.5
Centerville	2	4	6
Clearfield	4	10	14
Farmington	3	7	10
Kaysville	2	7	9
Layton	6	27	33
North Salt Lake	3	4.5	7.5
Syracuse	3	8	11
West Bountiful	1	2.5	3.5
Woods Cross	3	3	6

