

Resolution R2026-15 A Resolution Amending the Fairfield Consolidated Fee Schedule.

Dated XX, 2026

WHEREAS the Fairfield Town Council finds it necessary to review and amend the Fairfield Consolidated Fee Schedule to reflect the increase in actual costs to the Town to provide various services; and

WHEREAS the Fairfield Town Council has reviewed the proposed changes; and

NOW THEREFORE, be it ordained by the Town Council of Fairfield, in the State of Utah, that the Fairfield Consolidated Fee Schedule be amended by adding and revising certain fees as found in Exhibit A.

Effective Date: This Ordinance shall become effective immediately upon passage and adoption.

Passed and Adopted this **XXth day of XX, 2026.**

FAIRFIELD

Hollie McKinney, Mayor

Hollie McKinney	yes_____	no_____	abstain_____
RL Panek	yes_____	no_____	abstain_____
Tyler Thomas	yes_____	no_____	abstain_____
Michael Weber	yes_____	no_____	abstain_____
Richard Cameron	yes_____	no_____	abstain_____

ATTEST:

Stephanie Shelley, Recorder

(OFFICIAL SEAL)

FAIRFIELD

STATE OF UTAH)
) ss.
COUNTY OF UTAH)

I, Stephanie Shelley, Town Recorder of Fairfield, Utah, do hereby certify and declare that the above and foregoing is a true, full, and correct copy of an ordinance passed by the Town Council of Fairfield Town, Utah, on the **XXth day of June, 2026**.

R2026-15 A Resolution Amending the Consolidated Fairfield Fee Schedule.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Corporate Seal of Fairfield, Utah, this **XXth day of June, 2026**.

_____,
Stephanie Shelley
Fairfield Recorder/Clerk

(SEAL)

Exhibit A

Site Specific Development Application	\$1350.00
Site Specific Escrow Deposit	\$5000.00
Caretaker Dwelling Application	\$200.00
Caretaker Dwelling Plan Review	Actual Cost to Town
Gas line Application	\$95.00
Gas line Inspection	Actual Cost to Town
Encroachment Permit	\$100.00
Temp Right-of-Way Occupancy Permit	\$100.00
Utility Infrastructure Application	\$500.00
Miscellaneous Application	\$100.00

working draft of the Fee Schedule

Compensation Philosophy

In the ongoing debate over which approach to take in the development of organizational compensation objectives and strategy, there are two dominate positions. One is to be a "market driven" or "market based" system, where the prevailing practice of a defined market is used to establish the effective pay rate for all jobs in the organization. The second is to be a "value" or "equity based" system where job classifications are established using some internal equity methodology, then combined with regression analysis to create pay ranges.

Initially the most appealing is classification. These systems promote the perception of equity, fairness and consistency. While most organizations which subscribe to an "equity based" system buy an off-the-shelf program, such as Hay, Decision Band, or some other approach, the values built into these programs may or may not be consistent with those of the organization. It is the opinion of Personnel Systems that in order to have the most reliable, effective and defensible internal equity /classification system, the "worth of work" values of your organization need to be identified and structured into the classification instrument.

The classification approach, no matter how effectively developed and designed, still has administrative headaches. Such as those created by supply and demand issues in the market. You will identify this problem by "market sensitive" positions. Though valued properly based upon your classification system, the assigned pay ranges for these jobs are non-competitive or inadequate. These market conditions may be temporary or may persist over several years.

When frustrations with market sensitive positions persist some managers tend to want to abandon the internal equity method in order to better serve the market sensitive master. This establishes the notion that pure market pricing is the competitive reality. The reality of the situation comes into play when problem indicators surface, such as attrition rates on the rise. However, it is questionable that base pay alone, unless significantly greater, would entice employees to want to change employment. Another issue derived from the market centers around the history of pay practices for gender dominated jobs, the practices which spawned the "comparable worth" debates of the 1980's. Though much ground has been gained in overcoming the perceptions of inequality, to formalize a pay system based solely upon prevailing market job pricing will tend to preserve bias and various forms of compensation discrimination. The greatest weakness in the pure market approach lies in the ability, or inability, to collect quality market data on 100% of your jobs, which forces the use of some internal comparison method.

So what is the conclusion? The conclusion is, that to subscribe to any approach to the total exclusion of the other ultimately results in incongruity. The successful compensation system is eclectic and based upon the integration of the market based approach with a classification system.

Factor I- Job Knowledge
40%

Fairfield

		A	B	C	D	E	F	G	H
KNOWLEDGE, SKILLS & ABILITIES FORMAL EDUCATION & TRAINING		Minimal Formal Education.	Graduation From High School Or GED.	High School, GED & up to 1 Year Of Job Related Training or Education.	2 Years Of Job Related Training, or Associate Degree.	4 Years of job related training, Or Bachelor's Degree.	4 yr. degree plus 1 Year Of Graduate Work.	2 Years Of Graduate Work, Masters Degree Or Equivalent.	Extensive Graduate Work Beyond Masters.
1. Unskilled. Ability to follow simple oral instructions. Reading and performing simple mathematical computations may be required. May need a basic understanding of the use of common office equipment or basic hand and power tools.		0.62 0.65	0.68 0.72 0.75	0.78 0.82 0.87			Additional points are awarded for required experience as a percentage of the points awarded for Job Knowledge: Up to one (1) year of experience...5% Two (2) years of experience.....10% Three (3) years of experience.....15% Four (4) years of experience.....20% Five (5) years of experience.....25% Six (6) years of experience.....30% Seven (7) years of experience.....35% Eight (8) years of experience.....40% Over eight (8) years of experience...45%		
2. Semi-skilled. Proficiency in the use of simple equipment. Knowledge of general office procedures, practice or operations. Proficient in math, reading, keyboard operations, common office equipment or basic hand and power tools.		0.77 0.81 0.85	0.89 0.93 0.98	1.02 1.07 1.12	1.17 1.23 1.29				
3. Requires working level knowledge, skills, and abilities related to a broad range of either complex clerical or technical functions or apprentice level knowledge of a single funtion area or work specialization.		1.00 1.05 1.11	1.15 1.21 1.27	1.33 1.39 1.46	1.53 1.60 1.68	1.75 1.84 1.93			
4. Requires para-professional or full performance level of knowledge, skills, and abilities primarily related to a well defined discipline or vocational specialization. Journey level proficiency.		1.30 1.37 1.44	1.50 1.57 1.65	1.72 1.81 1.90	1.98 2.08 2.19	2.28 2.39 2.51			
5. Entry level professional KSA's utilizing techniques which require understanding of involved practices, principles and/or theory or mastery of a well defined discipline or vocational specialization.			1.95 2.05 2.15	2.24 2.35 2.47	2.58 2.71 2.84	2.96 3.11 3.27	3.41 3.58 3.76	3.92 4.12 4.32	4.51 4.73 4.97
6. Requires experienced professional level knowledge, skills, and abilities. High proficiency demonstrated through independent application of principles or theory. Creative work.				2.91 3.06 3.21	3.35 3.52 3.69	3.85 4.05 4.25	4.43 4.65 4.89	5.10 5.35 5.62	5.86 6.15 6.46
7. Highly developed, seasoned professional. Managerial KSA's, Mastery of involved practices, precedents, theory, principles.				3.79 3.98 4.18	4.36 4.57 4.80	5.01 5.26 5.52	5.76 6.05 6.35	6.63 6.96 7.30	7.62 8.00
This factor measures the nature and extent of information or facts which the worker must understand to do acceptable work (e.g., steps, procedures, practices, rules, policies, theories, principles, concepts and protocol and the nature and extent of skills/abilities necessary to apply the acquired knowledge. It also includes the amount of training required by the job prior to entry, including special requirements, certifications or licenses. Award additional points as a percentage of the points awarded above for knowledge & training for the following:									
I. Commercial drivers, applicator, operator licenses or specialized clerical certification...5%.									
II. Technical license or certification...10%									
III. Professional license or designation...20%.									
Multiple credentials, licenses or certifications....award an additional 5%.									
Annual or periodic recertification, testing or mandatory training requirements...award an additional 5%.									

Note: By calculating the credentials bonus as a % of the job knowledge point award, the seasoned or "tested" license produces more points helping to mitigate compression issues.

Factor II- Responsibility

35%

ACCOUNTABILITY & ACCURACY

CONTROLS OVER THE WORK

35%		A	B	C	D	E	F
ACCOUNTABILITY & ACCURACY CONTROLS OVER THE WORK		Consequences of error produce little or no negative impact. Remedies are readily available within the context of the task being performed. Minimal loss of time to correct the error.	Error s normally result in loss of own time to correct or check. Quality of task completion impacted by need for accuracy related to repetitive tasks or operations.	Errors may result which affect one or more work group. Immediate Supervisors must remedy errors and generally assume full accountability. Impact may vary in severity.	Errors may result affecting multiple work units within a department or cause injury or operating problems difficult to correct. Financial/legal implications exist to some degree.	Errors may result affecting entire department(s). Consequences affect public image for an extended time period requiring considerable resources to correct. Financial/legal implications are serious.	Errors may result which affect the entire organization. Consequences severely affect organizational efficiency. Public image severely damaged. Impact demands executive action. Extensive Financial/legal implications
1. Clear, detailed and specific instructions given for both one-of-a-kind and repetitious tasks; work is closely controlled through the structured nature of the work, by circumstances in which it is performed, or through review of the supervisor.	0.94	1.16	1.51				
	0.98	1.22	1.58				
		1.28	1.66				
2. Continuing or individual assignments. Supervisor specifies limitations, quality and quantity of work expected, deadlines and priorities. There is some freedom allowed in selecting methods to be used, but are limited.	1.03	1.33	1.73	2.26	2.93		
	1.08	1.40	1.82	2.37	3.08		
	1.13	1.47	1.91	2.49	3.23		
3. The work is strictly controlled by practices and procedures which are covered by well defined policy; work is performed without direct supervision but is reviewed periodically by the supervisor.	1.18	1.53	2.00	2.59	3.37	4.38	
	1.24	1.61	2.09	2.72	3.54	4.60	
	1.30	1.69	2.20	2.86	3.72	4.83	
4. The work is subject to policies, practices, and procedures. Some freedom is allowed in the application of policy or procedure. The supervisor sets the overall objectives and identifies available resources. Employee in consultation with supervisor develops projects and deadlines.		1.76	2.29	2.98	3.88	5.04	
		1.85	2.41	3.13	4.07	5.29	
		1.95	2.53	3.29	4.28	5.56	
5. Work is performed under managerial direction with the individual determining what, when, and how the work is done. Establishes unit or program goals & objectives			2.64	3.43	4.46	5.80	
			2.77	3.60	4.68	6.09	
			2.91	3.78	4.92	6.39	
6. These jobs by their very nature and size, are broadly subject to general goals and objectives. Work is performed under broad guidance of policy makers. Much autonomy and freedom to act is essential to job effectiveness.				3.94	5.13	6.67	
				4.14	5.38	7.00	
				4.35	5.65		
Additional points are awarded for budet & supervisory responsibility and public contacts as a percentage of the points awarded for responsibility:							
SUPERVISION: I. Serves as leadworker of one unit, crew, or group.....5% II. Performs as first-line supervisor. Is responsible for quality and quantity. Schedules and assigns work.....10%. III. Supervises more than one group performing similar functions. Has general responsibility for project completion.....20%. IV. Manages a department. Determines priorities. Delegates through subordinate supervisors. Hires & Disciplines.....40%.							
PUBLIC CONTACTS: I. recurring routine contacts with the public or workers in other units requiring exchange of factual information or explanation.....5% II. Contacts with people and/or managers regarding routine administrative or technical matters.....10%. III. Contacts with administrators or professionals in developing and soliciting cooperative relationships.....20% IV. Contacts with administrators with significant impact on programs, projects or policies.....30%. V. Contacts with legislative, executive or judicial officials affecting the purpose of the organization...40%.							

BUDGET: I. Secondary responsibility to implement and monitor the budget of a section or division.....5%. II. Shared primary responsibility to prepare and administer a budget for more than one section or division, or for a department.....7.5% III. Primary responsibility to prepare and administer a budget for more than one section or division, or for a department10%.

Factor III- Difficulty of Work

15%

JUDGMENT & DECISIONS REQUIRED

COMPLEXITY & VARIETY OF WORK

	A	B	C	D	E	F
Little or no judgment or decisionmaking. Decisions limited to routine steps in performing well defined tasks or in determining the speed at which to perform. Decisions are few and directly related to a well defined process. Requires some judgment in selecting variations in sequence of steps, operations or procedures. Decisions are frequent but related to a well defined process. Judgment is required to select most suitable procedure from more than one process alternative. Decisions are varied and based upon practice or policy. Employee required to make interpretative judgments when necessary to deviate from standard methods. Determines use of resources. Decisions are varied based upon broad principles and guidelines. Judgment required to determine program direction and options for policy implementation. Makes technical and complex decisions based upon research. Judgments must be made without existing guidelines. Creates policy affecting the entire organization.						
1. The work consists of a few tasks or functions that are clear cut and directly related. Action to be taken or responses to be made are readily available. There is little variation in the work.	0.40 0.42	0.50 0.52 0.55				
2. The work consists of duties involving more than one sequence of steps. Variations in the work stem from differences in the source of information, kinds of transactions, entries or other factual situations.	0.44 0.46 0.49	0.57 0.60 0.63	0.74 0.78 0.82			
3. The Work consists of various duties involving different processes and methods. Choices to be considered differ with the subject, phase, or issues involving each assignment.	0.51 0.53 0.56	0.66 0.69 0.73	0.86 0.90 0.94	1.11 1.17 1.23		
4. Aspects of the work involve conditions and elements that must be identified and analyzed to discern interrelationships and deviations from standards in a specialty field or discipline. Tasks require development of goals and objectives based upon existing interpretation of established policies, rules and guidelines.		0.76 0.79 0.83	0.98 1.03 1.08	1.28 1.34 1.41	1.66 1.74 1.83	2.16 2.27 2.38
5. The work consists of independent assignments with varying duties which comprise a primary level of responsibility. Factors to be considered involve the assessment of unusual circumstances, variations in approach, incomplete or conflicting data, and incompatible results. The work requires the development and implementation of program options.		0.87 0.91 0.96	1.13 1.19 1.25	1.47 1.54 1.62	1.91 2.01 2.11	2.48 2.61 2.74
6. The work consists of a variety of duties involving a broad range of activities or depth of analysis to develop and implement organization-wide goals and policies.				1.69 1.78 1.86	2.20 2.31 2.42	2.86 3.00

Award additional points for stress as a percentage of points awarded for difficulty of work: This sub-factor attempts to recognize the degree of mental or emotional fatigue or stress inherent to the job and sustained through concentration, work pressures or critical incidents (CIS syndrome). Consider the cycle, duration, and intensity sustained. Consider the need to deal with the public over controversial issues, the responsibility for problem resolution and the need to meet time deadlines:

SOME- 5% MODERATE- 10% CONSIDERABLE- 15% MULTI-FUNCTION- 20% CRITICAL INCIDENT- 25%

Factor IV- Work Environment

10%

PHYSICAL EFFORT

WORKING CONDITIONS

	A	B	C	D
	Effort is minimal and is exerted only for short, intermittent periods. Effort involves light lifting of tools, objects, and working materials. May involve light pushing, pulling, reaching, bending. Requires normal hearing and visual acuity. Normally performs in seated position. Occasional standing for short durations.	Effort is exerted occasionally for short periods of time. Strain periodic but not prolonged. Moderate lifting, pushing, pulling, bending. More than normal visual and hearing acuity for precision work. Normally performs in abnormal sitting or standing positions. Moderate Manual dexterity required.	Effort is exerted regularly for sustained periods of time. Strain may be for frequent or moderate duration. Moderately heavy lifting, pushing, pulling. Considerable crouching, stooping or lying in prone position. Some strain on sight and hearing. Performs in abnormal positions. High Manual dexterity required.	Effort is prolonged and frequent. Strain may be extended in duration. Effort involves heavy lifting (90 lbs), pushing, pulling with excessive crouching, stooping or lying in prone position. Could involve intense strain on sight and hearing. High manual dexterity be required.
1. No observable hazards or threat to health or safety. Adequate working conditions with at least minimum environmental conditions to assure the comfort of most workers.	0.60 0.63	0.66 0.69 0.72	0.75 0.79 0.83	0.87 0.91 0.96
2. Minimum hazardous working conditions. Minor threat to health and/or safety. Generally adequate working conditions with minimum environmental conditions to assure comfort. Traveling in an automobile may be a regular part of the job.	0.74 0.78 0.82	0.85 0.89 0.94	0.98 1.03 1.08	1.13 1.18 1.24
3. Occasional exposure to hazardous work conditions (noise, fumes, heights, slippery, vibrations, moving parts, disease etc.). Moderate exposure to dust, grease, temperature changes, noise, inadequate lighting, inclement weather, etc. Periodic conditions which involve chance of injury.	0.96 1.01 1.06	1.11 1.16 1.22	1.27 1.34 1.40	1.47 1.54 1.62
4. Daily exposure to hazardous work conditions. Prolonged and frequent exposure to dust, grease, extreme temperature, or severe outdoor weather conditions. Recurring conditions which involve chance of injury.	1.25 1.32 1.38	1.44 1.51 1.59	1.66 1.74 1.83	1.90 2.00

Hazard Uncertainty

I- For positions having tasks that place employees in historically uncertain and emergency life threatening situations (i.e., Fire, Police) add 100% to the base points awarded above for work environment.

II- For positions having tasks that place employees in historically dangerous situations with chance of sever injury or fatality due to performance errors (i.e., Power) add 75% to the base points awarded above for work environment.

III- For positions which require the operation of maintenance or service equipment on city/county roadways, add 50%.

IV- For positions exposing worker to known environmental hazards or threats, but are mitigated through common practice or policy, add 25%.

V- .For positions requiring regular and frequent travel, whether local or regional, primarily by automobile, add 10%.

Fairfield Point Evaluation		Bv Rank Order															
Department	Job Title	Factor I					Factor II				Factor III		Factor IV		MARKET ADJUSTMENT	Total Points	Current Pay
		Job Knowledge	Years Exper.	Certs, License	Annual Recert	Multiple Certs.	Respon- sibility	Super- vision	Public Cont.	Budget	Difficulty Of Work	Stress	Work Environ	Haz- ard			
Administration	Town Administrator/Building Official	6.96	2.78	0.00	0.00	0.00	7.00	2.80	2.80	0.70	3.00	0.75	0.63	0.06	0.00	27.48	\$43,200
Administration	Treasurer/Finance Director/Office Manager	4.05	1.01	0.00	0.00	0.00	5.29	0.00	1.59	0.53	1.54	0.31	0.60	0.00	0.00	14.92	\$32,000
Administration	Recorder/Municipal Clerk	2.35	0.47	0.00	0.00	0.00	2.41	0.00	0.24	0.00	1.34	0.27	0.60	0.00	0.00	7.68	\$45,500
Administration	Deputy Recorder	1.21	0.12	0.00	0.00	0.00	1.61	0.00	0.00	0.08	1.03	0.21	0.60	0.00	0.00	4.86	\$13,000

Recommended Review Process

1. Examine the internal relationships by department. Sort the spreadsheet by column "A"- Department and Column "Q"- Total Points. When sorted, examine to determine whether relationships are comfortably assigned within each department. If an argument is made which is plausible to the review team, make appropriate point changes in the factors to reflect the decision of the team. Be sure to document the justification. It may require a change in the content of the job description.
2. With the intra-departmental relationships set, the next exercise would be to examine the overall inter-departmental relationships. Using the filter, re-sort rows of the Points-Rank spreadsheet by column "Q"- total points from high to low. Have the team look at the cascading hierarchy. If any of the team is uncomfortable with a relationship and plausible argument can be made for a change, the team would next decide upon which factor for the job needs to be considered (it may be more than one).
3. If these two levels of review do not resolve all the relationships issues or questions or challenges, further refine the examination by looking at each primary factor, one at a time. Use the filters or select rows and then sort the list according to the column or factor you wish to review. If you want to examine Factor II-KSA's, sort the list by column "G" in descending order. With the list sorted, go through the job list and determine if there is a defensible and logical relationship. Which jobs should be scored higher than other jobs, which should be the same or similar? If the team believes certain jobs should be valued differently on a particular factor then justification needs to be determined and changes made in the job description to support the change.

Is it possible that some jobs have been overvalued or undervalued by the consultant? No doubt. The job valuation results are perceptually driven. They can also be philosophically driven or driven by specific organizational objectives or personal agenda. The key to fairness and equity rests in the ability of the team to remove people from the position, remove personal agendas and eliminate historical prejudice. The anchor to the quality of the job valuation system is the accuracy of the job description, which should be accepted as the control document for the entire equity review. If employees, supervisors and department heads have signed off on a job description the equity review should be relatively smooth. If a department head or supervisor is attempting to use a job valuation to recognize performance, employee contribution or promote "cronyism", it should be viewed as a ruse or abuse. The integrity of the system depends upon using the appropriate criteria for internal equity management.

Fairfield Compensation Study 2026

Survey Data

		Eval Points	Range Minimum	Range Midpoint	Range Maximum	Actual Average	Range %	Last Update
125	SOUTH JORDAN	27.48	\$232,690	\$232,690	\$232,690	\$239,678	0.0%	06/30/2026
125	OREM	27.48	\$224,984	\$224,984	\$224,984	\$234,988	44.4%	04/29/2026
125	TOOELE COUNTY	27.48	\$199,992	\$236,038	\$272,085	\$206,483	36.0%	12/23/2025
125	HEBER CITY	27.48	\$190,174	\$223,590	\$257,005	\$213,824	35.1%	01/28/2026
125	WEST JORDAN	27.48	\$183,602	\$221,853	\$260,104	\$251,368	41.7%	08/28/2025
125	PROVO	27.48	\$170,435	\$210,205	\$249,974	\$231,837	46.7%	08/28/2025
125	EAGLE MOUNTAIN	27.48	\$170,227	\$212,784	\$255,341	\$222,581	50.0%	08/28/2025
125	DRAPER	27.48	\$164,570	\$219,430	\$274,290	\$234,146	65.7%	11/07/2025
125	HERRIMAN	27.48	\$162,802	\$203,455	\$244,109	\$203,455	49.9%	08/06/2025
125	BLUFFDALE	27.48	\$153,525	\$188,833	\$224,141	\$188,843	46.0%	11/05/2025
125	RIVERTON	27.48	\$150,779	\$198,390	\$246,002	\$192,816	63.2%	10/28/2025
125	KAYSVILLE	27.48	\$148,221	\$174,158	\$200,096	\$185,474	35.0%	10/10/2025
125	MIDVALE	27.48	\$146,266	\$190,310	\$234,354	\$211,286	60.2%	01/08/2026
125	HOLLADAY	27.48	\$145,190	\$181,493	\$217,796	\$203,100	50.0%	Aged 1@3%
125	PAYSON	27.48	\$141,805	\$184,354	\$226,902	\$194,316	50.0%	Aged 1@3%
125	HIGHLAND	27.48	\$140,213	\$175,271	\$210,330	\$175,261	50.0%	04/15/2026
125	LEHI	27.48	\$139,859	\$209,789	\$279,718	\$242,653	100.0%	10/27/2025
125	CENTERVILLE	27.48	\$136,989	\$167,128	\$197,267	\$176,842	44.0%	06/01/2026
125	RIVERDALE	27.48	\$134,638	\$175,552	\$216,466	\$211,786	60.8%	09/05/2025
125	SALEM	27.48	\$133,120	\$171,000	\$210,080	\$171,600	67.8%	04/06/2026
325	HEBER CITY	27.48	\$132,621	\$140,566	\$148,512	\$135,803	12.0%	07/10/2025
125	ALTA	27.48	\$131,393	\$157,681	\$183,968	\$131,393	40.0%	Aged 1@3%
125	ENOC	27.48	\$130,922	\$147,215	\$163,508	\$153,460	24.9%	Aged 1@3%
125	SANTAQUIN	27.48	\$129,126	\$159,141	\$189,155	\$170,435	46.5%	10/07/2025
125	LINDON	27.48	\$128,794	\$160,857	\$192,920	\$187,990	49.8%	02/06/2026
125	CEAR HILLS	27.48	\$128,440	\$169,333	\$210,226	\$169,333	63.7%	07/21/2025
125	WASHINGTON TERRACE	27.48	\$124,862	\$151,580	\$178,298	\$172,702	42.8%	08/14/2025
125	NEPHI	27.48	\$124,738	\$138,570	\$152,402	\$152,402	22.2%	04/22/2026
125	CLINTON	27.48	\$123,781	\$152,048	\$180,315	\$126,610	45.7%	06/18/2026
125	VINEYARD	27.48	\$123,081	\$153,856	\$184,632	\$168,307	50.0%	Aged 1@3%
125	UTAH COUNTY	27.48	\$122,533	\$142,210	\$161,886	\$151,008	32.1%	04/08/2026
125	SPRINGVILLE	27.48	\$120,536	\$168,688	\$210,840	\$204,443	79.9%	07/22/2025
125	GRANTSVILLE	27.48	\$119,890	\$125,342	\$130,795	\$125,342	9.1%	Aged 3@3%
125	EPHRAIM	27.48	\$109,408	\$137,270	\$165,131	\$131,997	50.9%	04/01/2026
125	WEST HAVEN	27.48	\$102,024	\$119,028	\$136,032	\$127,077	33.3%	Aged 3@3%
325	OREM	27.48	\$100,006	\$149,999	\$199,992	\$125,424	100.0%	04/29/2026
325	DRAPER	27.48	\$98,925	\$131,893	\$164,861	\$127,982	66.7%	11/07/2025
325	GRANTSVILLE	27.48	\$98,102	\$107,807	\$117,213	\$107,807	20.0%	Aged 3@3%
325	HERRIMAN	27.48	\$98,093	\$122,616	\$147,139	\$122,616	50.0%	08/06/2025
325	PROVO	27.48	\$95,118	\$113,121	\$131,123	\$115,898	37.9%	09/23/2025
325	SOUTH JORDAN	27.48	\$93,517	\$119,818	\$146,120	\$149,365	56.3%	06/30/2026
325	WEST JORDAN	27.48	\$92,290	\$111,873	\$131,456	\$120,224	42.4%	08/28/2025
325	BLUFFDALE	27.48	\$91,541	\$112,590	\$133,640	\$112,590	46.0%	11/05/2025
325	MIDVALE	27.48	\$91,459	\$116,615	\$141,731	\$117,146	54.9%	01/08/2026
325	WEST HAVEN	27.48	\$90,688	\$99,190	\$107,692	\$102,024	18.8%	Aged 3@3%
325	UTAH COUNTY	27.48	\$90,584	\$105,154	\$119,725	\$119,725	32.2%	04/08/2026
325	LEHI	27.48	\$87,838	\$109,793	\$131,747	\$129,771	50.0%	10/06/2025
325	TOOELE	27.48	\$87,568	\$108,836	\$130,104	\$122,616	48.6%	06/19/2026
325	VINEYARD	27.48	\$87,560	\$109,445	\$131,329	\$125,288	50.0%	Aged 1@3%
325	RIVERTON	27.48	\$87,256	\$114,806	\$142,355	\$127,234	63.1%	10/28/2025
325	KAYSVILLE	27.48	\$85,842	\$100,859	\$115,877	\$114,088	35.0%	10/10/2025
325	FARR WEST	27.48	\$84,198	\$103,750	\$123,302	\$123,302	46.4%	01/22/2026
325	LINDON	27.48	\$83,741	\$104,562	\$125,382	\$116,002	49.7%	02/06/2026
325	EAGLE MOUNTAIN	27.48	\$82,867	\$103,584	\$124,301	\$104,998	50.0%	08/28/2025
325	HOLLADAY	27.48	\$82,268	\$100,778	\$119,289	\$96,195	45.0%	Aged 1@3%
325	SANTAQUIN	27.48	\$79,518	\$97,708	\$115,898	\$115,752	45.7%	10/07/2025
325	CLINTON	27.48	\$77,854	\$95,638	\$113,422	\$82,638	45.7%	01/22/2026
325	HIGHLAND	27.48	\$77,210	\$96,512	\$115,814	\$103,230	50.0%	04/15/2026
325	SALEM	27.48	\$76,960	\$99,440	\$101,920	\$89,440	32.4%	04/06/2026
325	RIVERDALE	27.48	\$74,838	\$97,677	\$120,515	\$120,515	61.0%	09/05/2025
325	SPRINGVILLE	27.48	\$74,235	\$95,420	\$116,605	\$95,420	57.1%	07/22/2025
325	PAYSON	27.48	\$69,714	\$90,634	\$111,555	\$87,838	60.0%	Aged 1@3%
780	OREM	14.92	\$150,010	\$200,002	\$249,995	\$188,722	66.7%	04/29/2026
780	SOUTH JORDAN	14.92	\$138,154	\$177,008	\$215,862	\$185,848	56.2%	06/30/2026
780	UTAH COUNTY	14.92	\$134,451	\$156,062	\$177,674	\$173,597	32.1%	04/08/2026
780	HERRIMAN	14.92	\$126,339	\$157,624	\$189,509	\$137,924	50.0%	08/06/2025
780	HIGHLAND	14.92	\$123,115	\$153,889	\$184,662	\$137,738	60.0%	04/15/2026
780	PAYSON	14.92	\$121,988	\$158,580	\$195,173	\$174,777	60.0%	Aged 1@3%
780	LEHI	14.92	\$121,618	\$152,027	\$182,437	\$177,341	50.0%	08/04/2025
780	PROVO	14.92	\$121,118	\$149,386	\$177,653	\$168,189	46.7%	08/28/2025
780	DRAPER	14.92	\$119,704	\$159,598	\$199,493	\$179,026	66.7%	11/07/2025
780	KAYSVILLE	14.92	\$116,397	\$136,770	\$157,144	\$123,011	35.0%	10/10/2025
780	HOLLADAY	14.92	\$114,747	\$142,434	\$172,120	\$123,468	50.0%	Aged 1@3%
780	MIDVALE	14.92	\$114,404	\$148,982	\$183,561	\$158,267	60.4%	Aged 1@3%
780	SPRINGVILLE	14.92	\$113,818	\$159,193	\$204,568	\$191,214	79.7%	07/25/2025
780	CENTERVILLE	14.92	\$112,528	\$137,280	\$162,032	\$136,864	44.0%	06/01/2026
780	TOOELE	14.92	\$110,302	\$137,103	\$163,904	\$137,155	48.6%	06/19/2026
780	CEAR HILLS	14.92	\$108,950	\$144,466	\$179,982	\$144,466	65.2%	07/21/2025
780	HEBER CITY	14.92	\$105,227	\$129,266	\$147,306	\$132,621	62.1%	07/10/2025
780	WASHINGTON TERRACE	14.92	\$104,832	\$127,535	\$150,238	\$150,238	43.3%	08/14/2025
780	CLINTON	14.92	\$104,562	\$128,440	\$152,318	\$119,995	45.7%	01/23/2026
780	SANTAQUIN	14.92	\$104,062	\$128,180	\$152,298	\$121,763	46.4%	02/06/2026
780	SALEM	14.92	\$101,920	\$135,200	\$168,480	\$135,200	65.3%	04/06/2026
780	HARRISVILLE	14.92	\$99,777	\$121,535	\$143,294	\$121,535	43.8%	Aged 4@3%
780	NEPHI	14.92	\$98,678	\$119,995	\$148,317	\$119,995	64.1%	04/22/2026
780	LINDON	14.92	\$93,246	\$128,710	\$164,174	\$128,461	76.1%	02/06/2026
145	GRANTSVILLE	14.92	\$90,688	\$94,157	\$97,626	\$97,626	7.7%	Aged 3@3%
145	WEST JORDAN	14.92	\$90,043	\$109,169	\$128,294	\$120,515	42.5%	08/28/2025
145	VINEYARD	14.92	\$88,931	\$111,169	\$133,407	\$115,175	50.0%	Aged 1@3%
145	RIVERTON	14.92	\$87,256	\$114,806	\$142,355	\$114,400	63.1%	10/28/2025
780	EAGLE MOUNTAIN	14.92	\$86,840	\$108,555	\$130,270	\$99,003	50.0%	08/28/2025
145	MIDVALE	14.92	\$83,138	\$105,997	\$128,856	\$97,698	55.0%	01/08/2026

The "blue" survey regression rate is the predicted rate based upon the statistical analysis for an growth curve for the sample data for this job. In this instance the regression rate is within the +/-2 guideline and suggests that the level 27.33 is RELIABLY ACCURATE. If a "parity" position is desired, then adjustments can be made to the market data or to the job valuation to manage the pay objective.

TOWN ADMINISTRATOR				
Point Factor Market Reconciliation				
Pay Objective	\$Dev	Count	StError	
\$120,356	\$37,775	62	\$4,797	
Regression Rate	\$ Difference	Error Ratio		
\$118,172	-\$2,184	-0.46		
Comparable? Competitive Edge? Trendsetter?				
Average	Percentile			
\$120,356	50th	\$121,534		

The **standard error** is a reliability value; a statement about the degree of agreement among the survey sample group with respect to the starting base pay for the job. The smaller the standard error the greater the agreement. Low or small standard errors suggest a greater need to establish pay rates to compete. This is also a +/- value. In this example for the City Manager, the survey group average starting rate of \$120,356 is accurate +/- \$4,797. Theoretically, you would be looking to establish a starting rate that falls between \$115,559 and \$125,153. If your philosophy is to move toward the cutting edge, you would use the upper value. If you strive to be more conservative but still comparable, you would use the lower value.

\$115,559 \$120,356 \$125,153

The **error ratio** is a measurement of accuracy for the assigned pay level. It is calculated by dividing the dollar difference between the city's minimum (regression) rate for the pay level and the market (survey) rate, by the standard error. It is also a measure of tolerance. The closer the error ratio is to zero, the more in line with the survey group average is the assigned pay level. Typically, a value of +/- 2 can keep the position within a competitive threshold. Position error ratios that exceed +/- 2 indicate the job may be over-valued. Negative error ratios below -2 indicate the job may be under-valued. Small or low standard errors (standard, target error ratios, rising the "red flag" that the pay for the job needs to be examined and adjusted for the survey group average starting rate for the City Manager.

145	ENOCH	CITY TREASURER	14.92	\$82,035	\$87,786	\$93,538	\$92,602	14.0%	07/30/2025
145	LEHI	CITY TREASURER	14.92	\$81,744	\$102,180	\$122,616	\$122,533	50.0%	10/06/2025
780	EPHRAIM	FINANCE DIRECTOR	14.92	\$81,078	\$100,994	\$120,910	\$98,634	49.1%	04/01/2026
145	SOUTH JORDAN	CITY TREASURER	14.92	\$80,787	\$103,511	\$126,235	\$102,440	56.3%	06/30/2026
145	MAPLETON	CITY TREASURER	14.92	\$78,368	\$83,516	\$88,665	\$79,300	13.1%	Aged 4@3%
145	HERRIMAN	CITY TREASURER	14.92	\$76,835	\$96,054	\$115,274	\$96,054	50.0%	08/06/2025
145	CENTERVILLE	TREASURER	14.92	\$75,587	\$92,217	\$108,846	\$86,070	44.0%	06/01/2026
145	OREM	TREASURY MANAGER	14.92	\$75,005	\$124,968	\$174,990	\$129,626	133.3%	04/29/2026
145	DRAPER	CITY TREASURER	14.92	\$74,318	\$99,091	\$123,864	\$107,432	66.7%	11/07/2025
145	SPRINGVILLE	CITY TREASURER	14.92	\$74,235	\$95,420	\$116,605	\$108,912	57.1%	07/22/2025
145	SALEM	CITY TREASURER	14.92	\$72,800	\$84,240	\$95,680	\$84,240	31.4%	04/06/2026
145	CLINTON	CITY TREASURER	14.92	\$70,574	\$86,694	\$102,814	\$98,821	45.7%	01/23/2026
145	HARRISVILLE	CITY TREASURER	14.92	\$69,329	\$70,319	\$71,309	\$74,384	2.9%	Aged 4@3%
145	EAGLE MOUNTAIN	CITY TREASURER	14.92	\$69,326	\$86,663	\$104,000	\$79,997	50.0%	06/28/2025
145	LINDON	TREASURER	14.92	\$67,496	\$84,302	\$101,109	\$88,795	49.8%	02/06/2026
145	PAYSON	CITY TREASURER	14.92	\$65,450	\$90,254	\$95,058	\$85,118	45.2%	Aged 1@3%
145	NEPHI	TREASURER I	14.92	\$63,170	\$69,909	\$76,648	\$73,882	21.3%	04/21/2026
145	WASHINGTON TERRACE	CITY TREASURER/HR	14.92	\$62,629	\$76,357	\$90,085	\$76,835	43.8%	08/14/2025
145	VINEYARD	CITY TREASURER	14.92	\$58,295	\$72,874	\$87,453	\$74,063	50.0%	Aged 1@3%
145	SANTAQUIN	CITY TREASURER/UTILITY BILLING CLERK	14.92	\$57,803	\$70,626	\$83,450	\$64,501	44.4%	10/07/2025
145	HEBER CITY	CITY TREASURER	14.92	\$56,638	\$67,864	\$79,290	\$87,318	40.0%	07/10/2025
145	HIGHLAND	CITY TREASURER	14.92	\$55,162	\$66,196	\$77,230	\$63,898	40.0%	04/15/2026
145	EPHRAIM	TREASURER	14.92	\$46,821	\$57,543	\$68,266	\$53,040	45.8%	04/01/2026
130	MIDVALE	HR DIRECTOR/CITY RECORDER	7.68	\$113,734	\$148,106	\$182,478	\$172,557	60.4%	01/08/2026
130	OREM	CITY RECORDER	7.68	\$100,006	\$149,999	\$199,992	\$103,085	100.0%	04/29/2026
130	TOOELE	CITY RECORDER/PURCHASING AGENT	7.68	\$94,557	\$117,541	\$140,525	\$122,325	48.6%	06/19/2026
130	SOUTH JORDAN	CITY RECORDER	7.68	\$89,577	\$119,818	\$146,120	\$110,053	56.3%	06/30/2026
130	GRANTSVILLE	CITY RECORDER	7.68	\$87,197	\$99,628	\$92,660	\$89,328	6.3%	Aged 3@3%
130	HERRIMAN	CITY RECORDER	7.68	\$86,819	\$108,493	\$130,166	\$108,493	49.9%	05/06/2025
130	ALTA	TOWN CLERK	7.68	\$83,939	\$100,725	\$117,511	\$91,952	40.0%	Aged 1@3%
130	RIVERTON	CITY RECORDER	7.68	\$80,621	\$103,355	\$126,090	\$106,018	56.4%	10/28/2025
130	HOLLADAY	CITY RECORDER	7.68	\$79,097	\$96,901	\$114,704	\$102,707	45.0%	Aged 1@3%
130	PROVO	CITY RECORDER	7.68	\$78,250	\$93,059	\$107,869	\$96,362	37.9%	08/28/2025
130	SPRINGVILLE	CITY RECORDER	7.68	\$77,958	\$107,006	\$136,053	\$92,269	74.5%	07/22/2025
130	EAGLE MOUNTAIN	ADMINISTRATIVE SERVICES DIRECTOR/CITY RECORDER	7.68	\$77,750	\$97,188	\$116,626	\$95,306	50.0%	06/28/2025
130	WEST JORDAN	CITY RECORDER	7.68	\$77,584	\$94,089	\$110,594	\$117,312	42.5%	06/28/2025
130	CEDAR HILLS	CITY RECORDER	7.68	\$76,003	\$105,050	\$134,098	\$105,050	76.4%	07/21/2025
130	DRAPER	CITY RECORDER	7.68	\$74,318	\$99,091	\$123,864	\$93,870	66.7%	11/07/2025
130	BLUFFDALE	CITY RECORDER	7.68	\$70,678	\$86,934	\$103,189	\$67,642	46.0%	11/05/2025
130	LEHI	CITY RECORDER	7.68	\$70,096	\$87,610	\$105,123	\$97,011	50.0%	10/06/2025
130	FARR WEST	CITY RECORDER	7.68	\$69,077	\$85,654	\$102,232	\$85,654	48.0%	01/22/2026
130	SALEM	CITY RECORDER	7.68	\$68,640	\$79,040	\$89,440	\$79,040	30.3%	09/18/2025
130	LINDON	RECORDER	7.68	\$67,496	\$84,302	\$101,109	\$86,528	49.8%	02/06/2026
130	HARRISVILLE	CITY RECORDER	7.68	\$67,232	\$81,454	\$95,677	\$81,466	42.3%	Aged 4@3%
130	WEST HAVEN	CITY RECORDER	7.68	\$62,348	\$68,016	\$73,684	\$69,331	18.2%	Aged 3@3%
130	HIGHLAND	CITY RECORDER	7.68	\$60,986	\$76,232	\$91,478	\$86,070	50.0%	04/15/2026
130	PAYSON	FINANCE DIRECTOR/CITY RECORDER	7.68	\$57,845	\$75,198	\$92,552	\$79,055	60.0%	Aged 1@3%
130	VINEYARD	CITY RECORDER	7.68	\$57,138	\$71,417	\$85,696	\$84,089	50.0%	Aged 1@3%
130	EPHRAIM	CITY RECORDER	7.68	\$54,371	\$67,080	\$79,789	\$68,058	46.7%	04/01/2026
130	ENOCH	RECORDER	7.68	\$44,557	\$47,981	\$51,405	\$49,246	15.4%	Aged 1@3%
160	HERRIMAN	DEPUTY RECORDER	4.86	\$80,174	\$75,213	\$89,251	\$75,213	50.0%	08/06/2025
160	SOUTH JORDAN	DEPUTY CITY RECORDER	4.86	\$59,800	\$72,566	\$86,112	\$72,072	44.0%	06/30/2026
160	MIDVALE	DEPUTY RECORDER	4.86	\$59,530	\$74,360	\$89,190	\$77,376	49.8%	02/18/2026
160	CLINTON	DEPUTY RECORDER	4.86	\$57,200	\$70,262	\$83,325	\$73,674	45.7%	01/23/2026
160	WEST JORDAN	DEPUTY CITY RECORDER	4.86	\$56,139	\$68,099	\$80,050	\$57,720	42.6%	06/28/2025
160	DRAPER	DEPUTY CITY RECORDER	4.86	\$53,144	\$70,896	\$88,629	\$68,266	66.8%	11/07/2025
160	TOOELE	DEPUTY RECORDER/CITY COUNCIL LIASION	4.86	\$51,938	\$64,553	\$77,168	\$54,039	48.6%	06/19/2026
160	PAYSON	ADMINISTRATIVE ASSISTANT/DEPUTY RECORDER	4.86	\$47,128	\$56,819	\$66,510	\$60,290	41.1%	Aged 4@3%
160	FARR WEST	DEPUTY CITY CLERK	4.86	\$45,094	\$55,858	\$66,622	\$53,955	47.7%	01/22/2026
160	HARRISVILLE	DEPUTY CITY RECORDER	4.86	\$45,054	\$54,874	\$64,693	\$54,862	43.6%	Aged 4@3%
160	EAGLE MOUNTAIN	DEPUTY RECORDER/BUSINESS LICENSES	4.86	\$44,512	\$55,640	\$66,768	\$45,739	50.0%	06/28/2025
160	VINEYARD	DEPUTY CITY RECORDER	4.86	\$42,205	\$52,757	\$63,308	\$51,718	50.0%	Aged 1@3%
160	WEST HAVEN	DEPUTY CITY RECORDER	4.86	\$41,943	\$56,113	\$70,283	\$58,448	67.6%	Aged 3@3%
160	WILLARD	DEPUTY RECORDER/TREASURER/PLANNING COMMISSION SEC	4.86	\$37,973	\$45,568	\$54,681	\$45,568	44.0%	02/06/2026

R= 0.608 0.592 0.567 0.616 47.96%

Fairfield Current Practices									
		Eval Points	Range Minimum	Range Midpoint	Range Maximum	Actual Average	Range %	Last Update	
125	FAIRFIELD	TOWN ADMINISTRATOR / BUILDING OFFICIAL	27.33	\$0	\$0	\$0	\$43,202		07/03/2026
160	FAIRFIELD	DEPUTY RECORDER	4.86	\$0	\$0	\$0	\$52,000		07/03/2026
130	FAIRFIELD	RECORDER/MUNICIPAL CLERK	7.68	\$0	\$0	\$0	\$52,000		07/03/2026
145	FAIRFIELD	TREASURER/FINANCE DIRECTOR/OFFICE MANAGER	14.92	\$0	\$0	\$0	\$52,000		07/03/2026
R=						-0.906			

Fairfield Compensation Study 2026 Regression Results

Points Eval	SURVEY Minimum	SURVEY Midpoint	SURVEY Maximum	FAIRFIELD A=Current Actual	POSTION
27.48	\$118,172	\$145,575	\$172,413	\$43,200	Town Administrator/Building Official
14.92	\$83,730	\$103,652	\$123,259	\$32,000	Treasurer/Finance Director/Office Manager
7.68	\$68,658	\$85,235	\$101,594	\$45,500	Recorder/Municipal Clerk
4.86	\$63,545	\$78,973	\$94,216	\$13,000	Deputy Recorder

Fairfield Compensation Study 2026



Hourly Pay Rates				Bi-Weekly			Annual Pay Rates				Competitive Objective	Pay Range				RANGE
Pay Value	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum	Pay Value	Minimum	Midpoint	Maximum						
Town Administrator/Building Official	27.48	\$51.13	\$63.91	\$76.70	\$4,091	\$5,113	\$6,136	Town Administrator/Building Official	27.48	\$106,354	\$132,943	\$159,532	50.0%			
Treasurer/Finance Director/Office Manager	14.92	\$36.23	\$45.29	\$54.34	\$2,898	\$3,623	\$4,348	Treasurer/Finance Director/Office Manager	14.92	\$75,357	\$94,196	\$113,035	50.0%			
Recorder/Municipal Clerk	7.68	\$29.71	\$37.13	\$44.56	\$2,377	\$2,971	\$3,565	Recorder/Municipal Clerk	7.68	\$61,792	\$77,240	\$92,689	50.0%			
Deputy Recorder	4.86	\$27.50	\$34.37	\$41.24	\$2,200	\$2,750	\$3,299	Deputy Recorder	4.86	\$57,190	\$71,488	\$85,785	50.0%			

Fairfield Compensation Study 2026														Compression Adjustment - Organization Reset													
Implementation Options														Position Date	Time In Position 7/1/2026	T.I.P. Adjustment 1.00%	Total Yrs. Exper.	Qualified Experience Adjustment	Formula Annual Pay	Proposed Annual Pay	\$ Difference	% Difference	Compa-Ratio				
CURRENT						PROPOSED																					
NAME	DEPARTMENT	POSITION	STATUS	HOURLY	SALARY	POSITION	JOB VALUE	MINIMUM	MIDPOINT	MAXIMUM	SALARY	\$DIFF	%DIFF	Ratio													
Hollie McKinney	ADMINISTRATION	Mayor	2080	NA	\$6,000						\$6,000	\$0	0.0%														
Hollie McKinney	ADMINISTRATION	Town Administrator/Building Official	2080	\$ 20.77	\$43,200	Town Administrator/Building Official	27.48	\$106,354	\$132,843	\$159,532	\$106,354	\$63,154	146.2%	80.00%	1/1/2023	3	3.00%	3	3.00%	\$109,545	\$109,545	\$66,345	153.58%	82.40%			
Codi Butterfield	ADMINISTRATION	Treasurer/Finance Director/Office Manager	1300	\$ 25.00	\$32,500	Treasurer/Finance Director/Office Manager	14.92	\$47,098	\$58,872	\$70,647	\$47,098	\$14,598	44.9%	80.00%	8/1/2024	1	1.00%	1	1.00%	\$47,569	\$47,569	\$15,069	46.37%	80.80%			
Stephanie Shelley	ADMINISTRATION	Recorder/Municipal Clerk	1820	\$ 25.00	\$45,500	Recorder/Municipal Clerk	7.68	\$54,068	\$67,585	\$81,103	\$54,068	\$8,568	18.8%	80.00%	1/1/2019	7	7.00%	7	7.00%	\$57,853	\$57,853	\$12,353	27.15%	85.60%			
Vonda Cook	ADMINISTRATION	Deputy Recorder	520	\$ 25.00	\$13,000	Deputy Recorder	4.86	\$14,298	\$17,872	\$21,446	\$14,298	\$1,298	10.0%	80.00%	1/1/2012	14	14.00%	14	14.00%	\$16,299	\$16,299	\$3,299	25.38%	91.20%			
Total Base Salary:					\$134,200	Proposed Total Base Salary					\$221,818	\$87,618					Proposed Total Base Salary					\$231,266	\$97,066				
						Annual Budget Increase					\$87,618	55.0%					Annual Budget Increase					\$97,066	72.33%				
						% Increase to Budget					65.29%						% Increase to Budget					72.33%					

Ordinance No. 2026-06 An Ordinance Amending the Compensation for Fairfield Executive Officers And Elected Officials.
Dated August 12 2026

Document Control Changes - Document created August ____ 2026.

WHEREAS, Title 10, Chapter 3, Part 8 of the Utah Code establishes certain requirements for Town officers and the administration of the Town; and

WHEREAS, Utah Code § 10-3-818 provides that the elective, executive and statutory officers of the Town shall receive compensation for their services as the Town Council establishes by ordinance after holding a public hearing; and

WHEREAS, The Town Council has held discussions and agreed on obtaining an independent compensation study to determine increasing the compensation for services during meetings held April 15, 2026, and June 24, 2026; and

WHEREAS, On July 7, 2026, said study was obtained from Personnel Systems and Services regarding the Compensation Study for Fairfield and the findings were discussed by the Town Council; and

WHEREAS, pursuant to law, a public hearing to receive comment and consider amendment of an ordinance to address the matters described above was held on August 12, 2026;

WHEREAS, the Town Council of Fairfield, Utah, hereby determines that it is in the best interest of the citizens of Fairfield and the administration of Town government to ensure the Town conforms to all statutory requirements for Town officers by adopting ordinances to address the matters described above.

NOW, THEREFORE, be it ordained by the Town Council of Fairfield, State of Utah, as follows:

Section 1. Amendment. The compensation for elected and appointed officials is amended as shown on Exhibit A, attached hereto and incorporated herein by reference.

Section 2. 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, provisions and words of this Ordinance shall be severable.

Section 3. Compensation Effective Date. The compensation rates affected by this Ordinance shall be retroactive to July 1, 2026 to coincide with the Town's fiscal year.

Section 4. Effective Date. This Ordinance shall become effective immediately upon passage or posting as required by law.

Adopted and passed on this ____ day of August, 2026.

FAIRFIELD

Hollie McKinney, Mayor

Hollie McKinney	yes	no	abstain	absent
RL Panek	yes	no	abstain	absent
Tyler Thomas	yes	no	abstain	absent
Michael Weber	yes	no	abstain	absent
Richard Cameron	yes	no	abstain	absent

Stephanie Shelley, Recorder

(SEAL)

EXHIBIT A

Planning Commission Stipends (5 board members)

Board Role	Current Monthly	Current Yearly Total	Proposed Monthly	Proposed Yearly Total	Proposed Yearly Increase
Board Member (x5)	\$250.00	\$15,000.00	\$350.00	\$21,000.00	\$6,000.00
Planning Chair	\$150.00	\$1,800.00	\$150.00	\$1,800.00	\$0.00
Totals	\$1,400.00	\$16,800.00	\$1,900.00	\$22,800.00	\$6,000.00

Town Council Stipends

Role	Current Monthly	Current Yearly Total	Proposed Monthly	Proposed Yearly Total	Proposed Yearly Increase
Council Members (x4)	\$350.00	\$16,800.00	\$1,000.00	\$48,000.00	\$31,200.00
Mayor Stipend	\$550.00	\$6,600.00	\$1,000.00	\$12,000.00	\$5,400.00
Totals	\$1,950.00	\$23,400.00	\$5,000.00	\$60,000.00	\$36,600.00

Administrative Wages

Position	Officer Name	Current Wage Rate	Current Annual Budget	Proposed Wage Rate	Proposed Annual Budget	Annual Increase
Administrator / Building Official	Hollie McKinney	\$3,600.00 /mo	\$43,200.00	\$7,973.33 /mo	\$95,680.00	\$52,480.00
Treasurer / Office Asst. Mgr	Codi Butterfield	\$25.00 /hr	\$32,500.00	\$6,413.33 /mo	\$76,960.00	\$44,460.00
Recorder	Stephanie Shelley	\$25.00 /hr	\$45,500.00	\$26.50 /hr	\$45,500.00	\$0.00
Deputy Recorder	Vonda Cook	\$25.00 /hr	\$19,500.00	\$26.50 /hr	\$19,500.00	\$0.00

Position	Officer Name	Current Wage Rate	Current Annual Budget	Proposed Wage Rate	Proposed Annual Budget	Annual Increase
Water Department	Tyler Thomas	\$900.00 /mo	\$10,800.00	\$900.00 /mo	\$10,800.00	\$0.00
Water Technician	LB Miller	\$25.00 /hr	\$3,000.00	\$26.50 /hr	\$3,180.00	\$180.00
Roads Department	RL Panek	\$900.00 /mo	\$10,800.00	\$900.00 /mo	\$10,800.00	\$0.00
Town Parks / Improvements	Richard Cameron	\$900.00 /mo	\$10,800.00	\$900.00 /mo	\$10,800.00	\$0.00
Cemetery Sexton	Dave Hanson	\$200.00 /mo	\$2,400.00	\$200.00 /mo	\$2,400.00	\$0.00
Blue Stakes	Vern Carson	\$250.00 /mo	\$3,000.00	\$500.00 /mo	\$6,000.00	\$3,000.00
Town Planner	Jim Spung	Contract	\$50,000.00	Contract	\$50,000.00	\$0.00
Accountant	Dave Saunders	Contract	\$16,400.00	Contract	\$16,400.00	\$0.00
Totals			\$247,900.00		\$348,020.00	\$100,120.00

Revenue and Wages

Fiscal Year	Revenue	Projected Revenue	Wages	Proposed Wage Increase	Proposed Yearly Wage Total
2024-2025	\$1,312,026.00		\$200,523.50		
2025-2026	\$1,764,203.74		\$208,996.75		
2026-2027		\$1,998,000.00	\$291,300.00	\$139,620.00	\$430,920.00

FAIRFIELD

STATE OF UTAH)
) ss.
COUNTY OF UTAH)

I, Stephanie Shelley, Town Recorder of Fairfield, Utah, do hereby certify and declare that the above and foregoing is a true, full, and correct copy of an ordinance passed by the Town Council of Fairfield, Utah, on the ____ day of _____2026.

Ordinance No. 2026-06 An Ordinance Amending the Compensation for Fairfield Executive Officers And Elected Officials.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Corporate Seal of Fairfield, Utah, this _____ day of _____2026.

_____,
Stephanie Shelley
Fairfield Recorder/Clerk

(SEAL)

AFFIDAVIT OF POSTING

STATE OF UTAH)
) ss.
COUNTY OF UTAH)

I, Stephanie Shelley, Town Recorder of Fairfield, Utah, do hereby certify and declare that I posted in three (3) public places the following summary of the ordinance which was passed by the Fairfield Council on the ____ day of _____, 2026, and herein referred to as:

Ordinance No. 2026-06 An Ordinance Amending the Compensation for Fairfield Executive Officers And Elected Officials.

SUMMARY.

Increasing Compensation for Fairfield executive officers and elected officials.

The three places are as follows:

1. Fairfield Town Hall
2. Fairfield Website
3. Utah State Public Notice Website

Stephanie Shelley
Fairfield Recorder/Clerk

Date of Posting ____ day of _____, 20__

Resolution No. R2026-16 A Resolution Amending The Fairfield Budget For Fiscal Year 2026-2027.
Dated XX, 2026

WHEREAS, the Town Council has previously established the budget for Fairfield for the fiscal year beginning July 1, 2026, and ending June 30, 2027; and

WHEREAS, at the time of its adoption, the budget properly reflected expected revenues and appropriations; and

WHEREAS, the Town will exceed its present budget, and the Fairfield Town Council desires to amend the 2026-2027 fiscal year budget in accordance with UCA 10-6-125, 10-6-126, and 10-5-116;

NOW THEREFORE, be it ordained by the Town Council of Fairfield, in the State of Utah, that the Fairfield Budget for the Fiscal Year 2026-2027 be amended as follows:

An amended budget for Fairfield for the Fiscal Year 2026-2027 is hereby approved and adopted as set forth in the attached Budget Adjustment Itemization (Exhibit "A").

Effective Date: This Resolution shall become effective immediately upon adoption.

Passed and Adopted this **XXth day of XX 2026**.

FAIRFIELD

Hollie McKinney, Mayor

Hollie McKinney	yes	no	abstain
RL Panek	yes	no	abstain
Tyler Thomas	yes	no	abstain
Michael Weber	yes	no	abstain
Richard Cameron	yes	no	abstain

ATTEST:

Stephanie Shelley, Recorder

(OFFICIAL SEAL)

FAIRFIELD

STATE OF UTAH)
) ss.
COUNTY OF UTAH)

I, Stephanie Shelley, Town Recorder of Fairfield, Utah, do hereby certify and declare that the above and foregoing is a true, full, and correct copy of an ordinance passed by the Town Council of Fairfield, Utah, on the **XX day of XX 2026**

R2026-10 A Resolution Amending The Fairfield Budget for the Fiscal Year 2026-2027.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Corporate Seal of Fairfield, Utah, this **XX day of XX 2026**

_____,
Stephanie Shelley
Fairfield Recorder/Clerk

(SEAL)

Exhibit A

Amended Budget for Wages

4103 (Stephanie)	Add	\$2730.00
4103 (Vonda)	Add	\$1170.00
4103.1 (Hollie) Administrator	Add	\$52,480.00
4103.3 (Codi) Treasurer/Office Manager	Add	\$44,460.00

Do you want these all combined into Admin Permanent wages(4103), or would you like them broken down into different line Items?

4103.4 (Vern)	Add	\$3,000.00
4156 (PC)	Add	\$6000.00
4000 Town Council	Add	\$31,200.00
4010	Add	\$5,400.00
6111 (LB)	Add	\$180.00
Total =		\$147,620.00
4166 Roads(Capital Projects)	Add	\$ 100,000.00

MEETING DATE: August 12, 2026

RECOMMENDED ACTION:

Consideration of the proposed Ordinance.

BUSINESS ITEM #2: An Ordinance Adopting Site Specific Development Zone

APPLICANT: Fairfield (initiated by Town)

EXHIBITS:

A. Ordinance 26-XX

LOCATION: Town-wide (Zoning Ordinance)

STAFF CONTACT: Jim Spung, AICP
Planning Consultant

OVERVIEW

In accordance with Code of Ordinances §154.062, Town Administration requests that the Planning Commission review a proposed text amendment to the Fairfield Code of Ordinances to establish a new Site-Specific Development (SSD) zoning district and corresponding review procedures. The SSD district is intended to accommodate unique development proposals that require tailored development standards not otherwise achievable under the Town's standard zoning districts.

SUMMARY

Through recent discussions, the Town has identified the need for a zoning tool that provides greater flexibility to accommodate creative, site-specific development proposals that may not fit neatly within existing zoning districts. As Fairfield continues to grow, future development opportunities may benefit from a process that allows the Town to consider innovative projects while maintaining appropriate public review and legislative oversight.

This text amendment request proactively addresses this need by establishing a legal framework for adopting customized development standards tailored to individual sites. Rather than reacting to unique proposals on a case-by-case basis, the SSD district provides a predictable process that allows the Town to evaluate creative development concepts to ensure they are consistent with the Town's vision, compatible with surrounding properties, and supported by enforceable development standards.

The SSD district provides flexibility in exchange for high-quality design, enhanced amenities, and meaningful public benefits that exceed what would typically be expected of projects developed using base zoning districts. It may also be used to address unique site constraints or opportunities. Development proposals using this tool are expected to demonstrate the project advances the goals and policies of the Fairfield General Plan through the coordinated placement of buildings, infrastructure, open space, and other site improvements.

This draft amendment establishes a two-step review process, summarized below.

- **SSD Preliminary Review.** Preliminary review is intended to be conceptual in nature to provide the Planning Commission and Town Council with an opportunity to evaluate the overall merits of the proposal before the applicant commits significant time and resources to preparing detailed plans and ordinance language. This review includes conceptual development information such as land use mix, density, site planning layout, architectural elevations, circulation patterns, and identifying potential anticipated impacts.

- **SSD Final Review.** If the proposal receives favorable direction during the preliminary review, the applicant may proceed to the final review. Unlike the preliminary review, the final review includes the ordinance-level detail necessary for adoption of the SSD district, including the specific development standards, a development agreement, site plans, architectural elevations, and other supporting materials. Together, these documents establish the approved development framework and provide the Town with the necessary assurances that the project will be developed substantially as approved through the SSD rezoning process.

The preliminary and final reviews require a public hearing before the Planning Commission and a recommendation to the Town Council prior to final action, largely mirroring the current zoning text amendment and zoning map change procedure requires.

STAFF ANALYSIS

The proposed amendment is consistent with the General Plan's goals of encouraging high-quality development, supporting economic vitality, and providing flexibility for innovative projects that meet community objectives. The two-step review process promotes efficiency while ensuring appropriate oversight and public involvement.

PUBLIC HEARING & NOTICE

Staff posted and published a notice of public hearing on July 17, 2026, in accordance with the standards in Town Code and State Statute. A public hearing was held by the Planning Commission on July 29, 2026.

FINDINGS

1. This application was initiated by the Town, pursuant to the Fairfield Code of Ordinances Sections 154.012 and 154.062.
2. The Town has identified the need for a zoning tool to accommodate unique, site-specific development proposals that cannot be approved using existing zoning districts.
3. The proposed text amendment to Sections 154.100; 154.113; and 154.114, establishes a new Site-Specific Development (SSD) zoning district and corresponding review procedures.
4. The two-step SSD review process (preliminary and final) promotes efficiency while ensuring appropriate oversight and public involvement.
5. The amendment is consistent with the General Plan by supporting high-quality development, economic vitality, and innovative development that aligns with the Town's vision.
6. Exhibit A illustrates the proposed amendments using underline and strike-through formatting to identify changes to the current code.
7. On July 29, 2026, the Planning Commission forwarded a positive recommendation to the Town Council.
8. The Town Council is the final decision-making authority for amendments to the Fairfield Code of Ordinances.

STAFF RECOMMENDATION

Staff recommend the Town Council approve the amendments, as proposed.

Ordinance No. 2026-07 Amending Fairfield Town Code §§154.100, 154.113, and 154.114, Creating a Site-Specific Development (SSD) Zoning District and Corresponding Review Procedures.

August 12, 2026

WHEREAS, the Fairfield Town Council deems it to be in the best interest of Fairfield Town to amend Fairfield Town Code §§154.100, 154.113, and 154.114 to establish a Site-Specific Development (SSD) zoning district and corresponding review procedures; and

WHEREAS, the proposed amendment establishes a zoning tool to accommodate unique development proposals through customized development standards that further the goals and policies of the Fairfield General Plan while providing meaningful public benefits; and

WHEREAS, the proposed amendment establishes a two-step review process consisting of a preliminary review and a final review to provide flexibility while ensuring appropriate public review and legislative oversight; and

WHEREAS, Utah Code §10-9a-501 and related provisions authorize municipalities to amend their land use regulations; and

WHEREAS, the Fairfield Planning Commission conducted a duly noticed public hearing on July 29, 2026, considered the proposed amendment, and forwarded a positive recommendation to the Town Council; and

WHEREAS, the Fairfield Town Council has reviewed the proposed amendment to the Fairfield Town Code and finds that the proposed amendment promotes orderly development, improves administration of the Fairfield Code, and protects the public health, safety, and general welfare:

NOW THEREFORE, be it ordained by the Town Council of Fairfield, in the State of Utah:

Section 1. Adoption of Amendments. The Town Council hereby enacts Fairfield Town Code §§154.100, 154.113, and 154.114, as shown in Exhibit A, wherein deletions to the current ordinance are ~~struck through~~ and additions to the current ordinance are underlined.

Section 2. 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, provisions and words of this Ordinance shall be severable.

Section 3. Effective Date. This Ordinance shall become effective immediately upon passage or posting as required by law.

Approved by the Town Council of Fairfield Town, Utah, on this 12th day of August 2026 by the following vote:

FAIRFIELD

Hollie McKinney, Mayor

Hollie McKinney	yes_____	no_____	abstain_____
RL Panek	yes_____	no_____	abstain_____
Tyler Thomas	yes_____	no_____	abstain_____
Michael Weber	yes_____	no_____	abstain_____
Richard Cameron	yes_____	no_____	abstain_____

ATTEST:

Stephanie Shelley, Recorder

(OFFICIAL SEAL)

EXHIBIT A

TOWN ZONES

§ 154.100 ZONES ESTABLISHED.

In order to carry out the purposes of this chapter, the town is hereby divided into zones as follows:

(A) AR-1 Residential Agricultural Zone;

(B) AR-5 Residential Agricultural Zone;

(C) AR-10 Residential Agricultural Zone;

(D) AR-40 Agricultural Residential Zone;

(E) Light Industrial West Zone;

(F) Light Industrial East Zone;

(G) Commercial Overlay Zone;

(H) Heavy Industrial Zone;

~~(I) Airpark Zone; and~~

~~(I) Airpark Overlay Zone~~Airpark Mixed-Use Zone; and.

(J) Site-Specific Development Zone.

(Prior Code, § 10.11.10)

§ 154.113 SITE-SPECIFIC DEVELOPMENT ZONE (SSD).

- (A) *Purpose.* The Site-Specific Development (SSD) district is intended to accommodate unique development proposals that require tailored development standards not otherwise achievable under the Town's standard zoning districts. The SSD district provides flexibility in exchange for high-quality design, enhanced amenities, and meaningful public benefits that exceed what would typically be expected under conventional zoning. It may also be used to address unique site constraints or opportunities. Development within an SSD district shall be designed to further the goals and policies of the Fairfield General Plan through the coordinated placement of buildings, infrastructure, open space, and other site improvements.
- (B) *Qualifying Standards.* To qualify for SSD Zone classification, the following conditions shall be present:
- (1) The proposed SSD district includes a minimum of 50 acres of contiguous land area;
 - (2) The proposed development could not otherwise be developed using conventional zoning districts or standards established in this code;
 - (3) The land within the proposed SSD is under single ownership or unified control. Property under multiple ownership may qualify if the application includes enforceable agreements, covenants, or other legal instruments acceptable to the Town that ensure unified development and may be recorded as a condition of approval;
 - (4) The proposed SSD zoning district embraces several highly-valued design features, as determined by the Town Council, upon recommendation from the Planning Commission, including but not limited to:
 - (a) Superior site planning and building orientation that responds to surrounding development and natural features;
 - (b) High-quality architectural design, building materials, and durable exterior finishes;
 - (c) Preservation of significant natural features, open space, mature vegetation, or scenic views;
 - (d) Enhanced pedestrian, bicycle, or trail connections beyond minimum code requirements;
 - (e) Public or common open spaces, plazas, parks, gathering areas, or recreational amenities;
 - (f) Innovative housing types or site design that support housing diversity while maintaining neighborhood compatibility;
 - (g) Enhanced landscaping, streetscape improvements, and buffering exceeding minimum

standards:

(h) Transportation, utility, stormwater, or infrastructure improvements that provide a public benefit;

(i) Sustainable or low-impact development practices, including water conservation, energy efficiency, or low-impact stormwater design;

(j) Preservation or adaptive reuse of historic, cultural, or other significant community resources; and/or

(k) Other design features or public amenities that further the goals and policies of the Fairfield General Plan.

(5) The entire site proposed for SSD District classification shall be included in a development plan for review and approval.

(C) *District Designation.* Each approved SSD district shall be assigned a permanent zoning suffix based on its primary land use. The following suffixes shall be used and displayed on the Official Zoning Map:

- (1) SSD-RD (research and development).
- (2) SSD-PO (professional office).
- (3) SSD-I (industrial).
- (4) SSD-C (commercial).
- (5) SSD-X (mixed residential and commercial).
- (6) SSD-R (residential).
- (7) SSD-IN (institutional).
- (8) SSD-ET (energy uses and technology).
- (9) SSD-A (residential with agriculture).
- (10) SSD-L (landfill, municipal or C&D).

(D) *Permitted Uses.* An SSD district may authorize a mix of land uses not otherwise permitted within a single zoning district, subject to approval by the Town Council. All proposed uses shall be planned as an integrated development that is consistent with the purposes of this Section.

§ 154.114 REZONING TO SSD PROCEDURE.

- (A) Purpose. The rezoning to a Site-Specific Development procedure provides a mechanism for the city to achieve the purposes of §154.113.
- (B) Applicability. The rezoning to SSD procedure shall not be used when a conditional use permit, variance, or rezoning to an existing base zoning district could achieve a similar result.
- (C) Preliminary SSD Review. The preliminary SSD review process is intended to provide an opportunity for the Planning Commission and Town Council to conduct a high-level review of a proposed SSD district to weigh the merits of the overall vision and concept of the proposal, to provide feedback and guidance, and to identify items that should be addressed by staff and the applicant during the final SSD review process.
- (1) Pre-Application Meeting. A pre-application meeting is required and is intended to provide an opportunity for Town staff and referral agencies to discuss details and potential impacts of the proposed project and to establish points of contact. Staff may review the zoning classification of the site, the applicable regulatory ordinances and materials, applicable procedures, and examine the proposed use and development of the property. Staff may advise the applicant in preparing the application and supporting documents as necessary.
- (a) The requestor shall provide the following materials related to the proposed SSD to help determine whether rezoning to the SSD is the appropriate procedure for the applicant and the Town:
1. Proposed general site layout and phasing;
 2. Proposed land use mix;
 3. Number and type of residential or nonresidential units (as applicable);
 4. Floor area and height of all buildings;
 5. Floor area of each use for mixed-use buildings (if applicable); and
 6. Proposed parking capacity and configuration.
- (b) A request for a pre-application meeting must be submitted in writing to The Planning Director or Mayor's Designee. A schedule of meeting dates will be provided upon request; however, pre-application meetings are generally held weekly, or as needed. The request deadline for a pre-application meeting is at least six calendar days prior to the desired pre-application meeting date. Lack of adequate information may result in the request for a pre-application meeting to be postponed until sufficient information related to the request is provided.
- (c) Staff will inform the person requesting the pre-application meeting of the time, date, and location of the meeting.
- (d) Any information or discussions held at the pre-application meeting shall not be

binding on the Town, referral agencies, or the person that requested the meeting. Discussions of potential conditions to mitigate impacts do not reflect actions by a decision-making body until and unless a decision-making body takes formal action to attach that condition to an application.

- (e) A pre-application meeting does not preclude an interested party from meeting with Town staff to discuss concepts, development, zoning, or other items as part of the owner or other party's due diligence or investigatory processes.

(2) *Application Submittal and Processing.* Except for Town-initiated applications, the preliminary SSD application shall be submitted by:

- (a) The owner, contract purchaser, or other person having a recognized property interest in the land on which development is proposed, as evidenced by a notarized letter or document signed by the owner or contract purchaser; or
- (b) A person authorized to submit the application on behalf of the owner, contract purchaser, or other person having a recognized property interest in the land, as evidenced by a notarized letter or document signed by the owner or contract purchaser.
- (c) If there are multiple owners authorized to submit the application, the owner of at least 50 percent of the land involved shall provide a notarized letter or document consenting to the application.

(3) *Application Content.* The application shall be submitted to the Town. Staff are available to assist as needed at Town Hall during regular business hours.

- (a) The applicant shall ensure that an application contains sufficient information to demonstrate compliance with this code and other applicable review criteria for which approval is sought.
- (b) Town staff will not begin processing an application until the application materials submitted are determined to be complete and sufficient in accordance with §154.114(C)(4).
- (c) If the proposal is for a project to be developed in phases, the application shall clearly identify the limits of disturbance for each phase.

(4) *Determination of Application Completeness*

(a) *Applications*

1. Upon receiving an application, the Planning Director or Mayor's Designee shall determine whether the application is complete. A complete application is one that contains all information and materials required by this code, and that

has sufficient detail and readability to evaluate the application for compliance with applicable review standards of this code.

2. An application shall not be accepted nor deemed to be complete until a pre-application meeting has been satisfied and all required application fees, as established in the Town Fee Schedule, have been paid.

(b) *Incomplete Applications*

1. Upon determining whether the application is incomplete, the Planning Director or Mayor's Designee shall notify the applicant in writing of any submittal deficiencies. The applicant may correct the deficiencies and resubmit the application for a determination of completeness until The Planning Director or Mayor's Designee determines the application is complete.
2. An application shall not be reviewed for compliance with this code or scheduled for a public meeting or public hearing by any review or decision-making body until it is determined to be complete according to this section.
3. Upon determining the application is complete, the Planning Director or Mayor's Designee shall accept the application for review in accordance with the procedures and standards established in this code.

(c) *Application Revisions*

1. An applicant may revise an application following a determination that the application is complete prior to any formal action taken by a review or decision-making body.
2. Revisions shall be limited to changes that directly respond to specific requests or suggestions made by Town staff, review, or decision-making bodies.
3. All other application revisions shall be processed as a new application, except those that constitute only minor additions, deletions, or corrections to the request, as determined by the Planning Director or Mayor's Designee.

- (d) *Abandoned Applications.* If a complete application has been reviewed and comments provided to the applicant for correction, but a resubmittal addressing staff-noted deficiencies has not been received within six months of staff providing the applicant with the comments, such application shall be deemed abandoned and all fees forfeited. The applicant may request, and the Planning Director or Mayor's Designee may grant one three-month extension to address staff-noted deficiencies. In extenuating circumstances, the Planning Director or Mayor's Designee may grant an additional six-month extension period beyond the three-month extension outlined above. Abandoning an application terminates

the review process and closes the application.

(e) Application Withdrawal

1. After an application has been accepted for review, the applicant may withdraw the application by submitting a signed letter of withdrawal to the Planning Director or Mayor's Designee before the Town takes action by a vote of the decision-making body.
2. An applicant is not entitled to a refund of application fees for withdrawn applications; however, application fees may be refunded at the Planning Director or Mayor's Designee's discretion if staff and review agencies have not provided the applicant with review comments and a public notice has not been sent.

(f) Concurrent Applications

1. Whenever an application requires review under the provisions of more than one permit, approval, or process, staff may schedule the review procedures and hearings so that review for each different permit, approval, or process can be scheduled on the same agenda, to the extent practicable.
2. Review and decision-making bodies considering applications submitted simultaneously shall render separate recommendations and decisions on each application based on the specific standards applicable to each approval.
3. Some forms of approval depend on the applicant having previously received another form of approval or require the applicant to take particular action within some time period following the approval to avoid having the approval lapse. Therefore, even though this code intends to accommodate simultaneous processing, applicants should note that each of the permits and approvals set forth in this code has its own timing and review sequence, and so as a result, concurrent filings are not guaranteed to expedite the respective timing and review sequences of any particular permit or approval.

(g) Authorization of Site Inspection. By submitting an application, the applicant is authorizing Town officials to inspect the subject property being considered for development at any reasonable time to obtain the information required for review of compliance with this code.

(h) Examination of Application and Other Documents. Upon reasonable request, and during normal business hours, any person may examine an application and materials submitted in support of, or in opposition to, an application on file with the Town.

(5) Application Review.

- (a) Referral to Staff and Review Agencies. Upon acceptance of an application, the Planning Director or Mayor's Designee shall distribute the complete application to appropriate staff and review agencies. The Planning Director or Mayor's Designee shall review the application and prepare comments considering the review criteria in §154.114(C)(7)(d).
- (b) Application Review and Revisions. The Planning Director or Mayor's Designee shall review the application and shall consult with applicable Town departments and referral agencies with jurisdiction over public health and safety or required public services, as necessary. The Planning Director or Mayor's Designee shall submit recommendations and comments to the applicant. The application will not move forward for further review until the Planning Director or Mayor's Designee determines that the applicant has adequately responded to the Town's recommendations and comments, or the applicant requests that the application move forward without responding to the Town's recommendations and comments.

(6) Public Notice and Hearing

- (c) Planning Commission Review. The application shall be scheduled for a public meeting before the Planning Commission and noticed in accordance with Utah Code Ann. §10-20-Part 2.
- (d) Town Council Review. The application shall be scheduled for a public meeting before the Town Council and noticed in accordance with Utah Code Ann. §52-4-202.

(7) Application Decision and Action

- (a) The Planning Director or Mayor's Designee Recommendation.
 - 1. Staff Report. The Planning Director or Mayor's Designee shall prepare a written staff report that summarizes the proposal, findings, and staff recommendations.
 - 2. Distribution and Availability of Application and Staff Report. The Planning Director or Mayor's Designee shall submit a copy of the staff report to the applicant and the review and/or decision-making body and shall make the staff report and related materials available for public review prior to the public meeting or public hearing at which the application is scheduled to be heard.
- (b) Planning Commission. The Planning Commission shall review the application and forward its comments to the Town Council, subject to the following standards.
 - 1. The Planning Commission recommendation shall be based on the applicable review criteria listed in §154.114(C)(7)(d).

2. The Planning Commission shall consider the application, relevant support materials, staff report, and any evidence and public comments from the public hearing.
 3. The Planning Commission shall forward a positive or negative recommendation to the Town Council based on the review criteria. The Planning Commission may also table or continue the item pursuant to adopted policies and procedures. If a Planning Commission motion fails, the item shall be referred to the Town Council without a formal Planning Commission recommendation.
 4. The Planning Commission shall clearly state the factors and rationale considered in making its recommendation. The Planning Director or Mayor's Designee shall notify the applicant in writing regarding the Planning Commission recommendation and shall clearly state reasons for a negative recommendation or conditions of approval.
- (c) Town Council. The Town Council may provide the applicant with feedback regarding the merits of the project, considering the review criteria in §154.114(C)(7)(d), and the Planning Commission's recommendation. The Town Council will advise the applicant if the SSD proposal is ready to move forward to the final review phase, or if additional review is required.
- (d) Preliminary SSD Review Criteria. Preliminary review for a rezone to the SSD zoning district is not a formal decision and is intended to provide the applicant with feedback from the Planning Commission and Town Council regarding the merits of the project. The Planning Commission and Town Council may consider whether and to what extent the proposed application:
1. Is consistent with the purpose of the SSD zoning district and satisfies the qualifying standards established in §154.113;
 2. The proposed use and development complies with all applicable standards in this code, unless the standard is lawfully modified or varied through a procedure established in this code or by court order.
 3. The proposed use and development are consistent with the terms and conditions of any prior land use approval, plan, or plat approval for all or part of the property that is in effect and not proposed to be changed. This includes consistency with any approved phasing plan(s) for development and installation of public improvements and amenities.
 4. If the proposal involves phases, each phase of the proposed development shall contain all of the required streets, utilities, landscaping, open space, and other improvements that are required by this code and other Town ordinances to provide adequate public facilities and comply with the project's cumulative

development to-date and shall not depend upon subsequent phases for those improvements unless approved by separate agreement.

5. Is consistent with the General Plan and applicable small area plans; and
6. Advances the goals and objectives of the Town.

- (8) *Post-Decision Actions and Limitations.* Preliminary review for a rezone to the SSD zoning district is not a formal action and is not subject to any post-decision actions and limitations. It is an early opportunity for the applicant to present the proposed concept to the city to solicit input and feedback related to the merits of the proposed project.

(D) *Final SSD Review.* The final SSD review process is intended to establish by ordinance the SSD zoning district standards related to the proposed project, the development agreement, and other necessary legal documents required to execute the proposed development concept and vision that was considered during the preliminary SSD review process.

- (1) *Pre-Application Meeting.* Optional.

- (2) *Application Submittal and Processing.* A request for final SSD review will not be accepted until the Town Council has authorized the applicant to proceed following the preliminary SSD review process. Upon acceptance, the application will be processed using the procedures established in §154.114(C)(2), (3), and (4).

- (3) *Application Review.* The Planning Director or Mayor's Designee shall review the application in accordance with §154.114(C)(5).

- (4) *Public Notice and Hearing*

- (a) *Planning Commission Review.* The application shall be scheduled for a public meeting before the Planning Commission and noticed in accordance with Utah Code Ann. §10-20-Part 2.

- (b) *Town Council Review.* The application shall be scheduled for a public meeting before the Town Council and noticed in accordance with Utah Code Ann. §52-4-202.

- (5) *Application Decision and Action*

- (a) *The Planning Director or Mayor's Designee Recommendation.*

1. *Staff Report.* The Planning Director or Mayor's Designee shall prepare a written staff report that summarizes the proposal, findings, and staff recommendations.
2. *Distribution and Availability of Application and Staff Report.* The Planning Director or Mayor's Designee shall submit a copy of the staff report to the

applicant and the review and/or decision-making body and shall make the staff report and related materials available for public review prior to the public meeting or public hearing at which the application is scheduled to be heard.

(b) Planning Commission. The Planning Commission shall review the application and forward its comments to the Town Council, subject to the following standards.

1. The Planning Commission recommendation shall be based on the applicable review criteria listed in §154.114(D)(5)(b).
2. The Planning Commission shall consider the application, relevant support materials, staff report, and any evidence and public comments from the public hearing.
3. The Planning Commission shall forward a positive or negative recommendation to the Town Council based on the review criteria. The Planning Commission may also table or continue the item pursuant to adopted policies and procedures. If a Planning Commission motion fails, the item shall be referred to the Town Council without a formal Planning Commission recommendation.
4. The Planning Commission shall clearly state the factors and rationale considered in making its recommendation. The Planning Director or Mayor's Designee shall notify the applicant in writing regarding the Planning Commission recommendation and shall clearly state reasons for a negative recommendation or conditions of approval.

(a) Town Council. The Town Council may approve, approve with conditions, or deny the application, based on the final SSD review criteria in subsection (b), below.

(b) Final SSD Approval Criteria. Final review for a rezone to the SSD zoning district is a legislative decision by the Town Council. The Planning Commission and Town Council may consider whether and to what extent the proposed application:

1. Remains consistent with the preliminary SSD review criteria in §154.114(C)(7)(d); and
2. Includes the necessary SSD zoning district standards, development agreement, and other legal mechanisms approved by the Town Attorney that will regulate the development of the site to ensure its consistency with the development vision and concept approved during the preliminary SSD review.

(6) Post-Decision Actions and Limitations.

(a) Building or Grading Permit Approval.

1. A building or land disturbance permit shall not be issued until all permits, reviews, guarantees of improvement (bonds), or approvals required by this code have been secured.
 2. The securing of one required review or approval shall not exempt the recipient from the necessity of securing any other review or approval required by this code.
- (b) *Expiration of Approval.* Rezoning to an SSD district does not expire but may be subject to specific requirements and restrictions established in the approval documents.
- (c) *Modification or Amendment of Approval.* Amendments to the final SSD approval shall follow the procedures established in the Development Agreement executed in conjunction with the SSD approval.
- (d) *Resubmission.* Following denial of an application, the decision-making body shall not decide on applications for the same property that are the same or substantially similar within one year of the previous denial. This waiting period may be waived by the Town Council provided that:
1. There is a substantial change to circumstances or new information available relevant to the issues or facts considered during the previous application review; or
 2. The new application is materially different from the previous application.
- (e) *Appeals.* In accordance with Utah Code Ann. §10-20-Part 11, any person that has standing to obtain judicial review of a non-administrative decision by the Town Council as it relates to this code, may appeal according to the judicial review process established in state law. Such appeal shall be filed at the appropriate venue in the judicial district where the land affected by the decision is located and shall be filed no later than 30 days after the date of the decision.

FAIRFIELD

STATE OF UTAH)
) ss.
COUNTY OF UTAH)

I, Stephanie Shelley, Town Recorder of Fairfield, Utah, do hereby certify and declare that the above and foregoing is a true, full, and correct copy of an ordinance passed by the Town Council of Fairfield, Utah, on the **12th day of August 2026**.

Ordinance # 2026-07. Amending Fairfield Town Code §§154.100, 154.113, and 154.114, Creating a Site-Specific Development (SSD) Zoning District and Corresponding Review Procedures.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Corporate Seal of Fairfield, Utah, this **12th day of August 2026**.

_____,
Stephanie Shelley
Fairfield Recorder/Clerk

(SEAL)

AFFIDAVIT OF POSTING

STATE OF UTAH)
) ss.
COUNTY OF UTAH)

I, Stephanie Shelley, Town Recorder of Fairfield, Utah, do hereby certify and declare that I posted in three (3) public places the following summary of the ordinance which was passed by the Fairfield Town Council on the **12th day of August 2026**, and herein referred to as:

SUMMARY.

An Ordinance amending Fairfield Town Code §§154.100, 154.113, and 154.114, Creating a Site-Specific Development (SSD) Zoning District and Corresponding Review Procedures.

The three places are as follows:

1. Fairfield Town Hall
2. Fairfield Town Website
3. Utah State Public Notice Website

Stephanie Shelley
Fairfield Recorder/Clerk

Date of Posting _____ day of _____, 2026.

Ordinance #2026-08. An Ordinance Amending Fairfield Town Code §154.105 Relating to the Application of Front Yard Setbacks on Corner Lots in the Agricultural Residential Zones.

August 12, 2026

WHEREAS, the Fairfield Town Council deems it to be in the best interest of Fairfield Town to amend the Fairfield Town Code, Title 154.105(E), to clarify how the required front yard setback applies to corner lots within the Agricultural Residential zoning districts; and

WHEREAS, The proposed amendment establishes that the required front yard setback shall apply to both street frontages of a corner lot, providing a clear and consistent standard for administering the Fairfield Code; and

WHEREAS, The Fairfield Planning Commission held a public hearing, reviewed the proposed amendment, and forwarded a recommendation to the Town Council; and

WHEREAS, Utah Code §10-9a-501 and related provisions authorize municipalities to amend their land use regulations.

WHEREAS, The Fairfield Planning Commission conducted a duly noticed public hearing on July 29, 2026, considered the proposed amendment, and forwarded a positive recommendation to the Town Council.

WHEREAS, the Fairfield Town Council has reviewed the proposed amendment to the Fairfield Town Code and finds that the proposed amendment promotes orderly development, improves administration of the Fairfield Code, and protects the public health, safety, and general welfare:

NOW THEREFORE, be it ordained by the Town Council of Fairfield, in the State of Utah:

Section 1. Adoption of Amendments. The Town Council hereby enacts Fairfield Town Code §154.105(E), as shown in Exhibit A, wherein deletions to the current ordinance are ~~struck through~~ and additions to the current ordinance are underlined.

Section 2. 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, provisions and words of this Ordinance shall be severable.

Section 3. Effective Date. This Ordinance shall become effective immediately upon passage or posting as required by law.

Approved by the Town Council of Fairfield Town, Utah, on this 12th day of August 2026 by the following vote:

FAIRFIELD

Hollie McKinney, Mayor

Hollie McKinney	yes_____	no_____	abstain_____
RL Panek	yes_____	no_____	abstain_____
Tyler Thomas	yes_____	no_____	abstain_____
Michael Weber	yes_____	no_____	abstain_____
Richard Cameron	yes_____	no_____	abstain_____

ATTEST:

Stephanie Shelley, Recorder

(OFFICIAL SEAL)

EXHIBIT A

§ 154.105 AGRICULTURAL RESIDENTIAL ZONES.

(A) *Definitions.* For the purpose of this section, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

ACCESSORY DWELLING UNIT (ADU). A secondary, self-contained residential unit located on the same lot as a primary residence. An *ADU* provides independent living facilities, including areas for sleeping, cooking and sanitation, but remains subordinate to the main dwelling.

ACCESSORY STRUCTURE. An accessory structure is a detached, subordinate building or structure located on the same lot as the primary residence or principal use. It is used for purposes incidental and customarily subordinate to the main building or land use. An ***ACCESSORY STRUCTURE*** is not a dwelling unit and may not be used for permanent human habitation.

AGRICULTURE. The use of land for cultivating crops, raising livestock and other agricultural operations.

ANIMAL HUSBANDRY. The practice of breeding, raising and caring for animals for agricultural, commercial or scientific purposes. This includes livestock such as cattle, sheep, goats, pigs, poultry and other domesticated farm animals. ***ANIMAL HUSBANDRY*** activities must comply with local zoning regulations, environmental standards and best practices for animal welfare, waste management and noise control.

CHARTER SCHOOL. A publicly funded, independently operated school that is granted flexibility in its curriculum and management. (Examples: Schools specializing in STEM, arts, language immersion or alternative learning models within the public school system.) ***CHARTER SCHOOLS*** are:

- (a) Free to attend but operate independently from traditional public school districts;
- (b) Governed by a charter (contract) approved by the state or a local school board;
- (c) Allowed more autonomy in curriculum, teaching methods and staffing, but must meet performance benchmarks; and
- (d) Open to all students, but enrollment may be limited based on a lottery system if demand exceeds capacity.

CHILD CARE CENTER (EIGHT CHILDREN OR LESS). A home based facility providing care and supervision for up to eight children.

CORRELATED COLOR TEMPERATURE (CCT). A measure of the color appearance of light, expressed in Kelvin (K).

FARM ANIMALS. Domesticated animals raised for agricultural purposes, including, but not limited to, cattle, horses, sheep, goats, pigs and poultry.

FIXTURE HEIGHT. The vertical distance from the ground to the lowest point of the light fixture.

FOOT-CANDLE. A unit of measure for light intensity, representing one lumen per square foot.

FULL-CUTOFF FIXTURE. A lighting fixture designed to emit no light above the horizontal plane.

GLARE. Excessive brightness that causes visual discomfort or reduced visibility.

HOME BASED BUSINESS. A business operated from a residential property, subject to conditions and limitations to maintain the residential character of the neighborhood.

HOUSEHOLD PETS. Domesticated animals typically kept for companionship, such as dogs, cats, rabbits and similar non-livestock animals.

ILLUMINATING ENGINEERING SOCIETY OF NORTH AMERICA (IESNA). A recognized authority on lighting recommendations and best practices.

LIGHT TRESPASS. Light that extends beyond property boundaries, causing unwanted illumination.

LUMENS. A measure of the total quantity of visible light emitted by a source.

MANUFACTURED HOME. A pre-fabricated structure built on a permanent chassis and transported to its site, meeting federal HUD standards.

MOBILE BUSINESS. A business without a fixed location that operates within the town on a temporary basis.

MODULAR HOME. A pre-fabricated building constructed in sections at a factory and assembled on-site, meeting State Building Codes.

OUTDOOR RECREATION (PARK/PLAY). Open areas intended for recreational use, such as parks, playgrounds and sports fields.

PRIVATE SCHOOL. An independent educational institution that operates without direct government funding. (Examples: religious schools, preparatory academies or independent schools that charge tuition.) **PRIVATE SCHOOLS** are:

- (a) Funded through tuition, donations and endowments rather than public tax dollars;
- (b) Allowed to set their own curriculum and admission policies, though they must still meet state education standards;
- (c) Often affiliated with religious organizations or specific educational philosophies (e.g., Montessori, Catholic or preparatory schools); and
- (d) Selective in admissions, meaning enrollment is not guaranteed to all students.

PUBLIC RIGHTS-OF-WAY. An area designated for public transportation or utilities, including streets, sidewalks and utility lines.

PUBLIC SCHOOL. A government-funded educational institution that provides free education to all students within a designated district. (Examples: elementary, middle and high schools operated by the town's local school district.) **PUBLIC SCHOOLS** are:

- (a) Operated by state or local school districts and funded primarily through tax revenues;
- (b) Required to follow state curriculum standards, teacher certification requirements and standardized testing;
- (c) Open to all students residing within the district; and
- (d) Governed by a school board and overseen by the State Board of Education.

PUBLIC UTILITY STATION. A facility for public utilities such as electrical substations, water treatment plants or telecommunication equipment (excluding sewer treatment).

QUASI-PUBLIC SCHOOL. A privately run educational institution serving the community in a capacity similar to public schools.

SHIELDED LIGHTING. Fixtures designed to direct light downward and prevent glare or uplighting.

SPECIAL EVENT VENDOR. A business or individual participating in a single-event marketplace, such as fairs or town-sponsored events, which requires temporary licensing.

STABLE. A facility or structure used for housing, breeding and caring for horses or other livestock. This may include boarding stables, riding schools or private equestrian facilities.

TEMPORARY BUSINESS. A business operating in the town for a limited duration, typically associated with seasonal events, festivals or short-term commercial activities.

TEMPORARY BUSINESS LICENSE. A special permit issued for businesses that do not operate year-round and are subject to different requirements and fees than standard business licenses.

UPLIGHTING. Any light fixture that directs illumination upwards, typically used for aesthetic purposes.

WATER RIGHTS. The legal entitlement of individuals, organizations or governments to use water from a specific source, such as a river, lake, stream, groundwater or other bodies of water. These rights determine who can use water, how much they can use, when they can use it and for what purposes, such as irrigation, industrial use or household consumption.

(B) *Purpose.*

(1) *Purpose.* To maintain rural agricultural and residential areas with low-density development while preserving the community's rural character. These zones accommodate a range of lot sizes from one to 40 acres, allowing flexibility for agricultural and residential uses.

(2) *Zone classifications.* This section applies to the following Agricultural Residential Zones:

- (a) AR-1: minimum lot size of one acre;
- (b) AR-5: minimum lot size of five acres;
- (c) AR-10: minimum lot size of ten acres; and
- (d) AR-40: minimum lot size of 40 acres.

(C) *Land use table.* The table below defines permitted and special uses within the AR-1, AR-5, AR-10, AR-40 Zone. Uses not listed are prohibited.

<i>Land Uses</i>	<i>Permitted</i>	<i>*Special Use</i>
Accessory dwelling unit (subject to ADU ordinance)	X	
Accessory structures	X	
Agriculture	X	
Animal husbandry/farm animals	X	
Child care center		X
Church	X	
Commercial greenhouse		X
Home based business (subject to Chapter 112 of this code)	X	
Household pets	X	
Manufactured home	X	
Modular home	X	
Outdoor rec-park-play	X	

Public rights-of-way	X	
Residential, single-family	X	
Schools, public, private and charter		X
Stables	X	
Notes to Table:		
*Special uses must comply with standards listed in §§ 154.150 to 154.168 and require a special use permit.		

(D) *Area requirements.*

- (1) All developments must comply with parking, landscaping, utilities and site plan regulations.
- (2) A master site plan, including stormwater retention plans, is required for all developments.
- (3) All development in this zone must connect to the town's culinary water system unless necessary for a type of business.
- (4) All developments must secure and transfer the required water rights to the town before a building permit is issued, ensuring adequate water resources for sustainable growth.
- (5) The owner must demonstrate sufficient water rights to meet demand before receiving development approval.
- (6) All developments must undergo a septic feasibility study through the County Health Department before any approvals are granted.
- (7) Septic system approval is required prior to issuing any permits for buildings, subdivisions or complexes. Businesses generating high wastewater volumes may be restricted based on septic system limitations.
- (8) All roadway, drainage, construction and infrastructure improvements must comply with the most current APWA (American Public Works Association) standards as adopted by the town.

(E) *Setbacks, building height, lot size, frontage, parking.*

<i>Requirement</i>	<i>AR-1</i>	<i>AR-5</i>	<i>AR-10</i>	<i>AR-40</i>
Frontage	125 feet	250 feet	300 feet	300 feet
Lot area	1 acre	5 acres	10 acres	40 acres
Maximum building height	35 feet	35 feet	35 feet	35 feet
Road type	Local	Rural/local	Rural	Rural
*Setbacks (accessory structures)	Street 25 feet	Street 25 feet	Street 25 feet	Street 25 feet
	Side/rear 5 feet	Side/rear 5 feet	Side/rear 5 feet	Side/rear 5 feet
*Setbacks (residential buildings)	Front 25 feet	Front 25 feet	Front 25 feet	Front 25 feet
	Side 15 feet	Side 15 feet	Side 15 feet	Side 15 feet
	Rear 40 feet	Rear 40 feet	Rear 40 feet	Rear 40 feet
*For corner lots, the required front setback shall apply to both street frontages.				

(F) *Development standards.*

(1) *Building design and appearance.*

(a) *Primary structures.* Must complement the rural character of the area. Exterior materials such as wood, stone and natural finishes are encouraged. Highly reflective or modern materials are discouraged;

(b) *Accessory structures.* Must comply with § 154.084 and match or complement the primary building; and

(c) *Landscaping requirements.*

1. All yards visible to the public must have an area the same size as the square footage of the home that is improved, groomed and maintained;

2. Natural vegetation should be preserved where possible; and

3. Water-wise landscaping, including native plants and xeriscaping, is encouraged.

(2) *Fencing standards.* Fences on residential lots must not obstruct road visibility for drivers and must comply with the following height limits:

(a) *Front yards.* Maximum height of four feet, ensuring clear sightlines for traffic and pedestrians;

(b) *Side and rear yards.* Maximum height of six feet, ensuring clear sightlines for traffic and pedestrians;

(c) *Farm use exception.* Agricultural fencing necessary for livestock containment or crop protection may exceed these limits, provided it does not impair road visibility or create a traffic hazard;

(d) *Barbed wire and electric fences.* Allowed only for agricultural purposes; and

(e) *Animal enclosures.* Must be secure and well-maintained.

(3) *Animal husbandry/farm animal standards.*

(a) *Proper animal husbandry practices.* All farm animals kept within the town must be maintained in a humane and responsible manner. Owners are required to:

1. Provide adequate food, water and shelter appropriate for the species;
2. Maintain clean and sanitary living conditions that prevent disease and odor issues;
3. Ensure that enclosures, fences and pastures are appropriately sized and well-maintained for animal health and safety; and
4. Prevent excessive noise, nuisances or environmental damage caused by improper livestock management.

(b) *Compliance with water rights for livestock use.*

1. All livestock and farm animals must be provided with sufficient water in compliance with state water rights laws;
2. Water usage for animals must be within the approved water rights allocations associated with the property;
3. Any livestock watering beyond standard residential water allotments must be supported by appropriate stock watering rights or additional water sources; and
4. Unauthorized diversion or excessive use of water beyond permitted rights is prohibited.

(c) *Limits on farm animals per acre.* To ensure sustainable land use and responsible animal management, farm animal allowances shall follow animal unit guidelines based on property size:

1. One acre or less: up to three animal units;
2. Two to five acres: up to six animal units; and

3. More than five acres: subject to agricultural zoning regulations.

<i>Animal Unit Equivalents</i>		
One cow or horse	=	One animal unit
Five sheep or goats	=	One animal unit
25 chickens, ducks or similar fowl	=	One animal unit
Other species will be evaluated based on equivalent water and space requirements		

(d) *Enforcement and compliance.* Violations of this standard, including neglect of animals or unauthorized water use, may result in penalties or corrective actions as determined by the town. Property owners must demonstrate compliance upon request by town officials or water authorities.

(4) *Outdoor lighting standards.*

- (a) Lighting must be downward-directed and shielded to prevent light pollution.
- (b) No light should spill onto adjacent properties.
- (c) Motion-activated security lighting is encouraged.
- (d) Must follow the town's lighting ordinance.

(5) *Parking standards.*

- (a) *Residential lot.* A minimum of two off-street parking spaces per dwelling unit;
- (b) *Accessory structures used for home based businesses.* Must provide additional parking;
- (c) *Agricultural vehicles and trailers.* Must not block public rights-of-way.

and

(6) *Road and access requirements.*

(a) All new developments must have direct access to a public road that meets town standards.

(b) In AR-40 Zones, shared driveways may be permitted with Planning Commission approval.

(7) *Renewable energy system standards.*

- (a) *Residential solar panels.*

1. Roof-mounted solar panels are permitted on all homes.
2. Ground-mounted systems must comply with accessory structure setbacks and must not exceed ten feet in height.

(8) *Compliance and enforcement.*

- (a) Special uses are subject to periodic inspections.
- (b) Violations may result in fines, suspension or revocation of the special use authorization.
(Ord. 2025-02, passed 1-19-2025) Penalty, see § 154.999

Working Draft Text Amendment 2026

FAIRFIELD

STATE OF UTAH)
) ss.
COUNTY OF UTAH)

I, Stephanie Shelley, Town Recorder of Fairfield, Utah, do hereby certify and declare that the above and foregoing is a true, full, and correct copy of an ordinance passed by the Town Council of Fairfield, Utah, on the **12th day of August 2026**.

Ordinance #2026-08.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Corporate Seal of Fairfield, Utah, this **12th day of August 2026**.

_____,
Stephanie Shelley
Fairfield Recorder/Clerk

(SEAL)

AFFIDAVIT OF POSTING

STATE OF UTAH)
) ss.
COUNTY OF UTAH)

I, Stephanie Shelley, Town Recorder of Fairfield Town, Utah, do hereby certify and declare that I posted in three (3) public places the following summary of the ordinance which was passed by the Fairfield Town Council on the **12th day of August 2026**, and herein referred to as:

SUMMARY.

An Ordinance Amending Fairfield Town Code §154.105 Relating to the Application of Front Yard Setbacks on Corner Lots in the Agricultural Residential Zones.

The three places are as follows:

1. Fairfield Town Hall
2. Fairfield Town Website
3. Utah State Public Notice Website

Stephanie Shelley
Fairfield Town Recorder/Clerk

Date of Posting day of , 2026.

Ordinance No. 2026-09 An Ordinance Of Fairfield, Utah, Recodifying The Town's Roads, Highways, And Rights-Of-Way Regulations As Title 15, Chapter 152 Of The Fairfield Town Code; Reaffirming The Adoption Of The American Public Works Association (APWA) Standard Specifications; And Repealing The Former Codification As Title 6, Chapter 3.

Date XX 2026

WHEREAS, Fairfield is authorized under the Utah Constitution, Utah Code §10-3-701, 10-8-84, 10-9a, and other applicable provisions of law to regulate the construction, maintenance, use, and administration of public streets, roads, highways, and rights-of-way within the municipality; and

WHEREAS, Fairfield previously adopted road standards and regulations, including the adoption of the American Public Works Association (APWA) Standard Specifications by Resolution No. 2024-11, which remains in full force and effect; and

WHEREAS, As part of the Town's ongoing recodification and reorganization of the Fairfield Code, the Town Council has determined that the existing Roads, Highways, and Rights-of-Way regulations should be relocated to Chapter 152 of the Fairfield Code for improved organization and consistency without making substantive changes to the regulations; and

WHEREAS, the Fairfield Town Planning Commission held a duly noticed public hearing on July 29, 2026, in accordance with Utah law, received public comment on the proposed recodification of the Town's Roads, Highways, and Rights-of-Way regulations, and recommended approval to the Fairfield Town Council; and

NOW, THEREFORE, BE IT ORDAINED by the Fairfield Town Council as follows:

SECTION 1. RECODIFICATION.

The Fairfield Town Roads, Highways, and Rights-of-Way regulations are hereby relocated and recodified as Chapter 152 of the Fairfield Town Code. Except as necessary to update chapter references, numbering, formatting, and internal cross-references, the provisions are adopted without substantive amendment.

SECTION 2. APWA STANDARDS.

The Town reaffirms that the American Public Works Association (APWA) Standard Specifications, previously adopted by Resolution No. 2024-11, shall continue to govern public improvements and construction standards as referenced within Chapter 152 and are incorporated therein by reference.

SECTION 3. SEVERABILITY

If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance.

SECTION 4. REPEALER.

All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed only to the extent of such conflict. Any prior version of these regulations existing under a different chapter or title of the Fairfield Code is superseded by this recodification.

SECTION 5. EFFECTIVE DATE.

This ordinance shall become effective upon passage, approval, and publication as required by law.

PASSED AND ADOPTED this XX day of XXXX, 2026.

FAIRFIELD

Hollie McKinney, Mayor

Hollie McKinney	yes_____	no_____	abstain_____
RL Panek	yes_____	no_____	abstain_____
Tyler Thomas	yes_____	no_____	abstain_____
Michael Weber	yes_____	no_____	abstain_____
Richard Cameron	yes_____	no_____	abstain_____

ATTEST:

Stephanie Shelley, Recorder

(OFFICIAL SEAL)

Exhibit A

Title 15 Land Usage

Chapter 152 Roads, Highways And Rights-Of-Way

152.01	Definitions
152.02	Purpose
152.03	Department of Roads
152.04	Adoption of standards specifications
152.05	Plats and description
152.06	Locating of lines
152.07	Utilities
152.08	Obstructions and encroachments
152.09	Traffic control plans
152.10	Poles, posts and fences
152.11	Bridges, ditches, water and waterways
152.12	Insurance, indemnification and bonds
152.13	Limitations on use of vehicles
152.14	Street cuts and degradation fees
152.15	Official maps
152.16	Temporary right-of-way occupancy
152.17	Winter snow removal
152.18	Property acquisition and management
152.19	Vacation of public street or right-of-way
152.20	Road classifications
152.21	General standards
152.22	As-built drawings and close-out
152.23	Enforcement
152.24	Judicial review
152.25	Severability
152.26	Conflict with other land use regulations
152.99	Penalty

152.01 Definitions

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

Access Management: The systematic control of the location, spacing, design, and operation of driveways, median openings, and street connections to optimize roadway safety and capacity, consistent with AASHTO Green Book and APWA street design and layout standards.

American Association of State Highway and Transportation Officials (AASHTO). This is a national agency/organization that publishes standards, design manuals, engineering criteria, geometric design standards, safety standards etc. for roads, bridges, highways, bike facilities, roadside clear zones, and traffic engineering.

Average Daily Traffic (ADT): The average number of vehicles that travel over a specific road segment in a 24-hour period, including both directions of travel for two-way roads as determined by accepted engineering methods in the AASHTO Green Book and UDOT Traffic Operations Manual.

Backfill: Material used to refill an excavation within a right-of-way, placed and compacted in accordance with APWA trench excavation and backfill rules.

Base Course/Subbase: Base Course: The layer of material placed directly beneath the pavement surface, providing load distribution and structural support, as specified in APWA aggregate base courses.

Compaction: The process of densifying soil or aggregate by mechanical means to achieve the required density as specified in APWA compaction of soil and aggregate specifications.

Cul-de-Sac: A local street with only one outlet and having a turnaround for vehicles at its terminus. Cul-de-sacs are not permitted in Fairfield Town except for temporary access as approved by the Fire Marshal in accordance with International Fire Codes and APWA street construction standards.

Degradation Fee: A monetary charge assessed to offset the impact of street cuts or excavations on the long-term pavement condition.

Department of Roads: The Town department responsible for planning, construction, repair, inspection, and maintenance of public roads and rights-of-way, operating consistent with APWA project coordination.

Director of Roads: The person appointed by the Town with primary responsibility for managing the Department of Roads and overseeing the access, construction, maintenance, utilities, and repair of the Town's public roadways and rights-of-way in accordance with this title and APWA guidelines.

Drainage Facility: Any structure or improvement used to collect, convey, or detain surface water runoff, including culverts, swales, storm drains, detention basins, and inlets, as defined in APWA storm drainage systems definitions.

Driveway Approach: The area of a driveway between the public right-of-way line and the edge of pavement, designed and constructed in accordance with APWA standard drawings and the UDOT Access Management Manual.

Easement: A recorded right granted to the Town or another entity for access, utilities, or maintenance within private property boundaries, in accordance with APWA utility coordination.

Emergency Work: Any unplanned work within the right-of-way necessary to restore essential services or protect public safety.

Encroachment: Any unauthorized structure, improvement, or obstruction placed within a public right-of-way, easement, or roadway that interferes with its intended use or maintenance, as governed by APWA protection and restoration of surface standards.

Encroachment Permit: Written approval from Fairfield Town authorizing a temporary or permanent structure, excavation, or use within the public right-of-way.

Excavation: Any mechanical removal of earth material within a public right-of-way or easement, including trenching, grading, or boring, performed under a Town-issued permit per APWA excavation rules.

Expressway: A high-speed, limited-access highway primarily used for long-distance travel and managed by the Utah Department of Transportation (UDOT), consistent with AASHTO functional classification standards. No direct access is permitted from adjoining properties.

Fence Line: A barrier composed of posts, wires, rails, or other materials used as a boundary marker, which must conform to setback and visibility standards established by the Town and APWA landscaping and sight distance requirements.

Hard Surface Capping: The use of concrete, asphalt, or other durable, approved surface materials to cover and protect a roadbed or right-of-way, particularly where excavation or utility work has occurred per APWA asphalt paving or concrete paving guidelines.

Inspection: The observation, testing, and verification of work performed in a public right-of-way to confirm compliance with Town standards and approved permits.

Local Street: A road providing direct access to adjacent properties, intended for low-speed, low-volume traffic and typically serving residential areas, consistent with the AASHTO Green Book.

Major Arterial: A high-capacity road is intended to move large volumes of traffic between major destinations. Property access is limited and regulated by AASHTO and APWA cross-sections.

Master Road Plan: The official transportation plan adopted by the Town that identifies current and future public street alignments, classifications, and rights-of-way consistent with AASHTO functional classifications and the UDOT Design Manual.

Minor Arterial: A road that provides connections between neighborhoods and community activity centers, facilitating moderate traffic volumes with limited access points per the AASHTO Green Book.

Monument Sign:

A freestanding sign with a solid base mounted close to the ground, not exceeding the height limits specified in the applicable APWA signage regulations.

MUTCD Manual on Uniform Traffic Control Devices**Obstruction:**

Any object—whether temporary or permanent—that impedes or endangers travel within a public road, right-of-way, or sidewalk, including unauthorized deposits, debris, or signage.

Partial Road:

A half-width roadway constructed along the boundary of a parcel, pending future development of the adjacent parcel to complete the full width, designed and improved per APWA cross-section standards.

Pavement Structure:

The combination of surface, base, and subbase layers placed on the subgrade to support traffic loads, designed per the AASHTO Pavement Design Guide and APWA asphalt paving standards.

Permittee:

Any person or entity who has obtained written authorization from the Town to perform construction, excavation, or installation activities within the public right-of-way, consistent with APWA regulatory requirements.

Phantom Road:

An unimproved right-of-way shown on historical or official maps that has not been developed or opened for public use but remains under Town jurisdiction.

Planning Commission:

The official body designated by the Fairfield Town under Utah Code § 10-9a-301 to review and make recommendations regarding land use and infrastructure matters, including road alignments and vacations.

Prescriptive Easement:

A public or private right-of-way acquired through continuous use over time without formal dedication or recording, as recognized by Utah Code § 72-5-104.

Private Road:

A road not dedicated to public use or maintained by the Town, generally serving commercial or HOA-managed developments and maintained per APWA street construction standards under a recorded private-maintenance agreement.

Public Improvement:

Any infrastructure constructed to Town standards and intended for ownership, operation, or maintenance by Fairfield Town, including roads, sidewalks, storm drains, water lines, and related appurtenances.

Public Road: A road, street, or highway that has been formally dedicated to and accepted by the Town for public use and maintained under APWA standard specifications.

Public Right-of-Way:

Land dedicated or reserved for public use, including the surface, subsurface, streets, sidewalks, drainageways, and utility corridors governed by APWA and the Fairfield Town Master Road Plan.

Restoration: The process of returning the road surface, base, and sub-base to its original or better condition following excavation or disturbance.

Right-of-Way

The surface and the space above and below any public road, street, highway, alley, or sidewalk that is owned, controlled, or maintained by the Town for public use.

Roadway Line:

The measured distance from the centerline of a road to each edge of the platted or surveyed right-of-way as shown on approved construction drawings.

Rural Road: A road serving agricultural or large-lot residential properties, typically unpaved or gravel-surfaced, approved by the Fire Marshal for emergency access per APWA aggregate base courses.

Sight Distance Triangle:

A defined area at road intersections that must remain clear of visual obstructions to ensure adequate visibility for motorists and pedestrians as defined in the AASHTO Green Book and APWA standards.

Subbase: The layer of granular material beneath the base course providing additional stability and drainage.

Subgrade: The native soil or improved material beneath a pavement structure prepared to support the base, per APWA preparation of subgrade standards.

Town Engineer: A professional engineer designated or contracted by the Town to review road plans, inspect infrastructure, and ensure compliance with Town and APWA standards.

Traffic Control Device: Any sign, signal, pavement marking, or device placed or erected by authority of the Town or State to regulate, warn, or guide traffic, consistent with the Manual on Uniform Traffic Control Devices (MUTCD) and APWA traffic control for construction and maintenance operations guidelines.

Trench Restoration: The process of replacing pavement and base materials following excavation within a right-of-way, meeting minimum thickness and compaction standards per APWA street restoration.

UDOT: Utah Department of Transportation

Utility: Any public or private system for conveying electricity, gas, telecommunications, water, wastewater, or stormwater, including associated structures, conduits, or appurtenances, as covered by APWA standards.

Utility Easement: A designated area within or adjacent to a road or right-of-way reserved for the installation and maintenance of public or private utilities, governed by APWA utility coordination guidelines.

Vehicle Weight Limit: The maximum permissible weight of a vehicle (including load) operating on Town roads, typically expressed in tons per axle or total gross vehicle weight, determined in accordance with AASHTO design load standards.

Winter Snow Event: A weather condition involving measurable snowfall that triggers the Town's official snow removal operations and corresponding parking restrictions per APWA roadway maintenance rules.

Work Zone: The area of a roadway under construction or maintenance where traffic control devices are placed to protect workers and the traveling public, established per APWA and MUTCD.

(Prior Code, § 6.3.10)

152.02 Purpose

This Chapter establishes regulations to promote the safety and health of individuals who use and travel upon the roads, highways, and rights-of-way within Fairfield Town. It is further intended to:

1. Protect the structural integrity and longevity of public roads and rights-of-way.
2. Prevent unauthorized or unnecessary crossings and excavations.
3. Provide for the regulated approval, oversight, and restoration of essential crossings and excavations; and
4. Establish standards for the proper repair and maintenance of roads and rights-of-way following construction or disturbance.
5. Ensure that all construction, excavation, and repair activities conform to uniform standards for design, materials, and workmanship consistent with APWA general requirement specifications

(Prior Code, § 6.3.10)

152.03 Department of Roads

(A) Established

1. There is hereby established a Department of Roads, which shall be responsible for the general administration and supervision of construction, maintenance, and repair of all roads, streets, sidewalks, bridges, and other public ways within Fairfield Town.
2. The Department shall operate under the direction and control of the Director of Roads, who shall be appointed in accordance with Town policy and procedures.
3. The Department shall enforce compliance with Fairfield Town Standards and applicable APWA testing and inspection specifications during design review and inspection.

(B) Powers and Duties of the Department of Roads. The Department of Roads shall have the following powers and responsibilities:

1. Manage and oversee the construction, repair, and maintenance of all roads, sidewalks, bridges, curbs, gutters, culverts, drains, and other public ways. The Department shall exercise control over all water flowing on or through such areas, including stormwater, floodwater, drainage, and irrigation flows.
2. Maintain a public record of all reported complaints related to the condition of roads and public infrastructure. The Department shall promptly investigate such complaints and, when appropriate, initiate repairs or other corrective actions. Each complaint and resulting action shall be documented.
3. Undertake or direct the repair of any identified defects in roads or public ways. Where repairs cannot be completed immediately, the Department shall implement reasonable measures to protect the public from harm until the defect is addressed.
4. Coordinate with engineers retained by Fairfield Town to review plans for subdivisions, developments, and other projects involving public or private infrastructure.
5. Ensure with engineers that construction drawings, subgrade, base course, asphalt, concrete work, traffic control compliance, and materials testing meet APWA standards.
6. Inspect or assign inspectors to oversee the construction of all infrastructure improvements within subdivisions or within any public right-of-way to ensure compliance with approved plans and specifications.

7. Facilitate the final acceptance of public infrastructure improvements by Fairfield Town upon successful completion and compliance with applicable standards.
8. Approve the timely release of construction and warranty bonds required to guarantee the construction, function, and durability of infrastructure improvements.

(Prior Code, § 6.3.10)

152.04 Adoption of Standard Specifications

- (A) All road infrastructure improvements within Fairfield Town shall be designed and constructed in accordance with the Town's adopted Design Guidelines and Standard Specifications.
- (B) Where the Town's standards are silent or in conflict, the work shall comply with applicable sections of the American Public Works Association (APWA) Utah Chapter Manual of Standard Specifications, latest edition.

(Prior Code, § 6.3.05)

152.05 Plats and Description

A. Purpose

The purpose of this section is to ensure the proper documentation, preservation, and accessibility of all public roads within Fairfield Town through accurate platting and description.

B. Duties of the Planning Commission

1. The Fairfield Town Planning Commission shall identify, review, and document all roads that exist within the incorporated limits of the Town.
2. The Commission shall prepare and maintain current plats and written descriptions for all such roads. Plats and descriptions shall meet survey accuracy and documentation requirements consistent with APWA record drawing specifications.
3. The Commission may, as necessary, locate and describe additional roads situated on public lands within the Town's jurisdiction.
4. All plats and road descriptions shall be filed with the Office of the Town Recorder and shall be maintained as official public records.

(Prior Code, § 6.3.30)

152.06 Locating of Lines

A. Roadway Line Definition

1. For purposes of this Chapter, roadway lines shall be defined as the measured distance from the centerline of a road to each edge of the platted or surveyed right-of-way.
2. The total width of the right-of-way shall be calculated as twice the distance from the centerline to the edge of the roadway line.

B. Minimum Right-of-Way Width

1. No public roadway located within Fairfield Town that is considered surveyed and platted shall have a total right-of-way width of less than fifty-five (55) feet.
2. Exceptions may apply in cases where existing partially deeded half roads have not yet had their full width acquired or platted.
3. Surveying and staking shall conform to APWA surveying specifications.

(Prior Code, § 6.3.40)

152.07 Utilities

A. Utility Responsibilities

1. Any person, company, or entity that owns, operates, or manages a utility located within, beneath, alongside, over, or across any Fairfield Town road, highway, or right-of-way shall be fully responsible for the repair, replacement, or relocation of such utility when:
 - a. The utility is damaged; or
 - b. Relocation is required due to the rebuilding, reconstruction, or realignment of a Town road, highway, or right-of-way.

B. Timeframe for Compliance

1. Upon receiving written notice from Fairfield Town, the responsible utility owner or operator shall complete all required repairs, relocations, or replacements within five (5) calendar days.
2. All such work shall be performed at the expense of the utility owner or operator.

C. Town Authority to Act

1. If the utility owner or operator fails to complete the required work within the time specified, the Town may proceed to perform or contract the necessary work.

2. The utility owner or operator shall be liable for all costs incurred by the Town in completing such work.

D. Installation Standards and Surface Restoration

1. Boring of utility lines or pipelines beneath roadways is strongly encouraged to minimize surface disruption.
2. Any utility trenching, excavation, extension or installation that results in road surface damage shall require full restoration of the affected surface in accordance with Fairfield Town's adopted Design Guidelines and APWA Standard Specifications.
3. Restoration shall include full-depth pavement replacement per APWA drawings standards or as directed by the Town.
4. The cost of any such restoration shall be borne entirely by the utility owner or operator responsible for the extension or installation.
5. The Town may require density and material testing per APWA testing and quality control standards to verify compaction and surface quality.
6. Failure to meet these standards shall require rework at the permittee's expense.

(Prior Code, § 6.3.50)

152.08 Obstructions and Encroachments

A. Unauthorized Encroachments

1. No person shall place, construct, or maintain any structure or object within the right-of-way of any Town road, highway, or public way without first obtaining the required permit from the Town. Work zones and right-of-way shall comply with APWA traffic control standards to ensure safe passage of the traveling public. This includes but is not limited to:
 - a. Approaches or driveway entrances;
 - b. Roads or private access lanes;
 - c. Poles, pipelines, conduits, sewers, culverts, or ditches;
 - d. Billboards, advertising signs, or any other permanent or temporary fixtures.
2. In the event of an unauthorized installation, the Town may:
 - a. Remove the installation or require the responsible party to remove it.
 - b. Provide written notice to remove the encroachment, delivered via personal service, registered mail, and by posting the notice on the object for ten (10) consecutive days;
 - c. If removal is not completed within ten (10) days, remove the object and recover the cost of removal from the responsible party. Additional fines may be imposed for each day the encroachment remains following notice, as specified in the Fairfield Fee Schedule.
 - d. If the person denies the existence of or refuses to remove the encroachment, the Town Council may initiate legal action to abate the encroachment as a nuisance. If

judgment is rendered in favor of the Town, the responsible party shall be liable for all costs of the action and daily fines for each day the violation persists following notice.

B. Vehicles Obstructing Rights-of-Way

No person shall place, leave, or cause to be placed or left any vehicle, wagon, trailer, or other obstruction upon any public road, street, or right-of-way in a manner that obstructs traffic, endangers the public, or impairs visibility.

C. Temporary Placement of Materials

Building materials or other similar objects may be temporarily placed upon a public road only if they do not obstruct, endanger, or impede ordinary traffic, and only with prior approval of the Town Council when required. Traffic control devices shall conform to APWA and Manual on Uniform Traffic Control Devices (MUTCD) standards.

D. Discharge of Gravel and Foreign Materials

1. It is unlawful to operate a vehicle or other conveyance on any public road, street, or right-of-way in a manner that causes the discharge or dropping of sand, gravel, rock, or other material unless the operator:
 - a. Immediately stops; and
 - b. Removes all such materials from the public way.
2. This section shall not apply to construction activities performed by authorized personnel involving lawful material placement or unloading within a project zone.

E. Prohibited Excavations and Structures in Rights-of-Way

No person shall dig, excavate, or disturb any right-of-way, nor shall any structure or object—including approaches, driveways, poles, pipelines, conduits, sewers, culverts, or similar facilities—be placed or maintained within a right-of-way without first obtaining written approval from the Town Council.

F. Advertising Prohibited Without Permit

It is unlawful for any person to place any form of advertising within three hundred (300) feet of a Town road unless:

1. The advertising is located on private property.
2. The property is in a zoning district that permits such advertising; and
3. A permit has been obtained from the Town Council prior to placement.
4. The advertising does not obstruct sight distance, distract motorists, or interfere with traffic control devices, consistent with APWA and MUTCD standards.

G. Tree Planting Restrictions

1. No tree shall be planted within any Town road right-of-way or within ten (10) feet of the edge of such right-of-way, unless specifically approved by resolution of the Town Council.
2. Tree placement shall comply with APWA standards to ensure vegetation does not obstruct visibility, signage, drainage, or utilities.
3. The Roads Director shall treat all trees planted in violation of this subsection as obstructions and shall take appropriate action for their removal.

H. Visual Obstructions

It is unlawful for any person to place or maintain any object that obstructs visibility and creates a traffic hazard. This includes, but is not limited to:

1. Fences;
2. Signs;
3. Motorhomes, trailers, or other vehicles or structures.

I. Cleanup

Upon completion of work, all rights-of-way shall be cleared of debris and restored in accordance with APWA cleanup standards.

(Prior Code, § 6.3.60) Penalty, see § 152.99

152.09 Traffic Control Plans.

A. Any construction, maintenance, or activity affecting the public right-of-way shall require a Traffic Control Plan (TCP) prepared in accordance with the most current edition of the Manual on Uniform Traffic Control Devices (MUTCD).

B. The TCP shall be approved by the Director of Roads prior to work commencement. All required signs, barricades, and devices must be maintained on site during work.

C. Failure to maintain a compliant TCP may result in immediate suspension of work.

152.10 Poles, Posts, and Fences

A. Violations Deemed Obstructions

1. The Director of Roads or Town Engineer shall treat any post, pole, fence, or similar object set or placed in violation of this section as an obstruction to the public right-of-way under Section 6.3.60.

2. Such violations shall be subject to enforcement and abatement as provided in that section.

B. Location Restrictions

1. No person shall set, place, maintain, or allow any post, pole, fence, or similar obstruction along or within the right-of-way of any public road, avenue, lane, alley, trail, or sidewalk in the Town, except as expressly permitted under this section.

C. Utility Pole Placement

1. No person shall set or install any utility pole on a public road in the Town unless the installation complies with APWA utility pole specifications as adopted by the Town Council.
2. Utility poles shall maintain required lateral and vertical clearances from traveled ways as established by the Town Engineer.
3. The Director of Roads or Town Engineer shall provide such specifications upon request.

D. Right-of-Way Permit Required

1. No telephone, telegraph, electric, or communication pole intended to carry wires or conduct current may be installed within a public road right-of-way without prior approval or the granting of a right-of-way permit by the Town Council.

E. Mailboxes

1. All mailboxes shall conform to United States Postal Service (USPS) standards and shall:
 - a. Be installed at a height of forty-one (41) to forty-five (45) inches above the surface of the roadway; and
 - b. Be located six (6) to eight (8) inches from the face of the curb or edge of the pavement.
2. Mailboxes must be installed in accordance with APWA subgrade preparation standards and in a manner that does not obstruct the traveled way, drainage, or compromise sight visibility and shall be maintained in good repair by the property owner

F. Signage Restrictions

1. No signs shall be placed within the right-of-way of any Town road or highway unless the sign is an official traffic control or regulatory sign authorized by the Town or other public authority.
2. Any unauthorized sign, display, or device located within the right-of-way is hereby declared a public nuisance and may be removed by order of the Roads Director.

G. Fence Line Standards

1. Fence posts or other permanent fencing materials may only be installed along a line not less than one-half of the surveyed and platted right-of-way width measured from the centerline of the road.
2. No public highway in the Town shall be deemed to have a right-of-way width less than fifty-five (55) feet, except where an alternative width is expressly documented by a recorded plat or deed.

H. Sight Distance Triangle at Intersections

1. At any intersection involving a public street, driveway, or roadway:
 - a. No fence, wall, berm, structure, or vegetation exceeding three (3) feet in height above grade shall be placed within a sight distance triangle measured thirty (30) feet along each intersecting roadway from the point of intersection, or otherwise determined by the Town Engineer based on design speed criteria; and
 - b. No object within this area shall block more than twenty percent (20%) of the field of vision as viewed from three and one-half (3.5) feet above the centerline of the intersecting roadway.
2. The purpose of this provision is to preserve adequate sight distance for motorists and pedestrians consistent with APWA planting standards and the American Association of State Highway and Transportation Officials (AASHTO) Geometric Design Standards for Intersection Sight Distance.

I. Reservation of Town Utility Use

Any grant, franchise, or permission issued by the Town for the placement of communication or electric utility poles within a public right-of-way shall be subject to the following reserved right, whether or not expressly stated in the grant:

1. The Town retains the right, whenever deemed necessary for the public good, to install or co-locate municipal facilities (including street lighting, traffic control, or communication lines) within the same right-of-way or on existing poles where authorized under a joint-use or utility-occupancy agreement approved by the Town Engineer and consistent with APWA electrical utilities and National Electrical Safety Code (NESC) standards.
2. Such Town use shall be coordinated with the utility owner to avoid interference, ensure structural safety, and comply with UDOT utility accommodation rules and APWA street lighting standards .
3. Nothing in this section shall be construed as granting the Town ownership rights or attachments without prior technical approval and agreement.

(Prior Code, § 6.3.70) Penalty, see § 152.99

152.11 Bridges, Ditches, Water, and Waterways

A. Violations Deemed Obstructions

1. The Director of Roads shall treat any unauthorized bridge, flume, pipe, ditch, or similar structure as an obstruction and shall address the violation in accordance with Section 6.3.60 and APWA storm drainage structures standards.

B. Location Restrictions

1. It is unlawful for any person to construct, place, install, or maintain any bridge, culvert, storm drain, sewer, irrigation ditch, well, spillway, or similar structure upon, in, under, or along any public road, street, avenue, lane, alley, trail, or sidewalk within the Town without prior approval as set forth in this section.

C. Bridge Approval

1. All proposed bridges over public rights-of-way shall be designed and constructed in accordance with APWA and UDOT standards and submitted to the Town Council for review and approval.
2. The Council may approve, deny, or condition such proposals based on review from the Town Engineer of hydraulic, structural, and geotechnical plans to ensure that such work does not impair public safety, roadway stability, or drainage capacity. .

D. Septic System Location

1. Septic systems must be designed, permitted, and installed in accordance with specifications adopted by the Utah County Health Department or other applicable regulatory agencies.
2. Septic systems shall also comply with APWA utility coordination and installation standards to ensure proper separation from public utilities and to prevent interference with roadway drainage, structures, or right-of-way improvements.
3. No septic component, including tanks, drain fields, or connecting laterals, may encroach into the public right-of-way or utility easement.

E. Ditches and Waterways

1. Any ditch, canal, or waterway proposed to cross, run over, or pass under any public sidewalk, street, or right-of-way shall:
 - a. Be subject to prior approval by both the Town Council and the Fairfield Irrigation Company; and
 - b. Be designed, permitted, and constructed under the supervision and direction of the

Town Engineer and the Director of Roads in accordance with APWA storm drainage structures, storm drain piping, and erosion and sediment control standards.

2. All installations shall comply with the UDOT utility accommodation rules and shall be designed to prevent obstruction of drainage or damage to roadway structures.

F. Headgates

1. The placement, adjustment, or replacement of headgates used to control irrigation or other water flows shall be carried out under the direction of the Fairfield Irrigation Company and subject to review and approval by the Town Engineer when located within or adjacent to a public right-of-way.
2. All headgates, structures, and associated piping or channels shall be designed and installed in accordance with APWA storm drainage structures, storm drain piping, and erosion and sediment control guidelines and shall comply with UDOT utility accommodation rules.
3. No headgate or irrigation control structure may be placed within a public right-of-way without compliance with this provision.

G. Water Mains

1. Water mains may be installed across or along any public road only upon issuance of a permit and approval by the Town Engineer and Town Council.
2. All water mains shall:
 - a. Be laid at a sufficient depth to protect the integrity of the roadway;
 - b. Be located in accordance with the APWA and the Town's adopted Design Standards and Specifications; and
 - c. Be installed and inspected under the supervision of the Town Engineer or Director of Roads.
3. Design and installation requirements;
 - a. Minimum cover shall meet depth standards - typically 30 inches minimum and 72 inches maximum from finished grade to the top of pipe - unless otherwise approved by the Town Engineer.
 - b. Trenching, bedding, and backfill shall conform to APWA excavation and fill plans and standards.
 - c. Provide thrust blocks or joint restraints per APWA plans and standards.
 - d. Disinfection and pressure testing shall be performed in accordance with APWA commissioning and utilities guidelines.
4. No person shall excavate in any public road for the purpose of laying water mains or pipes without first obtaining a right-of-way excavation permit from the Town. Roadway surfaces shall be restored per APWA plans.

H. Water Discharge onto Roads Prohibited

1. It is unlawful for any person to allow water from any ditch, stream, well, storm drain or irrigation system to discharge or flow onto any public road, sidewalk, or right-of-way in a manner that:
 - a. Damages or undermines the road surface, shoulder, or subgrade;
 - b. Interferes with vehicular or pedestrian use of the roadway; or
 - c. Causes standing water, icing, or pooling that poses a nuisance or safety hazard to the public.
2. All water discharges shall be managed in compliance with APWA temporary controls and storm drainage systems standards which require proper surface-water control and disposal to prevent damage to roadways and adjacent properties.

(Prior Code, § 6.3.80) Penalty, see § 152.99

152.12 Insurance, Indemnification, and Bonds.

A. Before a right-of-way or excavation permit is issued, the applicant shall provide:

1. Proof of general liability insurance naming Fairfield Town as an additional insured in amounts specified by Town resolution;
2. A signed hold-harmless agreement indemnifying the Town from any claims arising from the permitted activity;
3. A performance bond equal to 110% of the approved cost estimate; and
4. A maintenance bond (20%) valid for two years following final acceptance.

B. Failure to maintain insurance or bonds shall be grounds for immediate revocation of the permit.

(Prior Code, § 6.3.85)

152.13 Limitations on Use of Vehicles

A. Prohibition of Road-Damaging Vehicles

1. Any person who drives, operates, or moves a vehicle or object upon any Town road, street, or structure in a manner that causes damage shall be held liable for the cost of repairs.
2. If the operator of the vehicle or object is not the owner but is acting with the owner's express or implied permission, both the operator and the owner shall be jointly and severally liable for any damage sustained.

3. Damages may be recovered by the Town through a civil action in accordance with APWA pavement performance and maintenance standards.
4. It is unlawful to operate any vehicle on or across a Town road if the vehicle has wheels with lugs, flanges, cleats, ridges, bolts, or any metal or wood projection extending beyond the tread or surface of the tire, unless protective measures are taken to prevent road damage. Acceptable protection includes:
 - a. The placement of solid planks or other suitable materials on the road surface; or
 - b. The use of wheel attachments designed to prevent damage.
5. Exceptions to this subsection include:
 - a. Tractors or tractor engines equipped with caterpillar treads that do not contain projections likely to damage road surfaces;
 - b. The use of tire chains of reasonable proportions for safety purposes during conditions involving snow, ice, or similar hazards that may cause skidding or loss of control.

B. Road Repairs and Liability

1. Any person, company, or corporation responsible for damaging a Town road or right-of-way shall immediately repair the injury at their own expense.
2. All repairs shall be completed under the supervision and to the satisfaction of the Town Engineer or Director of Roads and in accordance with APWA asphalt pavement repair and excavation and fill standards.

C. Vehicle Weight Limits

1. The following weight limits are hereby established for all roads classified as "local" within the incorporated limits of the Town:
 - a. Maximum axle weight: Four (4) tons per axle;
 - b. Maximum gross vehicle weight: Eighteen (18) tons per vehicle.
2. Temporary permits authorizing higher weight limits may be granted on a case-by-case basis by the Director of Roads or the Town Council, provided that the applicant demonstrates compliance with AASHTO design load standards and UDOT overweight permit criteria.
3. All applicable permit fees shall be established by resolution of the Town Council and referenced in the official Fairfield Fee Schedule.

(Prior Code, § 6.3.90) Penalty, see § 152.99

152.14 Street Cuts and Degradation Fees.

A. Streets resurfaced or reconstructed within the past five (5) years shall not be cut except in emergency situations approved by the Director of Roads.

B. When cuts are authorized, a pavement degradation fee shall be assessed based on current Town fee schedules.

C. All restored surfaces shall meet Town standard pavement section requirements and be subject to a two-year warranty.

(Prior Code, § 6.3.95)

152.15 Official Map

A. Adoption of Official Maps

1. Fairfield Town may, from time to time and in accordance with Utah Code § 10-9a-407 et seq. , adopt an official map depicting the location and alignment of all existing public streets within the Town.
2. Such official maps shall be prepared in accordance with APWA submittal procedures and the AASHTO Policy on Geometric Design of Highways and Streets, and may also include the location of streets shown on subdivision plats that have been reviewed and approved by the Fairfield Planning Commission.

B. Amendments to the Official Map

1. The Town may add to or modify the official map by including the accurate, surveyed location of:
 - a. Proposed new streets;
 - b. Extensions or realignments of existing streets;
 - c. Street widenings or narrowings; or
 - d. Street vacations or abandonments.
2. No addition or modification to the official map shall be made unless:
 - a. The proposed change has been accurately surveyed and definitively located in accordance with APWA measurement and payment and UDOT CADD/GIS standards; and
 - b. A public hearing has been held by the Town to receive input on the proposed change.
3. The inclusion of any street or proposed street on the official map shall not, by itself, constitute or be deemed to constitute the legal opening, dedication, acceptance, or establishment of such street by the Town.

C. Updates to the Master Road Plan

1. The Planning Commission shall update the Town's Master Road Plan upon the dedication of any new road or roads.
2. Updates shall reflect changes approved through subdivision or development processes and shall be incorporated into future planning and mapping efforts consistent with APWA submittal procedures and the Town's adopted design standards.

(Prior Code, § 6.3.100)

152.16 Temporary Right-of-Way Occupancy.

- A. Temporary use of the public right-of-way for dumpsters, construction trailers, storage containers, scaffolding, or similar purposes shall require a Right-of-Way Occupancy Permit.
- B. Occupancy permits shall be issued for a defined duration and location and shall carry daily fees as set forth in the Town Fee Schedule.
- C. The permittee shall maintain clear pedestrian and vehicle access and restore all affected surfaces upon completion.

(Prior Code, § 6.3.105)

152.17 Winter Snow Removal

A. Snow Removal from Public Roads

1. Fairfield Town shall be responsible for snow removal on all public roads within the Town's jurisdiction.
2. Snow removal operations shall be carried out by the Fairfield Road Department under the direction of the Director of Roads and in accordance with an officially adopted Snow and Ice Control Operation Plan, prepared consistent with APWA roadway maintenance guidelines and the AASHTO Maintenance Manual for Roadways and Bridges.
3. Snow shall be cleared from travel lanes and stored in locations that do not obstruct drainage ditches, culverts, channels, flowlines, or borrow pits, as conditions allow and consistent with APWA storm drainage structures and temporary controls standards.
4. Priority shall be given to the following areas, in order of importance:
 - a. Access routes to public facilities (Town Hall, emergency services, schools);
 - b. Roads serving major residential developments with high-volume traffic;
 - c. Higher-intensity residential and commercial areas.
5. Use of deicing materials shall follow best management practices established by APWA and Utah Department of Environmental Quality (DEQ) to minimize environmental impacts and protect water quality.

B. Snow Removal from Private Driveways and Approaches

1. Property owners are responsible for removing snow and ice from the following areas:
 - a. Private driveways and access approaches;
 - b. Sidewalks and footpaths adjacent to their property;
 - c. Areas around mailboxes and garbage collection containers.
2. Snow cleared from private properties shall not be pushed onto or across any Fairfield Town road, gutter, or right-of-way.
3. Snow shall be stored on the same side of the street as the originating driveway or approach, in a manner that does not obstruct traffic or create a hazardous condition.
4. Property owners are responsible for ensuring that foot traffic areas remain free of snow and ice to prevent slips, falls, or obstructed pedestrian access.

C. Parking Restrictions During Snow Events

1. It is unlawful for any person to park or allow any motor vehicle to remain parked on any Town street during periods of active snow accumulation or removal operations, to allow unobstructed access for snow plowing equipment and emergency vehicles.
2. This restriction remains in effect during and immediately after a snowstorm until the Town has determined snow removal operations are complete.

D. Parking Enforcement and Towing Authority

1. The Utah County Sheriff's Office, serving as the Town's law enforcement authority, is authorized to issue citations or cause the removal (towing) of any vehicle parked in violation of Subsection C.
2. This includes:
 - a. Motor vehicles;
 - b. Trailers or non-road vehicles;
 - c. Non-motorized vehicles;
 - d. Junk or abandoned vehicles.
3. The registered owner of any vehicle towed under this section shall be responsible for all associated towing and storage fees.

E. Damage or Obstruction Liability

1. Any person whose actions interfere with or damage Town snow removal operations, including plowing, salting, or sanding, shall be liable for the cost of repairs or cleanup under APWA surface cleaning guidelines.

(Prior Code, § 6.3.110) Penalty, see § 152.99

152.18 Property Acquisition and Management

A. Interpretation of "Road Purposes"

For the purposes of this Chapter, the term "road purposes" shall include, but is not limited to, the following:

1. The establishment, acquisition, and use of rights-of-way, including those required for State or County roads within the Town;
2. The construction, reconstruction, relocation, improvement, and maintenance of all Town roads, streets, roadways, and related facilities under the Town's jurisdiction;
3. The development and management of limited-access facilities, including the regulation of access rights, air rights, light, view, frontage, and service roads consistent with AASHTO Geometric Design Standards;
4. The installation and maintenance of drainage systems associated with roads, including culverts, cuts, fills, channel changes, and associated improvements in accordance with APWA storm drainage structures standards;
5. The acquisition and use of road material sites, including sites used for the manufacture of road materials and necessary access routes thereto;
6. The preservation of clear sightlines and unobstructed views along roadways and intersections consistent with APWA planting and sight distance standards to ensure the safety of the traveling public;
7. The installation and maintenance of traffic control devices , signage,, fences, curbs, barriers, lighting, and related infrastructure in accordance with APWA street construction and the MUTCD standards for the convenience and safety of road users;
8. The construction and maintenance of storm sewers, sidewalks, trails, and roadway illumination systems;
9. The construction and maintenance of livestock crossings or roads, where applicable;
10. The establishment and maintenance of roadside rest areas adjacent to or in the vicinity of public roads.

B. Property Contributions for Road Purposes

1. The Fairfield Town Council is authorized to accept contributions of real or personal property for the purpose of establishing, maintaining, or improving Town roads.
2. Such contributions may be accepted by gift, bequest, grant, or donation subject to APWA submittal procedures for record documentation.

C. Public Use Constitutes Dedication

1. A road or right-of-way shall be deemed dedicated and abandoned to public use if it has been continuously used by the public as a thoroughfare for a period of ten (10) years or more.
2. Such use shall be presumed to create a public right-of-way under Utah Code Ann. § 72-5-104 or applicable common law.

D. Acquisition and Disposition of Road Property

1. The Town Council is authorized to acquire real property or interests in real property for road purposes by gift, agreement, exchange, purchase, condemnation, or other lawful means consistent with the UDOT Right-of-Way Manual and APWA project coordination standards.
2. Such acquisition may be for temporary, present, or reasonably foreseeable future use in connection with public roads.
3. If the Town Council determines that any property acquired for road purposes is no longer needed, the Town may dispose of such property by lease, sale, exchange, or other lawful disposition.

E. Dedication of Roads for Public Use

1. Roads or streets proposed for dedication to the Town must extend the full length of the property's frontage.
2. For properties located on corners, dedication shall be required along all public-facing sides.
3. The size and classification of the road dedication shall be based on the following criteria:
 - a. The volume of traffic generated by the proposed development;
 - b. The anticipated impact of such traffic on adjacent streets and the surrounding community;
 - c. The minimum roadway standards applicable to the zoning district in which the property is located;
 - d. Projected traffic flow patterns;
 - e. Existing adjacent streets and connections.

- f. Functional classification per AASHTO and APWA design criteria.
4. All dedications shall comply with APWA measurement and payment and submittal procedures standards to ensure accurate survey and mapping requirements.

F. Prescriptive Easement Dedications

1. Where a prescriptive easement or right-of-way wholly or partially exists on a property, the full width of the easement up to the property boundary shall be dedicated to the Town.
2. In certain circumstances, dedication of the entire width of the existing street or road may be required.
3. Where applicable, developers may be eligible for impact fee offsets or credits related to the value of the land or improvements dedicated under this section.
4. Dedications shall be documented and recorded per APWA and accepted by formal Town Council action.

(Prior Code, § 6.3.120)

152.19 Vacation of Public Street or Right-of-Way

A. General Procedure

1. All petitions to vacate a public street, right-of-way, or public easement shall comply with Utah Code § 10-9a-609.5 and applicable provisions of the UDOT Right-of-Way Manual.
2. The proposed vacation shall be reviewed and recommended by the Planning Commission and shall require a public hearing and approval by the Fairfield Town Council.
3. No street, right-of-way, or easement shall be vacated except by ordinance adopted by the Town Council, prepared and recorded in accordance with APWA submittal procedures.

B. Application Requirements

1. Each petition shall be submitted using the official application form provided by the Town Recorder and shall include the fee established by resolution of the Town Council.
2. The application shall include the following:
 - a. A written narrative explaining the reason(s) for the proposed vacation;
 - b. A detailed surveyed exhibit of the area to be vacated prepared in accordance with APWA measurement and payment guidelines, showing:
 - i. A north arrow;

- ii. All adjacent streets, buildings, and structures;
- iii. The acreage, bearings-and-distance description, and surveyed boundary of the area to be vacated;
- iv. Adjacent properties and names and addresses of all property owners;
- c. A petition signed by the owners of record of all properties:
 - i. Adjacent to or relying on the public street, right-of-way, or easement; or
 - ii. Accessed exclusively by or within three hundred (300) feet of the public street or easement;
- d. Proof of written notice to all affected utility providers and culinary water or sanitary sewer operators with facilities located within the area to be vacated in accordance with APWA utility coordination criteria.

C. Application Submittal Procedures

1. Applicants shall contact the Town Recorder prior to submitting an application.
2. All required documents shall be submitted electronically via the Town's website, including:
 - a. Completed application form and narrative;
 - b. Supporting maps or exhibits;
 - c. If applicable, a petition signed by affected property owners for plat amendments.
3. The applicant shall provide:
 - a. A verified mailing list and
 - b. Stamped and addressed #10 envelopes for all affected property owners identified under Subsection B(2)(c).

D. Review and Approval Process

1. The Planning Commission shall:
 - a. Conduct a public meeting following departmental review;
 - b. Determine whether good cause exists for the vacation and whether any person or the public will be materially injured;
 - c. Forward a recommendation to the Town Council based on its findings.
2. Upon receiving a recommendation, the Town Council shall:
 - a. Schedule and provide notice of a public hearing pursuant to Utah Code § 10-9a-208;
 - b. Hold a public hearing to determine whether to approve the vacation.
3. The Town Council may approve the vacation by ordinance if it finds the following:
 - a. The right-of-way is unnecessary for present or future public use;
 - b. The vacation is consistent with the Town's General Plan, Master Road Plan, and APWA roadway continuity standards;
 - c. The vacation benefits the public more than if the right-of-way remained.
 - d. Adequate consideration has been offered, which may include non-monetary

contributions, as determined by the Town Council;

e. The vacation will not impair the function or viability of adjacent rights-of-way or public service easements consistent with APWA storm drainage structures guidelines.

4. The Town Council may impose conditions, including but not limited to:
 - a. Payment of compensation;
 - b. Execution of indemnification agreements;
 - c. Ongoing maintenance responsibility for the vacated area;
 - d. Retention of certain defined reservations and easements.

E. Recording and Effect of Vacation

1. If the Town Council approves a vacation ordinance, it shall ensure that either:
 - a. A plat showing the vacated area is recorded with the Utah County Recorder; or
 - b. The ordinance itself is recorded per APWA rules.
2. Upon recording, the ordinance shall:
 - a. Revoke public acceptance and relinquish the Town's fee interest in the vacated area;
 - b. Not impair any private right-of-way or easement or any public utility franchise rights.
 - c. Reference all coordinate data and survey control points consistent with APWA standards.

F. Effective Period of Approval

1. Approval of a street vacation shall remain valid for a period of one (1) year from the date of Town Council approval.
2. If the vacation is not recorded with the Utah County Recorder within that period, the approval shall become void, and a new application must be submitted in compliance with the current Town Code and General Plan.

G. Effective Date of Ordinance

This section shall take effect upon adoption and publication or posting in accordance with state law by the Fairfield Town Council.

(Prior Code, § 6.3.125)

152.20 Road Classifications.

A. Purpose

A roadway classification system for all streets and roads within the corporate limits of Fairfield Town is hereby established. This classification system is intended to organize the Town's roadways by function, traffic volume, and level of access, and shall be used in connection with UDOT's Roadway Design Manual, AASHTO, APWA standards, and the regulation of roadway widths, construction standards, access management, parking restrictions, and placement of

traffic control devices. All streets and roads shall be categorized for purposes including, but not limited to:

1. Parking controls;
2. Through street designations;
3. Stop and yield intersections; and
4. Other regulations governing traffic movement.
(Reference: 1976 Code § 11-326)

B. Minimum Right-of-Way Width

1. All public roads in Fairfield Town shall maintain a minimum public right-of-way width of sixty (60) feet for local and collector streets, unless otherwise approved by the Town Council based on engineering justification, topography, and established historical conditions.
2. A ten (10) foot utility easement shall be required along both sides of the right-of-way unless otherwise designated by the Town Council or elsewhere in this Code.
3. Any exceptions to these minimums must be approved by the Town Council and clearly justified based on topography, historical use, or planning context.
4. These requirements are intended to ensure adequate space for roadway improvements, utilities, drainage, landscaping, pedestrian access, and emergency access consistent with APWA guidelines.

C. Types of Roads.

Table 1

CLASSIFICATIONS	Right of way	Surface Width	Easements	Access Spacing Driveway	Snow removal	Weight limits
Local streets	60 feet	24-28 feet	10 feet both sides	50 Agriculture Is exempt	24 hrs. 4 inches	4 ton per axle with a weight limit of 18 tons per vehicle
Local collectors	60-66 feet	28-34 feet	10 feet both sides	200	12 hrs. 4 inches	4 ton per axle with a weight limit of 18 tons

						per vehicle
Major Collector	66-70 feet	34-40 feet	10 feet both sides	330	24 hrs.4 inches	NA
Minor Arterial	70-80 feet	40-48 feet	10 feet both sides	330	24 hrs. 4 inches	NA
Major arterial	80-100 feet	48-60 feet	10 feet both sides	500	24 hrs. 4 inches	NA
Principal arterial	100-120 feet	64-84 feet	10 feet both sides	500	24 hrs. 4 inches	NA
Expressways	120 feet	Variable	10 feet both sides	1000	24 hrs.4 inches	NA
Rural roads	56 feet	24 feet	10 feet both sides	50	48 hrs. 6 inches	NA
Partial Roads Minimum Local road only	27.5 feet	27.5 feet	10 feet on one side	50	24 hrs. 4 inches	4 ton per axle with a weight limit of 18 tons per vehicle
ADT = Average Daily Traffic, defined as the average number of vehicles passing a specific point in a 24 hour period, if the roadway allows for two-way traffic ADT includes vehicles traveling in both directions						

1. Pavement widths assume two travel lanes (10-12 ft each) plus shoulders and parking lanes as applicable.
2. Pavement structure shall comply with APWA asphalt paving standards and minimum 4-inch compacted asphalt over 8-inch base course unless otherwise specified by the Town Engineer.

D. Roadway Type Descriptions

1. Local Streets

Local streets provide direct access to adjacent properties with very limited traffic capacity.

- a. Intended for low traffic volumes (typically fewer than 1,500 average daily trips [ADT]).
- b. Designed for low speeds and to serve residential areas.
- c. Direct driveway access is permitted.

2. Local Collectors

Local collectors connect local streets to higher-order roads and manage internal neighborhood circulation.

- a. Intended for moderate traffic volumes (generally 2,500–5,000 ADT).

- b. Should avoid direct access to single-family residential properties when feasible.
 - c. Provide a transition between local streets and the arterial network.
3. **Major Collectors**
Major collectors provide traffic service to residential, institutional, and low-intensity commercial uses.
- a. Typical traffic volumes are less than 10,000 ADT.
 - b. Provide a balance between access and mobility.
 - c. Direct access to nonresidential properties is common; access to residential parcels should be limited.
4. **Minor Arterials**
Minor arterials support travel between activity centers and accommodate moderate-length trips.
- a. Typical traffic volumes range from 10,000 to 25,000 ADT.
 - b. Serve business parks, retail centers, and community institutions.
 - c. Allow limited access, with priority given to traffic movement over driveway connections.
5. **Major Arterials**
Major arterials serve as primary high-volume roads connecting major destinations.
- a. Support traffic volumes greater than 20,000 ADT.
 - b. Provide connections to expressways or freeways.
 - c. High-speed travel is prioritized; property access is secondary and limited.
6. **Expressways**
Expressways serve long-distance, high-speed travel and are managed by the Utah Department of Transportation (UDOT).
- a. Trip lengths typically exceed five (5) miles.
 - b. Traffic volumes may exceed 100,000 ADT.
 - c. Property access is not permitted from expressways.
7. **Partial Roads**
Partial roads are interim half-width improvements permitted under limited conditions.
- a. Require 28 feet of improved width on one side of a full right-of-way.
 - b. Unpaved surfaces require Fire Marshal approval.
 - c. Adequate stormwater control is required per APWA guidelines.
 - d. Improvements must be constructed entirely on the developer's property.
 - e. The Town Council may approve partial roads under the following conditions:
 - i. The Planning Commission recommends approval;
 - ii. The road runs along a shared property boundary;
 - iii. The road is temporary in nature and will be vacated in the future;
 - iv. The cost of full-width construction imposes an unreasonable burden;
 - v. Other reasonable conditions justify an exception.
8. **Rural Roads**
Unpaved roads serving parcels five (5) acres or larger.
- a. Require Fire Marshal approval for emergency access.
 - b. Intended for low-density areas with limited development.

c. Minimum improved width required is twenty-four (24) feet, with six (6) inch compacted gravel surface per APWA standards.

9. Commercial Zone Roads

All roads within commercial zoning districts must meet a minimum right-of-way width of sixty-six (66) feet thirty (30) feet paved width, designed per APWA and AASHTO commercial-turning standards.

10. Phantom Roads

Phantom roads are rights-of-way platted on the original Fairfield Town map but remain unimproved.

- a. These rights-of-way remain under Town ownership.
- b. The Town may activate and improve such roads at its discretion consistent with the Master Road Plan and General Plan.

11. Private Roads

Private roads may be permitted with Town Council approval under the following conditions:

a. Access and Design

- i. Properties must be accessed from a public road that meets all APWA public safety standards.
- ii. Private roads must meet applicable APWA standards for commercial or HOA use.
- iii. Commercial drives used as private roads must have a minimum 24-foot paved surface.

b. Maintenance and Responsibility

- i. The applicant must provide documentation showing a permanent easement, a perpetual maintenance agreement, and funding plan.
- ii. No public improvements shall be installed or maintained by the Town on private roads.
- iii. Fire department approval is required, including turnaround compliance.

c. Restrictions on Use

- i. Private roads may only serve commercial or HOA developments, not individual residential or agricultural properties.
- ii. The maximum length of a private road is 1,500 linear feet.
- iii. Private driveways longer than 150 feet must include a turnaround approved by the Fire Chief.

d. Homeowner Associations (HOAs)

- i. HOAs or similar entities must be legally responsible for the perpetual maintenance of private access tracts.
- ii. HOA covenants assigning road maintenance responsibilities must be approved by the Town Council and may not be amended without Council approval.
- iii. The final plat shall include a notice stating that the road is private and not eligible for dedication to the Town.

e. Naming of Private Drives

- i. Private driveways may be named for addressing purposes if:
 - The driveway exceeds 400 feet in length from the public road; or
 - The residence is not visible from the public street.
- ii. Named private drives shall not count toward minimum frontage requirements for building permits.
- iii. All street names, including private road names, require Town Council approval.

E. Design and Access Management Standards

1. Access spacing and intersection design shall comply with the AASHTO Green Book and the UDOT Access Management Manual.
2. Minimum driveway spacing should be:
 - a. Local - fifty (50) feet.
 - b. Collector - two hundred (200) feet.
 - c. Minor Arterial - three hundred and thirty (330) feet.
 - d. Major Arterial - five hundred (500) feet.
3. Each road classification shall be designed with cross sections, turning radii, and pavement structures consistent with APWA and UDOT small-urban standards.
4. Deviations may be approved by the Town Engineer only where physical constraints or rural context warrant modification.

(Prior Code, § 6.3.150)

152.21 General Standards

A. Road Development Guidelines

Development of new roads within Fairfield Town shall comply with the following standards:

1. All new roads and crossroads located within or adjacent to a proposed subdivision shall conform to the Fairfield Town Master Road Plan and the AASHTO Green Book functional classification system.
2. Wherever feasible, new roads shall be located along shared property lines when both adjoining properties stand to benefit from such improvement in accordance with APWA street construction standards.
3. The alignment and width of all through streets shall be preserved, except where unusual topographical or environmental conditions, verified by the Town Engineer, justify a deviation.
 - a. Where the Planning Commission determines it is necessary to promote an orderly street system, proposed roads shall be extended by dedication to the boundary of adjoining undeveloped property.

4. When a large subdivision abuts a major thoroughfare, arterial, or state highway, the Planning Commission may require the inclusion of marginal access roads in the street layout consistent with AASHTO Access Management Guidelines.
5. Road width shall be measured from lot line to lot line. Minimum width standards shall follow the Fairfield Town Master Road Plan and APWA design standards, unless otherwise approved by the Town Council.
6. Any access to State Road 73 or other state facilities shall be subject to the regulations and permitting standards of the Utah Department of Transportation (UDOT) Access Management Manual and require a UDOT encroachment permit.

B. Construction Requirements for Developers

Any developer or applicant for a building permit within an undeveloped or unimproved area shall construct road improvements from an existing improved street to the full extent of the developer's property boundary. Roadway construction shall meet current Fairfield Town and APWA standard specifications. All construction shall be inspected and accepted by the Town Engineer prior to plat recordation or certificate of occupancy.

C. Emergency Access Standards

All roads and driveways shall comply with the minimum design standards for emergency vehicle access per the International Fire Code and APWA standards, as reviewed and approved by the Fire Marshal or designee. Minimum turning radius for fire apparatus should be fifty (50) feet inner/sixty (60) feet outer diameter paved. Road grades shall not exceed ten (10) percent without Fire Marshal or designee approval.

D. Cost Recovery for Road Extensions

1. If a road extension benefits properties adjacent to or beyond the developer's frontage, the Town may authorize a Master Development Agreement (MDA) to define reimbursement provisions consistent with Utah Code § 10-9a-610.
2. The MDA shall be executed prior to the start of construction and shall include:
 - a. Identification of any excess capacity created by the improvement.
 - b. A cost-sharing formula for prorated reimbursement to the developer;
 - c. Terms for reimbursement triggered by future service connections by third-party property owners.
3. The Town shall track reimbursements for a period determined by the Town Council or until full recovery of prorated costs is achieved.
4. All reimbursements shall be contingent on actual collection from benefitted property owners, and shall expire upon the term set in the MDA or Town Policy.

E. Cul-de-Sacs and Turnarounds

1. Permanent cul-de-sacs are not permitted in Fairfield Town.
2. Temporary turnarounds shall be required on all roads that extend more than one (1) lot from an intersection.
 - a. Turnarounds shall be designed with a diameter of sixty (60) feet, recorded as easements on the final plat, and designed with APWA cross-section requirements.
 - b. Temporary turnarounds shall comply with Fairfield Town road standards unless otherwise approved by the Town Council.
 - c. Final design and approval shall be obtained from the Fire Chief or designated representative.

F. Motor Vehicle Access Standards

All lots and parcels with frontage on a public street shall comply with the following access control standards:

1. A maximum of two (2) driveway connections shall be permitted per lot along any single street frontage.
2. Driveways shall be no closer than twenty (20) feet from one another.
3. Driveways shall not exceed thirty (30) feet in width at the point of connection to the public street, measured at a right angle to the centerline of the driveway.
4. On corner lots or on curves with a centerline radius of forty-five (45) feet or less, no driveway shall be located within fifty (50) feet of the point of intersection of the lot lines (or point of intersection of inside tangent lines at the curve) per AASHTO standards.
5. All driveway locations and spacing along state routes shall comply with the UDOT Access Management Manual and be approved by UDOT prior to permit issuance.
6. Driveway approaches shall be constructed per APWA standard drawings and curb and gutter series and shall maintain ADA-compliant pedestrian cross-slopes.

G. Driveway Approaches.

All driveway approaches or connections to a Town road shall require approval from the planning commission during site plan approval.

Driveway widths, slopes, and materials shall conform to Fairfield Town Standards and shall not conflict with drainage, utilities, or pedestrian access.

(Prior Code, § 6.3.160)

152.22 As-Built Drawings and Close-Out.

A. Upon completion of any approved road or utility work, the permittee shall submit as-built drawings in PDF and digital (GIS) format showing the final locations, depths, and materials used.

B. Compaction and density testing results must accompany the submittal.

C. No bonds shall be released until the as-built documentation has been approved by the Director of Roads.

(Prior Code, § 6.3.165)

152.23 Enforcement

A. Authority for Enforcement

1. The Utah County Sheriff's Department, acting as the Town's designated law enforcement agency, is authorized to:
 - a. Issue citations for violations of this title;
 - b. Tow or cause to be towed, by a licensed commercial towing service, any junk vehicles, non-motorized vehicles, non-roadworthy vehicles, or other objects or obstructions parked or placed in violation of this title in accordance with APWA protection and restoration of surfaces standards; and
 - c. Take such actions when said vehicle or object obstructs or endangers the safe travel of vehicles or pedestrians on any Town road.
2. The registered owner of the towed vehicle or object shall be responsible for all towing, impound, and associated fees.

B. Administrative Enforcement

1. The Director of Roads or designee shall ensure compliance with this title consistent with APWA project coordination and quality control standards through:
 - a. Withholding of building, excavation, and road access permits, or any other related approvals for non-compliant properties or applicants;
 - b. Initiating enforcement actions through written correction or stop-work orders documented under APWA submittal procedures, including referrals to legal counsel for prosecution or injunctions; and
 - c. Requiring submission and review of necessary plans, and performing site inspections, materials testing, or record audits to verify compliance with applicable APWA standards.

C. Penalties for Violations

1. Any person, firm, corporation, or other entity found to be in violation of any provision of this title shall be guilty of a Class B misdemeanor pursuant to Utah Code §10-3-703 .

2. The Town Attorney is authorized to initiate legal proceedings, which may include:
 - a. Injunctive relief;
 - b. Mandamus actions;
 - c. Orders of abatement; or
 - d. Other appropriate legal remedies necessary to obtain compliance or recovery of damages and restoration costs for Town property.

D. Limitation of Liability

1. The issuance of any permit, performance of inspections, approval of plans, or any other official act under this title shall not be construed to impose liability upon Fairfield Town or any of its officers, agents, or employees for any damages resulting from:
 - a. The construction, placement, or maintenance of structures, facilities, or private improvements;
 - b. The use of any public or private road or rights-of-way; or
 - c. Any act or omission by the permittee or third parties.
2. Applicants and property owners are solely responsible for ensuring the safety, adequacy, and legality of their improvements and activities within the Town's rights-of-way or jurisdiction.
3. These limitations are consistent with the Utah Governmental Immunity Act (§ 63G-7-101 et seq.).

(Prior Code, § 6.3.170)

152.24 Judicial Review

A. Legal Action

1. Any person or entity seeking to challenge a decision made by the Town Council, Planning Commission, or any other official or governmental body acting under the authority of this title shall file such challenge in a court of competent jurisdiction in accordance with Utah Code sections § 10-9a-801 through § 10-9a-803.
2. The legal action must be filed no later than thirty (30) calendar days following the date of the final decision being challenged.
3. Failure to timely file the legal challenge shall constitute a waiver of any claim or right to contest the decision.
4. Filing of a petition does not automatically stay enforcement of the challenged decision unless ordered by the court.

B. Scope of Review

1. Judicial review shall be limited to the record of proceedings before the Town and shall be governed by applicable provisions of Utah State law, including the Utah Code Title 10, Chapter 9a (Municipal Land Use, Development, and Management Act), and Utah Rules of Civil Procedure.
2. The Town shall compile the record for judicial review in accordance with APWA submittal procedures including:
 - a. All applications, plans, and correspondence submitted by the applicant;
 - b. Meeting minutes, staff reports, and exhibits, and
 - c. The final written findings, decisions, or ordinances adopted by the Town.
3. The scope of review shall be deferential to factual findings and limited to determining whether the decision was arbitrary, capricious, illegal, or procedurally defective under Utah law.

C. Record Maintenance and Certification

1. The Town Recorder and Director of Roads shall ensure that all records associated with actions under this Title are maintained in a manner consistent with APWA project coordination standards and with Utah Code § 63G-2 (GRAMA), to facilitate timely certification of the record for court review

(Prior Code, § 6.3.180)

152.25 Severability

A. Severability of Provisions

1. If any section, subsection, sentence, clause, phrase, or portion of this chapter is held to be invalid or unconstitutional by a court of competent jurisdiction, such portion shall be deemed severable under Utah Code § 68-3-12.
2. The invalidity or unenforceability of any portion shall not affect or impair the validity, application, or enforceability of the remaining provisions of this chapter.
3. All remaining portions shall remain in full force and effect, independent of the invalidated portion and shall be administered in a manner consistent with APWA project coordination standards, ensuring that ongoing projects, permits, and administrative actions proceed without interruption unless specifically enjoined by court order.

(Prior Code, § 6.3.190)

152.26 Conflict with Other Land Use Ordinances or Town Code

A. Governing Provisions

1. In the event of a conflict between the provisions of this chapter and any other provision of the Fairfield Town Code, including land use ordinances, subdivision, or building

regulations, the more stringent provision shall govern and apply.

2. This rule of interpretation shall ensure that the highest standard for public safety, health, welfare, and infrastructure design and development regulation is maintained consistent with APWA regulatory requirements.
3. Where uncertainty exists as to which provision is more stringent, the determination shall be made by the Town Council upon recommendation from the Planning Commission or appropriate staff (i.e., Town Engineer) based on the following:
 - a. The degree of public safety and engineering protection achieved;
 - b. Compliance with Utah Code § 10-9a-104; and
 - c. Consistency with APWA specifications, UDOT design standards, and adopted Fairfield Master Road Plan.
4. When a conflict arises between a technical specification (e.g., APWA design standards) and an administrative or zoning provision, the Town shall apply APWA project coordination to reconcile the requirements, ensuring that both legal and engineering standards are satisfied to the maximum extent feasible.
5. Where state or federal law establishes a higher minimum requirement than that contained in this Chapter, the higher standard shall apply.

(Prior Code, § 6.3.200)

FAIRFIELD

STATE OF UTAH)
) ss.
COUNTY OF UTAH)

I, Stephanie Shelley, Town Recorder of Fairfield, Utah, do hereby certify and declare that the above and foregoing is a true, full, and correct copy of an ordinance passed by the Town Council of Fairfield, Utah, on the **XX day of XX, 202X**.

Ordinance No. 2026-09 Recodifying The Town's Roads, Highways, And Rights-Of-Way Regulations As Title 15, Chapter 152 Of The Fairfield Town Code; Reaffirming The Adoption Of The American Public Works Association (APWA) Standard Specifications; And Repealing The Former Codification As Title 6, Chapter 3.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Corporate Seal of Fairfield, Utah, this **XX day of XX, 202X**.

_____,
Stephanie Shelley
Fairfield Recorder/Clerk

(SEAL)

AFFIDAVIT OF POSTING

STATE OF UTAH)
) ss.
COUNTY OF UTAH)

I, Stephanie Shelley, Town Recorder of Fairfield, Utah, do hereby certify and declare that I posted in three (3) public places the following summary of the ordinance which was passed by the Fairfield Council on the **21st day of May, 2025**, and herein referred to as:

SUMMARY.

This ordinance recodifies the Town's regulations governing roads, highways, and rights-of-way as Title 15, Chapter 152 of the Fairfield Town Code, reaffirms the adoption of the American Public Works Association (APWA) Standard Specifications, and repeals the previous codification in Title 6, Chapter 3.

The three places are as follows:

1. Fairfield Town Hall
2. Fairfield Town Website
3. Utah State Public Notice Website

Stephanie Shelley
Fairfield Recorder/Clerk

Date of Posting _____ day of _____, 20____

Resolution No. R2026-17 A Resolution Supporting The Drafting Of An Amended Project Area Plan To Add Property Into The Pony Express Utah Inland Port Authority Project Area.

Dated XX, 2026

WHEREAS, Fairfield, Utah County is a political subdivision of the State of Utah, and the Fairfield Town Council (the "Fairfield") is authorized to adopt resolutions on behalf of Fairfield; and

WHEREAS, Fairfield desires the Utah Inland Port Authority Board to amend an existing Project Area Plan to include additional property located within Fairfield in order to facilitate economic development, infrastructure investment, and business recruitment; and

WHEREAS, the Utah Inland Port Authority has previously established the Pony Express Project Area pursuant to Utah Code Annotated §11-58-501 et seq.; and

WHEREAS, Fairfield has identified additional property that is appropriate for inclusion within the Project Area because it supports the community's economic development goals, including:

- Retention and expansion of existing businesses;
- Recruitment of new employers and industries;
- Development of infrastructure necessary to support economic growth;
- Creation of quality primary employment opportunities; and
- Increased private investment and long-term economic vitality.

WHEREAS, inclusion of the additional property within the Project Area is anticipated to provide significant public benefits by encouraging responsible economic development and enhancing employment opportunities for residents.

NOW THEREFORE, BE IT RESOLVED, The Fairfield Town Council of **Fairfield** hereby resolves as follows:

1. The Governing Body formally requests that the Utah Inland Port Authority amend the Pony Express Project Area Plan to include the property in negotiation with the Port Authority administrative staff.
2. The Governing Body consents to the inclusion of the property within the Project Area, subject to the requirements of applicable state law.
3. The Governing Body authorizes the appropriate County/City officials to cooperate with the Utah Inland Port Authority in preparing the Project Area Plan amendment and to provide any information reasonably necessary to complete the process.
4. This Resolution shall become effective immediately upon adoption.

Passed and Adopted this 13th day of May 2026.

FAIRFIELD

Hollie McKinney, Mayor

Hollie McKinney	yes_____	no_____	abstain_____
RL Panek	yes_____	no_____	abstain_____
Tyler Thomas	yes_____	no_____	abstain_____
Michael Weber	yes_____	no_____	abstain_____
Richard Cameron	yes_____	no_____	abstain_____

ATTEST:

Stephanie Shelley, Recorder

(OFFICIAL SEAL)

Working Draft for Pony Express

FAIRFIELD

STATE OF UTAH)
) ss.
COUNTY OF UTAH)

I, Stephanie Shelley, Town Recorder of Fairfield, Utah, do hereby certify and declare that the above and foregoing is a true, full, and correct copy of a resolution passed by the Town Council of Fairfield, Utah, on the **13th day of May 2026**.

R2026-09 A Resolution Adopting the Tentative Budget for Fairfield, for Fiscal Year 2026–2027; and Setting a Public Hearing for the Adoption of the Final Budget on June 10, 2026, at 7:00 pm.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Corporate Seal of Fairfield, Utah, **this 13th day of May 2026**.

_____,
Stephanie Shelley
Fairfield Recorder/Clerk

(SEAL)

July 7, 2026

Hollie McKinney
Fairfield Town Mayor
103 East Main Street,
Fairfield, UT 84013
(sent via email)

Subject: Scope of Work and Fee for the new Industrial Park Well

Dear Hollie:

Bowen Collins and Associates (BC&A) is pleased to submit for your review this Scope of Work (SOW) and fee to provide professional engineering services for the new Industrial Park well in Fairfield Utah.

We understand that the new well was originally planned to be designed and constructed by a developer but that has changed to where the Town will now be facilitating design and construction. This well will increase the Town's ability to provide culinary water to the residents and the growing demand on the existing water system. We understand that the location of the well has been selected previously and this scope of work and fee will provide the design of the well, drilling oversite, equipping design, and equipping construction oversight.

For this scope we have assumed a reverse mud rotary method of drilling with a final well completion of steel casing/screen and an engineered gravel pack. For the well house, we have assumed that a conventional CMU block building will be required with a backup generator. There are two options for pumping equipment, submersible and vertical turbine pumps. We have assumed that a vertical turbine pump with the motor located above grade will be used for this new well. We understand that power to the site is undetermined when or if it will be available for this well. In the event that 3-phase power will not be available, a submersible pumping system could be designed and installed similar to the Town's existing well which may limit the pumping capacity of the well.

SCOPE OF WORK

PHASE 1: WELL DESIGN AND CONSTRUCTION – SOURCE DEVELOPMENT

1.1: Kickoff Coordination Meeting and Site Visit. A project kickoff meeting will be scheduled with the Town. The anticipated agenda for the meeting is to discuss the project scope, schedule, permitting requirements, options to expedite the schedule, critical issues, and define actions items for BC&A and the Town to complete. BC&A will also review existing information provided by the developer or Town such as siting evaluations, previous site work, water rights, geotechnical reports, and previous studies.

1.2: Preliminary Evaluation Report (PER). BC&A will prepare the Drinking Water Source Protection (DWSP) Preliminary Evaluation Report (PER) for the new Well that will include sections on both the DWSP Delineation Report and Management Plan requirements. BC&A will delineate the PER DWSP zones for the Well using methods used previously for Fairfield.

1.3: Well Design Progress Meetings. We will meet with the Town to review the PER and the proposed well design for the project. We will provide a draft preliminary well design report and draft specifications and drawings to the Town and conduct a 90-percent well design completion stage meeting. The process has been very productive on other design projects, and we intend to follow with both the well drilling and the well house design.

1.4: Production Well Design, Technical Specifications and Bidding Documents. BC&A will prepare technical specifications, front end bid and contract documents for the project. The specifications will be prepared to require the driller to comply with all appropriate requirements of the Utah Administrative Rules for Well Drillers (UAC R655). At this time, it is anticipated that the well will be drilled and completed to a depth of 600 feet.

1.5: Construction Cost Estimate. We will prepare an Engineer's Opinion of Probable Construction Cost (OPCC) for the well drilling portion of the project.

1.6: Production Well Services During Construction. Our construction management scope will include assisting the Town with a pre-bid site meeting for drilling contractors, attending the bid opening, performing a bid review and making a recommendation for award, assisting the Town with a pre-construction meeting with the selected contractor, reviewing and recommending action on contractor submittals, reviewing and recommending of contractor's progress payments, reviewing of contractor claims and recommending of change orders (if appropriate), and conducting project closeout at the conclusion of the project. BC&A will provide part-time construction field services during the drilling and testing of the well. Construction period is anticipated at 3-4 months. Part time oversight allows us to assess problems quickly and come to a resolution with the driller and the Town in a timely manner. Our approach to construction oversight is to provide a licensed professional geologist/hydrogeologist inspector wherever possible with our senior hydrogeologist.

1.7: Production Well Documentation. BC&A will prepare a report for the production well. The report will contain all the required information for DDW approval of the well including the geologic log, geophysical logs, sieve analyses, pump test results, and water quality information. The report will include recommendations on the sustainable yield of the well and anticipated drawdown. In addition, site specific and pump test data will be analyzed to define the operational requirements.

1.8: Final Drinking Water Source Protection Plan. BC&A will use the PER information and the pump test results for the new well to update the delineated protection zones and finalize the DWSP Plan for the well following the outline and format required by DDW for a DWSP Plan.

PHASE 2: WELL EQUIPPING DESIGN

2.1: Progress and Coordination Meetings. BC&A will prepare an agenda and conduct progress review meetings at key times as requested to meet Town requirements, at a minimum BC&A will meet with Town personnel at the 30%, 60% and 90% design stages of the project. Information regarding the project and other available data obtained during design will be reviewed with personnel during these meetings. The information discussed at each review meeting will be incorporated into the design. We have assumed that up to one additional meeting may be required during the design to coordinate the design efforts and meet with Town personnel as necessary.

2.2: Site Survey and Geotechnical Investigation. BC&A will contract with APEX Land Surveyors to conduct the topographic survey for the project. The topographic survey will be necessary to accurately locate the well and other site features such as fencing, existing roadways, and visible utility locations, property boundaries, etc. The site survey will be used to assist in the layout of the proposed well house and associated site improvements. We have assumed that utility potholing work will not be needed for the project. This task also includes design services from AGECE to perform a geotechnical investigation of the site. Services will include recommendations based on borings and subsurface investigation for seismic requirements for the new well house building and any asphalt/concrete pavement design requirements.

2.3: Preliminary Site and Well House Layout and Requirements. BC&A will review the site requirements with the Town for the proposed building and prepare and submit a site plan for approval, if necessary. Additionally, BC&A will develop and review with the Town a preliminary site plan, building layout, building elevations, and list equipment requirements. BC&A will recommend equipment requirements, and list permit, utility and other coordination requirements so that the project can move efficiently into detail design with an understanding of what resources will be needed for the project to be successful. The preliminary design work will include an evaluation of instrumentation requirements, power requirements, and a discussion of what operation and maintenance will be needed for the project. It is our understanding that gas chlorination dosing will be required at the well. This task will also identify any needed property or easements necessary for the new well.

2.4: Hydraulic Evaluation. BC&A will review the well testing and performance data and system hydraulics to select appropriate pumping equipment. The hydraulics will be performed to pump water from the well to the Town's existing tanks. We will consider well drawdown and well interference with other wells in the area to aid in the design for a long term well. Additionally, we propose that the well be equipped with a VFD to assist with any fluctuating flow requirements and reducing power inrush required. We will also review chemical system sizing and requirements.

2.5: Design Drawings. BC&A staff will prepare design drawings for the project that meets all requirements of State and local codes. We propose to use available Town standard drawings and details where available, and supplement with BC&A standard details. We anticipate that up to 41 drawings will be required to effectively design the well. We anticipate that the following drawings will be provided:

Sheet No.	Drawings	Sheet No.	Drawings
G-01	Project Location and Vicinity Maps	S-04	Roof Sections and Details
G-02	Index of Drawings	GS-01	General Structural Notes
G-03	Abbreviations	GS-02 to GS-04	General Structural Details
G-04	Symbols	M-01	Mechanical Plan
G-05	General Notes	M-02 to M-03	Mechanical Sections & Equipment Sch.
A-01	Building Elevations	GM-01 to GM-03	General Mechanical Details
A-02	Finish and Door Schedule	E-01	Electrical Schedule & Notes
GA-01	General Architectural Details	E-02	Electrical Site Plan
C-01	Key Sheet & Horizontal Control	E-03	Power, Grounding & Instrumentation
C-02	Site & Utility Plan	E-04	Lighting Plan
C-03	Grading & Erosion Control Plan	E-05	Power One-Line Diagram
GC-01 to GC-03	General Civil Details	E-06	Load Summary and Panel Schedule
S-01	Foundation Plan	E-07	Control One-Line Diagram
S-02	Roof Plan	E-08	Panel Schedule LP-A
S-03	Footing Details	GE-01 to GE-04	General Electrical Details

BC&A will review existing corrosion data available in the area and collect new information such as soil and water samples for laboratory analysis, utility search for gas and power, and any other information deemed pertinent for the project as provided by the Town. All will be completed by our Cathodic Protection Specialist (CP4), Ryan Egbert. The information obtained will be used to design the appropriate cathodic protection mitigation for the well, pipeline(s) and pump station.

2.6: Contract Documents. BC&A will prepare technical specifications and contract documents for the project, in accordance with Town standard bid documents, contract documents, standard EJCDC front end documents, and BC&A generated specifications. BC&A will provide electronic copies of the specifications at the 90 percent stage for review by the Town. We will provide a digital copy of contract documents (PDF format) for electronic distribution. The specifications and the design drawings will include all aspects of the project including architectural, civil, structural, mechanical, electrical and other mechanical requirements of the project.

2.7: Division of Drinking Water Review. BC&A will submit copies of the plans and specifications to the Utah Division of Drinking Water (DDW) and incorporate any comments from DDW into the final construction documents. BC&A will coordinate with DDW and the Town as necessary to help obtain DDW approval of the project.

2.8: Engineers Opinion of Probable Cost. BC&A staff will prepare a construction cost estimate at the 60%, 90% and Final phase for the project. This opinion of probable construction cost will be prepared and coordinated with the Town to assist in phasing the projects to match funding if necessary.

Phase 3 – WELL HOUSE BIDDING

3.1: Pre-Bid Conference. Organize and conduct a prebid conference for bidders to become familiar with the project details, ask questions and visit the project site. Prepare and distribute minutes to document the items of discussion of the prebid conference.

3.2: Bidder's Questions. Receive and respond to questions from bidders and issue addenda if necessary.

3.3: Bid Evaluation. Attend bid opening, tabulate bids received, assist Town in evaluating bids, and provide a recommendation of award.

Phase 4 – WELL HOUSE CONSTRUCTION

We have not included the well construction services at this time due to the uncertainty of when and how much involvement the TpwM will want from BC&A. The construction phase of the project is just as important in the success of the project as is the design, and we recommend a continued service throughout construction to mitigate issues that will likely need to be addressed by an engineer.

The following tasks indicate what we would normally provide during construction.

4.1: Preconstruction Conference. Organize and conduct a preconstruction conference with the contractor, Town representatives and other interested parties. Prepare and distribute minutes to document the items of discussion of the preconstruction conference.

4.2: Construction Period Services. Coordinate with Town staff, attend and conduct bi-weekly project coordination meetings with the contractor. Notes of each meeting will be recorded and distributed to allow the Town, contractor and BC&A with a clear understanding of the progress of the well equipping. We feel that these progress meetings and the on-site observations are key to the success of the project in keeping on schedule and to ensure that the end product meets the requirements in the contract documents. Throughout construction BC&A will work closely with the contractor and will review all payment applications prior to submission to the Town. BC&A understands that during construction, there may be unforeseen issues that may surface, thus requiring a change request from the contractor. With BC&A's experience and expertise, change orders are not anticipated, but should they be necessary, BC&A will review and recommend as required. This task will also include shop drawing review, submittal review, and preparing written responses to requests for information from the contractor throughout the project.

4.3: Project Observation. Our on-site project representative will monitor construction progress, observe construction, keep a photographic log of construction, prepare construction observation logs, maintain record drawing notes, and coordinate with project managers from the Town and BC&A about on-site activities.

4.4: Construction Documentation and Project Closeout. Prepare record drawings for the constructed project using information provided by the Contractor, BC&A Construction Representative, and Town staff. BC&A will obtain the necessary documentation as per Utah Administrative Code R309-500-9 to submit for a final operating permit. We will also keep a photographic log of the project construction. These will be delivered to the Town in electronic format upon completion of the project. This task also includes well startup, substantial and final walkthroughs to generate punchlists for the contractor to complete the project.

SCHEDULE

The following schedule has been developed based on a contract being awarded by August 1, 2026. If adjustments to the schedule need to be made, we can work with you to meet your needs. The anticipated schedule below reflect the due dates of each item. We know that some water rights have already been submitted for approval at this well, but additional water rights may need to have change applications done to use the full anticipated flow rate from this well, if help is needed with this task we can add that to this scope of services. The transfer of water rights could hold up the overall schedule as the Division of Drinking Water requires the water rights to be applied to the well prior to well development.

- Contract AwardAugust1, 2026
- Well Drilling PER/Specifications/Bidding September 30, 2026
- Well Drilling March 30, 2027
- Well Equipping DesignJuly 2027
- DDW review and Permit.....August 2027
- Well House Bidding..... September 2027
- Well House Construction.....July 2028

ESTIMATED CONSTRUCTION COST

There are several unknowns related to the well drilling and well equipping to give an accurate construction cost for the project. Based on our experience with other similar projects we would estimate the construction of the well and the well house may be close to the estimation below.

<i>Well Drilling</i>	
Mobilization/Demobilization/Cleanup	\$ 100,000
Surface Conductor Casing and Seal (28" hole/22" casing to 100')	\$ 80,000
Drill 12" Pilot Borehole (500')	\$ 100,000
Drill 20" Reamed Borehole (500')	\$ 125,000
Geophysical Logging	\$ 10,000
Caliper	\$ 2,500
Well Installation - 12" Steel Casing (300')	\$ 37,500
Well Installation - 12" SS Screen 60 slot (300')	\$ 90,000
Installation of Gravel Pack - 8x12 (400')	\$ 40,000
Initial Well Development	\$ 36,000
Install Pump for Development and Testing	\$ 20,000
Well Development by Pumping	\$ 30,000
Step-Rate Drawdown Test	\$ 5,000
Constant-Rate Discharge Test	\$ 12,000
Video Camera Survey	\$ 2,500
Plumbness and Alignment Testing	\$ 5,000
Well Disinfecting	\$ 5,000
Well Head	\$ 2,500
Well Capping	\$ 1,500
Contingency (20%)	\$ 140,900
TOTAL ESTIMATED COST	\$ 845,400

<i>Well Equipping</i>	
Mobilization/Demobilization	\$ 41,750
Clear & Grub	\$ 15,000
Mechanical & Piping	\$ 300,000
Building	\$ 150,000
HVAC	\$ 25,000
12" Piping	\$ 10,000
Site Improvements	\$ 60,000
Electrical	\$ 275,000
Contingency (20%)	\$ 175,350
TOTAL ESTIMATED COST	\$ 1,052,100

ESTIMATED DESIGN FEE

Bowen Collins & Associates is committed to providing high quality engineering services at reasonable rates. Based on our experience with similar projects, we have tabulated an estimate of man-hours to complete the scope of work described herein and a corresponding not to exceed fee schedule in the attached Table. We will complete the work on a time and expenses basis so if less effort is required the budget will not be completely used. Please note that BC&A tries to be as flexible as possible to define project scopes and associated fees. As such, we are willing to adjust any point of our proposed scope or fee to better meet the needs of the Town.

Please contact me directly if you have any questions or concerns regarding our scope and fee. We are truly excited for the potential opportunity to work with you on this Important project.

Sincerely,

Bowen, Collins & Associates, Inc.



Eric Neil, P.E.
Project Manager
Email Contact: eneil@bowencollins.com
Phone: 801.495.2224
Website: bowencollins.com

Fee Proposal
Fairfield Town
Industrial Park Well
Engineering Services Fee Table

Last Updated July 7, 2026

		Labor																Expenses	
		Office /Support		Technicians	Engineers											Subtotal Hours	Subtotal Labor	Subtotal Expenses	Total Cost
	Labor Category	Clerical 3	Admin 2	Tech 5	Cost. Mngr.	Corros.	Engr 1	SE 3	HG 8	HG 2	SE 8	EE4	EE 8	PM/PIC	Engr 9				
	Staff	Snow	Johnson	Riggs	Hansen	Egbert	Mitchell	Pugh	DeKorver	Cordner	Cohen	Lake	Cavanaugh	Neil	Sr. Review				
Task No.	Task Description																		
1	PHASE 1 - PRODUCTION WELL PERMITTING, DESIGN, BIDDING & CONSTRUCTION SERVICES																		
1.1	Kickoff Coordination Meeting and Site Visit								4	4				4		12	\$ 2,172	\$ 49	\$ 2,221
1.2	Preliminary Evaluation Report (PER)		2						12	28						42	\$ 6,312	\$ 49	\$ 6,361
1.3	Well Design Progress Meetings	1							6	3				3		13	\$ 2,329	\$ -	\$ 2,329
1.4	Production Well Design, Technical Specifications and Bidding Docs	1	2	4					16	32						55	\$ 8,362	\$ 49	\$ 8,411
1.5	Construction Cost Estimate								4	2						6	\$ 1,060	\$ -	\$ 1,060
1.6	Production Well Services During Construction								50	180						230	\$ 34,020	\$ 3,406	\$ 37,426
1.7	Production Well Documentation	1	2						16	32						51	\$ 7,746	\$ 387	\$ 8,133
1.8	Final Drinking Water Source Protetion Plan	1	2						8	32						43	\$ 6,162	\$ 308	\$ 6,470
	Subtotal	4	8	4	0	0	0	0	116	313	0	0	0	7	0	452	\$ 68,163	\$ 4,248	\$ 72,411
2	PHASE 2 - WELL EQUIPPING DESIGN																		
2.1	Progress and Coordination Meetings	1					16					4		16		37	\$ 6,518	\$ 521	\$ 7,039
2.2	Site Survey & Geotechnical Investigation										2			2		4	\$ 886	\$ 15,444	\$ 16,330
2.3	Preliminary Site and Well House Layout and Requirements			8			24							20		52	\$ 8,908	\$ 494	\$ 9,402
2.4	Hydraulic Evaluation						12							8		20	\$ 3,416	\$ 171	\$ 3,587
2.5	Design Drawings		2	80		50	90	70			8	70	8	65	8	451	\$ 78,545	\$ 4,427	\$ 82,972
2.6	Contract Documents	4	6				12	8			4	10	4	16		64	\$ 11,142	\$ 557	\$ 11,699
2.7	DDW Submission						4							6		10	\$ 1,842	\$ 92	\$ 1,934
2.8	Engineering Opinion of Probable Cost						12	4				6		2		24	\$ 3,936	\$ 197	\$ 4,133
	Subtotal	5	8	88	0	50	170	82	0	0	14	90	12	135	8	662	\$ 115,193	\$ 21,903	\$ 137,096
3	PHASE 3 - WELL HOUSE BIDDING																		
3.1	Pre-Bid Conference													4		4	\$ 844	\$ 91	\$ 935
3.2	Bidder's Questions						4	4				4		8		20	\$ 3,684	\$ 184	\$ 3,868
3.3	Bid Evaluation						4							7		11	\$ 2,053	\$ 151	\$ 2,204
	Subtotal	0	0	0	0	0	8	4	0	0	0	4	0	19	0	35	\$ 6,581	\$ 427	\$ 7,008
4	PHASE 4 - WELL HOUSE CONSTRUCTION SERVICES (Not Included)																		
																	\$ -	\$ -	\$ -
																	\$ -	\$ -	\$ -
																	\$ -	\$ -	\$ -
																	\$ -	\$ -	\$ -
	Subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -
	TOTAL	9	16	92	0	50	178	86	116	313	14	94	12	161	8	1149	\$189,937	\$26,578	\$216,515

Standard Expenses:
Mileage rate: \$0.75/mile

Unapproved Meeting Minutes

Fairfield Town Council

Regular Session

June 24, 2026

Minutes

Date: Wednesday, June 24, 2026

Location: Fairfield Town Office, 121 West Main Street, Fairfield, Utah

Time: 7:08 P.M.

Minutes By: Stephanie Shelley

Call to Order

1) Roll Call

Town Council Members Present:

Mayor: Hollie McKinney; Councilmen: Michael Weber, Tyler Thomas (via Zoom), and Richard Cameron (via Zoom).

Excused:

RL Panek

Staff Present:

Recorder: Stephanie Shelley, Treasurer: Codi Butterfield, Attorney: Brad Christopherson, Sergeant Dutson.

Others Present: Wayne Taylor, Joel McKinney, Kelton Butterfield, Kyler Fisher, David Riet, and Jami Mascaro (arrived at 7:56 p.m.).

Others Present Via Zoom: Brenda, Jared Westhoff, Jami Mascaro, iPad.

2) Prayer / Pledge Of Allegiance

Wayne Taylor led the Pledge of Allegiance.

David Riet offered the prayer.

3) Sheriff's Department Update.

Sergeant Dutson presented the Utah County Sheriff's Office report for May. He reported that deputies responded to three animal-related calls, two system contacts, one brush fire, one cut, and two traffic offenses within Fairfield.

General Public Comment (2-minute limit per person): Comments are for any matter not on the agenda and not related to a pending land use application. Two minutes per person, with a total limit of 14 minutes.

Mayor McKinney opened the floor for general public comment, reminding those present that comments were limited to two minutes per person and must concern matters not listed on the agenda or related to a pending land use application. The Mayor confirmed that participants attending remotely remained connected before opening the floor for questions.

Unapproved Meeting Minutes

Fairfield Town Council

Regular Session

June 24, 2026

Brenda (via Zoom): She didn't have a comment; she just wanted to make sure she was unmuted in case she did.

Wayne Taylor expressed his appreciation for the Mayor, Town Council, and Planning Commission. He stated that the Planning Commission had previously approved a letter of support for the Mayor and wanted to extend that same support to the entire Council and Planning Commission. Mr. Taylor acknowledged the amount of work required of Town officials and the adversity they continue to face while serving the community. He encouraged the Council to continue addressing the Town's challenges and concluded by thanking Mayor McKinney, Councilman Cameron, Councilman Weber, and Councilman Thomas for their dedication and service.

Hearing no additional public comments, Mayor McKinney closed the general public comment period.

Business Items

The Council will discuss (without public comment) and may approve the following items:

1) **Vote to approve the appointment of David Riet to the Planning Commission.**

Mayor McKinney presented David Riet's appointment to the Planning Commission and thanked him for his willingness to continue serving the Town. She noted that Mr. Riet has served Fairfield for many years and that his experience and institutional knowledge remain valuable as the Town addresses complex planning and land-use issues.

Councilman Weber expressed his appreciation for Mr. Riet's thoughtful participation on the Planning Commission and recognized the knowledge, insight, and consideration he brings to discussions and recommendations.

Councilman Weber motioned to appoint David Riet to the Planning Commission. Councilman Cameron seconded the motion. The motion passed unanimously.

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

Councilman Panek - Absent

2) **Discussion on a Cooperative Agreement with the Utah Division of Forestry, Fire, and State Lands.**

Mayor McKinney reported that Town representatives recently met with the Utah Division of Forestry, Fire, and State Lands to discuss the proposed cooperative agreement and wildfire preparedness efforts. She stated that the Division reviewed Fairfield's fire mitigation efforts and indicated the Town was well ahead of where it needed to be, expressing no concerns with the Town's current preparations.

Unapproved Meeting Minutes

Fairfield Town Council

Regular Session

June 24, 2026

Mayor McKinney reported that the Utah Division of Forestry, Fire, and State Lands contacted the Town requesting access to water for wildfire suppression operations. Mayor McKinney directed the Division to the fire hydrant near the storage units so crews could access water if needed.

Councilman Thomas reported that he had spoken with representatives from the Division and coordinated the Town's assistance. He explained that the Division was currently limited on resources, with only one helicopter available and no equipment to haul water. He stated that the Division would notify the Town if they began using Fairfield's water supply so the Town could work with them as needed.

3) Approve [R2026-11](#) A Resolution Ratifying and Approving the Cooperative Agreement With The Utah Division of Forestry, Fire, and State Lands.

Councilman Weber made a motion to approve Resolution R2026-11, a Resolution Ratifying and Approving the Cooperative Agreement With The Utah Division of Forestry, Fire, and State Lands. Councilman Cameron seconded the motion. The motion passed unanimously.

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

Councilman Panek - Absent

4) Discussion on an Agreement with Codify, LLC, Jim Spung as Fairfield's Planner

Mayor McKinney introduced the proposed professional services agreement with Codify, LLC, for planning services provided by Jim Spung. She reminded the Council that the agreement had been discussed at the previous meeting and explained that Mr. Spung had since provided the agreement for the Council's consideration.

Mayor McKinney explained that the Town had budgeted approximately \$50,000 for planning services and that, under the agreement, Mr. Spung would bill at an hourly rate of \$165, with \$250 per hour for larger projects.

Council members discussed how planning hours would be tracked. Mayor McKinney explained that Codify would submit detailed invoices documenting the work performed and hours billed.

Council members indicated they had no additional questions regarding the agreement.

5) Approve [R2026-12](#) A Resolution Authorizing The Execution on Agreement With Codify, LLC.

Councilman Weber made a motion to approve Resolution No. R2026-12 authorizing the execution of an agreement with Codify, LLC. Councilman Cameron seconded the motion. The motion passed unanimously.

Unapproved Meeting Minutes

Fairfield Town Council

Regular Session

June 24, 2026

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

Councilman Panek - Absent

6) Discuss and vote on which days to hold Town Council meetings.

Mayor McKinney opened a discussion regarding the Town Council meeting schedule. She explained that Jim, the Town's planner, is unavailable on the first and third Tuesdays and Wednesdays of each month. To accommodate his availability, she recommended continuing to hold regular Town Council meetings on the second Wednesday of each month. Council members confirmed that this reflected the Town's current meeting schedule and agreed to continue using those meeting dates. Mayor McKinney also informed the Planning Commission that it would need to adjust its meeting schedule so that Town Planner Jim Spung could be present.

7) Discuss and approve possible action regarding fireworks restrictions and public safety concerns.

Mayor McKinney opened a discussion regarding fireworks restrictions after receiving concerns from several residents about the current fire danger. She asked the Council for its thoughts and explained that, while the Town could not simply prohibit fireworks under normal circumstances, it could consider restrictions, such as limiting fireworks to paved areas within a specified distance of a fire hydrant, or declare a local emergency if conditions warranted. Councilman Weber noted that Eagle Mountain had already implemented extensive fireworks restrictions. Mayor McKinney responded that Fairfield does not have its own fire department and expressed concern that many firefighters and emergency resources were already committed to active wildfires throughout the state, reducing the availability of assistance should a fire occur in Fairfield.

Councilman Weber stated that he believed the fire danger was higher this year than in previous years. He observed that if a fire were to start anywhere in Town, it could spread quickly through fields, hay, livestock areas, and nearby homes. He expressed concern about the potential impact on residents and stated that declaring a local emergency and prohibiting fireworks would be appropriate given the current fire conditions.

Councilman Thomas stated that he supported prohibiting all fireworks within the Town. He remarked that it would take only one spark to create a wildfire similar to those already burning south of Fairfield and noted that firefighting resources were already heavily committed throughout the state. Given the current conditions, he believed a temporary prohibition on fireworks was the safest course of action.

Councilman Cameron stated that he also supported prohibiting fireworks for the season due to elevated fire danger and limited firefighting resources. He acknowledged that some residents with paved driveways or other hardscaped areas could likely discharge fireworks safely without creating a fire hazard. However, he questioned how the Town could fairly distinguish between properties that presented little risk and those that posed a greater danger. Because establishing and enforcing different standards would be difficult, he concluded that prohibiting fireworks

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throughout the community for the season was the most reasonable approach.

Mayor McKinney also noted that during the previous year, individuals from neighboring communities had contacted the Town asking whether they could come to Fairfield to discharge fireworks after restrictions had been imposed elsewhere. She expressed concern that Fairfield could experience increased fireworks activity if surrounding communities adopted restrictions while Fairfield did not.

Following the discussion, the Council reached a consensus that declaring a local emergency and temporarily restricting fireworks was appropriate given the current fire conditions. Attorney Christopherson indicated that he would assist in preparing the necessary documentation to implement the restrictions in accordance with state law. No formal action was taken under this agenda item.

Consent Items

The Council may approve these items without discussion or public comment and may remove an item to the Business Items for discussion and consideration.

- 1) **Approval of Minutes:** [May 13, 2026](#).
- 2) **Approval of Financials:** [March 30, 2026](#), [April 30, 2026](#), and [May 31, 2026](#).

Councilman Thomas motioned to approve the consent agenda as presented. Councilman Cameron seconded the motion. The motion passed unanimously.

*Mayor McKinney - Yes
Councilman Thomas - Yes
Councilman Cameron - Yes
Councilman Weber - Yes
Councilman Panek - Absent*

Public Hearing

The Council will accept public comment, two minutes per person, on the following item(s):

Budget

Mayor McKinney announced the start of the Public Hearing portion of the meeting and explained that public comments would be accepted on the items on the noticed agenda in accordance with the Town's public hearing procedures.

- 1) **Staff review, presentation, and discussion on the Fairfield Budget for Fiscal Year 2026-2027.**

Treasurer Butterfield presented the proposed Fiscal Year 2026–2027 budget and explained that very little had changed since the Council's previous budget discussion. She stated that, after working with Dave, the Town's CPA, he recommended simplifying portions of the budget by consolidating certain line items. As an example, she explained that several buildings and grounds items would be kept under building department application fees rather than being broken out into separate sections.

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Treasurer Butterfield explained that Administrative Account 4103 – Permanent Employee Wages had been consolidated into a single budget line. She stated that the amount reflected the combined wages for Mayor McKinney, Treasurer Butterfield, Recorder Stephanie Shelley, and Vonda Cook, and represented the total of the previously separate payroll line items rather than a change in employee compensation.

Attorney Christopherson clarified that no wage increases were included in the proposed Fiscal Year 2026–2027 budget. He explained that the Town had received a written public comment questioning employee wages and whether compensation increases required a public hearing. Attorney Christopherson stated that the changes reflected in the budget were solely the result of the Town's CPA recommending that payroll be tracked differently by consolidating several existing line items into a single budget account. He emphasized that nothing had been increased and that the budget simply reorganized existing expenditures to make the financial information easier for residents to understand. He further stated that if the Council were to consider compensation increases in the future, the Town understood the legal requirements and would comply with all applicable public hearing procedures and state law before approving any changes. Attorney Christopherson also noted that, aside from the addition of the planning contract and increased funding for the Town Park, the proposed budget remained substantially the same as the previous year's budget. He concluded by stating that assumptions contained in the written public comment regarding wage increases were incorrect and reiterated that the Town would continue to comply with all statutory requirements governing employee compensation.

Discussion then turned to proposed budget allocations for the upcoming fiscal year. Treasurer Butterfield reviewed a proposed \$10,000 allocation for Town Hall repairs and maintenance. Mayor McKinney explained that the funding was intended for anticipated maintenance needs in the coming year, including the possible replacement of the Town Hall air-conditioning system if necessary. Councilman Weber commented that including the funds in the budget did not mean the Town was obligated to spend the entire amount, but rather ensured that funding would be available should repairs become necessary. The Council agreed that maintaining a budget for repairs and maintenance was appropriate.

Treasurer Butterfield reviewed the proposed capital improvement budget, including \$800,000 for future park improvements, funding for a future Town Hall, and proposed Cemetery improvements. She explained that the amounts were planning estimates and that inclusion in the budget did not obligate the Town to proceed with the projects. The Town Hall amount was included as a placeholder because the scope and cost of a future project had not yet been determined. Council members agreed that the proposed amounts should remain in the budget and could be adjusted in future years as projects developed and priorities changed.

Treasurer Butterfield then reviewed several additional budget line items. She explained that Jim Spung's planning services through Codify, LLC, had been added to the Planning and Zoning

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budget at approximately \$50,000. She also noted that funding had been included for Dave, the Town's CPA.

Treasurer Butterfield then reviewed the proposed legal services budget and explained that she had retained the legal budget at \$300,000. She retained the budget at \$300,000 because the Town is defending litigation seeking approximately \$11 million. She explained that, because the outcome remains uncertain, it was prudent to leave the proposed legal budget unchanged.

Treasurer Butterfield reported that the Town had received funding related to the well project. She explained that approximately \$600,000 had been deposited into one investment account, with additional funds deposited into the Public Treasurer's Investment Fund (PTIF) so the funds would be invested in a couple of different ways.

Mayor McKinney reminded the Council that employee and elected official compensation had been discussed during the previous meeting. She stated that she had asked Council members to consider appropriate compensation amounts and requested their thoughts on how the Town should proceed. Mayor McKinney asked whether the Council wished to move forward with compensation adjustments or obtain an independent compensation study before making any decisions. She commented that Fairfield's circumstances are unique and questioned whether a study would identify truly comparable communities, but felt it could still provide useful information.

Attorney Christopherson explained that the Town had looked into obtaining a compensation study; however, there was insufficient time to have the study completed before the current budget hearing. He stated that the Council could authorize a study, review the results at a future meeting, and, if the Council recommended and approved compensation adjustments, hold the required public hearing and amend the budget accordingly. He emphasized that no compensation increases were included in the proposed Fiscal Year 2026–2027 budget.

Councilman Cameron stated that he supported obtaining a compensation study and also recommended contacting Park City regarding its recent compensation review. He noted that Park City had recently gone through a similar process and believed Fairfield could benefit from learning how it addressed comparable challenges. Councilman Cameron stated that Fairfield is a unique community and differs from other small towns because of the complexity of its projects and administrative responsibilities. He also acknowledged residents' concerns and stated that the Town should validate them by documenting the work being performed, including day-to-day responsibilities and ongoing projects. Councilman Cameron expressed his support for fairly compensating Town officials and staff while ensuring the public has clear information regarding the work being performed on behalf of the Town.

Councilman Thomas agreed with the previous comments and stated that obtaining an independent compensation study was the appropriate next step. He recommended reviewing

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the results of the study before determining how to proceed with any future compensation adjustments.

2) Open public hearing on the Fairfield Budget for [Fiscal Year 2026-2027](#).

Mayor McKinney stated that one of the written public comments submitted regarding the proposed budget requested that the Council address the questions during the public hearing. She explained that copies of the written comments had been provided to the Council and that the purpose of the discussion was to respond to the questions on the record. Attorney Christopherson advised that it was unnecessary to read the entire letter and suggested addressing the various topics individually.

Mayor McKinney first addressed questions regarding Budget Line Item 4103, explaining that the payroll line items had been consolidated into a single account. She reiterated that the consolidation was simply the result of combining the existing payroll accounts and did not represent an increase in employee wages or compensation.

Mayor McKinney next addressed questions regarding the Town's organizational structure. She explained that Fairfield is not yet in a position to employ a full-time town administrator, full-time building official, or full-time mayor. She stated that the Town is not quite at that point and that creating those full-time positions at this time would significantly increase costs to the Town.

Mayor McKinney then addressed questions regarding the recently adopted fee schedule. She explained that previous land use applications had resulted in significant expenses to the Town, noting that hearing officer costs alone had exceeded \$20,000. She stated that the proposed revisions were intended to ensure the Town could recover the cost of specialized professional review required for certain development applications so those expenses would not be borne by Fairfield taxpayers.

Attorney Christopherson explained that the underlying principle of the fee schedule is that project-specific costs associated with specialized professional review should be borne by the applicant creating the need for those services rather than Fairfield taxpayers. He stated that, unlike larger municipalities that employ engineers and other technical staff, Fairfield must retain outside professionals when specialized expertise is required. He explained that some costs associated with developing or amending ordinances may appropriately remain the Town's responsibility, but specialized reviews performed for a particular development application should be paid by the applicant requesting the review. Attorney Christopherson also noted that the fee schedule contains a savings clause making its provisions subject to applicable state law.

Mayor McKinney asked whether applicants could also be required to bear costs associated with ordinance development. Attorney Christopherson responded that ordinance development presents different considerations, but reiterated that project-specific review costs should be borne by the applicant creating the need for the review.

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Councilman Weber stated that he wanted to make sure the fee schedule was not intended to target the airport. Mayor McKinney responded that the fee schedule identifies multiple types of projects, including landfills, airports, and power plants, and was not directed at only one type of project. Attorney Christopherson added that the fee schedule remains subject to applicable state law.

Mayor McKinney next addressed questions regarding the proposed legal services budget. She explained that the amount budgeted for legal services reflects the Town's current circumstances, including ongoing litigation in which Fairfield is defending claims seeking approximately \$11 million in damages. She stated that, although the legal budget may appear high for a community the size of Fairfield, the Town has a responsibility to defend itself and protect the interests of its residents.

Attorney Christopherson agreed that the proposed legal budget was appropriate under the circumstances. He explained that, although the amount may appear significant for a town the size of Fairfield, the Town has a responsibility to defend itself when litigation is filed against it. He stated that failing to adequately defend the Town could expose Fairfield to substantially greater financial consequences than the cost of the legal services budget.

Mayor McKinney next addressed comparisons made in the written public comment regarding compensation paid by neighboring communities. She explained that those comparisons did not account for the differences in how each municipality is organized or the responsibilities assigned to its elected officials and staff. She stated that simply comparing salary amounts does not provide an accurate picture because each community has different duties, workloads, and operational needs. Mayor McKinney added that those differences were one of the reasons she believed an independent compensation study would provide a more meaningful basis for evaluating compensation.

Mayor McKinney next addressed the suggestion in the written public comment that the Town obtain an independent legal review of portions of the fee schedule. She noted that the same comments questioned the amount budgeted for legal services and recommended that the Town hire additional legal counsel to review work that had already been completed. Mayor McKinney stated that the Town had relied on Attorney Christopherson's legal advice throughout the process and did not believe an additional legal review was necessary at that time.

After addressing the written public comments, Mayor McKinney concluded the discussion and thanked those who had submitted comments for the Council's consideration.

Mayor McKinney formally opened the public hearing on the proposed Fairfield Town Budget for Fiscal Year 2026–2027 and invited public comment.

3) Receive Public Comment (two minutes per person).

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Jared Westhoff thanked the Mayor and Council for the opportunity to comment. He stated that, in his experience working with municipalities, Fairfield is one of the most fiscally responsible communities he has seen. He commented that the Town operates with very few employees while managing responsibilities and projects that many communities of similar size do not face. Mr. Westhoff stated that the Mayor, Council, and staff have taken on significant responsibilities to move the Town forward while remaining mindful of taxpayer resources.

Mr. Westhoff stated that as Fairfield continues to grow, the administrative responsibilities placed on Town officials and staff will also increase. He observed that Mayor Hollie McKinney currently performs many duties that, in other communities, are often handled by a town administrator in addition to serving as Mayor. He stated that he was not advocating for immediate compensation changes, but believed the Town should carefully evaluate compensation to ensure it reflects the responsibilities being performed. He also commented that Fairfield should anticipate the eventual need for a town administrator as development continues and projects involving water, sewer, planning, and other municipal services become more complex.

Mayor McKinney advised Mr. Westhoff that he had reached the two-minute time limit for public comment. Mr. Westhoff concluded his remarks, and Mayor McKinney thanked him for his comments.

David Riet agreed with Mr. Westhoff's comments and stated that Fairfield is in a unique position compared to many communities. He explained that, although Fairfield has a relatively small population, it is managing projects and development that typically require the same level of planning and administrative oversight found in much larger municipalities. Mr. Riet stated that as the Town continues to grow, it will need qualified staff and the appropriate resources to effectively manage those responsibilities. He encouraged the Council to continue planning for the future while ensuring the Town is prepared to meet those demands.

4) **Close Public Hearing.**

There being no additional public comments, Mayor McKinney closed the public hearing.

5) **Council Discussion and Consideration of the Proposed Fiscal Year 2026-2027 Budget.**

The Council proceeded to consider adoption of Resolution No. R2026-13.

Attorney Christopherson expressed appreciation for the work performed by Recorder Stephanie Shelley and Treasurer Butterfield and stated that the Council's decision to obtain additional information before considering compensation adjustments should not be interpreted as a lack of appreciation for their work.

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6) **Consider and Adopt [R2026-13](#), A Resolution Adopting the Fairfield Town Budget for Fiscal Year 2026-2027.**

Councilman Weber made a motion to adopt Resolution No. R2026-13, adopting the Fairfield Town Budget for Fiscal Year 2026–2027. Councilman Thomas seconded the motion. The motion passed unanimously.

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Weber - Yes

Councilman Cameron - Yes

Councilman Panek - Absent

During the roll call vote, Councilman Cameron briefly lost his Zoom connection before his vote could be recorded. Because a quorum remained present, the Council proceeded with the vote. After reconnecting, Mayor McKinney asked if he wished to have his vote recorded. Councilman Cameron voted "Yes," and the record was updated to reflect his affirmative vote.

Fee Schedule

1) **Staff Review, Presentation, and Discussion on Proposed Amendments to the Consolidated Fairfield Fee Schedule.**

Mayor McKinney introduced the proposed amendments to the Consolidated Fairfield Fee Schedule. She explained that the fee schedule had been reorganized for clarity and consistency and that most of the proposed revisions had previously been reviewed by the Council. She noted that one item had inadvertently been omitted and recommended that it be added before adoption.

Mayor McKinney explained that the omitted item was the business license fire inspection fee. She stated that the fee would be based on the Town's actual cost of the required annual fire inspection and noted that the Saratoga Springs Fire Chief conducted the annual business license fire inspections.

Councilman Thomas discussed the proposed park reservation fees, specifically the distinction between resident and nonresident rates for the future ballfields. He stated that it would be difficult to determine whether the proposed fees were appropriate until the facilities were completed and the Town had an opportunity to see how they were being used. He recommended leaving the proposed fees unchanged for the time being and revisiting them after the ballfields were operational and the Town had gained experience with the reservation process.

2) **Open Public Hearing on Proposed Amendments to the [Consolidated Fairfield Fee Schedule](#).**

Mayor McKinney opened the public hearing on the proposed amendments to the Consolidated Fairfield Fee Schedule and invited public comment.

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3) Receive Public Comment (two minutes per person).

Wayne Taylor stated that Fairfield has not increased property taxes during the more than thirty years he has lived in the community. He commented that while he supports keeping taxes low, he also believes the Town should periodically review and adjust its fees so they remain current rather than allowing them to remain unchanged for many years and requiring larger increases later. Mr. Taylor stated that Fairfield is facing more complex issues than it has in the past and expressed his support for maintaining a fee schedule that allows the Town to recover the costs associated with providing services while continuing to operate responsibly.

4) Close Public Hearing.

There being no additional public comments, Mayor McKinney closed the public hearing.

5) Council Discussion and Consideration of Proposed Amendments to the Consolidated Fairfield Fee Schedule.

Following the close of the public hearing, no additional amendments to the proposed fee schedule were offered, and the Council proceeded to consider Resolution No. R2026-14.

6) Consider and Adopt [R2026-14](#), A Resolution Amending the Consolidated Fairfield Fee Schedule.

Councilman Weber made a motion to adopt Resolution No. R2026-14, amending the Consolidated Fairfield Fee Schedule. Councilman Thomas seconded the motion. The motion passed unanimously.

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

Councilman Panek - Absent

Code Recodification

1) Staff Review, Presentation, and Discussion on Proposed Revisions to Fairfield Town Code.

Mayor McKinney introduced the proposed recodification of the Fairfield Town Code and expressed her appreciation to everyone who had contributed to the project. She explained that the recodification organized the Town's existing ordinances into a single code book, making the ordinances easier to locate, administer, and update. Mayor McKinney noted that the project had taken a considerable amount of time and that some provisions, including portions of the building regulations, remained to be incorporated through future amendments.

Councilman Weber commented that the recodified Fairfield Town Code totaled approximately 664 pages.

Mayor McKinney explained that one issue had been identified during the final review involving the Town's road ordinance. She stated that the road ordinance had previously existed outside of

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the Land Use title but had been incorporated into that section during the recodification process. After further review, it was determined that because the ordinance would become part of the Land Use title, it should first be reviewed by the Planning Commission and considered through the required public hearing process before being included in the recodified code. Mayor McKinney recommended removing the road ordinance from the proposed adoption and bringing it back to the Planning Commission for further review.

Attorney Christopherson agreed with the recommendation and explained that there are differing legal interpretations regarding whether road standards should be treated as land use regulations. He stated that referring the road ordinance to the Planning Commission for review and completing the required public hearing process would provide the strongest procedural record regardless of which interpretation ultimately applied. He explained that the recommendation was intended to ensure the Town followed the most conservative procedural approach and was not intended to change the substance of the road ordinance.

2) Open Public Hearing on Revising, Amending, Restating, Codifying, and Compiling the Existing General Ordinances of Fairfield.

Mayor McKinney opened the public hearing on the proposed recodification of the Fairfield Town Code and invited public comment.

3) Receive Public Comment (two minutes per person).

Wayne Taylor commented that having the codes in one place.

No additional public comments were offered.

4) Close Public Hearing.

There being no additional public comments, Mayor McKinney closed the public hearing.

5) Council Discussion and Consideration of Proposed Fairfield Town Code Revisions.

Following the close of the public hearing, the Council discussed the proposed recodification. Council members concurred with the recommendation to remove the road ordinance from the proposed recodification and refer it to the Planning Commission for review and the required public hearing before returning it to the Council for future consideration as part of the Land Use title.

6) Consider and adopt Ordinance 2026-05. An Ordinance Revising, Amending, Restating, Codifying, and Compiling the Existing General Ordinances of Fairfield.

Councilman Weber made a motion to adopt Ordinance No. 2026-05, revising, amending, restating, codifying, and compiling the existing general ordinances of Fairfield Town, with the exception of the road that was discussed during the meeting. Councilman Thomas seconded the motion. The motion passed unanimously.

Mayor McKinney - Yes

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Councilman Thomas - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

Councilman Panek - Absent

Closed Session

Possible motion to enter into closed session for the purchase, exchange, or lease of property; pending or reasonably imminent litigation; the character, professional competence, or the physical or mental health of an individual; or the deployment of security personnel, devices, or systems.

Mayor McKinney stated there was no further business to conduct in open session and requested a motion to enter a closed session.

Councilman Thomas advised the Council that although he could vote to enter the closed session, he would not be able to participate because he was attending remotely from a location that did not provide the confidentiality required for a closed meeting.

Councilman Weber made a motion to convene in a closed session pursuant to Utah Code § 52-4-205 for the purpose of discussing pending or reasonably imminent litigation. The motion included allowing the Town Council, Town Attorney Brad Christopherson, Town staff, Planning Commissioners, and other individuals whose presence was reasonably necessary to participate in the discussion. Councilman Cameron seconded the motion.

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

Councilman Panek - Absent

Councilman Thomas disconnected from the Zoom meeting before the closed session began because he was participating remotely and could not ensure the confidentiality required for a closed meeting.

The Council recessed into closed session. (Time 8:10 pm)

The Council returned to open session at 8:43 p.m.

Mayor McKinney moved to reconvene in open session. Councilman Weber seconded the motion. The motion passed unanimously.

Mayor McKinney - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

Councilman Panek - Absent

Councilman Thomas - Absent

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Mayor McKinney announced there was no further business before the Council.

Adjournment

Councilman Weber made a motion to adjourn the meeting. Councilman Cameron seconded the motion. The motion passed unanimously.

The meeting adjourned at 8:43 p.m.

Minutes Approval Date

Stephanie Shelley, Town Recorder

Working draft 26-06-25

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July 7, 2026

Minutes

Date: Tuesday, July 7, 2026

Location: Fairfield Town Office, 121 West Main Street, Fairfield, Utah

Time: 7:00 P.M.

Minutes By: Stephanie Shelley

Call to Order

1) Roll Call

Town Council Members Present:

Mayor Hollie McKinney, RL Panek, Tyler Thomas, Michael Weber (via Zoom)

Excused:

Richard Cameron

Staff Present:

Recorder: Stephanie Shelley; Treasurer: Codi Butterfield; Attorney: Brad Christopherson (via Zoom).

Others Present via Zoom:

Mike Swallow, iPad

2) Prayer / Pledge Of Allegiance

Councilman Thomas offered the prayer. The Pledge of Allegiance was then recited by those present.

Reports and Discussion

1) Sheriff's Department Update.

Mayor McKinney reported that Sergeant Dutson was unable to attend the meeting. The Sheriff's Department update was postponed.

2) Planning Commission Update.

Mayor McKinney presented the Planning Commission update on behalf of Chairman Wayne Taylor, who was unavailable, noting that his designee, Commissioner Jami Mascaro, was also unable to attend due to illness.

Mayor McKinney reported that the Planning Commission is currently working with Town Planner Jim Spung and Town Attorney Christopherson on a site-specific ordinance to accommodate the Fire Fly project associated with Jared Westhoff's development, as well as other qualifying properties within Fairfield. She explained that the Planning Commission will hold a work session on July 16, 2026, to review the proposed ordinance, followed by a public hearing on July 29,

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2026. Upon completion of the public hearing, the Planning Commission will consider forwarding a recommendation to the Town Council.

Mayor McKinney also reported that the Planning Commission will hold a public hearing on July 29, 2026, for the Roads Ordinance. She explained that after the ordinance was returned from the codification process, it was determined that it should proceed through the formal land use public hearing process before final adoption. Following the public hearing, the Planning Commission will consider forwarding its recommendation to the Town Council for final consideration.

General Public Comment (2-minute limit per person): Comments are for any matter not on the agenda and not related to a pending land use application. *Two minutes per person, with a total limit of 14 minutes.*

Mayor McKinney called for public comment. Hearing none, the Council proceeded to the business items.

Business Items

The Council will discuss (without public comment) and may approve the following items:

1) Approval of Minutes: June 26, 2026.

Mayor McKinney asked to table the minutes.

Councilman Panek made a motion to table the minutes from June 26, 2026. Councilman Thomas seconded the motion. The motion passed unanimously.

Mayor McKinney - Yes

Councilman Panek - Yes

Councilman Thomas - Yes

Councilman Weber - Yes

Councilman Cameron - Absent

2) Presentation by Mike Swallow from Personnel Systems & Services, regarding Compensation Study for Fairfield Town, followed by Council discussion.

Mayor McKinney introduced Mike Swallow of Personnel Systems & Services, who participated via Zoom to present the completed Fairfield Town Compensation Study. Mayor McKinney explained that Mr. Swallow had been recommended by Local Administrative Advisor (LAA) Mark Christiansen and was also known professionally by Town Attorney Christopherson. She stated that she had provided Mr. Swallow with Fairfield's position analyses, including employee job descriptions, assigned duties, current compensation, and hours worked. She also clarified for the record that she had not previously known Mr. Swallow and had provided no direction regarding compensation recommendations beyond supplying the requested information.

Mr. Swallow explained that the purpose of the study was to provide Fairfield with a legally defensible and objective compensation structure based upon recognized compensation practices and current market data. He stated that the analysis was developed using federal compensation standards, including the Job Classification Act of 1949 and the Equal Pay

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provisions of the Fair Labor Standards Act, which recognize differences in compensation based on job knowledge, responsibility, the difficulty of the work, and the work environment.

Mr. Swallow explained that the study evaluated each Fairfield position based on job knowledge, responsibility, work difficulty, and work environment, with additional consideration given to public interaction and the multiple responsibilities commonly performed by Fairfield employees. The results were compared with compensation data from more than 80 Utah municipalities to establish market-based minimum, midpoint, and maximum compensation ranges.

Mr. Swallow reviewed the proposed implementation worksheet, which compared current compensation with the recommended ranges for each Town position. He explained that the model considers annual hours worked, years of service, and compression between supervisory and subordinate positions. The Council discussed using approximately 10 percent below the market average as a reasonable benchmark for future compensation decisions.

Using the TechNet compensation database, Mr. Swallow also demonstrated statewide compensation data for comparable municipal positions, including building official, recorder, treasurer, finance director, public works director, road superintendent, water superintendent, and senior administrative positions. He explained that the database allows municipalities to compare compensation practices across Utah and provides supporting market information for future evaluations.

Mr. Swallow also reviewed compensation information for elected officials throughout Utah. He explained that elected official compensation varies considerably among municipalities and is often based upon local policy decisions rather than a consistent statewide standard. He emphasized that each municipality must determine compensation based upon its own responsibilities, workload, and financial circumstances.

Attorney Christopherson stated that the study was one of the most comprehensive municipal compensation analyses he had reviewed and that it provided an objective framework for future compensation decisions. Council members agreed that 10 percent below the market average was a reasonable and fiscally responsible benchmark. They also noted that the study considered experience, responsibilities, years of service, and the variety of duties performed by Fairfield employees.

Mayor McKinney requested copies of the compensation study and elected officials' report for the Council's review. Mr. Swallow agreed to provide the requested documents electronically before concluding his presentation.

Mayor McKinney thanked Mr. Swallow for his presentation and the work completed on behalf of Fairfield.

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3) Discuss Process for Increasing Employee Compensation and Elected Officials' Compensation & Budget Amendment (No Action Taken) (Public Hearing may be scheduled for a later date).

Mayor McKinney stated that Council members devote significant time and effort to serving the town and that compensation should better reflect their responsibilities. Councilmen Thomas and Panek agreed that the workload and complexity of serving on the Council have increased and that reasonable compensation may help attract qualified candidates. Mayor McKinney proposed increasing Council member compensation from \$500 to \$1,000 per month.

The discussion shifted to the Town Administrator position and the additional responsibilities performed by Mayor McKinney, including duties associated with the Mayor, Town Administrator, and Building Official positions. She explained that Fairfield has controlled costs by having staff and elected officials perform multiple roles but acknowledged that continued growth will eventually require additional staffing. She also described ongoing efforts to delegate responsibilities to Treasurer Codi Butterfield and Recorder Stephanie Shelley to improve continuity of operations.

Councilmen Thomas and Weber expressed concern about succession planning and the concentration of operational knowledge in one individual. They encouraged the Council to evaluate the Town's long-term administrative structure, including whether the Mayor and Town Administrator positions should eventually be separated. Mayor McKinney stated that the Building Official position would likely be the first function requiring a dedicated employee as development activity increases.

Attorney Christopherson explained that some municipalities preserve administrative continuity by employing a Town Administrator under a separate employment agreement that is independent of elected mayoral terms. He noted that such an arrangement can help maintain institutional knowledge and provide operational stability through changes in elected leadership, while emphasizing that the Council should consider long-term organizational planning as the Town continues to grow.

The Council discussed conducting a formal evaluation of Mayor McKinney in her capacity as Town Administrator before considering any adjustment to administrator compensation. Attorney Christopherson reviewed the legal requirements applicable to elected-official compensation and any necessary budget amendment. The Council agreed to review the compensation study further, conduct a closed-session performance evaluation following the July 29, 2026, Planning Commission meeting, and continue the compensation discussion thereafter.

4) Open and Public Meetings Act Training by Town Attorney

At Mayor McKinney's request, Attorney Christopherson provided a refresher training on the Utah Open and Public Meetings Act (OPMA). He explained that the Act is intended to ensure the public's business is conducted openly and transparently and that policy discussions among a quorum of elected officials must occur only during properly noticed public meetings. He also

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noted recent legislative changes affecting public meeting requirements, including truth-in-taxation procedures for property tax increases.

Attorney Christopherson reviewed several common areas of OPMA compliance that have recently resulted in legal challenges for municipalities. He emphasized the importance of posting meeting agendas at least 24 hours in advance on both the Utah Public Notice Website and the Town's website, posting unedited meeting recordings within three business days, and entering closed sessions only by roll call vote. He commended Fairfield for consistently conducting roll call votes by name, noting that the practice provides a clear and legally defensible record of Council action.

Attorney Christopherson also discussed the importance of providing sufficient detail in meeting agendas so the public can reasonably determine whether a matter may affect them and choose whether to attend. He reviewed the statutory purposes for which a public body may enter into a closed session, including discussion of an individual's professional competency, the purchase, exchange, or lease of real property, pending or reasonably imminent litigation, and the deployment of security personnel, devices, or systems.

Councilman Panek asked whether the Town still needed the public notice bulletin board located near the school, observing that it had deteriorated and was falling apart. Recorder Stephanie Shelley explained that the Town no longer uses the bulletin board. Mayor McKinney agreed that the bulletin board was no longer necessary and should be removed.

5) Discuss moving bank accounts to Mountain America Credit Union

Mayor McKinney reported that, following a recommendation from the Town's financial advisor, Dave Sanderson, the Town had evaluated banking options with both America First Credit Union and Mountain America Credit Union. She explained that Mountain America Credit Union offered an interest rate 10 basis points above the Public Treasurer's Investment Fund (PTIF), making it the more favorable option. Mayor McKinney recommended consolidating the Town's general fund into a single account at Mountain America Credit Union while maintaining a separate account for impact fees. She further explained that all budget management would continue through the Town's financial software, Pelorus, and that external investment accounts, including the PTIF, would remain separate.

The Council expressed support for the proposed transfer and proceeded to consider the related resolution.

6) Approve Resolution R2026-15 A Resolution Approving the Transfer of Fairfield Depository Accounts to a Credit Union.

Councilman Thomas made a motion to approve R2026-15, A Resolution Approving the Transfer of Fairfield Depository Accounts to a Credit Union. Councilman Panek seconded the motion. The motion passed unanimously.

Unapproved Meeting Minutes

Fairfield Town Council

Regular Session

July 7, 2026

Mayor McKinney - Yes

Councilman Panek - Yes

Councilman Thomas - Yes

Councilman Weber - Yes

Councilman Cameron - Absent

Mayor McKinney asked the Council for recommendations regarding the location of a proposed flagpole on the Town Hall property. She suggested placing the flagpole where it would be clearly visible from the roadway. Council members discussed several potential locations and expressed concern about maintaining adequate clearance from existing Rocky Mountain Power lines. Mayor McKinney stated that staff would verify the required clearances with Rocky Mountain Power before selecting a final location. No formal action was taken.

Closed Session

Possible motion to enter into closed session for the purchase, exchange, or lease of property; pending or reasonably imminent litigation; the character, professional competence, or the physical or mental health of an individual; or the deployment of security personnel, devices, or systems.

The Council did not go into a closed session.

Adjournment

Councilman Thomas moved to adjourn the meeting. Councilman Panek seconded the motion. The motion passed unanimously.

The meeting adjourned at 8:50 p.m.

Minutes Approval Date

Stephanie Shelley, Town Recorder

Unapproved Meeting Minutes

Fairfield Town Council

Session

July 29, 2026

Minutes

Date: Wednesday, July 29, 2026

Location: Fairfield Town Office, 121 West Main Street, Fairfield, Utah

Time: 8:00 P.M.

Minutes By: Stephanie Shelley

Call to Order

1) Roll Call

Town Council Members Present:

Mayor Hollie McKinney, RL Panek, Tyler Thomas, Richard Cameron, Michael Weber

Staff: Attorney: Brad Christopherson

Councilman Weber called the meeting to order at 8:01 pm.

Closed Session

Possible motion to enter into closed session for the purchase, exchange, or lease of property; pending or reasonably imminent litigation; the character, professional competence, or the physical or mental health of an individual; or the deployment of security personnel, devices, or systems.

Councilman Weber moved to go into a closed session at 8:01 pm. Councilman Panek seconded the motion. The motion passed unanimously.

Mayor McKinney - Yes

Councilman Panek - Yes

Councilman Thomas - Yes

Councilman Weber - Yes

Councilman Cameron - Yes

Councilman Weber stated that the purpose of the closed session was to discuss the professional competency of an individual. The recording was stopped at 8:02 p.m.

Councilman Weber made a motion to reconvene the special session at 10:08 p.m. on July 29, 2026. The motion was seconded by Councilman RL Panek. The motion passed unanimously.

Councilman Panek - Yes

Councilman Thomas - Yes

Councilman Weber - Yes

Councilman Cameron - Yes

Mayor McKinney - Absent

Unapproved Meeting Minutes

Fairfield Town Council

Session

July 29, 2026

Councilman Weber noted that Town Attorney Brad Christopherson was present and that Mayor Hollie McKinney was absent.

Councilman Weber made a motion to open the public meeting at 10:08 p.m. The motion was seconded by Councilman Panek. The motion passed unanimously.

Councilman Panek - Yes

Councilman Thomas - Yes

Councilman Weber - Yes

Councilman Cameron - Yes

Mayor McKinney - Absent

Adjournment

Councilman Weber made a motion to adjourn the meeting. Councilman Panek seconded the motion. The motion passed unanimously.

The meeting adjourned at 10:08 p.m.

Minutes Approval Date

Stephanie Shelley, Town Recorder

Fairfield Town

Utah County, Utah _____

Fairfield Town Financials

As of the Month Ending

6/30/2026

Mayor McKinney _____

Councilman Thomas _____

Councilman Panek _____

Councilman Cameron _____

Councilman Weber _____

Treasurer: _____

Recorder/Clerk: _____

Date _____

(Seal)



M E E D E R

GAAP Financials

06/01/2026 - 06/30/2026

M-Fairfield Town

[Return to Table of Contents](#)

Date: 07/07/2026

Balance Sheet

As of:	M-Fairfield Town	
	05/31/2026	06/30/2026
Book Value	1,270,188.15	1,880,359.26
Accrued Balance	13,647.58	8,431.73
Book Value + Accrued	1,283,835.73	1,888,790.99
Net Unrealized Carrying Value Gain	5,614.56	4,284.64
Carrying Value and Accrued	1,289,450.29	1,893,075.63

Income Statement

	M-Fairfield Town	
	Begin Date 06/01/2026 End Date 06/30/2026	
Net Amortization/Accretion Income	5,062.07	54.28
Interest Income	0.00	
Dividend Income	0.00	
Foreign Tax Withheld Expense	0.00	
Misc Income	0.00	
Net Allowance Expense	0.00	
Income Subtotal	0.00	5,062.07
Net Realized Gain/Loss	0.00	
Net Holding Gain/Loss	0.00	
Impairment Loss	0.00	
Net Gain/Loss	-161.09	0.00
Expense		
Net Income		4,956.26
Transfers In/Out		600,000.00
Change in Unrealized Gain/Loss		-1,329.92

Statement of Cash Flows

	M-Fairfield Town	
	Begin Date 06/01/2026 End Date 06/30/2026	
Net Income	-54.28	4,956.26
Amortization/Accretion on MS	9,948.08	
Change in Accrued on MS	0.00	
Net Gain/Loss on MS	0.00	
Change in Unrealized G/L on CE	0.00	9,893.80
Subtotal	-674,608.44	
Purchase of MS	-4,732.22	
Purchased Accrued of MS	0.00	
Sales of MS	0.00	
Sold Accrued of MS	0.00	
Maturities of MS	75,000.00	
Net Purchases/Sales	-604,340.66	
Transfers of Cash & CE	600,000.00	
Total Change in Cash & CE	10,508.40	
Beginning Cash & CE	35,635.20	
Ending Cash & CE	46,143.60	



PO Box 307
American Fork, UT 84003



145410-02A**007232
TOWN OF FAIRFIELD
PO BOX 271
CEDAR VALLEY UT 84013-0271



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MEMBER FDIC



Customer Service:

801-756-7681



Website:

www.altabank.com

Summary of Accounts

Account Type	Account Number	Ending Balance
SIMPLY BUSINESS CHECKING		\$298,880.67
SIMPLY BUSINESS CHECKING		\$11,068.94
SIMPLY BUSINESS CHECKING		\$89,762.44
SIMPLY BUSINESS CHECKING		\$728.00
SIMPLY BUSINESS CHECKING		\$29,210.00

Statement of Account

Account Title: TOWN OF FAIRFIELD

Statement Dates 6/01/26 to 6/30/26 (30 days)

SIMPLY BUSINESS CHECKING -

Previous Balance	\$159,588.07	Average Ledger	\$390,876.82
Deposits/Credits (11)	\$2,200,522.56	Average Collected	\$390,876.82
Checks/Debits (38)	\$2,061,229.96		
Service Charge	\$0.00		
Interest Paid	\$0.00		
Ending Balance	\$298,880.67		

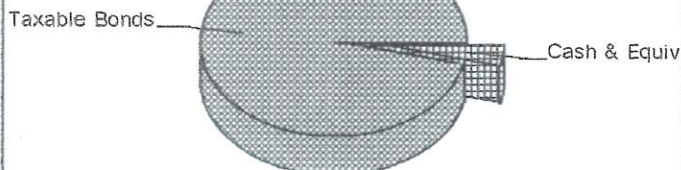
Credit Transactions

Date	Description	Amount
6/03	CREDIT 0936 06/03/26 08825733 AMAZON MKTPLACE PMTS Amzn.com/billWA C# 7626	\$7.50
6/11	heygov.com TRANSFER CCD ST-R0U0B6Y3J9E7 091000016416732	\$125.00
6/15	Remote Deposit	\$330.06
6/17	FINET EFT 8019577760 PPD FAIRFIELD TOWN NTE*26A1755145 *VC000 0114389 *FAIRFIELD TOWN	\$1,599,340.00
6/18	Wire Transfer Credit TOWN OF FAIRFIELD 292970825 12105193 121 W MAIN ST FAIRFIELD UT US GLACIER KALISPELL KALISPELL MT 2026061811Q73AGC006269 20260618MMQFMPBM00084806181706 FT03	\$599,950.00
6/18	heygov.com TRANSFER CCD ST-X9O3T8C6G3M3 091000010447446	\$10.00
6/23	heygov.com TRANSFER CCD ST-N2C7C1T5B2Y9 111000027181793	\$160.00



ACCOUNT NUMBER:
FAIRFIELD TOWNThis statement is for the period from
June 1, 2026 to June 30, 2026FAIRFIELD TOWN
PO BOX 271
FAIRFIELD UTAH 84013**QUESTIONS?**If you have any questions regarding
your account or this statement, please
contact your Account Manager.**MARQUES MCNIESE**
CN-OH-W5IT
CN-OH-W5IT
425 WALNUT STREET
CINCINNATI OH 45202
Phone 513-632-4147
E-mail marques.mcniese@usbank.com**ASSET SUMMARY AS OF 06/30/26**

Assets	Current Period Market Value	% of Total	Est Annual Income
Cash & Equivalents	46,143.60	2.40	1,641.48
Taxable Bonds	1,838,500.30	97.60	79,325.28
Total Market Value	\$1,884,643.90	100.00	\$80,966.76

**ASSET DETAIL**

Shares or Face Amount	Security Description	Market Value/ Price	Tax Cost/ Unrealized Gain(Loss)	Yield at Market	Est Annual Inc
Cash & Equivalents					
Cash/Money Market					
46,143.600	First American Government Oblig Fd Cl X #5385 31846V336	46,143.60 1.0000	46,143.60 0.00	3.56	1,641.48
Total Cash/Money Market		\$46,143.60	\$46,143.60 \$.00		\$1,641.48
Cash					

STATEMENT OF ACCOUNT

PTIF

UTAH PUBLIC TREASURERS' INVESTMENT FUND

Marlo M. Oaks, Utah State Treasurer, Fund Manager

PO Box 142315

350 N State Street, Suite 180

Salt Lake City, Utah 84114-2315

Local Call (801) 538-1042 Toll Free (800) 395-7665

www.treasurer.utah.gov

FAIRFIELD TOWN
 CODI BUTTERFIELD
 121 WEST MAIN STREET
 FAIRFIELD UT 84013

Account**Account Period**

January 01, 2026 through July 21, 2026

Summary

Beginning Balance	\$ 0.00	Average Daily Balance	\$ 114,922.40
Deposits	\$ 800,682.17	Interest Earned	\$ 682.16
Withdrawals	\$ 0.01	360 Day Rate	1.0579
Ending Balance	\$ 800,682.16	365 Day Rate	1.0726

Date	Activity	Deposits	Withdrawals	Balance
01/01/2026	FORWARD BALANCE	\$ 0.00	\$ 0.00	\$ 0.00
06/02/2026	TRANSFER IN	\$ 0.01	\$ 0.00	\$ 0.01
06/02/2026	TRANSFER OUT	\$ 0.00	\$ 0.01	\$ 0.00
06/23/2026	AIB loan	\$ 800,000.00	\$ 0.00	\$ 800,000.00
06/30/2026	REINVESTMENT	\$ 682.16	\$ 0.00	\$ 800,682.16
07/21/2026	ENDING BALANCE	\$ 0.00	\$ 0.00	\$ 800,682.16

{Effective: 01/31/2026} The GASB Fair Value factor at December 31, 2025 is 1.00228826

**Fairfield Town
Payroll Register**

Payroll Period - 06/01/2026 to 06/30/2026

Employee	Earning	Hours	Amount	Benefit	Basis	Amount	Deduction	Basis	Amount
General Government Net Amount \$1,235.50 Pd 05/25/2026 - 06/07/2026 Payment 06/11/2026 Check No. ACH	Regular Holiday Total Earnings: Total Reimbursements:	47.63 8.00 55.63	1,190.75 200.00 \$1,390.75 \$0.00	Social Security Tax Medicare Tax State Unemployment Total Benefits: Total Taxes:	1,390.75 1,390.75 1,390.75 \$106.40 \$106.40	86.23 20.17 0.00 \$155.25 \$155.25	Social Security Tax Medicare Tax Federal Income Tax State Income Tax Total Deductions: Total Taxes:	1,390.75 1,390.75 1,390.75 1,390.75 \$155.25 \$155.25	86.23 20.17 15.23 33.62 \$155.25 \$155.25
General Government #14 Net Amount \$1,172.11 Pd 06/08/2026 - 06/21/2026 Payment 06/25/2026 Check No. ACH	Regular Total Earnings: Total Reimbursements:	52.32 55.63	1,308.00 \$1,390.75 \$0.00	Social Security Tax Medicare Tax State Unemployment Total Benefits: Total Taxes:	1,308.00 1,308.00 1,308.00 \$106.40 \$106.40	81.10 18.97 0.00 \$155.25 \$155.25	Social Security Tax Medicare Tax Federal Income Tax State Income Tax Total Deductions: Total Taxes:	1,308.00 1,308.00 1,308.00 1,308.00 \$155.25 \$155.25	81.10 18.97 6.95 28.87 \$155.25 \$155.25
Planning Commission #14 Net Amount \$230.87 Pd 06/01/2026 - 06/30/2026 Payment 06/25/2026 Check No. ACH	Regular Total Earnings: Total Reimbursements:	1.00 52.32	250.00 \$1,308.00 \$0.00	Social Security Tax Medicare Tax State Unemployment Total Benefits: Total Taxes:	250.00 250.00 250.00 \$100.07 \$100.07	15.50 3.63 0.00 \$135.89 \$135.89	Social Security Tax Medicare Tax Federal Income Tax State Income Tax Total Deductions: Total Taxes:	250.00 250.00 250.00 250.00 \$135.89 \$135.89	15.50 3.63 0.00 0.00 \$135.89 \$135.89
Mayor/Council #10 Net Amount \$1,154.37 Pd 06/01/2026 - 06/30/2026 Payment 06/25/2026 Check No. ACH	Regular Total Earnings: Total Reimbursements:	2.00 1.00	1,250.00 \$250.00 \$0.00	Social Security Tax Medicare Tax State Unemployment Total Benefits: Total Taxes:	1,250.00 1,250.00 1,250.00 \$19.13 \$19.13	77.50 18.13 0.00 \$19.13 \$19.13	Social Security Tax Medicare Tax Federal Income Tax State Income Tax Total Deductions: Total Taxes:	1,250.00 1,250.00 1,250.00 1,250.00 \$19.13 \$19.13	77.50 18.13 0.00 0.00 \$19.13 \$19.13
General Government #18 Net Amount \$130.87 Pd 06/01/2026 - 06/30/2026 Payment 06/25/2026 Check No. ACH	Regular Total Earnings: Total Reimbursements:	0.00 0.00	250.00 \$250.00 \$0.00	Social Security Tax Medicare Tax State Unemployment Total Benefits: Total Taxes:	250.00 250.00 250.00 \$19.13 \$19.13	15.50 3.63 0.00 \$119.13 \$119.13	Social Security Tax Medicare Tax Federal Income Tax State Income Tax Total Deductions: Total Taxes:	250.00 250.00 250.00 250.00 \$119.13 \$119.13	15.50 3.63 100.00 0.00 \$119.13 \$119.13
General Government #14 Net Amount \$603.28 Pd 05/25/2026 - 06/07/2026 Payment 06/11/2026 Check No. ACH	Regular Total Earnings: Total Reimbursements:	26.13 26.13	653.25 \$653.25 \$0.00	Social Security Tax Medicare Tax State Unemployment Total Benefits: Total Taxes:	653.25 653.25 653.25 \$49.97 \$49.97	40.50 9.47 0.00 \$49.97 \$49.97	Social Security Tax Medicare Tax Federal Income Tax State Income Tax Total Deductions: Total Taxes:	653.25 653.25 653.25 653.25 \$49.97 \$49.97	40.50 9.47 0.00 0.00 \$49.97 \$49.97

Fairfield Town Payroll Register

Payroll Period - 06/01/2026 to 06/30/2026

Employee	Earning	Hours	Amount	Benefit	Basis	Amount	Deduction	Basis	Amount
General Government #4	Regular	22.77	569.25	Social Security Tax	569.25	35.29	Social Security Tax	569.25	35.29
Net Amount				Medicare Tax	569.25	8.25	Medicare Tax	569.25	8.25
Pd 06/08/2026 - 06/21/2026				State Unemployment	569.25	0.00	Federal Income Tax	569.25	0.00
Payment							State Income Tax	569.25	0.00
Check No.									
	Total Earnings:	22.77	\$569.25	Total Benefits:		\$43.54	Total Deductions:		\$43.54
	Total Reimbursements:		\$0.00	Total Taxes:		\$43.54	Total Taxes:		\$43.54
Planning Commission #13	Regular	1.00	250.00	Social Security Tax	250.00	15.50	Social Security Tax	250.00	15.50
Net Amount				Medicare Tax	250.00	3.63	Medicare Tax	250.00	3.63
Pd 06/01/2026 - 06/30/2026				State Unemployment	250.00	0.00	Federal Income Tax	250.00	0.00
Payment							State Income Tax	250.00	0.00
Check No.									
	Total Earnings:	1.00	\$250.00	Total Benefits:		\$19.13	Total Deductions:		\$19.13
	Total Reimbursements:		\$0.00	Total Taxes:		\$19.13	Total Taxes:		\$19.13
Cemetery #4	Regular	1.00	200.00	Social Security Tax	200.00	12.40	Social Security Tax	200.00	12.40
Net Amount				Medicare Tax	200.00	2.90	Medicare Tax	200.00	2.90
Pd 06/01/2026 - 06/30/2026				State Unemployment	200.00	0.00	Federal Income Tax	200.00	0.00
Payment							State Income Tax	200.00	0.00
Check No.									
	Total Earnings:	1.00	\$200.00	Total Benefits:		\$15.30	Total Deductions:		\$15.30
	Total Reimbursements:		\$0.00	Total Taxes:		\$15.30	Total Taxes:		\$15.30
Planning Commission #15	Regular	1.00	250.00	Social Security Tax	250.00	15.50	Social Security Tax	250.00	15.50
Net Amount				Medicare Tax	250.00	3.63	Medicare Tax	250.00	3.63
Pd 06/01/2026 - 06/30/2026				State Unemployment	250.00	0.00	Federal Income Tax	250.00	0.00
Payment							State Income Tax	250.00	0.00
Check No.									
	Total Earnings:	1.00	\$250.00	Total Benefits:		\$19.13	Total Deductions:		\$19.13
	Total Reimbursements:		\$0.00	Total Taxes:		\$19.13	Total Taxes:		\$19.13
Mayor/Council #2	Regular	2.00	4,150.00	Social Security Tax	4,150.00	257.30	Social Security Tax	4,150.00	257.30
Net Amount				Medicare Tax	4,150.00	60.18	Medicare Tax	4,150.00	60.18
Pd 06/01/2026 - 06/30/2026				State Unemployment	4,150.00	0.00	Federal Income Tax	4,150.00	316.33
Payment							State Income Tax	4,150.00	184.68
Check No.									
	Total Earnings:	2.00	\$4,150.00	Total Benefits:		\$317.48	Total Deductions:		\$818.49
	Total Reimbursements:		\$0.00	Total Taxes:		\$317.48	Total Taxes:		\$818.49
Water Operations #17	Water Worker	10.00	250.00	Social Security Tax	250.00	15.50	Social Security Tax	250.00	15.50
Net Amount				Medicare Tax	250.00	3.63	Medicare Tax	250.00	3.63
Pd 06/08/2026 - 06/21/2026				State Unemployment	250.00	0.00	Federal Income Tax	250.00	0.00
Payment							State Income Tax	250.00	0.00
Check No.									
	Total Earnings:	10.00	\$250.00	Total Benefits:		\$19.13	Total Deductions:		\$19.13
	Total Reimbursements:		\$0.00	Total Taxes:		\$19.13	Total Taxes:		\$19.13

Fairfield Town Payroll Register

Payroll Period - 06/01/2026 to 06/30/2026

Employee	Earning	Hours	Amount	Benefit	Basis	Amount	Deduction	Basis	Amount
Mayor/Council Net Amount #1 \$1,154.37 Pd 06/01/2026 - 06/30/2026 Payment 06/25/2026 Check No. ACH	Regular 2.00	2.00	1,250.00	Social Security Tax Medicare Tax State Unemployment	1,250.00 1,250.00 1,250.00	77.50 18.13 0.00	Social Security Tax Medicare Tax Federal Income Tax State Income Tax	1,250.00 1,250.00 1,250.00 1,250.00	77.50 18.13 0.00 0.00
Total Earnings:	2.00		\$1,250.00	Total Benefits:		\$95.63	Total Deductions:		\$95.63
Total Reimbursements:			\$0.00	Total Taxes:		\$95.63	Total Taxes:		\$95.63
Planning Commission Net Amount #5 \$230.87 Pd 06/01/2026 - 06/30/2026 Payment 06/25/2026 Check No. ACH	Regular 1.00	1.00	250.00	Social Security Tax Medicare Tax State Unemployment	250.00 250.00 250.00	15.50 3.63 0.00	Social Security Tax Medicare Tax Federal Income Tax State Income Tax	250.00 250.00 250.00 250.00	15.50 3.63 0.00 0.00
Total Earnings:	1.00		\$250.00	Total Benefits:		\$19.13	Total Deductions:		\$19.13
Total Reimbursements:			\$0.00	Total Taxes:		\$19.13	Total Taxes:		\$19.13
General Government Net Amount #7 \$1,264.17 Pd 05/25/2026 - 06/07/2026 Pd 06/11/2026 Payment 06/11/2026 Check No. ACH	Regular Holiday 56.96 8.00	56.96 8.00	1,424.00 200.00	Social Security Tax Medicare Tax State Unemployment	1,624.00 1,624.00 1,624.00	100.69 23.55 0.00	Social Security Tax Medicare Tax Federal Income Tax State Income Tax	1,624.00 1,624.00 1,624.00 1,624.00	100.69 23.55 188.55 47.04
Total Earnings:	64.96		\$1,624.00	Total Benefits:		\$124.24	Total Deductions:		\$359.83
Total Reimbursements:			\$0.00	Total Taxes:		\$124.24	Total Taxes:		\$359.83
General Government Net Amount #7 \$1,122.66 Pd 06/08/2026 - 06/21/2026 Pd 06/25/2026 Payment 06/25/2026 Check No. ACH	Regular 57.57	57.57	1,439.25	Social Security Tax Medicare Tax State Unemployment	1,439.25 1,439.25 1,439.25	89.23 20.87 0.00	Social Security Tax Medicare Tax Federal Income Tax State Income Tax	1,439.25 1,439.25 1,439.25 1,439.25	89.23 20.87 170.08 36.41
Total Earnings:	57.57		\$1,439.25	Total Benefits:		\$110.10	Total Deductions:		\$316.59
Total Reimbursements:			\$0.00	Total Taxes:		\$110.10	Total Taxes:		\$316.59
Planning Commission Net Amount #12 \$369.40 Pd 06/01/2026 - 06/30/2026 Pd 06/25/2026 Payment 06/25/2026 Check No. ACH	Regular 2.00	2.00	400.00	Social Security Tax Medicare Tax State Unemployment	400.00 400.00 400.00	24.80 5.80 0.00	Social Security Tax Medicare Tax Federal Income Tax State Income Tax	400.00 400.00 400.00 400.00	24.80 5.80 0.00 0.00
Total Earnings:	2.00		\$400.00	Total Benefits:		\$30.60	Total Deductions:		\$30.60
Total Reimbursements:			\$0.00	Total Taxes:		\$30.60	Total Taxes:		\$30.60
Mayor/Council Net Amount #3 \$1,132.62 Pd 06/01/2026 - 06/30/2026 Pd 06/25/2026 Payment 06/25/2026 Check No. ACH	Regular 2.00	2.00	1,250.00	Social Security Tax Medicare Tax State Unemployment	1,250.00 1,250.00 1,250.00	77.50 18.13 0.00	Social Security Tax Medicare Tax Federal Income Tax State Income Tax	1,250.00 1,250.00 1,250.00 1,250.00	77.50 18.13 0.00 21.75
Total Earnings:	2.00		\$1,250.00	Total Benefits:		\$95.63	Total Deductions:		\$117.38
Total Reimbursements:			\$0.00	Total Taxes:		\$95.63	Total Taxes:		\$117.38

Payroll Period - 06/01/2026 to 06/30/2026

7/21/2026 12:11 PM

Fairfield Town
Payroll Register

Payroll Period - 06/01/2026 to 06/30/2026

Employee	Earning	Hours	Amount	Benefit	Basis	Amount	Deduction	Basis	Amount
REPORT TOTALS									
Net Amount	\$14,858.84								
	Regular	279.38	16,684.50	Social Security Tax	17,334.50	1,074.74	Social Security Tax	17,334.50	1,074.74
	Holiday	16.00	400.00	Medicare Tax	17,334.50	251.41	Medicare Tax	17,334.50	251.41
	Water Worker	10.00	250.00	State Unemployment	17,334.50	0.00	Federal Income Tax	17,334.50	797.14
							State Income Tax	17,334.50	352.37
	Total Earnings:	305.38	\$17,334.50	Total Benefits:		\$1,326.15	Total Deductions:		\$2,475.66
	Total Reimbursements:		\$0.00	Total Taxes:		\$1,326.15	Total Taxes:		\$2,475.66

Fairfield Town
Standard Financial Report
10 General Fund - 07/01/2025 to 06/30/2026
100.00% of the fiscal year has expired

	2025 Year-End Actual	June Actual	2026 YTD Actual
Net Position			
Assets:			
Current Assets			
Cash and cash equivalents			
1117 General Checking - Bank of AF	37,047.68	(2,258,721.36)	(1,977,935.18)
1119 B & C Road - Bank of AF	58,865.02	(3,259.28)	89,762.44
1120 Savings - Bank of AF	(0.77)	0.00	0.00
1123 Altabank- Cemetery Fund	60.00	0.00	0.00
1127 PTIF #9179	0.00	800,682.16	800,682.16
1130 Moreton Investment	542,468.16	603,625.34	1,056,724.82
1175 Undeposited receipts	0.00	254,440.37	240,045.37
Total Cash and cash equivalents	638,440.09	(603,232.77)	209,279.61
Receivables			
1311 Accounts receivable	261,285.85	22,960.22	38,637.22
1313 Taxes Receivable	0.00	21,119.98	21,119.98
1440 Due from other governments	65,465.02	0.00	41,017.93
1600 Deferred tax revenues	0.00	29,211.00	29,211.00
Total Receivables	326,750.87	73,291.20	129,986.13
Total Current Assets	965,190.96	(529,941.57)	339,265.74
Total Assets:	965,190.96	(529,941.57)	339,265.74
Liabilites and Fund Equity:			
Liabilities:			
Current liabilities			
2131 Accounts payable	(15,583.70)	(86,696.90)	(92,691.92)
2211 Salaries and wages payable	0.00	(9,244.25)	(9,244.25)
2222 Accrued state withholding payable	0.00	289.45	0.00
Total Current liabilities	(15,583.70)	(95,651.70)	(101,936.17)
Deferred revenue			
2600 Deferred revenue	(24,354.00)	(29,211.00)	(53,565.00)
Total Deferred revenue	(24,354.00)	(29,211.00)	(53,565.00)
Total Liabilities:	(39,937.70)	(124,862.70)	(155,501.17)
Equity - Paid In / Contributed			
2981 Fund balance	(925,253.26)	654,804.27	(183,764.57)
Total Equity - Paid In / Contributed	(925,253.26)	654,804.27	(183,764.57)
Total Liabilites and Fund Equity:	(965,190.96)	529,941.57	(339,265.74)
Total Net Position	0.00	0.00	0.00

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	2025 Year-End Actual	June Actual	2026 YTD Actual	Annual Budget	Unearned/ Unexpended	% Earned/ Used
Change In Net Position						
Revenue:						
Taxes						
3110 General property taxes-current	27,533.19	330.06	37,184.15	39,500.00	2,315.85	94.14%
3130 General sales & use tax	63,786.81	18,320.00	88,739.70	82,000.00	(6,739.70)	108.22%
Total Taxes	91,320.00	18,650.06	125,923.85	121,500.00	(4,423.85)	103.64%
Licenses and permits						
3211 Business licenses	715.00	695.00	1,045.00	2,000.00	955.00	52.25%
3250 Penalties & Permits & Fees	350.00	0.00	25.00	400.00	375.00	6.25%
3260 Intermountain Regional Landfill	903,306.06	262,767.96	987,050.63	945,000.00	(42,050.63)	104.45%
3261 North Pointe Landfill	72,345.24	14,537.63	54,014.02	83,559.00	29,544.98	64.64%
Total Licenses and permits	976,716.30	278,000.59	1,042,134.65	1,030,959.00	(11,175.65)	101.08%
Intergovernmental revenue						
3339 State grants	0.00	0.00	26,206.90	67,200.00	40,993.10	39.00%
3341 Parks	0.00	0.00	400,000.00	400,000.00	0.00	100.00%
3356 Class C road fund allotment	74,959.31	2,799.98	84,181.91	58,957.00	(25,224.91)	142.79%
Total Intergovernmental revenue	74,959.31	2,799.98	510,388.81	526,157.00	15,768.19	97.00%
Charges for services						
3480 Opening/closing graves	625.00	0.00	0.00	625.00	625.00	0.00%
Total Charges for services	625.00	0.00	0.00	625.00	625.00	0.00%
Interest						
3610 Interest earnings	16.01	682.16	682.16	0.00	(682.16)	0.00%
3611 Investments increase (decrease)	103,410.84	3,625.34	56,607.47	85,000.00	28,392.53	66.60%
Total Interest	103,426.85	4,307.50	57,289.63	85,000.00	27,710.37	67.40%
Miscellaneous revenue						
3615 Donations, Collections, Christmas	20,967.82	0.00	19,010.00	21,000.00	1,990.00	90.52%
3690 Miscellaneous revenue	572.20	125.00	799.28	200.00	(599.28)	399.64%
Total Miscellaneous revenue	21,540.02	125.00	19,809.28	21,200.00	1,390.72	93.44%
Buildings and Grounds						
3220 Building Dept Application Fees	0.00	0.00	1,015.00	0.00	(1,015.00)	0.00%
3220.2 Building Dept Assignment of Addr	0.00	0.00	100.00	0.00	(100.00)	0.00%
3220.5 Building Dept Inspection Fees	0.00	0.00	1,078.90	0.00	(1,078.90)	0.00%
3220.6 Building Dept Fire Inspection Fee	560.00	170.00	875.00	0.00	(875.00)	0.00%
3220.7 Building Dept Plan Review Fees	0.00	0.00	4,470.15	0.00	(4,470.15)	0.00%
3220.9 Building Dept State Permit Surch	0.00	0.00	109.44	0.00	(109.44)	0.00%
3221 Non-business buildings, structures,	0.00	0.00	0.00	16,192.00	16,192.00	0.00%
3222 Building Dept Permits	25,658.72	0.00	27,529.08	25,287.00	(2,242.08)	108.87%
3223 Building Franchise Fee Revenue	0.00	0.00	2,282.00	0.00	(2,282.00)	0.00%
3224 Engineering and Surveying Fees	750.00	0.00	2,100.00	0.00	(2,100.00)	0.00%
3225 Grama Request Fees	600.00	0.00	0.00	0.00	0.00	0.00%
3481 Cemetery Revenue	0.00	0.00	0.00	3,500.00	3,500.00	0.00%
3670 Road Impact Fees	15,870.00	0.00	10,580.00	37,000.00	26,420.00	28.59%
Total Buildings and Grounds	43,438.72	170.00	50,139.57	81,979.00	31,839.43	61.16%
Highways and Public Improvements						
3671 Highway Improvements Engineerin	0.00	0.00	0.00	2,500.00	2,500.00	0.00%
Total Highways and Public Improvemen	0.00	0.00	0.00	2,500.00	2,500.00	0.00%
Contributions and transfers						
3890 Beginning fund balance appropriate	0.00	0.00	0.00	638,104.00	638,104.00	0.00%
Total Contributions and transfers	0.00	0.00	0.00	638,104.00	638,104.00	0.00%
Total Revenue:	1,312,026.20	304,053.13	1,805,685.79	2,508,024.00	702,338.21	72.00%
Expenditures:						
General government						
Administrative						
4103 Admin Permanent employees wag	61,729.25	13,530.00	69,192.25	70,000.00	807.75	98.85%
4103.1 Admin Office Manager Stipend	43,200.00	3,600.00	43,200.00	43,200.00	0.00	100.00%
4103.2 Admin Treasurer Stipend	16,044.25	0.00	0.00	0.00	0.00	0.00%
4103.3 Admin Treasurer Employee Wa	0.00	2,698.75	28,711.25	35,131.00	6,419.75	81.73%
4103.4 Public Works Consultant	0.00	269.13	1,076.52	1,000.00	(76.52)	107.65%
4104 Admin Employee Payroll Services	131.97	0.00	0.00	6,800.00	6,800.00	0.00%
4105 Admin Employee Benefits	14,611.94	1,219.04	14,999.07	15,000.00	0.93	99.99%
4110 Admin Planning and Zoning Comp	250.00	0.00	0.00	0.00	0.00	0.00%

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4111 Admin Books, subscriptions, mem	2,542.99	437.72	3,670.57	3,000.00	(670.57)	122.35%
4112 Admin Public notices	1,026.82	0.00	219.00	808.00	589.00	27.10%
4113 Admin GRAMA requests	0.00	0.00	0.00	300.00	300.00	0.00%
4114 Admin Travel	3,661.92	539.36	5,487.02	4,000.00	(1,487.02)	137.18%
4115 Admin Office expenses & supplies	3,086.14	65.27	6,479.35	5,500.00	(979.35)	117.81%
4115.5 Admin Stamps	0.00	0.00	886.00	1,000.00	114.00	88.60%
4116 Admin Computer & internet expen	5,208.89	501.08	18,331.47	19,490.00	1,158.53	94.06%
4116.5 Admin IT services	5,813.74	0.00	3,143.37	2,000.00	(1,143.37)	157.17%
4120 Admin Telephone	2,014.05	246.17	2,766.33	2,000.00	(766.33)	138.32%
4121 Admin Interlocal contributions	1,500.00	0.00	0.00	1,500.00	1,500.00	0.00%
4122 Admin Education	1,525.00	0.00	2,902.00	3,000.00	98.00	96.73%
4123 Admin Rental expense	5,568.67	0.00	3,546.09	6,500.00	2,953.91	54.56%
4124 Admin Insurance	3,902.70	0.00	5,961.24	6,000.00	38.76	99.35%
4125 Admin Taxes - property	0.00	0.00	866.31	0.00	(866.31)	0.00%
4126 Admin Repairs and maintenance	40.00	0.00	539.56	500.00	(39.56)	107.91%
4126.5 Town Hall - Repairs and mainten	0.00	9,253.74	17,410.75	17,644.00	233.25	98.68%
4130 Admin Bank service charges	(50.49)	40.00	78.61	500.00	421.39	15.72%
4132 Admin Town codification	495.00	3,425.00	8,182.99	6,600.00	(1,582.99)	123.98%
4140 Admin Elections	321.21	0.00	0.00	2,500.00	2,500.00	0.00%
4142 Admin Food Expenditures	1,942.37	154.18	695.64	3,000.00	2,304.36	23.19%
4171 Admin Capital Outlay	0.00	0.00	3,567.30	0.00	(3,567.30)	0.00%
4190 State Grant Expenses	0.00	0.00	2,836.75	38,101.00	35,264.25	7.45%
Total Administrative	174,566.42	35,979.44	244,749.44	295,074.00	50,324.56	82.95%
Buildings and grounds						
4127 Admin Bldg Permit fee state surch	117.01	0.00	146.62	200.00	53.38	73.31%
4141 Admin Survey and Engineering	11,470.50	0.00	31,235.85	36,440.00	5,204.15	85.72%
4154 Admin Inspections & plan reviews	266.75	0.00	0.00	0.00	0.00	0.00%
4169 Cemetery Expense	3,664.04	233.84	6,123.74	100,000.00	93,876.26	6.12%
4169.2 Cemetery Wages	0.00	200.00	2,400.00	2,400.00	0.00	100.00%
4180 Building Dept - Surveyor Expense	46.25	21.42	2,179.32	0.00	(2,179.32)	0.00%
4180.5 Building Dept - Inspection Fees	0.00	1,500.00	(3,940.97)	0.00	3,940.97	0.00%
4180.6 Building Dept - Plan Review Exp	0.00	0.00	4,199.65	0.00	(4,199.65)	0.00%
4180.7 Building Dept - Building Permit E	0.00	0.00	12,922.00	14,000.00	1,078.00	92.30%
4181 Building Dept - Engineering Expen	16,988.80	0.00	332.50	0.00	(332.50)	0.00%
4182 Building Dept - Legal Expenses	1,033.87	0.00	0.00	2,000.00	2,000.00	0.00%
4183 Building Dept - Inspections/Plan R	5,880.00	0.00	11,974.78	17,975.00	6,000.22	66.62%
4187 Building Dept - Master Site Plan	0.00	0.00	0.00	500.00	500.00	0.00%
4188 Building Dept - Preliminary Site PI	0.00	0.00	0.00	500.00	500.00	0.00%
Total Buildings and grounds	39,467.22	1,955.26	67,573.49	174,015.00	106,441.51	38.83%
Planning and zoning						
4155 Planning and Zoning	642.38	0.00	0.00	5,000.00	5,000.00	0.00%
4156 Planning and Zoning - Stipend	17,850.00	1,400.00	16,800.00	16,800.00	0.00	100.00%
4157 Planning and Zoning General Plan	56,113.35	0.00	989.65	1,000.00	10.35	98.97%
4158 Town Council- Misc	166.15	0.00	0.00	200.00	200.00	0.00%
Total Planning and zoning	74,771.88	1,400.00	17,789.65	23,000.00	5,210.35	77.35%
Professional Services						
4117 Admin Pelorus Software	7,828.10	750.00	7,750.00	5,100.00	(2,650.00)	151.96%
4118 Admin Copier Service and Mainten	1,063.42	459.85	4,619.33	5,922.00	1,302.67	78.00%
4133 Admin Website	3,215.00	0.00	3,215.00	4,000.00	785.00	80.38%
4134 Admin Accounting & auditing	4,000.00	1,003.65	8,503.65	7,500.00	(1,003.65)	113.38%
4136 Admin Accounting services	0.00	0.00	0.00	8,500.00	8,500.00	0.00%
4139 Admin Legal	44,843.50	47,222.00	221,316.10	325,852.00	104,535.90	67.92%
Total Professional Services	60,950.02	49,435.50	245,404.08	356,874.00	111,469.92	68.76%
Total General government	349,755.54	88,770.20	575,516.66	848,963.00	273,446.34	67.79%
Public safety						
4149 Code Enforcement	0.00	0.00	0.00	8,100.00	8,100.00	0.00%
4150 Animal services	0.00	0.00	1,170.00	14,170.00	13,000.00	8.26%
4151 Police Contracted services	22,443.23	4,105.02	29,550.12	26,480.00	(3,070.12)	111.59%
4152 Fire Contracted services	2,135.00	0.00	0.00	2,500.00	2,500.00	0.00%
4153 Emergency dispatch	4,906.46	1,503.20	5,515.89	4,100.00	(1,415.89)	134.53%
4153.5 Everbridge	28.94	0.00	28.94	35.00	6.06	82.69%
Total Public safety	29,513.63	5,608.22	36,264.95	55,385.00	19,120.05	65.48%
City Council						

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	2025 Year-End Actual	June Actual	2026 YTD Actual	Annual Budget	Unearned/ Unexpended	% Earned/ Used
4000 City Council Stipend	19,550.00	1,400.00	16,800.00	16,800.00	0.00	100.00%
4010 Mayor Stipend	6,600.00	550.00	6,600.00	6,600.00	0.00	100.00%
4169.1 Cemetery Board	0.00	0.00	0.00	9,150.00	9,150.00	0.00%
Total City Council	26,150.00	1,950.00	23,400.00	32,550.00	9,150.00	71.89%
Highways and public improvements						
Roads						
4137 Admin Street Signs	0.00	0.00	1,971.11	3,000.00	1,028.89	65.70%
4161 Roads Repairs & maintenance	56,937.46	3,259.28	58,950.92	100,000.00	41,049.08	58.95%
4162 Engineering Expenses	4,102.50	0.00	0.00	6,000.00	6,000.00	0.00%
4163 Roads Snowplow - Fuel, maint & r	367.20	0.00	375.05	2,000.00	1,624.95	18.75%
4165 Roads Weed Control	193.40	0.00	0.00	500.00	500.00	0.00%
4166.5 Roads Contracted Stipend	10,800.00	900.00	10,800.00	10,800.00	0.00	100.00%
Total Roads	72,400.56	4,159.28	72,097.08	122,300.00	50,202.92	58.95%
Sanitation						
4191 Trash collection	11,301.42	1,066.00	9,737.35	10,000.00	262.65	97.37%
Total Sanitation	11,301.42	1,066.00	9,737.35	10,000.00	262.65	97.37%
Total Highways and public improvemen	83,701.98	5,225.28	81,834.43	132,300.00	50,465.57	61.86%
Parks, recreation, and public property						
Parks						
4167 Community events	6,599.77	7,424.24	9,427.28	6,000.00	(3,427.28)	157.12%
4167.3 Christmas Events	42,257.52	0.00	40,628.10	39,641.00	(987.10)	102.49%
4167.5 Christmas Town Donations	2,750.00	0.00	3,359.00	3,359.00	0.00	100.00%
4173 Parks and Improvment	0.00	64,587.50	980,085.06	984,500.00	4,414.94	99.55%
4174 Parks and Publice Improv Stipend	11,550.00	900.00	10,800.00	10,800.00	0.00	100.00%
Total Parks	63,157.29	72,911.74	1,044,299.44	1,044,300.00	0.56	100.00%
Total Parks, recreation, and public prop	63,157.29	72,911.74	1,044,299.44	1,044,300.00	0.56	100.00%
Miscellaneous						
4193 Other miscellaneous supplies	0.00	339.96	1,678.09	1,000.00	(678.09)	167.81%
4193.5 Cards and Flowers	0.00	0.00	128.91	500.00	371.09	25.78%
4202 Donations, fees, collections for Co	160.87	0.00	0.00	500.00	500.00	0.00%
4203 Sub for Santa	4,172.82	0.00	0.00	500.00	500.00	0.00%
Total Miscellaneous	4,333.69	339.96	1,807.00	2,500.00	693.00	72.28%
Transfers						
4197 Transfer to Capital Projects	0.00	714,052.00	714,052.00	357,026.00	(357,026.00)	200.00%
4198 Transfer to water fund	565,000.00	70,000.00	70,000.00	35,000.00	(35,000.00)	200.00%
Total Transfers	565,000.00	784,052.00	784,052.00	392,026.00	(392,026.00)	200.00%
Total Expenditures:	1,121,612.13	958,857.40	2,547,174.48	2,508,024.00	(39,150.48)	101.56%
Total Change In Net Position	190,414.07	(654,804.27)	(741,488.69)	0.00	741,488.69	0.00%

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41 Capital Projects - 07/01/2025 to 06/30/2026
100.00% of the fiscal year has expired

	2025 Year-End Actual	June Actual	2026 YTD Actual
Net Position			
Assets:			
Current Assets			
Cash and cash equivalents			
1111 Checking	463.93	714,052.00	714,052.00
1122 Altabank- Road Impact Fee	29,210.00	0.00	29,210.00
1130 Moreton Investment	1,544,000.00	0.00	836,350.81
Total Cash and cash equivalents	1,573,673.93	714,052.00	1,579,612.81
Total Current Assets	1,573,673.93	714,052.00	1,579,612.81
Total Assets:	1,573,673.93	714,052.00	1,579,612.81
Liabilites and Fund Equity:			
Equity - Paid In / Contributed			
2981 Fund Balance	(1,573,673.93)	(714,052.00)	(1,579,612.81)
Total Equity - Paid In / Contributed	(1,573,673.93)	(714,052.00)	(1,579,612.81)
Total Liabilites and Fund Equity:	(1,573,673.93)	(714,052.00)	(1,579,612.81)
Total Net Position	0.00	0.00	0.00

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41 Capital Projects - 07/01/2025 to 06/30/2026
100.00% of the fiscal year has expired

	2025 Year-End Actual	June Actual	2026 YTD Actual	Annual Budget	Unearned/ Unexpended	% Earned/ Used
Change In Net Position						
Revenue:						
Contributions and transfers						
3810 Transfer from General Fund	0.00	714,052.00	714,052.00	357,026.00	(357,026.00)	200.00%
3910 Appropriation of fund balance	0.00	0.00	0.00	351,974.00	351,974.00	0.00%
Total Contributions and transfers	0.00	714,052.00	714,052.00	709,000.00	(5,052.00)	100.71%
Total Revenue:	0.00	714,052.00	714,052.00	709,000.00	(5,052.00)	100.71%
Expenditures:						
Miscellaneous						
4149 Admin Capital outlay	0.00	0.00	708,113.12	709,000.00	886.88	99.87%
Total Miscellaneous	0.00	0.00	708,113.12	709,000.00	886.88	99.87%
Transfers						
4851 Transfer to Water Fund	294,777.17	0.00	0.00	0.00	0.00	0.00%
4910 Budgeted increase in fund balance	0.00	0.00	0.00	0.00	0.00	0.00%
Total Transfers	294,777.17	0.00	0.00	0.00	0.00	0.00%
Total Expenditures:	294,777.17	0.00	708,113.12	709,000.00	886.88	99.87%
Total Change In Net Position	(294,777.17)	714,052.00	5,938.88	0.00	(5,938.88)	0.00%

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51 Water Fund - 07/01/2025 to 06/30/2026
100.00% of the fiscal year has expired

	2025 Year-End Actual	June Actual	2026 YTD Actual
Net Position			
Assets:			
Current Assets			
Cash and cash equivalents			
1117 General Checking - Bank of AF	0.00	1,668,052.02	1,516,214.28
1118 Water Checking - Bank of AF	14,031.60	(15.68)	5,302.20
1125 Altabank- Water Impact Fee	728.00	0.00	728.00
1175 Undeposited receipts	0.00	(14,560.00)	0.00
Total Cash and cash equivalents	14,759.60	1,653,476.34	1,522,244.48
Receivables			
1311 Accounts receivable	705.64	14,808.29	1,568.84
1341 Grant receivable	26,708.25	0.00	0.00
Total Receivables	27,413.89	14,808.29	1,568.84
Total Current Assets	42,173.49	1,668,284.63	1,523,813.32
Non-Current Assets			
Capital assets			
Property			
1611 Land and easements	4,700.00	0.00	4,700.00
1612 Water rights	112,608.00	0.00	112,608.00
1621 Buildings	6,304.17	0.00	6,304.17
1641 Water system 10yr	92,600.00	0.00	92,600.00
1643 Water system 30yr	2,376,446.78	0.00	2,376,446.78
1644 Water system 40yr	77,004.00	0.00	77,004.00
Total Property	2,669,662.95	0.00	2,669,662.95
Accumulated depreciation			
1721 AccDepn Buildings	(2,206.68)	(26.27)	(2,521.92)
1741 AccDepn Water system	(458,469.30)	(7,283.33)	(545,869.26)
Total Accumulated depreciation	(460,675.98)	(7,309.60)	(548,391.18)
Total Capital assets	2,208,986.97	(7,309.60)	2,121,271.77
Total Non-Current Assets	2,208,986.97	(7,309.60)	2,121,271.77
Total Assets:	2,251,160.46	1,660,975.03	3,645,085.09
Liabilites and Fund Equity:			
Liabilities:			
Current liabilities			
2131 Accounts payable	(50,834.02)	0.00	0.00
2330 Customer deposits	(100.00)	0.00	(100.00)
Total Current liabilities	(50,934.02)	0.00	(100.00)
Long-term liabilities			
2510 2016 Loans	(438,000.00)	0.00	(419,000.00)
Total Long-term liabilities	(438,000.00)	0.00	(419,000.00)
Total Liabilities:	(488,934.02)	0.00	(419,100.00)
Equity - Paid In / Contributed			
2981 Retained earnings	(1,762,226.44)	(1,660,975.03)	(3,225,985.09)
Total Equity - Paid In / Contributed	(1,762,226.44)	(1,660,975.03)	(3,225,985.09)
Total Liabilites and Fund Equity:	(2,251,160.46)	(1,660,975.03)	(3,645,085.09)
Total Net Position	0.00	0.00	0.00

Fairfield Town
Standard Financial Report
51 Water Fund - 07/01/2025 to 06/30/2026
100.00% of the fiscal year has expired

	2025 Year-End Actual	June Actual	2026 YTD Actual	Annual Budget	Unearned/ Unexpended	% Earned/ Used
Income or Expense						
Income From Operations:						
Operating income						
5140 Culinary income	28,820.25	2,634.67	27,759.44	32,000.00	4,240.56	86.75%
5145 Sale of Purchased Water	0.00	0.00	215.00	0.00	(215.00)	0.00%
5150 Connection Fees	50.00	0.00	3,735.00	0.00	(3,735.00)	0.00%
5151 Impact Fees	0.00	0.00	31,258.00	32,000.00	742.00	97.68%
5410 Late penalties and fees	100.00	100.00	450.00	100.00	(350.00)	450.00%
5610 Interest income	110.00	0.00	0.00	0.00	0.00	0.00%
Total Operating income	29,080.25	2,734.67	63,417.44	64,100.00	682.56	98.94%
Operating expense						
6110 Culinary operator stipend	10,800.00	900.00	11,025.00	10,800.00	(225.00)	102.08%
6111 Employee wages	0.00	250.00	1,137.50	0.00	(1,137.50)	0.00%
6113 Employee taxes and benefits	826.20	87.98	913.22	800.00	(113.22)	114.15%
6121 Dues	401.60	0.00	372.00	500.00	128.00	74.40%
6128 Utilities	3,009.43	379.66	3,033.98	2,600.00	(433.98)	116.69%
6131 Professional fees	1,237.50	0.00	1,387.50	3,000.00	1,612.50	46.25%
6132 Water Engineering	9,528.00	707.50	34,734.75	29,830.00	(4,904.75)	116.44%
6133 Water Inspections	0.00	0.00	0.00	7,832.00	7,832.00	0.00%
6134 Water & Sewer Master Plan expens	47,115.42	0.00	17,067.75	16,751.00	(316.75)	101.89%
6141 Repairs and maintenance	5,792.54	1,143.90	107,985.15	280,000.00	172,014.85	38.57%
6142 Chlorine	0.00	0.00	0.00	500.00	500.00	0.00%
6143 Monthly water tests	168.00	12.00	156.00	150.00	(6.00)	104.00%
6144 Water tests - other	275.00	0.00	1,731.00	300.00	(1,431.00)	577.00%
6161 Bank service charges	36.78	259.00	366.00	0.00	(366.00)	0.00%
6169 Depreciation expense	72,120.83	7,309.60	87,715.20	54,000.00	(33,715.20)	162.44%
6170 Improvements	0.00	0.00	1,323.74	0.00	(1,323.74)	0.00%
Total Operating expense	151,311.30	11,049.64	268,948.79	407,063.00	138,114.21	66.07%
Total Income From Operations:	(122,231.05)	(8,314.97)	(205,531.35)	(342,963.00)	(137,431.65)	59.93%
Non-Operating Items:						
Non-operating income						
5510 Grant income	26,708.25	0.00	0.00	0.00	0.00	0.00%
5710 Miscellaneous Non-Operating Inco	50.00	1,599,290.00	1,599,290.00	253,963.00	(1,345,327.00)	629.73%
5810 Transfers from general fund	565,000.00	70,000.00	70,000.00	35,000.00	(35,000.00)	200.00%
5841 Fund balance appropriation	294,777.17	0.00	0.00	0.00	0.00	0.00%
Total Non-operating income	886,535.42	1,669,290.00	1,669,290.00	288,963.00	(1,380,327.00)	577.68%
Total Non-Operating Items:	886,535.42	1,669,290.00	1,669,290.00	288,963.00	(1,380,327.00)	577.68%
Total Income or Expense	764,304.37	1,660,975.03	1,463,758.65	(54,000.00)	(1,517,758.65)	-2,710.66%

Fairfield Town
Standard Financial Report
91 General Fixed Assets - 07/01/2025 to 06/30/2026
100.00% of the fiscal year has expired

	2025 Year-End Actual	June Actual	2026 YTD Actual
Net Position			
Assets:			
Non-Current Assets			
Capital assets			
Work in Process			
1601 Construcion in progress	57,820.00	0.00	104,648.09
Total Work in Process	<u>57,820.00</u>	<u>0.00</u>	<u>104,648.09</u>
Property			
1611 Land	130,226.15	0.00	795,078.48
1631.10 Improvements other than bldg	156,287.96	0.00	156,287.96
1631.30 Improvements other than bldg	256,928.40	0.00	256,928.40
1661 Machinery and equipment	11,465.00	0.00	11,465.00
Total Property	<u>554,907.51</u>	<u>0.00</u>	<u>1,219,759.84</u>
Accumulated depreciation			
1731 AccDpn Improvements other than	(142,323.23)	(1,508.48)	(160,424.99)
1761 AccDpn Machinery and equipme	(9,743.88)	(47.77)	(10,317.12)
Total Accumulated depreciation	<u>(152,067.11)</u>	<u>(1,556.25)</u>	<u>(170,742.11)</u>
Total Capital assets	<u>460,660.40</u>	<u>(1,556.25)</u>	<u>1,153,665.82</u>
Total Non-Current Assets	<u>460,660.40</u>	<u>(1,556.25)</u>	<u>1,153,665.82</u>
Total Assets:	<u>460,660.40</u>	<u>(1,556.25)</u>	<u>1,153,665.82</u>
Liabilites and Fund Equity:			
Equity - Paid In / Contributed			
2971.1 Invested in capital assets	(612,727.51)	0.00	(1,324,407.93)
2972 Total depreciation charged	152,067.11	1,556.25	170,742.11
Total Equity - Paid In / Contributed	<u>(460,660.40)</u>	<u>1,556.25</u>	<u>(1,153,665.82)</u>
Total Liabilites and Fund Equity:	<u>(460,660.40)</u>	<u>1,556.25</u>	<u>(1,153,665.82)</u>
Total Net Position	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Fairfield Town
Operational Budget Report
10 General Fund - 07/01/2025 to 06/30/2026
100.00% of the fiscal year has expired

	Prior YTD	Current Period	Current YTD	Annual Budget	Percent Used
Change In Net Position					
Revenue:					
Taxes					
3110 General property taxes-current	27,533.19	330.06	37,184.15	39,500.00	94.14%
3130 General sales & use tax	63,786.81	0.00	70,419.70	82,000.00	85.88%
Total Taxes	91,320.00	330.06	107,603.85	121,500.00	88.56%
Licenses and permits					
3211 Business licenses	715.00	695.00	1,045.00	2,000.00	52.25%
3250 Penalties & Permits & Fees	350.00	0.00	25.00	400.00	6.25%
3260 Intermountain Regional Landfill	903,306.06	240,045.37	964,328.04	945,000.00	102.05%
3261 North Pointe Landfill	72,345.24	14,537.63	54,014.02	83,559.00	64.64%
Total Licenses and permits	976,716.30	255,278.00	1,019,412.06	1,030,959.00	98.88%
Intergovernmental revenue					
3339 State grants	0.00	0.00	26,206.90	67,200.00	39.00%
3341 Parks	0.00	0.00	400,000.00	400,000.00	100.00%
3356 Class C road fund allotment	74,959.31	0.00	81,381.93	58,957.00	138.04%
Total Intergovernmental revenue	74,959.31	0.00	507,588.83	526,157.00	96.47%
Charges for services					
3480 Opening/closing graves	625.00	0.00	0.00	625.00	0.00%
Total Charges for services	625.00	0.00	0.00	625.00	0.00%
Interest					
3610 Interest earnings	16.01	682.16	682.16	0.00	0.00%
3611 Investments increase (decrease)	103,410.84	0.00	37,848.01	85,000.00	44.53%
Total Interest	103,426.85	682.16	38,530.17	85,000.00	45.33%
Miscellaneous revenue					
3615 Donations, Collections, Christmas	20,967.82	0.00	19,010.00	21,000.00	90.52%
3690 Miscellaneous revenue	572.20	125.00	799.28	200.00	399.64%
Total Miscellaneous revenue	21,540.02	125.00	19,809.28	21,200.00	93.44%
Buildings and Grounds					
3220 Building Dept Application Fees	0.00	0.00	1,015.00	0.00	0.00%
3220.2 Building Dept Assignment of Address Fee	0.00	0.00	100.00	0.00	0.00%
3220.5 Building Dept Inspection Fees	0.00	0.00	1,078.90	0.00	0.00%
3220.6 Building Dept Fire Inspection Fees	560.00	170.00	875.00	0.00	0.00%
3220.7 Building Dept Plan Review Fees	0.00	0.00	4,470.15	0.00	0.00%
3220.9 Building Dept State Permit Surcharge Fee	0.00	0.00	109.44	0.00	0.00%
3221 Non-business buildings, structures, equip	0.00	0.00	0.00	16,192.00	0.00%
3222 Building Dept Permits	25,658.72	0.00	27,529.08	25,287.00	108.87%
3223 Building Franchise Fee Revenue	0.00	0.00	2,282.00	0.00	0.00%
3224 Engineering and Surveying Fees	750.00	0.00	2,100.00	0.00	0.00%
3225 Grama Request Fees	600.00	0.00	0.00	0.00	0.00%
3481 Cemetery Revenue	0.00	0.00	0.00	3,500.00	0.00%
3670 Road Impact Fees	15,870.00	0.00	10,580.00	37,000.00	28.59%
Total Buildings and Grounds	43,438.72	170.00	50,139.57	81,979.00	61.16%
Highways and Public Improvements					
3671 Highway Improvements Engineering Revenue	0.00	0.00	0.00	2,500.00	0.00%
Total Highways and Public Improvements	0.00	0.00	0.00	2,500.00	0.00%
Contributions and transfers					
3890 Beginning fund balance appropriated	0.00	0.00	0.00	638,104.00	0.00%
Total Contributions and transfers	0.00	0.00	0.00	638,104.00	0.00%
Total Revenue:	1,312,026.20	256,585.22	1,743,083.76	2,508,024.00	69.50%
Expenditures:					
General government					
Administrative					
4103 Admin Permanent employees wages	61,729.25	13,530.00	69,192.25	70,000.00	98.85%
4103.1 Admin Office Manager Stipend	43,200.00	3,600.00	43,200.00	43,200.00	100.00%
4103.2 Admin Treasurer Stipend	16,044.25	0.00	0.00	0.00	0.00%
4103.3 Admin Treasurer Employee Wage	0.00	2,698.75	28,711.25	35,131.00	81.73%
4103.4 Public Works Consultant	0.00	269.13	1,076.52	1,000.00	107.65%
4104 Admin Employee Payroll Services	131.97	0.00	0.00	6,800.00	0.00%
4105 Admin Employee Benefits	14,611.94	1,219.04	14,999.07	15,000.00	99.99%
4110 Admin Planning and Zoning Compensation	250.00	0.00	0.00	0.00	0.00%
4111 Admin Books, subscriptions, memberships	2,542.99	437.72	3,670.57	3,000.00	122.35%

Fairfield Town
Operational Budget Report
10 General Fund - 07/01/2025 to 06/30/2026
100.00% of the fiscal year has expired

	Prior YTD	Current Period	Current YTD	Annual Budget	Percent Used
4112 Admin Public notices	1,026.82	0.00	219.00	808.00	27.10%
4113 Admin GRAMA requests	0.00	0.00	0.00	300.00	0.00%
4114 Admin Travel	3,661.92	539.36	5,487.02	4,000.00	137.18%
4115 Admin Office expenses & supplies	3,086.14	65.27	6,479.35	5,500.00	117.81%
4115.5 Admin Stamps	0.00	0.00	886.00	1,000.00	88.60%
4116 Admin Computer & internet expenses	5,208.89	501.08	18,331.47	19,490.00	94.06%
4116.5 Admin IT services	5,813.74	0.00	3,143.37	2,000.00	157.17%
4120 Admin Telephone	2,014.05	246.17	2,766.33	2,000.00	138.32%
4121 Admin Interlocal contributions	1,500.00	0.00	0.00	1,500.00	0.00%
4122 Admin Education	1,525.00	0.00	2,902.00	3,000.00	96.73%
4123 Admin Rental expense	5,568.67	0.00	3,546.09	6,500.00	54.56%
4124 Admin Insurance	3,902.70	0.00	5,961.24	6,000.00	99.35%
4125 Admin Taxes - property	0.00	0.00	866.31	0.00	0.00%
4126 Admin Repairs and maintenance	40.00	0.00	539.56	500.00	107.91%
4126.5 Town Hall - Repairs and maintenance	0.00	9,253.74	17,410.75	17,644.00	98.68%
4130 Admin Bank service charges	(50.49)	40.00	78.61	500.00	15.72%
4132 Admin Town codification	495.00	3,425.00	8,182.99	6,600.00	123.98%
4140 Admin Elections	321.21	0.00	0.00	2,500.00	0.00%
4142 Admin Food Expenditures	1,942.37	154.18	695.64	3,000.00	23.19%
4171 Admin Capital Outlay	0.00	0.00	3,567.30	0.00	0.00%
4190 State Grant Expenses	0.00	0.00	2,836.75	38,101.00	7.45%
Total Administrative	174,566.42	35,979.44	244,749.44	295,074.00	82.95%
Buildings and grounds					
4127 Admin Bldg Permit fee state surcharge	117.01	0.00	146.62	200.00	73.31%
4141 Admin Survey and Engineering	11,470.50	0.00	31,235.85	36,440.00	85.72%
4154 Admin Inspections & plan reviews	266.75	0.00	0.00	0.00	0.00%
4169 Cemetery Expense	3,664.04	233.84	6,123.74	100,000.00	6.12%
4169.2 Cemetery Wages	0.00	200.00	2,400.00	2,400.00	100.00%
4180 Building Dept - Surveyor Expenses	46.25	21.42	2,179.32	0.00	0.00%
4180.5 Building Dept - Inspection Fees	0.00	1,500.00	(3,940.97)	0.00	0.00%
4180.6 Building Dept - Plan Review Expense	0.00	0.00	4,199.65	0.00	0.00%
4180.7 Building Dept - Building Permit Expense	0.00	0.00	12,922.00	14,000.00	92.30%
4181 Building Dept - Engineering Expenses	16,988.80	0.00	332.50	0.00	0.00%
4182 Building Dept - Legal Expenses	1,033.87	0.00	0.00	2,000.00	0.00%
4183 Building Dept - Inspections/Plan Review Expenses	5,880.00	0.00	11,974.78	17,975.00	66.62%
4187 Building Dept - Master Site Plan	0.00	0.00	0.00	500.00	0.00%
4188 Building Dept - Preliminary Site Plan	0.00	0.00	0.00	500.00	0.00%
Total Buildings and grounds	39,467.22	1,955.26	67,573.49	174,015.00	38.83%
Planning and zoning					
4155 Planning and Zoning	642.38	0.00	0.00	5,000.00	0.00%
4156 Planning and Zoning - Stipend	17,850.00	1,400.00	16,800.00	16,800.00	100.00%
4157 Planning and Zoning General Plan	56,113.35	0.00	989.65	1,000.00	98.97%
4158 Town Council- Misc	166.15	0.00	0.00	200.00	0.00%
Total Planning and zoning	74,771.88	1,400.00	17,789.65	23,000.00	77.35%
Professional Services					
4117 Admin Pelorus Software	7,828.10	750.00	7,750.00	5,100.00	151.96%
4118 Admin Copier Service and Maintenance	1,063.42	459.85	4,619.33	5,922.00	78.00%
4133 Admin Website	3,215.00	0.00	3,215.00	4,000.00	80.38%
4134 Admin Accounting & auditing	4,000.00	1,003.65	8,503.65	7,500.00	113.38%
4136 Admin Accounting services	0.00	0.00	0.00	8,500.00	0.00%
4139 Admin Legal	44,843.50	47,222.00	221,316.10	325,852.00	67.92%
Total Professional Services	60,950.02	49,435.50	245,404.08	356,874.00	68.76%
Total General government	349,755.54	88,770.20	575,516.66	848,963.00	67.79%
Public safety					
4149 Code Enforcement	0.00	0.00	0.00	8,100.00	0.00%
4150 Animal services	0.00	0.00	1,170.00	14,170.00	8.26%
4151 Police Contracted services	22,443.23	4,105.02	29,550.12	26,480.00	111.59%
4152 Fire Contracted services	2,135.00	0.00	0.00	2,500.00	0.00%
4153 Emergency dispatch	4,906.46	1,503.20	5,515.89	4,100.00	134.53%
4153.5 Everbridge	28.94	0.00	28.94	35.00	82.69%
Total Public safety	29,513.63	5,608.22	36,264.95	55,385.00	65.48%
City Council					
4000 City Council Stipend	19,550.00	1,400.00	16,800.00	16,800.00	100.00%
4010 Mayor Stipend	6,600.00	550.00	6,600.00	6,600.00	100.00%

Fairfield Town
Operational Budget Report
10 General Fund - 07/01/2025 to 06/30/2026
100.00% of the fiscal year has expired

	Prior YTD	Current Period	Current YTD	Annual Budget	Percent Used
4169.1 Cemetery Board	0.00	0.00	0.00	9,150.00	0.00%
Total City Council	26,150.00	1,950.00	23,400.00	32,550.00	71.89%
Highways and public improvements					
Roads					
4137 Admin Street Signs	0.00	0.00	1,971.11	3,000.00	65.70%
4161 Roads Repairs & maintenance	56,937.46	3,259.28	58,950.92	100,000.00	58.95%
4162 Engineering Expenses	4,102.50	0.00	0.00	6,000.00	0.00%
4163 Roads Snowplow - Fuel, maint & repair	367.20	0.00	375.05	2,000.00	18.75%
4165 Roads Weed Control	193.40	0.00	0.00	500.00	0.00%
4166.5 Roads Contracted Stipend	10,800.00	900.00	10,800.00	10,800.00	100.00%
Total Roads	72,400.56	4,159.28	72,097.08	122,300.00	58.95%
Sanitation					
4191 Trash collection	11,301.42	1,066.00	9,737.35	10,000.00	97.37%
Total Sanitation	11,301.42	1,066.00	9,737.35	10,000.00	97.37%
Total Highways and public improvements	83,701.98	5,225.28	81,834.43	132,300.00	61.86%
Parks, recreation, and public property					
Parks					
4167 Community events	6,599.77	7,424.24	9,427.28	6,000.00	157.12%
4167.3 Christmas Events	42,257.52	0.00	40,628.10	39,641.00	102.49%
4167.5 Christmas Town Donations	2,750.00	0.00	3,359.00	3,359.00	100.00%
4173 Parks and Improvment	0.00	64,587.50	980,085.06	984,500.00	99.55%
4174 Parks and Publice Improv Stipend	11,550.00	900.00	10,800.00	10,800.00	100.00%
Total Parks	63,157.29	72,911.74	1,044,299.44	1,044,300.00	100.00%
Total Parks, recreation, and public property	63,157.29	72,911.74	1,044,299.44	1,044,300.00	100.00%
Miscellaneous					
4193 Other miscellaneous supplies	0.00	339.96	1,678.09	1,000.00	167.81%
4193.5 Cards and Flowers	0.00	0.00	128.91	500.00	25.78%
4202 Donations, fees, collections for Community Days	160.87	0.00	0.00	500.00	0.00%
4203 Sub for Santa	4,172.82	0.00	0.00	500.00	0.00%
Total Miscellaneous	4,333.69	339.96	1,807.00	2,500.00	72.28%
Transfers					
4197 Transfer to Capital Projects	0.00	714,052.00	714,052.00	357,026.00	200.00%
4198 Transfer to water fund	565,000.00	70,000.00	70,000.00	35,000.00	200.00%
Total Transfers	565,000.00	784,052.00	784,052.00	392,026.00	200.00%
Total Expenditures:	1,121,612.13	958,857.40	2,547,174.48	2,508,024.00	101.56%
Total Change In Net Position	190,414.07	(702,272.18)	(804,090.72)	0.00	0.00%

Fairfield Town
Operational Budget Report
41 Capital Projects - 07/01/2025 to 06/30/2026
100.00% of the fiscal year has expired

	<u>Prior YTD</u>	<u>Current Period</u>	<u>Current YTD</u>	<u>Annual Budget</u>	<u>Percent Used</u>
Change In Net Position					
Revenue:					
Contributions and transfers					
3810 Transfer from General Fund	0.00	714,052.00	714,052.00	357,026.00	200.00%
3910 Appropriation of fund balance	0.00	0.00	0.00	351,974.00	0.00%
Total Contributions and transfers	<u>0.00</u>	<u>714,052.00</u>	<u>714,052.00</u>	<u>709,000.00</u>	<u>100.71%</u>
Total Revenue:	<u>0.00</u>	<u>714,052.00</u>	<u>714,052.00</u>	<u>709,000.00</u>	<u>100.71%</u>
Expenditures:					
Miscellaneous					
4149 Admin Capital outlay	0.00	0.00	708,113.12	709,000.00	99.87%
Total Miscellaneous	<u>0.00</u>	<u>0.00</u>	<u>708,113.12</u>	<u>709,000.00</u>	<u>99.87%</u>
Transfers					
4851 Transfer to Water Fund	294,777.17	0.00	0.00	0.00	0.00%
Total Transfers	<u>294,777.17</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Expenditures:	<u>294,777.17</u>	<u>0.00</u>	<u>708,113.12</u>	<u>709,000.00</u>	<u>99.87%</u>
Total Change In Net Position	<u>(294,777.17)</u>	<u>714,052.00</u>	<u>5,938.88</u>	<u>0.00</u>	<u>0.00%</u>

Fairfield Town
Operational Budget Report
51 Water Fund - 07/01/2025 to 06/30/2026
100.00% of the fiscal year has expired

	Prior YTD	Current Period	Current YTD	Annual Budget	Percent Used
Income or Expense					
Income From Operations:					
Operating income					
5140 Culinary income	28,820.25	2,634.67	27,759.44	32,000.00	86.75%
5145 Sale of Purchased Water	0.00	0.00	215.00	0.00	0.00%
5150 Connection Fees	50.00	0.00	3,735.00	0.00	0.00%
5151 Impact Fees	0.00	0.00	31,258.00	32,000.00	97.68%
5410 Late penalties and fees	100.00	100.00	450.00	100.00	450.00%
5610 Interest income	110.00	0.00	0.00	0.00	0.00%
Total Operating income	29,080.25	2,734.67	63,417.44	64,100.00	98.94%
Operating expense					
6110 Culinary operator stipend	10,800.00	900.00	11,025.00	10,800.00	102.08%
6111 Employee wages	0.00	250.00	1,137.50	0.00	0.00%
6113 Employee taxes and benefits	826.20	87.98	913.22	800.00	114.15%
6121 Dues	401.60	0.00	372.00	500.00	74.40%
6128 Utilities	3,009.43	379.66	3,033.98	2,600.00	116.69%
6131 Professional fees	1,237.50	0.00	1,387.50	3,000.00	46.25%
6132 Water Engineering	9,528.00	707.50	34,734.75	29,830.00	116.44%
6133 Water Inspections	0.00	0.00	0.00	7,832.00	0.00%
6134 Water & Sewer Master Plan expenses	47,115.42	0.00	17,067.75	16,751.00	101.89%
6141 Repairs and maintenance	5,792.54	1,143.90	107,985.15	280,000.00	38.57%
6142 Chlorine	0.00	0.00	0.00	500.00	0.00%
6143 Monthly water tests	168.00	12.00	156.00	150.00	104.00%
6144 Water tests - other	275.00	0.00	1,731.00	300.00	577.00%
6161 Bank service charges	36.78	259.00	366.00	0.00	0.00%
6169 Depreciation expense	72,120.83	7,309.60	87,715.20	54,000.00	162.44%
6170 Improvements	0.00	600,000.00	601,323.74	0.00	0.00%
Total Operating expense	151,311.30	611,049.64	868,948.79	407,063.00	213.47%
Total Income From Operations:	(122,231.05)	(608,314.97)	(805,531.35)	(342,963.00)	234.87%
Non-Operating Items:					
Non-operating income					
5510 Grant income	26,708.25	0.00	0.00	0.00	0.00%
5710 Miscellaneous Non-Operating Income	50.00	1,599,290.00	1,599,290.00	253,963.00	629.73%
5810 Transfers from general fund	565,000.00	70,000.00	70,000.00	35,000.00	200.00%
5841 Fund balance appropriation	294,777.17	0.00	0.00	0.00	0.00%
Total Non-operating income	886,535.42	1,669,290.00	1,669,290.00	288,963.00	577.68%
Total Non-Operating Items:	886,535.42	1,669,290.00	1,669,290.00	288,963.00	577.68%
Total Income or Expense	764,304.37	1,060,975.03	863,758.65	(54,000.00)	-1,599.55%