

**NOTICE AND AGENDA
TOWN COUNCIL
Regular Meeting**

Notice is given that a meeting of the Town Council of the Town of Apple Valley will be held on **Wednesday, August 19th 2020**, commencing at **6:00 PM** or shortly thereafter at 1777 N Meadowlark Dr, Apple Valley.

Pursuant to the Executive Order issued by Governor Gary Herbert on March 18, 2020 regarding Electronic Public Meetings, please be advised that the meeting will be held electronically and broadcast via Zoom. Persons allowed to comment during the meeting may do so via Zoom. Login to the meeting by visiting <https://us02web.zoom.us/j/86457907022>

To call into meeting, dial (253) 215 8782 and use Meeting ID 864 5790 7022

The Agenda for the meeting is as follows:

Call to Order / Pledge of Allegiance / Roll Call

Declaration of Conflicts of Interest

Mayor's Town Update

CONSENT AGENDA

The Consent Portion of the agenda is approved by one (1) non-debatable motion. If any Council Member wishes to remove an item from the Consent Portion of the agenda, that item becomes the first order of business on the Regular Agenda.

- A. Approval of minutes for May 20, 2020
- B. Approval of minutes for June 3, 2020
- C. Approval of May-June 2020 Expenditure Report
- D. Approval of May-June 2020 Monthly Operational Budget Update
- E. Approval of FY2020 Q4 Financial Report

DISCUSSION AND ACTION

1. Presentation on SR-59 passing lane construction. Presented by Michael Beck of Harmony Public Involvement
2. Contract amendment with Sunrise Engineering for SMART GIS Platform implementation conditional upon approval of CIB grant scope change request
3. Ordinance O-2020-17 Outdoor Lighting Correction
4. Main Street Cattle Guard Expenditure
5. Resolution R-2020-08 Purchasing Policy Amendment
6. Ordinance O-2020-18 General Plan Map Change of AV-1376-A and AV-1376-M from R-1 to Agricultural. Applicant Jeff and Susanne Spendlove. PC recommended 4-0
7. Ordinance O-2020-19 Zone change of parcels AV-1376-A and AV-1376-M from OST/OSC to A-10 and RE-1. PC recommended 4-0
8. Ordinance O-2020-20 Changes to 11.02.040 Necessity of Plat; Exemptions from Plat Requirements. PC recommended 4-0
9. Resolution R-2020-09 Appointment of Zoning Administrator
10. FY20 Fraud Risk Assessment

REPORTS, RECOMMENDATIONS, AND ANNOUNCEMENTS

Events Committee – Tish Lisonbee/Debbie Kopp
Planning Commission – Janet Prentice/Michael McLaughlin
Fire Department – Chief Dave Zolg, Jr
Big Plains Water and Sewer SSD – Denny Bass

Code Enforcement – Rich Ososki/Paul Edwardsen
Roads and Storm Drainage –
Mosquito Abatement- Margaret Ososki
Council

PUBLIC COMMENTS

REQUEST FOR A CLOSED SESSION

ADJOURNMENT

CERTIFICATE OF POSTING: I, Ben Billingsley, hereby certify that this notice was posted on the Utah Public Meeting Notice website <http://pmn.utah.gov>, and the Town Website www.applevalleyut.gov on the **12th day of August, 2020.**

THE PUBLIC IS INVITED TO PARTICIPATE IN ALL COMMUNITY EVENTS AND MEETINGS
In compliance with the American with Disabilities Act, individuals needing special accommodations (Including auxiliary communicative aids and services) during this meeting should call 435-877-1190.

OPENING

Mayor Lisonbee brought the meeting to order at 6:00 p.m. welcoming all in attendance and leading in the Pledge of Allegiance.

PRESENT

Mayor Marty Lisonbee
Councilmember Debbie Kopp
Councilmember Denny Bass
Councilmember Paul Edwardsen

Deputy Clerk Ben Billingsley
Shawn Guzman

ABSENT

Councilmember Michael McLaughlin

Mayor's Town Update

Mayor-pipeline going in at the T-intersection and will be operational on Thursday evenings.

Declaration of Conflicts of Interest

None Declared

CONSENT AGENDA

- A. Approval of April 2020 Expenditure Report**
- B. Approval of April 2020 Monthly Operational Budget Update**
- C. Approval of Minutes for April 1, 2020**

MOTION:	Councilmember Edwardsen moves to approve the consent calendar.	
SECOND:	Councilmember Kopp	
VOTE:	Councilmember Kopp	Aye
	Councilmember Bass	Aye
	Councilmember Edwardsen	Aye
	Mayor Lisonbee	Aye
	Councilmember McLaughlin	Absent

The vote was unanimous and the motion carried.

DISCUSSION AND ACTION

1. Discussion and possible action on Memorandum of Understanding with Washington County Sheriff's Office

Lieutenant Brock Bently introduces the MOU with the Sheriff's office. The statistics for the area have been included on the paperwork provided to the Council. The Sherriff's office would be able to provide any statistics the town may be in need of concerning patrols, call outs, and accidents. The contract is set to start on July 1st. This contract will allow us to help enforce town ordinances but we will be selective about what we would be able to respond to. The contract designates the number of hours that an officer would be on patrol within town limits. The level of service will increase with this contract. Monthly reports are discussed by the council as ideal with a specials report when something unusual occurs.

- MOTION:** Councilmember Edwardsen moves to approve the MOU between the Washington County Sherriff's office and the Town of Apple Valley.
- SECOND:** Councilmember Bass
- VOTE:**
- | | |
|--------------------------|--------|
| Councilmember Kopp | Aye |
| Councilmember Bass | Aye |
| Councilmember Edwardsen | Aye |
| Mayor Lisonbee | Aye |
| Councilmember McLaughlin | Absent |

The vote was unanimous and the motion carried.

2. Discussion on Municipal Code 9.02.010 Washington county Code Adopted (Animal Control)

Mayor mentions RE amendments regarding dogs and that it should be under municipal code instead of land use. He asks if the number of dogs is the problem or is it barking. The mayor recommends scratching the word kennel and leaving the rest alone. A kennel often refers to a commercial boarding and breeding operation. Noise nuisance is already covered.

3. Discussion and possible action on amendments to 10.10.050 Rural Estates Zone, Ordinance O-2020-06. Planning Commission recommended 5/5

It is suggested a cross reference be included for sections covering dogs.

- MOTION:** Councilmember Kopp moves to approve the amendments to 10.10.050 Rural Estates Zone Ordinance O-2020-06 to include the

reference to the county municipal code into RE zone.

SECOND: Councilmember Edwardsen

VOTE: Councilmember Kopp Aye
Councilmember Bass Aye
Councilmember Edwardsen Aye
Mayor Lisonbee Aye
Councilmember McLaughlin Absent

The vote was unanimous and the motion carried.

4. Discussion and possible action on amendments to 10.10.30 Commercial Zones, Ordinance O-2020-11. Planning Commission recommended 5/5

This section is adding a Tourist Commercial Zone. The purpose of this is to sort out what a Tourist commercial verses C2 Commercial area is. This will help place tourist areas where we actually want tourism activities. Campgrounds, cabins and hotels may be moved out of the regular C2 zoning.

MOTION: Councilmember Kopp moves to adopt O-2020-11 an ordinance creating the tourist commercial zone with the changes as discussed as to what is allowed in certain zones.

SECOND: Councilmember Edwardsen

VOTE: Councilmember Kopp Aye
Councilmember Bass Aye
Councilmember Edwardsen Aye
Mayor Lisonbee Aye
Councilmember McLaughlin Absent

The vote was unanimous and the motion carried.

5. Discussion and possible action on amendment to the Apple Valley General Plan, O-2020-08. Planning Commission recommended 5/5

This is the general plan that we talked about previously. This is just to vote on the ordinance.

MOTION: Councilmember Kopp moves to adopt O-2020-08 an ordinance changing the general plan map designation and definitions

SECOND: Councilmember Bass

VOTE: Councilmember Kopp Aye
Councilmember Bass Aye
Councilmember Edwardsen Aye
Mayor Lisonbee Aye

loose, be careful. Chief would like to talk to council members about the road closure.

Big Plains Water and Sewer SSD – Denny Bass- There will be a hearing on the proposed water rate increase.

Code Enforcement –Rich Ososki/Paul Edwardsen- Talks about dogs, red tags, and traffic violations.

Roads and Storm Drainage –

Mosquito Abatement- Margie- Its mosquito season; no standing water, they are active between dusk and dawn. Mosquito abatement had to send our West Nile virus detector to northern Utah for COVID testing.

MAYOR LISONBEE OPENS PUBLIC COMMENTS

No comments made

MAYOR CLOSSES PUBLIC COMMENTS

REQUEST FOR A CLOSED SESSION- no closed session needed.

ADJOURNMENT

MOTION:	Councilmember Kopp moves to adjourn tonight’s meeting	
SECOND:	Councilmember Bass	
VOTE:	Councilmember Kopp	Aye
	Councilmember Bass	Aye
	Councilmember Edwardsen	Aye
	Mayor Lisonbee	Aye
	Councilmember McLaughlin	Absent

The vote was unanimous and the motion carried.

Date approved: _____

Marty Lisonbee, Mayor

ATTEST BY: _____

OPENING

Mayor Lisonbee brought the meeting to order at 6:00 p.m. welcoming all in attendance and leading in the Pledge of Allegiance.

PRESENT

Mayor Marty Lisonbee
Councilmember Debbie Kopp
Councilmember Denny Bass
Councilmember Paul Edwardsen
Councilmember Michael McLaughlin

Deputy Clerk Ben Billingsley
Shawn Guzman

Declaration of Conflicts of Interest

None Declared

Approval of Minutes

MOTION:	Mayor Lisonbee moves to table the minutes because there are no minutes in the packet.	
SECOND:	Councilmember Kopp	
VOTE:	Councilmember Kopp	Aye
	Councilmember Bass	Aye
	Councilmember Edwardsen	Aye
	Mayor Lisonbee	Aye
	Councilmember McLaughlin	Aye

The vote was unanimous and the motion carried.

DISCUSSION AND ACTION

5. Mayor opens public comment for the budget

Councilmember Kopp asks Ben what the \$51k for road capital outlay is designated for. Ben mentions that this is because we have road assets that are depreciating. The town will not have the money to repair or replace these unless we establish a capital improvements plan to save for the future.

Mayor expounds on all the projects that this money could be used for including paving roads that don't currently have chip seal.

John Peay – Explains that when he moved here it was County. He said many people wanted roads paved 25 years ago when he moved in but people aren't willing to pave it because they don't want to pay more taxes.

Colleen Nelson - Golden Delicious is a dirt road and stated that people coming from Gooseberry come through Golden Delicious instead of taking the paved road going the other direction. She said she would appreciate laying down oil to prevent the dust.

Price Nelson – Proposes making Golden Delicious a dead end.

Margaret Ososki – would like to know how money for the roads would be divided.

Allison Kapke – Shares her dislike of the dirt roads. When the water project was completed, the road base was gone. She was transported via ambulance on a rainy night and it was like a bad ride at the fair. She doesn't think the dirt roads are being kept up to state standards for emergency vehicles. She states that taxes did not increase significantly.

Doug Swayngum – doctor told him he needed to get out of pollution so he moved down here, but the dust makes it much worse. He feels like money should be set aside to pave the roads. He wants the roads paved and encourages everyone to vote for people who will get the roads paved.

Mayor Lisonbee responds to a few of the questions. We have needs and we need to set money aside so we have the ability to address some of those needs. Many of the road issues have occurred from water cutouts. The district and town have changed their policies so those making the road cutouts know they are responsible for properly repairing the road when the work is finished.

Colleen Nelson – What would it would cost or even be possible for homeowners to pay for the chip seal in front of their own home.

Councilmember Edwardson mentions this can be a hard sale as some people in the neighborhood may not want to participate.

Mayor responds that an individual owner couldn't pave just in front of their house, the cost would be very high to only pave in front of your home. Most companies wouldn't give any price reductions until you are paving several miles of road. The mayor mentions that he has asked for some bids. As a community we could do a loan for the roads that effects everyone in town or you can go out to a specific area and if people are in agreement people in that area can pay for the road based on their lot size. This is a special assessment area.

Mike Beals – What is the current debt service and capacity

Ben Billingsley the debt capacity is 2.5 million the current service is 1.4 million. This is an assessed value that the state limits based on taxes and other factors.

John Paey- the value of homes and lots go up when the roads are paved.

Doug Swayngum – If the city was to come in and put in a sewer system each property would then be assessed the price and people would have to pay.

Margaret Ososki – She doesn't think it's fair that vacant lots don't have to pay the storm drainage fee.

Mayor explains that case law indicates that only homes with structures can be assessed storm drainage fees.

Attorney Guzman - addresses the question that the fee is based on impervious surface. He states that because there is no excess runoff from a vacant lot you can't charge that fee.

Sharon Duncan – talks about her experience with runoff

Neil Duncan – expresses concern with plugged ditches

Price Nelson – Feels like if we enforced the rules and required people to clean their ditches we wouldn't have the drainage problems.

Margaret Ososki – when the roads are graded the ditch fills in with dirt.

Mayor Lisonbee states that there are some great things about living in Apple Valley, and the advantages of living here also come with disadvantages.

Allison Kapke asks who the company doing a survey is.

Mayor Lisonbee responds that either Sunroc or Interstate is putting together an estimate for Gooseberry. This will work as a starting point to understand cost in relation to size of the project.

Mayor closes public comments

6. Discussion and possible action on FY21 budget

MOTION: Mayor Lisonbee moves to table the budget approval until the next meeting.

SECOND: Councilmember Bass

VOTE: Councilmember Kopp

Aye

Councilmember Bass	Aye
Councilmember Edwardsen	Aye
Mayor Lisonbee	Aye
Councilmember McLaughlin	Aye

The vote was unanimous and the motion carried.

1. Class of 2020 COVID Proclamation Presentation

Mayor Lisonbee reads the proclamation.

MOTION:	Mayor Lisonbee moves to approve this proclamation on behalf of the town of Apple Valley in congratulation of seniors	
SECOND:	Councilmember Kopp	
VOTE:	Councilmember Kopp	Aye
	Councilmember Bass	Aye
	Councilmember Edwardsen	Aye
	Mayor Lisonbee	Aye
	Councilmember McLaughlin	Aye

The vote was unanimous and the motion carried.

2. Discussion and possible action on use of off-highway vehicles within the Town of Apple Valley

It was brought to the attention of the town by the sheriff's office that we do not have an OHV ordinance. Operating an off road vehicle is against state law unless the municipality passes a law that indicates otherwise. This ordinance allows OHV usage within town under the outlined criteria. This will be placed in our municipal code and the Sherriff's office will help enforce this law. They discuss the speed limit and decide it should be increased from 20 mph to the posted speed limit and retain the maximum speed of 45 mph. The Code enforcement officer reports that he spoke with the Lieutenant about speeding. He stated that he was instructed by the Sheriff's office to get a physical description of the offender and the time of the offense. Any person in town can do this. Get a detailed description of the person, an address if possible, and whether or not they had a helmet on.

MOTION:	Councilmember Edwardsen moves to adopt the ordinance for the Town of Apple Valley regulation and use of off highway vehicles (OHV) within the town of Apple Valley as discussed	
SECOND:	Councilmember McLaughlin	
VOTE:	Councilmember Kopp	Aye
	Councilmember Bass	Aye
	Councilmember Edwardsen	Aye

Mayor Lisonbee	Aye
Councilmember McLaughlin	Aye

The vote was unanimous and the motion carried.

3. Discussion and possible action on zone change application for AV-1338-H-3 from OST/OSC to CTP or Tiny Home Parks, applicant Robert and Maria Campbell. PC recommended approval 5-0.

The general map is brought up and how this zone change does not fall within the guidelines set forth on the general map for that space. It is suggested that this item needs to be sent back to the Planning Commission to have them look at the general map to see if this fits in with the plan.

Robert Campbell addresses the council, the PC recommended that the Campbell's take what they currently have (existing buildings) and go through the zone change for cabins so he can receive a business license. He said he had a license 3 years ago, and in order to do things the right way, they applied for a vacation rental, and that was delayed. After the license was issued it was reviewed more for fire and a hydrant will be required to rent out the cabins. He doesn't understand all the delays. He is trying to rent out his cabins and shares his concern over the process and time it is taking. Years are going by and he still hasn't been able to rent his cabins. His feeling is that rumors have created much of the delay. He feels other similar businesses that are not being managed well have created adversity for him.

Tricia Seybert-Mintz was given the floor for public comment as she was not able to attend last week's planning commission hearing. She moved here in 1993 and since then witnessed a lot of infighting in the town which is why she hasn't been involved. She feels that those living in her neighborhood haven't been listened too by the town. She states the cabins have changed the dynamic of the neighborhood. She would like to have this tabled until her neighborhood can have a community meeting.

Attorney Guzman clarifies that a variance is not an option as this does not meet the legal requirements under state law.

Councilmember Edwardsen speaks about the divisiveness in town surrounding issues such as this. He mentions that the cabins at the end of the road were done under a previous administration. He discusses how he has seen things during his time on the council. He feels that the current council has tried to mitigate issues with the cabin project. This cabin project could not be stopped as it had already been approved previously. The Tiny Homes in cedar point is also a legacy that this council inherited from a previous council. When the RV Park was brought forward we listened and we

did as the residents desired. The problem with the Campbell project is that it doesn't follow the general plan map guideline.

Attorney Guzman recommends that additional guidance should be given to the PC if it is sent back to them. The general plan change should be reviewed by the planning commission prior to any final decision by council.

- MOTION:** Councilmember McLaughlin moves to send the application for Av-1338-H-3 zone change back to the Planning Commission to take into consideration the general map and if they want to change it in consideration of the zone change.
- SECOND:** Councilmember Bass
- VOTE:**
- | | |
|--------------------------|-----|
| Councilmember Kopp | Aye |
| Councilmember Bass | Aye |
| Councilmember Edwardsen | Aye |
| Mayor Lisonbee | Aye |
| Councilmember McLaughlin | Aye |

The vote was unanimous and the motion carried.

4. Discussion and possible action on 8.10 Burning and Burn Permits

The council discusses the issues surrounding fire and which code would be best to have the Sherriff follow for fines. State code fine is up to \$1080. Town code is class C misdemeanor with a fine of \$180. Attorney Guzman clarifies that the town can prosecute these offenses as it is written into state or town code. Just give the deputies direction to follow state law if this is what the town desires to do.

- MOTION:** Mayor Lisonbee moves to not take any action on 8.10 Burning and Burning permits.
- SECOND:** Councilmember Kopp
- VOTE:**
- | | |
|--------------------------|-----|
| Councilmember Kopp | Aye |
| Councilmember Bass | Aye |
| Councilmember Edwardsen | Aye |
| Mayor Lisonbee | Aye |
| Councilmember McLaughlin | Aye |

The vote was unanimous and the motion carried.

REPORTS, RECOMMENDATIONS, AND ANNOUNCEMENTS

Fire Department- Chief Zolg- New mitigation forms will be distributed tomorrow. Fireworks are not allowed and the sheriff may be called. He doesn't have any comments

on roads. No external training as a result of COVID. It's extremely dry, exercise caution.

Code Enforcement –Rich Ososki/Paul Edwardsen- Rich reports that this administration is not the past administration. He wants residents to support the Town and the Code Enforcer. He states he needs more involvement.

MAYOR LISONBEE OPENS PUBLIC COMMENTS

Kate Devanhule suggests that we hand out info that fireworks are illegal and she would like to volunteer to distribute such fliers.

Mayor says we'll come up with a flier for the mailboxes and put something on the website.

Rich Ososki introduces two people in the meeting, and they're looking at property in Gooseberry, Suzanne and John Larson from Arrow Bear Lake California.

Margaret Ososki doesn't know what happened to the old ATV code but there was something. She agrees that we need to communicate these changes. She saw a sign in New Harmony that was informative telling people what they can and can't do in their Town on ATV's.

MAYOR CLOSSES PUBLIC COMMENTS

REQUEST FOR A CLOSED SESSION- no closed session needed.

ADJOURNMENT

MOTION:	Councilmember Kopp moves to adjourn tonight's meeting	
SECOND:	Councilmember Bass	
VOTE:	Councilmember Kopp	Aye
	Councilmember Bass	Aye
	Councilmember Edwardsen	Aye
	Mayor Lisonbee	Aye
	Councilmember McLaughlin	Aye

The vote was unanimous and the motion carried.

Date approved: _____

Marty Lisonbee, Mayor

ATTEST BY: _____

**Town of Apple Valley
Check Register
Checking - SBSU - 05/01/2020 to 06/30/2020**

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account
Sunrise Engineering	4505	0107898	04/27/2020	05/12/2020	36,773.08	Storm Water Master Plan/IFFP	104141.320 - Admin Engineering/Pr
Big Plains Water and Sewer SSD	4509	043020	04/30/2020	05/12/2020	14,891.20	Water Sales Receipts	102340 - Due To/Big Plains Water P
Big Plains Water and Sewer SSD	4529	05312020	05/31/2020	06/18/2020	14,467.57	Water Sales Receipts	102340 - Due To/Big Plains Water P
Big Plains Water and Sewer SSD	4517	033120	03/31/2020	05/20/2020	13,638.14	Mar20 Water Sales Receipts	102340 - Due To/Big Plains Water P
Scholzen Products	4542	2175	06/24/2020	06/24/2020	13,098.23	Joint Check - El Cap Balance to Scholzen - Mi	104415.610 - Public Works Storm Dr
Big Plains Water and Sewer SSD	4517	033120	03/31/2020	05/20/2020	10,528.29	Mar20 Impact Fee	102340 - Due To/Big Plains Water P
Sunrise Engineering	4505	0107898	04/27/2020	05/12/2020	4,850.00	Parks IFFP	104141.320 - Admin Engineering/Pr
Washington County Solid Waste	4540	91166	05/31/2020	06/18/2020	3,579.15	Solid Waste	104420.460 - Solid Waste Service
Washington County Solid Waste	4512	91155	04/30/2020	05/12/2020	3,545.70	Solid Waste	104420.460 - Solid Waste Service
Big Plains Water and Sewer SSD	4517	033120	03/31/2020	05/20/2020	3,430.80	Mar20 Bulk Meters	102340 - Due To/Big Plains Water P
Sunrise Engineering	4505	0107898	04/27/2020	05/12/2020	2,925.00	Roads Master Plan IFFP	104141.320 - Admin Engineering/Pr
Big Plains Water and Sewer SSD	4509	043020	04/30/2020	05/12/2020	2,783.00	Water Standby Receipts	102340 - Due To/Big Plains Water P
Big Plains Water and Sewer SSD	4529	05312020	05/31/2020	06/18/2020	2,729.62	Water Standby Receipts	102340 - Due To/Big Plains Water P
Big Plains Water and Sewer SSD	4517	033120	03/31/2020	05/20/2020	2,691.60	Mar20 Water Standby Receipts	102340 - Due To/Big Plains Water P
El Cap Builders	4541	2175	06/24/2020	06/24/2020	2,643.77	Miner Drainage Project Progress - Scholzen J	104415.610 - Public Works Storm Dr
Big Plains Water and Sewer SSD	4517	033120	03/31/2020	05/20/2020	2,500.00	Mar20 Connection Fee	102340 - Due To/Big Plains Water P
Hoff's Plumbing	4534	503	06/03/2020	06/18/2020	2,469.30	Park Bathroom Plumbing	104540.740 - Parks Capital outlay
A Transmissions Expert	4543	1025	06/12/2020	06/25/2020	1,974.73	Water Tender Repairs	104410.550 - Road Equipment Main
Gifford, Lance	4544	2020-010	06/22/2020	06/25/2020	1,919.05	2020-010 Inspector Fee	104141.350 - Building Inspector Fee
Gifford, Lance	4497	2020-005	05/11/2020	05/12/2020	1,513.37	2020-005 Inspector Fees	104141.350 - Building Inspector Fee
Gifford, Lance	4497	2020-002	04/22/2020	05/12/2020	1,308.23	2020-002 Inspector Fees	104141.350 - Building Inspector Fee
Durham Jones & Pinegar	4530	724231	06/03/2020	06/18/2020	1,218.00	Bubbling Well Gates	104141.330 - Admin Legal Wages a
Municode	4502	00342124	05/06/2020	05/12/2020	1,200.00	Self Pub Software 5/1/20-4/30/21	104141.280 - Admin Telephone and
Durham Jones & Pinegar	4510	717822	05/06/2020	05/12/2020	966.00	Hubrecht - Gates	104141.330 - Admin Legal Wages a
Ford Motor Credit Company	06052010	26 - 2017 F550 V	06/05/2020	06/05/2020	943.77	Principal - 2017 F550 Vehicle Lease	104220.620 - Fire Principal
Ford Motor Credit Company	05062010	25 - 2017 F550 V	05/06/2020	05/06/2020	939.11	Principal - 2017 F550 Vehicle Lease	104220.620 - Fire Principal
El Cap Builders	4519	2172	06/02/2020	06/02/2020	785.00	Miner Drainage Project Progress	104415.610 - Public Works Storm Dr
Zions Bank	06252012	12 - 2008 Dump	06/25/2020	06/25/2020	767.97	Principal - 2008 Dump Truck	104410.810 - Road Principal
Zions Bank	05262012	11 - 2008 Dump	05/26/2020	05/26/2020	765.83	Principal - 2008 Dump Truck	104410.810 - Road Principal
Gifford, Lance	4532	2020-008	06/15/2020	06/18/2020	733.56	2020-008 Inspector Fees	104141.350 - Building Inspector Fee
Westbrook Diesel Repair	CC	2414	06/29/2020	06/29/2020	730.84	Dump truck - water pump/serp belt	104410.550 - Road Equipment Main
Backyard Services	4508	8316	05/01/2020	05/12/2020	725.00	Lawn Service	104540.110 - Park/Rec Wages and
Scholzen Products	ACH	6482575	06/17/2020	06/24/2020	683.92	Miner Project Easement Gates	104415.610 - Public Works Storm Dr
Internal Revenue Service	ACH	PR050220-144	05/08/2020	06/01/2020	663.04	Social Security Tax	102221 - Accrued SS, MC & FWT p
Internal Revenue Service	ACH	PR040420-144	04/10/2020	05/05/2020	640.22	Social Security Tax	102221 - Accrued SS, MC & FWT p
Internal Revenue Service	ACH	PR041820-144	04/24/2020	05/05/2020	621.12	Social Security Tax	102221 - Accrued SS, MC & FWT p
Amazon.com	CC	060120	06/01/2020	06/01/2020	609.69	Council Chamber Camera	104111.610 - Council Donations and
Internal Revenue Service	ACH	PR051620-144	05/22/2020	06/01/2020	608.08	Social Security Tax	102221 - Accrued SS, MC & FWT p
Pelorus Methods, Inc.	4535	200701	06/01/2020	06/18/2020	600.00	Quaritary Software Service	104141.240 - Admin Office supplies
Rush Truck Center	CC	3019609994	06/08/2020	06/08/2020	590.01	Dump-water pump, air/oil filter	104410.550 - Road Equipment Main
Backyard Services	4528	8321	05/31/2020	06/18/2020	580.00	May20 Lawn Service	104540.110 - Park/Rec Wages and
RDB Law, PC	4503	37	04/30/2020	05/12/2020	520.00	Prosecutor	104141.330 - Admin Legal Wages a
Little Creek Station	4501	033120	05/11/2020	05/12/2020	518.87	March Road Fuel	104410.560 - Road Equipment Fuel
Enfusion Technologies	4496	200112	05/11/2020	05/12/2020	440.00	City Inspect Fees Q2	104141.350 - Building Inspector Fee
Amazon.com	CC	060420-1	06/04/2020	06/04/2020	413.78	Lens and battery	104111.610 - Council Donations and
Big Plains Water and Sewer SSD	4509	043020	04/30/2020	05/12/2020	413.48	Bulk Meters	102340 - Due To/Big Plains Water P
Amazon.com	CC	061520	06/15/2020	06/15/2020	389.89	Lens and battery	104111.610 - Council Donations and
South Central Communications	4504	050120	05/12/2020	05/12/2020	380.41	Phone and Internet	104141.280 - Admin Telephone and

Town of Apple Valley
Check Register
Checking - SBSU - 05/01/2020 to 06/30/2020

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account
South Central Communications	4537	060120	06/03/2020	06/18/2020	380.41	Phone and Internet	104141.280 - Admin Telephone and
Backyard Services	4508	8316	05/01/2020	05/12/2020	350.00	Aeration	104540.110 - Park/Rec Wages and
RDB Law, PC	4523	38	05/29/2020	06/02/2020	330.00	Prosecutor	104141.330 - Admin Legal Wages a
Internal Revenue Service	ACH	PR040420-144	04/10/2020	05/05/2020	308.37	Federal Income Tax	102221 - Accrued SS, MC & FWT p
Internal Revenue Service	ACH	PR041820-144	04/24/2020	05/05/2020	308.37	Federal Income Tax	102221 - Accrued SS, MC & FWT p
Internal Revenue Service	ACH	PR050220-144	05/08/2020	06/01/2020	308.37	Federal Income Tax	102221 - Accrued SS, MC & FWT p
Internal Revenue Service	ACH	PR051620-144	05/22/2020	06/01/2020	308.37	Federal Income Tax	102221 - Accrued SS, MC & FWT p
Little Creek Station	4514	04302020	04/30/2020	05/12/2020	271.08	April Fuel	104410.560 - Road Equipment Fuel
MegaPro	4522	49255	06/02/2020	06/02/2020	269.00	Fire Dpt 16 hats	104220.465 - Fire Gear
Utah Retirement Systems	ACH	PR050220-1264	05/08/2020	05/12/2020	264.90	401K	102223 - Accrued state retirement p
Utah Retirement Systems	ACH	PR051620-1264	05/22/2020	05/26/2020	264.90	401K	102223 - Accrued state retirement p
Utah Retirement Systems	ACH	PR053020-1264	06/05/2020	06/09/2020	264.90	401K	102223 - Accrued state retirement p
Utah Retirement Systems	ACH	PR061320-1264	06/19/2020	06/24/2020	264.90	401K	102223 - Accrued state retirement p
Revco Leasing	4511	566477	05/05/2020	05/12/2020	230.69	Printer Monthly Lease	104141.250 - Admin Equipment mai
Revco Leasing	4536	569283	06/02/2020	06/18/2020	230.69	Printer Monthly Lease	104141.250 - Admin Equipment mai
Scholzen Products	ACH	6484229	06/24/2020	06/24/2020	221.58	Park Bathroom Rebar	104540.740 - Parks Capital outlay
AT&T	4513	050420	05/04/2020	05/12/2020	208.04	Cell Phones	104141.280 - Admin Telephone and
AT&T	4527	060420	06/04/2020	06/18/2020	208.04	Cell Phones	104141.280 - Admin Telephone and
XPress Bill Pay	ACH	49027	06/01/2020	06/01/2020	186.53	Xpress Monthly Support	104141.250 - Admin Equipment mai
FirePro	4520	161810	05/21/2020	06/02/2020	186.00	Fire Extinguishers	104220.250 - Fire Equipment mainte
Ford Motor Credit Company	05062010	25 - 2017 F550 V	05/06/2020	05/06/2020	183.04	Interest - 2017 F550 Vehicle Lease	104220.610 - Fire Interest
Ford Motor Credit Company	06052010	26 - 2017 F550 V	06/05/2020	06/05/2020	178.38	Interest - 2017 F550 Vehicle Lease	104220.610 - Fire Interest
Utah Retirement Systems	ACH	PR050220-1264	05/08/2020	05/12/2020	177.22	URS Retirement	102223 - Accrued state retirement p
Utah Retirement Systems	ACH	PR051620-1264	05/22/2020	05/26/2020	177.22	URS Retirement	102223 - Accrued state retirement p
Utah Retirement Systems	ACH	PR053020-1264	06/05/2020	06/09/2020	177.22	URS Retirement	102223 - Accrued state retirement p
Utah Retirement Systems	ACH	PR061320-1264	06/19/2020	06/24/2020	177.22	URS Retirement	102223 - Accrued state retirement p
International Institute of Municipal	4498	040220	05/11/2020	05/12/2020	170.00	IIMA 2020 Membership	104141.210 - Admin Dues, subs &
Johnson Mark LLC	4499	PR050220-5064	05/08/2020	05/12/2020	165.59	Garnishment	102225 - Other payroll liabilities pay
Johnson Mark LLC	4518	PR051620-5064	05/22/2020	05/22/2020	165.59	Garnishment	102225 - Other payroll liabilities pay
Johnson Mark LLC	4525	PR053020-5064	06/05/2020	06/05/2020	165.59	Garnishment	102225 - Other payroll liabilities pay
Johnson Mark LLC	4526	PR061320-5064	06/19/2020	06/19/2020	165.59	Garnishment	102225 - Other payroll liabilities pay
Blackmore, Shirley	4495	RFD 103.042120	04/21/2020	05/12/2020	163.07	Deposit Refund: 103 - Blackmore, Shirley	102330 - Customer security deposit
Internal Revenue Service	ACH	PR050220-144	05/08/2020	06/01/2020	155.10	Medicare Tax	102221 - Accrued SS, MC & FWT p
Internal Revenue Service	ACH	PR040420-144	04/10/2020	05/05/2020	149.76	Medicare Tax	102221 - Accrued SS, MC & FWT p
Kopp, Debbie	4500	043020	04/30/2020	05/12/2020	148.48	Treasurer mileage reimbursement	104111.210 - Council Travel Reimbu
Kopp, Debbie	4521	053120	05/31/2020	06/02/2020	148.48	Treasurer mileage reimbursement	104111.210 - Council Travel Reimbu
Internal Revenue Service	ACH	PR041820-144	04/24/2020	05/05/2020	145.26	Medicare Tax	102221 - Accrued SS, MC & FWT p
Internal Revenue Service	ACH	PR051620-144	05/22/2020	06/01/2020	142.22	Medicare Tax	102221 - Accrued SS, MC & FWT p
Little Creek Station	4501	033120	05/11/2020	05/12/2020	134.85	March Fire Fuel	104220.560 - Fire Equipment Fuel
The Spectrum	4538	3341036	05/31/2020	06/18/2020	133.92	April Notices	104141.220 - Admin Public notices
Carquest of Hildale	CC	060120	06/11/2020	06/11/2020	116.05	Hyrdraulic Fluid Backhoe	104410.550 - Road Equipment Main
Zions Bank	05262012	11 - 2008 Dump	05/26/2020	05/26/2020	114.55	Interest - 2008 Dump Truck	104410.820 - Road Interest
Zions Bank	06252012	12 - 2008 Dump	06/25/2020	06/25/2020	112.41	Interest - 2008 Dump Truck	104410.820 - Road Interest
Rocky Mountain Power	ACH	062420	06/24/2020	06/24/2020	111.53	Monthly Power	104141.270 - Admin Utilities
Lowe's	CC	051220	05/12/2020	05/12/2020	108.24	Park Bathroom Footing Stakes	104540.740 - Parks Capital outlay
Williams, Steven & Lorrie	4515	Refund: 626	05/20/2020	05/20/2020	103.00	Refund: 626 - Williams, Steven & Lorrie	101311 - Accounts receivable
Republic Services	ACH	051120	05/11/2020	05/11/2020	95.81	Park Portable Toilet	104415.450 - Public Works Supplies
Republic Services	ACH	060120	06/04/2020	06/04/2020	95.81	Park Portable Toilet	104415.450 - Public Works Supplies

Town of Apple Valley
Check Register
Checking - SBSU - 05/01/2020 to 06/30/2020

<u>Payee Name</u>	<u>Reference Number</u>	<u>Invoice Number</u>	<u>Invoice Ledger Date</u>	<u>Payment Date</u>	<u>Amount</u>	<u>Description</u>	<u>Ledger Account</u>
Republic Services	ACH	233-000666686	06/30/2020	06/30/2020	95.81	Park Portable Toilet	104415.450 - Public Works Supplies
Rocky Mountain Power	ACH	052620	05/26/2020	05/26/2020	95.78	Monthly Power	104141.270 - Admin Utilities
Durham Jones & Pinegar	4510	717822	05/06/2020	05/12/2020	84.00	George - Gates	104141.330 - Admin Legal Wages a
Carbonite	CC	ZIN05563316	06/03/2020	06/03/2020	83.99	Server Backup	104141.250 - Admin Equipment mai
Arizona Strip Landfill Corporation	4494	042020	05/12/2020	05/12/2020	80.00	Dumpster service	104420.460 - Solid Waste Service
Amazon.com	CC	060420	06/04/2020	06/04/2020	75.00	Council Chamber Microphones	104111.610 - Council Donations and
Big Plains Water and Sewer SSD	4529	05312020	05/31/2020	06/18/2020	75.00	Bulk Meters	102340 - Due To/Big Plains Water P
Zoom Video Communications Inc.	CC	051920	05/19/2020	05/19/2020	58.54	Electronic Meetings	104141.240 - Admin Office supplies
Zoom Video Communications Inc.	CC	061920	06/19/2020	06/19/2020	58.54	Electronic Meetings	104141.240 - Admin Office supplies
Hinton, Burdick, Hall & Spilker, PL	4533	061820	06/18/2020	06/18/2020	55.00	HintonBurdick Seminar	104141.230 - Admin Clerk training
Scholzen Products	ACH	6422462	10/30/2019	06/24/2020	53.39	Fittings for water tender roads	104410.450 - Road Department Sup
Amazon.com	CC	052120	05/21/2020	05/21/2020	36.63	Garbage Bags/Laminating Sheets	104141.240 - Admin Office supplies
XPress Bill Pay	ACH	050520	05/05/2020	05/05/2020	34.43	Xpress Monthly Support	104141.250 - Admin Equipment mai
The Spectrum	4507	043020	04/30/2020	05/12/2020	21.95	April Notices	104141.220 - Admin Public notices
Big Plains Water and Sewer SSD	4517	033120	03/31/2020	05/20/2020	21.47	Mar20 Will Serve Letters	102340 - Due To/Big Plains Water P
SWRCA	4506	051120	05/12/2020	05/12/2020	20.00	2020 Membership Dues	104141.210 - Admin Dues, subs &
Utah Valley University	4539	A26724	06/01/2020	06/18/2020	20.00	UF03 Recert - H Black, L Bundy, T McCrone,	104220.360 - Fire Training
Internal Revenue Service	ACH	PR050220-144	05/20/2020	06/01/2020	18.60	Social Security Tax	102221 - Accrued SS, MC & FWT p
Ooma	CC	053120	05/31/2020	06/01/2020	7.16	Ooma	104141.280 - Admin Telephone and
Ooma	CC	063020	06/30/2020	06/30/2020	7.16	Ooma	104141.280 - Admin Telephone and
Internal Revenue Service	ACH	PR050220-144	05/20/2020	06/01/2020	4.36	Medicare Tax	102221 - Accrued SS, MC & FWT p
State of Utah	CC	062420	06/25/2020	06/25/2020	1.00	CV2020-009 Research	104210.250 - Police Expenditures
Scholzen Products	ACH	6305992	06/19/2018	06/24/2020	-256.93	Return Culverts	104415.740 - Public Works Capital
Scholzen Products	ACH	6305992	06/19/2018	06/24/2020	-701.96	Return Culverts	104410.740 - Road Capital outlay
					\$172,202.68		

Town of Apple Valley
Operational Budget Report
10 General Fund - 07/01/2019 to 06/30/2020
100.00% of the fiscal year has expired

	Prior YTD	Current Period	Current YTD	Annual Budget	Percent Used
Change In Net Position					
Revenue:					
Taxes					
3110 General property taxes-current	105,006.99	521.03	109,681.76	107,216.00	102.30%
3120 Prior year's taxes-delinquent	12,803.51	2,914.05	14,975.22	6,500.00	230.39%
3130 General sales and use taxes	105,306.95	9,074.41	108,481.87	96,969.00	111.87%
3140 Energy and communication taxes	15,888.61	2,423.62	33,856.94	38,016.00	89.06%
3150 RAP Tax	10,458.51	1,999.40	11,612.18	9,846.00	117.94%
3160 Transient Taxes	1,979.21	146.65	1,817.45	1,360.00	133.64%
3170 Fee in lieu of personal property taxes	8,633.99	1,043.14	6,821.22	8,338.00	81.81%
3180 Fuel Tax Refund	119.28	0.00	0.00	0.00	0.00%
3190 Highway/Transit Tax	0.00	825.65	6,316.70	0.00	0.00%
Total Taxes	260,197.05	18,947.95	293,563.34	268,245.00	109.44%
Licenses and permits					
3210 Business licenses	2,775.00	(300.00)	3,175.00	3,464.00	91.66%
3221 Building Permits-Fee	34,308.74	5,128.79	32,586.75	38,513.00	84.61%
3222 Building Permits-Non Surcharge	4,294.50	767.17	4,631.83	6,286.00	73.68%
3223 Building permit - HCP Valuation	1,732.42	0.00	(1,732.42)	0.00	0.00%
3224 Building Permits Surcharge	1,177.75	0.00	0.00	0.00	0.00%
3225 Animal licenses	970.00	40.00	800.00	1,263.00	63.34%
Total Licenses and permits	45,258.41	5,635.96	39,461.16	49,526.00	79.68%
Intergovernmental revenue					
3342 Fire Dept-State Wildland Grant	0.00	0.00	0.00	10,000.00	0.00%
3356 Class "C" road allotment	80,258.76	0.00	86,620.27	78,681.00	110.09%
3358 Liquor control profits	697.45	0.00	845.23	875.00	96.60%
3370 State Grants	0.00	0.00	33,174.99	50,000.00	66.35%
Total Intergovernmental revenue	80,956.21	0.00	120,640.49	139,556.00	86.45%
Charges for services					
3410 Clerical services	21.25	0.00	25.00	0.00	0.00%
3416 Other Interdepartmental Charges	4,902.50	0.00	0.00	0.00	0.00%
3420 Fire Department Contracts	300.00	0.00	0.00	0.00	0.00%
3431 Zoning and subdivision fees	33,853.50	2,470.00	28,174.50	17,121.00	164.56%
3440 Solid waste	42,441.73	3,696.22	44,467.80	43,400.00	102.46%
3441 Storm Drainage	37,778.40	3,221.58	38,948.95	38,080.00	102.28%
3461 GRAMA requests	0.00	42.50	156.00	0.00	0.00%
3470 Park and recreation fees	55.00	25.00	80.00	0.00	0.00%
3615 Late charges	(2,307.16)	0.05	3,231.66	3,500.00	92.33%
Total Charges for services	117,045.22	9,455.35	115,083.91	102,101.00	112.72%
Fines and forfeitures					
3510 Fines	5,359.65	1,151.11	5,886.03	4,015.00	146.60%
Total Fines and forfeitures	5,359.65	1,151.11	5,886.03	4,015.00	146.60%
Interest					
3610 Interest earnings	5,493.24	453.74	6,661.64	3,226.00	206.50%
Total Interest	5,493.24	453.74	6,661.64	3,226.00	206.50%
Miscellaneous revenue					
3640 Sale of capital assets	650.00	0.00	0.00	0.00	0.00%
3670 Debt proceeds	48,073.50	0.00	0.00	0.00	0.00%
3690 Sundry revenue	420.00	0.00	127.70	0.00	0.00%
3692 Fire department fundraisers	946.80	0.00	1,200.00	1,000.00	120.00%
3697 Park department fundraisers	883.99	0.00	6,049.19	12,000.00	50.41%
3801.1 Impact fees - Fire	767.00	3,841.88	4,490.88	1,003.00	447.74%
3801.3 Impact fees - roadways	6,682.00	4,626.00	10,280.00	8,738.00	117.65%
3801.6 Impact fees - storm water	2,727.92	935.68	4,078.11	2,924.00	139.47%
3801.7 Impact fees - parks, trails, OS	1,833.00	141.00	1,692.00	2,397.00	70.59%
Total Miscellaneous revenue	62,984.21	9,544.56	27,917.88	28,062.00	99.49%
Contributions and transfers					
3802.7 Contributions - parks and recreation	100.00	0.00	0.00	0.00	0.00%
3890 Fund balance appropriation	0.00	0.00	0.00	57,000.00	0.00%
Total Contributions and transfers	100.00	0.00	0.00	57,000.00	0.00%
Total Revenue:	577,393.99	45,188.67	609,214.45	651,731.00	93.48%
Expenditures:					
General government					

Town of Apple Valley
Operational Budget Report
10 General Fund - 07/01/2019 to 06/30/2020
100.00% of the fiscal year has expired

	Prior YTD	Current Period	Current YTD	Annual Budget	Percent Used
Council					
4111.110 Council Salaries and wages	8,310.99	525.00	5,925.00	17,400.00	34.05%
4111.130 Council Employee benefits	2,610.25	48.73	245.06	1,331.00	18.41%
4111.210 Council Travel Reimbursement	452.62	167.04	1,737.72	1,764.00	98.51%
4111.220 Council Training	1,630.00	0.00	370.00	2,800.00	13.21%
4111.610 Council Donations and discretionary spending	0.00	1,488.36	1,488.36	1,000.00	148.84%
Total Council	13,003.86	2,229.13	9,766.14	24,295.00	40.20%
Administrative					
4141.110 Admin Salaries and wages	91,128.49	6,496.48	79,824.07	86,100.00	92.71%
4141.130 Admin Employee benefits	7,444.16	1,175.41	9,138.56	7,480.00	122.17%
4141.140 Admin Employee Retirement - GASB 68	4,272.21	354.44	9,055.06	10,720.00	84.47%
4141.210 Admin Dues, subs & memberships	1,256.85	0.00	1,128.11	905.00	124.65%
4141.220 Admin Public notices	1,289.83	31.23	723.24	1,200.00	60.27%
4141.230 Admin Clerk training	1,298.64	55.00	709.00	930.00	76.24%
4141.240 Admin Office supplies	4,687.83	658.54	4,705.72	4,300.00	109.44%
4141.250 Admin Equipment maintenance	5,924.46	501.21	4,913.22	5,049.00	97.31%
4141.260 Admin Building & ground maintenance	1,026.61	0.00	400.38	1,900.00	21.07%
4141.270 Admin Utilities	5,987.20	111.53	4,399.64	4,546.00	96.78%
4141.280 Admin Telephone and Internet	16,833.74	645.61	11,082.91	11,694.00	94.77%
4141.290 Admin Postage	1,899.00	0.00	2,870.10	2,900.00	98.97%
4141.320 Admin Engineering/Professional Fees	7,975.00	7,177.00	74,601.98	105,000.00	71.05%
4141.330 Admin Legal Wages and Contract Labor	5,643.86	4,738.42	44,529.33	41,300.00	107.82%
4141.340 Admin Accounting	12,868.13	0.00	3,998.66	4,000.00	99.97%
4141.350 Building Inspector Fees	20,655.58	2,652.61	22,212.12	25,418.00	87.39%
4141.360 Admin Education-general	0.00	0.00	0.00	299.00	0.00%
4141.390 Admin Bank service charges	2,901.65	166.37	3,663.46	4,403.00	83.20%
4141.410 Admin Insurance	10,128.57	33.64	9,846.90	9,900.00	99.46%
4141.490 Admin Travel reimbursements	759.88	0.00	154.86	200.00	77.43%
4141.500 Admin Weed abatement	386.99	0.00	975.00	0.00	0.00%
4141.740 Admin Capital outlay	1,060.00	0.00	0.00	0.00	0.00%
4170 Elections	0.00	0.00	867.21	900.00	96.36%
Total Administrative	205,428.68	24,797.49	289,799.53	329,144.00	88.05%
Total General government	218,432.54	27,026.62	299,565.67	353,439.00	84.76%
Public safety					
Police					
4210.110 Police Salaries & wages	1,080.00	0.00	0.00	0.00	0.00%
4210.130 Police Employee benefits	82.63	0.00	0.00	0.00	0.00%
4210.250 Police Expenditures	0.00	1.00	1.00	0.00	0.00%
4253.250 Animal Control Supplies	62.50	0.00	62.90	70.00	89.86%
Total Police	1,225.13	1.00	63.90	70.00	91.29%
Fire					
4220.110 Fire Salaries & wages	20,400.12	1,569.24	20,400.12	20,400.00	100.00%
4220.130 Fire Employee Benefits	1,976.48	148.31	1,774.58	1,700.00	104.39%
4220.210 Fire Dues, subscriptions & memberships	108.90	0.00	0.00	200.00	0.00%
4220.230 Fire Travel & mileage	27.52	0.00	282.05	600.00	47.01%
4220.240 Fire Office expenses	328.96	0.00	0.00	0.00	0.00%
4220.250 Fire Equipment maintenance & repairs	705.46	10.00	438.65	1,533.00	28.61%
4220.260 Fire Rent expense	0.00	0.00	741.60	0.00	0.00%
4220.360 Fire Training	1,248.31	96.47	415.83	0.00	0.00%
4220.450 Fire Small Equip/Supplies	457.87	102.06	1,328.31	1,524.00	87.16%
4220.460 Fire Supplies-Fundraisers	544.37	0.00	0.00	0.00	0.00%
4220.465 Fire Gear	9,382.59	269.00	1,663.46	2,234.00	74.46%
4220.475 Fire Other Grant Expenditures	0.00	0.00	962.89	0.00	0.00%
4220.560 Fire Equipment Fuel	2,047.38	85.46	1,403.06	2,000.00	70.15%
4220.610 Fire Interest	0.00	178.38	2,442.89	2,497.00	97.83%
4220.620 Fire Principal	0.00	943.77	11,022.91	10,969.00	100.49%
4220.740 Fire Capital outlay	304.50	0.00	0.00	5,000.00	0.00%
Total Fire	37,532.46	3,402.69	42,876.35	48,657.00	88.12%
Total Public safety	38,757.59	3,403.69	42,940.25	48,727.00	88.12%
Highways and public improvements					
Highways					
4410.110 Road Wages and Contract Labor	879.00	0.00	135.00	3,000.00	4.50%
4410.130 Road Employee benefits	67.25	0.00	10.33	230.00	4.49%
4410.270 Road Flood damage	9,008.24	0.00	0.00	0.00	0.00%

Town of Apple Valley
Operational Budget Report
10 General Fund - 07/01/2019 to 06/30/2020
100.00% of the fiscal year has expired

	Prior YTD	Current Period	Current YTD	Annual Budget	Percent Used
4410.380 Road Department Services	0.00	0.00	350.00	350.00	100.00%
4410.450 Road Department Supplies	10,873.31	67.25	885.52	3,000.00	29.52%
4410.550 Road Equipment Maintenance	19,999.46	3,452.92	9,108.01	10,786.00	84.44%
4410.560 Road Equipment Fuel	2,673.66	94.62	4,829.75	5,500.00	87.81%
4410.740 Road Capital outlay	48,075.50	0.00	20,185.00	20,185.00	100.00%
4410.810 Road Principal	31,000.00	767.97	41,075.83	41,076.00	100.00%
4410.820 Road Interest	32,200.00	112.41	32,913.71	32,914.00	100.00%
4415.110 Public Works Wages and Contract Labor	10,964.61	30.00	1,537.50	2,948.00	52.15%
4415.130 Public Works Employee benefits	701.82	3.38	124.84	358.00	34.87%
4415.450 Public Works Supplies	206.78	316.62	2,969.91	3,012.00	98.60%
4415.550 Public Works Equipment Maintenance	3,753.32	0.00	666.72	1,600.00	41.67%
4415.560 Public Works Equipment fuel	742.32	0.00	557.57	1,000.00	55.76%
4415.570 Public Works Travel Reimbursement	202.46	0.00	101.76	0.00	0.00%
4415.610 Public Works Storm Drainage	0.00	17,210.92	36,690.92	36,000.00	101.92%
4415.710 Public Works Interest	0.00	0.00	2,199.36	2,199.00	100.02%
4415.720 Public Works Principle	0.00	0.00	13,860.64	13,861.00	100.00%
4415.740 Public Works Capital Outlay	3,700.00	0.00	0.00	0.00	0.00%
Total Highways	175,047.73	22,056.09	168,202.37	178,019.00	94.49%
Sanitation					
4420.460 Solid Waste Service	37,475.20	3,659.15	46,854.35	43,553.00	107.58%
Total Sanitation	37,475.20	3,659.15	46,854.35	43,553.00	107.58%
Total Highways and public improvements	212,522.93	25,715.24	215,056.72	221,572.00	97.06%
Parks, recreation, and public property					
Parks					
4540.110 Park/Rec Wages and Contract Labor	0.00	796.00	4,916.00	0.00	0.00%
4540.250 Park/Rec Department supplies	243.08	275.00	736.76	500.00	147.35%
4540.460 Park/Rec Community events supplies	759.63	0.00	0.00	500.00	0.00%
4540.740 Parks Capital outlay	0.00	2,690.88	5,449.97	15,000.00	36.33%
Total Parks	1,002.71	3,761.88	11,102.73	16,000.00	69.39%
Total Parks, recreation, and public property	1,002.71	3,761.88	11,102.73	16,000.00	69.39%
Debt service					
4141.810 Debt service - principal	24,585.41	0.00	0.00	0.00	0.00%
4141.820 Debt service - interest	6,062.54	0.00	0.00	0.00	0.00%
Total Debt service	30,647.95	0.00	0.00	0.00	0.00%
Transfers					
4811 Transfer to Fund Balance	0.00	0.00	0.00	11,993.00	0.00%
Total Transfers	0.00	0.00	0.00	11,993.00	0.00%
Total Expenditures:	501,363.72	59,907.43	568,665.37	651,731.00	87.25%
Total Change In Net Position	76,030.27	(14,718.76)	40,549.08	0.00	0.00%

Town of Apple Valley
Operational Budget Report
41 Capital Projects Fund - 07/01/2019 to 06/30/2020
100.00% of the fiscal year has expired

	<u>Prior YTD</u>	<u>Current Period</u>	<u>Current YTD</u>	<u>Annual Budget</u>	<u>Percent Used</u>
Change In Net Position					
Expenditures:					
Miscellaneous					
4141.740 Capital Outlay expenses	210.00	0.00	0.00	0.00	0.00%
Total Miscellaneous	210.00	0.00	0.00	0.00	0.00%
Total Expenditures:	210.00	0.00	0.00	0.00	0.00%
Total Change In Net Position	210.00	0.00	0.00	0.00	0.00%

Town of Apple Valley
Standard Financial Report
10 General Fund - 07/01/2019 to 06/30/2020
100.00% of the fiscal year has expired

	Prior Year Actual	Current Period Actual	Current Year Actual
Net Position			
Assets:			
Current Assets			
Cash and cash equivalents			
1111 SBSU Checking	5,147.75	16,436.62	56,602.13
1114 SBSU Checking-Fire	5,159.02	(86.47)	2,495.50
1121 PTIF 4358 General	119,134.00	87.55	112,414.36
1122 PTIF 5003 Impact Fees	39,211.44	29.71	38,142.18
1124 PTIF 8340 Gateway Debt Service	64,072.36	44.73	57,426.58
1125 PTIF 8635 Storm Drainage	74,927.82	85.40	109,655.67
1171 Petty cash	100.00	0.00	100.00
1175 Undeposited receipts	16,065.88	(1,050.41)	13,020.13
1191.1 Restricted cash	0.00	11,005.93	234,159.78
1191.2 Restricted cash offset	0.00	(11,005.93)	(234,159.78)
Total Cash and cash equivalents	323,818.27	15,547.13	389,856.55
Receivables			
1311 Accounts receivable	45,008.93	4,734.39	45,433.04
1325 Other receivables	10,353.60	0.00	0.00
1341 Assessment receivable	10,526.88	0.00	10,526.88
1351 Property tax receivable	102,222.00	0.00	0.00
Total Receivables	168,111.41	4,734.39	55,959.92
Other current assets			
1580 Suspense	0.00	0.00	(7,984.89)
Total Other current assets	0.00	0.00	(7,984.89)
Total Current Assets	491,929.68	20,281.52	437,831.58
Total Assets:	491,929.68	20,281.52	437,831.58
Liabilities and Fund Equity:			
Liabilities:			
Current liabilities			
2131 Accounts payable	(20,463.57)	(27,319.96)	(46,985.96)
2140 HCP payable	0.00	(1,426.73)	(2,749.33)
2141 UT State Construction Surcharge payable	0.00	45.71	0.00
2211 Accrued payroll payable	(5,503.15)	(360.83)	(4,801.52)
2212 Payroll Liability Clearing	(1,920.27)	(77.00)	(2,033.26)
2221 Accrued SS, MC & FWT payable	(2,392.06)	(16.72)	(2,224.86)
2222 Accrued SWT payable	(1,178.57)	(397.72)	(1,193.16)
2223 Accrued state retirement payable	(3,728.59)	0.00	0.00
2330 Customer security deposits	(2,000.00)	(591.15)	(5,490.15)
2340 Due To/Big Plains Water Payable	(43,801.71)	(4,855.88)	(23,084.50)
2341 Due To Big Plains Water Other Payable	(4,200.00)	0.00	(4,200.00)
Total Current liabilities	(85,187.92)	(35,000.28)	(92,762.74)
Deferred revenue			
2380 Deferred revenues	(10,526.88)	0.00	(10,526.88)
2381 Deferred inflows - property tax	(102,222.00)	0.00	0.00
Total Deferred revenue	(112,748.88)	0.00	(10,526.88)
Long-term liabilities			
2501.1 Accrued interest	(25,310.61)	0.00	(25,310.61)
2502.2 Accrued interest offset	25,310.61	0.00	25,310.61
2513.1 2015 Gateway Bond issued	(1,318,000.00)	0.00	(1,318,000.00)
2513.2 2013 Gateway Bond Repaid	61,000.00	0.00	93,000.00
2513.3 2015 Gateway Bond Current	(29,000.00)	0.00	(29,000.00)
2513.4 2015 Gateway Bond Current Offset	29,000.00	0.00	29,000.00
2514.1 2017 Case Backhoe 580SN Issued	(77,000.00)	0.00	(77,000.00)
2514.2 2017 Case Backhoe 580SN Repaid	18,359.58	0.00	32,220.22
2514.3 2017 Case Backhoe 580SN Current	13,860.36	0.00	13,860.36
2514.4 2017 Case Backhoe 580SN Current Offset	(13,860.36)	0.00	(13,860.36)
2515.1 2017 Vehicle F550 Issued	(58,402.94)	0.00	(58,402.94)
2515.2 2017 Vehicle F550 Repaid	12,347.98	943.77	23,370.89
2515.3 2017 Vehicle F550 Current	10,968.52	0.00	10,968.52
2515.4 2017 Vehicle F550 Current offset	(10,968.52)	0.00	(10,968.52)
2516.1 2008 Dump Truck Issued	(48,073.50)	0.00	(48,073.50)
2516.2 2008 Dump Truck Repaid	0.00	767.97	9,075.83
2516.3 2008 Dump Truck Current	9,075.83	0.00	9,075.83

Town of Apple Valley
Standard Financial Report
10 General Fund - 07/01/2019 to 06/30/2020
100.00% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>
2516.4 2008 Dump Truck Current offset	(9,075.83)	0.00	(9,075.83)
2590 GLTD offset	1,409,768.88	(1,711.74)	1,343,809.50
Total Long-term liabilities	0.00	0.00	0.00
Total Liabilities:	(197,936.80)	(35,000.28)	(103,289.62)
Equity - Paid In / Contributed			
2711 Restricted - RAP Funds	(8,248.79)	2,705.23	(10,011.42)
2712 Restricted - Bond Fund	0.00	(18,940.58)	(46,968.75)
2713 Restricted - Bond Reserve	0.00	599.96	(28,633.28)
2715 Assigned - Storm Drainage	(80,890.91)	6,217.12	(103,115.58)
2720 Assigned - Fired Dept. Special	(5,159.02)	353.77	(2,495.50)
2770 Assigned - Reserve for Scholarship	(2,964.18)	0.00	(2,964.18)
2793 Impact Fees - Storm Water	(9,076.83)	3,051.74	0.00
2794 Impact Fees - Parks, Trails, OS	(2,518.50)	2,449.83	(1,378.31)
2795 Impact Fees - Fire	(614.23)	(3,963.23)	(5,128.93)
2797 Impact Fees - Roadways	(27,985.28)	(3,479.77)	(33,463.83)
2981 Unassigned Fund balance	(156,535.14)	25,724.69	(100,382.18)
Total Equity - Paid In / Contributed	(293,992.88)	14,718.76	(334,541.96)
Total Liabilities and Fund Equity:	(491,929.68)	(20,281.52)	(437,831.58)
Total Net Position	0.00	0.00	0.00

Town of Apple Valley
Standard Financial Report
10 General Fund - 07/01/2019 to 06/30/2020
100.00% of the fiscal year has expired

	Prior Year Actual	Current Period Actual	Current Year Actual	Original Budget	Revised Budget
Change In Net Position					
Revenue:					
Taxes					
3110 General property taxes-current	105,006.99	521.03	109,681.76	107,216.00	107,216.00
3120 Prior year's taxes-delinquent	12,803.51	2,914.05	14,975.22	6,500.00	6,500.00
3130 General sales and use taxes	105,306.95	9,074.41	108,481.87	96,969.00	96,969.00
3140 Energy and communication taxes	15,888.61	2,423.62	33,856.94	38,016.00	38,016.00
3150 RAP Tax	10,458.51	1,999.40	11,612.18	9,846.00	9,846.00
3160 Transient Taxes	1,979.21	146.65	1,817.45	1,360.00	1,360.00
3170 Fee in lieu of personal property taxes	8,633.99	1,043.14	6,821.22	8,338.00	8,338.00
3180 Fuel Tax Refund	119.28	0.00	0.00	0.00	0.00
3190 Highway/Transit Tax	0.00	825.65	6,316.70	0.00	0.00
Total Taxes	260,197.05	18,947.95	293,563.34	268,245.00	268,245.00
Licenses and permits					
3210 Business licenses	2,775.00	(300.00)	3,175.00	3,464.00	3,464.00
3221 Building Permits-Fee	34,308.74	5,128.79	32,586.75	38,513.00	38,513.00
3222 Building Permits-Non Surcharge	4,294.50	767.17	4,631.83	6,286.00	6,286.00
3223 Building permit - HCP Valuation	1,732.42	0.00	(1,732.42)	0.00	0.00
3224 Building Permits Surcharge	1,177.75	0.00	0.00	0.00	0.00
3225 Animal licenses	970.00	40.00	800.00	1,263.00	1,263.00
Total Licenses and permits	45,258.41	5,635.96	39,461.16	49,526.00	49,526.00
Intergovernmental revenue					
3342 Fire Dept-State Wildland Grant	0.00	0.00	0.00	10,000.00	10,000.00
3356 Class "C" road allotment	80,258.76	0.00	86,620.27	78,681.00	78,681.00
3358 Liquor control profits	697.45	0.00	845.23	875.00	875.00
3370 State Grants	0.00	0.00	33,174.99	50,000.00	50,000.00
Total Intergovernmental revenue	80,956.21	0.00	120,640.49	139,556.00	139,556.00
Charges for services					
3410 Clerical services	21.25	0.00	25.00	0.00	0.00
3416 Other Interdepartmental Charges	4,902.50	0.00	0.00	0.00	0.00
3420 Fire Department Contracts	300.00	0.00	0.00	0.00	0.00
3431 Zoning and subdivision fees	33,853.50	2,470.00	28,174.50	17,121.00	17,121.00
3440 Solid waste	42,441.73	3,696.22	44,467.80	43,400.00	43,400.00
3441 Storm Drainage	37,778.40	3,221.58	38,948.95	38,080.00	38,080.00
3461 GRAMA requests	0.00	42.50	156.00	0.00	0.00
3470 Park and recreation fees	55.00	25.00	80.00	0.00	0.00
3615 Late charges	(2,307.16)	0.05	3,231.66	3,500.00	3,500.00
Total Charges for services	117,045.22	9,455.35	115,083.91	102,101.00	102,101.00
Fines and forfeitures					
3510 Fines	5,359.65	1,151.11	5,886.03	4,015.00	4,015.00
Total Fines and forfeitures	5,359.65	1,151.11	5,886.03	4,015.00	4,015.00
Interest					
3610 Interest earnings	5,493.24	453.74	6,661.64	3,226.00	3,226.00
Total Interest	5,493.24	453.74	6,661.64	3,226.00	3,226.00
Miscellaneous revenue					
3640 Sale of capital assets	650.00	0.00	0.00	0.00	0.00
3670 Debt proceeds	48,073.50	0.00	0.00	0.00	0.00
3690 Sundry revenue	420.00	0.00	127.70	0.00	0.00
3692 Fire department fundraisers	946.80	0.00	1,200.00	1,000.00	1,000.00
3697 Park department fundraisers	883.99	0.00	6,049.19	12,000.00	12,000.00
3801.1 Impact fees - Fire	767.00	3,841.88	4,490.88	1,003.00	1,003.00
3801.3 Impact fees - roadways	6,682.00	4,626.00	10,280.00	8,738.00	8,738.00
3801.6 Impact fees - storm water	2,727.92	935.68	4,078.11	2,924.00	2,924.00
3801.7 Impact fees - parks, trails, OS	1,833.00	141.00	1,692.00	2,397.00	2,397.00
Total Miscellaneous revenue	62,984.21	9,544.56	27,917.88	28,062.00	28,062.00
Contributions and transfers					
3802.7 Contributions - parks and recreation	100.00	0.00	0.00	0.00	0.00
3890 Fund balance appropriation	0.00	0.00	0.00	57,000.00	57,000.00
Total Contributions and transfers	100.00	0.00	0.00	57,000.00	57,000.00
Total Revenue:	577,393.99	45,188.67	609,214.45	651,731.00	651,731.00
Expenditures:					
General government					

Town of Apple Valley
Standard Financial Report
10 General Fund - 07/01/2019 to 06/30/2020
100.00% of the fiscal year has expired

	Prior Year Actual	Current Period Actual	Current Year Actual	Original Budget	Revised Budget
Council					
4111.110 Council Salaries and wages	8,310.99	525.00	5,925.00	17,400.00	17,400.00
4111.130 Council Employee benefits	2,610.25	48.73	245.06	1,331.00	1,331.00
4111.210 Council Travel Reimbursement	452.62	167.04	1,737.72	1,764.00	1,764.00
4111.220 Council Training	1,630.00	0.00	370.00	2,800.00	2,800.00
4111.610 Council Donations and discretionary spending	0.00	1,488.36	1,488.36	1,000.00	1,000.00
Total Council	13,003.86	2,229.13	9,766.14	24,295.00	24,295.00
Administrative					
4141.110 Admin Salaries and wages	91,128.49	6,496.48	79,824.07	86,100.00	86,100.00
4141.130 Admin Employee benefits	7,444.16	1,175.41	9,138.56	11,800.00	7,480.00
4141.140 Admin Employee Retirement - GASB 68	4,272.21	354.44	9,055.06	6,400.00	10,720.00
4141.210 Admin Dues, subs & memberships	1,256.85	0.00	1,128.11	905.00	905.00
4141.220 Admin Public notices	1,289.83	31.23	723.24	1,200.00	1,200.00
4141.230 Admin Clerk training	1,298.64	55.00	709.00	930.00	930.00
4141.240 Admin Office supplies	4,687.83	658.54	4,705.72	4,300.00	4,300.00
4141.250 Admin Equipment maintenance	5,924.46	501.21	4,913.22	3,700.00	5,049.00
4141.260 Admin Building & ground maintenance	1,026.61	0.00	400.38	1,900.00	1,900.00
4141.270 Admin Utilities	5,987.20	111.53	4,399.64	4,300.00	4,546.00
4141.280 Admin Telephone and Internet	16,833.74	645.61	11,082.91	9,700.00	11,694.00
4141.290 Admin Postage	1,899.00	0.00	2,870.10	2,200.00	2,900.00
4141.320 Admin Engineering/Professional Fees	7,975.00	7,177.00	74,601.98	105,000.00	105,000.00
4141.330 Admin Legal Wages and Contract Labor	5,643.86	4,738.42	44,529.33	41,300.00	41,300.00
4141.340 Admin Accounting	12,868.13	0.00	3,998.66	4,500.00	4,000.00
4141.350 Building Inspector Fees	20,655.58	2,652.61	22,212.12	25,418.00	25,418.00
4141.360 Admin Education-general	0.00	0.00	0.00	299.00	299.00
4141.390 Admin Bank service charges	2,901.65	166.37	3,663.46	2,500.00	4,403.00
4141.410 Admin Insurance	10,128.57	33.64	9,846.90	9,900.00	9,900.00
4141.490 Admin Travel reimbursements	759.88	0.00	154.86	1,000.00	200.00
4141.500 Admin Weed abatement	386.99	0.00	975.00	0.00	0.00
4141.740 Admin Capital outlay	1,060.00	0.00	0.00	0.00	0.00
4170 Elections	0.00	0.00	867.21	2,500.00	900.00
Total Administrative	205,428.68	24,797.49	289,799.53	325,852.00	329,144.00
Total General government	218,432.54	27,026.62	299,565.67	350,147.00	353,439.00
Public safety					
Police					
4210.110 Police Salaries & wages	1,080.00	0.00	0.00	0.00	0.00
4210.130 Police Employee benefits	82.63	0.00	0.00	0.00	0.00
4210.250 Police Expenditures	0.00	1.00	1.00	0.00	0.00
4253.250 Animal Control Supplies	62.50	0.00	62.90	70.00	70.00
Total Police	1,225.13	1.00	63.90	70.00	70.00
Fire					
4220.110 Fire Salaries & wages	20,400.12	1,569.24	20,400.12	20,400.00	20,400.00
4220.130 Fire Employee Benefits	1,976.48	148.31	1,774.58	1,700.00	1,700.00
4220.210 Fire Dues, subscriptions & memberships	108.90	0.00	0.00	200.00	200.00
4220.230 Fire Travel & mileage	27.52	0.00	282.05	600.00	600.00
4220.240 Fire Office expenses	328.96	0.00	0.00	0.00	0.00
4220.250 Fire Equipment maintenance & repairs	705.46	10.00	438.65	6,533.00	1,533.00
4220.260 Fire Rent expense	0.00	0.00	741.60	0.00	0.00
4220.360 Fire Training	1,248.31	96.47	415.83	0.00	0.00
4220.450 Fire Small Equip/Supplies	457.87	102.06	1,328.31	1,524.00	1,524.00
4220.460 Fire Supplies-Fundraisers	544.37	0.00	0.00	0.00	0.00
4220.465 Fire Gear	9,382.59	269.00	1,663.46	12,234.00	2,234.00
4220.475 Fire Other Grant Expenditures	0.00	0.00	962.89	0.00	0.00
4220.560 Fire Equipment Fuel	2,047.38	85.46	1,403.06	2,000.00	2,000.00
4220.610 Fire Interest	0.00	178.38	2,442.89	2,497.00	2,497.00
4220.620 Fire Principal	0.00	943.77	11,022.91	10,969.00	10,969.00
4220.740 Fire Capital outlay	304.50	0.00	0.00	0.00	5,000.00
Total Fire	37,532.46	3,402.69	42,876.35	58,657.00	48,657.00
Total Public safety	38,757.59	3,403.69	42,940.25	58,727.00	48,727.00
Highways and public improvements					
Highways					
4410.110 Road Wages and Contract Labor	879.00	0.00	135.00	10,000.00	3,000.00
4410.130 Road Employee benefits	67.25	0.00	10.33	795.00	230.00
4410.270 Road Flood damage	9,008.24	0.00	0.00	2,100.00	0.00

Town of Apple Valley
Standard Financial Report
10 General Fund - 07/01/2019 to 06/30/2020
100.00% of the fiscal year has expired

	Prior Year Actual	Current Period Actual	Current Year Actual	Original Budget	Revised Budget
4410.380 Road Department Services	0.00	0.00	350.00	0.00	350.00
4410.450 Road Department Supplies	10,873.31	67.25	885.52	3,000.00	3,000.00
4410.550 Road Equipment Maintenance	19,999.46	3,452.92	9,108.01	3,600.00	10,786.00
4410.560 Road Equipment Fuel	2,673.66	94.62	4,829.75	2,300.00	5,500.00
4410.740 Road Capital outlay	48,075.50	0.00	20,185.00	20,000.00	20,185.00
4410.810 Road Principal	31,000.00	767.97	41,075.83	33,027.00	41,076.00
4410.820 Road Interest	32,200.00	112.41	32,913.71	41,314.00	32,914.00
4415.110 Public Works Wages and Contract Labor	10,964.61	30.00	1,537.50	7,110.00	2,948.00
4415.130 Public Works Employee benefits	701.82	3.38	124.84	358.00	358.00
4415.450 Public Works Supplies	206.78	316.62	2,969.91	300.00	3,012.00
4415.550 Public Works Equipment Maintenance	3,753.32	0.00	666.72	2,100.00	1,600.00
4415.560 Public Works Equipment fuel	742.32	0.00	557.57	1,800.00	1,000.00
4415.570 Public Works Travel Reimbursement	202.46	0.00	101.76	0.00	0.00
4415.610 Public Works Storm Drainage	0.00	17,210.92	36,690.92	40,000.00	36,000.00
4415.710 Public Works Interest	0.00	0.00	2,199.36	2,199.00	2,199.00
4415.720 Public Works Principle	0.00	0.00	13,860.64	13,861.00	13,861.00
4415.740 Public Works Capital Outlay	3,700.00	0.00	0.00	0.00	0.00
Total Highways	175,047.73	22,056.09	168,202.37	183,864.00	178,019.00
Sanitation					
4420.460 Solid Waste Service	37,475.20	3,659.15	46,854.35	41,000.00	43,553.00
Total Sanitation	37,475.20	3,659.15	46,854.35	41,000.00	43,553.00
Total Highways and public improvements	212,522.93	25,715.24	215,056.72	224,864.00	221,572.00
Parks, recreation, and public property					
Parks					
4540.110 Park/Rec Wages and Contract Labor	0.00	796.00	4,916.00	0.00	0.00
4540.250 Park/Rec Department supplies	243.08	275.00	736.76	500.00	500.00
4540.460 Park/Rec Community events supplies	759.63	0.00	0.00	500.00	500.00
4540.740 Parks Capital outlay	0.00	2,690.88	5,449.97	15,000.00	15,000.00
Total Parks	1,002.71	3,761.88	11,102.73	16,000.00	16,000.00
Total Parks, recreation, and public property	1,002.71	3,761.88	11,102.73	16,000.00	16,000.00
Debt service					
4141.810 Debt service - principal	24,585.41	0.00	0.00	0.00	0.00
4141.820 Debt service - interest	6,062.54	0.00	0.00	0.00	0.00
Total Debt service	30,647.95	0.00	0.00	0.00	0.00
Transfers					
4811 Transfer to Fund Balance	0.00	0.00	0.00	1,993.00	11,993.00
Total Transfers	0.00	0.00	0.00	1,993.00	11,993.00
Total Expenditures:	501,363.72	59,907.43	568,665.37	651,731.00	651,731.00
Total Change In Net Position	76,030.27	(14,718.76)	40,549.08	0.00	0.00

Town of Apple Valley
Standard Financial Report
41 Capital Projects Fund - 07/01/2019 to 06/30/2020
100.00% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>
Net Position			
Assets:			
Current Assets			
Cash and cash equivalents			
1111 SBSU Checking	41,355.72	0.00	41,355.72
1191.1 Restricted cash	41,565.72	0.00	41,565.72
1191.2 Restricted cash offset	(41,565.72)	0.00	(41,565.72)
Total Cash and cash equivalents	<u>41,355.72</u>	<u>0.00</u>	<u>41,355.72</u>
Total Current Assets	<u>41,355.72</u>	<u>0.00</u>	<u>41,355.72</u>
Total Assets:	<u>41,355.72</u>	<u>0.00</u>	<u>41,355.72</u>
Liabilites and Fund Equity:			
Equity - Paid In / Contributed			
2970 Restricted	(41,565.72)	0.00	(41,565.72)
2981 Fund balance	210.00	0.00	210.00
Total Equity - Paid In / Contributed	<u>(41,355.72)</u>	<u>0.00</u>	<u>(41,355.72)</u>
Total Liabilites and Fund Equity:	<u>(41,355.72)</u>	<u>0.00</u>	<u>(41,355.72)</u>
Total Net Position	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Town of Apple Valley
Standard Financial Report
41 Capital Projects Fund - 07/01/2019 to 06/30/2020
100.00% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Original Budget</u>	<u>Revised Budget</u>
Change In Net Position					
Expenditures:					
Miscellaneous					
4141.740 Capital Outlay expenses	210.00	0.00	0.00	0.00	0.00
Total Miscellaneous	210.00	0.00	0.00	0.00	0.00
Total Expenditures:	210.00	0.00	0.00	0.00	0.00
Total Change In Net Position	210.00	0.00	0.00	0.00	0.00

AMENDMENT NO. 2

to the

WORK RELEASE NO. 2019-1

APPLE VALLEY STORM WATER, PUBLIC SAFETY, PARKS, ROADS MASTER PLANNING AND IFFP

TOWN OF APPLE VALLEY
1777 NORTH MEADOWLARK DRIVE
APPLE VALLEY, UT 84737

July 14, 2020

Whereas TOWN OF APPLE VALLEY referred to herein as CLIENT and SUNRISE ENGINEERING, INC. referred to herein as ENGINEER entered into a WORK RELEASE NO. 2019-1 ("AGREEMENT") on the 18th day of June 2020, and whereas the parties mutually agree to the following modifications:

SCOPE OF WORK:

It is the intent of the CLIENT to have its facilities managed in a cloud-based GIS environment. Article 2.5.1 and 2.5.2 have been changed to the following scope. ENGINEER will provide GIS mapping services for CLIENT's stormwater system, streets network, culinary water system, zoning map, and parcels as maintained by the County.

- 2.5.1 ENGINEER proposes to deploy Sunrise Cloud SMART GIS® for the CLIENT under the following Scope of Services:
 - a. Migrate existing GIS data for stormwater, streets, and culinary water system to Sunrise Cloud SMART GIS® Platform.
 - b. Use the Local Government Information Model (LGIM) as a standard attribution schema for CLIENT's utility systems and migrate CLIENT's data to that schema.
 - c. Publish each utility from Sunrise Cloud SMART GIS® Platform.
 - d. Coordinate with CLIENT and its staff.
 - e. Provide additional services as requested by CLIENT at an hourly rate.

- 2.5.2 Zoning Districts Web App Setup:
 - a. Develop a template/schema of specific attributes for each zoning district derived from OWNERS provided zoning district data
 - b. Reference parcel data from Washington County to draw in the zoning districts.
 - c. Publish the Zoning Districts to OWNER's Sunrise Cloud SMART GIS® for access in the cloud.
 - d. Provide OWNER with a web application that allows OWNER to draw in and adjust the zoning district boundaries. Web application will also provide access to the Washington County parcel layer.
 - e. Coordinate with OWNER on any changes or revisions.

2.5.3 Maintain OWNER’s Annual Subscription to Sunrise Cloud SMART®

- a. Provide continued access to OWNER’s maps, applications, and data managed on the Sunrise Cloud SMART GIS® platform.

ASSUMPTIONS

1. Fees and fee schedule are subject to change based upon SUNRISE’s costs to provide the services.
2. Appropriate amounts have been incorporated in the fixed fee to account for labor cost, equipment costs, and data storage costs.
3. OWNER understands that periodic upgrades to servers and storage systems are required and access to OWNER’s data and applications may be occasionally interrupted. When these occur, SUNRISE will notify the OWNER at least two weeks before the scheduled maintenance date.

COMPENSATION

Compensation in the AGREEMENT shall remain at \$13,000 for Article 2.5, with a breakdown of upfront costs and annual fees as follows.

Table 1

Scope of Services	Fee	Fee Type
Convert existing data to Sunrise Cloud SMART GIS® Platform for the stormwater, streets, culinary water, and zoning.	\$8,400	One-Time Fixed Fee
Create Zoning Web Application	\$1,500	One-Time Fixed Fee
Sunrise Cloud SMART GIS® Setup (includes 3 years of Annual Subscription costs for 1 user)	\$3,100	One-Time Fixed Fee
Maintain Owner’s Annual Subscription to Sunrise Cloud SMART GIS®	*\$800	Annual Fixed Fee (2 nd Year)

* The annual fee for services is based on the Owner’s initial request for usernames. Additional usernames may be added at the rates given in Table 2.

Table 2

Usernames	Total Annual Fee
1	\$800†
2	\$1,075
3	\$1,500
4	\$1,875
5	\$2,200
6	\$2,475
7	\$2,700
8	\$2,900
9	\$3,100
10**	\$3,300

† Included in the first-year costs is 1 username for a period of three years.

** For more than 10 usernames the additional fee will be \$200 per user.

This amendment is subject to the same terms and conditions outlined in the original AGREEMENT.

IN WITNESS WHEREOF, the parties hereto have executed, or course to be executed by their duly authorized officials, this Amendment on the dates indicated below:

TOWN OF APPLE VALLEY:

SUNRISE ENGINEERING, INC.:

By: _____

By: _____

Name: Marty Lisonbee

Name: Marvin J Wilson, P.E.

Title: Mayor

Title: Senior Vice President

Date: _____

Date: _____

**APPLE VALLEY
ORDINANCE O-2020-17**

OUTDOOR LIGHTING CORRECTION

WHEREAS, the Planning Commission of the Town of Apple Valley found it necessary to amend the Outdoor Lighting Code, and

WHEREAS, the Planning Commission held a public hearing on the 25th day of September, 2019, and

WHEREAS, the Planning Commission recommended to the Town Council that changes should be made to the Outdoor Lighting Ordinance, and

WHEREAS, the Town Council adopted changes to the Outdoor Lighting on the 6th of May, 2020 which contained a new Outdoor Lighting language, repealed and adopted the prior language, and

WHEREAS, at a public meeting held on the 19th day of August, 2020, the Town Council voted to repeal the language previously contained in Town Code.

NOW THEREFORE, be it ordained by the Council of Apple Valley, in the State of Utah, as follows:

SECTION 1:**AMENDMENT** “10.26 Outdoor Lighting” of the Apple Valley Land Use is hereby *amended* as follows:

AMENDMENT

10.26 Outdoor Lighting

~~Outdoor lighting at night benefits everyone. It increases safety, enhances the Town’s nighttime character, and helps provide security, as well as energy efficiency. New technologies have produced lights that are extremely powerful. If installed improperly, such lights create excessive glare, light trespass and pollute the night sky, and higher energy use which in turn may cause safety problems and increased cost for everyone. There is a need for a lighting ordinance that recognizes the benefit of the outdoors lighting and provides clear guidelines for its installation to maintain and complement the Town’s character. Appropriately regulated and properly installed outdoor lighting will contribute to the safety and welfare of the residents of the town.~~

~~A. All exterior outdoor lighting installed after the effective date of this ordinance in any and all zones in the town shall conform to the requirements established by this Ordinance~~

~~and other applicable ordinances unless otherwise exempted. This Ordinance does not apply to indoor lighting.~~

- ~~B. Law governing conflicts. Should this ordinance be found to be in conflict with any provisions of Federal, State, County, or Town statutes, codes, or other sections of the Town Ordinances, the more restrictive shall govern unless otherwise required by law.~~

~~All outdoor electrically powered illuminating devices shall be installed in conformance with the provisions of the Apple Valley Town Ordinances, including but not limited to the Building Code, the Electrical Code and the Sign Code under appropriate permit and inspection.~~

~~All public and private outdoor lighting installed in the Town of Apple Valley shall be in conformance with the requirements established by this Ordinance. Including Parking lots and Single Family Homes, All previous language in the Apple Valley Town Codes regarding outdoor lighting is replaced with this Ordinance.~~

~~A. Control of Glare / Design Factors~~

- ~~1. Any luminaries with a lamp rated at a total of MORE than 1200 lumens, and all flood or spot luminaries with a lamp or lamps rates a total if MORE than 600 lumens shall not emit any direct light above a horizontal plane and shall be shielded and pointed downward.~~
- ~~2. Any luminaries with a lamp or lamps rate at a total MORE than 1200 lumens, and all flood or spot luminaries with a lamp or lamps rated at a total of MORE than 600 lumens, shall be mounted at a height equal to or less than the value $3 \text{ feet} + (D/3)$, where D is the distance in feet to the nearest property boundary. The maximum height of the luminaries may not exceed 25 feet. Flood or spot lights may be temporarily operated and should be equipped with a motion sensor or timer to automatically shut off; not to exceed 15 minutes of non-use.~~

~~B. Exceptions to Control of Glare~~

- ~~1. Any luminaries with a lamp or lamps rated at a total of 1200 lumens or LESS and all flood spots luminaries with a lamp or lamps rated at 600 lumens or LESS may be used without restriction on light distribution or mounting heights; except that is any spot or flood luminaries rated 600 lumens or LESS is aimed, directed, or focused such as to cause direct light from the luminaries to be directed toward residential buildings or adjacent or nearby land, or creates glare perceptible to persons operating motor vehicles on public right of ways, the luminaries shall be redirected or its light output controlled as necessary to eliminate such conditions.~~
- ~~2. Luminaries used for public roadway illumination may be installed at a maximum height of 34 feet and may be positioned at that height up to the edge of any bordering property.~~
- ~~3. Luminaries used primarily for sign illumination and property illumination may be mounted at any height to a maximum of 25 feet, regardless of the lumen rating.~~

~~C. Outdoor Advertising~~

- ~~1. Lighting fixtures used to illuminate an outdoor advertising sign shall be~~

~~mounted on the top of the sign structure. All such fixtures shall comply with the shielding requirements of subsection B,1 Bottom-mounted outdoor advertising sign lighting shall not be used.~~

- ~~2. Outdoor advertising signs of the type constructed of translucent materials and wholly illuminated for within do not require shielding. Dark backgrounds with light lettering or symbols are preferred to maximize detrimental effects. Unless conforming to the above dark background preference, total lamp wattage per property shall be less than 41 watts.~~
- ~~3. Compliance Limit. Existing outdoor advertising structures shall be brought into conformance with this ordinance when it becomes necessary to make major repairs (NEW PERMIT) to the signage or within 10 years from date of this provision.~~

D. Recreational Facilities

- ~~1. Any light source permitted by this Ordinance may be used for lighting of outdoor recreational facilities (public or private), Such as but not limited to, football fields, soccer fields, baseball fields, softball fields, tennis courts, or show areas, provided all of the following conditions are met:
 - ~~a. All fixtures used for event lighting shall be fully shielded as defined in subsection A,1 of this Ordinance, or be designed or provided with sharp cut-off capability so as to minimize up-light, spill-light, and glare. Pole height will not exceed 25 feet.~~
 - ~~b. All events shall be scheduled so as to complete all activity before or as near to 10:30 p.m. as practical, but under no circumstance shall any illumination of the playing field, court, or track be permitted after 11:00 p.m. Except to conclude a scheduled event that was in progress before 11:00 p.m. and circumstances prevented concluding before 11:00 p.m.~~~~

~~E. Parking Area Lighting Low pressure or high pressure sodium light sources are the only allowed light source for Parking Areas with five (5) or more spaces. Lighting fixtures affixed to buildings for the purposes of lighting Parking Areas shall be prohibited. Light levels should be designed with minimum light trespass off site by using cut off Luminaires that are Fully Shielded with no light distributed above the horizontal plane of the Luminaire.~~

- ~~1. Maximum Light Distribution. For uniformity in lighting and prevention of shadows, an average horizontal luminance level of two (2) Foot Candles with a 4:1 Uniformity Ratio over the Site is the Maximum allowed.~~
- ~~2. Pole Height / Design. Luminaires mounting height must be measured from the Parking Lot or Driveway surface, in the range of twelve feet (12') to twenty feet (20') as determined by the Planning Commission. The maximum height shall only be allowed at the review and approval with specific findings. The determination shall be based on:
 - ~~a. review of the Site plan;~~
 - ~~b. proposed land uses;~~
 - ~~c. surrounding land uses;~~
 - ~~d. Parking area size;~~
 - ~~e. Building mass;~~~~

- f. Location of the site with respect to other lighting sources;
 - g. Impact on the adjacent properties;
 - h. Topography of the site, and
 - i. Other site features. Light poles higher than sixteen feet (16') are appropriate only for parking areas exceeding two hundred (200) stalls and not in close proximity to residential areas.
3. ~~Parking Area Wattage / Design Standard:~~
- a. ~~Luminaries for twelve foot (12') to sixteen foot (16') poles must not exceed fifty (50) watts per fixture or 105 watts per pole.~~
 - b. ~~Luminaries for eighteen foot (18') and twenty foot (20') poles must not exceed seventy-five (75) watts per fixture or 150 watts per pole.~~
 - e. ~~All attempts shall be made to place the base of light poles within landscaped areas.~~
4. ~~Underground Parking Garage entryways. Light sources within the first thirty feet (30') of an open garage entryway must be high pressure sodium light sources with partially shielded fixtures.~~
5. ~~Submission Requirements. An application for Development with off street parking must contain the following:~~
- a. ~~Plans indicating the location on the premises, and the type of illumination devices, fixtures, lamps, supports, reflectors, installation and electrical details.~~
 - b. ~~Description of illuminating devices, fixtures, lamps, supports, reflectors, and other devices, that may include, but is not limited to, manufacture catalog cuts and drawings, including section where required.~~
 - e. ~~Photometric data, such as that furnished by manufacturers or similar showing the angle of the cut off or light emission. A point by point light plan may be required to determine the adequacy of the lighting over the site.~~
6. ~~Non-conformance. All operable outdoor light fixtures lawfully installed, that do not meet these lighting requirements, are considered to be non-conforming fixtures. The applicant must bring such fixtures into compliance with the code with any exterior building permit. On residential structures, only new exterior fixtures on remodels or new additions must comply with these requirements.~~

F. Prohibitions

- 1. ~~Laser Source Light. The use of laser source light or any similar high intensity light for outdoor advertising or entertainment, when projected above the horizontal plane is prohibited.~~
- 2. ~~Flashing, blinking, intermittent or other lights that move or give the impression of movement are prohibited.~~

G. Exemptions The following shall be exempt from the requirements of this Ordinance:

- 1. ~~Holiday lighting (October 1-February 1)~~
- 2. ~~Traffic control signals and devices~~
- 3. ~~Temporary emergency lighting in use by law enforcement, fire departments, government agencies, or other emergency services, including all vehicular~~

luminaries:

4. All hazard warning luminaries required by federal regulatory agencies are exempt from the requirements of this ordinance, except that all luminaries used must be red and must be shown to be as close as possible to the federally required minimum lumen output required for the specific task.

H. Temporary Outdoor Lighting Any temporary outdoor lighting that conforms to the requirements of this Ordinance shall be allowed. The Planning Commission may permit Nonconforming temporary outdoor lighting after considering

1. The public and /or private benefits that will result from the temporary lighting.
2. Any annoyance or safety problems that result from the use of the temporary lighting
3. The duration of the temporary nonconforming lighting.

The applicant shall submit a detailed description of the proposed temporary nonconforming lighting to the planning Commission, which shall consider the request at duly called meeting of the planning commission. Prior notice of the meeting of the planning commission shall be given to the applicant. The planning Commission shall render its decision on the temporary lighting request within two weeks of the date of the meeting.

A. This Ordinance shall take place effective immediately upon approval by the Town Council and shall supersede and replace all previous ordinances pertaining to outdoor lighting.

B. All Luminaries lawfully in place prior to the date of this Ordinance shall be nonconforming. However, any luminaries that replace nonconforming luminaries, or any nonconforming luminaries that is moved, must meet the standard of this ordinance. Advertising signs that are nonconforming only for a period of ten years, as specified in AVLU-10.26.040 C,3

C. All operable outdoor light fixtures lawfully installed, that do not meet these lighting requirements, are considered to be non-conforming fixtures. Light fixtures shall be brought into compliance with the code with any exterior building permit and/ or by 2025, whichever comes first.. On residential structures, only new exterior fixtures on remodels or new additions must comply with these requirements

D. Nonconforming luminaries that direct light toward streets or parking lots that cause disability glare to motorist or cyclist shall be either shielded or redirected within 90 days of notification of the Property Owner, so that the luminaries do not cause a potential hazard to motorist or cyclists.

A. Submission Content: The applicant for any permit required by any provision of the laws of this jurisdiction in connection with the proposed work involving outdoor lighting fixtures shall submit (as part of the application for permit) evidence that the proposed work will comply with the Ordinance. The submission shall contain but shall not necessarily be limited to the following, all or part of which may be part or in addition to the information required elsewhere in the law of this jurisdiction upon application for the

required permit:

1. Plans indicating the location on the premises and the type of illuminating devices, fixtures, lamps, supports, reflectors, and other devices.
 2. Description of the illuminating devices, fixtures, lamp supports, reflectors, and other devices. Submission may include catalog cuts by manufacture and drawing.
 3. Photo data, such as that furnished by manufacturer, or similar data showing the angle of cut off or light emissions.
- B. **Additional Submission:** The above required plans, descriptions and data shall be sufficiently complete to enable the plan examiner to readily determine whether compliance with the requirements of this ordinance will be secured. If such plans, descriptions and data cannot enable this ready determination by reason of the nature or configuration of the devices, fixtures, or lamps proposed, the applicant shall additionally submit as evidence of compliance certified reports performed and certified by a recognized laboratory.
- C. **Subdivision Plat Certification:** If any subdivision proposes to have installed street or other common or public area outdoor lighting, the final plat shall contain a statement certifying compliance with the applicable provisions of the Town of Apple Valley Outdoor Lighting Ordinance.
- D. **Lamp or Fixture Substitution:** Should any outdoor light fixture or the type of light source therein be changed after the permit has been issued, a change request must be submitted to the building official for approval, together with adequate information to assure compliance with this Ordinance, which must be received prior to substitution.

If after investigation, the Code Enforcement Officer finds that any provision of the ordinance is being violated, the office may elect to file notice by hand delivery or by certified mail, return receipt requested, of such violation to the owner and/or the occupant of such premises demanding the violation be abated within thirty (30) days from the date of hand delivery or date of mailing notice. If the violation is not abated within the thirty (30) day period, the Code Enforcement Officer may institute actions and proceeding, either legal or equitable, to enjoin, restrain, or abate any violations of this Ordinance and to collect the penalties for such violations.

For the purpose of this Ordinance, terms used shall be defined as follows:

Direct Light: Light emitted directly from the lamp, off the reflector diffuser, or through the refractor or diffuser lens of the luminaries.

Direct Glare: The visual discomfort resulting from insufficiently shielded light source.

Fixture: The assembly that houses the lamp or lamps can include all or some of the following parts: housing, mounting bracket, pole socket, lamp holder, ballast, reflector, mirror, and / or a refractor lens.

Flood or spotlight: Any fixture or lamp that incorporates a reflector or a refractor to concentrate the light output into a directed beam in a particular direction.

~~**Fully Shielded Lights:** Outdoor light fixtures shielded or constructed so that no light rays are emitted by the installed fixture at angles above the horizontal plane as certified by a photometric test report.~~

~~**Nonconforming Luminaire:** Luminaire not conforming to this ordinance that were in place at the time this ordinance was voted into effect. When an Ordinance “grandfathers” luminaries, it means that such already-existing outdoor lighting does not need to be changed unless a specified time period is provided for adherence to the ordinance.~~

~~**Height of Luminaries:** The height of a luminaire shall be the vertical distance from the ground directly below the centerline of the luminaire to the lowest direct light emitting part of the luminaire.~~

~~**Indirect Light:** Direct light that has been reflected or has scattered off other surfaces.~~

~~**Lamp:** The component of the luminaire that produces the actual light.~~

~~**Light Trespass:** Limit the exterior lighting originating on a property to a maximum of 0.5 horizontal foot candles (HFC) at a distance of 25 feet beyond the property lines. (This specification will allow the controlled placement of lighting poles and luminaire adjacent to the property lines).~~

~~**Lumen:** A unit of luminous flux. One foot-candle is one lumen per square foot. For purposes of this Ordinance the lumen output value shall be the INITIAL lumen output rating of a lamp.~~

~~**Luminaire:** a complete lighting system, including a lamp or lamps and fixture.~~

~~**Outdoors Electrically Powered Illuminating Devices:** Luminaries utilizing AC and/or DC power.~~

~~**Outdoor Lighting:** Lighting equipment installed within the property line and outside the building envelopes, whether attached to poles, building structures, the earth, or any other location; and any associated lighting control equipment.~~

PASSED AND ADOPTED BY THE APPLE VALLEY COUNCIL

_____.

	AYE	NAY	ABSENT	ABSTAIN
Councilmember Bass	_____	_____	_____	_____
Councilmember McLaughlin	_____	_____	_____	_____
Councilmember Kopp	_____	_____	_____	_____
Mayor Lisonbee	_____	_____	_____	_____
Councilmember Edwardsen	_____	_____	_____	_____

Presiding Officer

Attest

Marty Lisonbee, Mayor, Apple Valley

Michelle Kinney, Clerk Apple Valley

Fwd: FW: Big Plains Road and SR-59 Intersection

1 message

Mayor <mayor@applevalleyut.gov>

Fri, Aug 7, 2020 at 8:53 AM

To: Mike McLaughlin <mmclaughlin@applevalleyut.gov>, Paul Edwardsen <pedwardsen@applevalleyut.gov>, Denny Bass <dbass@applevalleyut.gov>, Debbie Kopp <dkopp@applevalleyut.gov>, Ben <accounting@applevalleyut.gov>

This will be on our next TC agenda as a vote item. Let me know if you have any questions.

Thanks

Marty

Begin forwarded message:

From: Todd Edwards <todd.edwards@washco.utah.gov>**Date:** Aug 7, 2020 at 8:47 AM**To:** Marty Lionsbee (mayor@applevalleyut.gov) <mayor@applevalleyut.gov>**Cc:** Dean Wulffenstein <dean.wulffenstein@washco.utah.gov>, Ron Whitehead <ron.whitehead@washco.utah.gov>**Subject:** FW: Big Plains Road and SR-59 Intersection

Mayor,

It was good to talk to you on the phone this morning. As I indicated, the County Commission is fine with paying for the materials and installation of the cattle guard on the east side of the Main Street Road/SR-59 intersection since we have an agreement with Apple Valley Town to maintain that road. However they believe that the Town should pay for the cattle guard materials on the west side. Below is an itemized lowest cost for the cattle guard materials that our road superintendent received after requesting several quotes from suppliers. Your total cost for materials would be \$14,488.55. Please try to get the concrete bases ordered at your earliest convenience, since they are the most time sensitive item.

Thanks,

Todd



Todd Edwards, P.E.
COUNTY ENGINEER

435.256.6333 O | 435.773.3599 M

todd.edwards@washco.utah.gov

197 East Tabernacle | St. George, UT 84770

From: Dean Wulffenstein**Sent:** Monday, August 3, 2020 5:16 PM**To:** Todd Edwards <Todd.Edwards@washco.utah.gov>**Cc:** Ron Whitehead <Ron.Whitehead@washco.utah.gov>**Subject:** Big Plains Road and SR-59 Intersection

Hello Todd,

I received prices back on Cattle Guard Bases and the Cattle Guards. They are as follows:

Mike Upwall was cheapest on Bases @ \$1,170.00/18ft base. For the (4) needed \$4,680.00.

Steve Reagan was the cheapest on the Cattle Guards @ \$3,155.00/8ft. x 12ft. guard. For the (3) needed \$9,465.00

Steve Reagan was the cheapest on the Guard Wing Set @ \$343.55/set.

Total material cost is per side of SR-56 will be: **\$14,488.55** + whatever fencing materials will be needed to complete the tie in.

I would think Apple Valley would get the same pricing that we get. I can make sure the pricing will be the same if need be.

Let me know if you have any questions or concerns.

Thank You,

Dean M. Wulffenstein

Dean M. Wulffenstein

Superintendent

Washington County Road Department

(435)634-5736 Office

(435)634-5774 Fax

(435)669-6132 Cell

Dean.Wulffenstein@washco.utah.gov



TOWN OF APPLE VALLEY
RESOLUTION NO. 2020-08
PURCHASING POLICY

WHEREAS, the Town Council of the Town of Apple Valley has determined that its purchasing policies should ensure the fair and equitable treatment of all persons and entities whom desire to conduct business with the Town of Apple Valley; and

WHEREAS, the Town of Apple Valley's purchasing policies should provide for the greatest possible economy in it procurement of goods and services; and

WHEREAS, the Town of Apple Valley's purchasing policies should foster effective broad-based competition within the free enterprise system to ensure that the Town of Apple Valley will receive the best possible service or product at the lowest possible prices.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY, UTAH:

This resolution is made, voted upon and passed by the Town Council of the Town by the following vote of its members:

	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Councilmember Michael McLaughlin	_____	_____	_____	_____
Councilmember Debbie Kopp	_____	_____	_____	_____
Mayor Marty Lisonbee	_____	_____	_____	_____
Councilmember Paul Edwardsen	_____	_____	_____	_____
Councilmember Denny Bass	_____	_____	_____	_____

Dated this day 19th of August, 2020.

ATTEST:

Ben Billingsley, Deputy Clerk

Marty Lisonbee, Mayor

EXHIBIT A

PURCHASING POLICY FOR THE TOWN OF APPLE VALLEY

ARTICLE 1 GENERAL PROVISIONS

A) The underlying purposes of this policy are:

- 1) To ensure fair and equitable treatment of all persons who wish to, or do conduct business with the Town of Apple Valley of Apple Valley;
- 2) To provide for the greatest possible economy in Town of Apple Valley procurement activities; and
- 3) To foster effective broad-based competition within the free enterprise system to ensure that the Town of Apple Valley will receive the best possible service or product at the lowest possible price.

B) Compliance - Exemptions from this policy.

- 1) This policy shall not prevent the Town of Apple Valley from complying with the terms and conditions of any grant, gift, or bequest that is otherwise consistent with law.
- 2) When procurement of goods or services involves the expenditure of federal assistance funds, the Town of Apple Valley shall comply with applicable federal law and regulations.

C) Definitions

- 1) "Business" means any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture, or any other private legal entity.
- 2) "Change order" means a written order signed by the purchasing agent, directing the contractor to suspend work or make changes, which the appropriate clauses of the contract authorize the purchasing agent to order without the consent of the contractor or any written alteration in specifications, delivery point, rate of delivery, period of performance, price, quantity, or other provisions of any contract accomplished by mutual action of the parties to the contract.
- 3) "Contract" means any Town of Apple Valley agreement for the procurement or disposal of supplies, services, or construction.
- 4) "Invitation for bids" means all documents, whether attached or incorporated by reference, used for soliciting bids.
- 5) "Person" means any business, individual, union, committee, club, other organization, or group of individuals.
- 6) "Procurement" means buying, purchasing, renting, leasing, leasing with and option to purchase, or otherwise acquiring any supplies, services, or construction.

7) "Purchasing agent" means the person duly authorized by the town council of the Town of Apple Valley to enter into and administer contracts and make written determinations with respect thereto.

8) "Purchase description" means the words used in a solicitation to describe the supplies, services or construction to be purchased, and includes specifications attached to or made a part of the solicitation.

9) "Request for proposals" means all documents, whether attached or incorporated by reference, used for soliciting proposals.

ARTICLE 2 OFFICE OF THE PURCHASING AGENT

The Town Council shall appoint a purchasing agent. The purchasing agent shall be responsible to make procurements, solicit bids and proposals, enter into and administer contracts, and make written determinations for the Town of Apple Valley.

ARTICLE 3 SOURCE SELECTION AND CONTRACT FORMATION - GENERAL PROVISIONS

A) Purchase not requiring sealed bids.

1) Purchases costing less than ~~\$1,000~~ \$2,000 in total, shall not require bids of any type. (Purchases shall not be artificially divided so as to constitute a small purchase under this section.)

2) Purchases costing more than ~~1,000~~ \$2,000 but less than ~~\$2,000~~ \$5,000 in total (2 to 3 telephone bids required).

3) Purchases made through the cooperative purchasing contracts administered by the State Division of Purchasing.

4) Purchases made from a single-source provider.

5) Purchases required during an emergency, i.e., an eminent threat to the public's health, welfare, or safety. Emergency purchases should be limited to amounts necessary to the resolution of the emergency and as much competition as practical should be utilized.

6) Purchase orders will be required for all purchases over ~~\$100~~ \$5,000.

B) Purchases requiring sealed bids.

1) Contracts shall be awarded by competitive sealed bidding except as otherwise provided by this policy.

2) An invitation for bids shall be issued when a contract is to be awarded by competitive sealed bidding. The invitation shall include a purchase description and all contractual terms and conditions applicable to the procurement. Public notice of the invitation for bids shall be given at least 7 days prior to the date set forth therein for the opening of bids. The notice shall comply with the requirements of Utah Code Annotated 63G-6A-406.

3) Bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the invitations for bids. The amount of each bid and any other relevant information, together with the name of each bidder, shall be recorded. The record and each bid shall be open to public inspection.

4) Bids shall be unconditionally accepted without alternation or correction, except as authorized in this policy. Bids shall be evaluated based on the requirements set forth in the invitation for bids.

5) Correction or withdrawal of inadvertently erroneous bids before or after award, or cancellation of awards or contracts based on such bid mistakes, shall be permitted. After bid opening no changes in bid prices or other provisions of bids prejudicial to the interest of the Town of Apple Valley or fair competition shall be permitted. All decisions to permit the correction or withdrawal of bids or to cancel awards or contracts based on bid mistakes shall be supported by a written determination made by the purchasing agent.

6) The contract shall be awarded with reasonable promptness, by written notice, to the lowest bidder whose bid meets the requirements and criteria set forth in the invitation for bids.

C) Cancellation and rejection of bids.

An invitation for bids, a request for proposals, or other solicitations may be canceled, or any or all bids or proposals may be rejected, in whole or in part, as may be specified in the solicitation, when it is in the best interests of the Town of Apple Valley. The reasons shall be made part of the contract file.

D) Use of competitive sealed proposals in lieu of bids.

When the purchasing agent determines in writing that the use of competitive sealed bidding is either not practicable or not advantageous to the Town of Apple Valley, a contract may be entered into by competitive sealed proposals. Competitive sealed proposals are most appropriately used for professional service-type contracts.

1) Proposals shall be solicited through a request for proposals. Public notice of the request for proposals shall be given at least 7 days prior to the advertised date of the opening of the proposals.

2) Proposals shall be opened so as to avoid disclosure of contents to competing offers during the process of negotiation. A register of proposals shall be prepared and shall be open for public inspection after contract award.

3) The request for proposals shall state the relative importance of price and other evaluating factors.

4) Applicants shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing applicants.

5) Award shall be made to the person or entity whose proposal is determined, in writing, to be the most advantageous to the Town of Apple Valley, taking into consideration price and the evaluation factors set forth in the request for proposals. No other factors or criteria shall be used in the evaluation. The contract file shall contain the basis on which the award is made.

E) Architect-Engineer and legal services are qualification-based procurements. Requests for such services should be publicly announced. Contracts should be negotiated by the Town of Apple Valley based on demonstrated competence at fair and reasonable prices.

F) Determination of non-responsibility of bidder.

Determination of non-responsibility of a bidder or applicant shall be made in writing. The unreasonable failure of a bidder or applicant to promptly supply information in connection with an inquiry with respect to responsibility may be grounds for a determination of non-responsibility with respect to the bidder or applicant.

Information furnished by a bidder or applicant pursuant to this section shall not be disclosed outside of the purchasing process without prior written consent by the bidder or applicant.

G) Cost-plus-a-percentage-of-cost contracts prohibited.

Subject to the limitations of this section, any type of contract which will promote the best interests of the Town of Apple Valley may be used, provided that the use of a cost-plus-a-percentage-of-cost contract is prohibited. A cost reimbursement contract may be used only when a determination is made in writing that such contract is likely to be less costly to the Town of Apple Valley than any other type or that it is impracticable to obtain the supplies, services, or construction, required except under such a contract.

H) Required contract clauses.

- 1) The unilateral right of the Town of Apple Valley to order, in writing, changes in the work within the scope of the contract and changes in the time of performance of the contract that do not alter the scope of the contract work.
- 2) Variations occurring between estimated quantities of work in a contract and actual quantities.
- 3) Suspension of work ordered by the Town of Apple Valley.

ARTICLE 4 SPECIFICATIONS

All specifications shall seek to promote overall economy and best use for the purposes intended and encourage competition in satisfying the Town of Apple Valley's needs, and shall not be unduly restrictive. Where practical and reasonable, and within the scope of this article, Utah products shall be given preference.

ARTICLE 5 APPEALS

A) Any actual or prospective bidder, applicant, or contractor who is aggrieved in connection with the solicitation or award of a contract may appeal to the purchasing agent. An appeal shall be submitted in writing within 5 working days after the aggrieved person knows or should have known of the facts.

B) The purchasing agent shall promptly issue a written decision regarding any appeal, if it is not settled by a mutual agreement. The decision shall state the reasons for the action taken and inform the protestor, contractor, or prospective contractor of the right to appeal to the Town Council.

C) The Town Council shall be the final appeal at the administrative level.

D) All further appeals shall be handled as provided in Utah Code Sections 63-56-58 through 63-56-64.

ARTICLE 6 ETHICS IN PUBLIC CONTRACTING

A) No person involved in making procurement decisions may have personal investments in any business entity which will create a substantial conflict between their private interests and their public duties.

B) Any person involved in making procurement decisions is guilty of a felony if the person asks, receives, or offers to receive any emolument, gratuity, contribution, loan, or reward, or any promise thereof, either for the person's own use or the use or benefit of any other person or organization from any person or organization interested in selling to the Town of Apple Valley.

**TOWN OF APPLE VALLEY
ORDINANCE O-2020-18**

**AN ORDINANCE CHANGING THE GENERAL PLAN MAP DESIGNATION FOR PARCELS
AV-1376-A and AV-1376-M**

WHEREAS, the Town of Apple Valley (“Town”) has been petitioned for a change in the zoning classification for parcels AV-1376-A and AV-1376-M; and,

WHEREAS, these parcels need the general plan amended in order to change the zone; and,

WHEREAS, the Planning Commission has reviewed pertinent information in the public hearing held on the 12th, day of August, 2020 with recommendation that the General Plan Map be modified to allow for the Agricultural area; and,

WHEREAS, the Planning Commission has recommended that these parcels be changed on the general plan to Agricultural; and,

WHEREAS, the Town Council has reviewed the Planning Commission’s recommendation and has received and reviewed pertinent information; and,

WHEREAS, in making this review the Town Council finds that the Planning Commission’s recommendation to amend the General Plan is rationally based; and,

WHEREAS, at a meeting of the Town Council of Apple Valley, Utah, duly called, noticed and held on the 19th day of August, 2020, and upon motion duly made and seconded:

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND TOWN COUNCIL OF THE TOWN OF APPLE VALLEY, UTAH, that

SECTION I: The General Plan Legend be amended to indicate areas in which Agricultural will be allowable.

SECTION II: The General Plan be amended to show that the area including parcels AV-1376-A and AV-1376-M, be identified on the map as Agricultural and Update of Official General Plan Map.

Effective Date: This amendment shall be effective upon passage, without further publication.

PASSED AND ADOPTED by the Mayor and Town Council of the Town of Apple Valley, Utah this 19th day of August, 2020.

Marty Lisonbee, Mayor

ATTEST:

Ben Billingsley, Deputy Clerk

Mayor Marty Lisonbee	Aye ___	Nay ___
Debbie Kopp	Aye ___	Nay ___
Michael McLaughlin	Aye ___	Nay ___
Denny Bass	Aye ___	Nay ___
Paul Edwardsen	Aye ___	Nay ___

**TOWN OF APPLE VALLEY
ORDINANCE O-2020-19**

AN ORDINANCE CHANGING THE ZONING CLASSIFICATION OF PARCEL AV-1376-A and AV-1376-M FROM OPEN SPACE OST/OSC to AGRICULTURAL AND RURAL ESTATES 1 ACRE

WHEREAS, the Town of Apple Valley (“Town”) has been petitioned for a change in the zoning classification for one acre of the southwest corner of AV-1376-M, 330 feet from southwest corner headed east then 132 feet headed north, then 330 feet headed west, then 132 feet headed south to connect to original point from OST/OSC to RE-1; and,

WHEREAS, the Town of Apple Valley (“Town”) has been petitioned for a change in the zoning classification for the remainder of AV-1376-M and the entirety of AV-1376-A from OST/OSC to Agricultural; and,

WHEREAS, the Planning Commission has reviewed pertinent information in the public hearing held on the 12th day of August, 2020. In a meeting on the same day the Planning Commission recommended approval of the zone change request by unanimous vote; and,

WHEREAS, the Town Council has reviewed the Planning Commission’s recommendation and has received and reviewed pertinent information; and,

WHEREAS, in making these reviews the Town Council finds that the requested zone change for this property is rationally based and consistent with the Town’s General Plan.

WHEREAS, at a meeting of the Town Council of Apple Valley, Utah, duly called, noticed and held on the 19th day of August, 2020, and upon motion duly made and seconded:

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND TOWN COUNCIL OF THE TOWN OF APPLE VALLEY, UTAH, that

SECTION I: The zoning classification of the previously named portion of Parcel AV-1376-M is changed from OST/OSC to RE-1.

SECTION II: The remainder of Parcel AV-1376-M and the entire AV-1376-A is changed from OST/OSC to Agricultural.

SECTION III: Update of Official Zoning Map. The Official Zoning Map is amended to reflect the adoption of this ordinance.

Effective Date: This amendment shall be effective immediately without further publication.

PASSED AND ADOPTED by the Mayor and Town Council of the Town of Apple Valley, Utah this 19th day of August, 2020.

Marty Lisonbee, Mayor

ATTEST:

Ben Billingsley, Deputy Recorder

Mayor Marty Lisonbee
Debbie Kopp
Michael McLaughlin
Denny Bass
Paul Edwardson

Aye ___ Nay ___
Aye ___ Nay ___
Aye ___ Nay ___
Aye ___ Nay ___
Aye ___ Nay ___

**APPLE VALLEY
ORDINANCE O-2020-20**

EXEMPTION FROM PLAT REQUIREMENTS

WHEREAS, the Planning Commission of the Town of Apple Valley found it necessary to amend 11.02.040 Necessity of Plat; Exemption from Plat Requirements; and

WHEREAS, the Planning Commission held a public hearing on the 12th day of August, 2020; and

WHEREAS, the Planning Commission recommended to the Town Council that changes should be made to the Exemption from Plat Requirements; and

WHEREAS, in a public meeting duly noticed and held on the 19th day of August, 2020, the Town Council has reviewed the recommendations of the Planning Commission, and adopts the changes upon motion duly made and seconded.

NOW THEREFORE, be it ordained by the Council of Apple Valley, in the State of Utah, as follows:

SECTION 1:**AMENDMENT** “11.02.040 Necessity Of Plat; Exemption From Plat Requirements” of the Apple Valley Subdivisions is hereby *amended* as follows:

A M E N D M E N T

11.02.040 Necessity Of Plat; Exemption From Plat Requirements

All subdivisions shall be required to prepare and receive approval of a preliminary and final plat in accordance with the provisions of this chapter, except as follows:

- A. A subdivision creating no more than ~~three~~ ten (10) new lots may be approved by the Zoning Administrator or designee ~~Town staff~~ without the necessity of preparing and filing a preliminary plat or final plat if:
 - 1. Notice is provided by Town as required by this title.
 - 2. The proposed subdivision:
 - a. Is not traversed by the mapped lines of a proposed street as shown in the general plan ~~and does not require the dedication of any land for street or other public purposes.~~ unless the Town has approved the location, and dedication of any public street, Town utility easement, any other easement, or any other land for public purposes as the Town’s ordinance requires. Created lots shall be located on a public right-away or dedicated street.
 - b. Does not impact an existing easement or right of way or, if it does have

- an impact, evidence is shown that the impact will not impair the use of any such easement or right of way.
- c. Has been approved by the culinary water authority and sanitary sewer authority.
 - d. Is located in a zoned area, and conforms to all applicable land use code or has properly received a variance from the requirements of an otherwise conflicting and applicable land use code.
- B. A lot or a parcel resulting from a division of agricultural land or land located in an Open Space, Open Space Transitional zones is exempt from the plat requirements of this title if the lot or parcel:
- 1. Meets the minimum size requirement of applicable zoning; and
 - 2. Is located on a public right-away or dedicated street, and
 - 3. Is only used for purposes allowed in the Open Space, Open Space Transitional, and Agricultural zones.
- C. The creation of a lot under subsection A of this section shall not be approved until a plan for providing utilities and other required improvements to the proposed lot has been reviewed ~~and signed~~ by ~~members of the joint utility committee~~ the local utilities. (Rocky Mountain Power and Big Plains WSSSD). No building permit will be issued for said lot until the approved improvements are constructed and accepted.
- D. The boundaries of each lot or parcel exempted under subsection A or B of this section shall be graphically illustrated on a record of survey map ~~described or~~ by deed, and upon approval of Town staff, shall be recorded with the county recorder.

PASSED AND ADOPTED BY THE APPLE VALLEY COUNCIL

_____.

	AYE	NAY	ABSENT	ABSTAIN
Councilmember Bass	_____	_____	_____	_____
Councilmember McLaughlin	_____	_____	_____	_____
Councilmember Kopp	_____	_____	_____	_____
Mayor Lisonbee	_____	_____	_____	_____
Councilmember Edwardsen	_____	_____	_____	_____

Presiding Officer

Attest

Marty Lisonbee, Mayor, Apple Valley

Michelle Kinney, Clerk Apple Valley

TOWN OF APPLE VALLEY

**RESOLUTION R-2020-09
A RESOLUTION APPOINTING APPEALS AUTHORITY**

WHEREAS, the Town Council of the Town of Apple Valley has nominated Mayor Marty Lisonbee for appointment as the Zoning Administrator.

NOW, THEREFORE, at a meeting of the legislative body of the Town of Apple Valley, Utah, duly called, noticed and held on the 19th day of August, 2020, and upon motion duly made and seconded,

BE IT RESOLVED AS FOLLOWS:

Marty Lisonbee is appointed as the Zoning Administrator of the Town of Apple Valley whose appointment will expire on December 31, 2021.

RESOLVED this 19th day of August, 2020.

TOWN OF APPLE VALLEY

ATTEST:

Marty Lisonbee
Mayor

Ben Billingsley Deputy Clerk

	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Councilmember Michael McLaughlin	_____	_____	_____	_____
Councilmember Debbie Kopp	_____	_____	_____	_____
Mayor Marty Lisonbee	_____	_____	_____	_____
Councilmember Paul Edwardsen	_____	_____	_____	_____
Councilmember Denny Bass	_____	_____	_____	_____



Fraud Risk Assessment

INSTRUCTIONS:

- Reference the *Fraud Risk Assessment Implementation Guide* to determine which of the following recommended measures have been implemented.
- Indicate successful implementation by marking "Yes" on each of the questions below.
- Total the points of the questions marked "Yes" and put on the "Total Points Earned" line below.
- Using the points earned, circle the risk level on the "Risk Level" line below.

Total Points Earned: 270 Risk Level: Very Low Low Moderate High Very High
> 355 316-355 276-315 200-275 < 200

	Yes	Pts
1. Does the entity have adequate basic separation of duties or mitigating controls as outlined in the attached Basic Separation of Duties Questionnaire?	200	200
2. Does the entity have written policies in the following areas:		
a. Conflict of interest?	0	5
b. Procurement?	5	5
c. Ethical behavior?	0	5
d. Reporting fraud and abuse?	0	5
e. Travel?	5	5
f. Credit/Purchasing cards (where applicable)?	5	5
g. Personal use of entity assets?	5	5
h. IT and computer security?	0	5
i. Cash receipting and deposits?	0	5
3. Does the entity have a licensed or certified expert as part of its management team? (CPA, CGFM, CMA, CIA, CFE, CGAP, CPFO)	0	20
a. Do any members of the management team have at least a bachelor's degree in accounting?	10	10
4. Are employees and elected officials required to annually commit in writing to abide by a statement of ethical behavior?	0	20
5. Have all of the board members completed the State Auditor online training at least once in the last four years?	20	20
6. Regardless of license or formal education, does at least one member of the management team receive at least 40 hours of formal training related to accounting, budgeting, or other financial areas each year?	20	20
7. Does the entity have or promote a fraud hotline?	0	20
8. Does the entity have a formal internal audit function?	0	20
9. Does the entity have a formal audit committee?	0	20

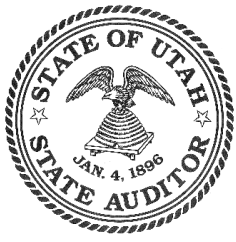
Certified By: _____ Certified By: _____

* MC = Mitigating Control

Basic Separation of Duties

See page 2 of this questionnaire for instructions and definitions.

	Yes	No	MC*	N/A
1. Does the entity have a board chair, clerk, and treasurer who are three separate people?	x			
2. Are all the people who are able to receive cash or check payments different from all of the people who are able to make general ledger entries?			x	
3. Are all the people who are able to collect cash or check payments different from all the people who are able to adjust customer accounts? If no customer accounts, check "N/A".			x	
4. Are all the people who have access to blank checks different from those who are authorized signers?	x			
5. Does someone other than the clerk and treasurer reconcile all bank accounts OR are original bank statements reviewed by a person other than the clerk to detect unauthorized disbursements?	x			
6. Does someone other than the clerk review periodic reports of all general ledger accounts to identify unauthorized payments recorded in those accounts?	x			
7. Are original credit/purchase card statements received directly from the card company by someone other than the card holder? If no credit/purchase cards, check "N/A".	x			
8. Does someone other than the credit/purchase card holder ensure that all card purchases are supported with receipts or other supporting documentation? If no credit/purchase cards, check "N/A".	x			
9. Does someone who is not a subordinate of the credit/purchase card holder review all card purchases for appropriateness (including the chief administrative officer and board members if they have a card)? If no credit/purchase cards, check "N/A".	x			
10. Does the person who authorizes payment for goods or services, who is not the clerk, verify the receipt of goods or services?	x			
11. Does someone authorize payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	x			
12. Does someone review all payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	x			



Basic Separation of Duties

Continued

Instructions: Answer questions 1-12 on the Basic Separation of Duties Questionnaire using the definitions provided below.

☑ If all of the questions were answered “Yes” or “No” with mitigating controls (“MC”) in place, or “N/A,” the entity has achieved adequate basic separation of duties.

☹ If any of the questions were answered “No,” and mitigating controls are not in place, the entity has not achieved adequate basic separation of duties.

Definitions:

Board Chair is the elected or appointed chairperson of an entity’s governing body, e.g. Mayor, Commissioner, Councilmember or Trustee. The official title will vary depending on the entity type and form of governments.

Clerk is the bookkeeper for the entity, e.g. Controller, Accountant, Auditor or Finance Director. Though the title for this position may vary, they validate payment requests, ensure compliance with policy and budgetary restrictions, prepare checks, and record all financial transactions.

Chief Administrative Officer (CAO) is the person who directs the day-to-day operations of the entity. The CAO of most cities and towns is the mayor, except where the city has a city manager. The CAO of most local and special districts is the board chair, except where the district has an appointed director. In school districts, the CAO is the superintendent. In counties, the CAO is the commission or council chair, except where there is an elected or appointed manager or executive.

General Ledger is a general term for accounting books. A general ledger contains all financial transactions of an organization and may include sub-ledgers that are more detailed. A general ledger may be electronic or paper based. Financial records such as invoices, purchase orders, or depreciation schedules are not part of the general ledger, but rather support the transaction in the general ledger.

Mitigating Controls are systems or procedures that effectively mitigate a risk in lieu of separation of duties.

Original Bank Statement means a document that has been received directly from the bank. Direct receipt of the document could mean having the statement 1) mailed to an address or PO Box separate from the entity’s place of business, 2) remain in an unopened envelope at the entity offices, or 3) electronically downloaded from the bank website by the intended recipient. The key risk is that a treasurer or clerk who is intending to conceal an unauthorized transaction may be able to physically or electronically alter the statement before the independent reviewer sees it.

Treasurer is the custodian of all cash accounts and is responsible for overseeing the receipt of all payments made to the entity. A treasurer is always an authorized signer of all entity checks and is responsible for ensuring cash balances are adequate to cover all payments issued by the entity.