



# HILDALE CITY

Established 1963

P.O. BOX 840490 320 E. NEWEL AVE. HILDALE, UTAH 84784 PHONE: 435-874-2323 FAX: 435-874-2603

## NOTICE AND AGENDA

NOTICE IS HEREBY GIVEN TO THE HILDALE CITY COUNCIL AND THE PUBLIC, THAT THE HILDALE CITY COUNCIL WILL HOLD A COUNCIL MEETING ON WEDNESDAY THE 3<sup>RD</sup> DAY OF APRIL 2019 AT HILDALE CITY HALL, 320 EAST, NEWEL AVENUE, WHICH MEETING SHALL BEGIN AT 6:30 P.M. MDT.

THE AGENDA SHALL BE AS FOLLOWS:

1. ROLL CALL AND PLEDGE OF ALLEGIANCE
2. APPROVAL OF MINUTES OF PREVIOUS MEETINGS
3. PUBLIC COMMENT
4. OVERSIGHT ITEMS:
  - A. FINANCIAL AND CHECK REGISTRY REVIEW AND APPROVAL
  - B. RATIFICATION OF UTILITY BOARD ACTIONS
  - C. DISCUSSION ON CITY MANAGER'S REPORT
5. CONSENT ITEMS:
  - A. APPROVAL OF UEP COTTONWOOD PARK MAINTENANCE CONTRACT
  - B. APPROVAL OF FIBER LEASE TO TKS
  - C. APPROVAL OF VEHICLE PURCHASE
  - D. APPROVAL OF SRF GRANT APPLICATION
  - E. APPROVAL OF REQUEST FOR STATEMENT OF QUALIFICATIONS FOR WATER SOURCE FEASIBILITY STUDY, APPOINTMENT OF EVALUATION COMMUNITY, AND DESIGNATION OF PROCUREMENT OFFICER
  - F. APPROVAL OF PLANNING & ZONING ADMINISTRATOR APPOINTMENT
  - G. APPROVAL OF BID AWARD FOR UTAH AVENUE SAFE ROUTES TO SCHOOLS PROJECT
6. EXECUTIVE SESSION: discussion of the character, professional competence or physical or mental of an individual (Utah Code 52-4-204)
7. STRATEGIC DISCUSSION ITEMS:
  - A. CAPITAL PROJECTS FUND AND INDUSTRIAL PARK IMPROVEMENTS PROJECT
  - B. BRANDING CAMPAIGN
  - C. ATTRACTING 4 NEW BUSINESSES
  - D. CREATION OF ECONOMIC COMMITTEE
  - E. MAXWELL WATER SALES
  - F. HILDALE COMMUNITIES THAT CARE PROGRAM
  - G. COMMUNITY OUTREACH DEPARTMENT
  - H. ESTABLISHING RULES OF PROCEDURE
  - I. POLICE STATION
  - J. PERSONNEL PLAN IN ABSENCE OF CITY MANAGER
8. REPORTS FROM COUNCIL AND MAYOR
9. ADJOURNMENT

# Hildale City Council Work Session

320 East Newel Avenue, Hildale, Utah 84784

Monday, March 4, 2019 6:30 p.m.

## Present:

**Mayor: Donia Jessop**

**Council Members: Lawrence Barlow, Maha Layton, Jared Nicol, JVar Dutson, Stacy Seay**

**City Recorder: Vincen Barlow**

**City Manager: Christian Kesselring**

**Staff: Weston Barlow (by phone), Harrison Johnson, Mariah La Corti**

**Court Monitor: Roger Carter**

**Public: Charles Hammon, Vance Barlow (this list may be incomplete)**

## #1 Call to Order and Pledge of Allegiance

Mayor Jessop called the meeting to order at 6:30 p.m. Roll was taken quorum present. Jared led the crowd in the pledge of allegiance.

## #2. Public Comment

None

## #3. Work Session on Pipeline Items:

### A. Branding Campaign

Mayor Jessop presented updates on what she has done on this topic since last meeting. She read aloud what Wikipedia has to say about the city and feels this is the first thing that should be updated. She requested approval from the Council to work with Savannah Adams, who has volunteered her time, to bring this up to date. Councilmembers unanimously agreed, asking her to use the mission and values of the city and reference Hildale's proximity to all surrounding National Parks.

Maha presented an idea of breaking this into 4 steps: hire a graphic designer for a logo, update letterhead, hire website designer and update website, and update marketing materials.

Roger Carter was invited to discuss his experience with re-branding. He has had experience with re-branding by using citizen input (Santaquin), and by hiring a branding expert (Washington). He says it went well in both places. The key is to identify what is core and how to reflect that.

Councilmembers were each directed to decide on three words or phrases, that mean something to them, to give to a local graphic designer.

**JVar Dutson moved to pause the work session and open the Special Council Meeting.**

**Stacy Seay seconded. Roll call vote:**

	YES	NO	ABSTAIN
Lawrence Barlow	X		
Stacy Seay	X		
JVar Dutson	X		
Maha Layton	X		
Jared Nicol	X		

Motion carried.

**B. Attracting 4 New Businesses**

JVar has taken it upon himself to prioritize getting a bank or credit union in Hildale. He has been turned down because of Hildale's current reputation. He thinks it is important for our future. Lawrence approached State Bank who indicated that their requirements were stabilization of city government, private ownership of properties, planning and zoning ordinances. Stacy approached Mountain America Credit Union, and they were requesting signatures, like a petition asking them to come out here.

Christian explained that we are currently looking into CRA's as incentives to bring businesses to town. There was discussion on industrial park improvements and promises that may have been made by previous administration. Mayor Jessop determined that this meeting is not the appropriate place to discuss that topic, it will be addressed in the upcoming months as budget is discussed.

**C. Downtown Hildale City Center**

Maha expressed her opinion that this be put off for a few meetings, allowing re-branding to happen, and hiring of a Planning and Zoning Administrator. In addition, an updated general plan is needed.

**D. Curfew**

Stacy Seay presented. Statewide the curfew is midnight. She proposes that we follow that. She has had conversations with Chief Askerlund and he is in agreement. Jared pointed out that Colorado City's curfew does not align with this. He does not see a reason for children to be out that late. Maha feels that curfew will not change parenting. She thinks curfew should be on the parents, not law enforcement. Christian clarified that the state law midnight is for 16+ while 10:00 is under 16. The question is whether or not this should be in the pipeline. Chief Askerlund will be invited to talk about it.

**Lawrence Barlow moved to put this item in the pipeline for discussion at the April 2, 2019 work session with Stacy as the sponsor.**

**Maha Layton seconded. Roll call vote:**

	YES	NO	ABSTAIN
Lawrence Barlow	X		
Stacy Seay	X		
JVar Dutson	X		
Maha Layton	X		
Jared Nicol	X		

Motion carried.

**E. Creation of Economic Committee**

JVar Dutson presented. He requested that this be put off at this time. He needs to have discussion with the Chamber of Commerce to determine if there is a need for this.

Christian expressed his feelings that it is important to involve organizations such as the Chamber of Commerce, but it would not hurt to put this off at this time. Mariah is in the process of becoming a certified Economic Planner, which will lead the way into a lot of discussions.

**F. Maxwell Water Sales**

Christian presented, he looked into this a little bit with help of the city recorder. The expense to the City of individuals getting approximately 1.3 million gallons of water from Maxwell Park is not as large as initially thought. The cost is only around \$2,000 a year. Only 2/3 of which we are actually paying for.

JVar explained his issue that individuals in a commercial business need to pay for their water. He is not concerned about regular individuals.

The question that the council needs to answer is whether or not the commercial fill-ups are an appropriate, good, economical, safe use of a park space. One option is to remove the threads from the taps temporarily. There could be options for a fill station, or a pin pad.

Council would like to address this idea further, for discussion at the May meeting. They asked Harrison and Weston to research and present some ideas.

Jared asked if there are other options for filling up the large commercial tanks. Nobody was aware of any culinary options at this time.

There was discussion on possibly making an ordinance prohibiting the large tanks, or putting up a communication about the respectful use of the water.

**#4. Discussion on Interim Use of Mulberry Street Office Building**

Christian Kesselring presented. Lorin Zitting cleared out of the building. There is currently one sub-tenant, paying a nominal month to month fee to use a couple of rooms. This is a 3,000 sq ft. office building that is pretty much ready for use. There is a conference room, office spaces and a garage.

Christian is seeking strategic discussion from the council on possible uses for the building. One idea is to move some city operations. Another possibility is to advertise the spaces for lease or use it as an incentive to bring new businesses to town.

After discussion, Councilmembers were in support of any mixed use of the building that will benefit the city and local businesses, as long as the building is paying for itself.

**#5. Adjournment**

With no other business, meeting adjourned.

I verify that a copy of the notice and agenda was delivered to the Mayor and City Council members and posted at the City Hall, 320 E. Newel Avenue, Hildale, Utah and sent to the Utah State Public Meeting Notice coordinator.

Minutes were approved at the City Council Meeting on \_\_\_\_\_.

\_\_\_\_\_  
Vincen Barlow, City Recorder

# Hildale City Council Meeting

320 East Newel Avenue, Hildale, Utah 84784

Monday, March 4, 2019 7:30 P.M.

**Present:**

**Mayor: Donia Jessop**

**Council Members: Stacy Seay, JVar Dutson, Jared Nicol, Maha Layton, Lawrence Barlow**

**City Recorder: Vincen Barlow**

**City Manager: Christian Kesselring**

**Staff: Harrison Johnson, Weston Barlow (by phone), Mariah La Corti**

**Court Monitor: Roger Carter**

**Public: Rachael Cassidy, Charles Hammon, Vance Barlow, Tyler Young**

**#1 Discussion and Possible Action on Approving Final Plans and Bidding Documents for Safe Routes to School Project and Setting Bid Schedule and Award Date**

Christian pointed out that John put a lot of work into this, he introduced Tyler Young from Sunrise Engineering. The City Council is being asked to approve the plans and set a bidding schedule.

The purpose of this is to provide a safe route to school for children. This will take curb and gutter and sidewalk (with ADA ramps) from Lauritzen Street, tie into Central Street and directly across from the school. In addition to a small section on Carling Street. Councilmembers asked if the scope of this will fit within the budget. Tyler indicated that Public Works has offered to do some of the dirt work to make sure it is.

There was lengthy discussion about the flooding concern on Carling Street. Tyler pointed out that this will be better than what is presently in place. Tyler proposed a timeline for application of this.

JVar recused himself because of a conflict of interest.

**Lawrence Barlow moved to approve the plans from Sunrise Engineering for Safe Routes to School and set the bidding schedule as proposed.**

**Maha Layton seconded. Roll call vote:**

	YES	NO	ABSTAIN
Lawrence Barlow	X		
Stacy Seay	X		
JVar Dutson			X
Maha Layton	X		
Jared Nicol	X		

Motion carried.

**#2. Discussion and Possible Action on Authorization to Explore Grant Funding for Water Source Remediation**

Harrison Johnson presented. The fourth test of the power plant well has come back with radium contamination above the allowable limit. The Division of Drinking Water will be issuing a violation to the Utility Department. This will include a timeline on which remediation must be completed and guidelines on how to inform the public.

The Department is looking to pursue emergency grant funding to get remediation plans underway. He went over a few options: horizontal wells in Water Canyon and Janz Canyon (anticipated total project cost of 3-4 million), usage of irrigation water (would only provide 40% of current capacity), use shallow wells (poor water quality, limited capacity). He discussed the different options for the treatment of ground water.

The City Council will be asked to decide if they want to proceed with a treatment of ground water option, or development of a spring water source.

Rachael has been with the Division of Drinking Water for 24+ years. This issue has been seen 3 times before in the State of Utah. She explained what the Department will be required to do upon the receipt of the notice of violation, and what support the Division of Drinking Water will provide. The health of the public is the main concern. Rachael stressed that this is not currently a threat to public health, it is long term exposure.

JVar feels that we should be proactive. He thinks we should reach out to the other towns with this issue and discuss their remediation. Rachael offered to get the information for Harrison. Harrison pointed out that we have known this issue would need to be addressed, the only difference now is there will be a timeline in which we must get a resolution. Harrison has been in contact with a number of individuals and divisions, all of which have voiced their support. Maha would like to go for a long-term solution.

**Lawrence Barlow moved to direct management to pursue funding for the culinary water quality issue.**

**JVar Dutson seconded. Roll call vote:**

	YES	NO	ABSTAIN
Lawrence Barlow	X		
Stacy Seay	X		
JVar Dutson	X		
Maha Layton	X		
Jared Nicol	X		

Motion carried.

**JVar Dutson moved to close the special council meeting and resume the work session.**

**Stacy Seay seconded. Roll call vote:**

	YES	NO	ABSTAIN
Lawrence Barlow	X		
Stacy Seay	X		
JVar Dutson	X		
Maha Layton	X		
Jared Nicol	X		

Motion carried.

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Minutes were approved at the City Council Meeting on \_\_\_\_\_.

\_\_\_\_\_  
Vincen Barlow, City Recorder



# Hildale City Council Meeting

320 East Newel Avenue, Hildale, Utah 84784

Wednesday March 6, 2019 6:30 P.M.

## Present:

**Mayor: Donia Jessop**

**Council Members: Maha Layton, Jared Nicol, Lawrence Barlow, Stacy Seay, JVar Dutson**

**City Recorder: Vincen Barlow**

**City Manager: John Barlow (by phone) Interim: Christian Kesselring**

**Staff: Chief Askerlund, Sergeant Mark Gower, Officer Ben Barlow, Nathaniel Barlow, Roxanne Barlow, Weston Barlow, Harrison Johnson, Mariah La Corti**

**Public: Vance Barlow, Mayor Joseph Allred, Rowdy Reeve, Logan Reid, Kyle Layton, Lindsay Humphries, Glynn Jones, Jena Jones, Nathan Barlow, Jethro Barlow, Rex Jessop, Willie Jessop, Glade Jessop, Travis Jessop, Charles Hammon (this list may be incomplete)**

## #1 Call to Order

Meeting called to order at 6:30 pm. Roll was taken, quorum present. Jared led the crowd in the pledge of allegiance.

## #2. Swearing in of Sergeant Mark Gower

Chief Askerlund introduced Mark Gower, prior Sheriff of Iron County. Mark Gower gave a brief history of himself. He was sworn in by Mayor Jessop.

## #3. Break

## #4. Public Comment

Glynn Jones, director of the Dream Center complimented the Utility Department on their work quickly fixing the canyon water and keeping everybody updated on social media. JVar expressed that he would like to build up the infrastructure in the canyon to avoid similar issues in the future.

## #5. Developer Presentation of Development Plans for Short Creek Subdivisions 13 and 14

Willie Jessop introduced Travis Jessop. Together they presented the idea for their 306 house development. They will be asking the city council to allow a re-recording of the lots if they can be on the next agenda. This will be going before the Planning and Zoning Commission on the 18<sup>th</sup>. They would like the city to help them keep the lot costs low.

The council expressed their support of this development as presented because of the way it aligns with the city's mission, vision and values.

**#6. Presentation on Communities that Care Coalition**

Logan Reid Director of Prevention Education Office at the Southwest Behavioral Health Center, and Rowdy Reeve, a certified Prevention Specialist for the Southwest Behavioral Health Center gave a presentation. They came to propose an offer for Behavior Health Services here in our community.

The Communities that Care Coalition gets key leaders from the community together to identify the key needs of the community. The goal is to reduce, if not prevent, the number of issues facing our youth, through Coalitions using evidence-based strategies. They would like to assist us in starting a coalition out here if the council feels a need for it. Grants and County funding may be available.

Jared expressed his support and indicated that the council would be discussing this.

**#7. Oversight Items**

**A. Financial and Check Registry Review and Approval**

Christian presented. Councilmembers were provided with revenues and expenses with comparison to budget report and check register for the month ending February 2019.

**Lawrence Barlow moved to pay the bills as they become due and the funds become available.**

**JVar Dutson seconded. Roll call vote:**

	YES	NO	ABSTAIN
Lawrence Barlow	X		
Stacy Seay	X		
JVar Dutson	X		
Maha Layton	X		
Jared Nicol	X		

Motion carried.

**B. Approval of Minutes of Previous Meetings**

**Lawrence Barlow moved approve the minutes of the February 5 and 6, 2019 meetings.**

**Maha Layton seconded. Roll call vote:**

	YES	NO	ABSTAIN
Lawrence Barlow	X		
Stacy Seay	X		
JVar Dutson	X		
Maha Layton	X		
Jared Nicol	X		

Motion carried.

**C. Ratification of Utility Board Actions**

**JVar Dutson moved to ratify the action items from the January 29, 2019 Utility Board Meeting.**

**Maha Layton seconded. Roll call vote:**

	YES	NO	ABSTAIN
Lawrence Barlow	X		
Stacy Seay	X		
JVar Dutson	X		
Maha Layton	X		
Jared Nicol	X		

Motion carried.

**D. Discussion on City Manager’s Report**

Councilmembers were very pleased with the presentation of the report. Administration has come up with a strategy to get councilmembers the packet timelier.

**#8. Consent Items**

**A. Discussion and Possible Action on Re-Zone Request for Lots 24 & 32 of Short Creek Subdivision**

This is an action that was recommended by the Planning Commission. A public hearing was held, with no objections. Charles Hammon is the applicant and was present for any questions. Mr. Hammon did abstain in the vote because of his interest. He was invited to present the project to the council. Charles appreciated the procedure and process that has been put in place for how to accomplish this. An illustration of the intent of his project was provided for informational purposes, however only a zone change is being requested at this time. He is asking for a RM-2 designation. Sewer, water, gas, telephone and fiber are all available adjacent to this subdivision.

Jared expressed his full support of the project.

There was brief discussion on the requirements of the Ordinance.

Charles asked for time on the next agenda to discuss the difference between a planned unit development vs. traditional development.

Christian read aloud the approval standards for a rezone application from the ordinance for the council to base their decision on.

**Lawrence Barlow moved to adopt Hildale Ordinance Number 2019-001 Amending the Hildale City Zoning Map.**

**Stacy Seay seconded. Roll call vote:**

	YES	NO	ABSTAIN
Lawrence Barlow	X		
Stacy Seay	X		
JVar Dutson	X		
Maha Layton	X		
Jared Nicol	X		

Motion carried.

**B. Discussion and Possible Action on UEP Cottonwood Park Maintenance Contract**

This item was tabled for April meeting.

**C. Discussion and Possible Action on Fiber Lease to TKS**

Christian presented. He reminded the Council that in the last meeting they approved a fiber department through utilities. Colorado City council denied the same. An agreement with TKS was negotiated to get Fiber up and running on this side of the border. This has been designed to allow them to do this business in Hildale regardless of what Colorado City does. Ultimately TKS would like to be able to provide fiber to the entire area, including Centennial Park. JVar requested that no action be taken on this until Colorado City comes on Board.

Christian walked the council through the proposed contract. Weston pointed out a typographical error.

John and Maha stated that Tom Knudson is their uncle, declaring that there may be a conflict of interest.

This is a customer contract with Hildale City until a Fiber Department is officially created. There are more strands available for similar contracts, should another company request such. Jared expressed his feelings that he is pro fiber, but that he was not completely informed and that there is not a strategic plan for fiber. Christian explained that once we get the Fiber Department up and running, the next step would be to put out RFP's for contractors to come in and build out the rest of the fiber system. This does not tie our hands in doing that.

**Stacy Seay moved to approve the contract with TKS, with the revision, and authorize the Mayor and recorder to sign.**

**Lawrence Barlow seconded. Roll call vote:**

	YES	NO	ABSTAIN
Lawrence Barlow	X		
Stacy Seay	X		
JVar Dutson		X	
Maha Layton	X		
Jared Nicol		X	

Motion carried.

**D. Consideration of Ordinance Adopting Amendments to Hildale City Planning & Zoning Ordinances**

**Lawrence Barlow moved to adopt Hildale Ordinance Number 2019-002 Adopting Amendments to Hildale City Land Use Ordinance.**

**Stacy Seay seconded. Roll call vote:**

	YES	NO	ABSTAIN
Lawrence Barlow	X		
Stacy Seay	X		
JVar Dutson	X		
Maha Layton	X		
Jared Nicol	X		

Motion carried.

**E. Consideration and Possible Action on Appointment of Planning Commission Members**

Applications for Planning and Zoning Commission were opened to the public. Four individuals came forward and submitted applications and interviews. Mayor Jessop would like to give each of these individuals that came forward the chance to participate.

Mayor Jessop would like to make it a seven-member board rather than five. Charles Hammon pointed out that the Planning Commission voted unanimously in favor of the decision. He went over a few pros and cons of a larger board vs a smaller board.

Stacy participated in the interviews and was impressed with the dynamics that the individuals have.

There was brief discussion on the terms for these individuals. Christian referred the council to the section in the land use ordinance that outlines this. Terms must be set so that 2 terms expire each year.

Rex Holm was present at the meeting and expressed to the council his excitement about.....

**Maha Layton moved to appoint Tracy Barlow to fill the seat vacated by Jared Nicol on the Planning and Zoning Commission**

**Stacy Seay seconded. Roll call vote:**

	YES	NO	ABSTAIN
Lawrence Barlow	X		
Stacy Seay	X		
JVar Dutson	X		
Maha Layton	X		
Jared Nicol	X		

Motion carried.

**Maha Layton moved to appoint Derick Holm to fill the seat vacated by Randy Barlow on the Planning and Zoning Commission  
Stacy Seay seconded. Roll call vote:**

	YES	NO	ABSTAIN
Lawrence Barlow	X		
Stacy Seay	X		
JVar Dutson	X		
Maha Layton	X		
Jared Nicol	X		

Motion carried.

**Maha Layton moved to appoint Rex Jessop and Nathan Fischer to fill the two new seats on the Planning and Zoning Commission with a 4 Year Term.  
Stacy Seay seconded. Roll call vote:**

	YES	NO	ABSTAIN
Lawrence Barlow	X		
Stacy Seay	X		
JVar Dutson	X		
Maha Layton	X		
Jared Nicol	X		

Motion carried.

**F. Consideration and Possible Action on Approval for Branding Expenditure**

**Stacy Seay moved to approve the expenditure of \$300-\$500 for the designing of a new logo.**

**Maha Layton seconded. Roll call vote:**

	YES	NO	ABSTAIN
Lawrence Barlow	X		
Stacy Seay	X		
JVar Dutson	X		
Maha Layton	X		
Jared Nicol	X		

Motion carried.

**#9. Strategic Items**

**A. Branding Campaign**

Christian presented. He and the Mayor discussed the idea of doing a logo design contest with the public, offering a monetary prize for the winner.

Maha expressed her opinion that she would prefer to hire a professional, which would allow more of an opportunity to critique the work.

Administration is looking for a budget to work within for obtaining a new logo.

**B. Attracting 4 New Businesses**

Jared has several things he would like on the table for discussion. He expressed concerns regarding this item being before them, as it is something that Administration has covered. He would like more discussion on the criteria regarding what outlines a "new business". Christian pointed out that it is in the pipeline

JVar would like to see continued discussion on the topics of industrial park improvements and banking.

**C. Curfew**

No discussion

**D. Creation of Economic Committee**

No discussion

**E. Maxwell Water Sales**

No discussion

**#10. Reports from Council and Mayor**

Mayor Jessop gave the council an overview of what she has been doing.

JVar requested discussion on fire protection for the canyon.

**#11. Adjournment**

With no other business, meeting adjourned at 10:16 pm.

I verify that a copy of the notice and agenda was delivered to the Mayor and City Council members and posted at the City Hall, 320 E. Newel Avenue, Hildale, Utah and sent to the Utah State Public Meeting Notice coordinator.

Minutes were approved at the City Council Meeting on \_\_\_\_\_.

\_\_\_\_\_  
Vincen Barlow, City Recorder



# HILDALE CITY

Established 1963

P.O. BOX 840490 320 E. NEWEL AVE. HILDALE, UTAH 84784 PHONE: 435-874-2323 FAX: 435-874-2603

## FINANCIAL REPORT: REVENUES WITH COMPARISON TO BUDGET FOR THE GENERAL FUND

For the Month ending March 31, 2019

75% of the year elapsed





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## FINANCIAL REPORT: REVENUES WITH COMPARISON TO BUDGET FOR THE GENERAL FUND

For the Month ending March 31, 2019

75% of the year elapsed

### GENERAL FUND SUMMARY

- ▶ General Fund Revenues are at 33.2% of budgeted expectation.
- ▶ General Fund Expenditures are at 30.3% of budgeted expectation.
- ▶ General Fund Balance revenues over expenditures is at \$92,481.62.

General Fund Expenditures which are set aside as Reserve Funds comes to \$29,485.26. This includes amounts set aside in Departmental R&R Reserves, amounts set aside in Fund Balance Reserves, and the Industrial Park Reserve.

SUMMARY REPORT	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL GENERAL FUND REVENUE	62,674.41	1,043,951.28	3,141,300.00	2,097,348.72	33.2
TOTAL GENERAL FUND EXPENSE	13,768.65	951,469.66	3,141,300.00	2,189,830.34	30.3
DIFFERENCE	48,905.76	92,481.62	-	(92,481.62)	



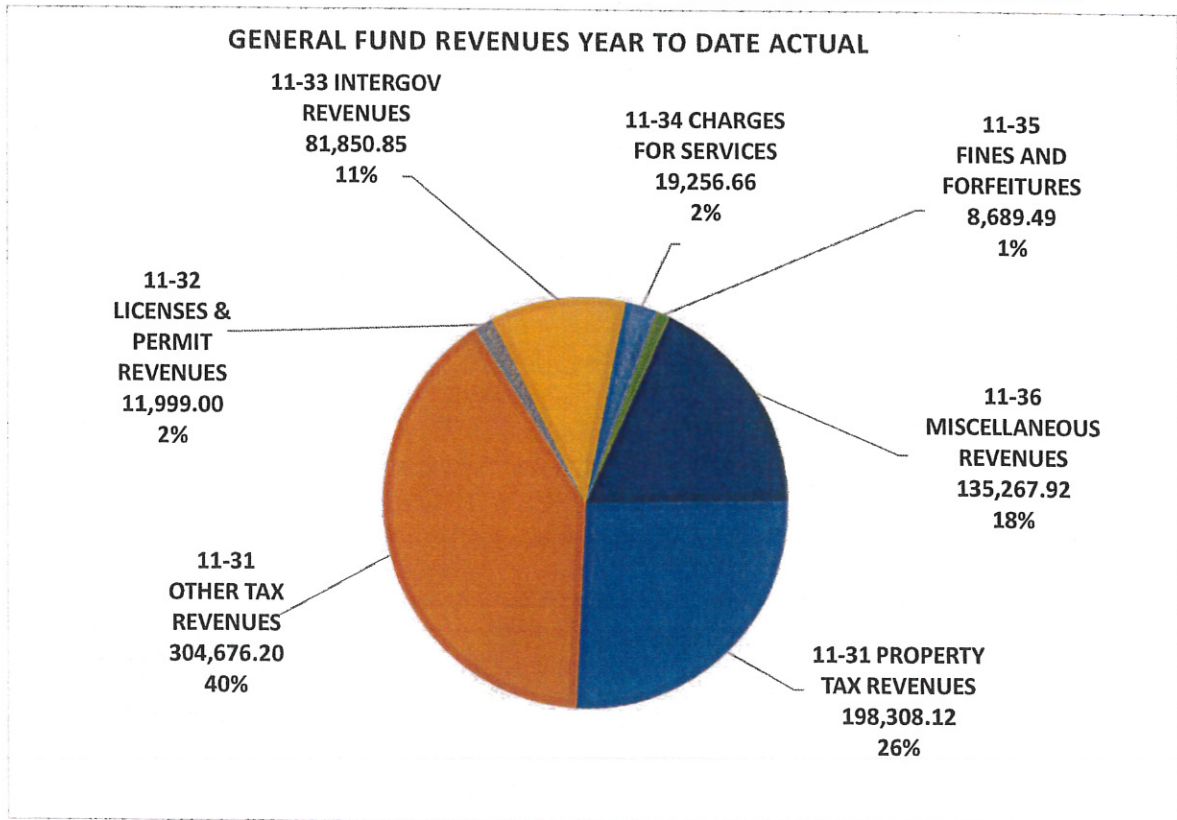
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FINANCIAL REPORT: REVENUES WITH COMPARISON TO BUDGET FOR THE GENERAL FUND  
 For the Month ending March 31, 2019  
 75% of the year elapsed

GENERAL FUND REVENUES OVERVIEW:

SUMMARY REPORT - REVENUES	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TAXES	3,454.22	502,984.32	982,855.00	479,870.68	51.2
LICENSE AND PERMITS	1,035.00	11,999.00	14,000.00	2,001.00	85.7
INTERGOV REVENUE	18,084.04	81,850.85	506,500.00	424,649.15	16.2
CHARGES FOR SERVICES	-	19,256.66	377,000.00	357,743.34	5.1
FINES AND FORFEITURES	1,801.42	8,689.49	10,000.00	1,310.51	86.9
MISC. REVENUE	7,049.73	135,267.92	273,700.00	138,432.08	49.4
CONTRIBUTIONS AND TRANSFERS	31,250.00	283,903.04	977,245.00	693,341.96	29.1
<b>TOTAL GENERAL FUND REVENUE</b>	<b>62,674.41</b>	<b>1,043,951.28</b>	<b>3,141,300.00</b>	<b>2,097,348.72</b>	<b>33.2</b>





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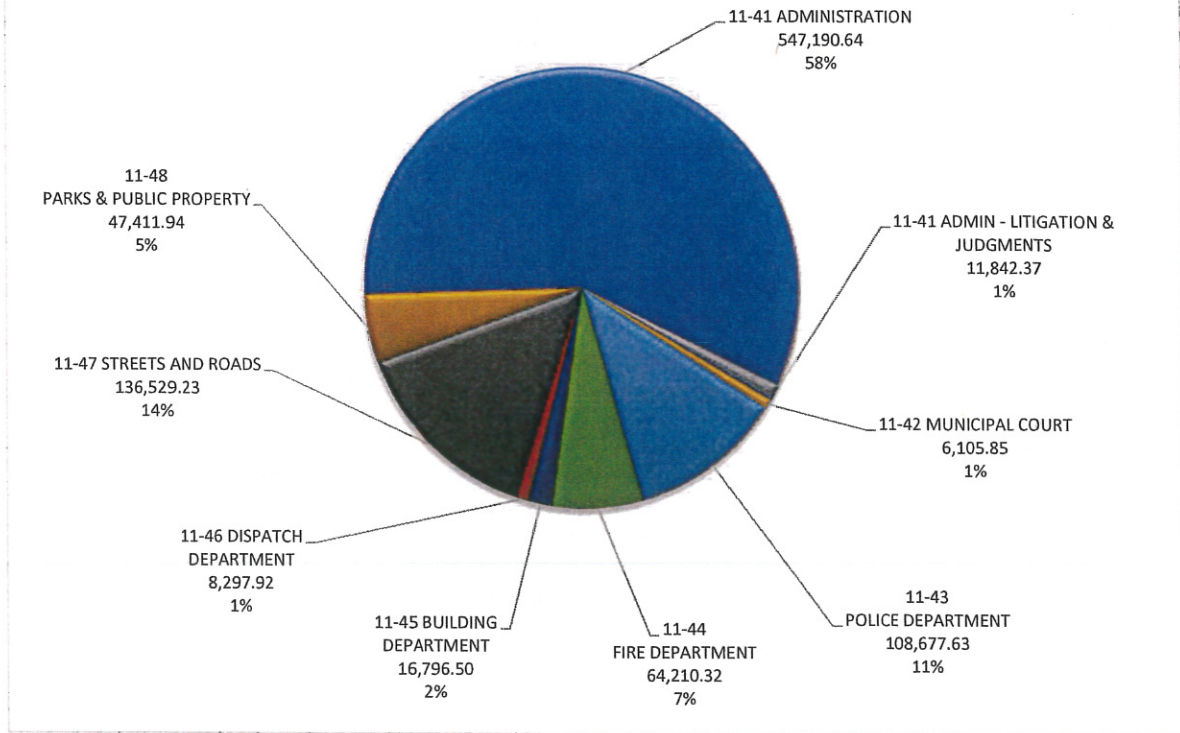
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**FINANCIAL REPORT: REVENUES WITH COMPARISON TO BUDGET FOR THE GENERAL FUND**  
 For the Month ending March 31, 2019  
 75% of the year elapsed

**GENERAL FUND EXPENDITURES OVERVIEW:**

SUMMARY REPORT - EXPENDITURES	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
GENERAL FUND ADMIN	9,030.75	559,033.01	1,443,000.00	883,966.99	38.7
MUNICIPAL COURT	335.52	6,105.85	16,900.00	10,794.15	36.1
POLICE DEPARTMENT	-	108,677.63	242,000.00	133,322.37	44.9
FIRE DEPARTMENT	1,884.48	64,210.32	334,100.00	269,889.68	19.2
PLANNING & BUILDING	200.00	16,796.50	80,300.00	63,503.50	20.9
DISPATCH DEPARTMENT	-	8,297.92	20,900.00	12,602.08	39.7
PUBLIC WORKS - STREETS & ROADS	1,749.50	136,529.23	440,500.00	303,970.77	31.0
PUBLIC WORKS - PARKS	568.40	47,411.94	168,200.00	120,788.06	28.2
COMMUNITY OUTREACH	-	4,407.26	395,400.00	390,992.74	0.01
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>13,768.65</b>	<b>951,469.66</b>	<b>3,141,300.00</b>	<b>2,189,830.34</b>	<b>30.3</b>

**GENERAL FUND EXPENDITURES YEAR TO DATE ACTUAL**





# HILDALE CITY Established 1963

P.O. BOX 840490 320 E. NEWEL AVE. HILDALE, UTAH 84784 PHONE: 435-874-2323 FAX: 435-874-2603

**FINANCIAL REPORT: REVENUES WITH COMPARISON TO BUDGET FOR THE GENERAL FUND**  
 For the Month ending March 31, 2019  
 75% of the year elapsed

<b>TAX REVENUE</b>		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
11-31-100	PROPERTY TAX - CURRENT YEAR	-	135,486.36	95,955.00	(39,531.36)	141.2
11-31-200	PROP TAX - DELINQUENT PR YR	-	62,821.76	320,400.00	257,578.24	19.6
11-31-300	GENERAL SALES & USE TAX	-	206,793.95	350,000.00	143,206.05	59.1
11-31-301	RAP TAX	3,454.22	28,451.35	38,000.00	9,548.65	74.9
11-31-401	ENERGY & USE TAX	-	46,279.42	112,000.00	65,720.58	41.3
11-31-402	TELECOM LICENSE TAX	-	4,407.35	9,000.00	4,592.65	49.0
11-31-403	TRANSIENT ROOM TAX	-	1,472.63	1,000.00	(472.63)	147.3
11-31-410	EMERGENCY 9-1-1 TAX	-	-	5,300.00	5,300.00	-
11-31-700	FEE-IN-LIEU TX - PERSONAL PROP	-	14,383.61	48,000.00	33,616.39	30.0
11-31-900	PNLTY & INT ON DELINQ TAXES	-	2,887.89	3,200.00	312.11	90.2
<b>TOTAL TAX REVENUE</b>		<b>3,454.22</b>	<b>502,984.32</b>	<b>982,855.00</b>	<b>479,870.68</b>	<b>51.2</b>
<b>LICENSES AND PERMITS</b>		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
11-32-100	BUSINESS LICENSE FEES	570.00	3,875.00	2,000.00	(1,875.00)	193.8
11-32-200	BUILDING PERMITS	265.00	7,524.00	12,000.00	4,476.00	62.7
11-32-300	LAND USE FEE'S	200.00	600.00	-	(600.00)	-
<b>TOTAL LICENSES AND PERMITS</b>		<b>1,035.00</b>	<b>11,999.00</b>	<b>14,000.00</b>	<b>2,001.00</b>	<b>85.7</b>
<b>INTERGOVERNMENTAL REVENUE</b>		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
11-33-421	FD ASSISTANCE GRANT	-	1,084.20	-	(1,084.20)	-
11-33-433	UDOT SAFE ROUTES TO SCHOOL GRA	-	-	200,000.00	200,000.00	-
11-33-472	FLOOD MITIGATION LOAN- CIB	-	-	-	-	-
11-33-560	CLASS "C" ROAD FUND	18,084.04	80,766.65	106,500.00	25,733.35	75.8
11-33-581	COUNTY TOURISM GRANT	-	-	200,000.00	200,000.00	-
<b>TOTAL INTERGOVERNMENTAL REVENUE</b>		<b>18,084.04</b>	<b>81,850.85</b>	<b>506,500.00</b>	<b>424,649.15</b>	<b>16.2</b>
<b>CHARGES FOR SERVICES</b>		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
11-34-120	GRAMA, COPYING, ETC.	-	111.90	1,400.00	1,288.10	8.0
11-34-130	ZONING & SUBDIVISION FEES	-	-	100,000.00	100,000.00	-
11-34-131	LAND SALES FEES	-	5,500.00	-	(5,500.00)	-
11-34-191	TAX COLLECTION FEES - UT	-	2.29	200.00	197.71	1.1
11-34-192	TAX COLLECTION FEES - AZ	-	42.47	400.00	357.53	10.6
11-34-250	FIRE DEPT SERVICES	-	-	50,000.00	50,000.00	-
11-34-910	SOLID WASTE- AZ STRIP LANDFILL	-	13,600.00	25,000.00	11,400.00	54.4
11-34-911	UEP COTTONWOOD PARK MAINTENANC	-	-	100,000.00	100,000.00	-
11-34-912	FIBER RELATED REVENUES	-	-	100,000.00	100,000.00	-
<b>TOTAL CHARGES FOR SERVICES</b>		<b>-</b>	<b>19,256.66</b>	<b>377,000.00</b>	<b>357,743.34</b>	<b>5.1</b>



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## FINANCIAL REPORT: REVENUES WITH COMPARISON TO BUDGET FOR THE GENERAL FUND

For the Month ending March 31, 2019

75% of the year elapsed

<b>FINES AND FORFEITURES</b>		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
11-35-110	COURT FINES	1,801.42	8,689.49	9,400.00	710.51	92.4
11-35-210	BAIL AND BOND FORFEITURE	-	-	600.00	600.00	-
<b>TOTAL FINES AND FORFEITURES</b>		<b>1,801.42</b>	<b>8,689.49</b>	<b>10,000.00</b>	<b>1,310.51</b>	<b>86.9</b>
<b>MISCELLANEOUS REVENUE</b>		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
11-36-100	INTEREST EARNINGS - GEN FUND	-	14,965.39	6,800.00	(8,165.39)	220.1
11-36-210	RENTAL - OFFICES IN CITY BLDG	-	600.00	78,300.00	77,700.00	0.8
11-36-800	LOT LEASES	2,049.73	40,147.57	66,600.00	26,452.43	60.3
11-36-810	LAND SALES - INDUSTRIAL PARK	-	38,527.87	-	(38,527.87)	-
11-36-910	SUNDRY REV - GEN FUND	-	605.26	11,000.00	10,394.74	5.5
11-36-911	CCFD EQUIPMENT REVENUE	5,000.00	40,000.00	110,000.00	70,000.00	36.4
11-36-920	SUNDRY REV - FIRE DEPT	-	421.83	1,000.00	578.17	42.2
<b>TOTAL MISCELLANEOUS REVENUE</b>		<b>7,049.73</b>	<b>135,267.92</b>	<b>273,700.00</b>	<b>138,432.08</b>	<b>49.4</b>
<b>CONTRIBUTIONS AND TRANSFERS</b>		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
11-38-101	TRANSFERS FROM OTHER FUNDS	31,250.00	281,250.00	375,000.00	93,750.00	75.0
11-38-701	Hildale City Community Outreach	-	2,653.04	190,800.00	188,146.96	1.4
11-38-702	CONTRIBUTIONS-COMMUNITY OUTREACH	-	-	4,600.00	4,600.00	-
11-38-910	APPROP - GEN FUND BALANCE	-	-	108,000.00	108,000.00	-
11-38-920	APPROP - CAPITAL PROJECTS	-	-	198,845.00	198,845.00	-
11-38-913	APPROP - LIQUOR FUND FROM PY	-	-	-	-	-
11-38-914	APPROP - GEN FUND BAL - F DEPT	-	-	-	-	-
11-38-927	APPROP - 2015 FLOOD GRANT PROJ	-	-	-	-	-
11-38-928	CONTINGENCY	-	-	100,000.00	100,000.00	-
<b>TOTAL CONTRIBUTIONS AND TRANSFERS</b>		<b>31,250.00</b>	<b>283,903.04</b>	<b>977,245.00</b>	<b>693,341.96</b>	<b>29.1</b>
<b>TOTAL GENERAL FUND REVENUES</b>		<b>62,674.41</b>	<b>1,043,951.28</b>	<b>3,141,300.00</b>	<b>2,097,348.72</b>	<b>33.2</b>



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## FINANCIAL REPORT: REVENUES WITH COMPARISON TO BUDGET FOR THE GENERAL FUND

For the Month ending March 31, 2019

75% of the year elapsed

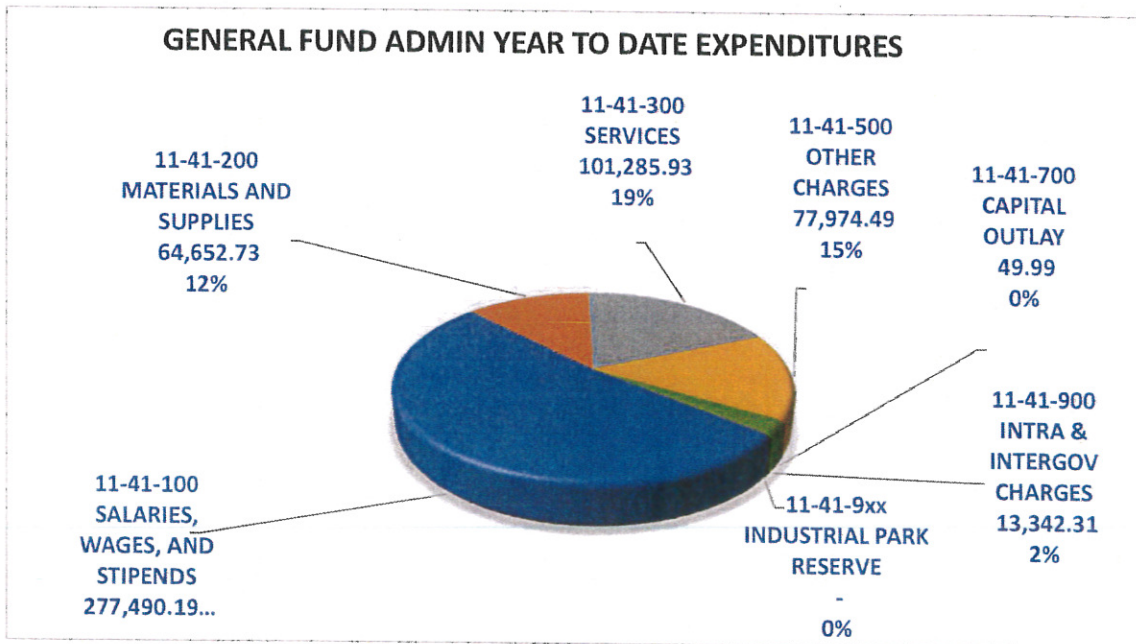
### GENERAL FUND ADMINISTRATION

GENERAL FUND ADMIN REVENUES		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
11-34-131	LAND SALES FEES	-	5,500.00	-	(5,500.00)	
11-34-910	SOLID WASTE- AZ STRIP LANDFILL	-	13,600.00	25,000.00	11,400.00	54.4
11-34-191	TAX COLLECTION FEES - UT	-	2.29	200.00	197.71	1.1
11-34-192	TAX COLLECTION FEES - AZ	-	42.47	400.00	357.53	10.6
11-36-810	LAND SALES - INDUSTRIAL PARK	-	38,527.87	-	(38,527.87)	
11-38-101	TRANSFERS FROM OTHER FUNDS	31,250.00	281,250.00	375,000.00	93,750.00	75.0
11-xx-xxx	GEN FUND ADMIN REVENUES 35.6%	1,026.11	192,705.63	429,400.00	236,721.05	44.9
<b>TOTAL GENERAL FUND ADMIN REVENUES</b>		<b>32,276.11</b>	<b>531,628.26</b>	<b>830,000.00</b>	<b>298,398.42</b>	<b>64.1</b>

### GENERAL FUND ADMIN EXPENDITURES

GENERAL FUND ADMIN EXPENDITURES		PERIOD ACTUAL	YTD ACTUAL W/ENC	BUDGET	UNEXPENDED	PCNT
11-41-971	RESTRICTED INDUST PARK RESERVE	-	-	-	-	
	OTHER ADMIN EXPENSES	9,030.75	559,033.01	1,443,000.00	883,966.99	38.7
<b>TOTAL GENERAL FUND EXPENDITURES</b>		<b>9,030.75</b>	<b>559,033.01</b>	<b>1,443,000.00</b>	<b>883,966.99</b>	<b>38.7</b>
<b>DIFFERENCE</b>		<b>23,245.36</b>	<b>(27,404.75)</b>	<b>(613,000.00)</b>	<b>(585,568.57)</b>	

### GENERAL FUND ADMIN YEAR TO DATE EXPENDITURES





# HILDALE CITY Established 1963

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## FINANCIAL REPORT: REVENUES WITH COMPARISON TO BUDGET FOR THE GENERAL FUND

For the Month ending March 31, 2019

75% of the year elapsed

### GENERAL FUND ADMINISTRATION (Continued)

- ▶ General Fund Administration revenues are at 64.1% of budgeted expectation.
- ▶ General Fund Administration expenditures are at 38.7% of budgeted expectation.
- ▶ General Fund Administration balance revenues over expenditures is at (\$27,404.75).
  
- ▶ City Council Stipends are higher than budgeted due to planning and zoning ordinances being developed internally instead of hiring a consultant. This strategy, and the volunteer time the Council and Commission offered, likely saved the City over \$7,000. Additionally, the City Council may determine to handle the General Plan and future land use ordinances in the same matter; in which case, administration will likely recommend the Council receive stipends for all meeting (not just regularly scheduled meetings).
- ▶ Print and Postage; during this budget year, Hildale City and the the Joint Utility Department has become a hub for information. Non-profit organizations, City Departments, and other government agencies have asked the City to disseminate information through mailers and utility billings. Additionally, Hildale City has increased its communication with the public. All of these expenses are necessary and very beneficial; this line item will likely need a budget adjustment.
- ▶ Maintenance and Supply -Building: This budget item is for maintenance done to the Hildale City Hall which serves the Joint Utility Department as well. There are three major causes for the overexpenditure in this account; 1) removal of glass wall in reception area, 2) improvements done to Mayor and Managers office, 3) improvements done to Chambers, and 4) roof leak. The City Hall is aged and may have structural problems. Hildale needs to invest more City Hall maintenance over the next few years and develop a long term plan to improve the City Hall or build a new Hall.
- ▶ Utilities; amounts budgeted for utilities were insufficient.
- ▶ Professional and Technical; this account is over expended because of an accounting error. There are two line items labelled professional and technical. One is for I.T. related software and the other is for professional contracted services. Next budget adjustment, one account will be named I.T. Services, and the other will remain Professional and Technical.
- ▶ Auditing and Insurance are paid annually; therefore, they exceed a year elapsed ratio, but are not in fact overexpended.

GEN GOVT ADMINISTRATION		PERIOD ACTUAL	YTD ACTUAL W/ENC	BUDGET	UNEXPENDED	PCNT
11-41-111	SECRETARIAL STAFF	-	78,400.17	111,800.00	33,399.83	70.1%
11-41-112	MAYOR	850.00	15,300.00	21,000.00	5,700.00	72.9%
11-41-113	MANAGER	461.54	27,483.14	60,000.00	32,516.86	45.8%
11-41-114	TREASURER	-	5,230.78	38,400.00	33,169.22	13.6%
11-41-115	RECORDER	480.77	31,954.61	55,000.00	23,045.39	58.1%
11-41-116	COMMUNITY DEVELOPMENT	-	-	56,700.00	56,700.00	0.0%
11-41-117	ATTORNEY	3,846.15	68,870.70	80,000.00	11,129.30	86.1%
11-41-118	SALARIES - IT	-	-	50,700.00	50,700.00	0.0%



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11-41-120	SALARIES-TEMPORARY EMPLOYEES	-	-	25,000.00	25,000.00	0.0%
11-41-130	PAYROLL TAXES	431.35	19,904.15	47,000.00	27,095.85	42.3%
11-41-140	BENEFITS-OTHER	-	22,921.95	220,200.00	197,278.05	10.4%
11-41-151	STIPENDS - CITY COUNCIL	-	7,063.80	5,100.00	(1,963.80)	138.5%
11-41-152	STIPENDS - PLANNING COMMISSION	-	360.89	6,800.00	6,439.11	5.3%
11-41-153	STIPENDS - ADJUSTMENTS BOARD	-	-	6,800.00	6,800.00	0.0%
11-41-210	BOOKS, SUBSCR, & MEMBERSHIPS	-	1,848.72	2,400.00	551.28	77.0%
11-41-220	PUBLIC NOTICES	-	-	5,200.00	5,200.00	0.0%
11-41-230	TRAVEL	170.00	5,572.65	12,300.00	6,727.35	45.3%
11-41-235	FOOD & REFRESHMENT	-	1,961.81	3,000.00	1,038.19	65.4%
11-41-240	OFFICE EXPENSE & SUPPLIES	-	3,941.47	6,000.00	2,058.53	65.7%
11-41-241	COPIER & PRINTER	-	3,963.28	5,000.00	1,036.72	79.3%
11-41-242	SERVICE FEES	-	2,574.84	3,500.00	925.16	73.6%
11-41-244	PRINT & POSTAGE	-	11,711.62	10,000.00	(1,711.62)	117.1%
11-41-250	EQUIPMENT SUPPLIES & MAINT	40.63	1,892.83	3,000.00	1,107.17	63.1%
11-41-257	FUEL	-	1,463.42	5,000.00	3,536.58	29.3%
11-41-260	TOOLS & EQUIPMENT-NON CAPITAL	-	3,154.65	1,300.00	(1,854.65)	242.7%
11-41-271	MAINT & SUPPLY - BUILDING	162.00	10,950.02	2,800.00	(8,150.02)	391.1%
11-41-272	MAINT & SUPPLY - IT	-	433.89	2,500.00	2,066.11	17.4%
11-41-280	UTILITIES	848.18	4,043.41	3,300.00	(743.41)	122.5%
11-41-285	POWER	-	4,676.40	8,000.00	3,323.60	58.5%
11-41-287	TELEPHONE	-	6,463.72	12,000.00	5,536.28	53.9%
11-41-310	PROFESSIONAL & TECHNICAL	1,005.67	31,060.05	33,900.00	2,839.95	91.6%
11-41-311	ENGINEER	-	-	3,500.00	3,500.00	0.0%
11-41-313	AUDITOR	-	51,725.00	58,000.00	6,275.00	89.2%
11-41-315	LEGAL - GENERAL	-	7,530.82	20,000.00	12,469.18	37.7%
11-41-317	PROFESSIONAL & TECHNICAL	-	5,068.52	10,800.00	5,731.48	46.9%
11-41-319	CONTINGENCY	-	-	100,000.00	100,000.00	0.0%
11-41-330	EDUCATION	250.00	5,901.54	10,000.00	4,098.46	59.0%
11-41-510	INSURANCE	-	68,075.75	76,600.00	8,524.25	88.9%
11-41-521	CREDIT CARD EXPENSE	317.80	9,898.74	22,000.00	12,101.26	45.0%
11-41-720	BUILDINGS	-	-	-	-	
11-41-741	EQUIPMENT - OFFICE	-	49.99	5,000.00	4,950.01	1.0%
11-41-743	EQUIPMENT - VEHICLE	-	1,628.11	1,000.00	(628.11)	162.8%
11-41-744	MAINTENANCE & OPERATION LOT 38	-	-	72,000.00	72,000.00	0.0%
11-41-745	MAINT & SUPPLY FIBER SYSTEM	-	-	50,000.00	50,000.00	0.0%
11-41-900	CASH SHORT & OVER	-	-	-	-	
11-41-914	TRANSFER TO FUND 63	-	22,609.26	88,900.00	66,290.74	25.4%
11-41-916	TRANSFER TO FUND 64	-	11,842.37	19,500.00	7,657.63	60.7%
11-41-960	TRANSFER TO FUND 45 CAP PROJ	166.66	1,499.94	2,000.00	500.06	75.0%
	<b>TOTAL GEN GOVT ADMINISTRATION</b>	<b>9,030.75</b>	<b>559,033.01</b>	<b>1,443,000.00</b>	<b>883,966.99</b>	<b>38.7%</b>





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## FINANCIAL REPORT: REVENUES WITH COMPARISON TO BUDGET FOR THE GENERAL FUND

For the Month ending March 31, 2019

75% of the year elapsed

### Municipal Court

- ▶ Municipal Court revenues are at 57.7% of budgeted expectation.
- ▶ Municipal Court expenditures are at 36.1% of budgeted expectation.
- ▶ Municipal Court year-to-date balance revenues over expenditures is at \$6,136.84.

#### MUNICIPAL COURT SUMMARY

	PERIOD ACTUAL	YTD ACTUAL W/ENC	BUDGET	UNEARNED	PCNT
11-35-110 COURT FINES 61%	1,098.87	5,300.59	5,734.00	433.41	92.4
11-xx-xxx OTHER REVENUES 1.3%	36.97	6,942.10	15,469.83	8,527.73	44.9
TOTAL MUNICIPAL COURT REVENUES	1,135.83	12,242.69	21,203.83	8,961.14	57.7

	PERIOD ACTUAL	YTD ACTUAL W/ENC	BUDGET	UNEXPENDED	PCNT
MUNICIPAL COURT EXPENSES	335.52	6,105.85	16,900.00	10,794.15	36.1
DIFFERENCE	800.31	6,136.84	4,303.83	(1,833.01)	

#### MUNICIPAL COURT EXPENDITURES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
11-42-110 SALARIES-PERMANENT EMPLOYEES	288.46	5,192.28	11,300.00	6,107.72	45.9%
11-42-130 PAYROLL TAXES & BENEFITS	22.06	397.08	900.00	502.92	44.1%
11-42-140 BENEFITS-OTHER	-	-	300.00	300.00	0.0%
11-42-210 BOOKS, SUBSCR, & MEMBERSHIPS	-	-	100.00	100.00	0.0%
11-42-230 TRAVEL	-	91.49	600.00	508.51	15.2%
11-42-330 EDUCATION	-	75.00	400.00	325.00	18.8%
11-42-550 FINES, SURCHARGES - AOC	-	125.00	3,000.00	2,875.00	4.2%
11-42-960 TRANSFER TO FUND 45 CAP PROJ	25.00	225.00	300.00	75.00	75.0%
TOTAL MUNICIPAL COURT EXPENDITURES	335.52	6,105.85	16,900.00	10,794.15	36.1%



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## FINANCIAL REPORT: REVENUES WITH COMPARISON TO BUDGET FOR THE GENERAL FUND

For the Month ending March 31, 2019

75% of the year elapsed

### Police Department

- ▶ Police Department revenues are at 45.9% of budgeted expectation.
- ▶ Police Department expenditures are at 44.9% of budgeted expectation.
- ▶ Police Department balance revenues over expenditures is at \$6,139.13.

<b>POLICE DEPARTMENT SUMMARY</b>		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
11-33-431	POLICE BEMS GRANT	-	-	-	-	
11-33-580	LIQUOR FUND ALLOTMENT	-	-	-	-	
11-31-xxx	TAX REVENUES 5%	-	23,726.65	47,000.00	23,251.10	50.5
11-xx-xxx	POLICE DEPT REVENUES 17%	485.03	91,090.11	202,985.90	111,895.78	44.9
	<b>TOTAL POLICE DEPT REVENUES</b>	<b>485.03</b>	<b>114,816.76</b>	<b>249,985.90</b>	<b>135,146.88</b>	<b>45.9</b>
		PERIOD ACTUAL	YTD ACTUAL W/ENC	BUDGET	UNEXPENDED	PCNT
	<b>TOTAL POLICE DEPT EXPENDITURES</b>	<b>-</b>	<b>108,677.63</b>	<b>242,000.00</b>	<b>133,322.37</b>	<b>44.9</b>
	<b>DIFFERENCE</b>	<b>485.03</b>	<b>6,139.13</b>	<b>7,985.90</b>	<b>1,824.51</b>	
11-43-110	SALARIES-PERMANENT EMPLOYEES	-	-	-	-	
11-43-287	TELEPHONE	-	1,920.04	2,000.00	79.96	96.0%
11-43-310	PROFESSIONAL & TECHNICAL	-	6,831.10	10,000.00	3,168.90	68.3%
11-43-810	POLICE DEPT GRANT TRANSFER	-	-	-	-	
11-43-820	LIQUOR FUND ALLOTMENT TRANSFER	-	-	-	-	
11-43-980	INTRA-GOVT CHARGES	-	99,926.49	230,000.00	130,073.51	43.4%
	<b>TOTAL POLICE DEPT EXPENDITURES</b>	<b>0.00</b>	<b>108,677.63</b>	<b>242,000.00</b>	<b>133,322.37</b>	<b>44.9%</b>



# HILDALE CITY Established 1963

P.O. BOX 840490 320 E. NEWEL AVE. HILDALE, UTAH 84784 PHONE: 435-874-2323 FAX: 435-874-2603

**FINANCIAL REPORT: REVENUES WITH COMPARISON TO BUDGET FOR THE GENERAL FUND**  
 For the Month ending March 31, 2019  
 75% of the year elapsed

**Fire Department**

- ▶ Fire Department revenues are at 40% of budgeted expectation.
- ▶ Fire Department expenditures are at 19.2% of budgeted expectation.
- ▶ Fire Department balance revenues over expenditures is at \$57,850.95.

<b>FIRE DEPARTMENT REVENUES</b>		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
11-33-411	FD BEMS GRANT	-	-	-	-	
11-33-421	FD ASSISTANCE GRANT	-	1,084.20	-	(1,084.20)	
11-36-911	CCFD EQUIPMENT REVENUE	5,000.00	40,000.00	110,000.00	70,000.00	36.4
11-36-920	SUNDRY REV - FIRE DEPT	-	421.83	1,000.00	578.17	42.2
11-38-910	APPROP - GEN FUND BALANCE	-	-	14,590.35	14,590.35	-
11-xx-xxx	FIRE DEPT REVENUES 15%	428.94	80,555.24	179,509.90	98,954.66	44.9
	<b>TOTAL POLICE DEPT REVENUES</b>	<b>5,428.94</b>	<b>122,061.27</b>	<b>305,100.25</b>	<b>183,038.98</b>	<b>40.0</b>

<b>FIRE DEPT EXPENDITURES</b>		PERIOD ACTUAL	YTD ACTUAL W/ENC	BUDGET	UNEXPENDED	PCNT
	FIRE DEPT EXPENDITURES	1,884.48	64,210.32	334,100.00	269,889.68	19.2
	<b>TOTAL FIRE DEPT EXPENDITURES</b>	<b>1,884.48</b>	<b>64,210.32</b>	<b>334,100.00</b>	<b>269,889.68</b>	<b>19.2</b>

DIFFERENCE	3,544.46	57,850.95	(28,999.75)	(86,850.70)
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<b>FIRE DEPARTMENT</b>		PERIOD ACTUAL	YTD ACTUAL W/ENC	BUDGET	UNEXPENDED	PCNT
11-44-510	INSURANCE	-	-	800.00	800.00	0.0%
11-44-620	MISC. SERVICES	-	-	50,000.00	50,000.00	0.0%
11-44-850	DEBT SERVICE - VEHICLE & EQUIP	-	-	110,000.00	110,000.00	0.0%
11-44-960	TRANSFER TO FUND 45 CAP PROJ	1,884.48	16,960.32	92,300.00	75,339.68	18.4%
11-44-980	INTRA-GOVT CHARGES	-	47,250.00	81,000.00	33,750.00	58.3%
	<b>TOTAL FIRE DEPARTMENT</b>	<b>1,884.48</b>	<b>64,210.32</b>	<b>334,100.00</b>	<b>269,889.68</b>	<b>19.2%</b>



# HILDALE CITY Established 1963

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## FINANCIAL REPORT: REVENUES WITH COMPARISON TO BUDGET FOR THE GENERAL FUND

For the Month ending March 31, 2019

75% of the year elapsed

### Building Department

- ▶ Building Department revenues are at 44.9% of budgeted expectation.
- ▶ Building Department expenditures are at 20.9% of budgeted expectation.
- ▶ Building Department balance revenues over expenditures is at \$11,478.06.

#### BUILDING DEPARTMENT SUMMARY

	PERIOD ACTUAL	YTD ACTUAL W/ENC	BUDGET	UNEXPENDED	PCNT
BUILDING DEPT REVENUES 5%	150.56	28,274.56	63,007.23	34,732.68	44.9
BUILDING DEPT EXPENSES	200.00	16,796.50	80,300.00	63,503.50	20.9
DIFFERENCE	(49.44)	11,478.06	(17,292.77)	(28,770.82)	

#### BUILDING DEPARTMENT

	PERIOD ACTUAL	YTD ACTUAL W/ENC	BUDGET	UNEXPENDED	PCNT
11-45-110 SALARIES-PERMANENT EMPLOYEES	-	13,659.02	56,700.00	43,040.98	24.1%
11-45-130 PAYROLL TAXES	-	-	4,500.00	4,500.00	0.0%
11-45-140 BENEFITS-OTHER	-	-	12,300.00	12,300.00	0.0%
11-45-210 BOOKS, SUBSCR, & MEMBERSHIPS	-	-	300.00	300.00	0.0%
11-45-250 EQUIPMENT SUPPLIES & MAINT	-	737.48	1,900.00	1,162.52	38.8%
11-45-330 EDUCATION	-	600.00	2,100.00	1,500.00	28.6%
11-45-550 SURCHARGES FOR BLDG PERMITS	-	-	100.00	100.00	0.0%
11-45-960 TRANSFER TO FUND 45 CAP PROJ	200.00	1,800.00	2,400.00	600.00	75.0%
<b>TOTAL BUILDING DEPARTMENT</b>	<b>200.00</b>	<b>16,796.50</b>	<b>80,300.00</b>	<b>63,503.50</b>	<b>20.9%</b>



# HILDALE CITY Established 1963

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**FINANCIAL REPORT: REVENUES WITH COMPARISON TO BUDGET FOR THE GENERAL FUND**  
 For the Month ending March 31, 2019  
 75% of the year elapsed

**Public Safety Dispatch Department**

- ▶ Dispatch Department revenues are at 36.6% of budgeted expectation.
- ▶ Dispatch Department expenditures are at 39.7% of budgeted expectation.
- ▶ Dispatch Department balance revenues over expenditures is at (\$154.19).

**DISPATCH DEPARTMENT SUMMARY**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
11-31-xxx TAX REVENUES 1%	-	4,745.33	9,400.00	4,650.22	50.5
11-31-410 EMERGENCY 9-1-1 TAX	-	-	5,300.00	5,300.00	-
11-xx-xxx DISPATCH DEPT REVENUES 0.6%	18.10	3,398.40	7,573.02	4,174.62	44.9
<b>TOTAL DISPATCH DEPT REVENUES</b>	<b>18.10</b>	<b>8,143.73</b>	<b>22,273.02</b>	<b>14,124.84</b>	<b>36.6</b>

	PERIOD ACTUAL	YTD ACTUAL W/ENC	BUDGET	UNEXPENDED	PCNT
<b>TOTAL DISPATCH DEPT EXPENDITURES</b>	-	8,297.92	20,900.00	12,602.08	39.7
<b>DIFFERENCE</b>	18.10	(154.19)	1,373.02	1,522.76	

**DISPATCH DEPT EXPENDITURES**

	PERIOD ACTUAL	YTD ACTUAL W/ENC	BUDGET	UNEXPENDED	PCNT
11-46-910 TRANSFERS OF 911 REVENUE	-	-	5,300.00	5,300.00	0.0%
11-46-980 INTRA-GOVT CHARGES	-	8,297.92	15,600.00	7,302.08	53.2%
<b>TOTAL DISPATCH DEPT EXPENDITURES</b>	<b>-</b>	<b>8,297.92</b>	<b>20,900.00</b>	<b>12,602.08</b>	<b>39.7%</b>



# HILDALE CITY Established 1963

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FINANCIAL REPORT: REVENUES WITH COMPARISON TO BUDGET FOR THE GENERAL FUND  
 For the Month ending March 31, 2019  
 75% of the year elapsed

### Public Works - Streets & Roads Department

- ▶ Public Works Streets & Roads Department revenues are at 42.4% of budgeted expectation.
- ▶ Public Works Streets & Roads Department expenditures are at 31% of budgeted expectation.
- ▶ Public Works Streets & Roads Department balance revenues over expenditures is at \$59,019.40.
- ▶ Unplanned travel expenses were incurred when the City Manager authorized unplanned travel for FEMA Flood remapping.

#### PUBLIC WORKS DEPT SUMMARY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
11-33-471 FLOOD MITIGATION GRANT - CIB	-	-	-	-	
11-33-472 FLOOD MITIGATION LOAN- CIB	-	-	-	-	
11-35-110 COURT FINES 39%	702.55	3,388.90	3,666.00	277.10	92.4
11-33-560 CLASS "C" ROAD FUND	18,084.04	80,766.65	106,500.00	25,733.35	75.8
11-38-910 APPROP - GEN FUND BALANCE	-	-	93,409.65	93,409.65	-
11-38-927 APPROP - 2015 FLOOD GRANT PROJ	-	-	-	-	
11-xx-xxx PUBLIC WORKS DEPT REVENUES 20.4%	589.92	110,787.82	246,880.42	136,092.59	44.9
<b>TOTAL PUBLIC WORKS REVENUES</b>	<b>19,376.51</b>	<b>195,548.63</b>	<b>461,456.07</b>	<b>265,907.43</b>	<b>42.4</b>

	PERIOD ACTUAL	YTD ACTUAL W/ENC	BUDGET	UNEXPENDED	PCNT
<b>TOTAL PUBLIC WORKS DEPT EXPENDITURES</b>	<b>1,749.50</b>	<b>136,529.23</b>	<b>440,500.00</b>	<b>303,970.77</b>	<b>31.0</b>
<b>DIFFERENCE</b>	<b>17,627.01</b>	<b>59,019.40</b>	<b>20,956.07</b>	<b>(38,063.34)</b>	

#### PW - STREETS & ROADS EXPENDITURES

	PERIOD ACTUAL	YTD ACTUAL W/ENC	BUDGET	UNEXPENDED	PCNT
11-47-110 SALARIES-PERMANENT EMPLOYEES	696.23	55,044.99	90,000.00	34,955.01	61.2%
11-47-130 PAYROLL TAXES	53.27	1,379.33	6,800.00	5,420.67	20.3%
11-47-140 BENEFITS-OTHER	-	-	10,700.00	10,700.00	0.0%
11-47-230 TRAVEL	-	656.88	500.00	(156.88)	131.4%
11-47-250 EQUIPMENT SUPPLIES & MAINT	-	7,063.70	10,000.00	2,936.30	70.6%
11-47-255 EQUIPMENT RENT OR LEASE	-	-	15,000.00	15,000.00	0.0%
11-47-257 FUEL	-	2,904.78	5,600.00	2,695.22	51.9%
11-47-258 BULK OIL	-	-	-	-	
11-47-260 TOOLS & EQUIPMENT-NON CAPITAL	-	-	3,000.00	3,000.00	0.0%
11-47-273 MAINT & SUPPLY - SYSTEM	-	3,675.00	11,600.00	7,925.00	31.7%
11-47-286 STREET LIGHTS	-	3,669.36	5,300.00	1,630.64	69.2%
11-47-311 ENGINEER	-	6,238.29	5,600.00	(638.29)	111.4%
11-47-330 EDUCATION	-	-	800.00	800.00	0.0%
11-47-410 SPEC DEPT MATERIALS & SUPPLIES	-	31,749.92	30,000.00	(1,749.92)	105.8%
11-47-510 INSURANCE	-	-	3,600.00	3,600.00	0.0%
11-47-850 DEBT SERVICE	-	15,146.98	30,000.00	14,853.02	50.5%
11-47-953 SAFE ROUTES TO SCHOOL	-	-	200,000.00	200,000.00	0.0%
11-47-960 TRANSFER TO FUND 45 CAP PROJ	1,000.00	9,000.00	12,000.00	3,000.00	75.0%



# HILDALE CITY Established 1963

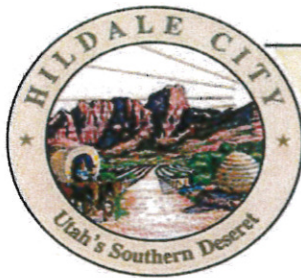
P.O. BOX #40490 320 E. NEWEL AVE. HILDALE, UTAH #4784 PHONE: 435-874-2323 FAX: 435-874-2603

## FINANCIAL REPORT: REVENUES WITH COMPARISON TO BUDGET FOR THE GENERAL FUND

For the Month ending March 31, 2019

75% of the year elapsed

TOTAL PW - STREETS & ROADS EXPENDITURES	1,749.50	136,529.23	440,500.00	303,970.77	31.0%
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# HILDALE CITY Established 1963

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## FINANCIAL REPORT: REVENUES WITH COMPARISON TO BUDGET FOR THE GENERAL FUND

For the Month ending March 31, 2019

75% of the year elapsed

### Parks Department

- ▶ Parks Department revenues are at 21.4% of budgeted expectation.
- ▶ Parks Department expenditures are at 28.2% of budgeted expectation.
- ▶ Parks Department balance revenues over expenditures is at (\$16,961.93).
- ▶ Parks Department expenditures were budgeted to include the possibility of maintaining Cottonwood Park. It looks like Hildale City will not be maintaining that park; therefor all parks budgeted items should remian below 50% at the end of the year.
- ▶ The Parks Director was given the direction to spend as least as possible to keep the park in good order. Budgeted nubmers were based on historical data; however, parks maintenance was suffering. Future budgets will be closer to amount incurred rather than historical budget numbers.
- ▶ Uiltities over expended because the parks department began paying for water usage. Historically, TCWW billed those amounts to the Utility Department and they were expended as "water loss."

#### PARKS DEPT SUMMARY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
11-31-301 RAP TAX 100%	3,454.22	28,451.35	38,000.00	9,548.65	74.9
11-34-911 UEP COTTONWOOD PARK MAINTENANC 101	-	-	100,000.00	100,000.00	-
11-xx-xxx PARKS DEPT REVENUES 0.4%	10.64	1,998.66	4,453.82	2,455.17	44.9
<b>TOTAL PARKS REVENUES</b>	<b>3,464.86</b>	<b>30,450.01</b>	<b>142,453.82</b>	<b>112,003.82</b>	<b>21.4</b>

	PERIOD ACTUAL	YTD ACTUAL W/ENC	BUDGET	UNEXPENDED	PCNT
<b>TOTAL PARKS DEPT EXPENDITURES</b>	<b>568.40</b>	<b>47,411.94</b>	<b>168,200.00</b>	<b>120,788.06</b>	<b>28.2</b>

<b>DIFFERENCE</b>	<b>2,896.46</b>	<b>(16,961.93)</b>	<b>(25,746.18)</b>	<b>(8,784.24)</b>	
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#### PARKS EXPENDITURES

	PERIOD ACTUAL	YTD ACTUAL W/ENC	BUDGET	UNEXPENDED	PCNT
11-48-110 SALARIES-PERMANENT EMPLOYEES	-	26,170.01	104,000.00	77,829.99	25.2%
11-48-130 PAYROLL TAXES	27.54	595.26	8,100.00	7,504.74	7.3%
11-48-140 BENEFITS-OTHER	-	-	18,900.00	18,900.00	0.0%
11-48-210 BOOKS, SUBSCR, & MEMBERSHIPS	-	-	800.00	800.00	0.0%
11-48-230 TRAVEL, MEETINGS, AND TRAINING	-	250.00	400.00	150.00	62.5%
11-48-250 EQUIPMENT SUPPLIES & MAINT	-	731.73	2,600.00	1,868.27	28.1%
11-48-257 FUEL	-	685.25	600.00	(85.25)	114.2%
11-48-260 TOOLS & EQUIPMENT-NON CAPITAL	-	-	400.00	400.00	0.0%
11-48-272 MAINT & SUPPLY - OTHER	290.26	6,384.07	7,000.00	615.93	91.2%
11-48-273 MAINT & SUPPLY - SYSTEM	-	1,433.05	10,000.00	8,566.95	14.3%
11-48-280 UTILITIES	250.60	9,373.21	6,600.00	(2,773.21)	142.0%
11-48-285 POWER	-	1,789.36	5,200.00	3,410.64	34.4%
11-48-330 EDUCATION	-	-	400.00	400.00	0.0%
11-48-510 INSURANCE	-	-	3,200.00	3,200.00	0.0%
11-48-960 TRANSFER TO FUND 45 CAP PROJ	-	-	-	-	
<b>TOTAL PARKS EXPENDITURES</b>	<b>568.40</b>	<b>47,411.94</b>	<b>168,200.00</b>	<b>120,788.06</b>	<b>28.2%</b>





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## FINANCIAL REPORT: REVENUES WITH COMPARISON TO BUDGET FOR THE GENERAL FUND

For the Month ending March 31, 2019

75% of the year elapsed

### COMMUNITY OUTREACH DEPARTMENT

- ▶ Community Outreach Department revenues are at 0% of budgeted expectation.
- ▶ Community Outreach Department expenditures are at 0% of budgeted expectation.
- ▶ Community Outreach Department balance revenues over expenditures is at \$4,407.26.

COMMUNITY OUTREACH DEPARTMENT		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
11-38-701	Hildale City Community Outreac 100%	-	2,653.04	190,800.00	188,146.96	1.4%
11-xx-xxx	NO GF ALLOCATION	-	-	-	-	
<b>TOTAL HCCO REVENUES</b>		<b>-</b>	<b>2,653.04</b>	<b>190,800.00</b>	<b>188,146.96</b>	<b>1.4%</b>
		PERIOD ACTUAL	YTD ACTUAL W/ENC	BUDGET	UNEXPENDED	PCNT
<b>TOTAL HHCO EXPENDITURES</b>		<b>-</b>	<b>4,407.26</b>	<b>395,400.00</b>	<b>390,992.74</b>	<b>1.1%</b>
<b>DIFFERENCE</b>		<b>-</b>	<b>(1,754.22)</b>	<b>(204,600.00)</b>	<b>(202,845.78)</b>	

COMMUNITY OUTREACH DEPARTMENT		PERIOD ACTUAL	YTD ACTUAL W/ENC	BUDGET	UNEXPENDED	PCNT
11-49-110	SALARIES-PERMANENT EMPLOYEES	-	75.00	95,400.00	95,325.00	0.1%
11-49-242	SERVICE FEES	-	28.00	-	(28.00)	
11-49-274	EQUIPMENT PURCHASE	-	3,781.72	100,000.00	96,218.28	3.8%
11-49-285	POWER	-	92.90	-	(92.90)	
11-49-310	PROFESSIONAL & TECHNICAL	-	50.00	-	(50.00)	
11-49-410	SPECIAL PROJECT	-	379.64	-	(379.64)	



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## FINANCIAL REPORT: REVENUES WITH COMPARISON TO BUDGET FOR THE GENERAL FUND

For the Month ending March 31, 2019

75% of the year elapsed

11-49-952	COUNTY TOURISM - GRANT OFFSET	-	-	200,000.00	200,000.00	0.0%
11-49-960	TRANSFER TO FUND 45 CAP PROJ	-	-	-	-	0.0%
	<b>TOTAL COMMUNITY OUTREACH DEPAR</b>	-	4,407.26	395,400.00	390,992.74	1.1%

### Litigation Risk Management

- ▶ Joint Litigation Risk Management revenues are at 52.3% of budgeted expectation.
  - ▶ Joint Litigation Risk Management expenditures are at 4% of budgeted expectation.
  - ▶ Joint Litigation Risk Management balance revenues over expenditures is at \$42,317.84.
- Litigation Risk Management Fund expenditures are at or below budgeted expectation.

### LITIGATION RISK MANAGEMENT SUMMARY

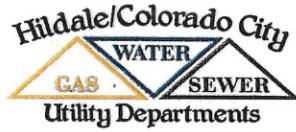
SUMMARY REPORT	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
LIT RISK MGMT REVENUES	-	45,812.84	87,600.00	41,787.16	52.3
LIT RISK MGMT EXPENDITURES	-	3,495.00	87,600.00	84,105.00	4.0
DIFFERENCE	-	42,317.84	-	(42,317.84)	

REVENUES	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
64-38-101 TRANSFER FROM GENERAL FUND	-	11,842.37	19,500.00	7,657.63	60.7%
64-38-102 TRANSFER FROM WATER FUND	-	11,842.38	22,700.00	10,857.62	52.2%



320 East Newel Avenue  
Hildale, UT 84784-0490

FINANCIAL REPORT: REVENUES WITH COMPARISON TO BUDGET FOR THE UTILITY BOARD  
For the Month ending March 31, 2019  
75% of the year elapsed



320 East Newel Avenue  
Hildale, UT 84784-0490

FINANCIAL REPORT: REVENUES WITH COMPARISON TO BUDGET FOR THE UTILITY BOARD  
For the Month ending March 31, 2019  
75% of the year elapsed

## Revenue and Expenditure Overview

Litigation Risk Management revenues are at 52.3% and expenditures are at 4%.

Joint Utility Administration revenues are at 57.8% and expenditures are at 49.9%.

Water Department revenues are at 54.2% and expenditures are at 45.5%.

Wastewater Department revenues are at 51.8% and expenditures are at 37.1%.

Gas Department revenues are at 56.8% and expenditures are at 47.3%.



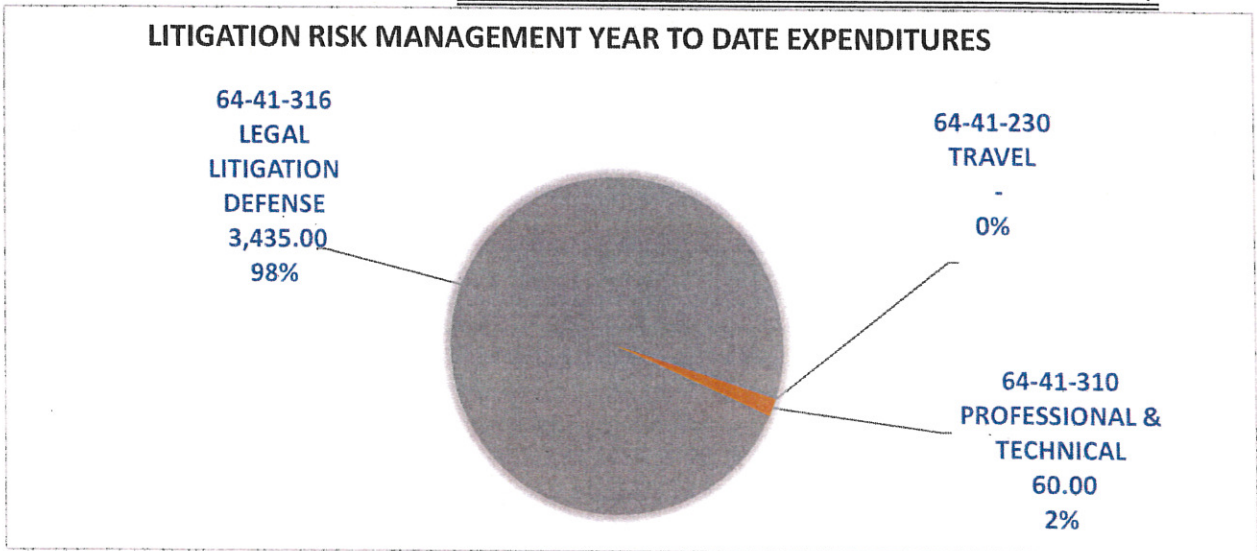
320 East Newel Avenue  
Hildale, UT 84784-0490

FINANCIAL REPORT: REVENUES WITH COMPARISON TO BUDGET FOR THE UTILITY BOARD  
For the Month ending March 31, 2019  
75% of the year elapsed

LITIGATION RISK MANAGEMENT SUMMARY:

**RISK MANAGEMENT**

SUMMARY REPORT	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL RISK MANAGEMENT REVENUE	-	45,812.84	87,600.00	41,787.16	52.3%
TOTAL RISK MANAGEMENT EXPENSE	-	3,495.00	87,600.00	84,105.00	4.0%
DIFFERENCE	-	42,317.84	-	(42,317.84)	





320 East Newel Avenue  
Hildale, UT 84784-0490

FINANCIAL REPORT: REVENUES WITH COMPARISON TO BUDGET FOR THE UTILITY BOARD  
For the Month ending March 31, 2019  
75% of the year elapsed

LITIGATION RISK MANAGEMENT REVENUES AND EXPENDITURES:

Joint Administration Department revenues are at 52% of budgeted expectation.

Joint Administration Department expenditures are at 4% of budgeted expectation.

REVENUES		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
64-38-101	TRANSFER FROM GENERAL FUND	-	11,842.37	19,500.00	7,657.63	60.7%
64-38-102	TRANSFER FROM WATER FUND	-	11,842.38	22,700.00	10,857.62	52.2%
64-38-103	TRANSFER FROM WASTEWATER	-	10,285.71	22,700.00	12,414.29	45.3%
64-38-105	TRANSFER FROM GAS FUND	-	11,842.38	22,700.00	10,857.62	52.2%
TOTAL REVENUES		-	45,812.84	87,600.00	41,787.16	52.3%
EXPENDITURES		PERIOD ACTUAL	YTD ACTUAL W/ENC	BUDGET	UNEXPENDED	PCNT
64-41-230	TRAVEL	-	-	2,700.00	2,700.00	0.0%
64-41-310	PROFESSIONAL & TECHNICAL	-	60.00	-	(60.00)	
64-41-316	LEGAL - LITIGATION DEFENSE	-	3,435.00	84,900.00	81,465.00	4.0%
TOTAL EXPENDITURES		-	3,495.00	87,600.00	84,105.00	4.0%



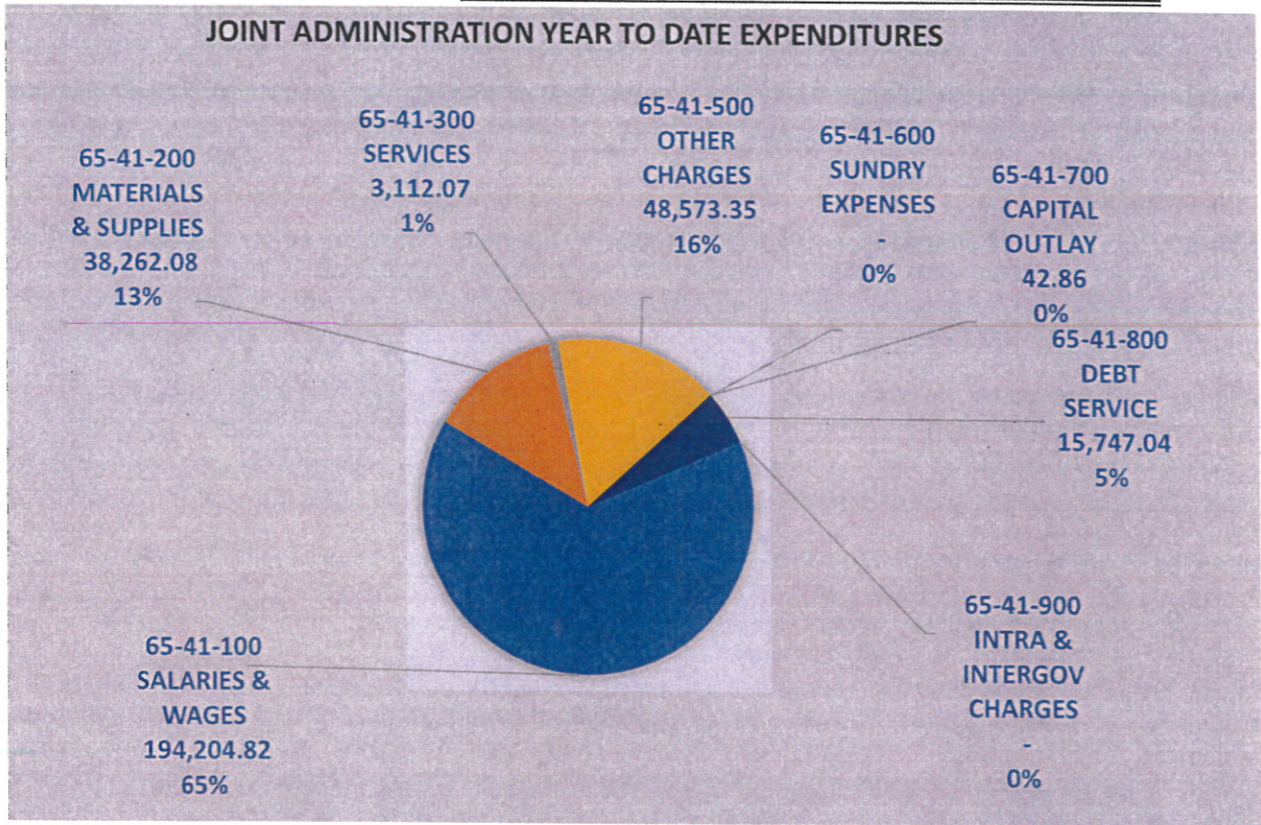
320 East Newel Avenue  
Hildale, UT 84784-0490

**FINANCIAL REPORT: REVENUES WITH COMPARISON TO BUDGET FOR THE UTILITY BOARD**  
For the Month ending March 31, 2019  
75% of the year elapsed

**JOINT UTILITY ADMINISTRATION SUMMARY:**

**JOINT ADMIN**

SUMMARY REPORT	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL JOINT ADMIN REVENUE	-	347,551.84	600,900.00	253,348.16	57.8%
TOTAL JOINT ADMIN EXPENSE	471.15	299,942.22	600,800.00	300,857.78	49.9%
DIFFERENCE	(471.15)	47,609.62	100.00	(47,509.62)	47609.6%



**JOINT UTILITY ADMINISTRATION REVENUES AND EXPENDITURES:**

Joint Administration Department revenues are at 58% of budgeted expectation.

REVENUES	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
65-38-102 TRANSFER FROM WATER FUND	-	152,053.94	214,600.00	62,546.06	70.9%
65-38-103 TRANSFER FROM WASTEWATER	-	141,192.93	278,900.00	137,707.07	50.6%
65-38-105 TRANSFER FROM GAS FUND	-	54,304.97	107,400.00	53,095.03	50.6%
TOTAL REVENUES	-	347,551.84	600,900.00	253,348.16	57.8%



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FINANCIAL REPORT: REVENUES WITH COMPARISON TO BUDGET FOR THE UTILITY BOARD

For the Month ending March 31, 2019

75% of the year elapsed

Joint Administration Department expenditures are at 50% of budgeted expectation.



EXPENDITURES	PERIOD ACTUAL	YTD ACTUAL W/ENC	BUDGET	UNEXPENDED	PCNT
65-41-110 SALARIES-PERMANENT EMPLOYEES	-	149,507.93	298,400.00	148,892.07	50.1%
65-41-130 PAYROLL TAXES	-	17,858.58	25,200.00	7,341.42	70.9%
65-41-140 BENEFITS-OTHER	-	19,438.31	41,400.00	21,961.69	47.0%
65-41-150 STIPENDS - UTILITY BOARD	-	7,400.00	11,700.00	4,300.00	63.2%
65-41-235 FOOD & REFRESHMENT	-	1,179.62	4,700.00	3,520.38	25.1%
65-41-250 EQUIPMENT SUPPLIES & MAINT	17.52	16,127.89	26,500.00	10,372.11	60.9%
65-41-257 FUEL	-	6,561.15	30,900.00	24,338.85	21.2%
65-41-260 TOOLS & EQUIPMENT-NON CAPITAL	-	-	-	-	
65-41-271 MAINT & SUPPLY - OFFICE	233.63	2,029.70	2,000.00	(29.70)	101.5%
65-41-280 UTILITIES	-	8,229.71	5,700.00	(2,529.71)	144.4%
65-41-285 POWER	-	4,134.01	6,900.00	2,765.99	59.9%
65-41-310 PROFESSIONAL & TECHNICAL	-	1,809.07	5,300.00	3,490.93	34.1%
65-41-330 EDUCATION	220.00	1,303.00	2,100.00	797.00	62.0%
65-41-510 INSURANCE	-	48,573.35	98,800.00	50,226.65	49.2%
65-41-741 EQUIPMENT - OFFICE	-	42.86	3,200.00	3,157.14	1.3%
65-41-850 DEBT SERVICE - VEHICLE & EQUIP	-	15,747.04	11,000.00	(4,747.04)	143.2%
65-41-960 TRANSFERS TO RESERVE FUNDS	-	-	27,000.00	27,000.00	0.0%
TOTAL EXPENDITURES	471.15	299,942.22	600,800.00	300,857.78	49.9%





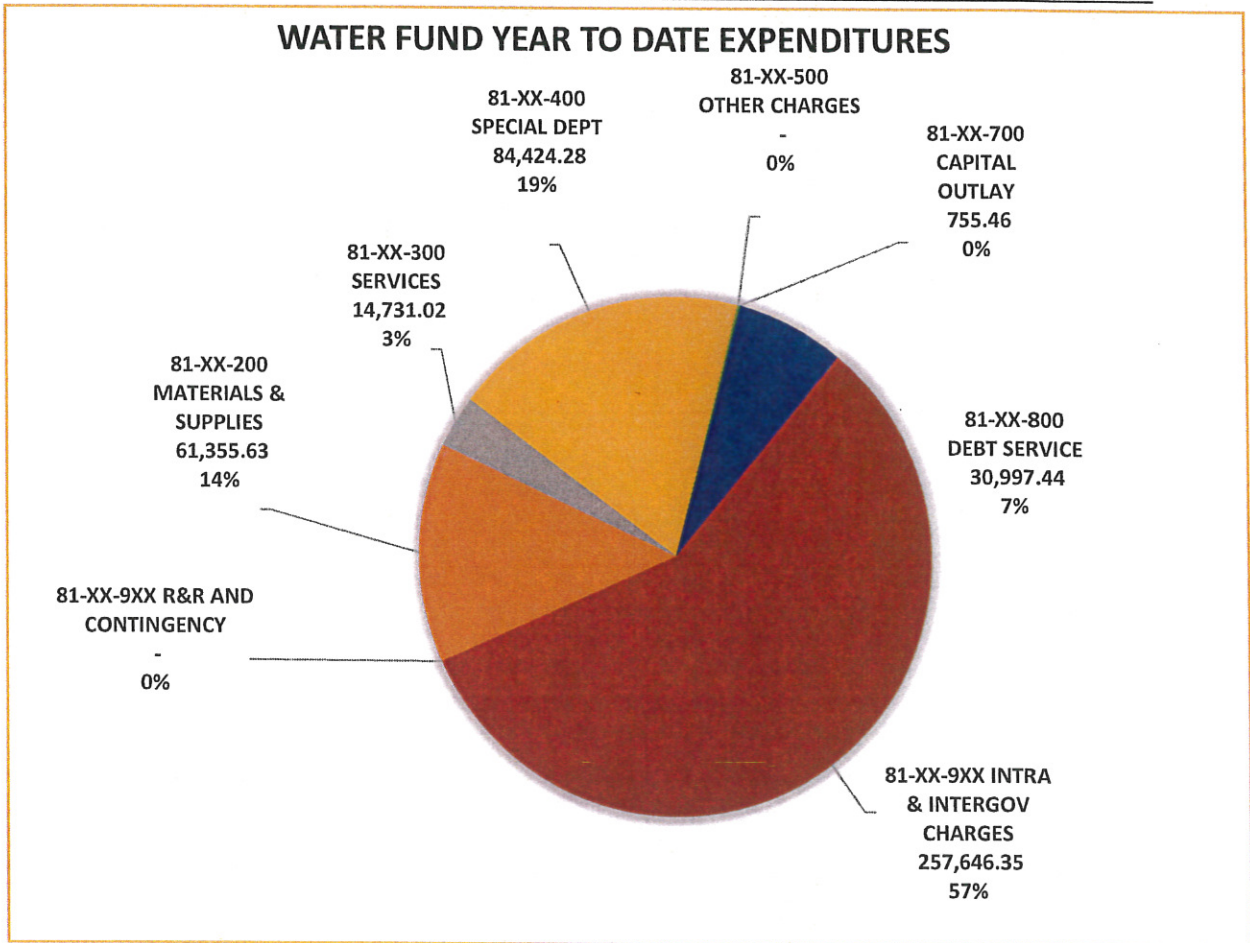
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FINANCIAL REPORT: REVENUES WITH COMPARISON TO BUDGET FOR THE UTILITY BOARD  
For the Month ending March 31, 2019  
75% of the year elapsed

WATER DEPARTMENT SUMMARY:

**WATER FUND**

SUMMARY REPORT	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL WATER FUND REVENUE	(177.98)	580,821.64	1,072,000.00	491,178.36	54.2%
TOTAL WATER FUND EXPENDITURE	15,633.11	481,510.52	1,058,400.00	576,889.48	45.5%
DIFFERENCE	(15,811.09)	99,311.12	13,600.00	(85,711.12)	730.2%





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FINANCIAL REPORT: REVENUES WITH COMPARISON TO BUDGET FOR THE UTILITY BOARD  
For the Month ending March 31, 2019  
75% of the year elapsed

WATER DEPARTMENT REVENUES:

Water Department revenues are at 54% of budgeted expectation.

Connection Charges: utility service account change-over

Penalties: high number of late payments

OPERATING REVENUES		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
81-37-111	WATER SALES - METERED	-	226,440.99	288,800.00	62,359.01	78.4%
81-37-121	WATER SALES - FLAT RATE	(108.00)	247,337.01	362,400.00	115,062.99	68.2%
81-37-331	CONNECTION CHARGES	-	14,190.00	20,400.00	6,210.00	69.6%
81-37-332	CONSTRUCTION	-	6,289.85	62,400.00	56,110.15	10.1%
81-37-411	INTEREST	-	7,079.45	3,600.00	(3,479.45)	196.7%
81-37-412	PENALTIES	(69.98)	71,984.34	60,000.00	(11,984.34)	120.0%
81-37-451	IMPACT FEE - UT	-	-	34,700.00	34,700.00	0.0%
81-37-452	IMPACT FEE - AZ	-	-	34,700.00	34,700.00	0.0%
TOTAL OPERATING REVENUES		(177.98)	573,321.64	867,000.00	293,678.36	66.1%
NON-OPERATING REVENUE		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
81-38-440	SUNDRY NON-OPERATING REVENUE	-	7,500.00	5,000.00	(2,500.00)	150.0%
81-38-999	CONTINGENCY	-	-	200,000.00	200,000.00	0.0%
TOTAL NON-OPERATING REVENUE		-	7,500.00	205,000.00	197,500.00	3.7%



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For the Month ending March 31, 2019  
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WATER DEPARTMENT OPERATING EXPENDITURES:

Water Department operating expenditures are at 43% of budgeted expectation.

	OPERATING EXPENDITURES	PERIOD ACTUAL	YTD ACTUAL W/ENC	BUDGET	UNEXPENDED	PCNT
81-41-110	SALARIES-PERMANENT EMPLOYEES	-	-	-	-	
81-41-210	BOOKS, SUBSCR, & MEMBERSHIPS	-	100.00	1,500.00	1,400.00	6.7%
81-41-230	TRAVEL	-	755.46	4,600.00	3,844.54	16.4%
81-41-235	FOOD & REFRESHMENT	-	41.06	600.00	558.94	6.8%
81-41-250	EQUIPMENT SUPPLIES & MAINT	-	2,823.10	1,000.00	(1,823.10)	282.3%
81-41-257	FUEL	-	-	200.00	200.00	0.0%
81-41-260	TOOLS & EQUIPMENT-NON CAPITAL	1,612.28	7,100.58	3,000.00	(4,100.58)	236.7%
81-41-273	MAINT & SUPPLY - SYSTEM	-	16,758.32	38,000.00	21,241.68	44.1%
81-41-285	POWER	-	33,777.11	66,200.00	32,422.89	51.0%
81-41-311	ENGINEER	-	1,719.25	2,000.00	280.75	86.0%
81-41-314	LABORATORY & TESTING	160.00	7,239.00	4,500.00	(2,739.00)	160.9%
81-41-315	LEGAL - GENERAL	-	-	1,300.00	1,300.00	0.0%
81-41-330	EDUCATION	-	3,751.00	3,500.00	(251.00)	107.2%
81-41-340	SYSTEM CONSTRUCTION SERVICES	-	103.82	2,000.00	1,896.18	5.2%
81-41-341	CONST-CUSTOMER'S INSTALLATION	-	1,917.95	59,000.00	57,082.05	3.3%
81-41-431	COMMODITY SUPPLY	-	69,192.60	165,900.00	96,707.40	41.7%
81-41-432	SPECIAL DEPT SUPPLIES	-	15,231.68	18,500.00	3,268.32	82.3%
	TOTAL OPERATING EXPENDITURES	1,772.28	160,510.93	371,800.00	211,289.07	43.2%



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FINANCIAL REPORT: REVENUES WITH COMPARISON TO BUDGET FOR THE UTILITY BOARD

For the Month ending March 31, 2019

75% of the year elapsed

WATER DEPARTMENT NON-OPERATING EXPENDITURES:

Water Department non-operating expenditures are at 47% of budgeted expectation.

Litigation Defense is approaching anticipated amount. It will need to be adjusted.

Note that the Water Department paid for the connection line and power for the Academy Avenue well. This also has a significant impact on the revenue vs. expenditure issue.

	NON-OPERATING EXPENDITURES	PERIOD ACTUAL	YTD ACTUAL W/ENC	BUDGET	UNEXPENDED	PCNT
81-42-560	BAD DEBT EXPENSE	-	-	2,000.00	2,000.00	0.0%
81-42-730	IMPROVEMENTS OTHER THAN BLDGS	-	29,730.80	2,200.00	(27,530.80)	1351.4%
81-42-742	EQUIPMENT - FIELD	-	2,625.00	2,500.00	(125.00)	105.0%
81-42-750	SP PROJECTS CAPITAL	-	-	-	-	
81-42-760	INVENTORY	-	-	-	-	
81-42-815	PRINC. & INT W.RIGHTS LOAN	3,444.16	30,997.44	41,300.00	10,302.56	75.1%
81-42-911	TRANSFERS TO JOINT ADMIN FUND	-	152,053.94	214,600.00	62,546.06	70.9%
81-42-912	TRANSFERS TO LITIGATION	-	11,842.38	29,200.00	17,357.62	40.6%
81-42-913	TRANSFERS TO GF ADMIN	10,416.67	93,750.03	125,000.00	31,249.97	75.0%
81-42-960	TRANSFERS TO RESERVE FUNDS	-	-	69,800.00	69,800.00	0.0%
81-42-999	CONTINGENCY	-	-	200,000.00	200,000.00	0.0%
	TOTAL NON-OPERATING EXPENDITURES	13,860.83	320,999.59	686,600.00	365,600.41	46.8%



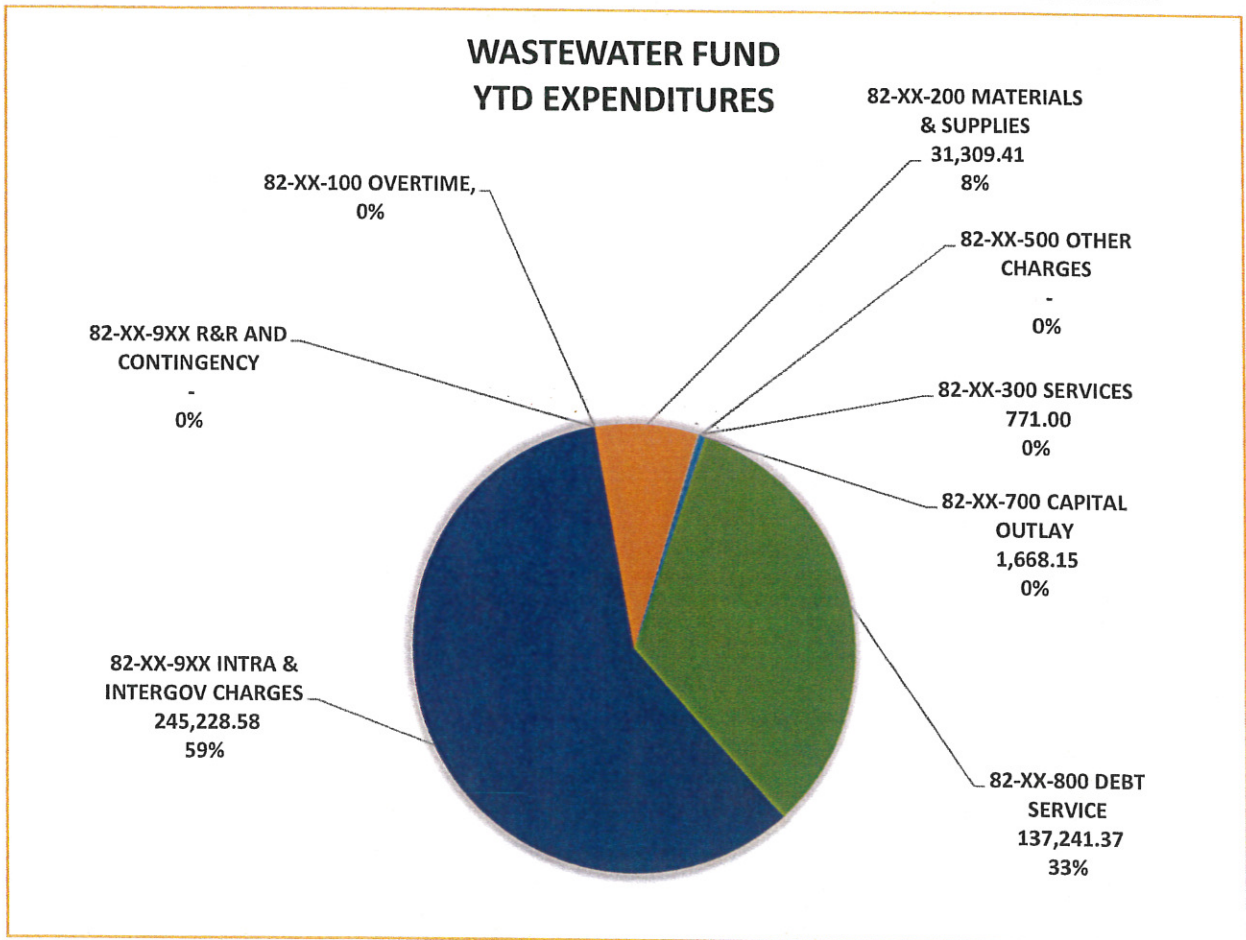
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75% of the year elapsed

WASTEWATER DEPARTMENT SUMMARY:

**WASTEWATER FUND**

SUMMARY REPORT	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL WASTEWATER FUND REVENUE	(128.00)	605,373.26	1,168,000.00	562,626.74	51.8%
TOTAL WASTEWATER FUND EXPENDITURE	11,115.05	416,218.51	1,122,400.00	706,181.49	37.1%
DIFFERENCE	(11,243.05)	189,154.75	45,600.00	(143,554.75)	





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WASTEWATER DEPARTMENT REVENUES:

Wastewater Department revenues are at 52% of budgeted expectation.

Impact Fees: 9 Hildale/Colorado City fees paid; 39 CPWWID fees paid

R&R Reserve Transfer: pump purchase transfer; note that we did not budget R&R revenue for truck

Sundry Revenues: Payments on Ladder Truck from CCFD

OPERATING REVENUES		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
82-37-311	SERVICE CHARGES	(128.00)	470,997.27	710,700.00	239,702.73	66.3%
82-37-312	SERVICE CHARGES - CPMCWID	-	99,792.54	145,000.00	45,207.46	68.8%
82-37-331	CONNECTION CHARGES	-	-	300.00	300.00	0.0%
82-37-332	SERVICING CUSTOMER INSTALL	-	1,195.00	20,000.00	18,805.00	6.0%
82-37-411	INTEREST	-	9,838.45	4,000.00	(5,838.45)	246.0%
82-37-451	IMPACT FEE	-	9,000.00	5,000.00	(4,000.00)	180.0%
82-37-452	IMPACT FEE - CPMCWID	-	14,550.00	5,000.00	(9,550.00)	291.0%
TOTAL OPERATING REVENUES		(128.00)	605,373.26	890,000.00	284,626.74	68.0%
NON-OPERATING REVENUES		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
82-38-102	TRANSFERS FROM R&R RESERVE	-	-	55,000.00	55,000.00	0.0%
82-38-440	SUNDRY NON-OPERATING REVENUE	-	-	23,000.00	23,000.00	0.0%
82-38-999	CONTINGENCY	-	-	200,000.00	200,000.00	0.0%
TOTAL NON-OPERATING REVENUES		-	-	278,000.00	278,000.00	0.0%



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For the Month ending March 31, 2019  
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WASTEWATER DEPARTMENT OPERATING EXPENDITURES:

Wastewater Department operating expenditures are at 24% of budgeted expectation.  
Power: Pumps and aerators used in Summer, Garkane's power rates increased

OPERATING EXPENDITURES	PERIOD ACTUAL	YTD ACTUAL W/ENC	BUDGET	UNEXPENDED	PCNT
82-41-110 SALARIES-PERMANENT EMPLOYEES	-	-	-	-	
82-41-210 BOOKS, SUBSCR, & MEMBERSHIPS	-	-	500.00	500.00	0.0%
82-41-230 TRAVEL	-	-	4,600.00	4,600.00	0.0%
82-41-235 FOOD & REFRESHMENT	-	22.29	700.00	677.71	3.2%
82-41-250 EQUIPMENT SUPPLIES & MAINT	-	1,990.24	8,000.00	6,009.76	24.9%
82-41-257 FUEL	-	548.19	3,000.00	2,451.81	18.3%
82-41-260 TOOLS & EQUIPMENT-NON CAPITAL	590.23	5,143.67	5,400.00	256.33	95.3%
82-41-273 MAINTENANCE & SUPPLY - SYSTEM	-	8,195.46	53,000.00	44,804.54	15.5%
82-41-285 POWER	-	15,409.56	36,000.00	20,590.44	42.8%
82-41-311 ENGINEER	-	-	500.00	500.00	0.0%
82-41-314 LABORATORY & TESTING	-	-	1,000.00	1,000.00	0.0%
82-41-315 LEGAL - GENERAL	-	-	1,000.00	1,000.00	0.0%
82-41-330 EDUCATION	-	446.00	5,000.00	4,554.00	8.9%
82-41-340 SYSTEM CONSTRUCTION SERVICES	-	-	5,000.00	5,000.00	0.0%
82-41-341 CONST-CUSTOMER'S INSTALLATION	-	325.00	10,000.00	9,675.00	3.3%
<b>TOTAL OPERATING EXPENDITURES</b>	<b>590.23</b>	<b>32,080.41</b>	<b>133,700.00</b>	<b>101,619.59</b>	<b>24.0%</b>



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FINANCIAL REPORT: REVENUES WITH COMPARISON TO BUDGET FOR THE UTILITY BOARD

For the Month ending March 31, 2019

75% of the year elapsed

WASTEWATER DEPARTMENT NON-OPERATING EXPENDITURES:

Wastewater Department non-operating expenditures are at 39% of budgeted expectation.

Reserve Purchases: effluent pump \$15K, utility truck \$47.2K

Bond DWQ: One-time payment

Litigation is near budget expectation; will need to open and amend.

NON-OPERATING EXPENSES	PERIOD ACTUAL	YTD ACTUAL W/ENC	BUDGET	UNEXPENDED	PCNT
82-42-560 BAD DEBT EXPENSE	-	-	1,500.00	1,500.00	0.0%
82-42-720 BUILDINGS	108.16	108.16	5,000.00	4,891.84	2.2%
82-42-742 EQUIPMENT - FIELD	-	1,559.99	5,400.00	3,840.01	28.9%
82-42-760 INVENTORY	-	-	-	-	
82-42-780 RESERVE PURCHASES	-	-	55,000.00	55,000.00	0.0%
82-42-811 PRINCIPAL ON BONDS - RDA A	-	-	-	-	
82-42-812 PRINCIPAL ON BONDS - RDA B	-	2,954.82	33,500.00	30,545.18	8.8%
82-42-813 PRINCIPAL ON BONDS - RDA - C	-	558.81	6,400.00	5,841.19	8.7%
82-42-816 PRINCIPAL ON BONDS - DWQ	-	80,000.00	80,000.00	-	100.0%
82-42-821 INTEREST ON BONDS - RDA A	-	-	-	-	
82-42-822 INTEREST ON BONDS - RDA - B	-	45,180.22	69,300.00	24,119.78	65.2%
82-42-823 INTEREST ON BONDS - RDA - C	-	8,547.52	13,100.00	4,552.48	65.2%
82-42-911 TRANSFERS TO JOINT ADMIN FUND	-	141,192.93	278,900.00	137,707.07	50.6%
82-42-912 TRANSFERS TO LITIGATION	-	10,285.71	22,700.00	12,414.29	45.3%
82-42-913 TRANSFERS TO GF ADMIN	10,416.66	93,749.94	125,000.00	31,250.06	75.0%
82-42-960 TRANSFERS TO RESERVE FUNDS	-	-	92,900.00	92,900.00	0.0%
82-42-999 CONTINGENCY	-	-	200,000.00	200,000.00	0.0%
<b>TOTAL NON-OPERATING EXPENSES</b>	<b>10,524.82</b>	<b>384,138.10</b>	<b>988,700.00</b>	<b>604,561.90</b>	<b>38.9%</b>





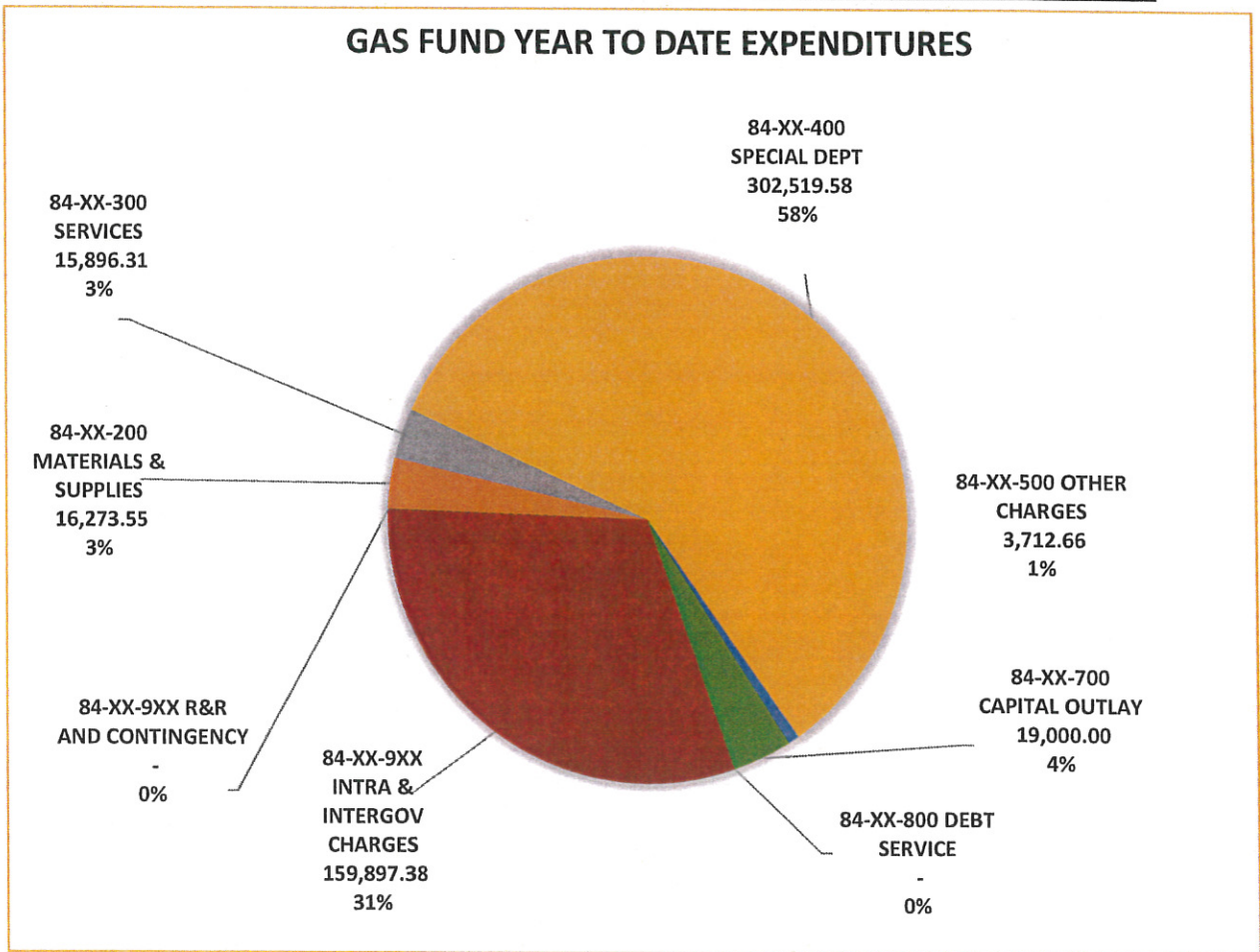
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For the Month ending March 31, 2019  
75% of the year elapsed

GAS DEPARTMENT SUMMARY:

**GAS FUND**

SUMMARY REPORT	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL GAS FUND REVENUE	3,909.54	632,121.40	1,112,800.00	480,678.60	56.8%
TOTAL GAS FUND EXPENDITURE	44,384.21	517,364.48	1,094,200.00	576,835.52	47.3%
DIFFERENCE	(40,474.67)	114,756.92	18,600.00	(96,156.92)	617.0%





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For the Month ending March 31, 2019  
75% of the year elapsed

GAS DEPARTMENT REVENUES:

Gas Department revenues are at 57% of budgeted expectation.

OPERATING REVENUES		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
84-37-111	GAS SALES - METERED NAT GAS	-	170,237.33	148,000.00	(22,237.33)	115.0%
84-37-112	GAS SALES - METERED PROPANE	50.22	332,180.35	488,700.00	156,519.65	68.0%
84-37-113	GAS SALES - CYLINDER	98.35	8,526.09	10,600.00	2,073.91	80.4%
84-37-114	GAS SALES - CYLINDER EXCHANGE	316.81	1,855.79	3,700.00	1,844.21	50.2%
84-37-121	NATURAL GAS SALES - FLAT RATE	-	18,512.97	24,000.00	5,487.03	77.1%
84-37-122	PROPANE GAS - FLAT RATE	-	25,386.28	44,000.00	18,613.72	57.7%
84-37-160	CONSTRUCTION REVENUE	-	10,825.46	125,000.00	114,174.54	8.7%
84-37-331	CONNECTION CHARGES	-	3,780.00	3,000.00	(780.00)	126.0%
84-37-351	SUNDRY OPERATING REVENUE	3,444.16	30,997.44	47,000.00	16,002.56	66.0%
84-37-411	INTEREST	-	8,146.13	3,500.00	(4,646.13)	232.7%
84-37-412	PENALTIES	-	21,673.56	21,000.00	(673.56)	103.2%
	<b>TOTAL OPERATING REVENUES</b>	<b>3,909.54</b>	<b>632,121.40</b>	<b>918,500.00</b>	<b>286,378.60</b>	<b>68.8%</b>
NON-OPERATING REVENUES		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
84-38-102	TRANSFERS FROM R&R RESERVE	-	-	172,300.00	172,300.00	0.0%
84-38-901	APPROP - UTILITY FUND BALANCE	-	-	22,000.00	22,000.00	0.0%
	<b>TOTAL NON-OPERATING REVENUES</b>	<b>-</b>	<b>-</b>	<b>194,300.00</b>	<b>194,300.00</b>	<b>0.0%</b>



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FINANCIAL REPORT: REVENUES WITH COMPARISON TO BUDGET FOR THE UTILITY BOARD  
For the Month ending March 31, 2019  
75% of the year elapsed

GAS DEPARTMENT OPERATING EXPENDITURES:

Gas Department operating expenditures are at 65% of budgeted expectation.

Fuel: Transport to other cities and towns

Tools (non-capital): Fusing Iron, Hats & Jackets for field crew and Pipeline Safety

System Maintenance:

Education: Fusion Certification, Operator Qualifications, OSHA 10-hr

OPERATING EXPENDITURES	PERIOD ACTUAL	YTD ACTUAL W/ENC	BUDGET	UNEXPENDED	PCNT
84-41-110 SALARIES-PERMANENT EMPLOYEES	-	-	-	-	
84-41-140 BENEFITS-OTHER	-	65.00	3,000.00	2,935.00	2.2%
84-41-210 BOOKS, SUBSCR, & MEMBERSHIPS	-	175.00	2,000.00	1,825.00	8.8%
84-41-230 TRAVEL	-	-	4,000.00	4,000.00	0.0%
84-41-235 FOOD & REFRESHMENT	-	30.85	600.00	569.15	5.1%
84-41-250 EQUIPMENT SUPPLIES & MAINT	-	3,427.73	2,000.00	(1,427.73)	171.4%
84-41-257 FUEL	-	728.07	1,000.00	271.93	72.8%
84-41-260 TOOLS & EQUIPMENT-NON CAPITAL	-	2,933.05	2,000.00	(933.05)	146.7%
84-41-273 MAINT & SUPPLY SYSTEM	-	8,134.04	11,700.00	3,565.96	69.5%
84-41-285 POWER	-	844.81	1,000.00	155.19	84.5%
84-41-330 EDUCATION	-	6,962.71	7,200.00	237.29	96.7%
84-41-340 SYSTEM CONSTRUCTION SERVICES	-	-	-	-	
84-41-341 CONST-CUSTOMER'S INSTALLATION	-	8,933.60	100,000.00	91,066.40	8.9%
84-41-431 NATURAL GAS COMMODITY SUPPLY	62,189.54	113,442.83	49,700.00	(63,742.83)	228.3%
84-41-432 PROPANE GAS COMMODITY SUPPLY	-	198,435.49	318,100.00	119,664.51	62.4%
84-41-434 NAT GAS COMMODITY TRANSPORT	(28,222.00)	(9,358.74)	18,100.00	27,458.74	-51.7%
84-41-580 RENT OR LEASE	-	3,712.66	4,200.00	487.34	88.4%
<b>TOTAL OPERATING EXPENDITURES</b>	<b>33,967.54</b>	<b>338,467.10</b>	<b>524,600.00</b>	<b>186,132.90</b>	<b>64.5%</b>



320 East Newel Avenue  
Hildale, UT 84784-0490

FINANCIAL REPORT: REVENUES WITH COMPARISON TO BUDGET FOR THE UTILITY BOARD  
For the Month ending March 31, 2019  
75% of the year elapsed

GAS DEPARTMENT NON-OPERATING EXPENDITURES:

Gas Department non-operating expenditures are at 31% of budgeted expectation.

Reserve Purchases: gas valves; propane truck repairs, and new utility truck

Other Debt Service: Standard Fuel Liability Payout

Litigation Transfers show that internal service fund is near limit; will need to amend.

	NON-OPERATING EXPENDITURES	PERIOD ACTUAL	YTD ACTUAL W/ENC	BUDGET	UNEXPENDED	PCNT
84-42-560	BAD DEBT EXPENSE	-	-	600.00	600.00	0.0%
84-42-750	SP PROJECTS CAPITAL	-	-	37,000.00	37,000.00	0.0%
84-42-760	INVENTORY	-	-	-	-	
84-42-780	RESERVE PURCHASES	-	19,000.00	172,300.00	153,300.00	11.0%
84-42-890	OTHER DEBT SERVICE	-	-	-	-	
84-42-911	TRANSFERS TO JOINT ADMIN FUND	-	54,304.97	107,300.00	52,995.03	50.6%
84-42-912	TRANSFERS TO LITIGATION	-	11,842.38	29,200.00	17,357.62	40.6%
84-42-913	TRANSFERS TO GF ADMIN	10,416.67	93,750.03	125,000.00	31,249.97	75.0%
84-42-960	TRANSFERS TO RESERVE FUNDS	-	-	98,200.00	98,200.00	0.0%
	<b>TOTAL NON-OPERATING EXPENDITURES</b>	<b>10,416.67</b>	<b>178,897.38</b>	<b>569,600.00</b>	<b>390,702.62</b>	<b>31.4%</b>

## Report Criteria:

Report type: GL detail

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Discount Taken	Check Amount
03/19	03/06/2019	2082	5695	Advanced Network Consulting	2221	Professional IT Services - Leonard Black	11-41-111	.00	131.00
03/19	03/06/2019	2082	5695	Advanced Network Consulting	2216	Professional IT Services - Leonard Black	11-41-111	.00	257.50
03/19	03/06/2019	2082	5695	Advanced Network Consulting	2218	Professional IT Services - Leonard Black	11-41-111	.00	328.50
03/19	03/06/2019	2082	5695	Advanced Network Consulting	2214	Professional IT Services - Leonard Black	11-41-111	.00	1,722.00
03/19	03/06/2019	2083	1481	CHEMTECH-FORD LABORATOR	19A1331	Raduim tests	81-41-314	.00	375.00
03/19	03/06/2019	2084	1580	COLORADO CITY FIRE DISTRIC	FIRE IGA	FIRE DEPT IGA BASE AMOUNT 01/19	11-44-980	.00	6,750.00
03/19	03/06/2019	2085	5518	CALEB BARLOW	3.13901.6	3.13901.6 CUSTOMER DEPOSIT REFU	81-21350	.00	75.53
03/19	03/06/2019	2086	5518	JOSEPH BROADBENT	3.46110.5	3.46110.5 CUTOMER DEPOSIT REFUN	81-21350	.00	65.15
03/19	03/06/2019	2087	5518	SUNNY PEAKS	3.27301.7	3.27301.7 CUTOMER DEPOSIT REFUN	81-21350	.00	34.35
03/19	03/06/2019	2088	5631	GOLD LINE AUTO PARTS	38687	Return Wiper Blades	11-41-250	.00	50.80-
03/19	03/06/2019	2088	5631	GOLD LINE AUTO PARTS	38687	Wiper Blades for GMC Yukon	11-41-250	.00	33.10
03/19	03/06/2019	2088	5631	GOLD LINE AUTO PARTS	38686	Wiper Blades for GMC Yukon	11-41-250	.00	50.80
03/19	03/06/2019	2088	5631	GOLD LINE AUTO PARTS	38683	Battery for GMC Truck Yukon	11-41-250	.00	143.31
03/19	03/06/2019	2088	5631	GOLD LINE AUTO PARTS	38692	CV Shaft for GMC Yukon	11-41-250	.00	188.80
03/19	03/06/2019	2088	5631	GOLD LINE AUTO PARTS	38564	Fuses	65-41-250	.00	3.03
03/19	03/06/2019	2088	5631	GOLD LINE AUTO PARTS	38553	RTV Silicone	65-41-250	.00	28.77
03/19	03/06/2019	2088	5631	GOLD LINE AUTO PARTS	38713	Strap Hook	81-41-273	.00	34.27
03/19	03/06/2019	2088	5631	GOLD LINE AUTO PARTS	38598	Parts Return - Coolant Hose	82-41-273	.00	15.99-
03/19	03/06/2019	2088	5631	GOLD LINE AUTO PARTS	38607	Oil for lift station generator	82-41-273	.00	37.34
03/19	03/06/2019	2088	5631	GOLD LINE AUTO PARTS	38575	Coolant hose for lift station generator	82-41-273	.00	80.93
03/19	03/06/2019	2088	5631	GOLD LINE AUTO PARTS	38552	Coolant for lift station generator	82-41-273	.00	111.13
03/19	03/06/2019	2088	5631	GOLD LINE AUTO PARTS	38624	Air Valve	84-41-273	.00	4.45
03/19	03/06/2019	2088	5631	GOLD LINE AUTO PARTS	38672	Air fittings for propane yard	84-41-273	.00	43.68
03/19	03/06/2019	2089	2220	HOME DEPOT CREDIT SERVIC	5022120	Drywall repair at lab shop office	65-41-271	.00	16.00
03/19	03/06/2019	2090	5201	HYDRO SPECIALTIES CO.	21502	Replacement meter for power plant well	81-41-273	.00	2,055.05
03/19	03/06/2019	2091	2671	LES OLSON COMPANY	EA837635	MAINTENANCE CONTRACT	11-41-241	.00	417.26
03/19	03/06/2019	2092	5605	NGL SUPPLY CO. LTD	NGL26131	Propane Commodity	84-41-432	.00	14,386.03
03/19	03/06/2019	2092	5605	NGL SUPPLY CO. LTD	NGL26268	Propane Commodity	84-41-432	.00	14,898.75
03/19	03/06/2019	2093	5471	PINNACLE GAS PRODUCTS	103563	LP Gas Hose, Ball Valves, Chamfer Tool	84-41-260	.00	562.32
03/19	03/06/2019	2093	5471	PINNACLE GAS PRODUCTS	104792	Meter Regulator	84-41-341	.00	169.68
03/19	03/06/2019	2093	5471	PINNACLE GAS PRODUCTS	103563	Parts for customers gas connection	84-41-341	.00	632.24
03/19	03/06/2019	2094	4694	PREFERRED PARTS	38519	Cleaner Degreaser, Shop Towel	11-48-250	.00	18.42
03/19	03/06/2019	2094	4694	PREFERRED PARTS	37917	15W40 Motor Oil	11-48-250	.00	119.90
03/19	03/06/2019	2094	4694	PREFERRED PARTS	38382	Air fittings for lab shop	65-41-271	.00	29.58
03/19	03/06/2019	2094	4694	PREFERRED PARTS	36753	Antifreeze for lift station generator	82-41-273	.00	85.62
03/19	03/06/2019	2094	4694	PREFERRED PARTS	37113	Battery for lift station generator	82-41-273	.00	111.81
03/19	03/06/2019	2095	3391	RURAL WATER ASSOCIATION O	3086	RWAU Annual Dues	81-41-330	.00	870.00
03/19	03/06/2019	2096	3450	SCHOLZEN PRODUCTS COMPA	6359346-0	2" Tapping Saddle	81-41-341	.00	74.77
03/19	03/06/2019	2096	3450	SCHOLZEN PRODUCTS COMPA	3021350-0	Chlorine Cylinder Rental	81-41-432	.00	19.20
03/19	03/06/2019	2097	5415	ST. GEORGE WATER STORE	42607	Bottled Water Service 4 bottles	11-41-235	.00	24.00
03/19	03/06/2019	2098	4814	THOMAS PETROLEUM, LLC.	2123942-I	1 Drum 15w40 Deisel Engine Oil	11-47-250	.00	572.59
03/19	03/06/2019	2099	5288	TOWN OF COLORADO CITY DIS	DISPATC	TOCC DISPATCH IGA 01/19	11-46-980	.00	1,090.94
03/19	03/06/2019	2100	5290	TOWN OF COLORADO CITY PO	POLICE I	IGA BASE AMOUNT 01/19	11-43-980	.00	13,810.89
03/19	03/06/2019	2101	4020	U.S. POSTAL SERVICE	190220	FIRST-CLASS PRESORT PERMIT	11-41-244	.00	235.00
03/19	03/06/2019	2102	4221	UTAH STATE TAX COMMISSION	STC 0119	Taxes Collected for Hildale	84-21375	.00	2,061.30
03/19	03/06/2019	2103	4220	UTAH STATE TREASURER	TC 55 011	SURCHARGES	11-21332	.00	585.57
03/19	03/06/2019	2104	4620	VERIZON WIRELESS	84220865	ON CALL PHONE	11-41-287	.00	33.89
03/19	03/06/2019	2105	4441	WHEELER MACHINERY CO.	PS000768	Gear oil for skidder	65-41-250	.00	38.02
03/19	03/07/2019	2106	5696	Water Law & Policy Seminars	190308	Registration for Water Law & Policy Semi	11-41-330	.00	250.00
03/19	03/07/2019	2106	5696	Water Law & Policy Seminars	190308	Registration for Water Law & Policy Semi	65-41-330	.00	220.00
03/19	03/18/2019	2107	5033	AA SERVICES, INC.	1279	Thermostat for lab shop	65-41-271	.00	123.63
03/19	03/18/2019	2108	5692	Aquatronix, LLC	391	Water softener services at lab shop	65-41-271	.00	110.00
03/19	03/18/2019	2109	1155	ARIZONA STRIP LANDFILL COR	9642	865 N. Pionion St. - Roll off dumping	11-41-310	.00	1,416.92

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Discount Taken	Check Amount
03/19	03/18/2019	2110	4290	BARLOW, VINCEN C.	190310	Perdiem - Vincen-UMCA Conference	11-41-230	.00	170.00
03/19	03/18/2019	2111	5637	BASIC AMERICAN SUPPLY	189239	Bolts	11-41-250	.00	3.00
03/19	03/18/2019	2111	5637	BASIC AMERICAN SUPPLY	189368	Black Tape, Blank Key, Split Key Ring	11-41-250	.00	11.65
03/19	03/18/2019	2111	5637	BASIC AMERICAN SUPPLY	190867	Rubber Sealant Coating	11-41-250	.00	25.98
03/19	03/18/2019	2111	5637	BASIC AMERICAN SUPPLY	191742	Return replacement bar for saw	11-48-272	.00	29.99
03/19	03/18/2019	2111	5637	BASIC AMERICAN SUPPLY	190428	4x3 Eye Bolts	11-48-272	.00	11.21
03/19	03/18/2019	2111	5637	BASIC AMERICAN SUPPLY	192922	Push Broom for Park	11-48-272	.00	28.98
03/19	03/18/2019	2111	5637	BASIC AMERICAN SUPPLY	191727	Replacement bar for saw, Safe-T-Salt	11-48-272	.00	79.89
03/19	03/18/2019	2111	5637	BASIC AMERICAN SUPPLY	192943	Trash Cans for Park	11-48-272	.00	92.29
03/19	03/18/2019	2111	5637	BASIC AMERICAN SUPPLY	190407	Cleaning Supplies for Park Bathrooms	11-48-272	.00	101.53
03/19	03/18/2019	2111	5637	BASIC AMERICAN SUPPLY	191841	Bolts	65-41-250	.00	17.52
03/19	03/18/2019	2112	5697	BLACK TIE PRESS	1008	#10 Window Envelopes w/Postnet code,	11-41-244	.00	637.50
03/19	03/18/2019	2113	5261	BLUE TARP FINANCIAL	42174598	Milwaukee Hand Tools	82-41-260	.00	590.23
03/19	03/18/2019	2114	5622	BRIT GLOBAL SPECIALTY USA	0005632-1	Deductible Billing, CLMT: Johnson, Stan	11-41-510	.00	3,924.75
03/19	03/18/2019	2115	5356	BUCKS ACE HARDWARE	305373	Chain Saw Blade	11-48-272	.00	43.99
03/19	03/18/2019	2116	1430	CASELLE, INC.	93512	CONTRACT for April 2019	11-41-310	.00	1,005.67
03/19	03/18/2019	2117	5085	CENTURY EQUIPMENT COMPA	AP13026	Nut & Washer for CAT Machine	11-47-250	.00	8.54
03/19	03/18/2019	2117	5085	CENTURY EQUIPMENT COMPA	AW12020	Labor for CAT Machine Repair	11-47-250	.00	133.05
03/19	03/18/2019	2117	5085	CENTURY EQUIPMENT COMPA	CP76531	Filters for the 580 CAT Machine	11-47-250	.00	293.07
03/19	03/18/2019	2118	5518	Production Assembly Corp.	6.23190.3	6.23190.3 Customer Deposit Refund	81-21350	.00	320.22
03/19	03/18/2019	2119	5518	Sunny Peaks	3.47000.2	3.47000.2 Customer Deposit Refund	81-21350	.00	81.60
03/19	03/18/2019	2120	1711	DELL MARKETING L. P.	10267984	Laptop for Harrison	81-41-260	.00	1,612.28
03/19	03/18/2019	2121	4750	DJB GAS SERVICES, INC.	01128335	WELDER Cylinder Rental	82-41-273	.00	23.14
03/19	03/18/2019	2122	5631	GOLD LINE AUTO PARTS	38881	Profile Windshield Wiper Blade	11-41-250	.00	32.76
03/19	03/18/2019	2122	5631	GOLD LINE AUTO PARTS	38847	Key cutting	64-41-250	.00	6.00
03/19	03/18/2019	2122	5631	GOLD LINE AUTO PARTS	38855	Mirror for SxS	64-41-250	.00	41.82
03/19	03/18/2019	2122	5631	GOLD LINE AUTO PARTS	38880	Tire guage adapters	65-41-250	.00	154.58
03/19	03/18/2019	2122	5631	GOLD LINE AUTO PARTS	38838	Battery	65-41-250	.00	325.34
03/19	03/18/2019	2122	5631	GOLD LINE AUTO PARTS	38836	Batteries	65-41-250	.00	325.34
03/19	03/18/2019	2123	2170	HILDALE CITY UTILITIES	6.23800.6	Green Trailer Utilities	11-41-280	.00	95.71
03/19	03/18/2019	2123	2170	HILDALE CITY UTILITIES	6.23190.4	Mulberry St. Office Building	11-41-280	.00	180.67
03/19	03/18/2019	2123	2170	HILDALE CITY UTILITIES	6.07700.1	CITY HALL UTILITIES	11-41-280	.00	571.80
03/19	03/18/2019	2123	2170	HILDALE CITY UTILITIES	6.21700.1	MAXWELL PARK UTILITIES	11-48-280	.00	250.60
03/19	03/18/2019	2123	2170	HILDALE CITY UTILITIES	3.84110.1	Academy Ave Well Yard	65-41-280	.00	54.00
03/19	03/18/2019	2123	2170	HILDALE CITY UTILITIES	3.18000.1	Lab Shop Utilities	65-41-280	.00	2,613.48
03/19	03/18/2019	2123	2170	HILDALE CITY UTILITIES	6.42870.1	Propane Yard Lease	84-41-580	.00	100.00
03/19	03/18/2019	2124	2560	HINTON BURDICK CPAs & ADVI	197974	2018 FY Audit Final Billing	11-41-313	.00	8,250.00
03/19	03/18/2019	2125	5600	JENKINS BAGLEY	9630 (2)	Late pmt. - Interest on Invoice 9630	11-43-310	.00	5.47
03/19	03/18/2019	2125	5600	JENKINS BAGLEY	9630	Prosecutor Services - K. Forbes	11-43-310	.00	370.00
03/19	03/18/2019	2125	5600	JENKINS BAGLEY	10033	Prosecutor Services - K. Forbes	11-43-310	.00	1,087.38
03/19	03/18/2019	2125	5600	JENKINS BAGLEY	10518	Prosecutor Services - K. Forbes	11-43-310	.00	1,292.29
03/19	03/18/2019	2126	5663	Johnson, Harrison	190307	Mileage Claim - Harrison meeeting with	65-41-230	.00	46.20
03/19	03/18/2019	2126	5663	Johnson, Harrison	190308	Mileage Claim - Harrison meeting with B	65-41-230	.00	47.30
03/19	03/18/2019	2126	5663	Johnson, Harrison	190226	Mileage Claim - Harrison RWAU Confere	65-41-230	.00	146.52
03/19	03/18/2019	2127	5605	NGL SUPPLY CO. LTD	NGL26778	Propane Commodity	84-41-432	.00	12,915.42
03/19	03/18/2019	2128	5226	NOLAN A BARLOW	190228	Temporary office assistance with e-filing	65-41-110	.00	336.00
03/19	03/18/2019	2129	5514	PIPELINE ASSN. for PUBLIC AW	219124	Liason meeting and excavator mailings	84-41-330	.00	1,995.00
03/19	03/18/2019	2130	4694	PREFERRED PARTS	38998	Power Steering & Windshield Washer Flu	11-48-272	.00	6.35
03/19	03/18/2019	2131	3290	RELIANCE ELECTRIC	5867	Unibit	81-41-273	.00	46.00
03/19	03/18/2019	2132	4202	ROCKY MOUNTAIN POWER	68511976-	Cathodic Protection Power	84-41-285	.00	10.86
03/19	03/18/2019	2133	5633	RTC	569897	Replaced loaded breakers with proper si	11-41-271	.00	162.00
03/19	03/18/2019	2134	3450	SCHOLZEN PRODUCTS COMPA	6364524-0	Pipe for air lines in shop	82-42-720	.00	108.16
03/19	03/18/2019	2135	3560	SOUTH CENTRAL COMMUNICA	8297800 0	CITY HALL PHONE & FAX LINES	11-41-287	.00	191.00
03/19	03/18/2019	2135	3560	SOUTH CENTRAL COMMUNICA	8277200 0	POLICE PHONE LINE	11-43-287	.00	55.49
03/19	03/18/2019	2135	3560	SOUTH CENTRAL COMMUNICA	832600 02	PHONE - HILDALE CITY POLICE	11-43-287	.00	123.39
03/19	03/18/2019	2135	3560	SOUTH CENTRAL COMMUNICA	9592500 0	PRI PHONE ACCOUNT	11-43-287	.00	515.41

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Discount Taken	Check Amount
03/19	03/18/2019	2136	3592	SOUTHERN UTAH UNIVERSITY	S0042031	Bacteriological Water Tests	81-41-314	.00	160.00
03/19	03/18/2019	2137	5415	ST. GEORGE WATER STORE	43004	Bottled Water Service 3 bottles	11-41-235	.00	18.00
03/19	03/18/2019	2138	4605	SUMMIT ENERGY, LLC	0219HILD	Natural Gas Commodity-02/19	84-41-431	.00	62,189.54
03/19	03/18/2019	2139	5698	SUU Career Center	217	Registration for Harrison at Career & Inte	65-41-330	.00	100.00
03/19	03/18/2019	2140	4441	WHEELER MACHINERY CO.	PS000776	Cutting Edges for 140 Road Grader	11-47-250	.00	385.40
03/19	03/18/2019	2141	5646	XPRESS BILL PAY	38843	Xpress Bill Pay Trans. & Account Mainte	11-41-521	.00	317.80
03/19	03/22/2019	2161	4929	LITTLE CREEK MTN. RANCH	190322	HAY FOR GOATS (3 Bails)	82-41-273	.00	480.00
03/19	03/06/2019	201921	5057	GARKANE ENERGY	1772500 0	City Hall Power	11-41-285	.00	430.87
03/19	03/06/2019	201921	5057	GARKANE ENERGY	1790000 0	Street Lights Power	11-47-286	.00	458.67
03/19	03/06/2019	201921	5057	GARKANE ENERGY	1684200 0	Maxwell Park Power	11-48-285	.00	444.46
03/19	03/06/2019	201921	5057	GARKANE ENERGY	1755203 0	Green Trailer Power	11-49-285	.00	31.03
03/19	03/06/2019	201921	5057	GARKANE ENERGY	1782300 0	Lab Shop Power	65-41-285	.00	513.96
03/19	03/06/2019	201921	5057	GARKANE ENERGY	1793900 0	Million Gallon Tank Power	81-41-285	.00	32.56
03/19	03/06/2019	201921	5057	GARKANE ENERGY	1945500 0	Academy Ave Well Power	81-41-285	.00	37.18
03/19	03/06/2019	201921	5057	GARKANE ENERGY	1782500 0	Well #22	81-41-285	.00	40.34
03/19	03/06/2019	201921	5057	GARKANE ENERGY	1734500 0	East Water Tank Power	81-41-285	.00	64.55
03/19	03/06/2019	201921	5057	GARKANE ENERGY	1775500 0	Water Plant Power	81-41-285	.00	769.10
03/19	03/06/2019	201921	5057	GARKANE ENERGY	1709902 0	Power Pant Well Power	81-41-285	.00	3,783.61
03/19	03/06/2019	201921	5057	GARKANE ENERGY	1763900 0	Wastewater Headworks	82-41-285	.00	86.62
03/19	03/06/2019	201921	5057	GARKANE ENERGY	1763000 0	Recirc Pump Station Power	82-41-285	.00	185.61
03/19	03/06/2019	201921	5057	GARKANE ENERGY	1717500 0	Lift Station Power	82-41-285	.00	719.59
03/19	03/06/2019	201921	5057	GARKANE ENERGY	1787300 0	Propane Yard Power	84-41-285	.00	141.05
03/19	03/18/2019	201922	1155	ARIZONA STRIP LANDFILL COR	COLL 011	LANDFILL SERVICES	11-13119	.00	27,566.80
03/19	03/27/2019	201923	4470	BANKCARD CENTER	190226 (3)	Adobe Software	11-41-210	.00	31.80
03/19	03/27/2019	201923	4470	BANKCARD CENTER	190224 (2)	Textedly Software	11-41-210	.00	45.00
03/19	03/27/2019	201923	4470	BANKCARD CENTER	190226 (4)	Basecamp Software	11-41-210	.00	51.96
03/19	03/27/2019	201923	4470	BANKCARD CENTER	190211 (1)	Fuel - Ford Expedition	11-41-257	.00	60.37
03/19	03/27/2019	201924	4470	BANKCARD CENTER	190220 (1)	Parts for tire setting machine	65-41-250	.00	51.09
03/19	03/27/2019	201924	4470	BANKCARD CENTER	190228 (2)	AutoCAD Maintenance Plan - 1 year Ren	65-41-310	.00	1,440.60
03/19	03/27/2019	201925	4470	BANKCARD CENTER	190223 (3)	Facebook Ads	65-41-310	.00	8.98
03/19	03/27/2019	201925	4470	BANKCARD CENTER	190212 (1)	Facebook Ads	65-41-310	.00	25.00
03/19	03/27/2019	201925	4470	BANKCARD CENTER	190220 (2)	Presentation on Impact fees to Uzona	65-41-330	.00	15.00
03/19	03/27/2019	201926	4470	BANKCARD CENTER	190213 (1)	Fuel - Salt Lake City - SL Capitol	11-41-257	.00	30.07
03/19	03/27/2019	201926	4470	BANKCARD CENTER	190217 (2)	Fuel - Salt Lake City - SL Capitol	11-41-257	.00	37.31
03/19	03/28/2019	201927	4470	BANKCARD CENTER	190305 (8)	Goodies for Officer Swearing in	11-41-235	.00	16.86
03/19	03/28/2019	201927	4470	BANKCARD CENTER	190222 (4)	Flowers for Angie's Dad	11-41-240	.00	37.00
03/19	03/28/2019	201927	4470	BANKCARD CENTER	190216 (2)	Epson Black Ink Cartridge	11-41-240	.00	85.07
03/19	03/28/2019	201927	4470	BANKCARD CENTER	190301 (7)	Fuel Travel to SLC Economic Planner Ce	11-41-257	.00	29.01
03/19	03/28/2019	201927	4470	BANKCARD CENTER	190228 (6)	Fuel Travel to SLC Economic Planner Ce	11-41-257	.00	32.00
03/19	03/28/2019	201927	4470	BANKCARD CENTER	190227 (5)	UVU Certificate in Economic Developme	11-41-330	.00	519.00
03/19	03/28/2019	201927	4470	BANKCARD CENTER	190218 (3)	1811 Folder Maintenance Kit	65-41-271	.00	136.58
03/19	03/28/2019	201927	4470	BANKCARD CENTER	190214 (1)	Career & Internship Fair - Harrison	65-41-330	.00	100.00
03/19	03/28/2019	201928	4470	BANKCARD CENTER	190305 (2)	Tires for Utility Vehicle	65-41-250	.00	973.72
03/19	03/28/2019	201928	4470	BANKCARD CENTER	190207 (1)	Fire Marshall Card	84-41-140	.00	70.00
03/19	03/28/2019	201929	4470	BANKCARD CENTER	190206 (1)	Google Storage	11-41-210	.00	1.99
03/19	03/28/2019	201929	4470	BANKCARD CENTER	190211 (2)	Signing Documents for Property Exchan	11-41-235	.00	60.09
03/19	03/28/2019	201929	4470	BANKCARD CENTER	190214 (4)	Chair, Toner, Pens	11-41-240	.00	262.95
03/19	03/28/2019	201929	4470	BANKCARD CENTER	190212 (3)	UMCA Registration 2019 Conference	11-41-330	.00	450.00
03/19	03/28/2019	201930	4470	BANKCARD CENTER	190220 (1)	Hildale Building Official membership - U	11-45-210	.00	75.00
03/19	03/28/2019	201931	4470	BANKCARD CENTER	190216 (1)	Utilities Website	65-41-310	.00	132.00
03/19	03/28/2019	201932	4221	UTAH STATE TAX COMMISSION	STC 0219	SELLER DISCOUNT FOR MONTHLY FI	11-34-191	.00	29.20
03/19	03/28/2019	201932	4221	UTAH STATE TAX COMMISSION	STC 0219	Taxes Collected for Hildale	84-21375	.00	2,228.88
03/19	03/28/2019	201933	4701	ZIONS FIRST NATIONAL BANK	EFTPS 02	Social Security - FICA Deposit 0219	11-22211	.00	2,195.58
03/19	03/28/2019	201933	4701	ZIONS FIRST NATIONAL BANK	EFTPS 02	Medicare - FICA Deposit 0219	11-22212	.00	513.46
03/19	03/28/2019	201933	4701	ZIONS FIRST NATIONAL BANK	EFTPS 02	Tax Withholding - FICA Deposit 0219	11-22213	.00	733.68
03/19	03/28/2019	201934	5057	GARKANE ENERGY	1711203 0	Mulberry Street Building	11-41-285	.00	149.64

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Discount Taken	Check Amount
03/19	03/28/2019	201934	5057	GARKANE ENERGY	1772500 0	City Hall Power	11-41-285	.00	345.75
03/19	03/28/2019	201934	5057	GARKANE ENERGY	1790000 0	Street Lights Power	11-47-286	.00	458.67
03/19	03/28/2019	201934	5057	GARKANE ENERGY	1684200 0	Maxwell Park Power	11-48-285	.00	481.32
03/19	03/28/2019	201934	5057	GARKANE ENERGY	1755203 0	Green Trailer Power	11-49-285	.00	30.70
03/19	03/28/2019	201934	5057	GARKANE ENERGY	1782300 0	Lab Shop Power	65-41-285	.00	439.53
03/19	03/28/2019	201934	5057	GARKANE ENERGY	1793900 0	Million Gallon Tank Power	81-41-285	.00	31.99
03/19	03/28/2019	201934	5057	GARKANE ENERGY	1945500 0	Academy Ave Well	81-41-285	.00	36.81
03/19	03/28/2019	201934	5057	GARKANE ENERGY	1782500 0	Well #22 Power	81-41-285	.00	39.31
03/19	03/28/2019	201934	5057	GARKANE ENERGY	1734500 0	East Water Tank Power	81-41-285	.00	61.95
03/19	03/28/2019	201934	5057	GARKANE ENERGY	1775500 0	Water Treatment Plant	81-41-285	.00	615.37
03/19	03/28/2019	201934	5057	GARKANE ENERGY	1709902 0	Power Plant Well	81-41-285	.00	2,788.51
03/19	03/28/2019	201934	5057	GARKANE ENERGY	1763900 0	Sewer Headworks	82-41-285	.00	78.94
03/19	03/28/2019	201934	5057	GARKANE ENERGY	1763000 0	Sewer Sprinkler Pump	82-41-285	.00	160.80
03/19	03/28/2019	201934	5057	GARKANE ENERGY	1717500 0	Lift Station Power	82-41-285	.00	691.88
03/19	03/28/2019	201934	5057	GARKANE ENERGY	1787300 0	Propane Yard	84-41-285	.00	140.86
03/19	03/28/2019	201935	5057	GARKANE ENERGY	1734500 0	East Water Tank Power	81-41-285	.00	.01
Grand Totals:								.00	223,049.30

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

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City Recorder: \_\_\_\_\_

Report Criteria:  
 Report type: GL detail



# Utility Departments of Hildale/Colorado City

Utility Board Meeting Minutes  
320 East Newel Ave, Hildale Utah  
Tuesday, February 26, 2019 6:00 P.M.

## Present: Utility Board

Board Members:	Present	Absent	Excused
Haven Barlow	X		
Sterling Jessop, Jr.	X		
Ralph Johnson	X		
Arvin Black	X		
Jason Black	X		
Nathan Burnham	X		
JVar Dutson	X		
Stacy Seay	X		
Michael Cawley	X		

## Staff Present:

Weston Barlow, Vincen Barlow, Harrison Johnson, Mariah La Corti, Vance Barlow, Mayor Joseph Allred, Mayor Donia Jessop

## Public Present:

Lawrence Barlow, Glynn Jones, Tonja Holm, Milton Holm (this list may be incomplete)

## #1 Call to Order

Meeting called to order at 6:00 pm. Roll was taken, quorum present:

Arvin made the Board aware of John Barlow's deployment to Cuba. He wanted to let him know that his service is appreciated, and his safe return is looked forward to.

## #2. Prayer & Pledge of Allegiance

Michael offered a prayer, the crowd joined in the pledge of allegiance.

## #3. Approval of Minutes from Previous Meeting

A few corrections were noted.

**JVar Dutson moved to ratify the minutes of the January 29, 2019 Meeting.**

**Nathan Burnham seconded. Roll call vote:**

Board Members:	Yes	No	Abstain
Haven Barlow	X		
Sterling Jessop, Jr.	X		
Ralph Johnson	X		
Arvin Black	X		
Jason Black	X		
Nathan Burnham	X		
JVar Dutson	X		
Stacy Seay	X		
Michael Cawley	X		

Motion carried.

**#4. Public Comment**

Glynn Jones addressed the Board about his support of the Water Surge Remediation Program. He encouraged the Board to approve this program, pointing out that almost every other city in the nation has something similar.

**#5. Consideration of Utility Waiver Requests**

Harrison Johnson presented. The request is something that is asked a lot. A customer is asking that the base rates between the time that they initially requested service and the first time there was actual usage (3 months) be refunded. Harrison pointed out that, per the water service regulations, the customers are required to pay base rates because of the immediate availability of services. He recommended a denial of this request, as the customers services were connected in line with their request. Tonja Holm addressed the Board about the reason for the request.

Stacy explained a similar experience that she is currently going through. Jason pointed out that according to the way sewer is calculated, the customer is actually benefiting from having base rates, but no usage during these months. Ralph explained that everybody that has requested to have their water turned on has to pay the base rates for such.

**Jason Black moved to deny the waiver request.**

**Nathan Burnham seconded. Roll call vote:**

Board Members:	Yes	No	Abstain
Haven Barlow	X		
Sterling Jessop, Jr.	X		
Ralph Johnson	X		
Arvin Black	X		
Jason Black	X		
Nathan Burnham	X		
JVar Dutson		X	
Stacy Seay	X		
Michael Cawley	X		

Motion carried.

Harrison was directed to work with the customer on a payment arrangement and look into a policy addressing this issue in the future.

**#6. Manager Report**

Harrison presented. There has been a net increase in customer accounts for several months. The Rural Water Association has an annual conference hosted in St. George he, Weston and the operators are attending. Harrison is trying to be proactive with regulatory agencies, and has meetings scheduled with several of them.

JVar asked that we make sure we are going overboard on making sure the public is aware of any water quality issues. Harrison agreed, and he is collecting research to distribute any information in a knowledgeable manner. There was brief discussion about the radium contamination in the well water and spring water expansion idea.

Because of the potential of requests for installation rising in low pressure areas, and the State law associated with this, the Department is actively working on a solution to provide adequate water pressure in these areas. Disclosure has been given to the public that there are areas of the city we simply cannot provide water to at this time because the infrastructure does not allow for it.

**#7. Financial Report**

Vincen Barlow presented. Revenues with comparison to budget and an invoice register were provided.

**#8. Consideration of Approval to Pay Bills**

**JVar Dutson moved to pay the bills as they become due and the funds become available.**

**Ralph Johnson seconded. Roll call vote:**

Board Members:	Yes	No	Abstain
Haven Barlow	X		
Sterling Jessop, Jr.	X		
Ralph Johnson	X		
Arvin Black	X		
Jason Black	X		
Nathan Burnham	X		
JVar Dutson	X		
Stacy Seay	X		
Michael Cawley	X		

Motion carried.

**#9. Consideration and Possible Action on Water Surge Remediation Program**

Harrison presented. The program is recommending the water service regulations be amended to reflect an allowance for a water surge billing adjustment once every 36 months.

Glynn Jones was invited to address the Board once more. He spoke about the benefit of this program for the customers. He made a few recommendations to the policy regarding the requirement of being in good standing, and the billing cycle. Harrison agreed to look into applying these suggestions. The sewer rate recalculation verbiage was briefly discussed.

Mayor Jessop reiterated the need for this program to help individuals. Mayor Allred used his experience with the Utility Department to express his concern about the City bearing this burden when the customer may have a leak due to using inferior materials or being poorly constructed. He would not vote for the program. Harrison answered this by pointing out that all leaks can be inspected and verified by the Water Superintendent. He feels the customer service and benefits would outweigh the financial burden.

There was discussion on the 36-month timeline. Haven felt that this amount of time addresses Mayor Allred’s workmanship concerns.

**Jason Black moved to recommend that the city councils adopt the resolution to the water service regulations following approval from the Department of Justice.**

**Stacy Seay seconded. Roll call vote:**

Board Members:	Yes	No	Abstain
Haven Barlow	X		
Sterling Jessop, Jr.	X		
Ralph Johnson		X	
Arvin Black	X		
Jason Black	X		
Nathan Burnham	X		
JVar Dutson	X		
Stacy Seay	X		
Michael Cawley	X		

Motion carried.

Ralph felt he was not given enough time to research this.

**#10. Consideration and Possible Action on Non-Discrimination of Public Services Policy**

The personnel policy manuals of both cities discuss non-discrimination of fellow employees but does not address non-discrimination of customers. It would be beneficial to have this added to the employee manuals, so employees are aware of the repercussions of such actions.

Christian pointed out that he has reviewed the policy and feels it is very thorough.

**JVar Dutson moved to approve the Non-Discrimination of Public Services Policy.**

**Nathan Burnham seconded. Roll call vote:**

Board Members:	Yes	No	Abstain
Haven Barlow	X		
Sterling Jessop, Jr.	X		
Ralph Johnson	X		
Arvin Black	X		
Jason Black	X		
Nathan Burnham	X		
JVar Dutson	X		
Stacy Seay	X		
Michael Cawley	X		

Motion carried.

**#11. Adjournment**

JVar would like commercial water sales at Maxwell Park to be added to the agenda, and asked Board Members to think about their stance on this issue.

Jason also made a note about the lack of timeliness in receiving the packet. The meetings would go smoother and Board members would be more informed if information was received sooner. Centennial Park Water District will meet Saturday and Michael will communicate their plan for going forward.

With no other business, meeting adjourned at 7:32 pm.

Minutes were approved at the meeting on March 26, 2019.

\_\_\_\_\_  
Vincen Barlow, Hildale City Recorder

\_\_\_\_\_  
Vance Barlow, Colorado City Town Clerk

**Summary of Board Actions:**

**Approval of Minutes of 1-29-19 Meeting**

**Recommendation to City Councils Regarding Adopting Water Surge Remediation Program**

**Adoption of Non-Discrimination of Public Services Policy.**

# Hildale City Planning Commission Meeting

320 East Newel Avenue, Hildale, Utah 84784

Monday, February 18, 2019 6:00 p.m.

**Present:**

**Commissioners:** Brigham Holm, Jenn Kesselring, Charles Hammon

**Staff:** John Barlow, Christian Kesselring, Mariah La Corti

**Public:** Jared Nicol, MaryAnn Harker

**#1 Call to Order**

Meeting called to order at 6:06 p.m.

**#2 Roll Call**

Roll was taken, quorum present.

**#3. Pledge of Allegiance**

Commissioner Kesselring led the group in the pledge of allegiance.

**Brigham Holm moved to appoint Charles Hammon as Chairman for this meeting.  
Jennifer Kesselring seconded. Roll call vote:**

	YES	NO	ABSTAIN
Charles Hammon	X		
Brigham Holm	X		
Jenn Kesselring	X		

Motion carried.

**#4. Public Hearing**

**Brigham Holm moved to open the public hearing.  
Jennifer Kesselring seconded. Roll call vote:**

	YES	NO	ABSTAIN
Charles Hammon	X		
Brigham Holm	X		
Jenn Kesselring	X		

Motion carried.

Commissioner Hammon recused himself, as he is the owner of one of the properties. Present public were invited to give any input on this matter. Jared Nicol asked for verification that notice was given to adjacent property owners. John Barlow confirmed that letters were mailed to property owners of the neighboring properties. No further input was given.

**Brigham Holm moved to close the public hearing.  
Jennifer Kesselring seconded. Roll call vote:**

	YES	NO	ABSTAIN
Charles Hammon	X		
Brigham Holm	X		
Jenn Kesselring	X		

Motion carried.

**#5 Public Comment**

None

**#6. Approval of Minutes of Previous Meetings**

No corrections noted.

**Jenn Kesselring moved to approve the minutes of the previous meetings.  
Brigham Holm seconded. Roll call vote:**

	YES	NO	ABSTAIN
Charles Hammon	X		
Brigham Holm	X		
Jenn Kesselring	X		

Motion carried.

**#7. Executive Session**

Not needed.

**#8. Informational Summaries**

John Barlow presented. He is being deployed for 10 months, causing a shuffle of his duties. Christian Kesselring will be the acting City Manager. The position of Planning and Zoning Administrator will be advertised, and applicants discussed with the commissioners.

A letter from the Department of Workforce Services was received. Commissioners may be asked to develop a short-term solution for a general plan in order to meet the requirements of reporting to them about low-income housing by the deadline of July 1, 2019. Commissioner Hammon suggested that the commission address this by doing a supplement to the current general plan just to meet the requirement. He suggested that the State be contacted, and an extension requested. John offered to send an email.

**#9. Consideration and Possible Action on Re-zone request for Lots 24 & 32 of Short Creek Subdivision**

Commissioner Hammon explained his conflict of interest as the owner of one of these properties. He recused himself from a vote and presented to the Commission. He would like to fill in the missing hole in the housing market of Hildale by providing the opportunity of owning smaller homes on smaller lots. He presented a concept of what they hope to achieve if the re-zone

request is approved. This would be a planned unit HOA development, the only way they would be able to achieve what they are hoping for is with this density of zoning.

Jared Nicol was invited to address the Commission. He brought up the concern about Mr. Hammon not yet owning both lots. Commissioner Hammon explained that he has the property under contract with the UEP Trust. The UEP Trust did submit the re-zone application and authorized Mr. Hammon to represent them in this matter, all of which was provided to the Commission.

John Barlow explained that this would be considered an amendment to the map and reminded Commissioners of the four criteria that must be taken into consideration when making this decision. He also pointed out that there are shortages of affordable housing in Hildale City and that there are adequate public utilities and infrastructure to support high density in this area. The question is whether or not the commission feels this location is proper for this kind of density.

Commissioner Holm asked about the possibility of litigation on their decisions. Christian explained that because the general plan will be updated to more properly reflect the vision for Hildale, while it does have to be considered, how much weight is the commissioners decide to give it is up to the.

**Jenn Kesselring moved to approve the re-zone request for lots 24 & 32 and change the zone from RA-1 to RM-2.**

**Brigham Holm seconded. Roll call vote:**

	YES	NO	ABSTAIN
Charles Hammon			X
Brigham Holm	X		
Jenn Kesselring	X		

Motion carried.

#### **#10. Recommendation to Change Planning and Zoning Commission ordinance from 5 to 7 Members**

Public interviews were held for interested individuals, councilmembers and commissioners were invited. There were 5 applicants, 4 of which were present at the interviews. They each had a lot to offer and presented different demographics of Hildale. Mayor Jessop feels that each of these individuals could positively contribute to the community, she is asking the Commission to make a recommendation to consider changing the Ordinance from 5 to 7 members.

John explained the process of amending the ordinance. Charles explained that he feels variety is health. If too large it may become ineffective, if too small questions or opinions may be overlooked. All three commissioner Brigham stated his opinion that more representation while creating the general plan could be helpful



**Brigham Holm moved to make a recommendation to the city council to change the Planning and Zoning Commission Ordinance from 5 to 7 members.**

**Charles Hammon seconded. Roll call vote:**

	YES	NO	ABSTAIN
Charles Hammon	X		
Brigham Holm	X		
Jenn Kesselring	X		

Motion carried.

Commissioner Hammon requested discussion on meeting time be added to next month's agenda

**#11. Adjournment**

With no other business, meeting adjourned at 7:08 pm.

Minutes were approved at Planning Commission meeting on March 28, 2019.

Minutes were approved at the City Council Meeting on \_\_\_\_\_.

\_\_\_\_\_  
Vincen Barlow, City Recorder



## HILDALE CITY

P.O. BOX 840490 320 E. NEWEL AVE. HILDALE, UTAH 84784 PHONE: 435-874-2323 FAX: 435-874-2603

**To:** Hildale City Council and Mayor  
**From:** Christian Kesselring, Acting Hildale City Manager  
**Date:** April 3, 2019  
**Subject:** City Manager's Report

### **Planning and Zoning Administrator**

We received two applications for the open position, both of which are entry level candidates but otherwise well-qualified. By the time the Council reads this, we will have completed interviews and I will be preparing to present my recommendation to the Council for that hire.

You may have heard about hiccups at the last Planning and Zoning meeting, where a large new development was being discussed for rezoning. That experience perfectly highlights the urgency of us retaining a highly effective administrator who can work hand-in-hand with City staff, the Commission and our public. Particularly, everyone will benefit from careful development of policies and procedures for the Commission.

### **Economic Development**

Staff has continued to make exciting progress towards attracting new businesses to the City, and we expect to have good news in the coming months. One way that we are making this happen is by developing a plan to partner with other taxing entities in the county to offer tax incentives to help business offset the costs of locating their operations here.

Mariah LaCorti is continuing her studies in UVU's economic development certificate program, which she will be completing over the next couple months. I have restructured Mariah's duties to focus more on economic development, and we have been working together closely on multiple fronts. To recognize her growing responsibilities, I have promoted Mariah to Economic Development Coordinator.

### **City Manager Handoff**

John Barlow has now returned from his pre-deployment training. While he focuses his time on preparing next year's budget, I am continuing to serve as the City's chief administrative officer. As for the few weeks that John was gone, I can report that it was a challenge but we rose to it. I will be relying on John's mentorship for the coming weeks, in preparation for his extended absence.

### **Parks**

Jason Cooke has now started with the City as our newest Parks employee. Nathaniel has been getting Jason oriented to everything he has been doing to make Parks so successful in the past year. This will enable us to make a successful transition as we move to take over park maintenance from the UEP Trust this month. Going forward, Jason and Nathaniel will be working side-by-side in distinct roles designed to maximize their individual strengths.

You will notice that the UEP contract you are being presented with includes maintenance of the cemetery on Canyon Street, along with additional compensation to cover those services. In my judgment, this is exactly the type of work that we as a city should be doing, and the money the UEP has agreed to pay will amply compensate for our staffing costs.

### **UEP-TCWW Settlement**

The TCWW board of directors has now expressly authorized their attorney to sign all documents necessary to close on the transfer of water assets. The process continues to move slowly, but I am optimistic that we will have the deal completed within the next few weeks.

### **Water Contamination**

Staff has had to give considerable time and attention this month to addressing the current concern with water source contamination in the City's power plant well. We are actively pursuing multiple funding options and other resources to help formulate a remediation plan.

### **Injunction Compliance**

We are continuing efforts to achieve 100 percent compliance with our court-mandated trainings under the injunction. Staff had a meeting last week with Roger Carter to discuss a plan to get there, and to drive improved attendance in the future.

### **Closing:**

I am grateful for the opportunity to lead the City administration during this period of incredible opportunity. Thank you for your leadership as you continue to make the tough but essential decisions.

# HILDALE - COLORADO CITY FIRE DEPARTMENT

## FIRE CHIEF'S REPORT TO THE BOARD

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March 26, 2019

**ADMINISTRATIVE ACTIONS:** On February 27, Asst. Chief Edwin Barlow and Captain Daniel R. Barlow attended a work session by the Mohave County Emergency Manager to discuss a regional approach to Active Shooter events. It is a nation-wide concern, given the increasing numbers of hostile incidents involving multiple patients. The public safety approach requires a very high level of coordination between law enforcement, fire department and EMS. There has been a significant change in approach over the past several years in that fire and EMS are no longer waiting until a scene has been totally secured by LE, but are becoming part of Rescue Task Forces to access, remove and assist victims much sooner. We are also working on a Standard Operating Procedure for southern Utah agencies.

Edwin and D.R. picked up the new 2019 Ford Expedition at Peoria Ford in Peoria, AZ. The 2016 Expedition was delivered at the same time, on trade-in. They also attended a workshop by FirstNet to get an update on the nation-wide stand-alone public safety wireless network. AT&T is the carrier responsible for building out the system and providing services.

The lawsuit brought by the injured family in a 2014 gas explosion in Cane Beds continues. A gas valve manufacturer and their distributors are the defendants. Several more of our firefighters have been called for deposition as witnesses.

Chief Kevin Barlow attended the Mohave County Board of Supervisors meeting in Kingman on 3/18/19. We had asked Supervisor Watson to sponsor an agenda item requesting that Mohave County be the lead agency for the District in an application to the Gila River Indian Community for a Public Safety grant. The funds are available through the Proposition 202 Gaming Compact that allows casino type gambling in Arizona but requires that 12% of annual intake be made available for public purposes. Only cities and counties are eligible to apply, however, the district is eligible as a sub-recipient. The Board of Supervisors authorized the application under their name. The grant was submitted to the Gila River Indian Community for \$221,178, asking for six new Monitor/Defibrillators to replace outdated equipment and to make one available for the Centennial Park community.

Kevin attended the National Weather Service Stakeholders Spring Meeting in Las Vegas on 3/20/19. There was an overview of winter weather impacts and also projections for spring winds and moisture. The Las Vegas weather radar station will be out of service for about one month for upgrades and maintenance.

On Saturday, 3/23/19, Kevin attended training by the Utah Critical Incident Stress Management team in St. George where they presented updated procedures for Peer Support. Kevin had participated in a CISM team call-out for a group debriefing on 3/9/19.

The city managers for both Hildale City and the Town of Colorado City are meeting with all department heads on the last Monday afternoon of each month. The Fire District participates and provides a copy of the Fire Chief's Report that is also used for the Hildale City Council. The meeting allows an opportunity for department heads to coordinate services and support the other city functions.

A second session of the Peer Review Panel for the AFG grants has been set for the last week of April at the FEMA headquarters in Washington, D.C. Kevin has again been invited.

The AutoPulse mechanical CPR device awarded through a Firehouse Subs Foundation grant (\$16,000) has arrived and vendor training is scheduled for 3/26/19.

**TRAINING REPORT:** On 3/7/19, eight of our paramedics attended an Advanced Airway Lab sponsored by Air Methods flight crews at the Beaver Dam-Littlefield Fire Department.

The March ALS Inservice was on 3/5/19. The training focused on two new medications available to EMS, Ketamine and an antibiotic, Ancef. The ALS Inservices always include a safety message, a 12-Lead review, and updates on the ePCR program and any changes in equipment or supplies.

Two evenings of fire training were the annual Wildland Fire update. The required training included wildfire forecasts, statewide moisture levels and snowpack, safety issues and fire shelter deployment. The firefighters must also pass a physical endurance test (pack test) in order to obtain the new Red Card necessary for deployment on any state or federal fire assignments.

The February Special Operations training was on Hazmat PPE with donning of Level A and Level B entry suits.

Seven recruit firefighters finished a Wildland Firefighter course in Hurricane, and will be beginning a three month long Firefighter Recruit Academy. The course is held in Hurricane and is sponsored by the Utah Fire & Rescue Academy at no cost to participating agencies.

The MCC EMT Class continues. The course meets two evenings each week and many Saturdays, with completion in May.

**MAINTENANCE REPORT:** Repairs continue on apparatus damaged by heat at the Canyon Street/Newel Avenue fire. Mirrors, lights, gaskets and seals, hose covers (anything that could melt) are being replaced.

The upfitting of the new fire chief vehicle with emergency lighting is underway. The Motorola radio is on order, but will be delayed.

Water Tender 10 is out-of-service while the pump is being rebuilt. D.R. is looking into the possibility of installing an automatic transmission (already on hand) into the truck to make it more useable for volunteer drivers. He is also looking at a replacement motor to solve the issues of excessive oil smoke from the existing motor.

**FIRE PREVENTION:** Five community First Aid - CPR courses have been held, including one in the Apple Valley community.

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RESPECTFULLY SUBMITTED:



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Kevin J. Barlow, Chief

# Public Works Report

April 2019

The safe route to school project on Utah Ave we have the plans and are reviewing them. They had the prebid conference with potential bidders. We have school zone signs that we are putting around the School in Hildale. We are waiting for Garkane to help get power on Hildale St. for the flashing signs.

The notice of intent to award the ADA Ramps project to B4 Enterprises, Inc. has been sent and the award letter will be sent after the 10-day waiting period. We have considered several options limiting the scope. The city crew plan to do traffic control and necessary removal of existing ramps.

We have had crews repairing the streets. We will continue filling pothole. With the recent storms, there is a whole new crop of pothole and much grading to do.

There has been a lot of repair work done on the equipment. We are putting a thumb on the trackhoe getting ready for the ADA ramp project. We have done some work in the shop to make it more safety compliant. Also, we are working on cleaning and organizing the shop and yard.

The IWORQ program is working fine. We still entering data getting it up to what we need. We feel it will be a great benefit us.

We ran the crusher plant for a day in between the storms. We have been getting some materials hauled in.

We are planning to haul material from the Fredonia pit to make the chip we need for this year.

The Town cleanup is scheduled for the first week of April. We will have our crew on it.

Thanks for the opportunity to help improve our community.

Public Works Director

Dean Cooke



March 25, 2019

#### Communications Center Report

I attended FirstNet training in Mesa, Arizona on February 28th. FirstNet is a wireless data network for first responders (a cell network with data). It is designed to have built in redundancy and hardened cell sites to give first responders a cell network that won't be overloaded by the general public during a disaster or large event.

We had a conference call with the GIS consultants, TerraSystems SouthWest. We will continue to work with them on designing and implementing a GIS department and programs. The GIS data will be very important in the near future for the Next Generation 9-1-1 networks. Our map data needs to be very accurate to make sure that calls are routed appropriately and not lost.

Kendrick and I attended the International Wireless Convention and Expo Exhibit Hall. We met with radio vendors and reviewed different options for our radio and wireless technologies in the future.

I worked on UCJIS paperwork and documentation to make sure that we are compliant in preparation for an upcoming audit. We will continue to work with BCI to make sure that we maintain full compliance.

Mary ran several of the telecommunicators through warrant entry training for Arizona warrants. We are working on getting all our personnel familiar with the process so that any one of them can enter the warrants into the system as soon as they are received.

I attended a conference call with other Arizona 9-1-1 System Administrators to discuss the new Arizona 9-1-1 funding model and office changes.

We will be completing our new employee reviews and evaluations during the last week of March.

We are grateful to be able to serve.

Warren Darger, ENP  
Manager  
Hildale / Colorado City Communications Center

## HILDALE CITY PARKS

1. Wet winter about 14" of water at Maxwell Park
2. Water lines – the drinking and irrigation washed out and was repaired.
3. Installed poles around areas where we want New grass by the playground area
4. Vandalism at park – donuts from trucks, ATV's, etc.
5. Aeration and fertilizer done on all lawns – before last rain. All lawns are greening up and looking nice.
6. Continuing to see 1 to 200 people a day, getting water or using the park
7. We've hired an employee to help with the park and other stuff the City Manager wants done
8. Future: Possibly getting Fiber Optic up to Maxwell Park for cameras etc.. ordering new cameras to replace old ones
9. Taking control of Cottonwood Park after contracts are signed with the UEP

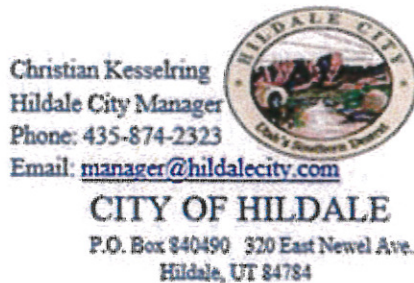


## Mariah LaCorti

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**From:** Manager Hildale City  
**Sent:** Monday, April 01, 2019 2:08 PM  
**To:** Mariah LaCorti; Vincen Barlow  
**Subject:** FW: Community Outreach Update

Please include the email copied below in the packet with the other manager reports. Thank you.



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**From:** Roxanne Barlow <roxannebarlow@hotmail.com>  
**Sent:** Monday, April 1, 2019 8:30 AM  
**To:** Manager Hildale City <manager@hildalecity.com>  
**Subject:** Community Outreach Update

Good Morning,

During the month of March, the volunteers of the Community Outreach Department were busily engaged in get the soccer program started back up for the spring season. This consisted mostly of discussing logistics as registration will not open until mid-April or later.

We are in the middle of a collaboration with Southwest Behavior Health to hopefully create some great mental health and parenting classes at no charge to anyone interested. Up to the time of this email, those classes have not been selected nor have dates for those classes. The update in April will have more date-specific information.

As always, I will consistently keep you updated verbally of any changes. Please do not hesitate to contact me with any questions, concerns, or tasks. Thank you for your continued support with Community Outreach!

Warmly,

Roxanne Barlow  
Community Outreach Director  
Hildale City, Utah

## Marshal's Monthly Report March 2019

The Colorado City/Hildale Marshal's Office kept busy during the month of March with a variety of tasks and assignments. In addition to the 294 for calls for service the department kept busy with training and certifications. That is up from 225 in February. At this time, the Marshal's Office remains fully staffed.

On March 6-8<sup>th</sup>, the Marshal's Office hosted an alcohol HGN/FST workshop. In attendance were officers from the CCMO, Gilbert AZ PD, Flagstaff PD, AZ DPS, Fredonia PD, and Phoenix PD. This training resulted in the officers completing required training and receiving their certificates.

The police policy manual training is complete, and the manual has been issued to all officers. The Dailey Training Bulletins are being issued.

Planning and the bid process is underway for the new PD building.

Police Admin attended the annual Chiefs Conference in St George last week. Some of the topics that remain a challenge for police departments across the nation are: hiring, retention, public image/perception, budget issues and jail space

Some of the more frequent calls for service in January were:

- 11 agency assists
- 84 traffic stops
- 30 animal complaints
- 21 motorist assists
- 21 traffic complaints
- 10 suspicious vehicles

The Marshal's Office is honored and committed to serving both communities and appreciate the support and interactions from the Mayors and Council members of Hildale Utah and Colorado City Arizona

Submitted by:

Chief Mark Askerlund

## **PARK MAINTENANCE AGREEMENT**

This PARK MAINTENANCE AGREEMENT (the "Agreement") is entered into by and between the CITY OF HILDALE, a Utah municipal corporation (The "City") and THE UNITED EFFORT PLAN TRUST, a Utah charitable trust (the "Trust"), effective as of the earlier of the dates set forth below (the "Effective Date"). Throughout this Agreement either the City or the Trust may be referred to individually as a "Party" and collectively as the "Parties."

### **RECITALS**

- A. WHEREAS**, the Trust is the owner of Cottonwood Park (the "Park"), which is a regional park located at the intersection of Academy Avenue and Colvin Street in Colorado City, Arizona, and of a cemetery located at approximately 1020 N Canyon St in Hildale, Utah (the "Cemetery") (collectively, the "Properties");
- B. WHEREAS**, the Trust has invested a substantial amount in improvements to the Park, which investment has benefited all residents in the area, including many residents of Hildale City who regularly use the Park;
- C. WHEREAS**, ongoing maintenance is necessary to ensure that residents continue enjoying the benefit of the Park, by preventing it from falling again into disrepair;
- D. WHEREAS**, the Cemetery is also in need of consistent maintenance so as to improve the appearance of the community and to inspire pride among residents;
- E. WHEREAS**, the Trust has requested that Hildale City provide maintenance services at the Properties, and is willing to pay reasonable compensation for it;
- F. WHEREAS**, Hildale City already has a parks department that is able to perform the maintenance services at the Park; and
- G. WHEREAS**, maintaining the Park is a proper exercise of the City's municipal powers under Utah state law, and will serve the best interests and welfare of City residents.

### **AGREEMENT**

NOW THEREFORE, in consideration of the mutual covenants and obligations set forth below, and for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

- 1. Contracted Services.** The City hereby agrees to perform routine park maintenance services at Cottonwood Park and at the Cemetery, which shall include lawn trimming, weed control, watering, fertilizing, sweeping, minor debris removal, operation of sprinkler and fertilizing systems, and maintenance of interior roads, curbs, walkways, sidewalks, picnic areas and playgrounds. This Agreement shall not include and does not obligate the City to perform construction of permanent

improvements, major debris removal, or earth moving that significantly changes any existing grade in the Properties, unless separately agreed to in writing by the Parties. The City shall perform the Contracted Services in a manner that is consistent with ordinary and prudent park maintenance practices.

- 2. Payment.** The Trust hereby agrees to pay the City for the Contracted Services at a rate of \$3,000 per month (the "Monthly Rate"). The first full payment shall be due and payable ten calendar days after the Effective Date of this Agreement, with subsequent payments due on the first day of each calendar month during the Term of this Agreement. In addition to the Monthly Rate, the Trust shall reimburse the City its expenses incurred for supplies, materials or professional services necessary to the performance of the Contracted Services, on the basis of actual cost plus five percent, to be paid with the next monthly payment following receipt of an itemized invoice. The City shall not incur any single expense greater than \$500 without express approval from the Trust, unless reasonably and imminently necessary to protect property, life or safety.
- 3. Equipment Use.** The Parties agree that the Trust shall furnish equipment to the City to use for the Contracted Services, which shall include a riding lawnmower, hoses, hand tools, and other equipment currently located at the Park, and any additional equipment that the Trust may later identify to the Park. The City shall maintain all such equipment in reasonably good order and shall exercise reasonable care to protect the equipment from loss or damage. Any expenses incurred by the City for supplies, materials, or repair services necessary for such maintenance shall be reimbursable by the Trust on the terms set forth in Section 2. If the City uses the Trust's equipment at its other public facilities, the City shall allocate to the Trust only such portion of any such expenses as is reasonably attributable to the Contracted Services. The Parties shall mutually agree upon a commercially reasonable method for such allocation, but in the absence of such agreement then the presumption shall be that two-thirds of the expenses are allocated to the Trust.
- 4. Park Security.** City staff shall be responsible to enforce reasonable rules established by the Trust applicable to public use of the Properties, and to promptly report violations of state and local law related to the Properties to the appropriate law enforcement agency. Rules shall be posted clearly on signs furnished by the Trust and placed in various locations where they may reasonably be seen by Park and Cemetery users. The Trust shall be responsible to maintain cameras and other security apparatus in the Park as deemed necessary in its discretion and shall provide the City access to such apparatus and imagery upon reasonable request.
- 5. Insurance.** The City shall maintain a general liability policy insuring against claims by third parties for personal injury or property damage arising on the Park grounds and shall name the Trust as an additional insured under that policy.

6. **Relationship of the Parties.** The Parties agree that this Agreement is a contract for services and does not in any way create a joint venture between the parties, or any employment relationship between either party and the employees of the other party. Each Party shall remain responsible for hiring and supervising its own employees, maintaining workers compensation and unemployment insurance coverage, paying wages and payroll taxes, and ensuring compliance with federal, state and local law with respect to such employees. Neither Party is authorized to bind or to incur any obligation or liability on behalf of the other Party.
7. **Term.** The term of this Agreement shall be one year from the Effective Date hereof, and automatically renewing year to year thereafter unless either Party notifies the other in writing of its desire to terminate this Agreement at least 30 days prior to the end of such term or extension thereof.
8. **No Assignment.** Neither party may assign this Agreement or any part of this Agreement without the prior written consent of the other party, which consent shall not be unreasonably withheld.
9. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties relating to the subject matter contained herein and supersedes and replaces any and all prior negotiations, representations, warranties, understandings or contracts between the Parties whether verbal or otherwise.
10. **Binding Effect.** This Agreement shall be binding upon and shall inure to the benefit of the Parties and their respective affiliates, heirs, legal representatives, successors and assigns
11. **Waiver and Modification.** No portion of this Agreement may be changed or waived except by written agreement of the Parties. No waiver or delay in enforcement of any of the provisions of this Agreement shall constitute a waiver of any other provision, nor shall any waiver constitute a continuing waiver of the same provision
12. **Severability.** If any provision of this Agreement is determined by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement shall nonetheless remain in full force and effect so long as the intent of the parties can be reasonably accomplished thereby.
13. **Mandatory Mediation.** Any dispute relating to this Agreement arising prior to or after Closing shall be submitted in good faith to mediation prior to institution of any court action arising therefrom. Nothing in this Section 13 prohibits any party from seeking emergency legal or equitable relief, pending mediation
14. **Governing Law, Jurisdiction and Venue.** This contract shall be governed by and construed in accordance with the laws of the State of Utah, and jurisdiction and venue for any legal action shall only be in the Fifth District Court in Washington County, Utah.

**15. Notices.** All notices required under this Agreement must be in writing, shall be deemed to have been given or made when mailed, deposited with a commercial courier, or personally delivered, and must be directed as follows:

*If to the City:*

City of Hildale  
c/o Recorder  
320 East Newell Avenue  
P.O. Box 840490  
Hildale, Utah 84784  
Phone: (435) 874-2323

*If to the Trust:*

Jeff J. Barlow  
United Effort Plan Trust  
P.O. Box 840959  
Hildale, Utah 84784  
Phone: (435) 874-1126

**16. Calculation of Time Periods.** Unless otherwise explicitly stated in this Agreement, in computing any period of time described herein, the day of the act or event which triggers the designated period of time is not to be included, and the last day of the period so computed is to be included, unless such day is a Saturday, Sunday, or legal holiday, in which event the period shall run until the end of the next business day. The last day of any period of time described herein shall be deemed to end at 6:00 PM Mountain Daylight Time.

**17. Joint Preparation.** The provisions of this Agreement have been negotiated by all Parties hereto, with the full opportunity to consult counsel, and should not therefore be interpreted or construed in favor of or against either Party, but in accordance with general rules of construction.

**18. Authority of Signers.** The Parties each covenant and warrant that the signatories to this Agreement have full and complete authority to bind their respective entities, that all necessary consents for this transaction have been obtained, that each Party possesses the necessary power and authority to bind itself, and there exist no outstanding agreements, restrictions, or prohibitions, oral or written, express or implied, that would prevent or inhibit the execution and consummation of this Agreement.

**19. Electronic Transmission and Counterparts.** This Agreement may be executed in counterparts. Signatures on any of the Documents, whether executed physically or by use of electronic signatures, shall be deemed original signatures and shall have the same legal effect as original signatures.

[SIGNATURE PAGE FOLLOWS]

UNITED EFFORT PLAN TRUST

\_\_\_\_\_  
Jeff J. Barlow, Executive Director

\_\_\_\_\_  
Date

CITY OF HILDALE

\_\_\_\_\_  
Donia Jessop, Mayor

\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
Vincen Barlow, City Recorder



## HILDALE CITY

P.O. BOX 840490 320 E. NEWEL AVE. HILDALE, UTAH 84784 PHONE: 435-874-2323 FAX: 435-874-2603

### DEDICATED FIBER AGREEMENT

This DEDICATED FIBER AGREEMENT (the "Agreement") is entered into by and between the CITY OF HILDALE, a Utah municipal corporation (The "City") and HI-SPEED.US, LLC, a Nevada limited liability company ("TKS"), effective as of the later of the dates set forth below (the "Effective Date"). Throughout this Agreement either the City or TKS may be referred to individually as a "Party" and collectively as the "Parties."

- 1. Lease.** The City agrees to lease to TKS one (1) strand of dark fiber from 1145 N Canyon St to 625 N State St, to include the option at no additional cost for an extension of the same strand down Hildale Street (east Hildale) and Highway 59 (west Hildale) to the Arizona border whenever it becomes possible to connect a loop with Colorado City (the "Facilities").
- 2. Cost.** TKS agrees to pay the City \$500.00 per month during the term of this Agreement, which shall become due and payable on the first day of each calendar month, beginning on the date when the fiber is usable and tested. Charges not paid when due shall accrue late charges at the rate of 1.5% per month, beginning on the first day of the following calendar month.
- 3. Installation.** TKS agrees to pay the City reasonable rates on a time and materials basis for installation services including without limitation such services necessary to complete the Facilities, within 30 days after receipt of an itemized invoice.
- 4. Term.** The term of this Agreement shall be one year from the Effective Date hereof, and automatically renewing year to year thereafter unless TKS notifies the City in writing of its desire to terminate this Agreement at least 30 days prior to the end of such term or extension thereof.
- 5. Early Termination.** This Agreement may be terminated at any time upon the express agreement of both parties, or upon 60 days written notice from TKS. Upon such notice, charges shall be prorated through the termination date.
- 6. Facilities.** Title to the Facilities shall remain with the City. The City shall generally maintain the Facilities in good working order and shall respond to requests for service by TKS in a prompt and commercially reasonable manner. The City does not, however, guarantee uninterrupted and error-free operation of the Facilities. TKS shall not, and shall not permit others to, access, rearrange, disconnect, remove, attempt to repair, or otherwise tamper with any Facilities, without the prior written consent of the City, which consent shall not be unreasonably withheld. The



Facilities shall not be used for any purpose other than that for which the City provides them.

7. **Regulatory Compliance.** TKS agrees that it will at all times be and remain in compliance with applicable federal and state laws and regulations, and that it shall indemnify, defend and hold the City harmless from any loss, expense or damage (including without limitation reasonable attorney fees and court costs) suffered as a result of its failure to do so.
8. **Disclaimer.** The City does not make, and hereby expressly disclaims any warranties, express or implied, as to the Facilities' merchantability or fitness for a particular purpose. In the event of any harm to TKS arising from its use of services provided hereunder, the City's liability therefor shall not exceed 12 months of monthly charges actually paid by TKS under this Agreement.
9. **No Assignment.** Neither party may assign this Agreement or any part of this Agreement without the prior written consent of the other party, which consent shall not be unreasonably withheld.

HI-SPEED.US, LLC  
a Nevada limited liability company

\_\_\_\_\_  
Thomas Knudson, Managing Partner

\_\_\_\_\_  
Date

CITY OF HILDALE

\_\_\_\_\_  
Donia Jessop, Mayor

\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
Vincen Barlow, City Recorder



## Young Commercial Fleet

Jeff Heilesen | 801-871-9045 | jheilesen@youngauto.net

State Contract #AV2526

## Hildale City

[Fleet] 2019 Dodge Durango (WDEL75) SXT AWD (4)



Contract Order Price \$26,862.00

Estimated Order to Delivery 8-10 weeks



## Young Commercial Fleet

Jeff Heilesen | 801-871-9045 | jheilesen@youngauto.net

[Fleet] 2019 Dodge Durango (WDEL75) SXT AWD (4)

### Price Summary

#### PRICE SUMMARY

	MSRP
Base Price	\$32,795.00
Total Options	\$150.00
Vehicle Subtotal	\$32,945.00
Destination Charge	\$1,495.00
<b>Grand Total</b>	<b>\$34,440.00</b>

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 7668. Data Updated: Feb 14, 2019 9:34:00 PM PST.



# Young Commercial Fleet

Jeff Heilesen | 801-871-9045 | jheilesen@youngauto.net

[Fleet] 2019 Dodge Durango (WDEL75) SXT AWD (4)

## Selected Model and Options

MODEL		
CODE	MODEL	MSRP
WDEL75	2019 Dodge Durango SXT AWD	\$32,795.00

COLORS		
CODE	DESCRIPTION	MSRP
PW7	White Knuckle Clearcoat	\$0.00

CPOS PKG		
CODE	DESCRIPTION	MSRP
2BA	Quick Order Package 2BA SXT -inc: Engine: 3.6L V6 24V VVT UPG I w/ESS, Transmission: 8-Speed Automatic (850RE)	\$0.00

TRANSMISSION		
CODE	DESCRIPTION	MSRP
DFT	Transmission: 8-Speed Automatic (850RE) (STD)	\$0.00

ENGINE		
CODE	DESCRIPTION	MSRP
ERC	Engine: 3.6L V6 24V VVT UPG I w/ESS (STD)	\$0.00

SEAT TYPE		
CODE	DESCRIPTION	MSRP
H7XL	Lt Frost Beige/Black, Cloth Low-Back Bucket Seats	\$0.00

PRIMARY PAINT		
CODE	DESCRIPTION	MSRP
PW7	White Knuckle Clearcoat	\$0.00

ADDITIONAL EQUIPMENT - EXTERIOR		
CODE	DESCRIPTION	MSRP
TBP	Full Size Spare Tire	\$150.00
<b>Options Total</b>		<b>\$150.00</b>

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# Young Commercial Fleet

Jeff Heilesen | 801-871-9045 | jheilesen@youngauto.net

[Fleet] 2019 Dodge Durango (WDEL75) SXT AWD (4)

## Standard Equipment

### Mechanical

- Engine: 3.6L V6 24V VVT UPG I w/ESS (STD)
- Transmission: 8-Speed Automatic (850RE) (STD)
- 3.45 Rear Axle Ratio
- GVWR: 6,500 lbs
- 50 State Emissions
- Transmission w/Driver Selectable Mode and Sequential Shift Control
- Full-Time All-Wheel Drive
- Engine Oil Cooler
- 650CCA Maintenance-Free Battery w/Run Down Protection
- 160 Amp Alternator
- Towing Equipment -inc: Trailer Sway Control
- 1460# Maximum Payload
- Front And Rear Anti-Roll Bars
- Gas-Pressurized Shock Absorbers
- Electric Power-Assist Steering
- 24.6 Gal. Fuel Tank
- Single Stainless Steel Exhaust
- Permanent Locking Hubs
- Short And Long Arm Front Suspension w/Coil Springs
- Multi-Link Rear Suspension w/Coil Springs
- 4-Wheel Disc Brakes w/4-Wheel ABS, Front Vented Discs, Brake Assist and Hill Hold Control

### Exterior

- Wheels: 18" x 8.0" Painted Aluminum
- Tires: 265/60R18 BSW AS LRR
- Steel Spare Wheel
- Compact Spare Tire Stored Underbody w/Crankdown
- Clearcoat Paint
- Body-Colored Front Bumper w/Colored Rub Strip/Fascia Accent
- Body-Colored Rear Step Bumper w/Colored Rub Strip/Fascia Accent

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# Young Commercial Fleet

Jeff Heilesen | 801-871-9045 | jheilesen@youngauto.net

[Fleet] 2019 Dodge Durango (WDEL75) SXT AWD (4)

## Exterior

- Black Side Windows Trim
- Body-Colored Door Handles
- Chrome Bodyside Insert and Colored Wheel Well Trim
- Body-Colored Power Heated Side Mirrors w/Manual Folding
- Fixed Rear Window w/Fixed Interval Wiper and Defroster
- Deep Tinted Glass
- Speed Sensitive Variable Intermittent Wipers
- Galvanized Steel/Aluminum Panels
- Lip Spoiler
- Front License Plate Bracket
- Colored Grille w/Chrome Surround
- Liftgate Rear Cargo Access
- Tailgate/Rear Door Lock Included w/Power Door Locks
- Front Fog Lamps
- Perimeter/Approach Lights
- LED Brakelights
- Fully Automatic Aero-Composite Halogen Headlamps w/Delay-Off
- Laminated Glass

## Entertainment

- Radio w/Seek-Scan, Clock, Aux Audio Input Jack, Steering Wheel Controls and Voice Activation
- Radio: Uconnect 4 w/7" Display
- Streaming Audio
- Fixed Antenna
- 6 Speakers
- Uconnect w/Bluetooth Wireless Phone Connectivity
- 2 LCD Monitors In The Front

## Interior

- 4-Way Driver Seat -inc: Manual Recline and Fore/Aft Movement
- 4-Way Passenger Seat -inc: Manual Recline, Fore/Aft Movement and Fold Flat
- Front Facing Manual Reclining Rear Seat

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# Young Commercial Fleet

Jeff Heilesen | 801-871-9045 | jheilesen@youngauto.net

[Fleet] 2019 Dodge Durango (WDEL75) SXT AWD (4)

## Interior

Manual Tilt/Telescoping Steering Column

Gauges -inc: Speedometer, Odometer, Oil Pressure, Engine Coolant Temp, Tachometer, Oil Temperature, Transmission Fluid Temp, Engine Hour Meter, Trip Odometer and Trip Computer

Power Rear Windows and Fixed 3rd Row Windows

2nd Row 60/40 Folding Seat

Delete 3rd Row Seat

Leather Steering Wheel

Illuminated Front Cupholder

Rear Cupholder

3 12V DC Power Outlets

Compass

Proximity Key For Doors And Push Button Start

Valet Function

Power Fuel Flap Locking Type

Remote Keyless Entry w/Integrated Key Transmitter, Illuminated Entry and Panic Button

Remote Releases -Inc: Power Fuel

Cruise Control w/Steering Wheel Controls

Dual Zone Front Automatic Air Conditioning

Rear HVAC w/Separate Controls

HVAC -inc: Auxiliary Rear Heater, Headliner/Pillar Ducts and Console Ducts

Illuminated Locking Glove Box

Driver Foot Rest

Full Cloth Headliner

Urethane Gear Shift Knob

Interior Trim -inc: Metal-Look Interior Accents

Cloth Low-Back Bucket Seats

Driver And Passenger Visor Vanity Mirrors

Day-Night Rearview Mirror

Full Floor Console w/Covered Storage, Mini Overhead Console w/Storage and 3 12V DC Power Outlets

Front And Rear Map Lights

Fade-To-Off Interior Lighting

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# Young Commercial Fleet

Jeff Heilesen | 801-871-9045 | jheilesen@youngauto.net

[Fleet] 2019 Dodge Durango (WDEL75) SXT AWD (4)

## Interior

- Full Carpet Floor Covering -inc: Carpet Front And Rear Floor Mats
- Carpet Floor Trim
- Cargo Area Concealed Storage
- Cargo Space Lights
- Smart Device Integration
- FOB Controls -inc: Trunk/Hatch/Tailgate and Windows
- Instrument Panel Bin, Driver / Passenger And Rear Door Bins
- Power 1st Row Windows w/Driver And Passenger 1-Touch Up/Down
- Delayed Accessory Power
- Power Door Locks w/Autolock Feature
- Systems Monitor
- Redundant Digital Speedometer
- Trip Computer
- Outside Temp Gauge
- Digital/Analog Display
- Manual Anti-Whiplash w/Tilt Front Head Restraints and Fixed Rear Head Restraints
- Front Center Armrest w/Storage and Rear Center Armrest
- Sentry Key Engine Immobilizer
- Air Filtration

## Safety-Mechanical

- Electronic Stability Control (ESC) And Roll Stability Control (RSC)
- ABS And Driveline Traction Control

## Safety-Exterior

- Side Impact Beams

## Safety-Interior

- Dual Stage Driver And Passenger Seat-Mounted Side Airbags
- Roadside Assistance/9-1-1 Call Emergency Sos
- Tire Specific Low Tire Pressure Warning
- Dual Stage Driver And Passenger Front Airbags
- Curtain 1st, 2nd And 3rd Row Airbags

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Data Version: 7668. Data Updated: Feb 14, 2019 9:34:00 PM PST.





## Young Commercial Fleet

Jeff Heilesen | 801-871-9045 | jheilesen@youngauto.net

[Fleet] 2019 Dodge Durango (WDEL75) SXT AWD (4)

### Safety-Interior

Airbag Occupancy Sensor

Driver Knee Airbag

Rear Child Safety Locks

Outboard Front Lap And Shoulder Safety Belts -inc: Rear Center 3 Point, Height Adjusters and Pretensioners

ParkView Back-Up Camera

### WARRANTY

Basic Years: 3

Basic Miles/km: 36,000

Drivetrain Years: 5

Drivetrain Miles/km: 60,000

Corrosion Years: 5

Corrosion Miles/km: Unlimited

Roadside Assistance Years: 5

Roadside Assistance Miles/km: 60,000

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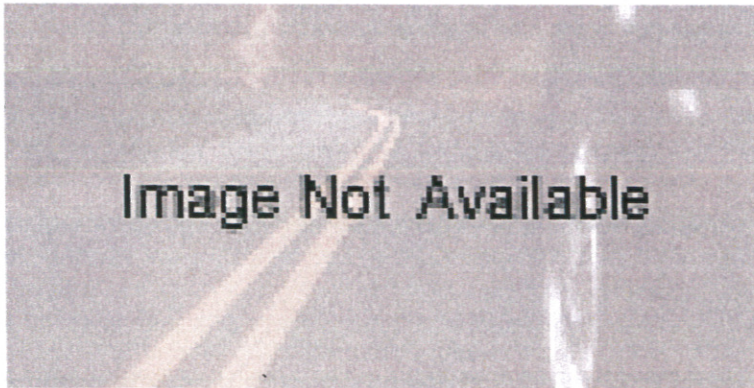
**Young Commercial Fleet**

Jeff Heilesen | 801-871-9045 | jheilesen@youngauto.net

**State Contract #AV2522**

**City of Hildale**

[Fleet] 2019 Chevrolet Malibu (1ZC69) 4dr Sdn (4)



**Contract Order Price \$18,718.00**

**Estimate Order to Delivery 8-10 Weeks**



# Young Commercial Fleet

Jeff Heileson | 801-871-9045 | jheileson@youngauto.net

[Fleet] 2019 Chevrolet Malibu (1ZC69) 4dr Sdn (4)

## Price Summary

### PRICE SUMMARY

	MSRP
Base Price	\$23,220.00
Total Options	\$0.00
Vehicle Subtotal	\$23,220.00
Destination Charge	\$875.00
<b>Grand Total</b>	<b>\$24,095.00</b>

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Data Version: 7305. Data Updated: Dec 26, 2018 9:50:00 PM PST.



# Young Commercial Fleet

Jeff Heilesen | 801-871-9045 | jheilesen@youngauto.net

[Fleet] 2019 Chevrolet Malibu (1ZC69) 4dr Sdn (4)

## Selected Model and Options

MODEL		
CODE	MODEL	MSRP
1ZC69	2019 Chevrolet Malibu 4dr Sdn LS w/1FL	\$23,220.00

COLORS		
CODE	DESCRIPTION	MSRP
GAZ	Summit White	\$0.00

PREFERRED EQUIPMENT GROUP		
CODE	DESCRIPTION	MSRP
1FL	LS Preferred Equipment Group includes Standard Equipment (Fleet or Government order types only and not available for FDR order types.)	\$0.00

SEAT TYPE		
CODE	DESCRIPTION	MSRP
A51	Seats, front bucket (STD)	\$0.00

EMISSIONS		
CODE	DESCRIPTION	MSRP
FE9	Emissions, Federal requirements	\$0.00

PAINT		
CODE	DESCRIPTION	MSRP
GAZ	Summit White	\$0.00

SEAT TRIM		
CODE	DESCRIPTION	MSRP
H1T	Jet Black, Premium cloth seat trim	\$0.00

RADIO		
CODE	DESCRIPTION	MSRP
IOR	Audio system, Chevrolet Infotainment 3 system, 8" diagonal color touchscreen, AM/FM stereo. Additional features for compatible phones include: Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Apple CarPlay and Android Auto capable. (STD)	\$0.00

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# Young Commercial Fleet

Jeff Heilesen | 801-871-9045 | jheilesen@youngauto.net

[Fleet] 2019 Chevrolet Malibu (1ZC69) 4dr Sdn (4)

## ENGINE

CODE	DESCRIPTION	MSRP
LFV	Engine, 1.5L turbo DOHC 4-cylinder DI with Variable Valve Timing (VVT) (160 hp [119.3 kW] @ 5700 rpm, 184 lb-ft torque [248.4 N-m] @ 2500-3000 rpm) (STD)	\$0.00

## TRANSMISSION

CODE	DESCRIPTION	MSRP
MRG	Transmission, Continuously Variable (CVT) (STD)	\$0.00
	<b>Options Total</b>	<b>\$0.00</b>

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# Young Commercial Fleet

Jeff Heilesen | 801-871-9045 | jheilesen@youngauto.net

[Fleet] 2019 Chevrolet Malibu (1ZC69) 4dr Sdn (4)

## Standard Equipment

### Mechanical

- Engine, 1.5L turbo DOHC 4-cylinder DI with Variable Valve Timing (VVT) (160 hp [119.3 kW] @ 5700 rpm, 184 lb-ft torque [248.4 N-m] @ 2500-3000 rpm) (STD)
- Transmission, Continuously Variable (CVT) (STD)
- Engine control, stop-start system
- Axle, 5.10 final drive ratio
- Front wheel drive
- Suspension, front MacPherson strut
- Suspension, rear 4-link, independent
- Brakes, 4-wheel antilock, 4-wheel disc
- Brake rotors, Duralife
- Brake lining, high-performance, noise and dust performance
- Brake, parking, manual
- Fueling system, capless
- Fuel door, push open
- Tool kit, road emergency

### Exterior

- Wheels, 16" (40.6 cm) aluminum
- Tires, P205/65R16 all-season, blackwall
- Wheel, spare, 16" (40.6 cm) steel
- Tire, compact spare, T125/80R16
- Headlamp control, automatic on and off
- Headlamps, halogen
- Glass, acoustic, laminated, windshield and front side windows
- Mirrors, outside power-adjustable, manual-folding

### Entertainment

- Audio system, Chevrolet Infotainment 3 system, 8" diagonal color touchscreen, AM/FM stereo. Additional features for compatible phones include: Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Apple CarPlay and Android Auto capable. (STD)
- Audio system feature, 6-speaker system

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 Data Version: 7305. Data Updated: Dec 26, 2018 9:50:00 PM PST.



# Young Commercial Fleet

Jeff Heilesen | 801-871-9045 | jheilesen@youngauto.net

[Fleet] 2019 Chevrolet Malibu (1ZC69) 4dr Sdn (4)

## Entertainment

Chevrolet 4G LTE and available built-in Wi-Fi hotspot offers a fast and reliable Internet connection for up to 7 devices; includes data trial for 1 month or 3GB (whichever comes first) (Available Wi-Fi requires compatible mobile device, active OnStar service and data plan. Data plans provided by AT&T. Visit onstar.com for details and system limitations.)

Antenna, Black

Display, 8" diagonal LCD touch screen

## Interior

Seats, front bucket (STD)

Seat adjuster, driver 6-way manual

Seat adjuster, front passenger 6-way manual

Seat, rear 60/40 split-folding

Floor mats, carpeted front

Floor mats, carpeted rear

Steering wheel, 3-spoke

Steering column, tilt and telescopic

Steering wheel controls, mounted controls for audio, phone and cruise

Driver Information Center, monochromatic display

Compass display

Temperature display, outside

Warning indicator, front passenger seat belt

Windows, power with Express-Down on all

Door locks, power programmable

Keyless start

Keyless Open, front doors includes extended range Remote Keyless Entry

Cruise control, electronic with set and resume speed

Remote panic alarm

Theft-deterrent system, content theft alarm

Air conditioning, single-zone manual

Air filter, cabin

Defogger, rear-window, electric

Power outlet, auxiliary, 12-volt

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# Young Commercial Fleet

Jeff Heileson | 801-871-9045 | jheileson@youngauto.net

[Fleet] 2019 Chevrolet Malibu (1ZC69) 4dr Sdn (4)

## Interior

Mirror, inside rearview manual day/night

Visors, driver and front passenger vanity mirrors, covered

Assist handle, front passenger

Lighting, interior overhead courtesy lamp, dual reading lamps and illuminated trunk area

Map pockets, driver and front passenger seatbacks

Trunk cargo anchors

## Safety-Mechanical

StabiliTrak, stability control system with brake assist includes Traction Control

Braking control, ECM grade

## Safety-Exterior

Daytime Running Lamps, integral to headlamps

## Safety-Interior

Airbags, 10 total, frontal and knee for driver and front passenger, side-impact seat-mounted and roof rail-mounted head-curtain for front and rear outboard seating positions includes Passenger Sensing System (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

OnStar and Chevrolet connected services capable (Fleet orders receive a 3-month trial. Visit onstar.com for coverage map, details and system limitations. Services vary by model.)

Chevrolet Connected Access with 10 years of standard connectivity which enables services such as, Vehicle Diagnostics, Dealer Maintenance Notification, Chevrolet Smart Driver, Marketplace and more; (Limitations apply. Not transferable. Standard connectivity available to original purchaser for ten years from the date of initial vehicle purchase for model year 2018 or newer Chevrolet vehicles. See onstar.com for details and further plan limitations. Connected Access does not include emergency or security services. Availability and additional services enabled by Connected Access are subject to change.)

Rear Vision Camera

Rear Seat Reminder

LATCH system (Lower Anchors and Top tethers for CHildren), for child safety seats

Door locks, rear child security

Trunk latch, safety, manual release

Tire Pressure Monitor System

Teen Driver

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Data Version: 7305. Data Updated: Dec 26, 2018 9:50:00 PM PST.





## Young Commercial Fleet

Jeff Heilesen | 801-871-9045 | jheilesen@youngauto.net

[Fleet] 2019 Chevrolet Malibu (1ZC69) 4dr Sdn (4)

### WARRANTY

Warranty Note: <<< Preliminary 2019 Warranty Note >>>

Basic Years: 3

Basic Miles/km: 36,000

Drivetrain Years: 5

Drivetrain Miles/km: 60,000

Drivetrain Note: Qualified Fleet Purchases: 5 Years/100,000 Miles

Corrosion Years (Rust-Through): 6

Corrosion Years: 3

Corrosion Miles/km (Rust-Through): 100,000

Corrosion Miles/km: 36,000

Hybrid/Electric Components Years: 8

Hybrid/Electric Components Miles/km: 100,000

Roadside Assistance Years: 5

Roadside Assistance Miles/km: 60,000

Roadside Assistance Note: Qualified Fleet Purchases: 5 Years/100,000 Miles

Maintenance Note: 1 Year/1 Visit

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Data Version: 7305. Data Updated: Dec 26, 2018 9:50:00 PM PST.

## Vincen Barlow

---

**From:** Vincen Barlow  
**Sent:** Friday, February 15, 2019 12:58 PM  
**To:** 'johnb@hildalecity.com'  
**Cc:** Harrison Johnson; Christian Kesselring  
**Subject:** FW: Acadia Quote Young Auto Group

---

**From:** Trevor Nakae <[tnakae@youngauto.net](mailto:tnakae@youngauto.net)>  
**Sent:** Friday, February 15, 2019 12:53 PM  
**To:** Vincen Barlow <[VincenB@hildalecity.com](mailto:VincenB@hildalecity.com)>  
**Subject:** RE: Acadia Quote Young Auto Group

Vincen,

GMC \$5,000 SLE?  
Toyota \$9,000 LE?  
Expedition \$15,000 XLT?

Trevor Nakae  
971-235-6829  
[tnakae@youngauto.net](mailto:tnakae@youngauto.net)

---

**From:** Vincen Barlow <[VincenB@hildalecity.com](mailto:VincenB@hildalecity.com)>  
**Sent:** Friday, February 15, 2019 11:14 AM  
**To:** Trevor Nakae <[tnakae@youngauto.net](mailto:tnakae@youngauto.net)>  
**Subject:** RE: Acadia Quote Young Auto Group

Trevor,

I have attached a copy of the 3 vehicles that we are looking to trade in. Thanks Vincen

---

**From:** Trevor Nakae <[tnakae@youngauto.net](mailto:tnakae@youngauto.net)>  
**Sent:** Wednesday, February 13, 2019 4:06 PM  
**To:** Vincen Barlow <[VincenB@hildalecity.com](mailto:VincenB@hildalecity.com)>  
**Cc:** Jeff Heilesen <[jheilesen@youngauto.net](mailto:jheilesen@youngauto.net)>  
**Subject:** Acadia Quote Young Auto Group

Vincen,

I am only sending you the Acadia as the Traverse is no longer available to order for 2019 Model.

Trevor Nakae  
[tnakae@youngauto.net](mailto:tnakae@youngauto.net)  
Young Automotive Fleet Department  
971-235-6829



**UTAH DRINKING WATER BOARD  
FINANCIAL ASSISTANCE  
Electronic Application Form (Microsoft Excel 2010)**

This form applies to both the "State SRF" and the "Federal SRF" financial assistance programs. Detailed information on these programs is available on-line at:

<http://www.deq.utah.gov/FeesGrants/funds/drinkingwater/constructionassist.htm>

If you have any questions or difficulties using this electronic form please contact Heather Bobb at 801-536-4200. You may also contact her via e-mail:

[hobb@utah.gov](mailto:hobb@utah.gov)

If you wish to add additional comments or information while completing this form, please go to **Tab 8 - Signature**. On this tab you will find a box which you can use to add additional information. You may also attach documents to your eMail when submitting your completed form.

When completed, save this file for your own records. Then send a copy of this file, and required attachments, to:

[hobb@utah.gov](mailto:hobb@utah.gov)

You may print a copy of this entire workbook by selecting File>Print>Print Entire Workbook

**MAKE SURE THAT MACROS ARE ENABLED FOR THIS FILE.** When you first open this file, choose to to Enable Content. If you have problems with check boxes being unresponsive, goto File/Help/Options and then Trusted Center. Then click Trusted Center Settings, then choose "Disable all macros with notification" and reopen your file.

This file has been saved as Excel 2003 version. Let us know if you have any problems.

**FILL IN ALL BOXES HIGHLIGHTED IN YELLOW.** When typing in dates, be sure to include the forward slashes. Complete Tabs 1 through 8. **ORANGE** boxes contain formulas which automatically do calculations for you. **TIP:** Work your way through each worksheet by hitting the **TAB** key, not the **ENTER** key.

1 Enter today's date:  mm/dd/yy

2 What type of project are you seeking funds for ?

Planning (e.g. Engineering Studies, Master Plans, etc)

Construction of Facilities

Note: You **MUST** make a selection before completing the rest of this application form. The choice you make above will determine which information you are required to provide in the remainder of this workbook.

3 If you have a preference, enter the date of the upcoming Board meeting at which you want to make your initial appearance:

mm/dd/yy

Important, please note: The completed application and all required attachments must be received by the Division of Drinking Water **at least 60 days before the Board meeting** at which the application will be considered. The Board's meeting schedule can be viewed at:

<http://www.deq.utah.gov/boards/drinkingwater/index.htm>

4 What is your Utah Division of Drinking Water water system number?  
(Example: 98765. Leave blank if you don't know your number.)

5 What is your Federal EIN (i.e. Tax ID Number) ?   
[More Info on Federal EIN](#)

End of Tab 1 - INTRODUCTION Worksheet

## 2 - Contacts

Fill In All Boxes Highlighted In YELLOW

### 1 APPLICANT INFORMATION

System Name: Hildale City Water Department

This is a:

- Political Subdivision (e.g. County, City, Town, Improvement District, Metropolitan Water District, Water Conservancy District, Special Service District, etc.)
- Private Water System

Address: 320 E. Newell Avenue, PO Box 840490  
City: Hildale  
State: Utah  
Zip Code: 84784  
Phone: 435-874-2323  
Fax: 435-874-2603  
Email: hildale@hildalecity.com

### 2 PRESIDING OFFICIAL OR CONTACT PERSON

First Name: Donia  
Last Name: Jessop  
Title: Mayor  
Address: 320 E. Newell Avenue, PO Box 840490  
City: Hildale  
State: Utah  
Zip Code: 84784  
Phone: 435-874-2323  
Fax: 435-874-2603  
Email: hildale@hildalecity.com

### 3 TREASURER/RECORDER

First Name: John  
Last Name: Barlow  
Phone: 435-874-2323  
Fax: 435-874-2603  
Email: hildale@hildalecity.com

**4 CONSULTING ENGINEER** (required for construction)

First Name:	
Last Name:	
Company:	
Address:	
City:	
State:	
Zip Code:	
Phone:	
Fax:	
Email:	

**5 FINANCIAL CONSULTANT** (if applicable)

First Name:	
Last Name:	
Company:	
Address:	
City:	
State:	
Zip Code:	
Phone:	
Fax:	
Email:	

*This individual should be able to list possibilities of other financing and evaluate the possibility of credit enhancement, interest buy down or other loan methods available to applicant.*

**6 CITY ATTORNEY** (required for construction)

First Name:	Christian
Last Name:	Kesselring
Company:	Hildale City
Address:	320 East Newel Ave
City:	Hildale City
State:	Utah
Zip Code:	84784
Phone:	435-874-1160
Fax:	435-874-2603
Email:	

**7 BOND ATTORNEY** (required for construction)

First Name:	
Last Name:	
Company:	
Address:	
City:	
State:	
Zip Code:	
Phone:	
Fax:	
Email:	

8 **ENVIRONMENTAL CONSULTANT** (required for construction)

First Name:	
Last Name:	
Company:	
Address:	
City:	
State:	
Zip Code:	
Phone:	
Fax:	
Email:	

9 **OTHER** (if applicable)

Role:	Managing Director
First Name:	Harrison
Last Name:	Johnson
Company:	Hildale-Colorado City Utility Department
Address:	320 East Newel
City:	Hildale
State:	Utah
Zip Code:	84784
Phone:	435-874-1160
Fax:	435-874-2603
Email:	harrisonj@hildalecity.com

*End of Tab 2 - CONTACTS Worksheet*

### 3 - Project Information and Costs

Fill In All Boxes Highlighted In YELLOW

#### 1 BRIEF PROJECT DESCRIPTION

- a. Please provide a brief description of your proposed project in the yellow box shown below. (You will have an opportunity to provide a detailed description later.)

Examples:

For a PLANNING project - "Engineering study, including a least-cost analysis, of how to provide better service to the northwest side of town. This region now experiences low pressure and inadequate fire flows."

For a CONSTRUCTION Project - "New spring; 5,000 ft of 8-inch transmission line; 500,000 gal concrete tank"

Feasibility study that includes available options to remediate radium contamination from the city's water supply. The feasibility study will include treatment options for contaminated sources and new source development.

- b. In what area(s) will the project be constructed? (e.g. "Within our town limits and 8 miles south of town.")

- c. In what county will the project be constructed?

#### 2 ELIGIBILITY FOR "FEDERAL SRF" FUNDS

If you answer YES to any of the following questions, your project is NOT eligible for funding from the "Federal SRF" program.

- a. Does the project include the construction or rehabilitation of a dam or dams?

 Yes  No

- b. Is the project needed mainly for fire protection?

 Yes  No

- c. Will the project finance the expansion of a drinking water system to attract future population growth?

 Yes  No

3 **BENEFICIARIES**

a. What percentage of your existing water system connections will benefit from this construction project?

100%

b. To what extent is this project being driven by anticipated future growth? (Select the statement which best characterizes the project.)

Future growth is not a consideration. We are replacing deteriorating facilities, or adding facilities needed for our current customers.

For the most part, we are replacing deteriorating or undersized facilities. However, we are sizing the components to accommodate anticipated growth.

For the most part, we are constructing new facilities to accommodate anticipated growth. However, our existing customers will also benefit from the project.

The primary motivation for the project is to accommodate future growth.

Existing customers may benefit somewhat but this is not the primary goal of the project.

c. If the project results in additional water supply, will more than 25% of the new water be devoted to commercial or industrial users?

Yes  No

If YES, please provide details.

d. Describe the extent to which private developers or subdividers will benefit from the project.

N/A



**4 JUSTIFICATION FOR THE PROJECT**

a. Please describe the type of investigation which led you to conclude the proposed project is justified.

We developed a Master Plan for our system. This project is part of that plan.

We prepared a formal Engineering Report to address specific problems with our system. The proposed project was deemed the best alternative.

This is an emergency project. No formal engineering investigation was conducted.

b. If your proposed project is part of a Master Plan, or resulted from a formal Engineering Investigation, please transmit the document to the Division of Drinking Water. Indicate the date the document was published below:

Date of Report  mm/dd/yy

Note: Master Plans and Engineering Reports should include project alternatives, reason and justification for chosen alternative, and a possible financing plan. (These evaluations are called for in: R309-700-4(2) and/or R309-705-5(2) ). Furthermore, Master Plans and Engineering Reports should also include a preliminary overview of any environmental issues that may arise due to the construction of a proposed project. (Note: This initial assessment need not be detailed. However, a detailed Environmental Assessment may be required if funds are eventually received from the "Federal SRF Program")

[Rule R309-700](#)

[Rule R309-705](#)

**5 TENTATIVE PROJECT SCHEDULE**

a. Please provide an anticipated timetable for the following milestones.

Drinking Water Board Authorization	4/15/2019	mm/dd/yy
Complete Master Plan or Engineering Report (For PLANNING Project)	6/3/2019	mm/dd/yy
Final Public Hearings		mm/dd/yy
Advertise Environmental Assessment (FONSI) . . . If Applicable		mm/dd/yy
Commence Design		mm/dd/yy
Complete Design		mm/dd/yy
Receive DDW Plan Approval		mm/dd/yy
Advertise for Bids		mm/dd/yy
Bid Opening		mm/dd/yy
Loan Closing		mm/dd/yy
Begin Construction		mm/dd/yy
Complete Construction		mm/dd/yy
Receive DDW Operating Permit		mm/dd/yy

**6 ESTIMATED PROJECT COST**

Providing cost estimates in the format given below will allow us to evaluate applications in a consistent manner. Please fill out the information requested below completely. If you have existing documents which provide detailed project cost estimates, please transmit them to us also (in addition to entering the information requested below).

a. **Legal:**

Bonding	\$	-
Water Rights	\$	-
Rights of Way & Easements	\$	-
Other	\$	-
Other	\$	-
<i>Legal Subtotal</i>	\$	-

Specify:   
Specify:

b. **Administrative:**

Financial Consultant	\$	5,000
Environmental Clearances	\$	-
Other	\$	-
Other	\$	-
<i>Administrative Subtotal</i>	\$	5,000

Specify:   
Specify:

c. **Engineering:**

Planning	\$	35,000
Design	\$	-
Construction Management Services	\$	-
Other	\$	-
Other	\$	-
Other	\$	-
Other	\$	-
Other	\$	-
<i>Engineering Subtotal</i>	\$	35,000

Specify:   
Specify:   
Specify:   
Specify:   
Specify:

d. **Construction:**

Water Source(s)	\$	-
Transmission Line(s)	\$	-
Treatment Facility(s)	\$	-
Storage Tank(s)	\$	-
Pump Station(s)	\$	-
Distribution Lines	\$	-
Other	\$	-
Other	\$	-
Other	\$	-
Other	\$	-
<i>Facility Construction Subtotal</i>	\$	-

Specify:   
Specify:   
Specify:   
Specify:

Facility Construction Contingency

% of Facility Const Subtotal

Land Acquisition

Other

Specify:

Other

Specify:

*Subtotal of All Construction Items*

<b>TOTAL PROJECT COST:</b>		
Legal	\$	-
Administrative	\$	5,000
Engineering	\$	35,000
Construction	\$	-
<b>SUBTOTAL</b>	<b>\$</b>	<b>40,000</b>
DDW Administrative Expenses (For Info See Tab 8)	\$	- (N/A)
<b>TOTAL</b>	<b>\$</b>	<b>40,000</b>

% of SUBTOTAL:

e. The cost estimates shown above were made on:  mm/dd/yy

**7 PROPERTY OWNERSHIP AND RIGHTS OF WAY**

a. Briefly describe who currently owns the property on which the project will be constructed (e.g. federal, state, private, etc.)

b. Describe potential rights-of-way or easement issues for the project.

Please Note: The above questions pertain to the project under consideration. For funding, you will eventually need to show that ALL of your water systems facilities, even your existing ones, are under your control by virtue of rights-of-ways, easements or property ownership.

**8 REGIONALIZATION PLAN**

a. Is the project creating, enhancing, or in compliance with a regionalization plan?

Yes     No

If Yes, please explain how. If No, please explain why not or why not possible:

9 PROJECT DETAILS

a. **Source-Related Projects**

1. Provide a detailed description of any components of the project which are related to source development.

The feasibility study will examine several elements of source development as a solution for the radium contamination. Samples show an increase in Gross Alpha contamination as usage increases which indicates that current sources of culinary water will only become more contaminated.

2. What issues will the source-related project(s) address? (Check all that apply.)

- Potential for waterborne illness (Please provide documentation for each)
  - Evidence that waterborne illnesses have occurred.
  - Reports of illnesses which may be waterborne.
  - High potential for waterborne illness exists.
  - Moderate potential for waterborne illness
- Source under the influence of surface water
- Inadequate source capacity (system is often out of water)
- Inadequate source capacity (capacity does not meet DDW rules)
- Microbiological violations
- MCL chemistry violations
- Inadequate source development / source protection
- Other Specify:

3. Water Rights Issues

What existing water rights are pertinent to the project ? Please provide water rights numbers, quantities and time periods.

N/A

Is a water right change required for the project?

Yes  No

If YES, please explain.

Please Note: For funding, you will eventually need to provide an attorney's opinion that the water rights for the project under consideration AND the water rights for your entire system are valid. For further information on water rights see:

[Utah Div. of Water Rights - Contact Information](#)

b. **Treatment-Related Projects**

1. Provide a detailed description of any components of the project which are related to water treatment.

The feasibility study will closely examine treatment options for our current groundwater sources. They include adsorbptive filtration, ion exchange and reverse osmosis treatment options. Many treatment options have not been vetted to be effective at reducing the amount of radium tested in our systems.

2. What issues will the treatment-related project(s) address? (Check all that apply.)

- Inability to meet log-removal requirements and/or turbidity standards
- Inadequate/uninstalled disinfection systems
- Inadequate treatment system
  - subject to impending failure or has failed
  - does not meet demands (including lead or copper actions levels)
  - equipment is projected to become inadequate (without upgrades)
- Other Specify:

**c. Storage-Related Projects**

1. Provide a detailed description of any components of the project which are related to water storage.

The feasibility study may include findings which recommend more water storage.

2. What issues will the storage-related project(s) address? (Check all that apply.)

- Storage system is subject to impending failure, or has failed
- System is old, cannot be easily cleaned, or subject to contamination
- Inadequate capacity for existing demands
- demand exceeds 90% of storage capacity
- Applicable contact time requirements cannot be met without an upgrade
- Systems suffers from low static pressures
- Other Specify:

**d. Transmission and Distribution Projects**

1. Provide a detailed description of any components of the project which are associated with the construction or renovation of water transmission or distribution facilities

The feasibility study may include recommendations for treatment options or source development that require construction of new or renovated distribution systems. These can include new pipeline systems to deliver water from new sources or changes in the distribution system to reroute current wells to new treatment facilities.

2. What issues will the transmission/distribution project(s) address? (Check all that apply.)

- Project will replace pipe containing unsafe material (lead, asbestos, etc.)
- Distribution system equipment is deteriorated or inadequate for existing
- Distribution system is inadequate to meet 5 year projected demands
- Applicable disinfectant residual maintenance requirements are not met or high backflow contamination potential exists
- Minimum dynamic pressure requirements are not met
- System experiences a heavy leak rate in the distribution lines
- Other Specify:

*End of Tab 3 - PROJECT INFORMATION AND COSTS Worksheet*

## 4 - Funding Sources

Fill In All Boxes Highlighted In YELLOW

### 1 PROPOSED FUNDING PACKAGE

Loan/Grant mix \$

a. Utah Drinking Water Board Financial Assistance    \$ -

*(1) Note: Historically, the Drinking Water Board authorizes up to 20% principle forgiveness if the applicant qualifies as a hardship community, or possibly 50% grant if the applicant qualifies for State SRF funding (subject to available funds)*

b. **Funding From Other Sources:**

	Loan \$	Loan %	Loan Yrs	Grant \$	Describe STATUS of Funding:
<u>Utah Board of Water Resources</u>	\$ -	0.00%	0	\$ 35,000	
<u>Utah Community Impact Board</u>	\$ -	0.00%	0	\$ -	
<u>Utah Community Development Block Grants</u>				\$ -	
<u>USDA Rural Development</u>	\$ -	0.00%	0	\$ -	
Other Agency 1 - Specify: <input style="width: 100%;" type="text"/>	\$ -	0.00%	0	\$ -	
Other Agency 2 - Specify: <input style="width: 100%;" type="text"/>	\$ -	0.00%	0	\$ -	
Other Agency 3 - Specify: <input style="width: 100%;" type="text"/>	\$ -	0.00%	0	\$ -	
Subtotal	\$ -			\$ 35,000	
	Loans			Grants	

Total of Loans and Grants from All Agencies    \$ 35,000

Applicant's Contribution    \$ 5,000

Describe Below:

In-Kind Contribution, Specify:  
  
 Cash Contribution

Total Funds Available For Project    \$ 40,000

#### DO FUNDS EQUAL THE PROJECT COST ?

Total Project Cost    \$ 40,000    (From Tab 3 - Project Info and Costs)

Total Funds Available    \$ 40,000    (From Above)

Difference    \$ -    (Should be Zero)

Do funds from all sources equal the total cost of the project?     YES

### 2 ALTERNATIVE FUNDING METHODS

If you have a financial advisor please answer these questions. The following questions pertain only to the funds you are seeking from the Utah Drinking Water Board.

- a. Could the amount you are seeking from the Drinking Water Board be financed, in whole or in part, on the public market?



Yes  No

If YES, estimate the amount that could be financed on the public market.

Loan \$	Loan %	Loan Yrs
\$ -	0.00%	0

If NO, explain:

[Empty text box for explanation]

b Could a credit enhancement agreement be utilized for the public market bonds?

Yes  No

List types of credit enhancements investigated and describe why they are feasible or unfeasible.

[Empty text box for credit enhancements]

**3 COLLATERAL (Private Systems only)**

What collateral will be used to secure the loan? The value of the pledged collateral must be equal to or in excess of the amount of the loan.

List real property and estimated value of each:

[Yellow shaded text box for real property]

List water rights and estimated value of each:

[Yellow shaded text box for water rights]

Other:

[Yellow shaded text box for other collateral]

End of Tab 4 - FUNDING SOURCES Worksheet

**5 - Your System**

Fill In All Boxes Highlighted in YELLOW

**1 FINANCIAL STATEMENT**

Some of the questions on this worksheet pertain to your system's finances. Please fill out all yellow boxes shown below. In order to verify the financial information you provide below, we also need a copy of your latest financial statement.

If your system is a "political subdivision", your latest financial statement may be available at:  
[Utah State Auditor's Office - Local Government Financial Statements](#)

a. Please check one of the following:

Our latest financial statement is available on-line at the above web site.

Our latest financial statement is NOT available on-line. We will transmit it to the Division of Drinking Water.

**2 EXISTING WATER SYSTEM DEBT (BEFORE NEW PROJECT)**

a. List all outstanding WATER REVENUE BONDS and attach amortization schedules.

Revenue Bond Name	Interest Rate	Years	Original Amount	Balance Remaining	This Year's Annual Payment	Maturity Date	
Water Rights Bond	2.50%	10	\$ 345,600	\$ 275,186	\$ 32,580	06/25/25	mm/dd/yy
	0.00%	0	\$ -	\$ -	\$ -		mm/dd/yy
	0.00%	0	\$ -	\$ -	\$ -		mm/dd/yy
	0.00%	0	\$ -	\$ -	\$ -		mm/dd/yy
	0.00%	0	\$ -	\$ -	\$ -		mm/dd/yy
	0.00%	0	\$ -	\$ -	\$ -		mm/dd/yy
	0.00%	0	\$ -	\$ -	\$ -		mm/dd/yy
	0.00%	0	\$ -	\$ -	\$ -		mm/dd/yy
	0.00%	0	\$ -	\$ -	\$ -		mm/dd/yy
	0.00%	0	\$ -	\$ -	\$ -		mm/dd/yy
	0.00%	0	\$ -	\$ -	\$ -		mm/dd/yy
Total Current Annual Payments for Water Revenue Bonds					\$ 32,580		

b. List all outstanding GENERAL OBLIGATION BONDS related to WATER and attach amortization schedules.

G.O. Bond Name	Interest Rate	Years	Original Amount	Balance Remaining	This Year's Annual Payment	Maturity Date	
	0.00%	0	\$ -	\$ -	\$ -		mm/dd/yy
	0.00%	0	\$ -	\$ -	\$ -		mm/dd/yy
	0.00%	0	\$ -	\$ -	\$ -		mm/dd/yy
	0.00%	0	\$ -	\$ -	\$ -		mm/dd/yy
	0.00%	0	\$ -	\$ -	\$ -		mm/dd/yy
	0.00%	0	\$ -	\$ -	\$ -		mm/dd/yy
	0.00%	0	\$ -	\$ -	\$ -		mm/dd/yy
	0.00%	0	\$ -	\$ -	\$ -		mm/dd/yy
	0.00%	0	\$ -	\$ -	\$ -		mm/dd/yy
	0.00%	0	\$ -	\$ -	\$ -		mm/dd/yy
Total Current Annual Payment for Water-related General Obligation Bonds					\$ -		

c. Describe any other financial obligations which encumber the water system.

We have just encumbered a tax judgement from the Arizona Department of Revenue that was transferred from a private water wholesaler, Twin City Water Works when they dissolved and deeded all assets to the city.

What is the current Annual Payment for these other financial obligations ? \$ 285,000

**3 DEPRECIATION**

a. Please select the statement which best describes how depreciation is handled in your water system budget.

Depreciation is not part of our water system budget, and it is not mentioned in our financial statement.  
 Depreciation is an item in our financial statement. However, we do NOT actually collect funds for this item. It is a "paper" expense.  
 We actually collect revenue to fund depreciation. However, the amount we collect does not cover all of our depreciation expense.  
 We actually collect enough revenue to fully fund our depreciation expense.

b. If you actually fund depreciation, how much do you collect yearly for this item?

c. If you actually fund depreciation expenses, what is the current fund balance ?

**4 CAPITAL FACILITIES REPLACEMENT FUND**

a. Are funds currently being deposited into any "capital facilities replacement fund" on an annual or monthly basis?

[Click HERE To Activate Choices](#)

Yes       No

If YES, how much do you collect yearly for this item ?

If YES, what is the current fund balance ?

**5 OTHER CASH-ON-HAND, INVESTMENTS, ETC.**

a. Besides any Depreciation Fund, or Capital Facilities Replacement Fund, does your water system have any other financial resources (e.g. cash-on-hand, investments, etc) ?

Yes       No

If YES, please describe.

If YES, what is the combined balance of these additional financial resources ?

**6 CURRENT SERVICE AREA**

a. Population

What is the current population of your service area ?

b. Connections

Number of Residential Connections**	<input type="text" value="792"/>
Number of Commercial Connections	<input type="text" value="57"/>
Number of Other Connections	<input type="text" value="61"/>

\*\*Number of Year Round Connections

Total Connections

Describe:

c. Equivalent Residential Connections

If you have water use data for your system, please complete the following:

In a typical year, how much water do ALL of your RESIDENTIAL connections consume? 268,098,674 gallons

In a typical year, how much water do ALL of your COMMERCIAL and OTHER connections consume? 20,791,325 gallons

Equivalent Residential Connections (ERC) Analysis

Residential Connections	792
ERC of "Commercial" and "Other" Connections	61
Total Equivalent Resident Connections for Entire System	853

**7 CURRENT ANNUAL WATER SYSTEM EXPENSES**

Please enter your annual expenses in the format given below. The information you enter below should be consistent with your latest financial statement.

Purchase of Water	\$ 240,200	
Pumping	\$ -	
Maintenance/Labor	\$ 40,300	
Treatment/Utilities/Materials	\$ 70,500	
Equipment Replacement	\$ 5,500	
Other	\$ 10,300	Describe: <span style="border: 1px solid black; padding: 2px;">Laboratory Testing</span>
Other	\$ 3,000	Describe: <span style="border: 1px solid black; padding: 2px;">Education</span>
Other	\$ 2,200	Describe: <span style="border: 1px solid black; padding: 2px;">Travel</span>
Other	\$ 15,500	Describe: <span style="border: 1px solid black; padding: 2px;">Construction of Cust</span>
Other	\$ -	Describe: <span style="border: 1px solid black; padding: 2px;"></span>
Subtotal	\$ 387,500	
Depreciation (from Item 3, above)	\$ -	
Funding of Capital Facilities Replacement Fund (from Item 4, above)	\$ 112,626	
Annual Payments on Current Debt (Total of Items 2a, 2b and 2c, above)	\$ 317,580	
Total Expenses	\$ 817,706	

**8 CURRENT ANNUAL WATER SYSTEM INCOME**

Please enter your annual income in the format given below. The information you enter below should be consistent with your latest financial statement.

From Residential Customers	\$ 790,656	
From Non-Residential Customers	\$ 60,902	
From Taxes	\$ -	Specify tax(es): <span style="border: 1px solid black; padding: 2px;"></span>
From Connection Fees	\$ 24,827	
From Impact Fees	\$ -	
From Interest Earned	\$ 3,821	
From Sales to Other Water Systems	\$ -	
From Permit and Inspection Fees	\$ -	
Other	\$ -	Describe: <span style="border: 1px solid black; padding: 2px;"></span>
Other	\$ -	Describe: <span style="border: 1px solid black; padding: 2px;"></span>
Other	\$ -	Describe: <span style="border: 1px solid black; padding: 2px;"></span>
Total Annual Income	\$ 880,206	

**DOES YOUR CURRENT INCOME EQUAL YOUR CURRENT EXPENSES ?**

Current Income From Item 8, above	\$ 880,206
Current Expenses from Item 7, above	\$ 817,706
Difference	62,500

If there is a significant difference between your INCOME and your EXPENSES please explain:

**9 CURRENT RATE AND FEE STRUCTURES**

- a. Connection Fee  per hookup
- b. Impact Fee  per new connection
- c. Residential Rate Structure

If your residential rate structure cannot be described in the format given below, send us an attachment which describes it.

*If, for a given category, there is no limit on use, please enter the word "unlimited" in the gallons blank. For instance, Overage Block 1 could read: \$0.50 per 1,000 gallons for the next **unlimited** gallons.*

Base Rate	\$ -	For up to	-	gallons		
Overage Block 1	\$ -	per	-	gallons	for the next	-
Overage Block 2	\$ -	per	-	gallons	for the next	-
Overage Block 3	\$ -	per	-	gallons	for the next	-
Overage Block 4	\$ -	per	-	gallons	for the next	-
Overage Block 5	\$ -	per	-	gallons	for the next	-

**d. Commercial Rate Structure**

If your commercial rate structure cannot be described in the format given below, send us an attachment which describes it.

*If, for a given category, there is no limit on use, please enter the word "unlimited" in the gallons blank. For instance, Overage Block 1 could read: \$0.50 per 1,000 gallons for the next **unlimited** gallons.*

Base Rate	\$ -	For up to	-	gallons		
Overage Block 1	\$ -	per	-	gallons	for the next	-
Overage Block 2	\$ -	per	-	gallons	for the next	-
Overage Block 3	\$ -	per	-	gallons	for the next	-
Overage Block 4	\$ -	per	-	gallons	for the next	-
Overage Block 5	\$ -	per	-	gallons	for the next	-

**10 PIPED IRRIGATION SYSTEMS**

- a. Are there any PIPED irrigation systems within your current service area ?

Yes       No

If YES . . .

What percentage of your culinary connections are also on a piped irrigation system ?

What is the average fee, approximately, that each of those on the piped irrigation system pays yearly ?

\$ -

per year, per irrigation system connection

**11 WATER CONSERVATION PLAN**

State law requires that all water systems serving more than 500 connections have a written Water Conservation Plan. The Utah Drinking Water Board has adopted a policy requiring that all applicants for financial assistance (regardless of system size) have an acceptable "Water Conservation Plan Ordinance" in place before funds are released.

The Utah Division of Water Resources (DWR) is the lead state agency for reviewing Water Conservation Plans. A sample plan, including a sample Water Conservation Plan Ordinance, is available at:

[Utah DWR - Water Conservation Plans](#)

a. Please characterize your status with respect to your Water Conservation Plan and associated ordinance:

We do not have an approved Water Conservation Plan. We will prepare a plan and submit it to the Division of Water Resources. After approval by DWR we will adopt an ordinance. The ordinance will be adopted before our loan closing.

We have a Water Conservation Plan which has already been approved by DWR. However, we have not yet adopted our ordinance. The ordinance will be adopted before our loan closing.

We have an approved Water Conservation Plan and have already adopted an ordinance. A copy will be submitted to DDW.

**12 GROWTH PROJECTIONS**

The Division of Drinking Water relies on growth projections from the Governor's Office of Planning and Budget, Demographic and Economic Analysis (DEA) Section. For their population projections see:

[Utah DEA Growth Projections](#)

a. Please browse this website and attempt to determine DEA's population projections for your service area. Enter this data below.

Current Population:	
2020 (DEA estimate)	8,000
2025 (DEA estimate)	9,423
2030 (DEA estimate)	10,990
2035 (DEA estimate)	11,064
2040 (DEA estimate)	

If you have any comments on DEA's estimates, please enter them below.

The website appears to have been defunct since 2012. What you see above was the population estimates from Sunrise Engineering in 2016.

b. What are YOUR population and connection estimates for your service area ?

	Population	Connections
Current	7,500	849
2020 (Your estimate)	7,000	1,048
2025 (Your estimate)	7,500	1,145
2030 (Your estimate)	9,500	1,200
2035 (Your estimate)	12,000	2,000
2040 (Your estimate)	18,000	2,200

What expansions (or reductions) in residential and industrial connections do you anticipate? Are there potential developments, commercial ventures or industrial projects which may significantly impact the demand on your water system?

With the rapid change of demographics we expect that large developments may come into the water system requiring expanded infrastructure. However, there is little accurate or timely data to suggest how large or where specifically they may come.

**13 MISCELLANEOUS INFO ABOUT YOUR SERVICE AREA**

a. Median Adjusted Gross Income (MAGI)

DDW staff uses the MAGI to determine the "maximum affordable water bill" for your service area. The higher the MAGI, the higher the water bill your customers should be able to afford.

MAGI data originates from Federal tax forms. See line 37 of . . .  
[Federal Income Tax Form 1040](#)

The MAGI for your service area is simply the "median" of the "adjusted gross incomes" for your residents. "Median" means half are above, and half are below, the published figure.

The latest MAGI figures are available on DDW's web site. Click the link shown below and browse to the heading "Maximum Affordable Water Bill".

[DDW Financial Assistance](#)

Please determine the MAGI for your service area from the web site and enter it below:

\$ 21,964

If you have any comments on the published MAGI, or if you are unable to find data for your service area, please note below:

Colorado City, Arizona is a part of the service area, and while information on median income by city or zip for Arizona was not immediately available we found that the median per-capita income

**14 ANTICIPATED SYSTEM EXPENSES AND INCOME AFTER PROJECT IS COMPLETED**

a. After your project is constructed, your water system EXPENSES may increase or decrease. You may have new annual loan payments. Your operating costs may decrease because of reduced maintenance demands. Please describe any anticipated changes to your current operating EXPENSES after the project is completed.

N/A

b. If your water system expenses change, you may need to increase (or decrease) your water system INCOME. If so, please describe how you will accomplish this. Will you modify your water rate structure?

N/A

End of Tab 5 - YOUR SYSTEM Worksheet

## 6 - Miscellaneous

Fill In All Boxes Highlighted In YELLOW

### 1 Public Support

How will public support for the project be demonstrated?

Support for the water remediation plan, when one is approved, will be demonstrated through public meetings and hearings to inform citizens of plans, and progress, as well as, getting feedback.

How will public participation be achieved (meetings, fact sheets, referenda, etc.)?

The public will likely become more involved at the conclusion of this planning study as it will have long range implications in both the standard of living and the financial stability of the cities.

### 2 Other Future Projects

Are you planning any other capital improvement projects for your drinking water system?

Yes  No

If YES, please describe the nature of the projects and the timing:

As a result of this study the Cities will be compelled to remediate the radium in the water both by a sense of duty to the community and the state of Utah.

*End of Tab 6 - MISCELLANEOUS Worksheet*



## 7 - Attachments

Fill In All Boxes Highlighted In YELLOW

### A Note On Attachments

DDW prefers to receive attachments electronically whenever possible. Please send Microsoft Word, Microsoft Excel, PDF or scanned images if possible. If this is not possible, paper submittals are acceptable.

Send paper submittals to:

Financial Assistance Program  
Utah Division of Drinking Water

Location Address: 195 North 1950 West  
Salt Lake City, Utah 84116

Post Office Address: P.O. Box 144830  
Salt Lake City, Utah 84114-4830

The amount of information which must accompany your application varies with the type of project you are seeking funds for . . . **PLANNING** or **CONSTRUCTION**.

### For all **PLANNING** Projects . . .

No attachments are required when applying for a PLANNING project. Please note, however, that certain items will be required before the Drinking Water Board will fund any construction project. Thus, it is recommended that the following items be considered during the planning phase:

- \* A preliminary assessment of any environmental issues that may arise due to the construction of a proposed project. (Note: This initial assessment need not be detailed. However, a detailed Environmental Assessment may be required if funds are eventually received from the "FSRF Program")
- \* Determination of Water Rights that will fulfill the scope of the project.  
[Utah Div. of Water Rights - Contact Information](#)
- \* [Capacity Development](#)
- \* [Water Conservation Plan](#)
- \* [Vulnerability Assessments and Emergency Response](#)
- \* For Sources:  
[Source Protection](#)

- \* For Water Treatment Plants:  
Consult with DDW's Treatment Specialists during the planning phase.  
Certain treatment technologies may require pilot testing.
- \* Determination of "Maximum Affordable Water Bill"  
See: Tab 5, Item 13c, Median Adjusted Gross Income

**For all CONSTRUCTION Projects . . .**

Please review items below and check the appropriate box.

**a. Master Plan or Engineering Report dealing with the proposed project**

<input type="radio"/> An electronic copy is being transmitted with this application	<input type="radio"/> A paper copy will be mailed	<input type="radio"/> This document has already been transmitted to DDW
<input type="radio"/> This document is not yet complete. We will transmit it to DDW when it is finished.	<input type="radio"/> We do not intend to create and furnish this document.	

**b. Most Recent Financial Statement**

<input type="radio"/> This document is already posted on the Auditor's website	<input type="radio"/> An electronic copy is being transmitted with this application	<input type="radio"/> A paper copy will be mailed
<input type="radio"/> This document has already been transmitted to DDW	<input type="radio"/> This document is not yet complete. We will transmit it to DDW when it is finished.	<input type="radio"/> We do not intend to create and furnish this document.

**c. Detailed cost estimates for all components of the project**

<input type="radio"/> An electronic copy is being transmitted with this application	<input type="radio"/> A paper copy will be mailed	<input type="radio"/> This document has already been transmitted to DDW
<input type="radio"/> This document is not yet complete. We will transmit it to DDW when it is finished.	<input type="radio"/> We do not intend to create and furnish this document.	

d. Documentation of the Water Rights that will fulfill the scope of the project

<input type="radio"/> An electronic copy is being transmitted with this application	<input type="radio"/> A paper copy will be mailed	<input type="radio"/> This document has already been transmitted to DDW
<input type="radio"/> This document is not yet complete. We will transmit it to DDW when it is	<input type="radio"/> The project in no way involves water rights	

e. Description of current water rate structure

<input type="radio"/> The rate structures are adequately described on Tab 5.	<input type="radio"/> An electronic copy is being transmitted with this application	<input type="radio"/> A paper copy will be mailed
<input type="radio"/> This document has already been transmitted to DDW	<input type="radio"/> This document is not yet complete. We will transmit it to DDW when it is finished.	
<input type="radio"/> We do not intend to create and furnish this document.		

f. Current Rate and Enforcement Ordinance

<input type="radio"/> An electronic copy is being transmitted with this application	<input type="radio"/> A paper copy will be mailed	<input type="radio"/> This document has already been transmitted to DDW
<input type="radio"/> This document is not yet complete. We will transmit it to DDW when it is finished.	<input type="radio"/> We do not intend to create and furnish this document.	

h. Water Conservation Plan

<input type="radio"/> An electronic copy is being transmitted with this application	<input type="radio"/> A paper copy will be mailed	<input type="radio"/> This document has already been transmitted to DDW
<input type="radio"/> This document is not yet complete. We will transmit it to DDW when it is finished.	<input type="radio"/> We do not intend to create and furnish this document.	

i. Emergency Response Plan For Your Water System

All water systems are encouraged to have emergency response plans. The possibility of power outages, sabotage, earthquakes, flash floods, equipment failure, etc. should be considered by any water supplier.

Community water system serving more than 3,300 people MUST have an emergency response plan. See:

[Vulnerability Assessments and Emergency Response Plans](#)

Please click on the statement which best describes the status of your Emergency Response Plan:

- An electronic copy is being transmitted with this application
- A paper copy will be mailed
- This document has already been transmitted to DDW
- This document is not yet complete. We will transmit it to DDW when it is finished.
- We are NOT required to have an Emergency Response Plan, and don't have one. However, we believe this is a good idea. We will prepare one and send it to DDW when it is available.
- We are NOT required to have an Emergency Response Plan, and we do NOT intend to create one.

*End of Tab 7 - ATTACHMENTS Worksheet*

## 7a - Capacity Assessment Worksheet

Fill In All Boxes Highlighted in YELLOW

Because you are in the process of applying for a State Revolving Fund (SRF) loan, it is necessary for you to complete the following worksheets. The Safe Drinking Water Act requires that a system applying for a SRF loan must demonstrate that it has financial, managerial, and technical capacity. What exactly does that mean?

**Technical Capacity** - the physical infrastructure of the water system, including but not limited to the source water adequacy, infrastructure adequacy, and technical knowledge. In other words, does your treatment system work the way it is supposed to? Are you providing the safest and cleanest water possible and required by law to your customers right now, and will you be able to in the future?

**Managerial Capacity** - the management structure of the water system, including but not limited to ownership accountability, staffing and organization, and effective linkages. In simpler terms, do you have a capable and trained staff? Do you have an effective management structure?

**Financial Capacity** - the financial resources of the water system, including but not limited to revenue sufficiency, credit worthiness, and fiscal controls. Basically, does your system have a budget and enough revenue coming in to cover costs, repairs and replacements?

If it is determined that your system does NOT have the required capacity, you may still qualify for a SRF loan if it is going to be used to ensure that your system will have the necessary capacity. If you have questions while completing the following worksheets, please call our office at (801) 536-4200, and we will be happy to help. Or contact Michael Grange directly at (801) 536-0069.

We will be studying these worksheets and information located in our files to make a determination whether or not your public water system has the technical, managerial, and financial capacity to be eligible to apply for a SRF loan. A final report will be available upon completion of the analysis.

Applicant: Hildale City

Prepared By: Hildale City

Date: 3/25/19

### The Technical Portion of your System

Please mark the appropriate box (Yes, No, or Unknown) for each section with an "X". Please try to determine the answer to every question. If a section or question does not apply to your system, please write NA for not applicable.

<b>Water Supply and Existing Demands</b>	Yes	No	Unknown
Do you know how much water you pump on an average day ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amount: <span style="background-color: yellow;">500,000</span>			
Do you know how much water you pump on a peak day ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amount: <span style="background-color: yellow;">2,000,000</span>			
Have you been able to provide adequate volumes of water during drought cycles ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have an Emergency Response Plan that will allow you to meet system demand If Yes, please submit a copy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a contract to purchase water? If yes, with whom? <span style="background-color: yellow;">None</span>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do you know the terms affecting your supply during drought conditions ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sytem Maintenance</b>			
Are locations, size, and type of mains and service lines detailed on records ?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Unaccounted-for Water</b>			
Is unaccounted-for water in the water system monitored and analyzed ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Is unaccounted-for water less than 15 percent of the total water delivered to the mains ?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
List percentage of unaccounted-for water: <b>Unknown</b>			
Do you have a routine leak detection and repair program ?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are all sources of supply and customers metered ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the meters calibrated and tested to ensure their accuracy and reliability ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Water Quality in Distribution System</b>			
Is an annual inspection for cross-connections performed ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a program for installing and testing backflow prevention devices where potential contamination is present ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Distribution System Problems</b>			
Can you maintain adequate pressure in the distribution system under all conditions of flow			
<b>The Management Portion of your System</b>			
Please mark the appropriate box (Yes, No, or Unknown) for each section with an "X". Please try to determine the answer to every question. If a section or question does not apply to your system, please write NA for not applicable.			
<b>Operations Staff</b>	Yes	No	Unknown
Does the person operating your system have current water treatment plant and water distribution operator certification credentials from DEQ/DDW? If Yes, list classification: <b>Level 4 Operator Certification from Utah DDW for</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your operator receive additional training on an ongoing basis to keep current on new developments in the field ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Future Operational Demands</b>			
Does your water system obtain any regular or occasional technical assistance from outside sources, such as DDW, your engineer, other utilities or organizations specifically if yes, who: <b>Rural Water Association; DDW; Engineer</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Management &amp; Administration</b>			
Is there a clear plan of organization and control among the people responsible for management and operation of the system ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the limits of the operators authority clearly known ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all the specific functional areas of operations and management assigned ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does everyone involved in operations know who is responsible for each area ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is someone responsible for scheduling work ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Rules and Standards</b>			
Do you have explicit rules and standards for system modifications ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have rules governing hook-ups ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a water main extension policy ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have standard construction specifications to be followed ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have measures to assure cross-connection control and backflow prevention ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have policies or rules describing customer rights and responsibilities ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Regulatory Compliance Program</b>			
Do you fully understand monitoring requirements and have a scheduling mechanism to	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do you have a mechanism to obtain the most recent information on regulatory	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you know how to obtain clarification or explanation of requirements ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you know what to do in the event of a violation ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Emergencies**

Do you have an Emergency Response Plan ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a contingency for making emergency interconnections to neighboring systems,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does everyone involved in operations know what they are to do in the event of	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a clear chain-of-command protocol for emergency action ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is someone responsible for emergency operations, for communications with state regulators, for customer relations, for media relations ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, who (title):	Utility Director		

**Safety**

Do you have a safety program defining measures to be taken if someone is injured ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does everyone understand the risks and safety measures involved in system operations ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have written operating procedures for both routine and emergency system operations ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you fully aware of Occupational Safety and Health Administration (OSHA) confined space (such as trenches/manholes) regulations ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Maintenance**

Do you have a planned maintenance management system - a system for scheduling routine preventative maintenance ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a system for assuring adequate inventory of essential spare parts and back-up equipment ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have records and data management systems for system operating and maintenance data, for regulatory compliance data, and for system management and administration ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Management Capability**

Are you getting the outside services and technical assistance you need ? Do you have adequate legal counsel, insurance, engineering advice, technical / operations assistance, rate case preparation, and financial advice ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--	-------------------------------------	--------------------------	--------------------------

**The Financial Portion of your System**

Please mark the appropriate box (Yes, No, or Unknown) for each section with an "X". Please try to determine the answer to every question. If a section or question does not apply to your system, please write NA for not applicable.

<b>Financial Planning Mechanisms</b>	Yes	No	Unknown
Do you have an annual budget ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have within the annual budget a separate reserve account for equipment replacement and/or capital improvement ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a capital budget or capital improvement plan that projects future capital investment needs some distance (at least five years) into the future ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a process for scheduling and committing to capital projects ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a capital improvement plan that covers at least the next ten years?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your planning process take account of all the potential capital needs suggested by all of the preceding questions in these worksheets?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does your long-term planning analysis of alternative strategies that might offer cost saving to customers, such as consolidation with other nearby systems or sharing of operations and management expenses with other nearby systems ?

X		
---	--	--

**Rates/Billing - Are they Adequate ?**

Do you regularly review your rates ?

How often ? Annually

X		
---	--	--

Do you have a plan in place for periodic increases in rates ?

	X	
--	---	--

Is the rate structure based on metered watered use ?

List water rates per 1000 gallons: See attached

X		
---	--	--

Do users pay the same or higher rate per 1000 gallons as they use more water ?

X		
---	--	--

Do you have procedures for billing and collection ?

X		
---	--	--

Is your billing collection rate greater than 95 % ?

X		
---	--	--

Do you have collection procedures specifically for delinquent accounts ?

X		
---	--	--

**Financial Planning Mechanisms - Are they Adequate ?**

Do you have audited financial statements ?

X		
---	--	--

Does your water system presently operate on a break-even basis ?

X		
---	--	--

Does your water system keep all the water revenues (i.e., water revenue does not support other municipal departments or unrelated activities)?

X		
---	--	--

Do you employ standardized accounting and tracking systems ?

X		
---	--	--

Do you track budget performance ?

X		
---	--	--

Do you keep records to substantiate depreciation of fixed assets and accounting for reserve funds ?

X		
---	--	--

Are financial management record keeping systems organized ?

x		
---	--	--

Are controls exercised over expenditures ?

X		
---	--	--

Are controls exercised to keep from exceeding your budget ?

X		
---	--	--

Are there purchasing procedures ?

X		
---	--	--

**Financial Spreadsheet**

Please complete the financial spreadsheet on the following tab using the guidance presented below.

**Guidelines:**

This cash flow projection form provides a systematic method of estimating cash receipts, disbursements and balances. The entries listed on the form will not necessarily apply to every PWS, and some entries may not be included which would be pertinent to each PWS. It is suggested, therefore, that the form be adapted to each particular PWS, with appropriate changes in the entries as may be required.

Procedure: Most of the entries on the form are self-explanatory; however, the following suggestions are offered to simplify the procedure :

(1) First gather the audited financial statements, internally prepared statements or budgets and other information for the current year and the two prior years. Please include the most recent audit financial statement with your self-assessment report.

(2) Complete the columns for the prior two years using actual data from your audited financial statements, if available, or your internally prepared financial statements. Keeping in mind that, for purposes of this analysis, it is important to use cash receipts and disbursements. Suggestion: Round the amounts at least to the nearest dollar.

(3) Complete the current year's column using the most recent budget information. Include all expenditures incurred by the utility.

(4) Complete the form using the suggestions in the partial form below for each entry. Be sure to include any expenditures resulting from planned plant improvement and estimate the impact of inflation on all expenditures.



(5) Item #1 (Beginning Cash on Hand ) plus Item #3 (Total Cash Receipts) minus Item #6 (Total Cash Paid Out) should equal Item #7 (Ending Cash Position).

(6) Item # 13 (Total Reserves) plus Item #12 (Operating Cash) should equal Item #7 (Ending Cash Position).

(7) item #1 (Beginning Cash on Hand) should equal Item #7 (Ending Cash Position) from the prior financial period.

(8) Items # 8 & 9 are used together to determine the impact of the rate structure on the equivalent residential user, If industrial or business customers contribute a significant portion of the revenues, these amounts should be looked at separately. Consideration should be given to design a rate structure so that each category of user pays its proportional share of the costs of operating and maintaining the PWS.

(9) Item #11 is used to determine to what extent a PWS's rate structure produces revenues sufficient to cover operating expenses.

(10) Item #12 is the operating cash balance at year end. The operating cash balance at the end of any financial period should be adequate to meet the cash requirements for a minimum of one month. If there is too little cash, additional cash may have to be injected or expenditures may have to be reduced. If there is excessive cash on hand, the money should be invested or otherwise deposited into interest bearing accounts (e.g.. set up reserves for replacement or capital improvements, etc.)

#### **Putting it all together: Do you have Technical, Managerial, and Financial Capacity ?**

The Division of Drinking Water will be reviewing these worksheets, and information we have in our files, in order to make a determination whether you have the technical, managerial, and financial capacity to qualify for a Drinking Water State Revolving Fund loan. Remember, even if you do not have the required capacity right now, you may still qualify if the loan is going to be used to obtain capacity. Keep in mind that certain other changes may also have to be made, such as managerial and financial changes, in order to qualify. If you need more information or assistance in using and completing these capacity worksheets, please contact:

Michael Grange, P.E.  
[mgrange@utah.gov](mailto:mgrange@utah.gov)  
(801) 536-0069

*End of Tab 7a - Capacity Assessment Worksheet*

7b - Financial Worksheet

Fill In All Boxes Highlighted In YELLOW

Directions

4 Year Projections	Last Year Actual	Current Year Budget	Year 2 Projected	Year 3 Projected	Year 4 Projected
1. Beginning Cash on Hand	For the prior period and the current year budget, use the actual cash balance. For all other years, cash on hand should equal item #12 from previous period.				
2. Cash Receipts:					
a. Unmetered Water Revenue	All cash received/estimated for water supplied to residential, commercial, industrial and public customers where the customer charge is not based on quantity, i.e., its based on diameter of service pipe, room, foot of frontage or other type units.				
b. Metered Water Revenue	all cash received/estimated for water supplied to residential, commercial, industrial and public customers where the charge is based on quantity of water delivered.				
c. Other Water Revenue	Other cash received/estimated from sale of water, e.g., sales for irrigation, sales for resale, inter-municipal sales, advalorem taxes (OM&R portion) etc.				
d. Total Water Revenues (2a thru 2c)	Self-explanatory				
e. Connection Fees	All cash received/estimated for connection of customer service during the year.				
f. Interest and Dividend Income	All cash received/estimated on interest income from securities, loans, notes, etc., whether the securities are carried as investments or included in sinking or reserve accounts.				
g. Other Income	Other revenues collected/estimated during the period (e.g., disconnection or change in service fees, profit on materials billed to customers, servicing of customer lines, late payment fees, rents, sales of assets, advalorem taxes (infrastructure portion) etc.).				
h. Total Cash Revenues (2d thru 2g)	Self-explanatory				
i. Transfers in/Additional Rev Needed	Includes transfers from other funds w/ the municipality or can be used as a "plug" figure when determining the additional cash needed to cover cash needs.				
j. Loans, Grants or other Cash Injection	Includes loans or grants from financial institutions, inter-municipal loans, state or federal sources.				
3. Total Cash Receipts (2h thru 2j)	Self-explanatory				
4. Total Cash Available (1+3)	Self-explanatory				
5. Operating Expenses	Use actual amounts paid when completing the prior year. Estimate the amounts for projected years based on prior year amounts, trends and other known variables (including those related to needs identified in the self-assessment).				
a. Salaries and wages	Cash expenditures made/estimated for salaries, bonuses and other consideration for work related to the O&M of the facility, including administration, and compensation for officers, directors, etc.				
b. Employee Pensions and Benefits	Paid vacations, paid sick leave, health insurance, unemployment insurance, pension plan, etc.				
c. Purchased Water	Amounts paid/estimated for cost of water purchased for resale.				
d. Purchased Power	Amounts paid/estimated for all electrical power for the utility.				
e. Fuel for Power Production	Amounts paid/estimated for fuel purchased for the production of power to operate pumps, etc.				
f. Chemicals	Amounts paid/estimated for chemicals used in the treatment and distribution.				
g. Materials and Supplies	Amounts paid/estimated for materials and supplies used for O&M of the PWS other than those under contractual services.				
h. Contractual Services - Engineering	Amounts paid/estimated to outside engineers to perform ongoing engineering work for the facility.				
i. Contractual Services - Other	Amounts paid/estimated for costs of outside accounting, legal, managerial, and other services.				
j. Rental of Equipment/Real Property	Amounts paid/estimated for costs associated w/ the rental of equipment, buildings and real property.				
k. Transportation Expenses	Amounts paid/estimated for automobile, truck, equipment, and other vehicle use and maintenance.				
l. Laboratory	Self-explanatory				
m. Insurance	Amounts paid/estimated for vehicle, liability, workers' compensation and other insurance.				
n. Regulatory Commission Expenses	Amounts paid/estimated for rate cases and other activities with a regulatory commission				
o. Advertising	Amounts paid/estimated for informational, instructional and other advertising.				
p. Miscellaneous	Amounts paid/estimated for all expenses not included elsewhere (e.g. permit fees, training, etc.).				
q. Total Cash O&M Expenses (5a thru 5p)	Total of lines 5a thru 5p.				
r. Replacement Expenditures	Amounts paid/estimated for replacement of equipment to maintain system integrity.				
s. Total OM&R Expenditures (5q+r)					
t. Loan Principal/Capital Lease Payments	Include cash payments made/estimated for principal on all loans, including vehicle and equipment purchases on time payments and capital lease payments.				
u. Loan Interest Payments	Self-explanatory				
v. Transfers Out	Include cash transfers made/estimated to funds or entities outside the PWS.				
w. Capital Purchases (specify):	Amount of cash outlays/estimates for items such as equipment, building, vehicle purchases, and leasehold improvements that were not a part of the initial design of the PWS infrastructure.				
6. Total Cash Paid Out (5s thru 5x)	Self-explanatory				
7. Ending Cash Position (4 - 6)	Self-explanatory				
8. Number of Customer Accounts	Use most recent system data or expected increases.				
9. Ave User Charge per Customer (2d/8)	Self-explanatory				
10. Coverage Ratio (2h-5a)/(5t+5u)	Measure of the sufficiency of net operating profit to cover the debt service requirements of the system. A bond covenant might require this to meet or exceed certain limits (e.g. 1.25)				
11. Operating Ratio (2d/5a)	Measure of whether operating revenues are sufficient to cover OM&R expenses. An operating ratio of 1.0 is the bare minimum for a self-supporting facility. With debt service requirements, the operating ratio would have to be higher.				
12. End of Year Operating Cash (7 - 13)	All non-reserved cash.				
13. End of Year Reserves:	Do not include depreciation as a reserve unless there is actually a "depreciation" reserve that has cash set-aside for future expansion.				
a. Debt Service Reserve	Funds specifically set-aside to meet debt service requirements or requirements set forth in a loan covenant/bond indenture.				
b. Bond Retirement Reserve	Funds specifically set aside to retire debt as it is scheduled.				
c. Capital Improvement Reserve	Funds specifically set aside to meet long-term objectives for major facility expansion, improvement and/or the construction of a new facility.				
d. Replacement Reserve	Funds specifically set aside for the future replacement of equipment needed to maintain the integrity of the facility over its useful life.				

4 Year Projections	Last Year Actual	Current Year Budget Year 1 Projected	Year 2 Projected	Year 3 Projected	Year 4 Projected
<b>Enter Year:</b>	<b>FY 18</b>	<b>FY19</b>			
1. Beginning Cash on Hand	\$415,886.35	\$404,001.44	\$399,961.43	\$395,961.81	\$392,002.19
2. Cash Receipts:					
a. Unmetered Water Revenue	\$360,907.65	\$362,400.00	\$362,943.60	\$363,488.02	\$364,033.25
b. Metered Water Revenue	\$412,801.67	\$288,800.00	\$293,132.00	\$297,528.98	\$301,991.91
c. Other Water Revenue	\$77,850.48	\$122,400.00	\$123,746.40	\$125,107.61	\$126,483.79
d. Total Water Revenues (2a thru 2c)	\$851,559.80	\$773,600.00	\$779,822.00	\$786,124.61	\$792,508.96
e. Connection Fees	\$24,827.94	\$20,400.00	\$20,808.00	\$21,224.16	\$21,648.64
f. Interest and Dividend Income	\$3,821.46	\$3,600.00	\$3,672.00	\$3,745.44	\$3,820.35
g. Other Income	\$16,692.93	\$69,400.00	\$68,706.00	\$68,018.94	\$67,338.75
h. Total Cash Revenues (2d thru 2g)	\$896,902.13	\$867,000.00	\$873,008.00	\$879,113.15	\$885,316.70
i. Transfers in/Additional Rev Needed		\$251,000.00	\$251,000.00	\$251,000.00	\$251,000.00
j. Loans, Grants or other Cash Injection please specify					
3. Total Cash Receipts (2h thru 2j)	\$896,902.13	\$1,118,000.00	\$1,124,008.00	\$1,130,113.15	\$1,136,316.70
4. Total Cash Available (1+3)	\$1,312,788.48	\$1,522,001.44	\$1,523,969.43	\$1,526,074.96	\$1,528,318.89
5. Operating Expenses					
a. Salaries and wages	\$93,459.02	\$141,736.80	\$143,862.85	\$146,020.79	\$148,211.11
b. Employee Pensions and Benefits	\$7,939.16	\$18,133.20	\$18,405.20	\$18,681.28	\$18,961.50
c. Purchased Water	\$231,410.07	\$165,000.00	\$82,500.00	\$16,500.00	\$3,300.00
d. Purchased Power	\$46,814.82	\$66,200.00	\$82,750.00	\$103,437.50	\$129,296.88
e. Fuel for Power Production					
f. Chemicals	\$9,498.52	\$18,500.00	\$19,425.00	\$20,396.25	\$21,416.06
g. Materials and Supplies	\$64,513.17	\$41,277.60	\$44,579.81	\$48,146.19	\$51,997.89
h. Contractual Services - Engineering	\$4,300.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
i. Contractual Services - Other		\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
j. Rental of Equipment/Real Property	\$5,199.82	\$4,818.00	\$4,890.27	\$4,963.62	\$5,038.08
k. Transportation Expenses	\$12,636.87	\$21,134.00	\$21,451.01	\$21,772.78	\$22,099.37
l. Laboratory	\$5,145.00	\$4,500.00	\$4,567.50	\$4,636.01	\$4,705.55
m. Insurance	\$26,399.00	\$43,274.40	\$43,923.52	\$44,582.37	\$45,251.10
n. Regulatory Commission Expenses					
o. Advertising	\$1,093.35	\$5,919.80	\$5,919.80	\$5,919.80	\$5,919.80
p. Miscellaneous	\$58,849.89	\$1,900.00	\$58,849.89	\$3,420.00	\$35,309.93
q. Total Cash O&M Expenses (5a thru 5p)	\$567,258.69	\$536,393.80	\$535,124.84	\$442,476.59	\$495,507.26
r. Replacement Expenditures		\$115,800.00	\$113,484.00	\$111,214.32	\$108,990.03
s. Total OM&R Expenditures (5q+5r)	\$567,258.69	\$652,193.80	\$648,608.84	\$553,690.91	\$604,497.30
t. Loan Principal/Capital Lease Payments	\$41,300.00	\$41,300.00	\$41,300.00	\$41,300.00	\$41,300.00
u. Loan Interest Payments	\$7,509.60	\$7,734.89	\$7,966.93	\$8,205.94	\$8,452.12
v. Transfers Out	\$214,041.93	\$382,400.00	\$390,048.00	\$397,848.96	\$405,805.94
w. Capital Purchases (specify):		\$46,000.00	\$46,000.00	\$46,000.00	\$46,000.00
		truck			
		bulk meters			
x. Other					
6. Total Cash Paid Out (5s thru 5x)	\$830,110.22	\$1,129,628.69	\$1,133,923.78	\$1,047,045.82	\$1,106,055.36
7. Ending Cash Position (4 - 6)	\$482,678.26	\$392,372.75	\$390,045.65	\$479,029.14	\$422,263.53
8. Number of Customer Accounts	972	849	824	799	810
9. Average Annual User Charge per account (2d/8)	\$876.09	\$911.19	\$946.93	\$984.10	\$978.41
10. Coverage Ratio (2h-5s)/(5t+5u)	\$6.75	\$4.38	\$4.55	\$6.57	\$5.64
11. Operating Ratio (2d/5e)	\$1.50	\$1.19	\$1.20	\$1.42	\$1.31
12. End of Year Operating Cash (7 - 13)	\$103,126.11	-\$12,791.45	-\$21,196.02	\$61,618.85	-\$1,407.91
13. End of Year Reserves:					
a. Debt Service Reserve		\$0.00			
b. Bond Retirement Reserve		\$0.00			
c. Capital Improvement Reserve		\$0.00			
d. Replacement Reserve	\$379,552.15	\$405,164.20	\$411,241.66	\$417,410.29	\$423,671.44
e. Other					
Total Reserves (13a thru 13e)	\$379,552.15	\$405,164.20	\$411,241.66	\$417,410.29	\$423,671.44

End of Tab 7b - Financial Worksheet

## 8 - Signature

Fill In All Boxes Highlighted In YELLOW

Investigative and administrative costs incurred by the Utah Department of Environmental Quality (DEQ) or the Utah Drinking Water Board will eventually be billed to the project. A budget item for this expense has been calculated on Tab 3.

The budget for DEQ Administrative Costs is: \$  (From Tab 3)

Please read and acknowledge the following.

### AGREEMENT:

If the project is authorized by the Board, all costs incurred by the Utah Department of Environmental Quality (DEQ) or the Utah Drinking Water Board from the beginning of the application process will be charged to the project and paid by the applicant as a part of the total project cost.

The "bond purchase price" will be the amount of money advanced by the Drinking Water Board to the Sponsor for all costs related to the project, **plus** the anticipated costs to DEQ and the Board for reviews and other administrative activities.

Normal costs incurred by the Department of Environmental Quality or Board during preliminary project investigation and prior to Board Authorization will **not** become a charge to the applicant . . .

- a. If the project is found not feasible
- b. If the application is denied by the Board,
- c. If the applicant withdraws the application prior to the Board's authorization.

If the applicant decides not to build the project after the Board has authorized the project, all costs accruing after the authorization will be reimbursed by the applicant to the Board.

By typing in the following boxes, I hereby accept the policy and conditions as enumerated above. Furthermore, I also pledge that the information provided in this application form is true and complete to the best of my knowledge.

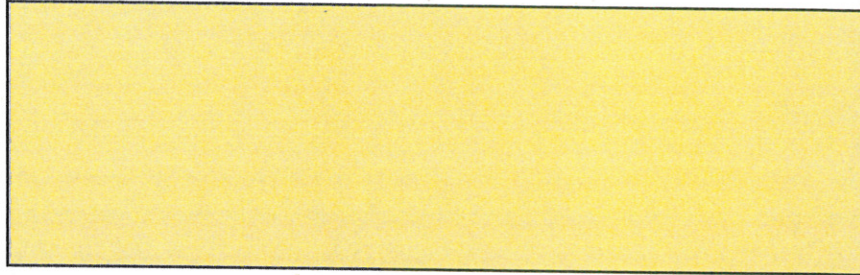
Water System Name:

Presiding Officer:

Title:

**Would You Like To Add Any Additional Information or Comments?**

Please do so here . . .



**Who Entered Data Into This Form?**

Please enter the names, phone numbers and e-mail addresses of all those who helped complete this form.

Harrison Johnson 435-874-1160 harrisonj@hildalecity.com

**Thank You For Completing This Application Form.**

*End of Tab 9 - SIGNATURE Worksheet*



## Request for Statement of Qualifications for Professional Services

Hildale City is requesting Statements of Qualifications (SOQ's) from qualified individuals, firms, or teams of consultants to provide engineering services for preparation of a feasibility study regarding radium treatment and/or source development options for our municipal water system.

## Hildale-Colorado City Water System Background

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Hildale-Colorado City Water System (the System) is sourced from three sources of varying sizes and quality of effluent. The first source is the Alluvial Aquifer with a depth of 40 to 60 feet, which provides water high in iron and manganese. The second source is the Shinarump Aquifer with a depth from 280 feet to 420 feet and provides roughly 60% of the System's capacity and is contaminated with radium-228 and -226. The third and final source is the Navajo Sandstone Aquifer accessed through gravity fed horizontal wells in canyon walls to the north of the system, where there is no known contamination nor any treatment need. See attached Water Master Plan for more detailed information on sources of water.

The Power Plant Well, a Shinarump Aquifer well, had begun to test high for Radium in 2014 and was placed under increased monitoring. As of its most recent test we have observed 11 pCi/L of combined radium levels. Over the last few years, the well has continued to be intermittently used to supply the System. In 2016 another Shinarump Aquifer well, the Academy Avenue well was constructed and as of 2018 was denied its operating license by the Arizona Department of Environmental Quality due to high Radium levels. In testing the Academy Ave well in relation to the Power Plant well we discovered the wells are hydrologically linked due to output rate changes when both are in operation. Additionally, the radium levels in the water have only increased with greater usage and flushing of the wells. A community to the south of the System has been experiencing radium contamination in their groundwater for an even longer period of time. See the attached diagram of uranium deposits to the south of our system.

## Scope of Work

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This Request is being conducted as part of a professional design services procurement process. In the next stage of this process, the City will negotiate directly with qualified respondents to enter into a contract based upon the following scope of work. The purpose of the feasibility study is to research and evaluate different methods of removing radium contamination from the Hildale-Colorado City Water System. The Scope of Services presented herein describes the objectives of the feasibility study that will need to meet in order to inform the City's Administration on solutions.

- I. **Efficacy of Available Treatment and Source Development Options.** The study must review the know treatment options that will bring the levels of radium contamination below the Maximum Contaminant Level (MCL). Each treatment option shall have an analysis which evaluates how the System would be affected if the radium from the source were to increase (i.e. if the treatment option would be effective at any amount of radium or if additional treatment would be required if source radium increased)



- II. **Initial Capital Costs of Treatment and Source Development Options.** The study should detail the initial projected capital costs of the installation of each treatment option.
- III. **Ongoing Operation and Maintenance (O&M) and Associated Costs.** The study should detail any projected ongoing O&M required to maintain the specific treatment or source replacement infrastructure and any associated costs. Any information on public or operator health impacts or concerns with any treatment waste should also be included.
- IV. **Assessment of Radionuclide Conditions that Affect the System.** The study should have information on the cause of the radium contamination, and its effects on the System. Additionally, the study should contain any known tertiary effects of radionuclide presence in the ground water i.e. higher radon levels that affect air quality.
- V. **Regulatory Assessment.** The study should also explore the regulatory authorities and processes required by each option and assess the ability to satisfy any of the requirements.
- VI. **Financial Assessment of Proposed Treatment and Source Development Options.** The study should outline the financial wherewithal of the Cities, available financing and grants to determine which treatment options are the most feasible. Emphasis should be placed on balancing the long-term health of community's water that leverages the Cities' financial situation.
- VII. **Graphic Analysis and Treatment/ Source Development Recommendation.** The study should include graphic analysis of all options that compare the treatment methods along the above criteria. Additionally, this section should have a professional assessment and recommendation of which treatment option would be the most advisable.

## Statement Requirements

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SOQ's shall include but are not limited to the following requirements. Provide eight (8) copies of the consultant's SOQ, which shall include the following:

- A. **Organization Overview.** The section should include the organization's history, and its current structure and size, as well as contact information for the person responsible for answering questions concerning submissions.
- B. **Project Team.** Provide a list of the project team members, with contact information, who you propose to use and identify the responsibility of each team member. List any subconsultants that will support your firm. Provide a brief resume for each person listing specific experience, education and licensure/certifications.
- C. **Approach and Scope of Work.** This section should include your organization's approach to the Scope of Work by identifying your process to complete each section.
  - a. This section should also include the organization's process for gathering information in the field and how they establish communication channels with the client.
- D. **Water Treatment and Source Development Capabilities and Past Experience.** This section should detail institutional knowledge and capabilities of the organization's water treatment



and source development projects as well as a summary of relevant water projects completed in the past.

- E. Professional References. This section should have the names and contact information of professional references and include a brief description of work completed for each one.
- F. Proposed Schedule. Include an estimated time to complete the feasibility study.
- G. Bid Statement. The proposal shall include a statement on whether or not your organization plans to bid as the primary contractor to install any of the treatment methods or new source developments. If your organization plans to bid as the primary contractor, you must include a statement on how your organization will segregate objectives and ensure that the feasibility study's integrity is maintained.

## Evaluation Criteria

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- A. Professional Presentation: \_\_\_/5
- B. Proposed Schedule: \_\_\_/5
- C. Professional References: \_\_\_/10
- D. Fee Structure: \_\_\_10
- E. Defined and Competent Approach to the Scope of Work: \_\_\_/30
- F. Water Treatment and Development Capabilities and Past Experience: \_\_\_/40

## SELECTION PROCESS

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SOQ's are required to be submitted by email to Harrison Johnson, Utilities Director (harrisonj@hildalecity.com), with carbon copy to Christian Kesselring, City Manager (manager@hildalecity.com), no later than 5:00pm on May 3, 2019. At that time, an evaluation committee will analyze and evaluate each SOQ according to the evaluation criteria specified herein and rank the respondents in order of evaluation scores. An informal meeting may then be held with the three highest-ranked respondents. Thereafter, the purchasing official will select a final respondent and request a contract for review and execution. Further refinement of terms, scope and price may be done as part of the contract review and approval process. If an acceptable contract cannot be negotiated with the final respondent, the purchasing official may continue down in rank order.

## Attachments

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- A. Water Master Plan 2016
- B. Grand Canyon Trust Map
- C. Radium Test Samples



DRAFT

April 2, 2019

Donia Jessop  
Hildale City  
P.O. Box 840490  
Hildale, UT 84784

RE: Engineer's Recommendation for Award of Bid

Dear Mayor,

After reviewing the Bids received on April 1, 2019, for the Utah Avenue Safe Routes to School Project, we have found the Joint Venture of Remedy Excavating, LLC and JNJ Engineering Construction, Inc. to be the lowest responsible Bidder and therefore recommend award of the contract to this Joint Venture.

Through review of the available funds at this time it is advised that the City only award Schedule A. As construction progresses if additional funds are identified the City may add the remainder of the work into the schedule at a late time. Also, after further discussions with JNJ we have identified several costs savings of potential work that may be completed by the City and further reduce the costs of the contract. It is recommended that prior to finalizing the agreement we quantify these savings and agree to final terms of the contract. I will continue to work with JNJ and keep you informed of the final decision.

Included with this letter is a copy of the Bid Tabulations and a copy of the Notice of Award for review and presentation to the board. At that time, if the City chooses to move forward with our recommendation, please sign four copies of the Notice of Award in the appropriate signature block and return them to our office. We will then forward them to Interstate Rock for acknowledgement.

Please call me at (435) 652-8450 with any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Tyler B. Young', with a large, stylized flourish at the end.

Tyler B. Young, P.E.

Project Engineer

Sunrise Engineering, Inc.

**NOTICE OF AWARD**

TO: Remedy Excavating/JNJ Engineering Construction  
1037 West Utah Avenue  
Post Office Box 842218  
Hildale, UT 84784-2218

CONTRACT FOR: Hildale City – Utah Avenue Safe Routes to Schools Project

The OWNER has considered the BID dated April 1, 2019 submitted by you for the above described WORK in response to its Advertisement for Bids and Information for Bidders.

You are hereby notified that your BID has been accepted for items in the amount of: \$155,700.85.

You are required by the Instruction to Bidders to execute the Agreement and furnish the required CONTRACTOR'S Performance BOND, Payment BOND, and Certificates of Insurance within ten (10) calendar days from the date of this Notice to you.

If you fail to execute said Agreement and to furnish said BONDS within ten (10) days from the date of this Notice, said OWNER will be entitled to consider all your rights arising out of the OWNER'S acceptance of you BID as abandoned and as a forfeiture of your BID BOND. The OWNER will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this NOTICE OF AWARD to the OWNER.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

OWNER: Hildale City  
(Name of Owner)

BY: \_\_\_\_\_  
(Signature)

TITLE: \_\_\_\_\_

**ACCEPTANCE OF NOTICE**

Receipt of the above NOTICE OF AWARD is hereby acknowledged by \_\_\_\_\_  
(Contractor)  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
By: \_\_\_\_\_  
(Signature)  
Title: \_\_\_\_\_



Hildale City  
 Utah Avenue SRTS  
 Bid Opening Date: April 1, 2019

BID TABULATION

NO.	ITEM	QTY	UNIT	INTERSTATE ROCK PRODUCTS, INC.		REMEDY EXCAVATION/J&J	
				UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1	MOBILIZATION	1	LS	14,000.00	\$ 14,000.00	\$ 17,400.00	\$ 17,400.00
2	CONSTRUCTION STAKING	1	LS		\$ -		\$ -
3	TRAFFIC CONTROL	1	LS	5,350.00	\$ 5,350.00	3,376.00	\$ 3,376.00
4	WATERING FOR CONSTRUCTION AND DUST CONTROL	1	LS	3,700.00	\$ 3,700.00	3,165.00	\$ 3,165.00
5	MATERIAL TESTING	1	LS	4,050.00	\$ 4,050.00	4,220.00	\$ 4,220.00
6	CLEARING, GRUBBING, AND DEMOLITION	1	LS	2,950.00	\$ 2,950.00	5,275.00	\$ 5,275.00
7	RELOCATE WATER METER	1	EA	1,700.00	\$ 1,700.00	650.00	\$ 650.00
8	RELOCATE SIGN	1	EA	330.00	\$ 330.00	130.00	\$ 130.00
9	5' SIDEWALK (4" THICK) WITH BASE	1,470	LF	31.00	\$ 45,570.00	27.90	\$ 41,013.00
10	DRIVEWAY RESTORATION (6" THICK) WITH BASE	1,811	SF	7.15	\$ 12,948.65	7.75	\$ 14,035.25
11	APEX PEDESTRIAN ACCESS RAMP	5	EA	3,250.00	\$ 16,250.00	960.00	\$ 4,800.00
12	CURB & GUTTER WITH BASE	953	LF	31.00	\$ 29,543.00	27.20	\$ 25,921.60
13	IMPORT UNTREATED BASE COURSE W/ SUBGRADE PREPERATION	250	CY	47.50	\$ 11,875.00	21.00	\$ 5,250.00
14	RESTORE SURFACE IMPROVEMENTS AND SHOULDERING	1	LS	2,900.00	\$ 2,900.00	4,275.00	\$ 4,275.00
15	SUBGRADE PREPARATION	14,550	SF	0.83	\$ 12,076.50	1.80	\$ 26,190.00
	<b>Subtotal</b>				\$ 163,243.15		\$ 155,700.85
1	5' SIDEWALK (4" THICK) WITH BASE	88	LF	31.00	\$ 2,728.00	28.40	\$ 2,499.20
2	APEX PEDESTRIAN ACCESS RAMP	2	EA	3,250.00	\$ 6,500.00	960.00	\$ 1,920.00
3	CURB & GUTTER WITH BASE	197	LF	27.00	\$ 5,319.00	27.40	\$ 5,397.80
4	IMPORT UNTREATED BASE COURSE W/ SUBGRADE PREPERATION	35	CY	79.50	\$ 2,782.50	92.00	\$ 3,220.00
	<b>Subtotal</b>				\$ 17,329.50		\$ 13,037.00
	<b>GRAND TOTAL</b>				\$ 180,572.65		\$ 168,737.85



Tyler B. Young, P.E.

Sec. 31-40. - City organization.

The city organization shall be divided into such offices, departments, divisions, boards, or committees as the city manager shall determine appropriate with the advice and consent of the city council.

(Ord. No. 2009-2, § VI(C), 11-17-2009)

Sec. 31-41. - General requirements of city departments.

All departments, and units thereof, shall:

- (1) Be open during regular business hours, as defined by the city council;
- (2) Pay out monies belonging to the city only in the manner prescribed by law, ordinance, policy or regulation; and
- (3) Deliver all records, documents and property of every description belonging to the office or to the city to the successor in office.

(Ord. No. 2009-2, § VI(D), 11-17-2009)

Sec. 31-42. - Interdepartmental cooperation.

Each department shall cooperate with other departments and furnish any other department, upon the direction of the city manager, such service, labor and materials as may be requisitioned by the head of such department.

(Ord. No. 2009-2, § VI(E), 11-17-2009)

Sec. 31-43. - Department directors—Powers and responsibilities.

All department directors shall have the powers and responsibilities for planning, organizing, staffing, directing and controlling the function of their appointed departments. They shall be responsible to the city manager and shall keep him fully advised of all the affairs with respect to their departments.

(Ord. No. 2009-2, § VI(F), 11-17-2009)

Sec. 31-44. - Same—Duties.

Department directors shall:

- (1) Be responsible to the city manager for the effective administration of their respective departments and all activities assigned thereto;
- (2) Be responsible to implement all ordinances, resolutions, rules, regulations, directives and services within the budget parameters established by the city council to achieve the goals of the elected officials;
- (3) Develop and maintain up-to-date departmental policies, procedures and instructions for carrying out departmental operations in conformity with city ordinances and directives of the city manager;
- (4) Be responsible for planning, organizing, supervising and directing the operations of the departments and for the full and effective use of personnel, equipment and financial resources assigned to the department;
- (5) Assign subordinate employees in the department to any duty which in the director's judgment is required for the good of the city;
- (6) Establish department goals, priorities and work plans consistent with the goals and priorities of the mayor, city council and city manager;
- (7) Conduct performance evaluations of department employees in accordance with the personnel policies and procedures of the city;
- (8) Implement risk management programs required by the city insurance carriers and city manager to protect the health, safety and welfare of city employees and the public; prevent financial losses and reduce insurance premiums; conduct affairs of the department to reduce insurance premiums; conduct affairs of the department to reduce the potential for claims and lawsuits against the city;
- (9) Maintain spending within the budget parameters established by the city council and the city manager;
- (10) Purchase equipment, supplies and services in accordance with the procurement rules and procedures of the city;
- (11) Recruit, select and appoint employees in accordance with the personnel policies and procedures of the city;
- (12) Keep informed as to the latest practices in their particular field and implement such new practices within the parameters of city ordinances, resolutions, policies, procedures and regulations in the most efficient and effective manner possible;
- (13)

Create and maintain a work environment free from sexual and other forms of harassment;

- (14) Create and maintain a work environment free from discrimination based on race, color, age, sex, religion or national origin;
- (15) Submit reports as required by the city manager detailing the activities of the department;
- (16) Establish and maintain a system of filing and indexing records and reports in sufficient detail to furnish all information necessary for proper control of departmental activities and to form a basis for periodic reports to the city council and city manager;
- (17) Perform such other duties assigned by the city manager or that may be prescribed by the city council or state law.

(Ord. No. 2009-2, § VI(G), 11-17-2009)

Secs. 31-45—31-61. - Reserved.

## WHY CAN'T WE ALL JUST GET ALONG?

By David L. Church

One disturbing theme of local government is the internal conflict among elected and appointed local government officials. There always seems to be one or two cities with ongoing spats. These conflicts very often appear to an outsider to involve little substance. They often become fodder for the press, and always result in embarrassment to those involved and, by association, to everyone else involved in local government. Very often these disputes are about who's in charge and the proper roles of officials and their duties.

This is about my experience with some of the causes of these disputes and potential ways to avoid them in the future. Neither the causes of the disputes nor the means of avoidance are intended to be the last word on the issue. The examples that I cite are not intended to refer to anyone or any city particularly. If you recognize yourself, your city, or one of your fellow local officials in any of my descriptions, you are mistaken. The facts and names have been changed to protect the guilty.

The most common cause of conflict is misunderstanding the form government that the city or town is operating under. Too many people run for an office without understanding the office they seek. The form and structure of local government are set first by state law and second by local ordinance and policy. The state law establishes the basic form of government for all cities and towns.<sup>1</sup> There are three basic forms of government. They are known as the council-mayor form of government, the six-member council form of government and the five-

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<sup>1</sup> See Utah Code section 10-3b-101 et seq.



member council form of government. Prior to May 4, 2008 there was also a form of government known as the council-manager optional form of government. That form is no longer available under state law but the cities and towns that had previously adopted that form continue to operate under it. The state law also allows voters in all cities and towns to change forms government to any of the three approved forms.<sup>2</sup> Within six-member council and five-member council forms of government there is the flexibility to adopt local rules and procedures.<sup>3</sup>

Not everyone elected to an office of mayor has the same powers. The power and duties of mayor in the six and five member council forms of government is very different from the mayor in the council-mayor form of government under state law, and even within the various six and five member council forms of government there will be differences between mayors in different cities and towns depending on local ordinances. Mayors elected in a city operating under the council-mayor forms of government are the heads of an executive branch of government.<sup>4</sup> The executive branch is separate, independent, and equal to the legislative branch. These mayors are powerful people. A mayor in a city operating under the old council-manager optional form is a figure head mayor only.<sup>5</sup> The mayor is a member of the council and does not have any executive or administrative powers. An appointed city manager holds the executive and administrative powers. Mayors in cities and towns that are operating under the six and five member council forms of government fall somewhere between these extremes. They can be either kings or pawns depending on local ordinances. The state law makes these mayors both

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<sup>2</sup> See Utah Code section 10-3b-501 et seq.

<sup>3</sup> See Utah Code section 10-3b-303(1)(b) and section 10-3b-403(1)(b)

<sup>4</sup> Utah Code section 10-3b-201, 202

<sup>5</sup> See former Utah Code section 10-3-1223 now repealed

members of the legislative body<sup>6</sup> and chief executives,<sup>7</sup> but the law also allows cities and towns to delegate, by ordinance, some or all of the Mayor's executive powers to managers and administrators or even to themselves.<sup>8</sup> The ordinances changing the mayor's power in the five and six- member council forms of government require either a unanimous vote of the council or the consent of the mayor and a majority vote of the council.<sup>9</sup>

If you are a mayor or council member you have a duty to understand the system of government you are operating in and live with the limitations. Disputes are created when elected officials begin to assume authority that they do not have. There are many examples of this including mayors who refuse to carry out policies with which they disagree; council members who try to direct employees in their day to day duties; mayors trying to be the city managers; and council members who try to act like they are mayors.

The solution to these types of conflicts is simple-- learn your position and duties and accept them. If you want to be a mayor, run for mayor. If you think that your form of government is inefficient, take the appropriate steps to change it. These steps will be either taking your proposal to the people or, where appropriate, taking your proposal to the city or town council and see if yours is a majority view.

Another source of conflict is council members who don't work and play well with others.

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<sup>6</sup> See Utah Code sections 10-3b-301 and 10-3b-401

<sup>7</sup> See Utah Code section 10-3b-104

<sup>8</sup> Utah Code section 10-3b-303 and 10-3b-403

<sup>9</sup> Utah Code section 10-3b-303(2) and 10-3b-403(2)

It is my opinion and experience that there are two broad classes of people who run for local office—those that want to be involved and those that want to be in charge. If you get too many of the latter and not enough of the former trouble can occur.

A council member is a member of a committee. He or she has a vote as an individual, but only has power when part of a majority of the group. There will be times when a council member's view prevails and times when the view does not prevail. It is frustrating to believe you are right and not be able to get your way. Personality conflicts can and will arise as council members work together over time. These do not need to become petty public fights. Council members must learn to win without gloating and lose with dignity.

There is no excuse for being rude to each other in public meetings. There is no excuse to being rude to the public. One solution to these types of conflicts is to insist that the chair of the meetings be a strong chair. This requires that council members allow the chair to keep order and that the chair be willing to assume the role of referee and not participant when it appears that the meeting is getting out of control.

Another cause of disagreement, related to the above, involves getting things on council meeting agendas. There have been many fights start over refusals to put things on the agenda or over having things reappear on agendas that the council does not want to discuss. The solution to this is for the council to adopt rules prior to any dispute arising, and live by the rules.<sup>10</sup> In the absence of rules the chair is going to control the agenda. If you don't take the time to adopt rules of procedure, you have no right to complain about how the chair runs the agenda.

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<sup>10</sup> Utah Code section 10-3-606 give councils the authority to adopt rules of procedure not inconsistent with state law.

Misuse of the Municipal Officers and Employees Ethics Act<sup>11</sup> also results in some ugly scenes. Using a public charge of conflict of interest to try to persuade a fellow council member either to vote your way, or to keep the council member from voting is inappropriate. If you care about an issue so much that you are willing to publicly accuse a fellow council member of misconduct to win, then perhaps you have a conflict of interest as well. Real ethics violations and conflicts of interest should be taken care of in the manner provided for in the act.<sup>12</sup> A complaint should be made to the mayor or city manager and an investigation should be undertaken. In this way the person accused has the opportunity to be heard before being pilloried in the public and press.

These are only a few of the sources of conflicts that I have observed and my recommended solutions. There are many others. The following are some general aphorisms that may help avoid and solve these conflicts that I have discussed and other that may arise.

1. All elected officials are worthy of respect, even the ones dumb enough to disagree with you.
2. It is unfair to expect members of the public to know what you know or understand what you tell them.
3. Your job description does not include the phrase "take full credit, no blame."
4. Win graciously.
5. Accept your losses, and move on.
6. Enjoy correcting your own mistakes as much as you do others'.
7. Praise in public and reprimand in private.

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<sup>11</sup> Utah Code sections 10-3-1301 et seq.

<sup>12</sup> Utah Code section 10-3-1311

8. Do your own job first.

9. Always assume others are acting in good faith.

I guarantee that if you follow the above rules your life as a city or town official will be less stressful.

## RULES OF MEETING PROCEDURE

The 2011 Utah Legislature has now required all cities and towns to adopt rules of procedure and order for its council meetings and planning commission meetings.<sup>1</sup> Prior to this the state law established some minimum rules of procedure and of course required us all to follow the Utah Open and Public Meetings Act. These rules are generally found in Utah Code 10-3-502 through 10-3-608 but additional rules regarding notice, agenda and minutes are found in the Utah Open and Public Meetings Act which is found at Utah Code 52-4-101 et seq.

Attached are three drafts of potential rules of procedure I have been working on. Obviously nothing in any of these proposed sets of rules were contained in the tablets Moses got from the burning bush so feel free to change cut, combine or change them as you will.

The first set of rules is what I see most often happening in cities and towns when I visit a council meeting. I call it the informal meeting procedure. I included in this some state law provisions just to remind us what the law already requires and for those people who do not keep at the ready either a copy of the Utah State Code or an attorney.

The second set of rules is a simple but formal set of rules that some people will like. They simply adopt Roberts Rules of Order. Unfortunately Roberts Rules of Order can be complicated and require some training. There are also various editions and compilations of the rules so you have to pick a book as the official one to use. I did not include in this the sections from the Utah Code as I assume if you can afford a copy of Roberts Rules of Order then you probably have a copy of the state law.

The third set is a long and semi-formal set of rules I did for a couple of cities. I am not proud of these but they were adopted by a couple of cities anyway.

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<sup>1</sup> Utah Code 10-3-606 for city or town council and Utah Code 10-9a-301 for planning commission.

## **RULES OF PROCEDURE and ORDER**

### **(Short and informal)**

Pursuant to Utah Code 10-3-606 the City hereby adopts the following rules of order and procedure to govern the meetings of the City Council.

#### **RULE NO. 1.**

The City shall comply with the all required procedures contained in Utah Code including the following Sections:

##### **10-3-502. Regular and special council meetings.**

- (1) The council of each municipality shall:
  - (a) by ordinance prescribe the time and place for holding its regular meeting, subject to Subsection (1)(b); and
  - (b) hold a regular meeting at least once each month.
- (2) (a) The mayor of a municipality or two council members may order the convening of a special meeting of the council.
  - (b) Each order convening a special meeting of the council shall:
    - (i) be entered in the minutes of the council; and
    - (ii) provide at least three hours' notice of the special meeting.
  - (c) The municipal recorder or clerk shall serve notice of the special meeting on each council member who did not sign the order by delivering the notice personally or by leaving it at the member's usual place of abode.
  - (d) The personal appearance by a council member at a special meeting of the council constitutes a waiver of the notice required under Subsection (2)(c).

##### **10-3-504. Quorum defined.**

- The number of council members necessary to constitute a quorum is:
- (1) in a municipality with a seven-member council, four;
  - (2) in a municipality with a five-member council, three; and
  - (3) in a municipality operating under a six-member council form of government, three, excluding the mayor.

##### **10-3-505. Compelling attendance at meetings of legislative body.**

The legislative body of a municipality may compel the attendance of its own members at its meetings and provide penalties it considers necessary for the failure to comply with an exercise of the authority to compel attendance.

**10-3-506. How the vote is taken.**

A roll call vote shall be taken and recorded for all ordinances, resolutions, and any action which would create a liability against the municipality and in any other case at the request of any member of the governing body by a "yes" or a "no" vote and shall be recorded. Every resolution or ordinance shall be in writing before the vote is taken.

**10-3-507. Minimum vote required.**

(1) The minimum number of yes votes required to pass any ordinance or resolution, or to take any action by the council, unless otherwise prescribed by law, is a majority of the voting members of the council, without considering any vacancy in the council.

(2) (a) Any ordinance, resolution, or motion of the council having fewer favorable votes than required in this section is defeated and invalid.

(b) Notwithstanding Subsection (2)(a), a council meeting may be adjourned to a specific time by a majority vote of the council even though the majority vote is less than that required in this section.

(3) A majority of the council members, regardless of number, may fill any vacancy in the council as provided under Section 20A-1-510.

**10-3-508. Reconsideration.**

Any action taken by the governing body may not be reconsidered or rescinded at any special meeting unless the number of members of the governing body present at the special meeting is equal to or greater than the number of members present at the meeting when the action was approved.

**10-3-601. Business of governing body conducted only in open meeting.**

All meetings of the governing body of each municipality shall be held in compliance with the provisions of Title 52, Chapter 4, Open and Public Meetings Act.

**10-3-607. Rules of conduct for members of the governing body.**

The governing body of each municipality may fine or expel any member for disorderly conduct on a two-thirds vote of the members of the governing body.

**10-3-608. Rules of conduct for the public.**

The governing body on a two-thirds vote may expel any person who is disorderly during the meeting of the governing body. This section or any action taken by the governing body pursuant hereto does not preclude prosecution under any other provision of law.



**RULE NO. 2.**

The agenda for the meeting will be the guide to the meeting. Items may only be placed on the agenda by either the mayor or any two council members. While matters not on the agenda may at times come up for discussion, no final action can be taken on any matter not on the agenda.

**RULE NO. 3**

The mayor shall open and introduce an item on the agenda in order, unless the mayor feels like there is a good reason to go out of order. If the item is one that requires discussion the council members can consider the item in a polite, civil, free-for-all type exchange of ideas for as long as they feel necessary. The mayor may or may not, at his or her discretion, allow members of the public or staff to participate in the discussion. When the mayor thinks the discussion has gone on long enough, and the item is one that requires a decision of the council, the mayor can ask for vote on the matter. Any council-member who has had enough of the discussion, can at any time also ask the mayor to either move on to the next item or call for a vote on the item. If a majority of the others on the council agree, the mayor shall call for a vote or move on to the next item as appropriate. No formal motions or seconds are required or necessary.

**RULE NO. 4.**

The mayor and council members shall treat each with respect and act at all times during the meeting in a civil and courteous manner to each other and the public.

## RULES OF PROCEDURE and ORDER

### (Short and Formal)

Pursuant to Utah Code 10-3-606 the City hereby adopts the following rules of order and procedure to govern the meetings of the City Council.

**1. Meeting Procedures.** All City Council meetings shall be conducted in accordance with Roberts Rules of Order as contained in the following publication: [insert book, title, edition etc.]

A copy of these rules shall be available at each public meeting for the reference of the Mayor and Council, and shall also be made available to the public for review during all normal business hours of the City.

If any rule contained in Roberts Rules of Order conflicts with any provision of these rules or Utah State law governing meeting procedures for the City Council, the City Council shall follow the provision of these rules or state law.

**2. Public Comment.** There shall be on every agenda of the City Council an item entitled "public comment." The public comment portion of the meeting shall be limited to the public speaking to the council on any item not on the agenda. Members of the public shall be free to express any idea, question, or view point without limitation except for time and the manner of the presentation. Individual members of the public shall be limited to three (3) minutes time. The Chair of the meeting shall ensure that the public comment is civil and orderly. The Chair shall use its best efforts to allow the free expression of the public and keep the meeting in order. Council members should not interrupt, argue with, or otherwise interfere with any comment by a member of the public. The Mayor and City Council may ask clarifying questions of the member of the public making a presentation and other members of the public may ask clarifying questions of the presenter at the discretion of the Chair.

**3. Public Participation in Meeting.** Other than at a required public hearing and the public comment portion of the meeting, members of the public shall not be allowed to participate in the meeting unless they are on the agenda or requested to present to the Council by the Chair of the Meeting or a member of the Council.

**4. Council member Participation.** At regular meetings of the City Council, Council members shall speak only after being recognized by the Chair. Any meeting designated as a work meeting shall be more informal and Council Members may freely participate as long as proper decorum is maintained. Council members shall conduct themselves at all times with decorum and respect. They shall refrain from making any disparaging remarks concerning any other member of the governing body or the public. Any member of the Council wishing to speak on any item on the agenda shall be recognized by the Mayor to do so.

5. **Chairing the meeting.** The Mayor shall chair the meeting in a manner to accomplish the following goals. The Mayor, as Chair, shall pace the meeting so that all items on the agenda should be addressed and either concluded or continued. The Mayor, as chair, shall ensure that the time limits on the public comment portion of the meeting are complied with. The Mayor, as chair, shall use his best efforts to see that Council members and the public are treated at all times with respect and that the meetings are orderly.

6. **Meeting Adjournment.** Meetings of the City Council, as a goal, shall be scheduled to end at or before 10:00 p.m. and the Mayor and City Council shall use their best efforts to conclude the meeting in a timely manner. However, no motion to extend the time of the meeting is necessary to be made. The meetings of the City Council shall not be adjourned until either all items listed on the agenda have been acted upon or a motion to adjourn is made and approved by a majority of the City Council.

## **RULES OF PROCEDURE and ORDER**

### **(Long and Business Casual)**

Recognizing that the City Council, as a legislative body, needs a systematic way of conducting its business, these rules of procedure are to provide for the orderly conduct of City business by the City Council, with the objective of providing for full, open, and comprehensive debate of issues brought before the City Council for action in a forum open to the public, and which encourages citizens' awareness of City Council activities.

These procedures do not increase or diminish the existing powers or authority of the Mayor or City Council members, as set forth in state law or local ordinance.

### **CITY COUNCIL MEETING AGENDA**

All meetings of the City Council will have a notice and agenda that complies with the Utah Open Meetings Act

An Item may be placed on the agenda by the Mayor, City Manager (Administrator), or at the request of any council member.

Agenda Items must be submitted to the City Recorder at least 24 hours before the date of the meeting. Any item that is submitted to the City Recorder after 24 hours will be put on the next following meeting agenda. Requestor should notify the Mayor of the added agenda item.

### **ROLE OF THE MAYOR AS COUNCIL CHAIR AND OTHER COUNCIL MEMBERS:**

- The Mayor shall preside at meetings of the City Council.
- Participate in discussion of all matters.
- Shall vote as a member thereof only in case of a tie or where otherwise specifically authorized to do so by state law, and shall have no power to veto.

In addition, the Mayor, as the Chair, has the primary responsibility for ensuring that the Council's rules of procedure are followed and:

- For maintaining the dignity of Council meetings.
- Calls the meeting to order and confines the discussion to the agenda.
- Recognizes Council members for motions and statements and may allow audience and staff participation at appropriate times.
- Requires knowledge of the City's adopted rules of parliamentary procedure and how to apply it.
- Ensures that the Utah Open and Public Meetings Act is complied with.

- Knows how to courteously discourage Council members who talk too much or too often.
- Knows how to courteously ensure those who have the floor are not interrupted and to rule out of order those not following meeting procedures.
- Recognizes the Council member offering the motion, restates the motion, presents it to the Council for consideration, calls for the vote, announces the vote, and then announces the next order of business.

**CODE OF CONDUCT FOR CITY COUNCIL AND MAYOR INCLUDES:**

- Remarks should apply to the question under debate.
- Shall avoid references to personalities, and refrain from questioning motives of other members or staff personnel.
- Demonstrate courtesy and shall not disrupt proceedings.
- Shall not use their positions to secure privileges or personal gains and shall avoid situations which could cause anyone to believe that they may have brought bias or partiality to a question before the City Council.
- Shall be dedicated to the principles of representative democracy by recognizing that the chief function of local government is to serve the best interests of the public at large while respecting individual rights.
- Shall be dedicated to the effective use of the City's available resources.
- Shall refrain from any activity that would hinder their ability to be objective and impartial.
- City business shall be discussed in open, well-publicized meetings, except in rare situations in which Executive Sessions are authorized.

**PARLIAMENTARY RULES:**

The following may be referred to as the City's Rules of Order and shall be the parliamentary rules for conducting the business of the City Council. The City Attorney will serve as the Parliamentarian, and will recommend rulings, upon request by the presiding officer, to all points of order raised during the proceedings. Each Rule is followed by a recommended Procedure and Purpose to explain the Rule and guide the Mayor and council members in its intended application.

**RULE NO. 1: The meeting is governed by the agenda and the agenda constitutes the City Council's agreed-upon roadmap for the meeting.**

*PROCEDURE.* Each agenda item will be handled by the Mayor in the following basic format:

*First*, the Mayor should clearly announce the agenda item number and should clearly state what the agenda item subject is.

*Second*, following that agenda format, the Mayor should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the Mayor, a member of the City Council, a staff person, or an invited person charged with providing input on the agenda item.

*Third*, the Mayor should ask members of the City Council if they have any technical questions of clarification. At this point, members of the City Council may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

*Fourth*, the Mayor should invite public comments if at a formal public hearing and should open the public hearing for public input. If numerous members of the public indicate a desire to speak to the subject, the Mayor may limit the time of public speakers. At the conclusion of the public comments, the Mayor should announce that the public hearing is closed. For a regularly scheduled agenda item, the Mayor may invite public comment.

*Fifth*, the Mayor should invite a motion. The Mayor should announce the name of the member of the City Council who makes the motion.

*Sixth*, the Mayor should determine if any member of the City Council wishes to second the motion. The Mayor should announce the name of the member of the City Council who seconds the motion. If there is no second then the item will be deemed concluded without decision

*Seventh*, if the motion is made and seconded, the Mayor should make sure everyone understands the motion. This is done in one of three ways: (1) The Mayor can ask the maker of the motion to repeat it. (2) The Mayor can repeat the motion. (3) The Mayor can ask the City Recorder to repeat the motion.

*Eighth*, the Mayor should now invite discussion of the motion by the City Council. If there is no desired discussion, or after the discussion has ended, the Mayor should announce that the City Council will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

*Ninth*, the Mayor takes a vote. All votes for purposes of the meeting minutes shall be by roll call of the council.

*Tenth*, the Mayor should announce the result of the vote and should announce what action (if any) the City Council has taken.

**PURPOSE OF THE RULE:** All meetings must comply with the Utah Open and Public Meetings Act which requires that a notice and an agenda for a public meeting be prepared in advance of the meeting and that no final action be taken on any item that is not on the agenda. In addition the Act requires that the minutes of the meeting contain certain minimum information including the name of any member of the council speaking on an issue, the substance of what the member says, an accurate

description of any action taken by the council and the voting record of each individual member of the council.

**RULE NO 2: Any matter that requires a City Council decision shall be brought before the Council by motion.**

*PROCEDURE.* The procedure for any motion shall be as follows: First, the Mayor should recognize the member of the City Council. Second, the member of the City Council makes a motion by preceding the member's desired approach with the words: "I move . . . . "

So, a typical motion might be: "I move that we give the City Attorney a raise in pay."

The Mayor usually initiates the motion by either (1) Inviting the members of the City Council to make a motion. "A motion at this time would be in order." (2) Suggesting a motion to the members of the City Council. "A motion would be in order that we give the City Attorney a raise in pay." (3) Making the motion. As noted, the Mayor has every right as a member of the City Council to make a motion, but should normally do so only if the Mayor wishes to make a motion on an item but is convinced that no other member of the City Council is willing to step forward to do so at a particular time. (4) Reading a motion suggested by the City Staff.

*PURPOSE OF THE RULE.* The purpose of this rule is to limit items under discussion to those and only those that the council members want to discuss; give clarity as to what is being decided; and to make sure everyone, including the person taking the minutes actually knows and can remember what the ultimate outcome of any discussion and debate is.

**RULE NO 3: One question at a time and one speaker at a time.**

*PROCEDURE:* Only one question will be discussed at a time. The question may have several motions.

There will only be one speaker at a time. Anyone who wishes to speak must raise their hand first after the current speaker finishes. The Mayor will call upon the person by name. Once a member has been recognized, he has been granted "the floor" and may begin speaking. The speaker may not be interrupted except as allowed by these rules.

If a councilmember wishes to ask a question during their time and retain the floor to speak after the question has been answered they may indicate so before posing the question by saying something similar to "I have additional comments and wish to retain the floor after this question has been answered."

*PURPOSE OF THE RULE.* The purpose is to focus on only one question and to allow council members the ability to express their points of consideration without losing their train of thought and to completely finish without fear of interruption.

**RULE NO 4: The Mayor may use General Consent (also known as Unanimous Consent) with all motions except those motions where the votes are used for purposes of the meeting minutes and require a roll call of the council.**

*PROCEDURE:* When the Mayor feels the council is all in agreement, the Mayor asks if there are any objections to the motion to amend, withdraw, or any motions in Rule No. 7. The Mayor pauses and if there are no objections states that the motion is approved. If there is any objection then the motion is put to a regular vote. A council member may object simply because he or she feels it is important to have a formal vote.

*Example:* The Mayor states, "If there is no objection, we will recess for 10 minutes, [pause to see if any member objects]. There being no objection, we will recess for 10 minutes.

If a member objects by stating, "I object" the matter is then put to a vote.

The Mayor states, "An objection being made, the question is shall we recess for 10 minutes? As many as are in favor, say Aye. Those opposed, say No. The Ayes have it and we will recess for 10 minutes."

*PURPOSE OF THE RULE.* General consent is helpful in expediting general routine business or when the Mayor senses the council is in agreement. General consent allows flexibility of the rules while protecting the right of the majority to decide and the minority to be heard.

**RULE NO 5: There are only three basic forms of motions allowed: Initial Motions, Motions to Amend, and Substitute Motions.**

*PROCEDURE:* The initial motion. The initial motion is the one that puts forward an item for the City Council's consideration. An initial motion might be: "I move that we give adopt ordinance number 10-1 as presented."

The motion to amend. If a member wants to change the initial motion that is before the City Council, they would move to amend it. A motion to amend might be: "I move that we amend the motion to adopt ordinance number 10-1 with changes in paragraph 1 as follows...." A motion to amend takes the initial motion which is before the City Council and seeks to change it in some way. The motion to amend must be germane to the initial motion. The motion to amend must not be the same as a negative vote on the initial motion.

The substitute motion. If a member wants to completely do away with the initial motion that is before the City Council, and put a new motion before the City Council, they would move a substitute motion. A substitute motion might be: "I that we refer ordinance number 10-1 to the planning commission for its recommendation."

*PURPOSE OF THE RULE.* "Motions to amend" and "substitute motions" are often confused. But they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is



really a "motion to amend" or a "substitute motion" is left to the Mayor. So that if a member makes what that member calls a "motion to amend", but the Mayor determines that it is really a "substitute motion", then the Mayor's designation governs.

**RULE NO 6. There can be up to three motions on the floor at the same time and no more than three. The Mayor can reject a fourth motion until the Mayor has dealt with the three that are on the floor and has resolved them.**

*PROCEDURE:* When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed first on the last motion that is made. So, for example, assume the first motion is a basic "motion to adopt ordinance 10-1." During the discussion of this motion, a member might make a second motion to "amend the main motion to adopt ordinance 10-1 with changes in paragraph 1 as follows...." And perhaps, during that discussion, a member makes yet a third motion as a "substitute motion that we refer the matter to the planning commission." The proper procedure would be as follows:

*First*, the Mayor would deal with the third (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion passed, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the City Council of the third motion (the substitute motion). No vote would be taken on the first or second motions. On the other hand, if the substitute motion (the third motion) failed then the Mayor would proceed to consideration of the second (now, the last) motion on the floor, the motion to amend.

*Second*, if the substitute motion failed, the Mayor would now deal with the second (now, the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment. If the motion to amend passed the Mayor would now move to consider the main motion (the first motion) as amended. If the motion to amend failed the Mayor would now move to consider the main motion (the first motion) in its original format, not amended.

*Third*, the Mayor would now deal with the first motion that was placed on the floor. The original motion would either be in its original format, or, if amended, would be in its amended format.

*PURPOSE OF THE RULE:* Too many motions on the same subject can cause confusion as to what the end result is and in the official record. Limiting the number of motions to no more than three at a time, allows for enough debate and parliamentary maneuvering to satisfy those who want to be clever while allowing the slow to still keep up.

**RULE NO 7: The debate can continue as long as members of the City Council wish to discuss an item, subject to the Mayor determining it is time to move on and take action by using General Consent to limit debate or by a proper motion by a council member to limit the debate. The following motions are not debatable—a motion to adjourn; a motion to recess; a motion to fix a time to adjourn; a motion to table; and a motion to limit debate.**

*PROCEDURE.* There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the City Council to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the Mayor must immediately call for a vote of the City Council without debate on the motion):

*A motion to adjourn.* This motion, if passed, requires the City Council to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

*A motion to recess.* This motion, if passed, requires the City Council to immediately take a recess. The length should be set in the motion which may be a few minutes or an hour. It requires a simple majority vote.

*A motion to fix the time to adjourn.* This motion, if passed, requires the City Council to adjourn the meeting at the specific time set in the motion. For example, the motion might be: "I move we adjourn this meeting at midnight." It requires a simple majority vote.

*A motion to table.* This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on "hold". The motion can contain a specific time in which the item can come back to the City Council: "I move we table this item until our regular meeting in October." Or the motion can contain no specific time for the return of the item, in which case the matter will not be placed back on an agenda for a future city council meeting except at the order of the Mayor or the request of any two council members. A motion to table an item requires a simple majority vote.

*A motion to limit debate.* The most common form of this motion is to say: "I move the previous question" or "I move the question" or "I call the question." When a member of the City Council makes such a motion, the member is really saying: "I've had enough debate. Let's get on with the vote". When such a motion is made, the Mayor should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a simple majority vote of the City Council.

*PURPOSE OF THE RULE.* Debate and discussion are important until they are not. When a matter is chewed on enough it should be swallowed. This rule allows the Mayor by General Consent or the majority of the council to end the debate, after a reasonable time. It also keeps those in a minority position on an issue from filibustering until they get their way.

**RULE NO 8:** Three yes votes are required to pass any item before the council with limited exceptions. The exceptions include a motion to go into close session (executive session) which requires a 2/3 vote of the members present and when the mayor is entitled to vote where specifically allowed by state law on matters that add to or diminish the mayors powers. The Mayor is also entitled to vote when there is a tie vote of the council.

*PROCEDURE.* If the mayor and all five members of the council are present, a vote of 3-2 passes the motion. A vote of 2-2 with one abstention means the motion fails. If one member is absent and the vote is 2-2, the mayor is entitled to vote.

*PURPOSE OF THE RULE.* Utah statutes set out both the number of the quorum and the minimum vote required on any issue. This rule is meant to clarify that when the entire council is present and voting then it is not a tie when one member abstains. If however the member is absent from the meeting for any reason and the vote is 2-2 then it may be a tie and the mayor may vote as allowed by state statute.

**RULE NO 9:** A motion to reconsider any item requires a majority vote to pass, but there are special rules that apply only to the motion to reconsider. First, is timing. A motion to reconsider must be made at the meeting where the item was first voted upon or at the very next meeting of the City Council if the item is properly on the agenda. In addition, a motion to reconsider cannot be made at a special meeting of the Council unless the number of members of the council present at the special meeting equals or exceeds the number present at the meeting when the action was approved. Second, a motion to reconsider can only be made by a member who voted in the majority on the original motion.

*PROCEDURE.* If such a member has a change of heart, he or she can make the motion to reconsider (any other member of the City Council may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order.

*PURPOSE OF THE RULE.* The purpose of this rule is finality. If a member of the minority could make a motion to reconsider, then the item could be brought back to the City Council again and again. That would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the City Council, and a new initial motion is then in order. The matter can be discussed and debated as if it were on the floor for the first time.

**RULE NO 10:** The Mayor and council members shall adhere to the code of conduct.

*PROCEDURE.* The Mayor, as chair of the meeting, is primarily responsible to see that debate and discussion of an agenda item focuses on the agenda item and the policy in question, not the personalities of the members of the City Council. There are, however, exceptions that are intended to assist the Mayor in keeping order to the meeting. A speaker may be interrupted by a council member only for the following reasons and in the form set forth below:

*Privilege.* The proper interruption would be: "point of privilege." The Mayor would then ask the interrupter to "state your point." Appropriate points of privilege relate to anything that would interfere with the normal comfort or safety of the meeting or when the reputation of the council or any individual is at stake. For example, the room may be too hot or too cold, a blowing fan might interfere with a person's ability to hear, or the speaker may be misrepresenting an individual's remarks

*Order.* The proper interruption would be: "point of order." Again, the Mayor would ask the interrupter to "state your point." Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the Mayor moved on to a vote on a motion that permits debate without allowing that discussion or debate.

*Appeal.* If the Mayor makes a ruling that a member of the City Council disagrees with, that member may appeal the ruling of the Mayor. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the Mayor is deemed reversed.

*Call for orders of the day.* This is simply another way of saying, "Let's return to the agenda." If a member believes that the City Council has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the Mayor discovers that the agenda has not been followed, the Mayor simply reminds the City Council to return to the agenda item properly before them. If the Mayor fails to do so, the Mayor's determination may be appealed.

*Withdraw a motion.* To withdraw a motion, the maker of the motion on the floor states, "I request that my motion be withdrawn." The motion to withdraw a motion requires a simple majority vote.

**PURPOSE OF THE RULE.** Debate and discussion should be focused, but free and open. In the interest of time, the Mayor may, however, limit the time allotted to speakers, including members of the City Council. A council member may continue speaking on a majority vote of the Council. The rules of order are meant to create an atmosphere where the members of the City Council and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the Mayor and the members of the City Council to maintain common courtesy and decorum. Only one person at a time will have the floor and every speaker must be recognized by the Mayor before proceeding to speak.

#### **RESIDENTS' RIGHT TO BE HEARD:**

It is the Council's goal that residents of the City resolve their complaints for service or regarding employees' performance at the staff level. However, it is recognized that residents may from time to time believe it is necessary to speak to City Council on matters of concern. Accordingly, the City Council expects any person presenting to the city council to speak in a civil manner, with due respect for the decorum of the meeting, and with due respect for all persons attending.

- No member of the public shall be heard until recognized by the Mayor.

- Public comments will only be heard during the Public Comment portion of the meeting unless the issue is a Public Hearing or a member of the public is asked to speak on a matter by the mayor.
- Speakers must state their name and address for the record.
- Any resident requesting to speak shall limit him or herself to matters of fact regarding the issue of concern.
- Comments should be limited to three (3) minutes unless prior approval by the Mayor.
- If a representative is elected to speak for a group, the Mayor may approve an increased time allotment.
- Personal attacks made publicly toward any person or city employee are not allowed. Speakers are encouraged to bring their complaints regarding employee performance through the supervisory chain of command in accordance with the City's Personnel Policies.
- Any member of the public interrupting City Council proceedings, approaching the dais without permission, otherwise creating a disturbance, or failing to abide by these rules of procedure in addressing City Council, shall be deemed to have disrupted a public meeting and, at the direction of the Mayor, shall be removed from Council chambers by Police Department personnel or other agent designated by City Council or City Manager.