CENTERVILLE CITY

250 North Main · Centerville, Utah 84014-1824 · (801) 295-3477 · Fax: (801) 292-8034

Incorporated in 1915

Mayor
Paul A. Cutler

City Council
Ken S. Averett
Tamilyn Fillmore
John T. Higginson
Stephanie Ivie
Lawrence Wright

City Manager
Steve H. Thacker

interoffice MEMORANDUM

[redacted]

to: Mayor Cutler
City Council
cc: Department Heads
Planning Commission
from: Steve H. Thacker, City Manager S. Thacker
subject: City Manager's Summary of March 3, 2015 Council Meeting
date: February 27, 2015

4:00 **Community Foundation Board Meeting** – Mayor Cutler is the only elected official who is supposed to attend this 4:00 p.m. meeting, but others are welcome to attend if they wish. Current Foundation Board Directors are Jack Dellastatious (President/Chair), Mayor Cutler, David Gutke and me. The Mayor and I are Board Directors by virtue of our City positions. The Foundation's Articles of Incorporation provide for seven Directors on the Board, appointed by the City Council, so I presume at some point the Council will be asked to approve additional Directors. The agenda business and staff report can be seen by going to NovusAgenda and clicking on the work session portion of the March 3 City Council meeting, even though the Foundation Board meeting is not actually a part of the City Council work session.

5:15 **City Council Work Session**

Discussion with Ace Disposal – In June 2010 the City Council approved a 5-year agreement with Ace Disposal to provide regular garbage collection, curbside recycling and green waste collection, with the possibility of two 2-year extensions if mutually agreed upon by the parties. Although approved in 2010, the 5-year period was retroactive to July 1, 2009, thereby making July 1, 2014 the expiration of the 5-year period. The agreement required Ace Disposal to notify the City by January 1, 2014 if they desired to extend the contract beyond July 1, 2014. Apparently Ace assumed the expiration was July 1, 2015 and, therefore, did not send the written request for extension until January 1, 2015. City staff also assumed a July 1, 2015 expiration of the 5-year period. Ace has continued to provide services per the terms of the 5-year agreement, but technically there is no binding contract in place at this time. In January 2015—after receiving Ace's belated request for extension and reviewing the contract files—staff realized the agreement expired last year. The City Manager and City Attorney met with Ace reps in February and agreed the Council should meet with Ace reps in this next work session. The staff report describes the options that seem realistic at this time—either immediately initiating a bid or negotiating terms of service for a period of time—as explained in the staff report. Staff are currently gathering comparative cost data from the other south Davis cities, which may help the Council decide how to proceed. The comparisons are complicated and staff need some more time to scrub and organize the data into a meaningful format, but intend to have this ready for the Council's use at their March 17 meeting. At the March 3 work session, the intent is to use the

MAKING Life BETTER
Centerville City

first 30 minutes for Ace Disposal reps to explain directly the current situation, their experience providing these services in Centerville, bidding issues, etc., and answer Council's questions. The Council can then determine what direction to give staff.

Procurement Policy -- I am hopeful the Council will take no more than 30 minutes with Ace Disposal so at least an hour will be available in the work session for the Procurement Policy topic. Staff began working on an update to this policy in the fall of 2013. The staff report from Lisa Romney, City Attorney, describes the process and participants and summarizes the content. Jake Smith, Management Assistant, provides comparative data from a dozen Utah cities. Jeannine Teel (Finance Department Accountant) and Jake will attend the work session to explain the status of record-keeping for assets and inventory, a topic addressed near the end of the Procurement Policy. Staff also met recently with Councilman Higginson, a purchasing agent by profession, to get his reaction and comments regarding the principal issues in the updated Policy. The regular council meeting agenda later in the evening provides opportunity for the Council to approve the updated Policy, if they are ready to do so.

7:00 **Regular City Council Meeting**

E.1. **Minutes Review and Acceptance** – The minutes to be approved are available on NovusAgenda.

E.2. **Summary Action Calendar**

a. **Purchase Police Vehicles** – The FY 2015 Budget funds the purchase of these two vehicle replacements, in addition to a replacement approved in an earlier meeting.
b. **Miscellaneous Water Laterals Replacements Project** – These two bid awards, one for labor and one for materials, are for the replacement of water service laterals that have been deemed to be a high risk of leaking and damaging the streets. Some laterals are replaced every year for this purpose.
c. **Crack & Slurry Seal Project** – Every year the City awards a bid to crack seal and slurry seal a number of streets. I have asked the City Engineer to provide a map illustrating which streets are getting these treatments. I will add this to Novus if available before the council meeting, and it will be put on the City's website.
d. **Frontage Road Sidewalk Project** – The City has been awarded $50,000 from UDOT to construct a sidewalk along the east side of the Frontage Road between 2100 North and Woods Park PDO. To make this funding available, the Council needs to approve a Cooperative Agreement with UDOT.

E.3. **Public Hearing -- West Centerville General Plan & Zoning Ordinance Amendments** – This is the third and final public hearing conducted by the City Council pertaining to amendments recommended (by a 4-3 vote) by the Planning Commission affecting land between I-15 and 1250 West and south of 200 North. Following this public hearing, the Council will discuss these matters and possibly take action.

E.4. **Drainage Fee Increases** – The City Council held an open house and public hearing on February 17 about the need for significant increases to the drainage fees. This is the culmination of a process begun two years ago with the update of the City's drainage master plan. The three rate increase scenarios under consideration would each result in a doubling (or more) of the current drainage utility fee and subsurface drain fee which appear on the monthly utility bills. Despite extensive public education efforts—including two utility bill inserts, social media tweets and much information on the City's website—the open house and public hearing attendance was relatively low and few written comments were submitted by the public. The Council will now determine

what direction to give staff pertaining to the rate increases, to be included in a Resolution for the Council to consider at a future meeting.

E.5. **Procurement Policy** – The work session prior to the regular meeting includes this topic (please see explanation above under "City Council Work Session").

E.6. **Complete Streets Presentation** – This presentation was originally intended to be given to the Planning Commission and City Council together in a joint work session. However, for reasons explained in the staff report, these two bodies will receive separate presentations. This is an educational briefing to explain the concept of "Complete Streets"—as a foundation for discussion in a later meeting regarding whether to proceed with adoption of a Complete Streets Policy. Councilwoman Tami Fillmore will make this presentation to the City Council.

E.7. **Mayor's Report** – Mayor Cutler will report on bills in the State Legislative Session that affect cities. He will also report on Centennial Celebration activities, issues, etc.

E.8. **City Manager's Report** – I will report on several subjects: a) an upcoming opportunity for the City Council to discuss the Vote-by-Mail option; b) the latest information about the future extension of 1250 West; and c) the Council's current goal-setting process.

E.9. **Miscellaneous Business** – At this time no specific topics are identified under this heading.

E.10. **Closed Meeting, if needed** – At this time I am not aware of a need for a closed meeting, but the agenda allows for that possibility.

E.11. **Appointments to Committees/Boards** – Mayor Cutler may recommend appointments to City boards/committees.

E.12. **Redevelopment Agency (RDA) Meeting**

The RDA Board will meet after the regular City Council meeting to consider approval of an Assignment and Assumption Agreement pertaining to the Pastures Project in the Barnard Creek Community Development Project Area. The City Manager will also report on any unresolved issues relating to the "betterments" the RDA is funding in connection with the pedestrian bridge to be built this year over I-15.

Potential Agenda Items for March 17, 2015 City Council meetings (subject to change):

- Joint City Council/Planning Commission work session re Community Development work plan priorities for 2015-16
- Public Hearing – Park Hills Subdivision Phase 3 – Final Subdivision Plat
- City Council Liaison Report by Councilman Averett
- Discuss Election Procedures and Consider Vote By-Mail -- Presentation by Brian McKenzie, County Election Manager
- Resolution increasing drainage fees and amending Subdrain Districts Map
- Financial report for 8-month period ending February 28, 2015
- Financial projections – future revenues and expenditures

mlm

CENTERVILLE CITY COUNCIL AGENDA

NOTICE IS HEREBY GIVEN THAT THE CENTERVILLE CITY COUNCIL WILL HOLD ITS REGULAR PUBLIC MEETING AT 7:00 PM ON MARCH 3, 2015 AT THE CENTERVILLE CITY COMMUNITY CENTER AND CITY HALL COUNCIL CHAMBERS, 250 NORTH MAIN STREET, CENTERVILLE, UTAH. THE AGENDA IS SHOWN BELOW.

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

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

A notebook containing supporting materials for the business agenda items is available for public inspection and review at City Hall and will be available for review at the meeting . Upon request, a citizen may obtain (without charge) the City Manager's memo summarizing the agenda business , or may read this memo on the City's website: http://centerville.novusagenda.com/agendapublic .

Tentative Time: - The times shown below are tentative and are subject to change during the meeting.

4:00 Community Foundation Meeting

5:15 Work Session re: 1) Discussion with Ace Disposal and 2) Procurement Policy

7:00 **A. ROLL CALL**

(See City Manager's Memo for summary of meeting business)

B. PLEDGE OF ALLEGIANCE

C. PRAYER OR THOUGHT

Councilwoman Tami Fillmore

7:05 **D. OPEN SESSION (This item allows for the public to comment on any subject of municipal concern, including agenda items that are not scheduled for a public hearing. Citizens are encouraged to limit their comments to two (2) minutes per person. Citizens may request a time to speak during Open Session by calling the City Recorder's office at 295-3477, or may make such request at the beginning of Open Session.) Please state your name and city of residence.**

E. BUSINESS

7:10 1. Minutes Review and Acceptance

February 17, 2015 City Council meeting

7:15 2. Summary Action Calendar

a. Purchase of two 2016 Ford Police Interceptor SUVs from Ken Garff in the amount of $29,323.44 per vehicle for the Police Department
b. Award bids to Kapp Construction in the amount of $49,936.85 for labor and Mountain States Supply in the amount of $9,207.48 (plus tax) for materials for Miscellaneous Water Lateral Replacements Project
c. Award bid to Morgan Pavement in the amount of $235,058.59 for 2015 Crack and Slurry Seal Project
d. Approve Cooperative Agreement with UDOT for Frontage Road Sidewalk Project funding

7:20 3. Public Hearing - General Plan Amendments, Zoning Ordinance Amendments, and Zoning Map Amendments for West Centerville Neighborhood

Consider General Plan Amendments regarding West Centerville Neighborhood Area and related Zoning Ordinance and Zoning Map Amendments creating the Parrish/Legacy Mixed Use Center District (Chapter 12-49) and the Parrish/Legacy Mixed Use Center Urban Design Standards and Guidelines (Chapter 12-69) - Ordinance No. 2015-02

8:20 4. Discuss drainage fee increase scenarios and give direction to staff

8:40 5. Procurement Policy

Consider Adoption of Updated Procurement Policy - Ordinance No. 2015-03

8:50 6. Presentation re Complete Streets concept

9:20 7. Mayor's Report

a. Legislative update
b. Centennial Celebration update

9:30 8. City Manager's Report

a. Vote-By-Mail issue
b. Extension of 1250 West
c. Goal-setting process

9:40 9. Miscellaneous Business

9:45 10. Closed meeting, if necessary, for reasons allowed by state law, including, but not limited to, the provisions of Section 52-4-205 of the Utah Open and Public Meetings Act, and for attorney-client matters that are privileged pursuant to Utah Code Ann. § 78B-1-137, as amended

9:45 11. Possible action following closed meeting, including appointments to boards and committees

9:45 12. Adjourn to RDA meeting

F. ADJOURNMENT

Items of Interest (i.e., newspaper articles, items not on agenda); Posted in-meeting information

CENTERVILLE
CITY COUNCIL
Staff Backup Report
3/3/2015

Item No.

Short Title: Community Foundation Meeting

Initiated By:

Scheduled Time: 4:00

SUBJECT

a. Annual financial report–Blaine Lutz, Treasurer
b. Status of State registration and IRS annual reporting
c. Report on set up of bank account for the Foundation; establish policies regarding deposits and disbursements.
d. Amendment to Article 2 Section 3 of Bylaws regarding "regular meetings"
e. Do any auditing requirements apply to Foundation?
f. Define role and expectations/duties of Board members
g. Identify and review names of potential Board members
h. City Attorney opinion re "supporting members"

RECOMMENDATION

BACKGROUND

a. Blaine Lutz, Foundation Treasurer, will provide the annual financial report for 2014.
b. Marsha Morrow, City Recorder, is tracking the annual registration of the Foundation as a corporation with the State of Utah. She has informed the Board Secretary, Steve Thacker, that the Foundation's registration was renewed on time in August 2014. The Foundation's tax exempt status with the IRS was re-instated in 2014. Blaine Lutz will report on preparations for IRS annual report due in May 2015.
c. Board Secretary will report on the set up of a bank account and recommend policies governing disbursements, deposits, etc.
d. In the March 19, 2014 Board meeting, the Board directed the City Attorney to prepare an amendment to Article 2 Section 3 of the Bylaws pertaining to "regular meetings". The desire is to build in more flexibility into when the annual regular meeting can be held.
e. In the March 19, 2014 Board meeting, the City Attorney also agreed to research State law to determine if there are any auditing requirements that apply to the Foundation.
f. In their March 19, 2014 meeting the Board began discussing the role/duties of Board members. That discussion will continue in this meeting. Defining this role and duties will be critical as a basis for soliciting additional Board members.
g. Board Chair, Jack Dellastatious, would like to review and solicit names of potential Board members.
h. In the March 19, 2014 meeting, Chair Dellastatious expressed a desire to get other citizens involved as supporting members of the Foundation. However, the City Attorney is of the opinion that the Articles and Bylaws as currently written do not provide for supporting members.

CENTERVILLE
CITY COUNCIL
Staff Backup Report
3/3/2015

Item No.

Short Title: Work Session re: 1) Discussion with Ace Disposal and 2) Procurement Policy

Initiated By: City Staff

Scheduled Time: 5:15

SUBJECT

a. Discussion with Ace Disposal regarding waste collection contract
b. Discussion and staff presentation regarding updated Procurement Policy

RECOMMENDATION

a. Allow Richard Hamik and Dawn Beagley of Ace Disposal to address the Council about their company, their experience in providing waste collection services in Centerville, issues relating to the bidding of these services, and answer questions from the Council Members. Direct staff regarding the research to be done as a basis for making decisions about bidding these services.

b. Allow Staff the opportunity to present background information regarding the updated and proposed Procurement Policy. This matter has also been scheduled for further discussion and possible action on the regular City Council meeting agenda.

BACKGROUND

a. In June 2010 the City Council approved an "Amended Solid Waste, Green Waste, and Recycling Collection Contract" with Ace Disposal. This was a 5-year agreement that replaced the existing agreement for the purpose of adding green waste collection to the service package--in addition to the existing services of regular garbage collection and curbside recycling. Although approved in 2010, the 5-year contract period was made retroactive to July 1, 2009, and allowed the possibility of extending the contract for up to two successive two-year terms upon mutual agreement by the City and Ace Disposal. The Agreement states: "It shall be the duty of the Contractor to notify the City within six (6) months prior to the expiration of the Agreement, or any extensions thereto, of its desire to extend the term of this Agreement." Based on this provision, Ace Disposal should have notified the City in writing by January 1, 2014 of its desire to extend the term which was due to expire July 1, 2014. Ace management apparently assumed the 5-year contract--approved in 2010--ran until July 1, 2015. Ace sent a letter to the City, dated March 28, 2014, in which they requested a 1.3% increase in their rates based on the inflation indexing allowed in the 5-year Agreement. At that time, City staff also assumed the 5-year contract ran until July 1, 2015. Therefore, in June 2014 the Council approved a Resolution increasing waste collection rates slightly to accomodate that increase in Ace's charges to the City. The minutes of that Council meeting indicate there was some discussion about whether to go out to bid when the contract ended, and the Council expressed a desire to meet with an Ace Disposal rep before the end of the contract (assumed to be July 1, 2015) to discuss this matter.

Months later City staff received a letter dated January 1, 2015 from Richard Hamik requesting extension of the contract for two years. After receiving that letter and upon review of the contract file, City staff realized the 5-year period ended July 1, 2014. The City Manager and City Attorney met with Ace reps in February, acknowledged the oversight by both parties, and agreed to arrange for Ace reps to meet with the City Council. Hence the reason for asking Richard Hamik and Dawn Beagley to attend the first part of the work session on March 3.

Staff see two realistic options at this point:

- Initiate a bid process immediately. The estimated time needed to administer a bid and then accomodate a change in contractors, if that occurs, is 3-4 months, to allow time for a new contractor to purchase enough garbage cans for all the customers and arrange for an orderly transition from one contractor to another.
- Continue with Ace for a period of time--perhaps until July 1, 2016--and negotiate the terms that would apply during that period. Ace reps who recently met with City staff offered two concessions if the City Council chooses to continue until next year. Mr. Hamik said they would hold the current rates for the next year--i.e. not increase their rates based on the inflation index. They would also waive the fuel surcharge. Even though the cost of fuel has been going down lately, the fuel surcharge was still $1811 for the month of January, based on the fuel cost index in the 5-year contract.

To help the Council evaluate these options, staff are gathering comparative cost data from other south Davis cities--two of which bid these services in the past year. More time is needed for staff to scrub down and organize this data to make sure meaningful comparisons can be made. Staff should be ready to present that data at the Council's March 17 meeting. If it shows that Ace's rates are relatively competitive, staff would like to see Ace continue providing these services until next year. This would avoid additional stress on the Finance Department and Administration during the next few months when employee illness and the impact of the Centennial Celebration have created additional burdens on some of these employees. If the data shows that significant savings would be likely through a rebid at this time, Council could direct staff to proceed with such, or could seek additional concessions from Ace that would make their rates over the next year more competitive.

b. In the fall of 2013, the City Manager created and appointed Staff members to the Procurement Policy Committee. The Procurement Policy Committee was tasked with reviewing and recommending updates to the City's Procurement Policy. The Committee has completed its work on the procurement policies and procedures and would like to present to the City Council its recommendations regarding the proposed new Centerville City Procurement Policy. This presentation will include an overview of the new Procurement Policy, a comparison of proposed procedures and limits with other cities' policies, and discussion of the procurement comparison and decision-making flow charts.

Background information and documents regarding this matter are provided under the Procurement Policy agenda item in the regular City Council meeting. Such documents include: (1) Memorandum from the City Attorney summarizing the new policies and the legal framework for municipal procurement; (2) enabling ordinance for adoption of the Procurement Policy; (3) proposed Procurement Policy (2015); (4) decision-making flow charts for procurement of supplies, services and construction under new policy; (5) comparison chart comparing current and proposed City procurement policies; (6) comparison charts comparing other city policies and approval limits; and (7) current Procurement Policy (2004).

Members of the Procurement Policy Committee will be available at the work session to provide information and answer any questions the Council may have regarding the proposed new Procurement Policy.

CENTERVILLE

Staff Backup Report
3/3/2015

Item No.

Short Title: (See City Manager's Memo for summary of meeting business)

Initiated By:

Scheduled Time:

SUBJECT

RECOMMENDATION

BACKGROUND

ATTACHMENTS:

Description

- City Manager Summary of March 3, 2015 Council Meeting

CENTERVILLE

Staff Backup Report
3/3/2015

Item No.

Short Title: Councilwoman Tami Fillmore

Initiated By:

Scheduled Time:

SUBJECT

RECOMMENDATION

BACKGROUND

CENTERVILLE
CITY COUNCIL
Staff Backup Report
3/3/2015

Item No. 1.

Short Title: Minutes Review and Acceptance

Initiated By:

Scheduled Time: 7:10

SUBJECT

February 17, 2015 City Council meeting

RECOMMENDATION

BACKGROUND

ATTACHMENTS:

Description

- February 17, 2015 meeting minutes

Minutes of the Centerville **City Council** meeting held Tuesday, February 17, 2015 at 7:05 p.m. in the Centerville City Hall Council Chambers, 250 North Main Street, Centerville, Utah.

MEMBERS PRESENT

Mayor	Paul A. Cutler
Council Members	Ken S. Averett, arr. at 7:25 p.m. Tamilyn Fillmore John T. Higginson Stephanie Ivie Lawrence Wright
STAFF PRESENT	Steve Thacker, City Manager Lisa Romney, City Attorney Jacob Smith, Management Assistant Randy Randall, Public Works Director Kevin Campbell, City Engineer Dave Walker, Drainage Utility Supervisor Marsha L. Morrow, City Recorder
STAFF ABSENT	Blaine Lutz, Finance Director/Assistant City Manager
VISITORS	Fred Philpot, Lewis Young Robertson & Burningham Interested citizens (see attached sign-in sheet)

PLEDGE OF ALLEGIANCE

PRAYER OR THOUGHT Councilman Lawrence Wright

OPEN SESSION

Spence Packer, Centerville resident – Mr. Packer said he is representing the Whitaker Museum Board of which he is a member. He wanted to give a brief report. The Policy & Procedures document the Board has been working on has now been given to Steve and Lisa for their review. He said they recognize it will take some time, since it is quite a lengthy document. Mr. Packer said he had two things he wanted to speak to the Council about tonight. First, the effort that went into that document. One Board member took that upon herself and spent literally over 100 hours preparing and researching to pull information together to put a policy together that would be applicable to their Museum. He said that person was Nancy Smith. Second, they had a computer program called Past Perfect, specifically for museums. A lot of information was kept on that program (5-7 years of work). That information was lost at one time when a computer melted down, recovered and then lost again. But through the efforts of Lisa Bednarz she found a copy of a backup and was able to recover that information. He wanted to recognize her. He said the Board appreciates the support of staff.

PUBLIC HEARING – DRAINAGE UTILITY FEES

Mayor Cutler said for the record Councilman Averett is stuck in traffic but will hopefully be joining them in a few minutes. Mayor Cutler welcomed those who were in attendance for the public hearing on the drainage utility. He informed the audience of the procedure for this public hearing. He said Steve Thacker, City Manager will make a presentation summarizing the information regarding the drainage fees and he will be followed by the City's financial consultant

Fred Philpot, who has been helping to analyze how to pay for these improvements. Following his report there will be a public hearing to receive public comment.

Steve Thacker introduced others who could be assisting tonight: Fred Philpot, financial consultant from Lewis Young Robertson & Burningham; Randy Randall, Public Works Director; Kevin Campbell, City Engineer; and Dave Walker, Drainage Utility Supervisor. They may be called upon to answer questions that may arise. Mr. Thacker explained the comment cards—i.e., anyone who did or didn't want to speak in the public hearing could fill out one of these cards and leave in the box.

Mr. Thacker explained that a city's drainage system is very critical to its sustainability and is critical to all the other infrastructure and development in the city. He said Centerville City has put a great deal of attention to its drainage system. Communities that don't give attention to their drainage systems pay a high price in the long run. The City is dealing with a very fundamental and critical infrastructure. Maintaining that drainage system is also critical. Mr. Thacker explained past issues and changes over the years and provided background on why these fees were imposed and the need to increase these fees. He explained the drainage master plans and how they have been critical in guiding City officials as they required infrastructure from developers, allocated City funds to projects, and forged partnerships with other government agencies, i.e., UDOT, UTA, Davis County, Federal government. These drainage master plans were updated in 1985, 1988, 1995, 2001, 2007 and 2013.

Many studies relating to floodplains and specific flood control projects were also done. Mr. Thacker explained the need for ongoing funding and the issuance of bonds for storm drain projects in 1980 and a property tax that was levied dedicated to retiring those bonds. The tax levy was cancelled in 1995 when the bonds were completely paid off. He explained how a citizen's committee was appointed in 1996 to study the need for ongoing funding dedicated to maintaining the drainage system. The Committee recommended the creation of a Drainage Utility—a separate enterprise operation funded by a monthly user fee. Following several public hearings in 1998 & 1999, the City Council created the Drainage Utility and imposed a monthly stormwater fee (known as "drainage utility" fee on current utility bills) of $4 per single-family home. Other property owners—schools, churches, businesses, apartment buildings—were assessed higher monthly fees based on the amount of hard surface on those properties, per a formula that compared to the average hard surface on a single-family home lot. Mr. Thacker further stated that in 2001, after further study of the subdrain systems, the City Council added a "subsurface drain" user fee to the monthly utility bill of $2 per month per home, or $6 per month if the home is within an area served directly by a subdrain system. He explained the rationale for charging the $2 monthly fee city-wide.

With subsurface drain fees, the City took over maintenance of subdrains within public roadways and accepted the transfer of ownership and maintenance of portions of the drainage swales along the Frontage Road, which had previously been the responsibility of homeowner associations in adjacent subdivisions with subdrain systems. Mr. Thacker said the new dedicated revenue source (storm water and subsurface fees) enabled the City to establish a maintenance program that includes regular inspection and cleaning of storm drain and subsurface facilities, more frequent street sweeping to keep debris from getting into drainage pipes, maintenance of the Frontage Road drainage swales and resolving other drainage problems. He said many of the new and replacement facilities have been made possible through partnerships, as mentioned earlier.

Mr. Thacker explained that the storm drain and subdrain user fees have not increased since being imposed in 1999 and 2001. The 2013 update of the Drainage Master Plan identifies

many existing pipes and culverts needing replacement or enlargement over the next 20 years. The City will need to replace many old drainage systems that are over 50 years old. Many of these systems are old corrugated metal pipes that have rusted and deteriorated over time. This need will be particularly heavy in the next five years. Mr. Thacker explained other projects that will need to be done, possibly with cost-sharing opportunities with other agencies.

To be able to fund these many projects, as well as sustain the drainage system maintenance program into the future, a significant increase is needed in the current user fees. The City Council has been studying a number of possible rate increase scenarios—both with and without the issuance of debt. The City Council narrowed it down to three scenarios which is the subject of the public hearing tonight. Citizens now have been given the opportunity to review and give their feedback to the City Council.

Mr. Thacker asked Fred Philpot to explain the Rate Study Summary and the three scenarios. Mr. Philpot stated that their objective is to look at the needs of the utility, the enterprise fund, and make sure that several high level objectives are met, as well as ensuring all of the details of the Capital Improvement Plan can be funded. They are primarily looking at whether this utility has revenue sufficiency, to make sure there is sufficient capital to cover the costs and any unforeseen circumstances that might arise. Mr. Philpot went over some of the assumptions of the existing debt service through 2021. He explained that in 2021 there will no longer be a debt service payment for the storm drain utility if no new debt is issued. Mr. Philpot explained the Capital Improvement Plan and Repair and Replacement costs and the fluctuations in certain years, with the total 10-year capital cost being $6.322 million. Based on those assumptions they narrowed down their approach to three scenarios—Scenario A: One-time rate increase (no debt); Scenario B: Five-year staggered increase (with debt); and Scenario C: Two-year staggered increase (no debt). Scenario A would be a one-time increase of 112% and then would stay constant in the five-year period they are looking at. Scenario B would include new debt, which would be issuing $2.2 million in bonds and try to mitigate the rate increases over time. The rate increases would be 37%, 25% and subsequent smaller increases at 6% and then 5% thereafter to get the rate revenues built up over time, but in order to do that bonds have to be issued. Scenario C is a two-year staggered increase at 70% and 37% without debt.

Mr. Philpot explained the rates for the different scenarios for both the storm drain fee (per ESU) and subdrain fee (per EDU) for the five year projections. He also noted the 10-year total revenues for the three scenarios—A-$13,366,681; B-$11,947,926; C-$14,264,409. Mr. Philpot explained the other slides in his presentation regarding debt service coverage ratio and days of working capital (the amount you have in the bank at the end of the year) in the three different scenarios. He said looking at an affordability standpoint, the affordability index of 1.5% of Median Household Income (MHI) is used as a benchmark. The Median Household Income for Centerville is $80,000. Looking at all the utilities the estimated total combined annual bill would be $698, which is .87% of MHI.

Mayor Cutler opened the public hearing at 7:51 p.m.

Rick Bingham, Centerville resident – Mr. Bingham said as he's listened through the presentations and looked at the options, he has four questions come to mind. He would like to get answers to these questions before he makes his determination.

1) How much of our current fees are going to pay the current debt?
2) Under Option C, what is the effective rate increase to homeowners at the end of the increase period?

3) Once the drains are fixed and paid through the rate increase, will the fee be reduced to a maintenance level?
4) Had the City not gone with UTOPIA, could that money have been allocated to provide for our storm drain improvements?

Steve Thacker, City Manager responded to the first question. He said that for this fiscal year $67,000 is being used for debt service. It will increase each year until 2021, when its $212,000.

Fred Philpot responded to question No. 2. He said the total rate of increase would be 133% as compared to the Scenario A increase of 112%.

Mayor Cutler and Steve Thacker responded to question No. 3. Mayor Cutler said that he doesn't know what a future City Council would do. They can't mandate a future City Council. Steve Thacker said that there will continue to be projects over that 20 year window that show in the Master Plan, but there is a heavier load in the first 5-10 years. It would be safe to say that it would never be reduced to just a maintenance fee because there would still be projects to be paid for.

Mayor Cutler responding to question No. 4 said that utilities that show up on our utility bill should be self-sustaining enterprises--we should pay the fee to cover the costs. Fire service and police service do not show on our utility bills, these come out of the General Fund. In theory General Fund money could be used to subsidize storm drains, but it has been the City's philosophy in the last ten plus years that utilities such as storm drainage, water and garbage should be self-sustaining.

Mr. Bingham said he would encourage the Council not to put the City into further debt. He would prefer the City go with Option A or Option C. He himself prefers Option A.

Dale McIntyre, Centerville resident – Mr. McIntyre explained how much of his dollar would go toward the drainage system versus the debt and he would prefer Scenario A or C.

Kevin Rawlings, Centerville resident – Mr. Rawlings asked how much of the debt is proposed and for how long it is covered? Steve Thacker responded that Scenario B assumes about $2.2 million issued in 2017. It would be about $2 million in debt and $4 million in "pay as you go" to cover that $6 million in capital projects and assumes a 20-year payback. Mr. Philpot explained the interest rate assumptions to Mr. Rawlings. Not knowing what the interest rate will be in 2017, Mr. Philpot assumed 4 ½ %, which would be approximately $1 million of interest costs in the proposed debt under Scenario B. Mr. Rawlings said he knows the difference between storm drain and subdrain but wanted clarification on the two costs. Mr. Thacker explained the difference between the two and the fees. Mr. Rawlings said he would prefer that the City not go into debt any more.

Dean Brenchley, Centerville resident – Mr. Brenchley said he is a financial advisor and deals a lot with issuing municipal bonds. He said the least cost scenario as he sees it has to do with bonding. He said interest rates are low now so he felt the City should bond now and not wait until 2017, which would make the fees less. He said he doesn't like the idea of debt, but he wants to do it as cheaply as he can. He wants to pay his fair share and have those that come after him pay their fair share. If he has to pay it all upfront, he is paying for something that he is not going to get the benefit from. So he is leaning to Scenario B.

Jeff Thomas, Centerville resident – Mr. Thomas said he loves Centerville and plans on living here a long time. He thinks the City should take the bull by the horns and bite the bullet today. Let's pay for our debt today and not pass it onto others.

Grover Marsh, Centerville resident – Mr. Marsh said he has worked for Salt Lake County for 21 plus years. He said Centerville isn't the only entity that is struggling with storm drain costs. Salt Lake County is going through the same thing and he knows it is something that needs to be addressed. He would prefer Scenario A and limit debt as much as possible. Mr. Marsh asked the question of whether any of the pipes are being sized for hillside development east of Island View Drive.

Kevin Campbell, City Engineer, said the City has not anticipated any development east of Island View Drive in this study. Mr. Campbell explained that sometimes in these neighborhoods the pipes are larger than they need to be because they have a minimum size of 15 inch diameter so the City can keep them maintained and keep them clean. He explained the difference when they replace the old corrugated pipes with the reinforced concrete pipe of the same diameter that it will actually carry more water because there are no ribs in the concrete pipe.

Kyle Green, Centerville resident – Mr. Green said he was born and raised in Centerville and bought a home here. He would prefer to go with Scenario A because he believes that if you don't have the money to pay for it, you don't do it. He doesn't like the helpless feeling of knowing a payment is coming due. He would like to see the City make the decision to avoid getting into further debt.

Lee Skabelund, Centerville resident – Mr. Skabelund said he is a long-time Centerville resident. He expects to pay for the benefits he gets and not pass the debt onto someone that comes after him. He is in favor of Scenario A. He said he is willing to shoulder the cost now to maintain the City's financial flexibility in the future.

As no one else wished to speak, Mayor Cutler closed the public hearing at 8:35 p.m.

MINUTES REVIEW AND ACCEPTANCE

The minutes of the February 3, 2015 work session and regular Council meeting were reviewed. Councilwoman Fillmore requested a change to the work session minutes. Councilman Higginson requested a change to the regular City Council meeting minutes. Councilman Wright made a **motion** to approve both sets of the February 3, 2015 minutes as amended. Councilwoman Fillmore seconded the motion, which passed by unanimous vote (5-0).

SUMMARY ACTION CALENDAR

a. Accept Waterline and Public Utility Easement for Legacy Trail PDO project located at the southwestern corner of Parrish Land and 1250 West
b. Commence warranty period for Pine Hills Subdivision

Lisa Romney, City Attorney, reminded the Council of the updated Exhibits she added to NovusAgenda regarding item (a) on the agenda.

Councilman Wright made a **motion** to approve items (a) and (b) on the Summary Action Calendar. Councilman Averett seconded the motion, which passed by unanimous vote (5-0).

NOTICE OF INTENT TO SUBMIT RAP TAX OPINION QUESTION TO VOTERS

Lisa Romney, City Attorney, had stepped out of the meeting, therefore, Mayor Cutler explained that the written Notice of Intent to the County was the first step to start the process of getting the opinion question regarding renewal of the RAP Tax on the ballot in the next municipal election being held in November 2015.

Councilwoman Stephanie Ivie made a **motion** to approve the written Notice of Intent to the County and authorize the Mayor to sign and send the Notice of Intent to the Davis County Commissioners initiating the process for reauthorization of RAP Tax. Councilman Wright seconded the motion, which passed by unanimous vote (5-0).

FINANCIAL REPORT

Due to the absence of Finance Director Blaine Lutz, Steve Thacker, City Manager reported on the Financial Report for the seven-month period ending January 31, 2015. He went over several items in the report. Council members made comments and Mr. Thacker responded to questions from the Council.

MAYOR'S REPORT

Mayor Cutler reported that progress is slowing moving forward on a taxing district for the Fire Agency. There will be more discussions on how that will be structured with cities who are in or choose not to join the district.

Mayor Cutler also reported on HB 285 to change updating the building codes from every 3 years to every 9 years. There is concern with that bill.

Mayor Cutler gave an update of UTOPIA.

Mayor Cutler advised the Council that in a few months there will be a vacancy on the Planning Commission and asked the Council to be thinking about someone who could fill that vacancy. Debbi Randall has asked to not be reappointed when her term expires in May of this year.

CITY COUNCIL LIAISON REPORT

Councilman Wright, Council liaison to the Whitaker Museum Board, updated the Council on Whitaker Museum Board issues and activities. He reviewed with the Council a few of the activities that will be taking place in conjunction with the Centennial Celebration this year. He said the Whitaker Museum Board wanted him to express their thanks for the support of the City. Steve asked Councilman Wright to convey to the Board that it will take him more time to review the Policy and Procedures document submitted to him and Lisa for review, since it is 30 pages long.

CITY MANAGER'S REPORT

Steve gave an update on the pedestrian bridge; the extension of 1250 West to Farmington; the Transportation Rally and the Transportation funding being considered by the Legislature; the meeting with the Haddads regarding development of their property; goal-setting calendar and discussed other work sessions scheduled for the next few months.

- March 3, 5:15 p.m. – work session with ACE Disposal, current waste hauler and discussion of the Procurement Policy
- March 17 – joint work session with the Planning Commission regarding their priorities and a brief presentation on Complete Streets.
- March 24, 5:00 p.m. – special goal-setting work session
- April 21, 5:00 p.m. – work session with County Commissioners and discussion of the Temporary Sign Ordinance

Mayor Cutler asked if a notice on Outlook could be sent to the Council prior to each work session to remind the Council. Steve said he would have Marsha send out those meeting notices.

MISCELLANEOUS BUSINESS

Councilman Averett informed the Council that a CERT refresher is being offered February 26, 7 – 9:00 p.m. at the Canyon View Stake Center and invited the Council to attend. It is free to anyone who wants to attend.

Councilwoman Fillmore informed the Council that she checked on the basketball court at the Rec Center. The Rec Center contracts with the school and it is booked out all year. She also wanted to check on getting Wi Fi in all the parks and what the cost would be.

APPOINTMENT

Mayor Cutler said he had received a Statement of Interest from Greg Gunnell to serve on the Trails Committee. He would like to appoint him to serve a three-year term on the Trails Committee. Councilman Wright made a **motion** to appointment Greg Gunnell to a three-year term on the Trails Committee. Stephanie Ivie seconded the motion and approved unanimously (5-0). Councilwoman Ivie asked if he could be notified of the meeting for Thursday, February 19. Marsha Morrow said she would send him an email.

ADJOURNMENT

At 10:26 p.m. Councilman Wright made a **motion** to adjourn the meeting. Councilman Averett seconded the motion, which passed by unanimous vote (5-0).

_____ _____

Marsha L. Morrow, City Recorder Date Approved

CENTERVILLE
CITY COUNCIL
Staff Backup Report
3/3/2015

Item No. 2.

Short Title: Summary Action Calendar

Initiated By:

Scheduled Time: 7:15

SUBJECT

a. Purchase of two 2016 Ford Police Interceptor SUVs from Ken Garff in the amount of $29,323.44 per vehicle for the Police Department
b. Award bids to Kapp Construction in the amount of $49,936.85 for labor and Mountain States Supply in the amount of $9,207.48 (plus tax) for materials for Miscellaneous Water Lateral Replacements Project
c. Award bid to Morgan Pavement in the amount of $235,058.59 for 2015 Crack and Slurry Seal Project
d. Approve Cooperative Agreement with UDOT for Frontage Road Sidewalk Project funding

RECOMMENDATION

a. Approve purchase of two 2016 Ford Police Interceptor SUVs from Ken Garff in the amount of $29,323.44 per vehicle.

b. Award bids to Kapp Construction in the amount of $49,936.85 for labor and Mountain States Supply in the amount of $9,207.48 (plus tax) for materials for Miscellaneous Water Lateral Replacements Project.

c. Award bid to Morgan Pavement in the amount of $235,058.59 for 2015 Crack and Slurry Seal Project.

d. Approve the Cooperative Agreement with UDOT for Frontage Road Sidewalk Project funding.

BACKGROUND

a. The Police Department's FY 2015 Budget has funding for three new vehicles. One of those vehicles was purchased earlier. These two vehicles will complete their authorized vehicle purchases for the current fiscal year. See attached memo from Paul Child, Assistant Police Chief, for more explanation. There is sufficient budget to cover these purchases.

b. Bids for this water system work were solicited by ESI Engineering and Centerville Public Works Department. See enclosed bid tabulations and explanations from Kevin Campbell, City Engineer, and Mike Carlson, Water Division Supervisor.

c. Bids for the 2015 Crack & Slurry Seal Project were solicited by ESI Engineering. See enclosed bid tabulations. There is sufficient remaining budget in the Street Projects line item for this bid award. In another month or so, the City Council will be asked to award another bid for the annual street paving/reconstruction project. In that meeting staff will also recommend amendments to the General Fund FY 2015 Budget; one of those amendments will be to provide sufficient funding for that later bid award.

One of the roads to be slurry sealed is the Frontage Road from Parrish Lane to McDonalds. The City Engineer has been directed to review the opportunity to include bike lane striping in that segment in connection with this project.

d. In September 2014 the City Manager submitted a request to UDOT Region One for Transportation Alternatives Program (TAP) funding for construction of sidewalk along the east side of Frontage Road between 2100 North and the Woods Park PDO. UDOT subsequently notified the City Manager that they would be able to provide $50,000 towards that project. The attachment--"Frontage Road Sidewalk Cost Estimate"--shows an estimated total cost of $83,280. That same cost estimate assumes TAP funding would be $62,460, compared to the $50,000 actually awarded. Staff believe some in-kind contributions relating to the sub-base and base under the sidewalk will offset some of the cost not covered by the TAP funds. In addition, one of the adjacent property owners (Millets) have an obligation to pay for a portion of this sidewalk, according to a sidewalk deferral agreement signed by the Millets in 2011 in connection with the development of

their property. See the attached letter sent recently to the Millets alerting them of the need to fulfill their obligation this year.

ATTACHMENTS:

Description

- Memo from Asst. Police Chief Paul Child
- Email - Bid results for 2015 Water Lateral Replacements
- Bid Tabulations for 2015 Water Lateral Replacements
- Materials Bid Summary - Water Lateral Replacements
- Email - Bid results for Crack & Slurry Seal 2015
- Crack & Slurry Seal Bid Tab 2015
- Frontage Road Sidewalk Cost Estimate
- Letter to Millets

C.P.D. Memo

To: Steve Thacker

From: Paul Child

Date: February 25, 2015

Re: Capital Equipment Order

The Police Department is requesting permission to order two patrol vehicles approved in the Police Department budget year 2014-15. The Police Department had a total of three cars in this years approved budget and by ordering these two patrol cars we will have reached this limit. Once the order is made it will take about eight weeks before the vehicles are delivered.

Ken Garff has given a quote based on state bid pricing for these patrol vehicles equipped according to our needs. The quote is:

2016 Ford Police Interceptor SUV.....$29,323.44

These vehicles will be used for patrol, therefore I am ordering the Police Package which is designed for the rigors of patrol work. In addition to the normal components of a police package I have added the option for a bullet resistant panel to be placed in the driver side door.

There are many good reasons for using the Police Package in the SUV platform. Among these reasons is the health of the officers who drive them. For example a study has found that the most significant work-related injury for police officers are associated with working out of a car and is to the left knee. This is due to officers constantly getting in and out of low profile sedan type vehicles while carrying additional weight associated with their body worn equipment. Many times officers are attempting to exit their vehicle rapidly under stressful situations. For this and other reasons the SUV is much safer and easier to enter and exit. It also has a much higher resale value at the end of our practical use cycle and is very useful during slick road conditions and while traveling on dirt roads in the area.

Please feel free to contact me if there are any questions regarding this request.

Marsha Morrow

From: kevin campbell <kevin.campbell@esieng.com>
Sent: Thursday, February 26, 2015 4:27 PM
To: Steve Thacker
Cc: Marsha Morrow; Mike Carlson; ryan.mcleod@esieng.com
Subject: Water Lateral Replacements 2015
Attachments: #14-177 Bid Tab.pdf; Water Laterals 2015 - NOA.PDF

Steve -

Bids were received this morning for the above referenced project. The bids are as follows:

1.	Kapp Construction	$ 49,936.85
2.	Great Basin	$ 52,794.00
3.	F & D Engineering	$ 53,184.00
4.	Brinkerhoff Exc.	$ 60,571.25
5.	Bowen Const.	$ 67,268.25
	Engineer Estimate	$ 63,340.00

We have worked with Kapp Const. on numerous similar projects and they are qualified and capable to complete this project. It is recommended that the project be awarded to Kapp Const. in the amount of $49,936.85.

A portion of the work to be completed is to be paid for by Oakwood Homes for relocating water meters at Woods PDO. See items #s 55 - 63. Also a percentage of traffic control and mobilization - item #s 64 and 65 will be attributed to their work items. We will work the costs out with Mike Carlson for labor and materials and have Oakwood Homes pay their amount prior to having Kapp to begin this portion of the work.

Kevin

Kevin Campbell, P.E.
Centerville City Engineer

Kevin Campbell, P.E.
ESI Engineering, Inc
3500 S. Main St.
SLC, Ut 84115
801.263.1752

BID TABULATION FOR CENTERVILLE CITY

Note: All culinary and irrigation waterline pipe and parts will be furnished by Centerville City

Miscellaneous Water Laterals 2015 - #14-177				Engineer's Estimate		Kapp Companies		Bowen Construction		Brinkerhoff Excavating		Great Basin Dev.		F&D Engineering	
Item No.	Description	Amounts	Units	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
	500 East - 540 North to 700North, Lateral Replacements, New Meters and Saddles														
1	Sawcut, remove and replace asphalt (5" thick)	700	SF	$6.00	$4,200.00	$5.55	$3,885.00	$8.00	$5,600.00	$4.75	$3,325.00	$7.25	$5,075.00	$12.00	$8,400.00
2	Install 3/4" copper water service	180	LF	$10.00	$1,800.00	$6.50	$1,170.00	$22.30	$4,014.00	$10.00	$1,800.00	$10.00	$1,800.00	$5.00	$900.00
3	Connect new 3/4" copper lateral to existing lateral with 3/4" coupling	6	EA	$150.00	$900.00	$55.00	$330.00	$90.00	$540.00	$300.00	$1,800.00	$100.00	$600.00	$50.00	$300.00
4	Install 3/4" meter box and yoke assembly	5	EA	$500.00	$2,500.00	$165.00	$825.00	$332.00	$1,660.00	$200.00	$1,000.00	$300.00	$1,500.00	$100.00	$500.00
5	Remove and replace 8" x 3/4" saddle on existing 8" AC waterline	6	EA	$500.00	$3,000.00	$235.00	$1,410.00	$442.00	$2,652.00	$300.00	$1,800.00	$300.00	$1,800.00	$150.00	$900.00
6	Pothole existing saddle on water main to verify condition of saddle and lateral	2	EA	$400.00	$800.00	$300.00	$600.00	$490.00	$980.00	$250.00	$500.00	$450.00	$900.00	$50.00	$100.00
7	Excavate and haul away native material	25	CY	$20.00	$500.00	$8.50	$212.50	$17.00	$425.00	$12.00	$300.00	$13.00	$325.00	$15.00	$375.00
8	Excavate, stockpile and backfill w/ native material	50	CY	$10.00	$500.00	$2.25	$112.50	$6.35	$317.50	$6.00	$300.00	$9.00	$450.00	$12.50	$625.00
9	Import sand bedding including compaction	50	TN	$20.00	$1,000.00	$21.55	$1,077.50	$14.00	$700.00	$11.50	$575.00	$12.00	$600.00	$20.00	$1,000.00
10	Import roadbase including compaction	50	TN	$20.00	$1,000.00	$21.80	$1,090.00	$16.40	$820.00	$14.75	$737.50	$14.00	$700.00	$20.00	$1,000.00
11	Tunnel new lateral under curb and gutter	6	EA	$125.00	$750.00	$30.00	$180.00	$71.00	$426.00	$100.00	$600.00	$50.00	$300.00	$30.00	$180.00
12	Tunnel new lateral under sidewalk	5	EA	$125.00	$625.00	$55.00	$275.00	$71.00	$355.00	$150.00	$750.00	$50.00	$250.00	$50.00	$250.00
13	Remove and replace curb and gutter	30	LF	$30.00	$900.00	$51.85	$1,555.50	$32.00	$960.00	$50.00	$1,500.00	$40.00	$1,200.00	$25.00	$750.00
14	Remove and replace sidewalk	100	SF	$10.00	$1,000.00	$14.40	$1,440.00	$8.50	$850.00	$15.00	$1,500.00	$14.00	$1,400.00	$7.00	$700.00
15	Restore landscaping including new sod and sprinkler repair (approx. 150 SF)	1	Lump Sum	$1,000.00	$1,000.00	$400.00	$400.00	$342.00	$342.00	$800.00	$800.00	$225.00	$225.00	$300.00	$300.00
	Subtotal (Items 1-15)				$20,475.00		$14,563.00		$20,641.50		$17,287.50		$17,125.00		$16,280.00
	700 North - 500 East to 700 East, Lateral Replacements and Install New Meters														
16	Sawcut, remove and replace asphalt (5" thick)	350	SF	$6.00	$2,100.00	$6.15	$2,152.50	$8.00	$2,800.00	$5.00	$1,750.00	$7.50	$2,625.00	$10.00	$3,500.00
17	Install 3/4" copper water service	110	LF	$10.00	$1,100.00	$6.50	$715.00	$22.30	$2,453.00	$10.00	$1,100.00	$10.00	$1,100.00	$5.00	$550.00
18	Connect new 3/4" copper lateral to existing lateral with 3/4" coupling	3	EA	$150.00	$450.00	$110.00	$330.00	$90.00	$270.00	$600.00	$1,800.00	$100.00	$300.00	$60.00	$180.00
19	Install 3/4" meter box and yoke assembly	3	EA	$500.00	$1,500.00	$165.00	$495.00	$300.00	$900.00	$400.00	$1,200.00	$300.00	$900.00	$150.00	$450.00
20	Excavate and haul away native material	20	CY	$20.00	$400.00	$10.50	$210.00	$17.00	$340.00	$12.00	$240.00	$13.00	$260.00	$15.00	$300.00
21	Excavate, stockpile and backfill w/ native material	25	CY	$10.00	$250.00	$4.25	$106.25	$6.35	$158.75	$6.00	$150.00	$9.00	$225.00	$12.00	$300.00
22	Import sand bedding including compaction	30	TN	$20.00	$600.00	$21.55	$646.50	$14.00	$420.00	$11.50	$345.00	$12.00	$360.00	$20.00	$600.00
23	Import roadbase including compaction	30	TN	$20.00	$600.00	$21.80	$654.00	$16.40	$492.00	$14.75	$442.50	$14.00	$420.00	$20.00	$600.00
24	Tunnel new lateral under curb and gutter	3	EA	$125.00	$375.00	$30.00	$90.00	$71.00	$213.00	$150.00	$450.00	$50.00	$150.00	$30.00	$90.00
25	Tunnel new lateral under sidewalk	3	EA	$125.00	$375.00	$55.00	$165.00	$71.00	$213.00	$200.00	$600.00	$50.00	$150.00	$50.00	$150.00
26	Remove and replace curb and gutter	10	LF	$30.00	$300.00	$72.00	$720.00	$35.00	$350.00	$50.00	$500.00	$40.00	$400.00	$25.00	$250.00
27	Remove and replace sidewalk	48	SF	$10.00	$480.00	$15.00	$720.00	$11.00	$528.00	$15.00	$720.00	$14.00	$672.00	$10.00	$480.00
28	Restore landscaping including new sod and sprinkler repair (approx. 80 SF)	1	Lump Sum	$1,000.00	$1,000.00	$200.00	$200.00	$300.00	$300.00	$700.00	$700.00	$120.00	$120.00	$200.00	$200.00
	Subtotal (Items 16-28)				$9,530.00		$7,204.25		$9,437.75		$9,997.50		$7,682.00		$7,650.00
	700 East - 650 North to 727 North, Lateral Replacements														
29	Sawcut, remove and replace asphalt (5" thick)	200	SF	$6.00	$1,200.00	$7.45	$1,490.00	$8.50	$1,700.00	$7.00	$1,400.00	$9.50	$1,900.00	$12.00	$2,400.00
30	Install 3/4" copper water service	66	LF	$10.00	$660.00	$8.60	$567.60	$30.00	$1,980.00	$10.00	$660.00	$10.00	$660.00	$8.00	$528.00
31	Connect new 3/4" copper lateral to existing lateral with 3/4" coupling	3	EA	$150.00	$450.00	$270.00	$810.00	$90.00	$270.00	$600.00	$1,800.00	$400.00	$1,200.00	$60.00	$180.00
32	Excavate and haul away native material	15	CY	$20.00	$300.00	$7.00	$105.00	$17.00	$255.00	$12.00	$180.00	$13.00	$195.00	$15.00	$225.00
33	Excavate, stockpile and backfill w/ native material	20	CY	$10.00	$200.00	$5.30	$106.00	$6.35	$127.00	$6.00	$120.00	$9.00	$180.00	$12.00	$240.00
34	Import sand bedding including compaction	25	TN	$20.00	$500.00	$21.55	$538.75	$14.00	$350.00	$11.50	$287.50	$12.00	$300.00	$20.00	$500.00

Miscellaneous Water Laterals 2015 - #14-177				Engineer's Estimate		Kapp Companies		Bowen Construction		Brinkerhoff Excavating		Great Basin Dev.		F&D Engineering	
Item No.	Description	Amounts	Units	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
35	Import roadbase including compaction	15	TN	$20.00	$300.00	$21.80	$327.00	$16.40	$246.00	$14.75	$221.25	$14.00	$210.00	$20.00	$300.00
36	Tunnel new lateral under curb and gutter	3	EA	$125.00	$375.00	$30.00	$90.00	$71.00	$213.00	$150.00	$450.00	$50.00	$150.00	$60.00	$180.00
37	Tunnel new lateral under sidewalk	3	EA	$125.00	$375.00	$55.00	$165.00	$71.00	$213.00	$200.00	$600.00	$50.00	$150.00	$60.00	$180.00
38	Remove and replace curb and gutter	10	LF	$30.00	$300.00	$73.60	$736.00	$38.00	$380.00	$50.00	$500.00	$40.00	$400.00	$30.00	$300.00
39	Remove and replace sidewalk	48	SF	$10.00	$480.00	$15.00	$720.00	$11.00	$528.00	$20.00	$960.00	$14.00	$672.00	$12.00	$576.00
40	Restore landscaping including new sod and sprinkler repair (approx. 80 SF)	1	Lump Sum	$1,000.00	$1,000.00	$200.00	$200.00	$300.00	$300.00	$700.00	$700.00	$120.00	$120.00	$250.00	$250.00
	Subtotal (Items 29-40)				$8,140.00		$5,855.35		$6,562.00		$7,678.75		$6,137.00		$5,859.00
	250 East - Chae Lane to 1143 North, Replace Saddles and Install New Meter														
41	Sawcut, remove and replace asphalt	600	SF	$6.00	$3,600.00	$5.35	$3,210.00	$8.00	$4,800.00	$4.75	$2,850.00	$7.25	$4,350.00	$12.00	$7,200.00
42	Install 3/4" meter box and yoke assembly	1	EA	$500.00	$500.00	$330.00	$330.00	$400.00	$400.00	$500.00	$500.00	$300.00	$300.00	$250.00	$250.00
43	Connect new 3/4" copper lateral to existing lateral with 3/4" coupling	1	EA	$150.00	$150.00	$110.00	$110.00	$90.00	$90.00	$500.00	$500.00	$100.00	$100.00	$60.00	$60.00
44	Remove and replace 6" x 3/4" saddle on existing 8" PVC	8	EA	$500.00	$4,000.00	$495.00	$3,960.00	$550.00	$4,400.00	$500.00	$4,000.00	$400.00	$3,200.00	$150.00	$1,200.00
45	Remove and replace 4" x 3/4" saddle on existing 4" PVC	3	EA	$500.00	$1,500.00	$495.00	$1,485.00	$500.00	$1,500.00	$500.00	$1,500.00	$400.00	$1,200.00	$150.00	$450.00
46	Pothole existing saddle on water main to verify condition of saddle and lateral	2	EA	$400.00	$800.00	$300.00	$600.00	$540.00	$1,080.00	$250.00	$500.00	$450.00	$900.00	$100.00	$200.00
47	Excavate and haul away native material	20	CY	$20.00	$400.00	$10.50	$210.00	$16.00	$320.00	$12.00	$240.00	$13.00	$260.00	$18.00	$360.00
48	Excavate, stockpile and backfill w/ native material	40	CY	$10.00	$400.00	$10.60	$424.00	$8.00	$320.00	$6.00	$240.00	$9.00	$360.00	$15.00	$600.00
49	Import sand bedding including compaction	40	TN	$20.00	$800.00	$21.55	$862.00	$14.00	$560.00	$11.50	$460.00	$12.00	$480.00	$20.00	$800.00
50	Import roadbase including compaction	40	TN	$20.00	$800.00	$21.80	$872.00	$16.00	$640.00	$14.75	$590.00	$14.00	$560.00	$20.00	$800.00
51	Tunnel new lateral under curb and gutter	1	EA	125.00	$125.00	$50.00	$50.00	$71.00	$71.00	$200.00	$200.00	$50.00	$50.00	$60.00	$60.00
52	Remove and replace curb and gutter	10	LF	$30.00	$300.00	$61.15	$611.50	$36.00	$360.00	$50.00	$500.00	$40.00	$400.00	$25.00	$250.00
53	Remove and replace sidewalk	16	SF	$10.00	$160.00	$21.00	$336.00	$16.00	$256.00	$20.00	$320.00	$30.00	$480.00		$125.00
54	Restore landscaping including new sod and sprinkler repair (approx. 350 SF)	1	Lump Sum	$1,000.00	$1,000.00	$850.00	$850.00	$800.00	$800.00	$1,000.00	$1,000.00	$525.00	$525.00	$400.00	$400.00
	Subtotal (Items 41-54)				$14,535.00		$13,910.50		$15,597.00		$13,400.00		$13,165.00		$12,755.00
	Woods Park - Lund Lane, Water Meter Relocation														
55	Saw-cut, remove and replace asphalt - 4" thick	200	SF	$10.00	$2,000.00	$6.35	$1,270.00	$8.50	$1,700.00	$6.25	$1,250.00	$9.50	$1,900.00	$10.00	$2,000.00
56	Pothole existing saddle, cap copper service remove corp. stop and install 3/4" plug in saddle	2	EA	$500.00	$1,000.00	$300.00	$600.00	$490.00	$980.00	$300.00	$600.00	$440.00	$880.00	$0.00	$0.00
57	Install new 8" x 3/4" saddle and corp. stop	2	EA	$500.00	$1,000.00	$235.00	$470.00	$865.00	$1,730.00	$600.00	$1,200.00	$500.00	$1,000.00	$150.00	$300.00
58	Install 3/4" copper water service line	80	LF	$12.00	$960.00	$6.50	$520.00	$22.30	$1,784.00	$10.00	$800.00	$10.00	$800.00	$5.00	$400.00
59	Install new 3/4" meter box and yoke assembly	2	EA	$500.00	$1,000.00	$220.00	$440.00	$400.00	$800.00	$300.00	$600.00	$300.00	$600.00	$250.00	$500.00
60	Remove existing 3/4" meter box and yoke assmebly	2	EA	$250.00	$500.00	$110.00	$220.00	$350.00	$700.00	$100.00	$200.00	$200.00	$400.00	$175.00	$350.00
61	Tunnel new copper services under existing curb and gutter and sidewalk	1	Lump Sum	$250.00	$250.00	$250.00	$250.00	$326.00	$326.00	$300.00	$300.00	$200.00	$200.00	$50.00	$50.00
62	Excavate and backfill with existing material	45	CY	$10.00	$450.00	$9.50	$427.50	$7.00	$315.00	$6.00	$270.00	$9.00	$405.00	$12.00	$540.00
63	Import sand bedding	25	TN	$20.00	$500.00	$14.25	$356.25	$14.00	$350.00	$11.50	$287.50	$12.00	$300.00	$20.00	$500.00
	Subtotal (Items 55-63)				$7,660.00		$4,653.75		$8,685.00		$5,507.50		$6,485.00		$4,640.00
	Miscellaneous														
64	Traffic Control	1	Lump Sum	$2,000.00	$2,000.00	$850.00	$850.00	$3,345.00	$3,345.00	$4,500.00	$4,500.00	$600.00	$600.00	$1,500.00	$1,500.00
65	Mobilization	1	Lump Sum	$3,000.00	$3,000.00	$3,000.00	$3,000.00	$3,000.00	$3,000.00	$2,000.00	$2,000.00	$1,600.00	$1,600.00	$4,500.00	$4,500.00
	Subtotal (Items 64-65)				$5,000.00		$3,850.00		$6,345.00		$6,500.00		$2,200.00		$6,000.00
	Total Bid (Items 1-65)				$63,340.00		$49,936.85		$67,268.25		$60,571.25		$52,794.00		$53,184.00

Water Line for Miscellanous Waterline Work & Stock Waterline part, Oakwood Homes Meters in Driveway 2015
Project # 14-177

BID RESULTS FOR Miscellaneous Water Projects 2015
Febuary 19, 2015

1.	Mountain States Supply	$9,207.48
2.	HD Supply	$9,797.78
3.	WR White	$10,078.49
4.	Western Water Works	$10,169.51
5	Ferguson	$9,543.62 **

*Waterline Job # 14-177	$4085.52 Tax $288.03
*Woods Park driveway meters, billed to them	$584.49 Tax $41.21
*Stock Parts	$4537.47 No Tax

We have reviewed the bid for materials from Mountain States Supply for $9536.72*, which includes tax on part of the bid . We recommend awarding this bid to Mountain States Supply and find they meet all of the specifications.

** Note: Ferguson was missing nine meter boxes on their bid.

Respectfully submitted,

Michael Carlson
Water Department Supervisor

Marsha Morrow

From: kevin campbell <kevin.campbell@esieng.com>
Sent: Wednesday, February 25, 2015 1:08 PM
To: Steve Thacker
Cc: Marsha Morrow; Ken Williams; Randy Randall; ryan.mcleod@esieng.com
Subject: Crack and Slurry Seal 2015
Attachments: Bid Tab 2015.pdf; Crack and Slurry Seal 2015 - NOA.PDF

Steve -

Bids were received yesterday for the Crack and Slurry Seal Project 2015. The following contractors submitted bids:

1. Morgan Pavement Maintenance $ 235,058.59
2. Intermountain Slurry Seal $ 244,940.46
3. Kilgore Contracting LLC $ 325,739.76

Engineer Estimate $ 250,061.25

We have worked with Morgan Pavement Maintenance in the past and they are a qualified and capable contractor for this project.

It is recommended that the project be awarded to them in the amount of $ 235,058.59 .

Let me know if additional info is needed.

Kevin

Kevin Campbell, P.E.
Centerville City Engineer

Kevin Campbell, P.E.
ESI Engineering, Inc
3500 S. Main St.
SLC, Ut 84115
801.263.1752

BID TABULATION FOR CENTERVILLE CITY

Note: All materials are to be supplied by the Contractor.

Crack Seal and Slurry Seal Project 2015 - #14-177				Engineer's Estimate		Morgan Pavement Maintenance		Intermountain Slurry Seal		Kilgore Contracting LLC	
Item No.	Description	Amounts	Units	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Pavement Crack Seal including traffic control and mobilization	22	TN	$2,550.00	$56,100.00	$2,450.000	$53,900.00	$2,646.71	$58,227.62	$2,200.00	$48,400.00
2	Type III Slurry Seal CQS-1HP (catonic-quick setting polymer modified emulsion) - including mobilization and traffic control	129046	SY	$1.25	$161,307.50	$1.183	$152,661.42	$1.19	$153,564.74	$1.88	$242,606.48
3	Type I Slurry Seal CQS-1HP (catonic-quick setting polymer modified emulsion) - including mobilization and traffic control	1883	SY	$1.25	$2,353.75	$1.99	$3,747.17	$1.17	$2,203.11	$1.76	$3,314.08
4	Remove and replace asphalt (4" thick) including saw-cut prior to slurry seal and/or crack seal as per Engineer	2000	SF	$5.00	$10,000.00	$4.77	$9,540.00	$5.11	$10,220.00	$8.96	$17,920.00
5	Remove and replace curb and gutter prior to slurry seal as per Engineer	320	LF	$35.00	$11,200.00	$27.50	$8,800.00	$42.71	$13,667.20	$27.51	$8,803.20
6	Remove and replace waterway prior to slurry seal as per Engineer	240	EA	$15.00	$3,600.00	$9.00	$2,160.00	$14.62	$3,508.80	$9.90	$2,376.00
7	Adjust water valve to grade with concrete collar	3	Lump Sum	$500.00	$1,500.00	$550.00	$1,650.00	$300.76	$902.28	$275.00	$825.00
8	Lower manhole to grade with concrete collar	2	Lump Sum	$500.00	$1,000.00	$550.00	$1,100.00	$541.37	$1,082.74	$440.00	$880.00
9	Re-stripe parking stalls at Island View Park	1	Lump Sum	$1,000.00	$1,000.00	$300.00	$300.00	$601.53	$601.53	$275.00	$275.00
10	Re-stripe crosswalks	4	Lump Sum	$500.00	$2,000.00	$300.00	$1,200.00	$240.61	$962.44	$85.00	$340.00
	Total				**$250,061.25**		**$235,058.59**		**$244,940.46**		**$325,739.76**

ESI Engineering, Inc.
3500 South Main, Suite 206
Salt Lake City, Utah
Phone (801) 263-1752
www.esieng.com
Consulting Engineers & Land Surveyors

Project	Frontage Rd. Sidewalk TAP - Option A		Sheet No 1 of 1
Owner	**Centerville City**		
Estimated by: MLR	Date 8/28/14		Project No. 14-123
Checked by: KLC	Date: 8/28/14		

ITEM NO.	ITEM DESCRIPTION	QUANTITY	UNITS	UNIT PRICE	TOTAL
1	Install 6' wide concrete sidewalk	5,250	SF	$5.00	$26,250.00
2	Clear and grub from existing asphalt to back of new sidewalk (haul away vegetation)	19,000	SF	$0.35	$6,650.00
3	Import granular fill including compaction (average 2' thick)	1,500	TN	$15.00	$22,500.00
4	Import untreated base course including compaction (4" thick)	200	TN	$25.00	$5,000.00
5	Remove and haul away existing sidewalk	20	CY	$75.00	$1,500.00
6	Traffic Control	1	Lump Sum	$2,000.00	$2,500.00
7	Mobilization	1	Lump Sum	$5,000.00	$5,000.00
	Subtotal (Items 1-7)				**$69,400.00**
	Engineering	10%			$6,940.00
	Contingency	10%			$6,940.00
	Project Total				**$83,280.00**
	Centerville City Cost Share	25%			**$20,820.00**
	Requested TAP Funding	75%			**$62,460.00**

Transportation Alternative Program (TAP)
PIN 13362/FY2015 Region TAP, Centerville
COOPERATIVE AGREEMENT WITH Centerville City
Charge ID No. 720910

COOPERATIVE AGREEMENT

THIS COOPERATIVE AGREEMENT made and entered into this ____ day of _____, 20___, by and between the **UTAH DEPARTMENT OF TRANSPORTATION,** hereinafter referred to as the **"UDOT,"** and Centerville City, a political subdivision of the State of Utah, hereinafter referred to as the **"CITY."**

WITNESSETH:

WHEREAS, The Transportation Alternatives Program (TAP) provides funding for programs and projects defined as transportation alternatives, including on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, community improvement activities, and environmental mitigation; recreational trail program projects; safe routes to school projects; and projects for planning, designing, or constructing boulevards; and

WHEREAS, it is the desire of the parties that the CITY construct and thereafter maintain a TAP Project on East Side I-15 Frontage Road at the location(s) described as follows: from 2100 North to Lund Lane and,

WHEREAS, UDOT intends to provide funds for the construction of TAP projects; and

WHEREAS, participation in the TAP projects will not require matching funds; and

THIS COOPERATIVE AGREEMENT is made to set out the terms and conditions where under said work shall be performed.

NOW THEREFORE, it is agreed by and between the parties hereto as follows:

1. The **CITY** shall perform the necessary engineering, furnish all materials and perform the construction work described in this agreement either with its regular engineering and construction forces at the standard schedule of wages and working hours or upon appropriate solicitation in accordance with applicable laws and regulations by qualified contractors.

2. All construction work performed by the **CITY** or its contractor shall conform to **UDOT's** standards. **CITY** construction may conform to local standards if they are equal to or greater than **UDOT's** standards.

3. All construction performed under this agreement shall be barrier free to wheelchairs at crosswalks and intersections according to state and local laws and regulations, including standards.

4. The **CITY** shall submit plans for the work covered by this agreement to **UDOT** Region One Program Manager for review and approval if the plans meet the requirements. Upon approval of the plans, and before commencing any construction within **UDOT's** highway right-of-way, the **CITY** or its contractor shall obtain a Right-of-Way Encroachment Permit from the Region One Encroachment and Permits Officer. The contact information is Jay Genereux, Region One Encroachment and Permits Officer, telephone number 801-620-1639.

5. The **CITY** will be reimbursed up to said amount as shown in this agreement if supporting documentation supports the costs to be reimbursed. Partial payments will be allowed as long as the **CITY** can show supporting documentation that items have been constructed and **CITY** funds were used for the construction of the project in the amount that is requested.

6. The total estimated cost of the TAP project including **CITY** participation is as follows:

Construct sidewalk along the east side where there are currently gaps from 2100 North to Lund Lane. The $~~50,000.00~~ 33,280.00 the Centerville is contributing is 40% of the estimate $83,280.00 project.

Total Project Value	$83,280.00
UDOT Participating Amount	$50,000.00

7. Upon completion of the project, the **CITY** will furnish to the **UDOT** a statement certifying the amount of State funds expended, verification of **CITY** participation amounts and certification that the project was completed in accordance with the standards and specifications adopted for the project by this cooperative agreement.

8. **UDOT** shall have the right to audit all cost records and accounts of the **CITY** pertaining to this project. For purpose of audit, the **CITY** is required to keep and maintain its records of work covered herein for a minimum of three (3) years after completion of the project.

9. If for any reason, the **CITY** has not commenced construction of said project within a two (2) year time period from **UDOT** Region One's approval of the TAP project, the **CITY** will relinquish the grant allocation or refund the funds already paid to the **CITY** for the project. Upon commencement of the construction, the **CITY** agrees to complete the construction in an expeditious manner and in a reasonable timeframe. Should the **UDOT** determine that the work is not proceeding in an expeditious manner and upon thirty (30) days written notice, it may withdraw said grant and require the **CITY** to refund any portion of the grant funds not expended for approved items at the time of withdrawal.

10. Upon completion of the work covered by this cooperative agreement, the **CITY** shall, either directly or by ordinance, cause any improvements covered by this cooperative agreement to be maintained, renewed and/or repaired to perpetuate a secure and non-hazardous pedestrian facility. Said maintenance is to include snow removal.

11. This agreement does not and is not intended to confer any rights or remedies upon any person than the parties.

12. This agreement may be executed in counter parts by the parties.

13. Each party represents that it has the authority to enter into this agreement.

14. Each party agrees to undertake and perform all further acts that are reasonably necessary to carry out the intent and purposes of the agreement at the request of the other party.

15. Except for future permits issued to conduct work within UDOT's right of way, this agreement constitutes the entire agreement between the parties and supercedes any prior understandings, agreements or representations, either verbal or written.

Transportation Alternative Program (TAP)
PIN 13362/FY2015 Region TAP, Centerville
COOPERATIVE AGREEMENT WITH Centerville City
Charge ID No. 720910

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by its duly authorized officers as of the day and year first above written.

Centerville City, a political subdivision of the State of Utah

ATTEST:

By_____
Title

By_____
Title

(IMPRESS SEAL)

********** **********

UTAH DEPARTMENT OF TRANSPORTATION

RECOMMENDED FOR APPROVAL:

2/17/15
Region Program Manager

APPROVED:

2-17-15
Region Director

APPROVED AS TO FORM:

Renee Spooner
UDOT Legal Counsel

APPROVED:

Division of Finance

CENTERVILLE CITY

250 North Main • Centerville, Utah 84014-1824 • (801) 295-3477 • Fax: (801) 292-8034

Incorporated in 1915

Mayor
Paul A. Cutler

City Council
Ken S. Averett
Tamilyn Fillmore
John T. Higginson
Stephanie Ivie
Lawrence Wright

City Manager
Steve H. Thacker

January 26, 2015

Abraham and Emily Millet
2138 N. Frontage Road
Centerville, UT 84014

Dear Millets:

This letter serves as notice that Centerville City intends to exercise its rights in the Extension Agreement pertaining to your property located at 2138 N. Frontage Road (Tax I.D. 07-072-0028). This Agreement, dated December 30, 2011, allowed you to defer construction of a sidewalk along your property frontage until the City requires the construction of that sidewalk. The City intends to undertake a sidewalk improvement project in your area this year—in the April-June timeframe. At that time you will be given the opportunity to participate in the larger project or choose to independently complete your obligation.

The City anticipates being awarded funds from UDOT to pay a portion of the cost of completing the sidewalk along the east side of the Frontage Road south of the Woods Park subdivision. Some of the remaining funds needed would come from you, to satisfy your obligation in the Extension Agreement. I anticipate your participation in this project will be at a lower cost than you would otherwise incur to independently satisfy your obligation.

The City Engineer, Kevin Campbell, is preparing a design and cost estimates for this sidewalk project, including the cost of your segment. In the near future he will contact you to review those plans and cost estimates. If you choose not to participate in the City's project, you will have 90 days to complete the work independently, per the Agreement, upon formal notice from the City. Please keep in mind that if you choose to do the work independent of the City's project, you will need to get a permit for working in the public right-of-way and the work must be done by a properly licensed and bonded contractor according to plans approved by the City.

I have also been advised by the City Engineer that your existing drive approach and associated sidewalk are defective, and therefore, the warranty period for this work has not yet been terminated. Kevin Campbell will also discuss this matter with you. The City currently holds a cash bond from you in the amount of $1086.50 pertaining to this work.

I am hopeful you will find it advantageous to participate in the larger project. Once Kevin has reviewed these matters with you, I would be glad to be included in further discussions about this possibility.

Sincerely,

Steve H Thacker

Steve H. Thacker
City Manager

Cc: Kevin Campbell, City Engineer

MAKING Life BETTER
Centerville City

Steve Thacker

From:	Rex Harris <rexharris@utah.gov>
Sent:	Tuesday, February 24, 2015 6:47 AM
To:	Steve Thacker
Cc:	Paul C; kevin campbell
Subject:	Re: Cooperative Agreement re UDOT TAP Funds for Centerville

Steve,

Thanks for taking a look at the document. Let me address your bullet points.

1. Go ahead and pencil in the $33,280 and have the mayor initial it. It does not affect the amount of reimbursement so it should be ok. Thanks for the catch.
2. No federal regulations, but State and Local rules apply (so no Davis-Bacon, etc.)
3. This agreement is being used as a boiler template, so the language about permits in UDOT ROW may not always apply. In your case, you do not need a state permit to work within the frontage road.
4. For me to reimburse you, I only need to verify that you spent at least the amount that you are asking reimbursement for. Of course we would like you to build what you say you will build. The requirement to submit to us a set of your construction drawings will be sufficient for me. If for some chance that you do not complete your project, we will not be able to contribute more to the project, or be liable for any problems that the uncompleted project may pose, and it may affect our willingness to contribute to future TAP projects.

I am excited for your project, and hope that this agreement will be successful in helping Centerville provide a good transportation alternative in your community.

Rex

On Mon, Feb 23, 2015 at 5:09 PM, Steve Thacker <stevet@centervilleut.com> wrote:

Hello Rex:

I have read your Feb. 18 letter to Mayor Cutler and the accompanying agreement regarding the $50,000 in TAP funding for our Frontage Road sidewalk project. Thanks for making this available to Centerville. We will make good use of it. I have several comments/questions as noted below:

- There appears to be a mistake in Paragraph 6 on page 2. It refers to Centerville contributing $50,000 and that this is 40% of the project cost. The $50,000 is UDOT's funding. Centerville's number should be $33,280, which would then be 40% of the estimated project cost. **Do you want me to make a handwritten correction and have the Mayor initial instead of you sending three more corrected originals?** This agreement will not be approved until our March 3 City Council meeting.

- Paragraph 1 on Page 1 refers to the work being done "in accordance with applicable laws and regulations". If I remember correctly from an earlier conversation with you, this means State and local laws and regulations and does not include federal regulations (e.g. Davis-Bacon wages, etc)—is that correct?

- Paragraph 4 on Page 2 mentions the City will need a ROW Encroachment Permit if this work is within UDOT ROW. The Frontage Road is a strange hybrid—I think UDOT owns the underlying ROW but the City is responsible for ongoing maintenance of the road. So do we need to get a Permit from UDOT?

- Paragraphs 6, 7 and 8 refer to the City's contribution and cost records pertaining to the project, including certification—upon project completion—of what the City has contributed. Yet your cover letter to the Mayor states: "You will only need to show that you spent at least that amount of money on your project [i.e. the amount we are requesting as reimbursement]." **So do I need to keep cost records for all costs—including the City's cash (if any) and in-kind contributions—or only sufficient to justify the $50,000 reimbursement?**

Thanks for clarifying these matters.

Steve Thacker

Centerville City Manager

CENTERVILLE
CITY COUNCIL
Staff Backup Report
3/3/2015

Item No. 3.

Short Title: Public Hearing - General Plan Amendments, Zoning Ordinance Amendments, and Zoning Map Amendments for West Centerville Neighborhood

Initiated By:

Scheduled Time: 7:20

SUBJECT

Consider General Plan Amendments regarding West Centerville Neighborhood Area and related Zoning Ordinance and Zoning Map Amendments creating the Parrish/Legacy Mixed Use Center District (Chapter 12-49) and the Parrish/Legacy Mixed Use Center Urban Design Standards and Guidelines (Chapter 12-69) - Ordinance No. 2015-02

RECOMMENDATION

Provide Staff an opportunity to present brief description and recap of the proposed General Plan, Zoning Ordinance and Zoning Map Amendments and the Planning Commission's recommendation regarding the amendments. Review the decision-making process and public hearings held by the Planning Commission and City Council. Open the public hearing regarding the proposed amendments (as continued from Special Meeting for Affected Entities held on February 24, 2015). After the public hearing, the City Council can discuss and debate the proposed amendments.

BACKGROUND

On December 10, 2014, the Planning Commission reviewed and recommended approval (by a 4-3 vote) of the proposed General Plan, Zoning Ordinance and Zoning Map Amendments regarding the West Centerville Neighborhood Area. The Staff Transmittal Report for this matter is attached. The City Council has held several public meetings and public hearings to allow the public and affected entities an opportunity to provide their input and opinions regarding the proposed amendments. After opening the continued public hearing on this matter, the City Council may discuss and debate the proposed amendments and provide direction to Staff regarding any additional information or revisions necessary. The City Council may also take final action on the matter as determined appropriate.

ATTACHMENTS:

Description

- Staff Report - West Centerville Neighborhood Update
- PC 12-10-2014 minutes re West Centerville Neighborhood
- Ordinance No. 2015-02-West Centerville
- 12-480-6-West Centerville Amendments
- Chapter 12-49-Parrish-Legacy Mixed Use Zone
- 12-49-1-Parrish-Legacy Development Standards
- Chapter 12-69-Parrish-Legacy Guidelines
- Rezone Area Map
- Review Process Summary

CENTERVILLE CITY
COMMUNITY DEVELOPMENT DEPARTMENT

655 North 1250 West, Centerville, Utah 84014
(801) 292-8232

STAFF TRANSMITTAL REPORT

DATE: **DECEMBER 12, 2014**

TO: **STEVE THACKER, CITY MANAGER**

FROM: **CORVIN M. SNYDER, AICP, COMMUNITY DEVELOPMENT DIRECTOR**

APPLICANT: **CENTERVILLE CITY COUNCIL**
C/O PAUL CUTLER, MAYOR
250 NORTH MAIN STREET
CENTERVILLE, UTAH 84014

APPLICATIONS: **GENERAL PLAN AMENDMENT – WEST CENTERVILLE NEIGHBORHOOD AREA & RELATED ZONING CODE TEXT AND MAP AMENDMENTS**

APPLICANT REQUEST: **AMEND CENTERVILLE CITY ZONING ORDINANCES TO CREATE THE PARRISH/LEGACY MIXED USE CENTER DISTRICT REGULATIONS & URBAN DESIGN STANDARDS AND GUIDELINES FOR THE MIXED USE ZONE**

RECOMMENDATION: **COMMISSION RECOMMENDS APPROVAL**

BACKGROUND

The Centerville City Council has directed the Planning Staff and Commission to prepare the necessary General Plan and Zoning Text and Map Amendments to initiate the implementation of the West Centerville Neighborhood Plan Update. The process involved the use of an Oversight Committee and an extensive public outreach program, particularly focused on engaging the property owners and businesses of the study area. For this report, the Planning Staff will summarize for the Council, the "preferred scenario" as formulated by the Oversight Committee, Staff, Planning Commission and the proposed new Zoning District Text Amendments, and finally the area of the Zone Map Amendment.

PROECESS TIMELINE

An Oversight Committee was created by the Mayor and several property owners, business owners, and residents were invited to participate in the process. Furthermore, members of the Centerville City Council and Commission along with a member of the West Bountiful City Council also were invited to participate. This Oversight Committee met several times and several

events took place as part of the update process. Additionally, Wasatch Front Regional Council and UTA staff provided support, as outlined in the local resource planning grant that was provided to the City. The timeline for the proposed Plan Update to this point was as follows:

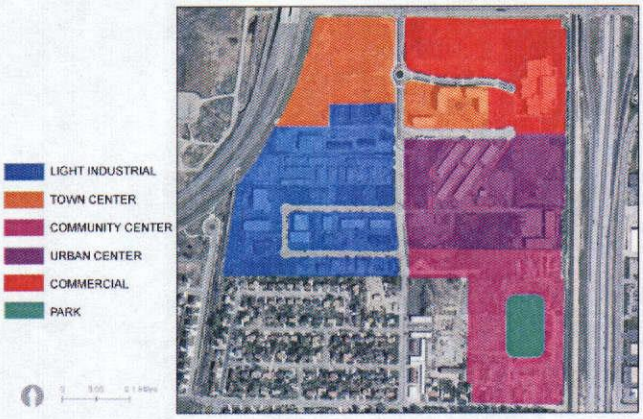
- **January 2014** – City makes application for a Local Resource Grant from Wasatch Front Regional Council & receives commitment from UTA to assist the City with the Plan Update with regards to evaluating mass transit option for the study area
- **February 18, 2014** – City Council enacts a "Temporary Zoning Ordinance Regulation" restricting any new development for the study area
- **March 10, 2014** – Mayor sends letter to all property & business owners location within the study area informing them of the plan update and the action of the Council
- **April 09, 2014** – Mayor selects Oversight Committee Members
- **April 21, 2014** – A Notice of Intent to Amend the City's General Plan is published
- **May 01, 2014** – 1st Oversight Committee Meeting takes place *(i.e. awareness campaign)*
- **May 27, 2014** – Oversight Committee publishes an "Awareness Brochure," which was posted on the City's Website
- **June 04, 2014** – The "Awareness Brochure" was sent to the business & property owners of the study area
- **June 10, 2014** - The "Awareness Brochure" was posted at three (3) City parks.
- **June 19, 2014** – City is awarded the Local Resource Planning Grant from Wasatch Front Regional Council
- **June 19, 2014** – 2nd Oversight Committee Meeting takes place *(i.e. educational campaign)*
- **July 10, 2014** – With assistance of WFRC staff, an online survey is posted seeking public input about the study area
- **July 23, 2014** – Oversight Committee publishes a "Survey Invitational Brochure," which is posted on the City's Website, sent to the business & property owners of the study area, and posted again at the three (3) City parks requesting participation in the posted survey
- **July 31, 2014** – 3rd Oversight Committee Meeting takes place *(i.e. a review of the survey results)*
- **August 13, 2014 –** As directed by the City Council, a preliminary Zoning Ordinance Text Amendment for the proposed study area is submitted to the Planning Commission – Commission tables action until the General Amendment is fully prepared for public discussion
- **August 18, 2014 –** The "Temporary Zoning Ordinance Regulation" enacted by the City Council for the study area expires
- **August 21, 2014** – 4th Oversight Committee takes place *(i.e. future scenario development planning for Open House)*
- **September 11, 2014** - Oversight Committee publishes an "Open House Invitational Brochure," which is posted on the City's Website, sent to the business & property owners of the study area, and posted again at the three (3) City parks
- **September 24, 2014** – Oversight Committee hosts an Open House Meeting and the public is informed of the survey results & evaluates of four (4) potential future development scenarios
- October 06, 2014 – Oversight Committee sends invitations to several strategic property owners to participate in a "Strategic Property Owners" informative meeting
- **October 16, 2014** – Oversight Committee hosts the Strategic Property Owners Meeting

- **October 16, 2014** – Last Oversight Committee meeting takes place *(i.e. ascertains elements for preparation of a "preferred scenario" using the survey and open house results)*
- **November & December of 2014** – Planning Commission hosts meetings to receive presentations regarding the West Centerville Plan Update, holds public hearings to receive input, and forwards a recommendation to the City Council.

OVERVIEW OF THE PREFERRED SCENARIO *(Future Land Use Map)*

As directed by the City Oversight Committee, the Planning Staff has prepared the "preferred scenario" (*see attachments*) and has included several additional planning concepts in creating the General Plan Amendment. The preferred scenario and associated neighborhood plan amendment can be summarized as follows:

PARRISH-LEGACY MIXED USE PREFERRED SCENARIO



- ✓ The land use pattern consists of a "mixed-use" center, which will be a heightening of the existing mixed-use pattern that has been established with the development of Legacy Crossing (*i.e. Megaplex Theater area*) and the recently approved Legacy Apartments across the street
- ✓ The land uses are to be focused around localized commercial businesses that support a new multi-family residential neighborhood
- ✓ The core density is located south of 200 North, but stops prior to reaching the Trinity Steel site (*up to 45 units per net acre*)
- ✓ A secondary density sector begins south of the core and terminates at the south City limits (*between 30 to 35 units per net acre)*
- ✓ A public park is envisioned in this secondary density area, as a transition into West Bountiful and to facilitate any potential environmental clean-up needs of the Trinity Steel site
- ✓ A potential vehicle fly-over bridge (*over the rail line and interstate*) is being suggested at Porter Lane to establish alternative traffic routes to ease traffic congestion at the Parrish Lane interchange and provide improved emergency vehicle access to the area and to West Bountiful City
- ✓ Some type of future transit station could be integrated into the area, but it is not a crucial focus of the preferred scenario

ZONING ORDINANCE TEXT *(Creating a New District)*

As mentioned earlier, the Zoning Ordinance documents presented to the Commission last August have been extensively edited. The new zoning district no longer places emphasis on a TOD Center (*e.g. creating a Frontrunner Station*) but places its focus on creating a "Mixed-Use Center" or a neighborhood of local commercial uses integrated into a multi-family residential community. The new zoning regulations have two parts; 1) the basic district regulations, and; 2) the design standards for the new district.

The basic district regulations can be summarized as follows:

- ✓ The base layer of commercial uses are those of the Commercial-Medium (C-M) Zone. Such uses are local retail, office, personal and professional services. These types of uses are also found along Main Street from City Hall to Pages Lane
- ✓ A secondary layer of multi-family residential use is allowed; which are those uses of both the Residential-Medium and High Zones (R-M & R-H). These types of uses can be found at the Florentine Towns (*directly south of Wal-Mart*) and within the Pineae Village Gardens (*old Pineae Nursery site on 400 West Street*)
- ✓ However, such multi-family residential uses cannot be singularly developed without establishing the required supportive commercial uses
- ✓ The ratio of commercial vs. residential uses is established using site plan approval process
- ✓ The supportive commercial use findings needed to approve the use of multi-family residential are;
    - *Provide opportunity for food service or local service type retail commercial service*
    - *Provide opportunity for personal care and/or instructional type services*
    - *Provide opportunity for medical care or health type services*
    - *Provide opportunity for adult or child care type services, or*
    - *Provide other types of commercial uses deemed appropriate for servicing the local residents*

The design standard regulations can be summarized as follows

- ✓ "***Design Principles***" establish the expected contextual relationship of the built environment for enhancement of the functional system elements and uses of a "Mixed-Use Center." These principles are not prioritized, but all are to be reinforced through the implementation of design standards and guidelines that are to be applied in planning the site layout, the buildings, and expected amenities of all developments in the "Mixed-Use Center District."

- ✓ "***Design Standards***" are required in addition to other standards set forth in the Ordinance and are indicated by the verb "shall." In the event of conflict between the standards and other applicable provisions of the Ordinance, the interpretation and provisions of the specific section are to govern for all development within the "Mixed-Use Center District."

- ✓ "***Design Guidelines***" indicate additional actions that are to be taken to enhance the development design and achieve greater compatibility of development in the "Mixed-Use Center District." Guidelines thus use the verb "should" signifying that the guidelines are desirable objectives to be achieved, but may not be mandatory or feasible for every given development situation.

ZONING ORDINANCE MAP *(Implementing a New District)*

The **PL-MU Zone** is intended to be utilized for properties that are depicted in the Parrish-Legacy Mixed-Use Center District of the West Centerville Neighborhood Plan. For the **PL-MU Zone**, all properties located on the west side of the railroad corridor and east of 1250 West and along both sides of 1250 West, from 200 North to the south City

PLANNING COMMISSION RECOMMENDATION

On December 10, 2014, the Planning Commission recommended, to the City Council, ***APPROVAL*** of the proposed general plan and zoning amendments, as attached with this report.

Suggested Reason for the Action (Finding):

The Planning Commission finds that based upon the studies and recommendations of staff and for the reason that there is a need to plan for the future in the West Centerville Neighborhood area and the plan proposed for mixed-use appears to be the most logical for that area.

Planning Commission Vote (4-3):

Commissioner	Yes	No	Not Present
Hirschi (Chair)	X		
Hirst	X		
Johnson	X		
Kjar		X	
Merrill	X		
Randall		X	
Ince		X	

4. The proposed additional home designs are in harmony with what has already been approved on site.
5. The proposed designs follow the required design criteria as indicated within the General Notes of the approved plat.

The motion was seconded by Chair Hirschi and passed by unanimous roll-call vote (7-0).

CONTINUATION OF THE WEST CENTERVILLE NEIGHBORHOOD PLAN UPDATE [Tabled from November 19, 2014 Meeting] - a. Consider a General Plan Amendment for the West Centerville Neighborhood Plan; b. Consider a Zone Map and Text Amendment to the City's Zoning Ordinance. The proposed zone text and map amendments are to establish a new "mixed-use district" and its associated development standards to implement the drafted policies of the General Plan Update for the West Centerville Neighborhood. Centerville City, Applicant.

Chair Hirschi said this matter has been studied at great length. He explained the directive from the City Council to the Planning Commission to study this issue. He reviewed the committees, the studies, the meetings, the presentations and the public hearings that have taken place with regard to this issue. He said the Commission has raised many questions about mixed-use and it appears the general consensus of the Commission is in favor of mixed-use.

Ted Knowlton, Wasatch Front Regional Council, said the majority of Davis County residents do not work within Davis County. There is a demand for additional jobs and residential dwellings in Davis County. He discussed the projected future growth explaining the majority of growth is internal, meaning children and grandchildren want to continue to live in Davis County which will grow the population. He shared data showing the demand for walkable/bikeable communities. He said walkable communities provide residential sustainability. He reviewed air quality and transportation issues. Mr. Knowlton explained mixed-use and how it allows the market to intermix destinations and origins which create a walkable community. He reviewed mixed-use community scenarios and options. There is a need for housing diversity. He explained that Davis County is not on pace to meet the growing demand for housing. He said citizens want to retire in Centerville and current conditions make that unlikely. He said mixed-use is a way to provide a variety of housing and work options in Centerville.

Julia Collins, Wasatch Front Regional Council, shared pictures of mixed-use options and possibilities. She explained that mixed-use developments fall on a scale from T1-T6. She said T6 would include high-rise apartments and commercial developments such as downtown Salt Lake City and City Creek. What is being proposed as West Centerville's "preferred plan" would fall around a T3-T4 range. She reviewed many design elements of the "preferred plan" including,

bicycle connectivity, pedestrian friendliness, landscaping, public spaces, streetscapes, and architecture.

Cory Snyder, Community Development Director, reviewed the "preferred plan." He said the proposed ordinances use performance based standards and guidelines. The current zone for the area is Commercial-Medium and will remain as such with an option to include residential uses. He said Legacy Crossing/IMAX Theater and the recently approved development to the west of Legacy Crossing (Hale property) fall within the T3-T4 range. The proposed mixed-use will continue these concepts already located in this area of West Centerville. He explained the proposed density range for the "preferred plan." The Commission could choose to change the density, but he cautioned them saying a limited residential density could hinder commercial possibilities. He said as a planner it is detrimental to isolate existing uses. It is possible Legacy Crossing could deteriorate over time if similar development patterns are not allowed to continue. He said the mixed-use option will not happen immediately, it will take time for the market to change the area. Mr. Snyder said he believes the industrial uses will continue for many years. It is true that population is growing and the City has a responsibility to provide options. It is important to plan for the future now. He said he does not see this area ever attracting regional commercial, not with the lack of roof tops and the commercial hub just north in Farmington. He said he believes the market will eventually capitalize on the synergy that is already present.

Chair Hirschi made a **motion** for the Planning Commission to recommend to the City Council the proposals and ordinances, as prepared in the staff report, based upon the studies and recommendations of staff and for the reason that there is a need to plan for the future in the West Centerville Neighborhood area and the plan proposed for mixed-use appears to be the most logical for that area. The motion was seconded by Commissioner Merrill.

Chair Hirschi asked the Commission if they would like to call out a ratio for commercial vs. residential or leave the ordinance as written which allows the market to dictate as long as commercial comes first with the option for residential. He said the "preferred plan" will take time to develop, this is a long term plan. He said he has visited the area and can visualize the possibilities, both commercial and residential. There is great potential to live and work in West Centerville. He said, as planners, the Commission needs to develop some type of proposal for the future and mixed-use is the best fit for this area.

Commissioner Kjar said he is in favor of mixed-use but is unsure the proposed ordinances will bring true mixed-use. He is concerned the "preferred plan" will bring too many apartments and not enough commercial. He said he is also sensitive to current property and business owners. He said if the Planning Commission recommends approval to the City Council he would like the Council to look at the possibility of increasing commercial uses. He also

questioned the possibility of preserving the freeway frontage area for businesses that prefer visibility from the freeway system.

Commissioner Merrill said he has lived in Centerville for many years and has seen a great deal of change. He said the proposed mixed use will provide both residential and job opportunities. This is a use that is already present in West Centerville and the expansion of this use will be monitored by the City to ensure that responsible development and design will continue. He said perhaps this mixed-use concept will bring some larger commercial uses such as restaurants to the area and city. He said he is comfortable with the proposed ordinances.

Commissioner Ince said the original charge from the City Council was to consider options to encourage a transit stop. This plan does not provide for that and it is not likely a transit stop will happen. He asked if this is something that needs to be called out. He also mentioned it is possible to keep West Centerville as is until a future date when a transit stop may be more probable.

Mr. Snyder reminded the Commission that the "preferred plan" requires commercial-medium uses before any residential is allowed. He said the ordinance does not include a color palette as of yet. He questioned if the Commission wants to add this to the ordinance. He also asked the Commission to allow for any non-substantive language changes by staff as needed. Mr. Snyder said the "preferred plan" does discuss the transit stop issue and it is not necessary to call it out. If the City Council would like to take the ordinance to a level (i.e., density) that would encourage a transit stop, they will direct the Planning Commission and staff as needed. He also reminded the Commission that ordinances are ever changing. The "preferred plan" is a starting point that will help plan for the future.

Commissioner Johnson said he is comfortable with moving this issue on to the City Council. He said there is nothing in the ordinance that he feels needs to be adjusted at this time. He feels a ratio may go too far and agrees the market should play a role. He agrees with passing this along to the City Council and giving them an opportunity to adjust the ordinance. He said he believes the Commission has studied and appropriately responded to the directive given by the City Council to provide an option for West Centerville. He also said he is amenable to allowing the Council to decide the color palette.

Commissioner Randall said she is in favor of mixed-use but is also concerned there will be too much residential to the commercial. She does like that the intensity diminishes as it moves toward West Bountiful.

Commissioner Hirst agreed it is time to move forward and allow the City Council an opportunity to review the ordinance. She said, as planners, they have done their homework, have studied the issues and heard the public's concerns. The "preferred plan" provides a reasonable option for the future.

Chair Hirschi called for a vote on the motion. The motion **passed** with a roll-call vote (4-3). Commissioners Kjar, Randall, and Ince opposed.

COMMUNITY DEVELOPMENT DIRECTOR'S REPORT

1. Next regularly scheduled Planning Commission Meeting on Wednesday, January 14, 2015.
2. Nominations for 2015 Chair and Vice-Chair at the next meeting.

The meeting was adjourned at 9:52 p.m.

David Hirschi, Chair

1-14-2015
Date Approved

Kathleen Streadbeck, Recording Secretary

ORDINANCE NO. 2015-02

AN ORDINANCE AMENDING SECTION 12-480-6 OF THE CENTERVILLE GENERAL PLAN REGARDING THE WEST CENTERVILLE NEIGHBORHOOD PLAN, ENACTING CHAPTER 12-49 OF THE CENTERVILLE ZONING ORDINANCE CREATING THE PARRISH-LEGACY MIXED USE CENTER DISTRICT ZONE, ENACTING CHAPTER 12-69 OF THE CENTERVILLE ZONING ORDINANCE ADOPTING THE PARRISH-LEGACY MIXED USE CENTER URBAN DESIGN STANDARDS AND GUIDELINES, AND AMENDING THE CENTERVILLE ZONING MAP REZONING CERTAIN PROPERTIES IN THE WEST CENTERVILLE NEIGHBORHOOD TO THE PARRISH-LEGACY MIXED USE CENTER DISTRICT ZONE (PL-MU)

WHEREAS, the City Council directed Staff to prepare necessary General Plan, Zoning Ordinance, and Zoning Map amendments to initiate the implementation of the West Centerville Neighborhood update; and

WHEREAS, as directed by the City Council, Staff has prepared proposed amendments to the General Plan regarding the West Centerville Neighborhood Plan and has drafted recommended Zoning Ordinance and Zoning Map amendments related to such General Plan amendments creating the Parrish-Legacy Mixed Use Center District Zone (PL-MU) and Parrish-Legacy Mixed Use Center Urban Design Standards and Guidelines; and

WHEREAS, the process for preparation and review of the proposed General Plan, Zoning Ordinance, and Zoning Map amendments involved the use of an Oversight Committee and an extensive public outreach program, particularly focused on engaging the property owners and businesses of the study area; and

WHEREAS, the proposed General Plan, Zoning Ordinance, and Zoning Map amendments reflect the "preferred scenario" as formulated by the Oversight Committee and Staff; and

WHEREAS, the Planning Commission, after a number of public hearings on the matter, has reviewed and recommended approval of the proposed General Plan, Zoning Ordinance, and Zoning Map amendments as more particularly provided herein; and

WHEREAS, City Council has determined that the proposed revisions to the General Plan, Zoning Ordinance, and Zoning Map regarding the West Centerville Neighborhood, as more particularly set forth herein, are in the best interest of the City and the public health, safety and welfare; and

WHEREAS, the proposed amendments to the Zoning Ordinance as set forth herein have been reviewed by the Planning Commission and the City Council and all appropriate public hearings have been held in accordance with Utah law to obtain public input regarding the proposed revisions to the General Plan, Zoning Ordinance and Zoning Map.

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

Section 1. **Amendment.** Section 12-480-6 of the Centerville General Plan regarding the West Centerville Neighborhood Plan is hereby amended as more particularly set forth in **Exhibit A,** attached hereto and incorporated herein by this reference.

Section 2. **Amendment.** Chapter 12-49 of the Centerville Zoning Ordinance creating the Parrish-Legacy Mixed Use Center District Zone is hereby enacted to read in its entirety as more particularly set forth in **Exhibit B,** attached hereto and incorporated herein by this reference.

Section 3. **Amendment.** Chapter 12-69 of the Centerville Zoning Ordinance adopting the Parrish-Legacy Mixed Use Center Urban Design Standards and Guidelines is hereby enacted to read in its entirety as more particularly set forth in **Exhibit C,** attached hereto and incorporated herein by this reference.

Section 4. **Amendment.** The Centerville Zoning Map is hereby amended to rezone certain properties in the West Centerville Neighborhood located west of the I-15 and the railroad corridor and east of 1250 West from 200 North to the south City boundary to the Parrish-Legacy Mixed Use Center District Zone (PL-MU) as more particularly described and set forth in **Exhibit D,** attached hereto and incorporated herein by this reference.

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

Section 6. **Omission Not a Waiver.** The omission to specify or enumerate in this ordinance those provisions of general law applicable to all cities shall not be construed as a waiver of the benefits of any such provisions.

Section 7. **Effective Date.** This Ordinance shall become effective immediately upon publication or posting, or thirty (30) days after passage, whichever occurs first.

PASSED AND ADOPTED BY THE CITY COUNCIL OF CENTERVILLE CITY, STATE OF UTAH, THIS _____ DAY OF MARCH, 2015.

ATTEST: **CENTERVILLE CITY**

_____ By:_____

Marsha L. Morrow, City Recorder Mayor Paul A. Cutler

Voting by the City Council:

	"AYE"	"NAY"
Councilmember Averett	_____	_____
Councilmember Fillmore	_____	_____
Councilmember Higginson	_____	_____
Councilmember Ivie	_____	_____
Councilmember Wright	_____	_____

CERTIFICATE OF PASSAGE AND PUBLICATION OR POSTING

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

_____ DATE: _____

MARSHA L. MORROW, City Recorder

RECORDED this ____ day of _____, 20___.

PUBLISHED OR POSTED this ____ of _____, 20___

Exhibit A

Amendments to Section 12-480-6 of the Centerville General Plan
West Centerville Neighborhood Plan

Exhibit B

Chapter 12-49 of the Centerville Zoning Ordinance
Parrish-Legacy Mixed Use District Zone

Exhibit C

Chapter 12-69 of the Centerville Zoning Ordinance
Parrish-Legacy Mixed Use Center Urban Design Standards and Guidelines

Exhibit D

Centerville Zoning Map Amendment
Rezoning Designated Properties to
Parrish-Legacy Mixed Use Center District Zone (PL-MU)

[Edits to the Plan's existing section]

FUTURE LAND USE

GOALS:

1. Enhance the Centerville City Business Park District *(Cont…)*

OBJECTIVES:

1.G. Allow metal buildings to remain or be constructed in the interior of the Business Park, although require additional use of materials to enhance the appearance of such structures.

1.H. Limit land uses of the Business Park to light manufacturing, office, and professional service type uses.

~~*1.I. Reconfigure the Industrial Very High Zoning District in extreme southeast area and amend Section 12-36 Table of Land Uses (Zoning Ordinance) to allow the existing heavy industry uses, subject to a conditional use permit review.*~~

[Add new section & re-number the remaining document Sections 7-16]

GOALS:

6. Create and Develop the Parrish-Legacy Mixed Use Center District

The Parrish-Legacy Mixed Use Center District generally consists of the adjoining lands located south of 200 North and east of 1250 West Street, and south to the City Limits.

The desire is to identify future land use options for implementing centers as described in the Wasatch Choices 2040 Plan and also for supporting or expanding a mixed commercial/residential node known as Legacy Crossing at Parrish Lane.

Additionally, the desire to a quality neighborhood with a supportive commercial base to provided needed local goods and services without necessarily having to travel to another area to obtain them.

Lastly, the desire to create and provide alternative modes of travel to potentially reduce living costs and promote an improved healthy lifestyle though walking, biking, and other forms of human activity.

FUTURE LAND USE

OBJECTIVES:

6.A. Avoid isolating the existing multi-family uses generally located in the area (*e.g. Legacy Crossing & Legacy Apartments*)

6.B. Provide improved future land use options for the existing underutilized industrial lands

6.C. Consider creating needed synergy for re-development opportunities (*e.g. expanding existing CDA or using site clean-up grants for the heavy industrial use area*)

6.D. Consider future opportunities to integrate alternative transit choices to the area (*e.g. enhanced bus, bus rapid transit, and trail links*)

6.E. Create appropriate land use transitions into the neighboring City of West Bountiful (*e.g. locate lower densities or park areas adjacent to City boundaries*)

6.F. Ensure that commercial uses are not severely limited or excluded from the mixed-use land development pattern

6.G. Consider allowing multi-family densities of up to 45 units per net acre, provided there is

[Add new sections & re-number the remaining document Sections 7-16]

GOALS:

6. Create and Develop the Parrish-Legacy Mixed Use Center District (*cont...*)

FUTURE LAND USE

OBJECTIVES:

(*cont...*) sufficient opportunity to be supported with needed goods and services

6.H. Provide for the development of park facilities or urban public spaces for the benefit of residents and users of the district. Consider such placement of such spaces as part of a transition to West Bountiful, redevelopment of the Trinity Steel site, or within and around transit nodes.

6.I. Create pathway and trail connections within the area and outside the area, with focus on access to transit nodes and to the regional trail system *(i.e. Legacy & D&RG Western Trails*). These connections would provide a major form of alternative travel mode, as well as encouraging a healthy and livable lifestyle.

6.J. Explore the possibility of a local road fly-over bridge at Porter Lane connecting (*across the rail corridors and interstate*) to the east side of the City. Not only would this allow improved intra-city circulation, it would alleviate traffic congestion at the Parrish interchange & provide a secondary emergency service access to the area.

Sections.

12-49-010. Purpose.
12-49-020. Scope.
12-49-030. Definitions.
12-49-040. Zone Location.
12-49-050. Other Approval Requirements.
12-49-060. Development Agreement.
12-49-070. Development Project Evaluation.
12-49-080. Zone Densities.
12-49-090. PL-MU Zones, Permitted and Conditional Uses.
12-49-100. PL-MU Zone Design Pattern Book.
12-49-110. Development Plan Approvals.
12-49-120. Regulations of General Applicability.
12-49-130. Development Implementation.
12-49-140. Development Standards.

12-49-010. Purpose.

The purpose of the Parrish-Legacy Mixed Use Center ("PL-MU") District Zone is to:

(a) Provide for a master-planned, architecturally-designed development with customized requirements and standards to permit flexibility and initiative in property development;

(b) Facilitate the integration of diverse but compatible uses, including, but not limited to, commercial, higher density residential, mixed-node or use, and other multi-transportation modal and related community uses;

(c) Better preserve and enhance the property and neighborhood through integrated planning and design that would not be possible under other traditional zoning districts and regulations of the City; and

(d) Provide for the incorporation of a thematic building and landscaping designs, to enhance site development design through human-scaled design elements and amenities, encourage the development and use of multi-modal transportation options, and make physical connections to usable trail and public space amenities.

12-49-020. Scope.

The provisions of this Chapter shall apply to any real property located in the Parrish-Legacy Mixed Use (PL-MU) Zone, as shown on the Official Zoning Map. No building, structure or real property shall be used and no building or structure shall be hereafter erected, structurally or substantially altered, or enlarged except as set forth in this Chapter. Such requirements shall not be construed to prohibit or limit other applicable provisions of this Title, the Centerville City Code, or other laws except to the extent such provisions are altered by the requirements of this Chapter.

12-49-030. Definitions.

Certain words and phrases in this Chapter, including uses, are defined in Chapter 12-12 of this Title.

12-49-040. Zone Location.

The PL-MU Zone is intended to be utilized for properties that are depicted in the Parrish-Legacy Mixed Use Center District of the West Centerville Neighborhood Plan. For the PL-MU Zone, all properties located on the west side of the railroad corridor and east of 1250 West and along both sides of 1250 West, from 200 north to the south City limits.

12-49-050. Other Approval Requirements.

Except as otherwise provided in this Chapter, an application for development within the PL-MU Zone shall be submitted and processed pursuant to applicable requirements of this Title, the Centerville City Code, and any rules, regulations, or standards adopted there under, including, but not limited to, conceptual, preliminary and final subdivision plats, site plans, conditional use permits, building permits, and any other needed permit or approval.

(a) *Rezoning Approval Process.* Except as otherwise specifically provided herein, an application for rezoning of property to the PL-MU Zone shall comply with the requirements for zoning map amendments as provided in Section 12-21-080 of this Title.

(b) *Subdivision Approval Process.* Except as otherwise specifically provided herein, an application for development within the PL-MU Zone shall comply with the procedures and requirements for subdivision plat approval as provided in Title 15 of the Centerville City Code.

(c) *Site Plan Approval Process.* Except as otherwise specifically provided herein, an application for construction and improvements within the PL-MU Zone requiring site plan approval under Section 12-21-110 of this Title shall comply with the requirements therein.

12-49-060. Development Agreement.

Any application for rezoning or development of property to the PL-MU Zone may be conditioned upon the applicant entering into a development agreement with the City designating and describing contractual requirements for the development of the property.

12-49-070. Development Project Evaluation.

(a) *Development Characteristics.* Development within the PL-MU Zone shall exhibit design components and characteristics, such as those set forth below, which set the development apart from a standard subdivision and/or traditional site plan approval accomplished under this Title.

(1) Mixed Use or Mixed Sector Integrated Land Use Patterns;

(2) Human Scaled Building Architecture;

(3) Integrated Use of Landscaping, Plazas, Courts, Trails/Pathways, and other Common Amenity Areas;

(4) Encourages, Promotes or Provides Opportunities for Multi-modal Transportation Options.

(b) *Evaluation Criteria.* Each development proposal for development within the PL-MU Zone shall be evaluated based on its compatibility with:

(1) The Centerville City General Plan and West Centerville Neighborhood Plan;

(2) The purpose and development guidelines of the PL-MU Zone set forth in this Chapter;

(4) The purpose and standards of the Parrish – Legacy Mixed Use - Urban Design Guidelines set forth in this Title for the PL-MU Zone; and

(6) Any other City-approved study applicable to the subject areas.

(c) Burden of Persuasion. An applicant shall have the burden of showing that the proposed uses, project design, and location of utilities and facilities meet the requirements of this Chapter.

12-49-080. Zone Density.

(a) *PL-MU Zone Density*. Development within a PL-MU zone shall substantially comply with Table 12-49-12 and with Section 12-69 – Parrish/Legacy ~~TOD~~Mixed Use Center District- Urban Design Standards & Guidelines.

(1) The PL-MU zone is principally zoned for neighborhood commercial uses, similar to the uses as listed in the Commercial-Medium (C-M) Zoning District. Nonetheless, the PL-MU mixed use concept is to allow for the development of residential uses at a density sufficient to create, to the degree possible, a new semi-self-sustaining neighborhood within the West Centerville Plan area.

(2) The mixed ratio of commercial use to residential use may be defined with the final site plan submittal approval provided the proposed commercial uses predominately achieve the following for residents living in the Parrish-Legacy Mixed Use Center District:
   i. Provide opportunity for food service or local service type retail commercial service
   ii. Provide opportunity for personal care and/or instructional type services.
   iii. Provide opportunity for medical care or health type services.
   iv. Provide opportunity for adult or child care type services, or
   v. Provide other types of commercial uses deemed appropriate for servicing the local residents.

(3) Residential uses, up to 45 units per net acre, shall only be established in conjunction with other general commercial, office and supportive commercial type uses of any proposed development project.

(4) A variety of residential dwelling types or styles shall be integrated into the design and layout of a development within the PL-MU Zone.

(b) *No Density Guarantee*. The density limitations and provisions set forth in this section are not intended to guarantee density for any project area or development within the PL-MU Zone. Actual density shall depend on compliance with applicable standards, and circumstances and topography of the particular property or project.

12-49-090. PL-MU Zone, Permitted and Conditional Uses.

(a) *PL-MU Zone* – The following uses, as defined in this Title, shall be the permitted and conditional uses in the PL-MU Zone, unless otherwise expressly allowed or prohibited as listed herein:

(1) *Permitted Uses*:
- Permitted Uses, as shown in Section 12-36-Table of Uses for the Commercial – Medium Zone
- Permitted Uses, as shown in Section 12-36-Table of Uses for the Residential – Medium and Residential - High Zones
- Building, Accessory
- Dwelling, Multiple-family
- Cultural Service
- Restaurant, General
- Restaurant, Eatery

(2) *Conditional Uses*:
- Conditional Uses, as shown in Section 12-36-Table of Uses for the Commercial – Medium Zone
- Conditional Uses, as shown in Section 12-36-Table of Uses for the Residential – Medium and Residential - High Zones
- Public Park
- Transit Facility, Public
- Assisted Living Facility
- Senior Center
- Utility Substation, Public

(3) *Not Permitted Uses*:
- All "Not Permitted" Uses, as shown in Section 12-36-Table of Uses for the Commercial – Medium Zones
- All "Not Permitted" Uses, as shown in Section 12-36-Table of Uses for the Residential – Medium and Residential – High Zones.
- Dwelling, Single-family
- Manufactured Home
- Protective Housing Facility
- Rehabilitation/Treatment Facility
- Transitional Housing Facility

12-49-100. PL-MU Zone Development Design Pattern Book.

(a) *Development Design Pattern Book Required*. In addition to applicable requirements of this Title and other provisions of the Centerville City Code, all applications for the development of property to the PL-MU Zone shall include a development design pattern book.

(b) *Development Design Pattern Book Acceptance*. The development design pattern book shall be reviewed and approved by the City in conjunction with an application for conceptual site plan and/or conceptual subdivision acceptance within the PL-MU Zone.

(c) *Development Design Pattern Book Submittal Requirements*. In addition to the conceptual site plan or conceptual subdivision submittal requirements of this Title, the development design pattern book shall provide and address the following:

(1) Written descriptions and graphic illustrations explaining how the development compliments the physical form of the property and how all six (6) Urban Design principles found in Section 12-49-020 of this Title are to be integrated into the design of the development.

(2) Written descriptions and graphic illustrations explaining the proposed conceptual architectural design, building elevations, and other such related design schemes.

(3) Written descriptions and graphic illustrations that clearly describe proposed public spaces, landscaping ideas, pedestrian pathways, and related ornamental features and/or amenities; and

(4) Written descriptions and graphic illustrations outlining the integration of uses and layouts within and outside the development. If surrounding properties are underdeveloped or have not been developed in accordance with the desires of the Parrish-Legacy Mixed Use Center District, then the written descriptions or illustration shall depict how future integration could be materialized with future development;

12-49-110. Development Plan Approvals.

(a) *Effect of Development Plan Approvals.* Upon acceptance of a conceptual plan and/or the associated development design pattern book by the City, further development applications such as subdivision plat and site plan approval for development within the PL-MU Zone shall comply substantially with conceptual site plan and/or development design pattern book.

12-49-120. Regulations of General Applicability.

The use and development of real property in the PL-MU Zone shall also conform to regulations of general applicability as set forth in the following chapters of this Title, unless otherwise provided in this Title.

(a) *Existing Conditions Inventory.* See Chapter 12-50 of this Title.

(b) *Landscaping and Screening.* See Chapter 12-51 of this Title.

(c) *Off-Street Parking and Loading.* See Chapter 12-52 of this Title.

(d) *Parrish-Legacy Mixed Use Center Urban Design Standards & Guidelines.* See Chapter 12-49-020 of this Title.

(e) *Signs.* See Chapter 12-54 of this Title.

(f) *Supplementary Development Standards.* See Chapter 12-55 of this Title.

(g) *Temporary Uses.* See Chapter 12-56 of this Title.

12-49-130. Development Implementation.

(a) *Intent.* The PL-MU Zone designation is intended to be utilized for the development of the subject property in accordance with the terms and conditions of the respective zone and/or the approved development plan for the property.

(b) *Conceptual Site Plan and/or Preliminary Subdivision Plat.* Except as otherwise initially adopted and implemented by the City, a rezoning of any property to the PL-MU zone shall be subject to and conditioned upon submission of a conceptual site plan and/or preliminary subdivision plat within one (1) year from the effective date of rezoning.

(b) *Final Site Plan or Final Subdivision Plat.* Rezoning or development of any property in the PL-MU Zone is further subject to submission and approval of a final site plan and/or submission, approval, and recording of a final subdivision plat within one (1) year from the effective date of approval of the preliminary subdivision plat(s) and/or conceptual site plan approval, as applicable.

(c) *Substantial Construction.* Substantial construction shall be commenced within one (1) year from the date of final site plan approval or final plat recording.

12-49-140. Development Standards.

Development within the PL-MU Zone shall comply with the bulk and area regulations, as set forth in Table 12-69-1, Development Standards in the PL-MU Zone and all other applicable requirements of this Title and the Centerville City Code.

Table 12-49-1
Development Standards in the PL-MU Zone

Development Standard	Parrish-Legacy Mixed Use Center District Zone (PL-MU)
Density	
Main Building, Floor Area	Maximum 10,000 sq. ft. per tenant space or single user building
Residential Dwelling Units, max density is calculated using which per acre measurement is less	Gross Density – 20 dwelling units per acre calculating the area of an entire mixed use development
	Net Density – 45 dwelling units per acre when calculating net lot area used exclusively for residential uses
Lot and Parcel Standards	
Minimum Area	No Requirement
Minimum Frontage	50 Feet
Minimum Width	50 Feet
Building Standards	
Distance Between Buildings	No Zoning Requirement (*only per building construction or other applicable codes*)
Maximum Height, Main Building	45 Feet
Maximum Height, Accessory Building	20 Feet
Setback Standards – Front Yard	
Any Building	10 Feet, Minimum Depth 20 Feet, Maximum Depth
Setback Standards – Rear Yard	
Main Building	15 Feet
Accessory Building	5 Feet
Setback Standards – Interior Side Yard	
Main Building	(zero) 0 Feet, Minimum Depth 10 Feet, Maximum Depth
Accessory Building	Not Permitted
Setback Standards – Street Side Yard	
Any Building	10 Feet, Minimum Depth 20 Feet, Maximum Depth
Site Standards	
Buildable Area, Minimum	No Requirement
Hard Surfacing – Maximum Total of Lot or Parcel	90%
Outside Storage	See Section 12-69-050.a.1 and 12-69-060.a.4 of This Title
Buffer Landscaping	15 Feet Adjacent Along the Boundary Line of a Different Zoning District

Title 12 – Zoning
Article 6 – Regulations for Specific Uses
Chapter 12-69 – Parrish/Legacy Mixed Use Center Urban Design Standards & Guidelines

Sections:

12-69-010.	**Purpose**
12-69-020.	**Scope**
12-69-030.	**Definitions**
12-69-040.	**Design Principles**
12-69-050	**Design Standards**
12-69-060	**Design Guidelines**
12-69-070	Color Palette

12-69-010. Purpose.

The purpose of these design, principles, standards and guidelines is to enhance the economic viability and aesthetic value of the Parrish-Legacy Mixed Use (*PL-MU*) Center District as an important mixed use and multi-mode transit center for Centerville City. Equally important for this district is for it to function as an iconic place where the urbanized environment interfaces with a potential future transit system and public park that are to be located in the immediate center.

12-69-020. Scope.

Any lot or parcel located within PL-MU Zone, or area as shown in the General Plan for the West Centerville Neighborhood and/or as defined below, shall be subject to the standards and regulations of this Chapter. Such standards and regulations are intended to be in addition to the existing standards and regulations of the underlying zone of the property and other applicable regulations of this Title.

(a) *Design Standards and Guidelines* - This Chapter establishes three (3) kinds of design criteria: principles, standards and guidelines.

(1) "***Design Principles***" establish the expected contextual relationship of the built environment for enhancement of the functional system elements and uses of a Mixed Use Center. These principles are not prioritized, but all are to be reinforced through the implementation of design standards and guidelines that are to be applied in planning the site layout, the buildings, and expected amenities of all developments in the Mixed Use Center District.

(2) "***Design Standards***" are required in addition to other standards set forth in this Title and are indicated by the verb "shall." In the event of conflict between the standards of this Chapter and other applicable provisions of this Title, the interpretation and provisions of this Chapter shall govern for all development within the Mixed Use Center District.

(3) "***Design Guidelines***" indicate additional actions that are to be taken to enhance the development design and achieve greater compatibility of development in the Mixed Use Center District. Guidelines thus use the verb "should" signifying that the guidelines are desirable objectives to be achieved but may not be mandatory or feasible for every given development situation.

12-69-030. Definitions.

Certain words and phrases in this Chapter are defined in Chapter 12-12 of this Title.

12-69-040. Design Principles.

(a) *Principle #1, Mixed Use Center Branding* – *An emphasis on the built environment with visual characteristics that create and support strong multi-modal, transit-supported, and functional in use, identity and appearance.*

(b) *Principle #2, Development and Multi-use Connectivity* – Creating cohesive visual and physical connections between business, residential, and public transportation uses.

(c) *Principle #3, Site Development Patterns* Create physical development patterns that contextually contribute to the creation of a Mixed Use neighborhood through building, landscaping and parking area placement, the establishment of public spaces, and with streetscape enhancements.

(d) *Principle #4, Pedestrian and Non-motorized Network Connections* – Creating interconnected trail and pathway systems, both internally and externally, for use by pedestrians, residents within the Mixed Use center, and other non-motorized modes of travel.

(e) *Principle #5, Human-Scale Elements Described* – the built setting is to reflect the human experience in the Mixed Use Center by accomplishing the following;

1. Structures proportioned to people instead of vehicles
2. Comfortably scaled public and private spaces
3. Pedestrian-friendly elements or comforts
4. Use of interesting details and textures with building materials
5. Offering or the appearance of slow-paced environments, with places to pause and engage with others.
6. Visually or physically appealing to the senses of people

12-69-050. Design Standards.

(a) PL-MU Zone, *Commercial, or Mixed Use Building Architecture* – Buildings and structures are to enhance the Mixed Use Center District by complementing into the overall center's appearance, similar in visual allure to what is contextually done similar transit supported area, such as the "implementing area" demonstration sites of the Wasatch Choices 2040 Plan.

(1) The architectural building design shall consider the visual relationship to the public streets, pedestrian

pathways, plazas, public spaces, and where deemed applicable the future transit station stop, or public park, to create an attractive appearance when viewed from these areas. Parking, Loading docks, mechanical equipment, and outdoor storage area shall be buffered or where possible screened from view, while present in these area.

(2) The materials selection and construction method of structures or buildings shall take into consideration the branding image of the Mixed Use Center District. The materials and construction methods shall provide visual interest and appeal that supports the expected details and design of a well-crafted urban/transit station center experience.

(3) The apparent mass of buildings or structures shall be minimized through design, articulation, and use of materials. A diverse design scheme is desired that visually and physically breaks up the mass and footprint of buildings. Approaches such as the use of vertical and horizontal planes, roof pitches, roof lines, windows, reveals, and alcoves shall be used to create façade variation, shadows, corners, and architectural interest. A degree of simplicity is also desired, and the above approaches should be applied in a manner that is consistent with the building's form and interior program. Articulation approaches should not appear to be applied randomly or merely a surface treatment. A 360-degree design shall be used; although secondary sides that are less visually prominent may receive up to a 50% reduction in the amount of articulation used in the building's approved design.

(4) All buildings and structures shall be proportional or in scale with other buildings within the immediate vicinity.

(5) When facades face a transit station, public spaces, a local street, or any pedestrian pathway, or, where deemed applicable for other prominent public spaces by the approving entity, the architectural design shall incorporate windows and functioning entryways that comprise a total minimum of 50% fenestration on that façade. Awnings, canopies, pillars, or other design features shall be used to accent the main facade of the building or structure. Windows and additional elements such as balconies, overhangs, or canopies shall also be incorporated to provide a minimum of 30% fenestration in upper levels of multi-story or vaulted single story buildings and structures to frame and provide a human scale to such buildings.

(6) Natural or natural-appearing materials, such as stone, cultured stone, and wood, shall be the base layer and bold gestures used in the architectural design of all buildings. Decorative use of stucco, tile, cement fiber board, and other similar appearing materials shall be the main background materials used in the building design. Metal and glass are allowed as accent materials but shall not comprise the main material of a building. Substantial or prominent use of unnatural/synthetic appearing materials, such as vinyl and plastics shall be minimized. Use of these other types of materials shall not exceed 15% of the building or structure's exterior.

(7) Colors and finishes shall complement the Parrish-Legacy Mixed Use Center District. The provided color palette of *12-69-070* shall be used as the resource for both primary and accent ~~shore land environment~~ hues. Stains, flat paints, and matte finishes are required. Reflective or shiny paints and finishes are prohibited.

(b) *Public Spaces and Site Landscaping* – Public Spaces and Site Landscaping are to be used to enhance the Mixed Use Center environment and act as accouterments to create transitions between the buildings and the streetscape.

(1) Each development shall provide walkways, plazas, and other pedestrian oriented hardscape area and shall be integrated into the site landscaping plan, provided that such impervious area do not exceed forty-five (45) percent of the required minimum landscaping requirement. As used herein, hardscape means sidewalks, concrete or asphalt trails, plazas, and other non-vegetative construction located in area designated as landscaping.

(2) The public space and site landscaping plan of each site shall be unified both internally and externally, and relate to the larger context of the surrounding community. All plans shall consider the mixed use context of the desired built environment and its unique contribution to the character of the community.

(3) The public space and site landscaping plan shall include a pedestrian circulation element that shows interconnectivity with surrounding sidewalks, trails, and access to open space area. Each development is to provide appropriate pedestrian connections to usable open space and trail amenities.

(4) Developed areas devoted to public space and landscaping shall utilize a mixture of ornamental and native or local climate plantings. Plantings shall include the predominate use of ornamental grasses, shrubs, and wildflowers that complement the West Side Neighborhood.

(5) Trees and evergreens shall be used to frame public spaces and ensure that the mixed use character of the center is sustained. However, trees and evergreens are also to be used for area needing shading, screening, and privacy.

(6) The public space and site landscape design shall be coordinated with the placement of utility elements to mitigate their impact and reduce the potential for conflicts. All new utility lines shall be placed underground to minimize their impact on the mixed use environment. Easements above the underground utilities may be incorporated into the overall plan as pedestrian pathways. Strategic placement of public space amenities and

landscape design shall be utilized to mitigate the visual impact of all site utility elements such as transformers, meter boxes, fire protection devices, etc.

(7) Public space and landscaped area shall be prepared with grades and slopes suitable with their natural surroundings to encourage appropriate pedestrian circulation, use, and enable healthy plant growth and proper drainage.

(8) Rock mulching, waterways or stream resembling features, or other visual faux elements, along with decorative walls, landscape boulders, and other objects shall be used in a natural appearing manner to complement the appearance of the mixed use environment.

(e) *Off-street Parking* – Parking is a necessity for the varied uses and amenities in the Mixed Use Center District, however, it is to be designed in such a manner to enhance the visual appeal and experience of working, playing, or living in the mixed use environment.

(1) Parking area shall be segmented or spatially separated and may be connected together by access lanes, open space, stream corridors, or pedestrian pathways. Large or expansive parking or pavement areas are prohibited. Parking center segments shall not exceed two (2) rows of double-loaded parking, without providing a landscaped median to pedestrian pathway to separate the next set of parking rows.

(2) Parking area shall be visually buffered and screened from streets and public spaces so automobiles are not visible below the average headlight height area. Screening methods shall include undulating landscaped berms, low decorative walls, and plantings.

(3) Access drives, internal circulation drives, parking area, and pedestrian walkways shall be designed to provide safety and convenience for both motorists and pedestrians and to ensure access for the physically disabled. Area where driveways cross pedestrian walkways shall rise to the level of the pedestrian walkway and be constructed of stamped concrete or of other material and design so as to differentiate the center as a pedestrian/vehicle interface.

(4) The use of hardscape materials in parking area shall incorporate use of colors and textures to define landscaped islands, pedestrian pathways, loading/unloading area, and other such amenities to soften and improve the visual appeal of impervious surfaces.

(5) Ornamental entryway features shall be placed on both sides of every major drive accessing a public street to create a unified Mixed Use Center image. The ornamental entryway features for the Mixed Use Center District shall consist of artistic sculptures, landscaping features, kiosk signs, or other elements designated by the approving entity. The width of major access drives and curb cuts shall be minimized or design to the least width needed to function.

(6) Direct access to individual parking lots or pavement area to the 1250 West or other major arterial access is prohibited. Parking lot design and placement shall consider future development on adjacent sites and plan for future interconnections where deemed appropriate by the approving entity.

(7) Traffic circulation patterns are to primarily direct commercial use traffic onto the arterial and major collector streets. Multiple-family residential traffic is to be primarily directed onto minor collector or local streets.

(8) A shared parking analysis and circulation plan shall be provided to minimize single-use parking area. Multiple-use or sharing of parking and parking area is desired for the Mixed Use Center District. All requests for parking requirement modifications are to comply with Section 12-52-110 of this Title. Even so, the parking to be provided for each development shall not be in excess of 125% of the City's parking ordinance requirements.

(f) *Fences and Walls* – The use of fences and walls are to be minimized in the public space and site landscaping area of the Mixed Use Center District.

(4) Raised planting beds, berms or landscape plantings shall be the primary means for screening or for establishing needed spatial separation.

(5) Where security and access controls are needed, an open style fence or semi-private designs shall be utilized.

(6) Walls and fences, if constructed, shall use materials and styles to complement the architectural style of the buildings that related to the desired mixed use environment. Vinyl, chain link, and barbed wire types of fencing are not permitted. Retaining walls shall be minimal in height or shall be terraced if used for significant retaining needs.

(7) Open access to the pedestrian pathway or trail systems shall be provided and shall not be impeded by the use of fencing or walls.

(8) The use of sound walls is strictly prohibited and shall not be used to separate development from a transit station, public park, or surrounding commercial support areas.

(g) *Outdoor Lighting* – The residential use areas are an important part of the character and intrinsic quality of the Mixed Use Center District. Developments shall provide a lighting plan and such fixtures and lamps systems shall consider a proper balance between security and safety needs and the negative impacts of high intensity lighting for residential uses.

(1) Lighting shall primarily be focused on the human scale environment of public spaces and

landscaping. Additionally, lighting is to be used for accentuating buildings and the mixed use environment. Lighting that is needed for safety and visibility shall be minimized. Lighting levels shall be scaled back to the minimal levels needed to achieve its purpose. The use of excessive or over lighting is prohibited.

(2) Fixtures or elements producing light shall select the correct bulb type to achieve the lowest wattage necessary. Lighting elements shall be hidden or utilize full-cut-off shields to eliminate shining or reflecting up unnecessarily up into the night sky and to minimize glare and light trespass beyond center where lighting is needed or onto adjacent properties.

(3) Self-regulating on and off controls shall be used where lighting is needed periodically, but not continuously and shall be set to their proper operation times.

(4) Up-lighting shall be used sparingly for accenting architecture, landscaping, and signing. Where up-lighting is used, a narrow angle focused fixture with low wattage lamp shall be used.

(h) *Signing* – Signing is to enhance the built qualities of the Mixed Use Center District and shall compliment the signing style of a human-scale urbanized center.

(1) Business signing shall be simple and scaled to allow for sufficient identification of the operation or facility. The style, colors, and materials shall compliment the architecture and design of buildings associated with the sign.

(2) Wall sign placement shall not exceed [15] feet in height from final grade of the building and shall comply with Section 12-54-110.b.2, Projecting Signs, Only Low-Profile monument style signs shall be allowed and shall also comply with Section 12-54-110.b.3 & 4, Low-Profile and Multi-Tenant Buildings.

(3) Sign copy shall consist of individual lettering and logos. Sign copy shall not be internally illuminated or animated. Electronic or changeable copy signs may not exceed 10% of the allowable sign center.

(4) Informational or business location kiosks may be allowed in the public right-of-way signing program. Such signs shall conform to the public, highway, or local street program design standards and shall be scaled appropriately to maintain the image of the Mixed Use Center District, as allowed by the discretion of the City.

12-69-060. Design Guidelines.

(a) *Viewshed Protection* – Buildings and similar structures should be designed and placed where their visual impact is minimized to the greatest extent possible, as viewed from a public transit facility, public space, or public streets.

(1) All main buildings and associated site landscaping and public space area within [250] feet of a future planned or developed public transit station or public park are to visually be oriented to the transit station or public park.

(2) View corridors should be created to allow visual connections towards a planned or future transit station or public park. Buildings should not be massed in a manner that creates a complete visual fortress, specifically as viewed from a planned or developed public transit station or public park.

(3) All service area and back lot uses, such as loading docks, dumpsters, storage area, etc. should be located behind the main buildings or properly screened or visually buffered from view from a planned or developed transit station, public park, a local street, or any pedestrian pathway..

(4) Land uses needing area for storage, equipment parking, or other such activities, should be screened and segmented into smaller spatial area and may be connected together by access lanes, open space, and other buildings.

(b) *Public Right-of-Way, Roadway and Parking Lot Surfacing Design* – Properly designed roadway and parking lot placement can create opportunities for shared access ways to reduce the number of access drives along a street or pedestrian path. Basic strategies include sharing driveways, allowing cross access rights for adjacent developments, and minimizing vehicular interruptions along the pedestrian pathways along the street system.

(1) Shared driveway use should be incorporated into the site and building layout, including consideration of development on adjacent sites. Driveways should be limited to 25 feet (residential) and 30 feet (commercial/mixed use) in width.

(2) The primary roadway and parking lot design style should be for restricted speeds to allow for on-street parking area, pedestrian bulb-outs at intersections, and where deemed appropriate at the mid-block crossings.

(3) The minimum right-of-way for roads of the Mixed Use Center District should be primarily range from 40-45 feet and the maximum should be 50 feet.

(4) The following maximum road widths and sidewalk surfacing should be as follows

(A) Local Residential Roads = 22 feet with No Parking, 29 feet with Parking.

(B) Other Local and Collector Roads = 31 feet

(C) Arterial Roads = 35 feet

(D) Eight (8) feet sidewalks within 250 Feet of a planned for developed public transit facility

(E) Five (5) feet for the general pedestrian pathway and sidewalk systems.

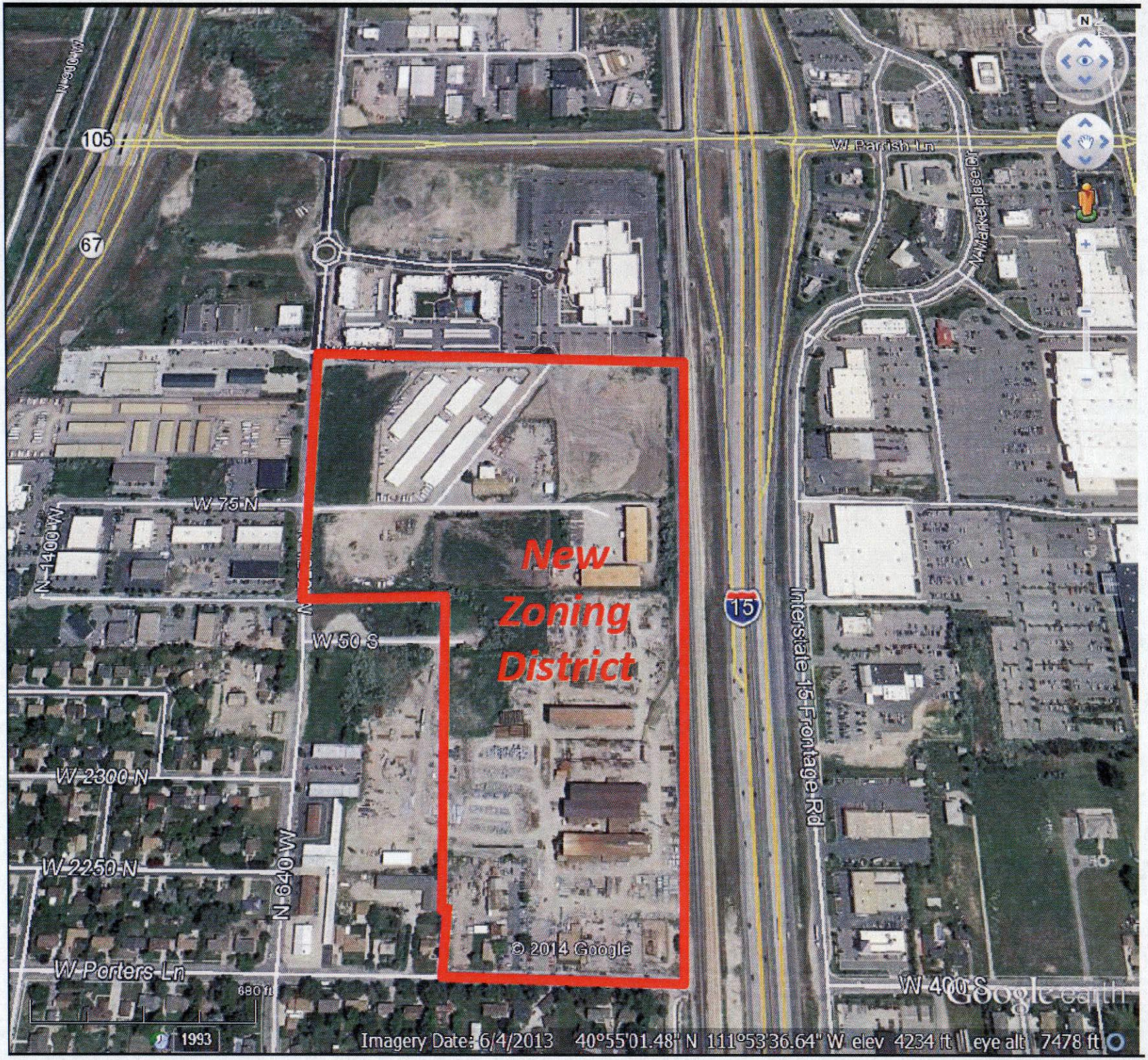
(F) Eight to Ten (8-10) feet for Multiple-Use Trails and Pathways, as deemed necessary by the City.

(5) Public street design and development within the Mixed Use Center should reflect the proper design theme motif and be unified across the entire District. The streetscape design should include the use of, but not limited to, the following types of elements:

(A) Interpretive signs and kiosks
(B) Street trees with decorative planting beds or decorative grating
(C) Decorative light fixtures and street signs
(D) Benches or places to rest
(E) Bike lanes and bike racks
(F) Decorative waste cans and drinking fountains
(G) Trailhead and spur connections facilities to the center's trail systems.

12-69-070 Color Palette

- YET TO BE DETERMINED –


New Zoning District
W Parrish Ln
W Marketplace Dr
Interstate 15 Frontage Rd
W 75 N
N 1400 W
W 50 S
W 2300 N
W 2250 N
N 640 W
W Porters Ln
W 400 S
© 2014 Google
Google earth
Imagery Date: 6/4/2013 40°55'01.48" N 111°53'36.64" W elev 4234 ft eye alt 7478 ft

On January 20, 2015, the City Council agreed to the following process for City Council review and decision-making on the proposed West Centerville Neighborhood General Plan Amendments and the related Zone Text/Map Amendments for the Parrish/Legacy Transit-Oriented District (TOD):

* **Step 1. City Council Work Session.** Hold a City Council Work Session to review the recommendations from the Planning Commission regarding the proposed General Plan Amendments and Zone Text/Map Amendments for the West Centerville Neighborhood. Notice of the Work Session shall be provided in accordance with State law and City Ordinances. The Planning Commission Chair can be invited to this meeting to answer any questions about the Planning Commission's decision or recommendation. This City Council Work Session will be held at **5:00 p.m. on Tuesday, February 3, 2015**. (Note: the City Council combined Step 1 and Step 2 to be held on the same night.)

* **Step 2: City Council Business Meeting and Public Hearing.** Schedule and provide notice of the General Plan Amendments and Zone Text/Map Amendments on a regular City Council meeting agenda for consideration and public hearing. Allow Staff to provide brief background on the proposed amendments, the Planning Commission's recommendations regarding the amendments, and any additional background information needed for the public. Notice of public meeting and public hearing shall be provided in accordance with State law and City Ordinances. Courtesy notice may also be sent to all business and property owners within the study area and/or the area proposed for rezone (such courtesy notice was provided at Planning Commission level). After public hearing has been held, make a motion to table action on the items and to continue the public hearing. This matter will be heard as part of the regular business meeting of the City Council to be held at **7:00 p.m. on Tuesday, February 3, 2015**. (Note: the City Council combined Step 1 and Step 2 to be held on the same night.)

* **Step 3: Special Public Meeting for Stake Holders.** Schedule a special public business meeting of the City Council to obtain input from the stake holders (i.e. school district, affected cities, utilities, UDOT, etc.). Provide notice of public meeting as required by State law and City Ordinances. Provide courtesy notice to listed stake holders. This invitation includes West Bountiful representatives. Allow Staff to provide brief background of the proposed amendments and process for decision-making. Open public hearing as continued from the last City Council meeting. Comments from this "stake holder" meeting should be included as part of the public record and public comment regarding the proposed amendments. After the public hearing, table action on the matter and continue the public hearing to the next City Council meeting. This Special Meeting for the stake holders will be held at **7:00 p.m. on Tuesday, February 24, 2015**.

* **Step 4: City Council Business Meeting and Public Hearing.** Allow Staff to provide brief background of proposed amendments and process. Open the public hearing for final public comment. Close the public hearing and allow City Council members time to debate the proposed amendments. The City Council can take action on the matter at this meeting or table the matter for further consideration or additional information from Staff. This matter will be heard as part of the regular business meeting of the City Council to be held at **7:00 p.m. on Tuesday, March, 3, 2015.**

CENTERVILLE
CITY COUNCIL
Staff Backup Report
3/3/2015

Item No. 4.

Short Title: Discuss drainage fee increase scenarios and give direction to staff

Initiated By:

Scheduled Time: 8:20

SUBJECT

RECOMMENDATION

Give staff direction as to what rate increases to include in a Resolution to be considered at a later council meeting.

BACKGROUND

We are nearing the end of a very long process which began two years ago with the update of the City's drainage master plan. Since then the City Council has adopted revisions to the Storm Drain Impact Fee that applies to new development, met numerous times to discuss various drainage rate scenarios, approved two public information documents sent to utility bill customers, and held a well-advertised open house and public hearing. Despite good-faith efforts to inform the public of the significant increases being considered by the Council, relatively few provided comment. Those comments are contained in the minutes of the public hearing held during the February 17 council meeting (see item #1 on the agenda for the March 3 meeting) or were submitted as written comments (see attachment) either before or at the public hearing/open house.

The following documents have been provided again as attachments for the Council's reference as they make a decision regarding rate increases:

- Drainage Rate Study Summary
- Scenarios A, B and C

ATTACHMENTS:

Description

- Written Public Comments
- 2015 Drainage Rate Study Summary
- Scenario A - No Debt
- Scenario B - 5 Year Staggered
- Scenario C - 2 Year Staggered (No Debt)

Marsha Morrow

From: Centerville Website <noreply@centervilleut.net>
Sent: Friday, February 13, 2015 8:14 AM
To: Mayor; Ken Averett; Tami Fillmore; John Higginson; Stephanie Ivie; Larry Wright; Steve Thacker; Mayor; City Council; Steve Thacker
Subject: Comments from our website

Comments from our website:

Name: Duane and Laura Toney
Address: 357 East 1375 North
Phone: 801-879-8811; 801-403-8720
Email: toneyfun@gmail.com
Comment: Thank you for the informative mailing on the Drainage User Fees. We've taken time to study the information and wanted to express our opinion.
We appreciate the many hours you've dedicated to finding solutions to this need. We assume that you've carefully evaluated current expenditures to insure that all current moneys raised from fees and taxes are being appropriately spent in a fiscal conservative manner. When new moneys are required, we hope that is always evaluated first.
If fees must be raised to meet the need, we feel best about Scenario A. We determined that the fees for our home would increase by $81.00 a year. While that is a hefty increase, we believe most homeowners in this community will be able to absorb it. It will be felt and noticed the first year, but within a short time become part of our routine expenses. It allows for future reduction in fees if the revenue ever exceeds the need . . . although we realize that governments rarely are able to reduce fees and taxes - it is still a possibility if we are not tied to debt payment. New debt has its unknowns - what will the interest rate be in 2017? What future needs of the city might be impacted by this additional debt? And over time, it is a much more expensive way to pay for the needed improvements.
We encourage the council to vote for Scenario A.
Thank you again, for your continued service to our great city.
Best regards,
Duane and Laura Toney
recaptcha_response_field: 9925

Marsha Morrow

From: Rick Bangerter <BangerterRS@ldschurch.org>
Sent: Friday, February 13, 2015 11:17 AM
To: John Higginson; Ken Averett; Larry Wright; Paul Cutler; Stephanie Ivie; Tami Fillmore; Jacob Smith; Marsha Morrow; Steve Thacker
Cc: Rachel Crosby; Steve Thacker
Subject: Centerville City Proposed Drainage fee increase

Dear Mayor Cutler and Centerville City Council members,

Thank you for allowing input from affected and interested parties in your considerations of increasing the "drainage utility" and "subsurface drain" fees in Centerville City.

The LDS Church is heavily impacted by these type of fees. As always, we try to operate very conservatively and we are most interested in trying to keep all operational costs for our facilities to a minimum. We appreciate your difficult and challenging position with limited City financial resources to meet the many City needs. We do trust you are all attempting to be very prudent with Tax dollars. We encourage you to be as conservative as possible in your considerations while you try to satisfy only justified City needs.

While we hope any potential fee increase is kept to a bare minimum, if, in fact, fees are increased, our position and encouragement to you would be for you to attempt to spread any increases and impact over several years incrementally rather than load the entire expense heavy on the front end. We, and likely many other businesses and organizations, appropriate budgets well in advance of given operational years. This proposed drainage utility increase was not on our 'radar' and consequently not considered back when 2015 Budgets were established. Implementing it within the short timeframe you are considering does create a significant impact on our current budget operations. I believe scenario 'B' as outlined in your considerations would be more palatable from our perspective.

Thank you for considering our input,

Rick Bangerter
Centerville Farmington LDS Facility Manager
P.O. Box 758
210 East 1825 North
Centerville, Utah 84014
Office phone 801-299-4270
Cell phone 801-509-3855
BangerterRS@ldschurch.org

NOTICE: This email message is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message.

CENTERVILLE CITY

DRAINAGE FEE OPEN HOUSE/PUBLIC HEARING COMMENT FORM

NAME: Grover Marsh DATE: 2/19/15

CITY OF RESIDENCE: Centerville

ARE YOU REPRESENTING A GROUP OR ENTITY? YES NO

NAME OF GROUP/ENTITY (IF APPLICABLE):

I WOULD LIKE TO SUBMIT THE FOLLOWING COMMENTS:

NEEDS TO BE DONE, LETS GET IT DONE, ALL THE WHINE WHAT IN THE BUDGET

CENTERVILLE CITY

DRAINAGE FEE OPEN HOUSE/PUBLIC HEARING COMMENT FORM

NAME: SPENCER PACKER DATE: 2-17-15

CITY OF RESIDENCE: CENTERVILLE

ARE YOU REPRESENTING A GROUP OR ENTITY? YES NO

NAME OF GROUP/ENTITY (IF APPLICABLE):

I WOULD LIKE TO SUBMIT THE FOLLOWING COMMENTS:

I AM A PROPONENT OF PAY AS GO, AVOIDING DEBT. OPTION A READS.

LYRB

2015 Drainage Rate Study Summary

Centerville City, Utah

January 2015

LEWIS YOUNG
ROBERTSON & BURNINGHAM, INC.

LYRB

DRAINAGE RATE STUDY

- General Pricing Objectives
- General Assumptions
- Projected Capital and Repair & Replacement Needs
- Scenario Analysis
- Summary of Recommended Structure

PRICING OBJECTIVES

- Simple and Equitable Rates Structure
- Ease of Implementation
- Revenue Sufficiency and Maintenance of Bond Covenants
  1. Inclusion of CIP @100%
  2. Days of Working Capital @ 90 Days Minimum
  3. Debt Service Coverage of 1.25x
- Rate Affordability

ASSUMPTIONS

- Existing debt service applies through 2021

$4,210,000 CENTERVILLE, UTAH						DRAINAGE DEBT ALLOCATION
2012 WATER REVENUE & REFUNDING BONDS, SERIES 2012						
FY YEAR	PRINCIPAL	COUPON	INTEREST	TOTAL P+I	FISCAL TOTAL	
2013	335,000.00	2.00%	59,100.10	394,100.10	448,881.35	53,836.98
2014	355,000.00	2.00%	109,562.50	409,781.25	461,012.50	62,937.50
2015	365,000.00	2.00%	102,462.50	416,231.25	463,812.50	67,087.50
2016	405,000.00	4.00%	95,162.50	452,581.25	492,062.50	95,137.50
2017	425,000.00	2.50%	78,962.50	464,481.25	498,650.00	102,575.00
2018	185,000.00	2.25%	68,337.50	219,168.75	251,256.25	110,443.75
2019	265,000.00	2.50%	64,175.00	297,087.50	325,862.50	187,187.50
2020	285,000.00	2.50%	57,550.00	313,775.00	338,987.50	197,625.00
2021	$305,000.00	2.50%	$50,425.00	$330,212.50	$351,612.50	$212,625.00

TOTAL CIP AND R&R

CIP List (with Inflation)

CAPITAL IMPROVEMENT PLAN (FISCAL YEAR)	2015	2016	2017	2018	2019	2020
Total Storm Drain Capital Projects	(286,430)	(61,285)	(531,606)	(853,966)	(301,074)	(374,446)
Funding of Depreciation	-	-	-	-	-	-
Total Subdrain Capital Projects	-	(288,400)	(275,834)	-	-	-
Total CIP	**($286,430)**	**($349,685)**	**($807,440)**	**($853,966)**	**($301,074)**	**($374,446)**

CAPITAL IMPROVEMENT PLAN (FISCAL YEAR)	2021	2022	2023	2024	2025
Total Storm Drain Capital Projects	(537,324)	(180,791)	(348,362)	(105,034)	(1,078,197)
Funding of Depreciation	-	-	-	-	-
Total Subdrain Capital Projects	(238,810)	(184,481)	-	(326,193)	(349,418)
Total CIP	**($776,134)**	**($365,273)**	**($348,362)**	**($431,228)**	**($1,427,615)**

10 Year Total = $6.322M

SCENARIO ANALYSIS

- Scenario A: One-Time Rate Increase (No Debt)
- Scenario B: Five-Year Staggered Increase (With Debt)
- Scenario C: Two-Year Staggered Increase (No Debt)

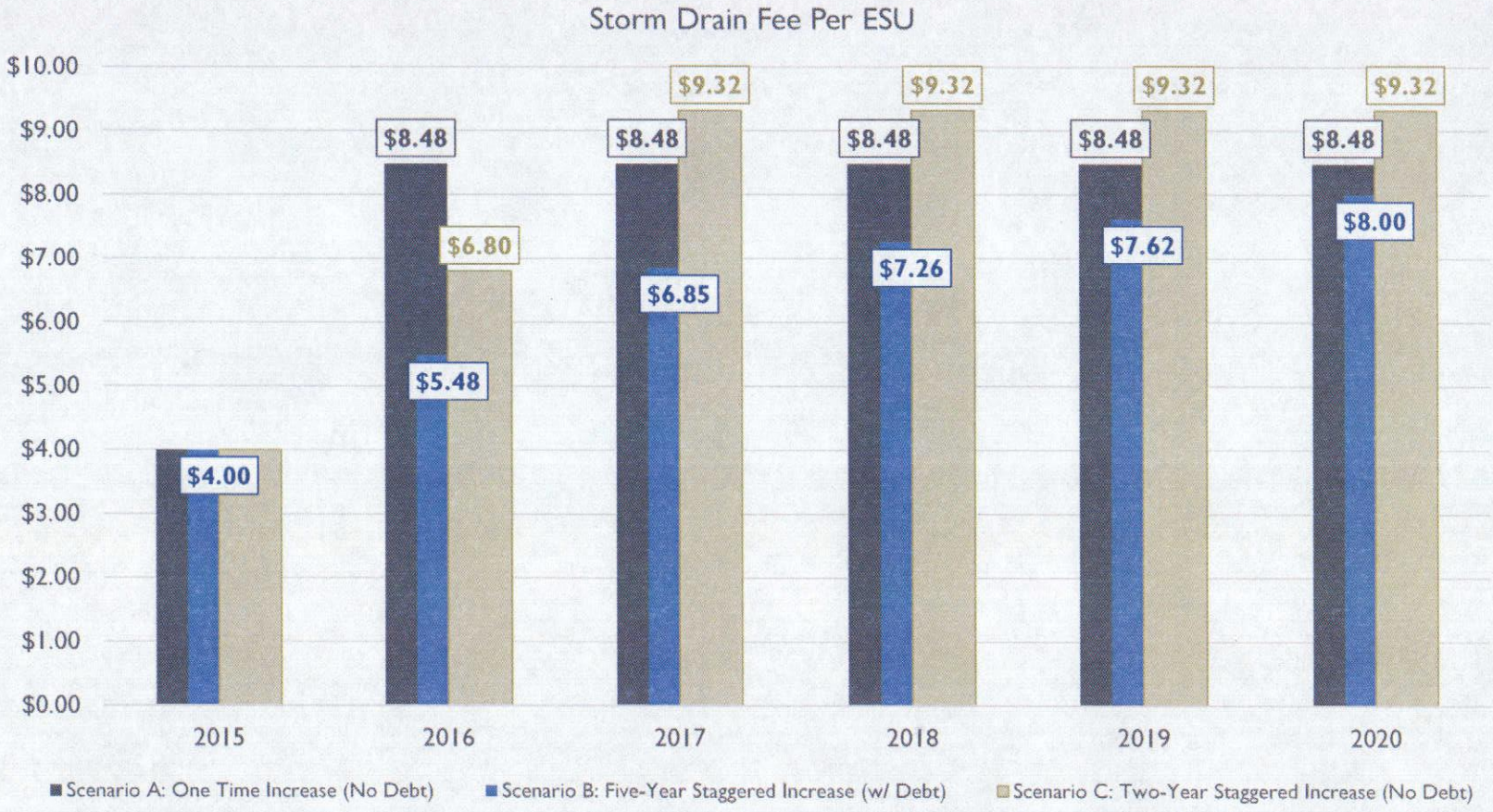
SCENARIO ANALYSIS

Scenario A: One Time Increase (No Debt)	FY 2015	2016	2017	2018	2019	2020
Storm Utility Rate Increase	0%	112%	0%	0%	0%	0%
Subdrain Utility (IN) Rate Increase	0%	112%	0%	0%	0%	0%
Subdrain Utility (Out) Rate Increase	0%	112%	0%	0%	0%	0%

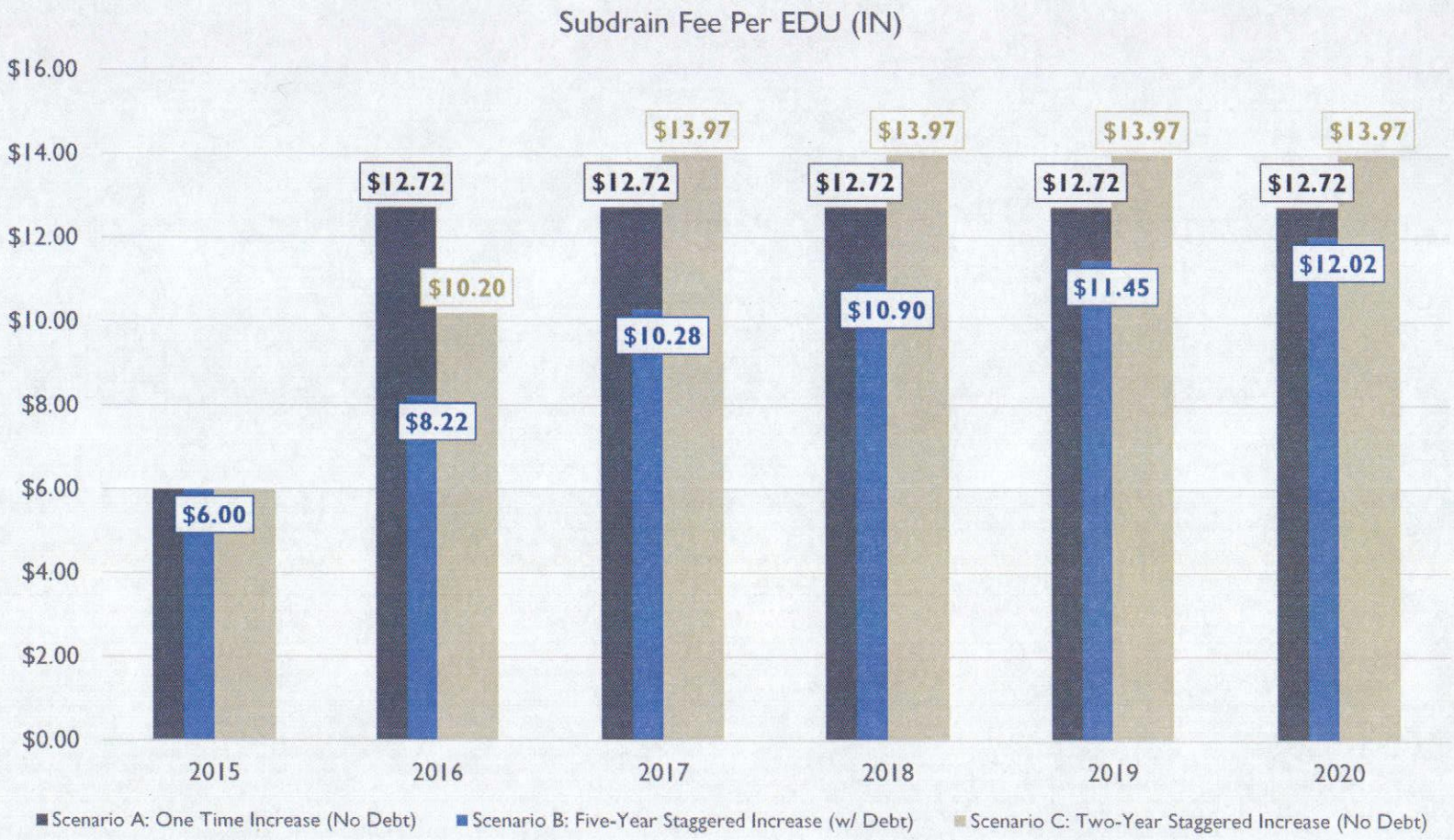
Scenario B: Five-Year Staggered Increase (w/ Debt)	2015	2016	2017	2018	2019	2020
Storm Utility Rate Increase	0%	37%	25%	6%	5%	5%
Subdrain Utility (IN) Rate Increase	0%	37%	25%	6%	5%	5%
Subdrain Utility (Out) Rate Increase	0%	37%	25%	6%	5%	5%

Scenario C: Two-Year Staggered Increase (No Debt)	2015	2016	2017	2018	2019	2020
Storm Utility Rate Increase	0%	70%	37%	0%	0%	0%
Subdrain Utility (IN) Rate Increase	0%	70%	37%	0%	0%	0%
Subdrain Utility (Out) Rate Increase	0%	70%	37%	0%	0%	0%

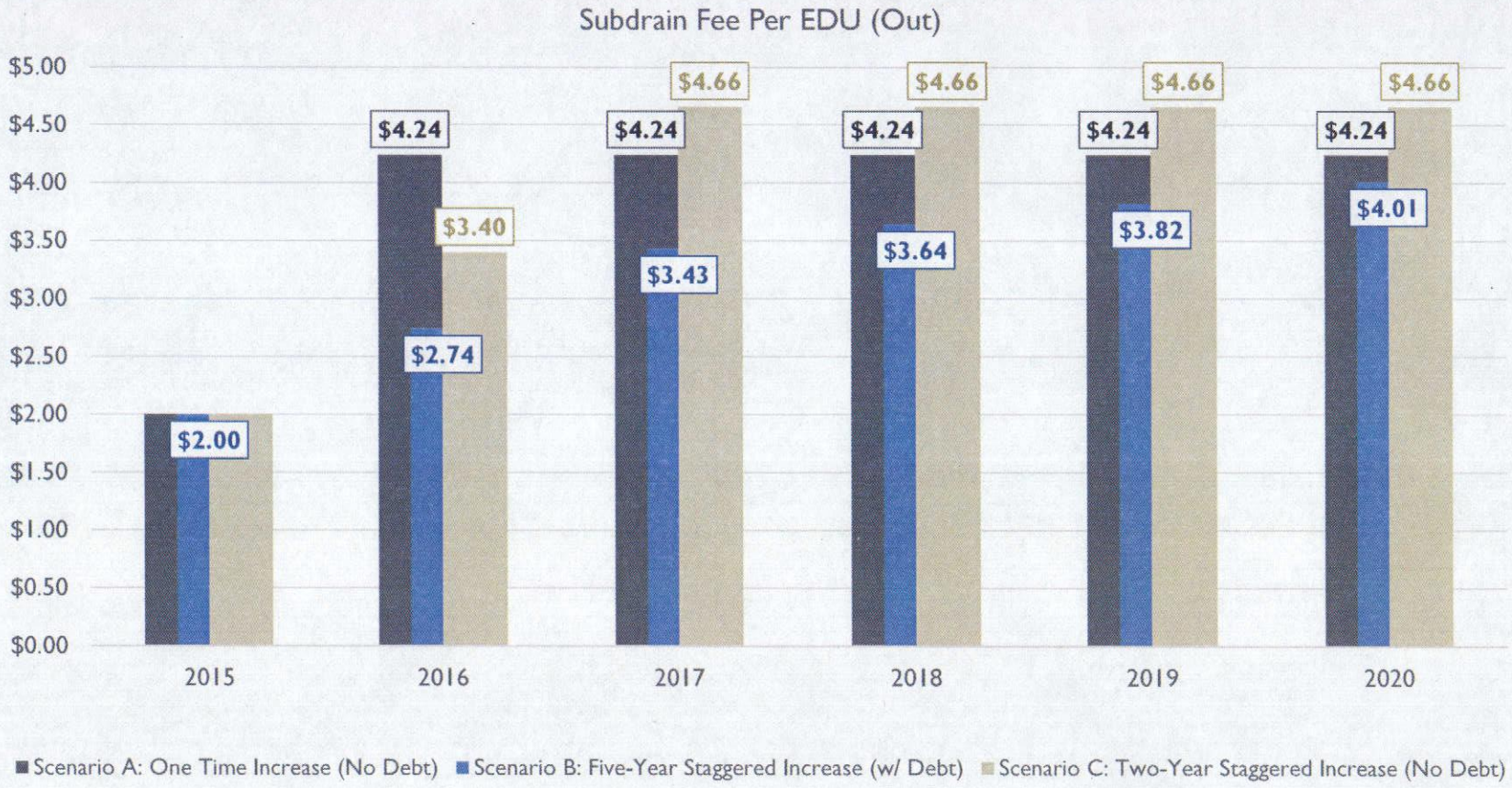
ANALYSIS SUMMARY: STORM DRAIN FEE PER ESU



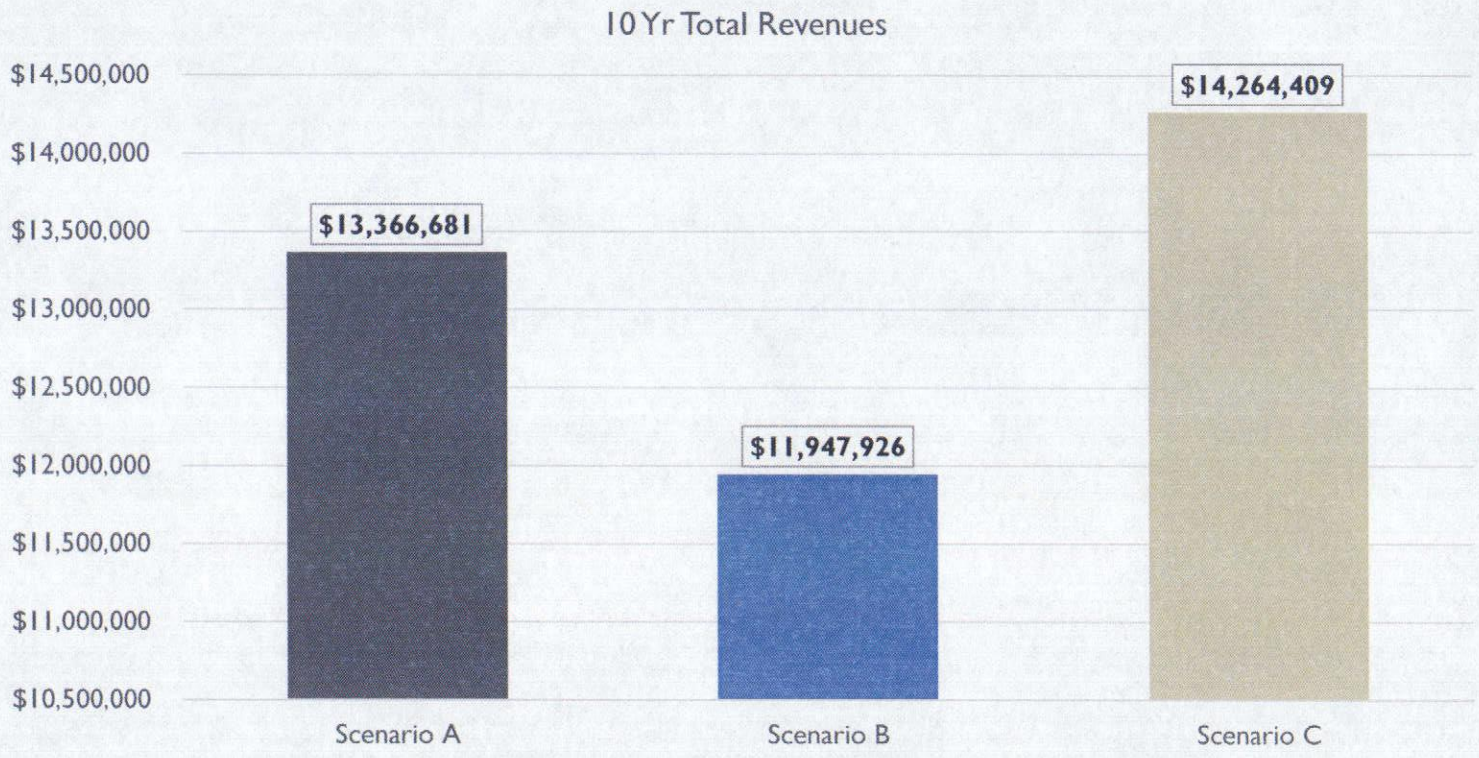
ANALYSIS SUMMARY: SUBDRAIN FEE PER EDU (IN)



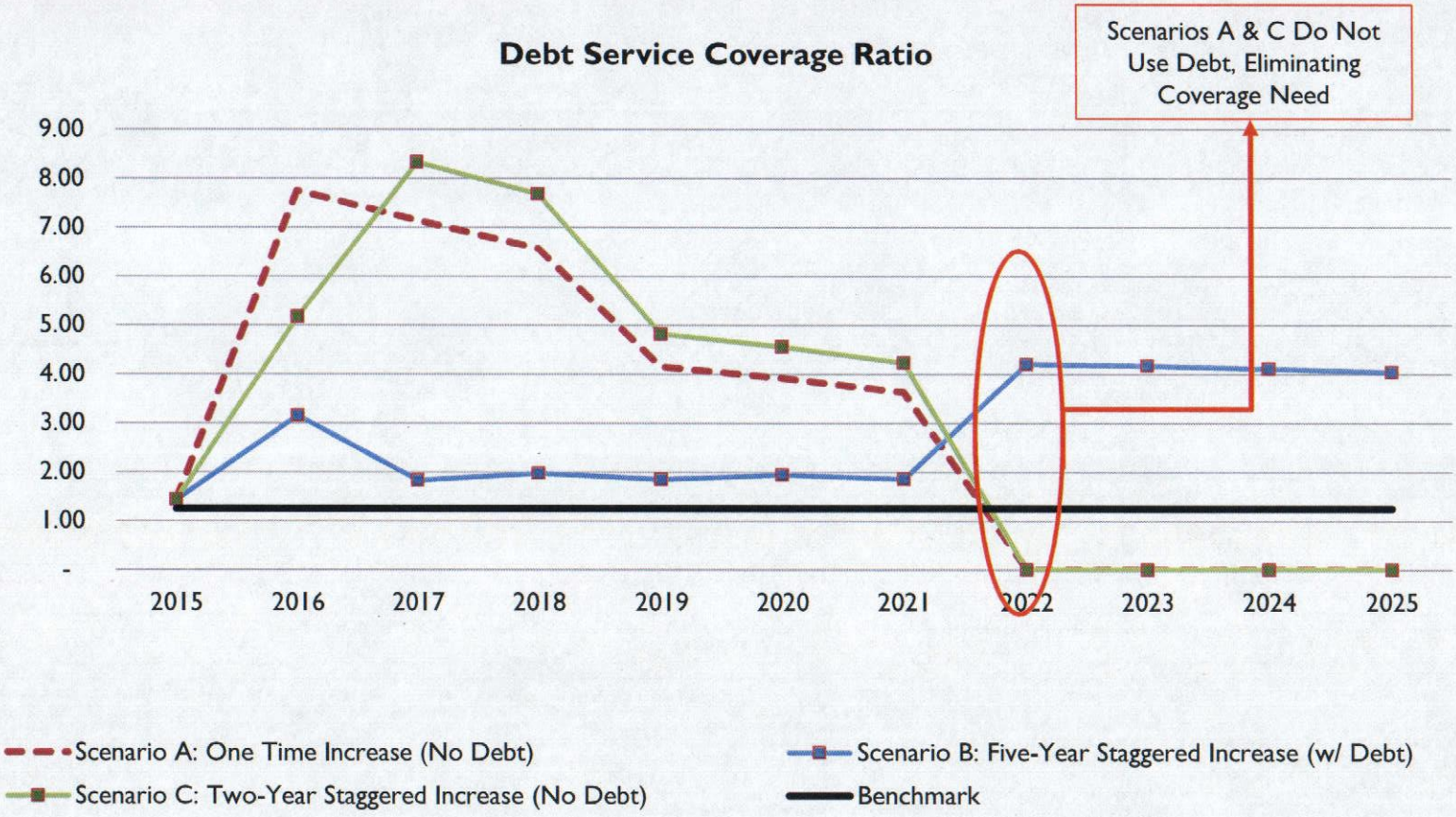
ANALYSIS SUMMARY: SUBDRAIN FEE PER EDU (OUT)



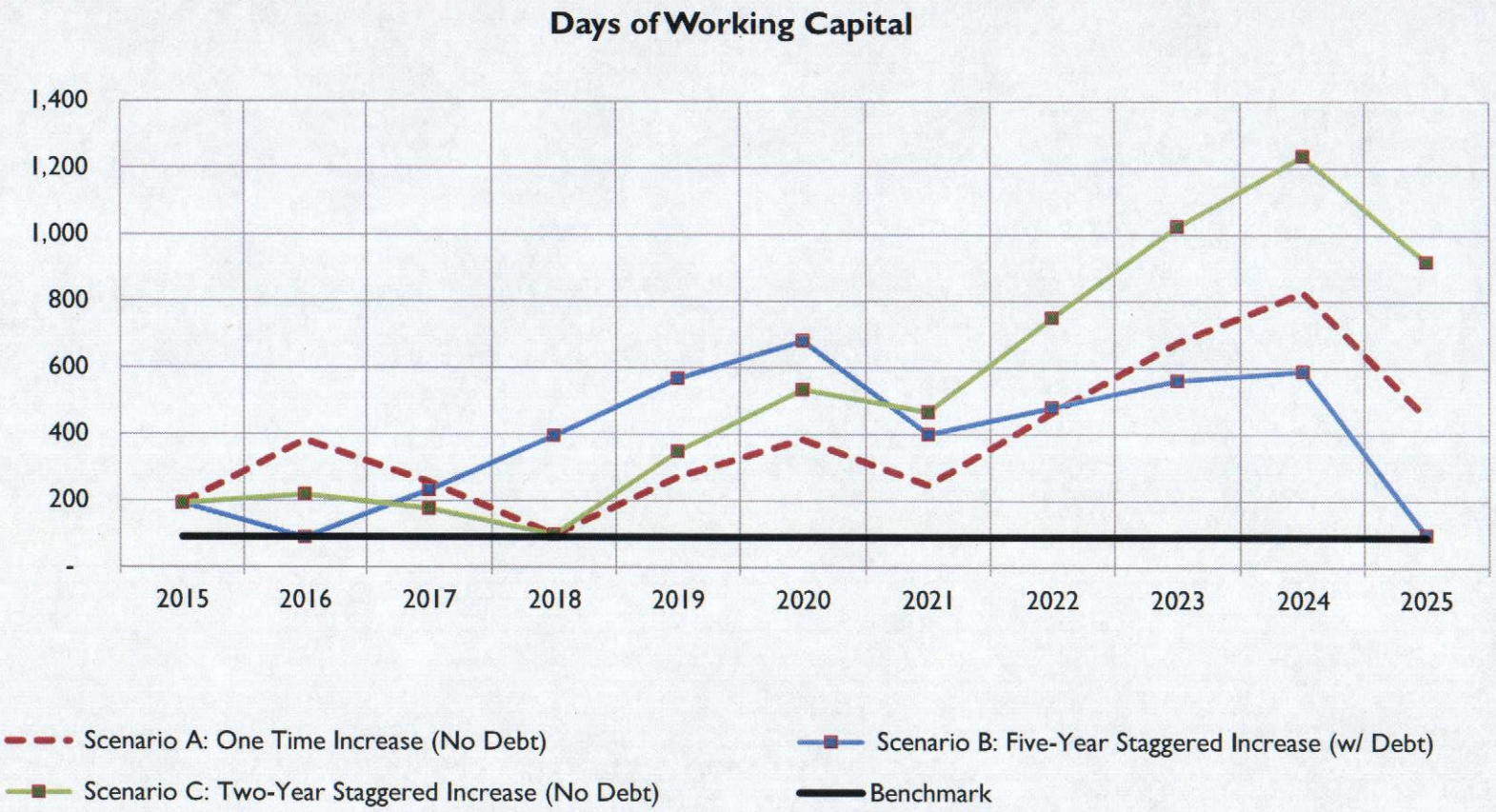
ANALYSIS SUMMARY: TOTAL REVENUES



ANALYSIS SUMMARY



Analysis Summary



AFFORDABILITY

- An affordability index of 1.5% of Median Household Income (MHI) is used as a benchmark in this analysis, which is the affordability index for a combined annual water and sewer bill for an AA rated sewer or water utility bond.
- The combined annual bill for water, sewer and drainage is below 1.5%, even under the maximum proposed rate (Scenario C).

Affordability of Maximum Rate (Scenario C)

Centerville Median Household Income	$80,114
Estimate of Annual Drainage Bill (Scenario C @ $23.29)	$279
Estimate of Annual Sewer Bill	$112
Estimate of Annual Water Bill	$306
Total Combined Annual Bill	$698
% of MHI	0.87%

LYRB

Centerville City, Utah

Storm Drain Utility Fund

Comprehensive Financial Sustainability Plan

Table Detail: Multi-Year Cash Flow Projections

Scenario A: One Time Increase (No Debt)	FY 2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Storm Utility Rate Increase	0%	112%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Subdrain Utility (IN) Rate Increase	0%	112%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Subdrain Utility (Out) Rate Increase	0%	112%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Scenario B: Five-Year Staggered Increase (w/ Debt)	**FY 2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**
Storm Utility Rate Increase	0%	37%	25%	6%	5%	5%	0%	0%	0%	0%	0%
Subdrain Utility (IN) Rate Increase	0%	37%	25%	6%	5%	5%	0%	0%	0%	0%	0%
Subdrain Utility (Out) Rate Increase	0%	37%	25%	6%	5%	5%	0%	0%	0%	0%	0%
Scenario C: Two-Year Staggered Increase (No Debt)	**FY 2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**
Storm Utility Rate Increase	0%	70%	37%	0%	0%	0%	0%	0%	0%	0%	0%
Subdrain Utility (IN) Rate Increase	0%	70%	37%	0%	0%	0%	0%	0%	0%	0%	0%
Subdrain Utility (Out) Rate Increase	0%	70%	37%	0%	0%	0%	0%	0%	0%	0%	0%

FISCAL YEAR	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Storm Utility Rate Increase	0.0%	112.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Subdrain Utility (IN) Rate Increase	0.0%	112.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Subdrain Utility (Out) Rate Increase	0.0%	112.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Charge/ESU/Month	$4.00	$8.48	$8.48	$8.48	$8.48	$8.48	$8.48	$8.48	$8.48	$8.48	$8.48
Charge/EDU(IN)/Month	$6.00	$12.72	$12.72	$12.72	$12.72	$12.72	$12.72	$12.72	$12.72	$12.72	$12.72
Charge/EDU(OUT)/Month	$2.00	$4.24	$4.24	$4.24	$4.24	$4.24	$4.24	$4.24	$4.24	$4.24	$4.24

Scenario A: One Time Increase (No Debt)

FISCAL YEAR	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Total Operating Revenues	$578,784	$1,236,220	$1,245,442	$1,254,791	$1,264,267	$1,273,768	$1,283,295	$1,292,847	$1,302,628	$1,312,398	$1,322,241
Total Operating Expenditures	($529,782)	($545,675)	($562,045)	($578,907)	($596,274)	($614,162)	($632,587)	($651,565)	($671,112)	($691,245)	($711,982)
Total Non-Operating Revenues (Expenses)	$47,437	$46,958	$49,241	$49,189	$108,924	$114,747	$120,316	$123,969	$130,903	$132,973	$134,588
Net Revenues Available For Ds	**$96,440**	**$737,502**	**$732,638**	**$725,074**	**$776,917**	**$774,353**	**$771,023**	**$765,252**	**$762,420**	**$754,126**	**$744,846**
Total Storm Debt Service	($67,088)	($95,138)	($102,575)	($110,444)	($187,188)	($197,625)	($212,625)	-	-	-	-
COVERAGE RATIO	**1.44**	**7.75**	**7.14**	**6.57**	**4.15**	**3.92**	**3.63**	**NA**	**NA**	**NA**	**NA**
COVERAGE RATIO: w/o Impact Fees	**0.77**	**7.27**	**6.69**	**6.14**	**3.57**	**3.35**	**3.08**	**NA**	**NA**	**NA**	**NA**
SURPLUS REVENUES	**$29,352**	**$642,365**	**$630,063**	**$614,630**	**$589,729**	**$576,728**	**$558,398**	**$765,252**	**$762,420**	**$754,126**	**$744,846**
Total Transfers In (Out)	-	-	-	-	-	-	-	-	-	-	-
Total CIP (Including 0% Depreciation)	**($286,430)**	**($349,685)**	**($807,440)**	**($853,966)**	**($301,074)**	**($374,446)**	**($776,134)**	**($365,273)**	**($348,362)**	**($431,228)**	**($1,427,615)**
Proposed Series 2017 Proceeds	-	-	-	-	-	-	-	-	-	-	-
Proposed Series 2024 Proceeds	-	-	-	-	-	-	-	-	-	-	-
Total Change in Cash Position	**($257,078)**	**$292,680**	**($177,377)**	**($239,336)**	**$288,656**	**$202,282**	**($217,736)**	**$399,979**	**$414,058**	**$322,899**	**($682,769)**
Beginning Cash Reserves	$536,500	$279,422	$572,102	$394,725	$155,389	$444,045	$646,327	$428,591	$828,570	$1,242,628	$1,565,527
Ending Cash Reserves	$279,422	$572,102	$394,725	$155,389	$444,045	$646,327	$428,591	$828,570	$1,242,628	$1,565,527	$882,758
Ending Cash Reserves (unrestricted)	**$279,422**	**$572,102**	**$394,725**	**$155,389**	**$444,045**	**$646,327**	**$428,591**	**$828,570**	**$1,242,628**	**$1,565,527**	**$882,758**
Ending Bond Proceeds Balance	-	-	-	-	-	-	-	-	-	-	-
Days of Working Capital (unrestricted)	**193**	**383**	**256**	**98**	**272**	**384**	**247**	**464**	**676**	**827**	**453**

LYRB

Centerville City, Utah

Storm Drain Utility Fund

Comprehensive Financial Sustainability Plan

Table Detail: Multi-Year Cash Flow Projections

Scenario A: One Time Increase (No Debt)	FY 2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Storm Utility Rate Increase	0%	112%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Subdrain Utility (IN) Rate Increase	0%	112%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Subdrain Utility (Out) Rate Increase	0%	112%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Scenario B: Five-Year Staggered Increase (w/ Debt)	**FY 2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**
Storm Utility Rate Increase	0%	37%	25%	6%	5%	5%	0%	0%	0%	0%	0%
Subdrain Utility (IN) Rate Increase	0%	37%	25%	6%	5%	5%	0%	0%	0%	0%	0%
Subdrain Utility (Out) Rate Increase	0%	37%	25%	6%	5%	5%	0%	0%	0%	0%	0%
Scenario C: Two-Year Staggered Increase (No Debt)	**FY 2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**
Storm Utility Rate Increase	0%	70%	37%	0%	0%	0%	0%	0%	0%	0%	0%
Subdrain Utility (IN) Rate Increase	0%	70%	37%	0%	0%	0%	0%	0%	0%	0%	0%
Subdrain Utility (Out) Rate Increase	0%	70%	37%	0%	0%	0%	0%	0%	0%	0%	0%

FISCAL YEAR	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Storm Utility Rate Increase	0.0%	37.0%	25.0%	6.0%	5.0%	5.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Subdrain Utility (IN) Rate Increase	0.0%	37.0%	25.0%	6.0%	5.0%	5.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Subdrain Utility (Out) Rate Increase	0.0%	37.0%	25.0%	6.0%	5.0%	5.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Charge/ESU/Month	$4.00	$5.48	$6.85	$7.26	$7.62	$8.00	$8.00	$8.00	$8.00	$8.00	$8.00
Charge/EDU(IN)/Month	$6.00	$8.22	$10.28	$10.90	$11.45	$12.02	$12.02	$12.02	$12.02	$12.02	$12.02
Charge/EDU(OUT)/Month	$2.00	$2.74	$3.43	$3.64	$3.82	$4.01	$4.01	$4.01	$4.01	$4.01	$4.01

Scenario B: Five-Year Staggered Increase (w/ Debt)

FISCAL YEAR	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Total Operating Revenues	$578,784	$798,878	$1,006,402	$1,074,982	$1,136,950	$1,202,573	$1,211,568	$1,220,586	$1,229,821	$1,239,044	$1,248,337
Total Operating Expenditures	($529,782)	($545,675)	($562,045)	($578,907)	($596,274)	($614,162)	($632,587)	($651,565)	($671,112)	($691,245)	($711,982)
Total Non-Operating Revenues (Expenses)	$47,437	$46,958	$47,054	$49,007	$111,286	$117,163	$122,812	$125,293	$131,046	$131,927	$132,343
Net Revenues Available For Ds	**$96,440**	**$300,160**	**$491,411**	**$545,083**	**$651,962**	**$705,574**	**$701,793**	**$694,315**	**$689,755**	**$679,726**	**$668,698**
Total Storm Debt Service	($67,088)	($95,138)	($267,822)	($275,691)	($352,435)	($362,872)	($377,872)	($165,247)	($165,247)	($165,247)	($165,247)
COVERAGE RATIO	**1.44**	**3.16**	**1.83**	**1.98**	**1.85**	**1.94**	**1.86**	**4.20**	**4.17**	**4.11**	**4.05**
COVERAGE RATIO: w/o Impact Fees	**0.77**	**2.68**	**1.66**	**1.81**	**1.54**	**1.63**	**1.55**	**3.46**	**3.41**	**3.35**	**3.28**
SURPLUS REVENUES	**$29,352**	**$205,023**	**$223,589**	**$269,391**	**$299,527**	**$342,702**	**$323,920**	**$529,067**	**$524,508**	**$514,479**	**$503,451**
Total Transfers In (Out)	-	-	-	-	-	-	-	-	-	-	-
Total CIP (Including 0% Depreciation)	**($286,430)**	**($349,685)**	**($807,440)**	**($853,966)**	**($301,074)**	**($374,446)**	**($776,134)**	**($365,273)**	**($348,362)**	**($431,228)**	**($1,427,615)**
Proposed Series 2017 Proceeds	-	-	$2,212,578	-	-	-	-	-	-	-	-
Proposed Series 2024 Proceeds	-	-	-	-	-	-	-	-	-	-	-
Total Change in Cash Position	**($257,078)**	**($144,662)**	**$1,628,726**	**($584,575)**	**($1,547)**	**($31,744)**	**($452,214)**	**$163,795**	**$176,146**	**$83,251**	**($924,165)**
Beginning Cash Reserves	$536,500	$279,422	$134,760	$1,763,487	$1,178,912	$1,177,365	$1,145,622	$693,408	$857,203	$1,033,349	$1,116,600
Ending Cash Reserves	$279,422	$134,760	$1,763,487	$1,178,912	$1,177,365	$1,145,622	$693,408	$857,203	$1,033,349	$1,116,600	$192,435
Ending Cash Reserves (unrestricted)	**$279,422**	**$134,760**	**$358,349**	**$627,740**	**$927,267**	**$1,145,622**	**$693,408**	**$857,203**	**$1,033,349**	**$1,116,600**	**$192,435**
Ending Bond Proceeds Balance	-	-	$1,405,138	$551,172	$250,098	-	-	-	-	-	-
Days of Working Capital (unrestricted)	**193**	**90**	**233**	**396**	**568**	**681**	**400**	**480**	**562**	**590**	**99**

Centerville City, Utah

Storm Drain Utility Fund

Comprehensive Financial Sustainability Plan

Table Detail: Multi-Year Cash Flow Projections

Scenario A: One Time Increase (No Debt)	FY 2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Storm Utility Rate Increase	0%	112%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Subdrain Utility (IN) Rate Increase	0%	112%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Subdrain Utility (Out) Rate Increase	0%	112%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Scenario B: Five-Year Staggered Increase (w/ Debt)	**FY 2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**
Storm Utility Rate Increase	0%	37%	25%	6%	5%	5%	0%	0%	0%	0%	0%
Subdrain Utility (IN) Rate Increase	0%	37%	25%	6%	5%	5%	0%	0%	0%	0%	0%
Subdrain Utility (Out) Rate Increase	0%	37%	25%	6%	5%	5%	0%	0%	0%	0%	0%
Scenario C: Two-Year Staggered Increase (No Debt)	**FY 2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**
Storm Utility Rate Increase	0%	70%	37%	0%	0%	0%	0%	0%	0%	0%	0%
Subdrain Utility (IN) Rate Increase	0%	70%	37%	0%	0%	0%	0%	0%	0%	0%	0%
Subdrain Utility (Out) Rate Increase	0%	70%	37%	0%	0%	0%	0%	0%	0%	0%	0%

FISCAL YEAR	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Storm Utility Rate Increase	0.0%	70.0%	37.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Subdrain Utility (IN) Rate Increase	0.0%	70.0%	37.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Subdrain Utility (Out) Rate Increase	0.0%	70.0%	37.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Charge/ESU/Month	$4.00	$6.80	$9.32	$9.32	$9.32	$9.32	$9.32	$9.32	$9.32	$9.32	$9.32
Charge/EDU(IN)/Month	$6.00	$10.20	$13.97	$13.97	$13.97	$13.97	$13.97	$13.97	$13.97	$13.97	$13.97
Charge/EDU(OUT)/Month	$2.00	$3.40	$4.66	$4.66	$4.66	$4.66	$4.66	$4.66	$4.66	$4.66	$4.66

Scenario C: Two-Year Staggered Increase (No Debt)

FISCAL YEAR	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Total Operating Revenues	$578,784	$991,308	$1,368,636	$1,378,910	$1,389,322	$1,399,763	$1,410,232	$1,420,730	$1,431,478	$1,442,214	$1,453,031
Total Operating Expenditures	($529,782)	($545,675)	($562,045)	($578,907)	($596,274)	($614,162)	($632,587)	($651,565)	($671,112)	($691,245)	($711,982)
Total Non-Operating Revenues (Expenses)	$47,437	$46,958	$48,017	$48,574	$108,927	$115,375	$121,577	$125,871	$133,454	$136,181	$138,461
Net Revenues Available For Ds	**$96,440**	**$492,591**	**$854,607**	**$848,577**	**$901,975**	**$900,976**	**$899,222**	**$895,036**	**$893,821**	**$887,151**	**$879,510**
Total Storm Debt Service	($67,088)	($95,138)	($102,575)	($110,444)	($187,188)	($197,625)	($212,625)	-	-	-	-
COVERAGE RATIO	**1.44**	**5.18**	**8.33**	**7.68**	**4.82**	**4.56**	**4.23**	**NA**	**NA**	**NA**	**NA**
COVERAGE RATIO: w/o Impact Fees	**0.77**	**4.70**	**7.88**	**7.26**	**4.24**	**3.99**	**3.68**	**NA**	**NA**	**NA**	**NA**
SURPLUS REVENUES	**$29,352**	**$397,453**	**$752,032**	**$738,133**	**$714,788**	**$703,351**	**$686,597**	**$895,036**	**$893,821**	**$887,151**	**$879,510**
Total Transfers In (Out)	-	-	-	-	-	-	-	-	-	-	-
Total CIP (Including 0% Depreciation)	**($286,430)**	**($349,685)**	**($807,440)**	**($853,966)**	**($301,074)**	**($374,446)**	**($776,134)**	**($365,273)**	**($348,362)**	**($431,228)**	**($1,427,615)**
Proposed Series 2017 Proceeds	-	-	-	-	-	-	-	-	-	-	-
Proposed Series 2024 Proceeds	-	-	-	-	-	-	-	-	-	-	-
Total Change in Cash Position	**($257,078)**	**$47,768**	**($55,408)**	**($115,833)**	**$413,714**	**$328,906**	**($89,537)**	**$529,764**	**$545,459**	**$455,923**	**($548,106)**
Beginning Cash Reserves	$536,500	$279,422	$327,191	$271,782	$155,950	$569,664	$898,569	$809,033	$1,338,796	$1,884,255	$2,340,179
Ending Cash Reserves	$279,422	$327,191	$271,782	$155,950	$569,664	$898,569	$809,033	$1,338,796	$1,884,255	$2,340,179	$1,792,073
Ending Cash Reserves (unrestricted)	**$279,422**	**$327,191**	**$271,782**	**$155,950**	**$569,664**	**$898,569**	**$809,033**	**$1,338,796**	**$1,884,255**	**$2,340,179**	**$1,792,073**
Ending Bond Proceeds Balance	-	-	-	-	-	-	-	-	-	-	-
Days of Working Capital (unrestricted)	**193**	**219**	**176**	**98**	**349**	**534**	**467**	**750**	**1,025**	**1,236**	**919**

CENTERVILLE
CITY COUNCIL
Staff Backup Report
3/3/2015

Item No. 5.

Short Title: Procurement Policy

Initiated By:

Scheduled Time: 8:40

SUBJECT

Consider Adoption of Updated Procurement Policy - Ordinance No. 2015-03

RECOMMENDATION

Adopt Ordinance No. 2015-03 adopting updated Procurement Policy for the procurement of supplies, services and construction by the City.

BACKGROUND

In the fall of 2013, the City Manager created and appointed Staff members to the Procurement Policy Committee. The Procurement Policy Committee was tasked with reviewing and recommending updates to the City's Procurement Policy. The Committee has completed its work on the procurement policies and procedures and recommends approval of the attached Centerville City Procurement Policy. The Committee intends to present to the City Council during the prior work session regarding this matter an overview of the new Procurement Policy, a comparison of proposed procedures and limits with other cities' policies, and discussion of the procurement comparison and decision-making flow charts. Staff will also explain what has been done with record-keeping for assets and inventory, a topic addressed near the end of the Procurement Policy.

Background information and documents regarding this matter are attached and include: (1) Memorandum from the City Attorney summarizing the new policies and the legal framework for municipal procurement; (2) enabling ordinance for adoption of the Procurement Policy; (3) proposed Procurement Policy (2015); (4) decision-making flow charts for procurement of supplies, services and construction under new policy; (5) comparison chart comparing current and proposed City procurement policies; (6) comparison charts comparing other city policies and approval limits; and (7) current Procurement Policy (2004). Please review the Memorandum from the City Attorney for further information regarding the proposed Procurement Policy.

ATTACHMENTS:

Description

- Procurement Policy-Memorandum
- Procurement Policy-Enabling Ordinance
- Procurement Policy-2015
- Procurement Policy-Flow Chart-Minor Expenditures
- Procurement Policy-Flow Chart-Small Expenditures
- Procurement Policy-Flow Chart-Large Expenditures
- Procurement Policy-Current and Proposed Comparison Chart
- Procurement Policy Comparison to other Cities
- Current Procurement Policy (2004)

CENTERVILLE
CITY COUNCIL
Staff Backup Report
3/3/2015

Item No. 5.

Short Title: Procurement Policy

Initiated By:

Scheduled Time: 8:40

SUBJECT

Consider Adoption of Updated Procurement Policy - Ordinance No. 2015-03

RECOMMENDATION

Adopt Ordinance No. 2015-03 adopting updated Procurement Policy for the procurement of supplies, services and construction by the City.

BACKGROUND

In the fall of 2013, the City Manager created and appointed Staff members to the Procurement Policy Committee. The Procurement Policy Committee was tasked with reviewing and recommending updates to the City's Procurement Policy. The Committee has completed its work on the procurement policies and procedures and recommends approval of the attached Centerville City Procurement Policy. The Committee intends to present to the City Council during the prior work session regarding this matter an overview of the new Procurement Policy, a comparison of proposed procedures and limits with other cities' policies, and discussion of the procurement comparison and decision-making flow charts. Staff will also explain what has been done with record-keeping for assets and inventory, a topic addressed near the end of the Procurement Policy.

Background information and documents regarding this matter are attached and include: (1) Memorandum from the City Attorney summarizing the new policies and the legal framework for municipal procurement; (2) enabling ordinance for adoption of the Procurement Policy; (3) proposed Procurement Policy (2015); (4) decision-making flow charts for procurement of supplies, services and construction under new policy; (5) comparison chart comparing current and proposed City procurement policies; (6) comparison charts comparing other city policies and approval limits; and (7) current Procurement Policy (2004). Please review the Memorandum from the City Attorney for further information regarding the proposed Procurement Policy.

ATTACHMENTS:

Description

- Procurement Policy-Memorandum
- Procurement Policy-Enabling Ordinance
- Procurement Policy-2015
- Procurement Policy-Flow Chart-Minor Expenditures
- Procurement Policy-Flow Chart-Small Expenditures
- Procurement Policy-Flow Chart-Large Expenditures
- Procurement Policy-Current and Proposed Comparison Chart
- Procurement Policy Comparison to other Cities
- Current Procurement Policy (2004)

CENTERVILLE CITY ATTORNEY'S OFFICE

250 North Main Street
Centerville, Utah 84014
801.335.8842

MEMORANDUM

TO: Mayor Cutler and City Council

FROM: Lisa G. Romney, City Attorney

DATE: February 23, 2015

RE: Summary of Comprehensive Procurement Policy Updates

Staff recommends adoption of the updated and revised Centerville City Procurement Policy as attached ("Procurement Policy"). The following background information is provided regarding this project and the proposed updates and provisions.

Procurement Policy Committee

In the fall of 2013, the City Manager created and appointed Staff members to the Procurement Policy Committee. The Procurement Policy Committee was tasked with reviewing and recommending updates to the City's Procurement Policy. Members of the Procurement Policy Committee include Jeannine Teal (Accountant), Jake Smith (Assistant to City Manager), Blaine Lutz (Finance Director) and Lisa Romney (City Attorney). The Procurement Policy Committee has met numerous times over the past year and a half to review current City procurement procedures and practices and to prepare a comprehensive update to such policies and practices. The Committee also reviewed a number of procurement policies from other cities, including, Bountiful, Clearfield, Draper, Farmington, Layton, Roy, Sandy, South Weber, Syracuse, West Bountiful. Much of this comparative research was conducted by Jake Smith and is summarized in attached comparison charts. Additional research was conducted regarding legal requirements and framework for municipal procurement. Various drafts of the proposed policies were presented to Department Heads and other Staff members responsible for procurement of supplies, services or construction for their input and suggested revisions to make the policies functional and practical from a user perspective.

Goals and Governing Guidelines

The desired goal of the Committee and Staff in drafting the updated procurement policies and procedures is to ensure the City obtains good value at the lowest competitive prices. In addition, the Committee and Staff have attempted to build into the policies practical, efficient and effective procedures to ensure fair and equitable procurement of supplies, services and construction. More specific goals and governing guidelines for the procurement of supplies, services and construction by the City are set forth in Section 010 of the Procurement Policy.

Legal Framework for Municipal Procurement

The City is subject to various State laws regarding procurement procedures for municipal expenditures. The City is subject to procurement provisions of the Uniform Fiscal Procedures Act for Utah Cities, as set forth in *Utah Code Ann.* §§ 10-6-101, *et seq.* ("Fiscal Procedures Act"). Section 10-6-122 of the Fiscal Procedures Act requires all purchases or encumbrances by a city be made or incurred according to the purchasing procedures established by the city. Compliance with such laws and requirements is specified in Section 020 of the Procurement Policy. In addition, Section 10-6-122 provides that all purchases must be made upon approval of the person duly authorized to act as a purchasing agent for the city. The City Manager is the designated purchasing agent of the City as provided in Section 3-01-080 of the Centerville Municipal Code. Section 050 of the Procurement Policy specifies additional authorized purchasing agents in compliance with the requirements of Section 10-6-122. The City is also subject to State law provisions regarding building improvements, public works projects, and Class C road projects. These types of projects and the statutory requirements are more particularly discussed below.

Utah State Procurement Code

The City is not subject to the provisions of the Utah Procurement Code, as set forth in *Utah Code Ann.* §§ 63G-6a-101, *et seq.*, but may adopt any of its provisions or chapters if desired. In order to qualify as an exempt "local governmental procurement unit," as defined in the Utah Procurement Code, it is advised the City adopt the updated Procurement Policy by ordinance. See, *Utah Code Ann.* § 3G-6a-104, as amended. Reference to the Utah Procurement Code and adoption of the City's Procurement Policy or any amendments thereto by ordinance are specified in Section 030 of the Procurement Policy.

Definitions

New and updated definitions are set forth in Section 040 of the Procurement Policy. These definitions have been tailored to mirror State law definitions when applicable. In addition, the new policies are more comprehensive in applying to all procurement of supplies, services and construction (as defined).

Overview of Approval and Procedural Requirements

The Procurement Policy provides a number of approval and procedural requirements for expenditure of City funds. The level of approval and procedures for any given expenditure is dependent upon the amount of the purchase. The underlying purpose of such scaled requirements is to provide more oversight for purchases as the cost of such purchase increases. The following categories of review are provided: (1) budgetary approval requirements; (2) procedural requirements; and (3) purchase order requirements. Each of these review procedures is more fully discussed below.

Budgetary Approval Requirements

Except as otherwise specifically provided, State law prohibits expenditures of public funds in excess of total appropriations in the budget as adopted or subsequently amended by the City Council. See, *Utah Code Ann.* § 10-6-123, as amended. Pursuant to Section 060 of the Procurement Policy, department heads are required to verify there are sufficient funds budgeted and available within the applicable department budget prior to approval of any expenditure. If the expenditure exceeds $1,000, the Finance Director is also required to approve the expenditure and confirm sufficient budgeted funds. If the expenditure exceeds $5,000, the City Manager is also required to approve the expenditure and confirm sufficient budgeted funds. If the expenditure exceeds $25,000, the City Council must also approve the expenditure and confirm, based on City Manager recommendation, sufficient budgeted funds. These budgetary approval and confirmation requirements are set forth in Section 070 of the Procurement Policy.

Procedural Requirements

In addition to the budgetary approval requirements discussed above, expenditures must be made in accordance with applicable procedural requirements depending on amount of expenditure by one of the following: (1) informal bidding procedures; (2) formal bidding procedures; or (3) exempt expenditures. Small expenditures, defined as those expenditures between $2,500 and $25,000, shall be made in accordance with the informal bidding procedures set forth in Section 130 of the Procurement Policy. Large expenditures, defined as those expenditures over $25,000, shall be made in accordance with the formal bidding procedures set forth in Section 140 of the Procurement Policy. Exempt expenditures, defined in

Section 110 of the Procurement Policy, are exempt from informal or formal bidding procedures, but must be made with as much competition as is practical under the circumstances. The purchasing agent must determine in writing that an expenditure falls within one of the exempt expenditures set forth in Section 110 and must retain a record of all such purchases.

Purchase Order Requirements

In addition to the budgetary approval and procedural requirements discussed above, expenditures over $1,000 require a Purchase Order to be submitted to the Finance Department for approval prior to the purchase. Certain exceptions apply. As provided in Section 120 of the Procurement Policy, a Purchase Order is not required under the following circumstances: (1) purchases made under an approved Open Purchase Order or service or utility contract entered into by the City; (2) purchases made pursuant to formal bidding procedures; (3) expenditures for certain exempt expenditures; (4) fuel purchases with a City-authorized gas card; or (5) other purchase order exemption approved by Finance Director or City Manager, as applicable. The Finance Department is required to review all Purchase Orders to ensure the expenditure requested is for a City purpose, properly budgeted, and in compliance with procedures of Procurement Policy. For purchases under $1,000, a receipt or invoice must be submitted to the Finance Department for reconciliation and record of purchase.

Building Improvements and Public Works Projects

Special statutory requirements apply to building improvements and public works projects. Any City expenditure for building improvements for the construction or repair of a public building or structure or public works projects are subject to bidding and noticing requirements of *Utah Code Ann.* §§ 11-39-101, *et seq*. The definitions of applicable building improvements and public works projects are set forth in Section 040 of the Procurement Policy. These definitions reflect the definition of such projects as provided in State law. Pursuant to Section 11-39-103, if the total estimated cost of any building improvement exceeds $50,000 or the total estimated cost of any public works project exceeds $150,000 (approximately), the City is required to request bids through formal sealed bid process, provide newspaper and electronic notice of request for bids, and award the contract for the project to the lowest responsive responsible bidder. Section 150 and 160 of the Procurement Policy highlight and reference these statutory requirements. It is important to note that the City requirements for formal bidding are more restrictive than State law and require formal bidding for any building improvement or public works project that exceeds $25,000 (compared to State law that doesn't require formal bidding until a building improvement project exceeds $50,000 or until a public works project exceeds $150,000).

Class C Road Construction Projects

Special statutory requirements also apply to Class C road construction or improvement projects. Any City expenditure for Class C road construction or improvements are subject to bidding and noticing requirements of *Utah Code Ann.* § 72-6-108. The definitions of applicable Class C road construction or improvement projects are set forth in Section 040 of the Procurement Policy. These definitions reflect the definition of such projects as provided in State law. Pursuant to Section 72-6-108, if the total estimated cost of any Class C road construction or improvement project exceeds $150,000 (approximately), the City is required to request bids through formal sealed bid process, provide newspaper and electronic notice of request for bids, and award the contract for the project to the lowest responsive bidder. Section 170 and 180 of the Procurement Policy highlight and reference these statutory requirements. It is important to note that the City requirements for formal bidding are more restrictive than State law and require formal bidding for any Class C road construction or improvement project that exceeds $25,000 (compared to State law that doesn't require formal bidding until a Class C road construction or improvement project exceeds $150,000).

Inventory and Asset Management

The Procurement Policy also addresses Inventory and Asset Management as more particularly provided in Sections 250 and 260. Capital assets are defined as those assets with an initial individual cost of more than $5,000 and an estimated life in excess of two (2) years. The Finance Department is responsible for maintaining updated capital asset lists, reports and schedules. Inventory assets are defined as those assets with an initial individual cost between $1,000 and $5,000 with an estimated life in excess of one (1) year. Department heads are responsible for tracking and maintaining inventory asset lists and reports. The City Manager will provide further information and proposed schedules regarding inventory and asset management.

Conclusion

As indicated, the Procurement Policy Committee and relevant employees involved in procurement recommend approval of the proposed Procurement Policy. Applicable Staff members will be available at the work session with the City Council to be held on March 3, 2015. Further information and summaries regarding the proposed Procurement Policy will be provided and discussed.

ORDINANCE NO. 2015-03

AN ORDINANCE ADOPTING THE CENTERVILLE CITY PROCUREMENT POLICY REGARDING THE PROCUREMENT OF SUPPLIES, SERVICES OR CONSTRUCTION BY THE CITY

WHEREAS, Utah law authorizes the governing body of a municipality to adopt policies and procedures regarding the procurement of supplies, services and construction as more particularly provided in *Utah Code Ann.* § 10-7-86, as amended; and

WHEREAS, the City Manager created and appointed staff members to the Procurement Policy Committee to review and recommend updates to the City's procurement policies and procedures; and

WHEREAS, the Procurement Policy Committee has reviewed the City's current procurement policies and procedures, reviewed and analyzed procurement policies from other Utah cities, researched the legal framework and requirements under Utah law for municipal procurement, and obtained input from department heads and employees involved in purchasing; and

WHEREAS, based on such research, the Procurement Policy Committee has prepared and recommends approval of an updated Procurement Policy as more particularly provided herein; and

WHEREAS, the City Council finds that the policies and procedures set forth in the updated Procurement Policy are in the best interest of the public and are necessary and proper to provide for the equitable, efficient, and economical procurement of supplies, services and construction by the City, and will foster effective broad-based competition within the free enterprise system to ensure the City receives good value at competitive prices; and

WHEREAS, the City Council desires to adopt the updated Centerville City Procurement Policy as more particularly provided herein.

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

Section 1. **Adoption of Centerville City Procurement Policy.** Pursuant to *Utah Code Ann.* § 10-7-86 and other provisions of Utah law, the City Council hereby adopts the Centerville City Procurement Policy as set forth in **Exhibit A**, attached hereto and incorporated herein by reference.

Section 2. **Severability Clause.** If any section, part or provision of this Ordinance is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Ordinance, and all provisions, clauses and words of this Ordinance shall be severable.

Section 3. **Effective Date.** This Ordinance shall become effective immediately upon publication or posting. The procurement policies and procedures adopted herein shall become effective on April 15, 2015, and shall apply to procurement of supplies, services or construction occurring on or after such effective date.

PASSED AND ADOPTED BY THE CITY COUNCIL OF CENTERVILLE CITY, STATE OF UTAH, THIS 3rd DAY OF MARCH, 2015.

CENTERVILLE CITY

_____
Mayor Paul A. Cutler

ATTEST:

_____
Marsha L. Morrow, City Recorder

Voting by the City Council:

	"AYE"	"NAY"
Councilmember Averett	_____	_____
Councilmember Fillmore	_____	_____
Councilmember Higginson	_____	_____
Councilmember Ivie	_____	_____
Councilmember Wright	_____	_____

CERTIFICATE OF PASSAGE AND PUBLICATION OR POSTING

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

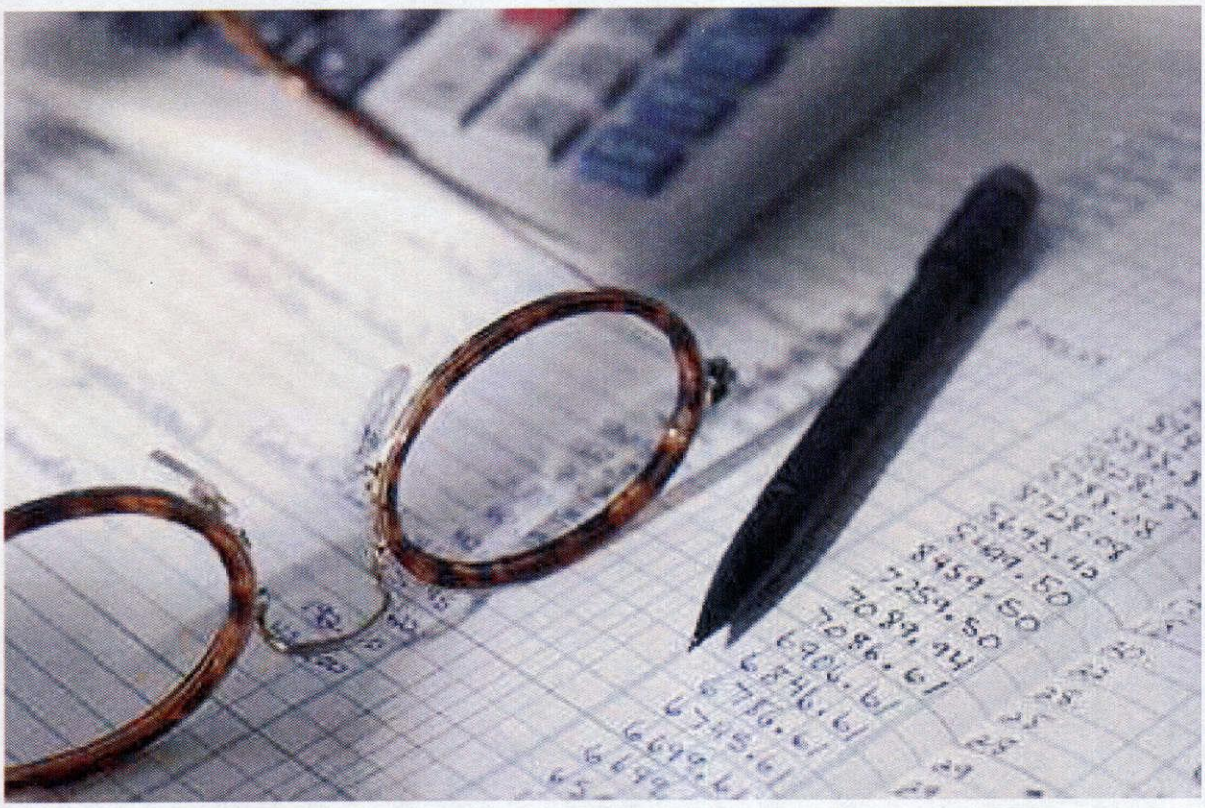
_____ DATE: _____
MARSHA L. MORROW, City Recorder

RECORDED this ____ day of _____, 20___.

PUBLISHED OR POSTED this ____ of _____, 20___.

EXHIBIT "A"

CENTERVILLE CITY PROCUREMENT POLICY



CENTERVILLE CITY PROCUREMENT POLICY

February 20, 2015

This Procurement Policy sets forth a framework for the procurement of supplies, services and construction by the City and is intended to comply with all applicable provisions of Utah law, including, but not limited to, applicable provisions of the Uniform Fiscal Procedures Act for Utah Cities as set forth in *Utah Code Ann*. §§ 10-6-101, *et seq*.

010. Purpose and Scope.
020. Compliance.
030. Utah Procurement Code.
040. Definitions.
050. Purchasing Agents.
060. Budget Limitations.
070. Approval Requirements.
080. Procedural Requirements.
090. Small Expenditures.
100. Large Expenditures.
110. Exempt Expenditures.
120. Purchase Orders.
130. Informal Bidding Procedures.
140. Formal Bidding Procedures.
150. Building Improvements and Public Works Projects.
160. Notice Requirements for Building Improvements and Public Works Projects.
170. Class C Road Construction Projects.
180. Noticing Requirements for Class C Road Construction Projects.
190. Professional Services.
200. Emergency Expenditures.
210. Pre-Qualification.
220. Records.
230. Petty Cash.
240. City Credit Cards.
250. Asset and Inventory Management.
260. Reporting and Accountability.
270. Ethics.
280. Disposal of Personal Property.
290. Appeals.

010. Purpose and Scope.

The purpose of this policy is to establish procedures and guidelines for the procurement of supplies, services and construction by the City, and to ensure the equitable, efficient and economical procurement of all such supplies, services and construction. The underlying purpose of this policy is to ensure fair and equitable treatment of all persons who wish to or do conduct business with the City and to foster effective broad-based competition within the free enterprise system to ensure that the City will receive good value at competitive prices. Except as otherwise specifically provided, the provisions of this policy do not apply to the procurement of real property.

020. Compliance.

All procurement of supplies, services and construction by the City shall conform to the provisions of this policy and applicable provisions of State law including, but not limited to, the Uniform Fiscal Procedures Act set forth at *Utah Code Ann.* §§ 10-6-101, *et seq.*, as amended. Any procurement of supplies, services and construction involving federal assistance funds shall comply with applicable federal laws and regulations. This policy shall not prevent the City from complying with the terms and conditions of any grant, gift or bequest that is otherwise consistent with applicable law.

030. Utah Procurement Code.

The City is not required to comply with the provisions of the Utah Procurement Code, as set forth in *Utah Code Ann.* §§ 63G-6a-101, *et seq.*, as amended, but may adopt any provisions of the Utah Procurement Code as deemed appropriate or desired. See also, *Utah Code Ann.* § 10-7-86, as amended, which provides that the governing body of any municipality may adopt any or all of the provisions of the Utah Procurement Code or any rules promulgated pursuant to that code. Pursuant to the definition of "local governmental procurement unit" as set forth in Section 63G-6a-104 of the Utah Procurement Code, it is advised this policy and any amendments hereto be adopted by ordinance.

040. Definitions.

(a) "Building Improvement" means the construction or repair of a public building as defined in *Utah Code Ann.* § 11-39-101, as amended.

(b) "Class C Road Construction" means work that would apply to: (i) any new roadbed either by addition to existing systems or relocation; (ii) resurfacing of existing roadways with more than two inches of bituminous pavement; or (iii) new structures or replacement of existing structures, except the replacement of drainage culverts, as defined in *Utah Code Ann.* § 72-6-109, as amended. "Class C Road Construction" does not include maintenance, emergency repairs, or the installation of traffic control devices.

(c) "Class C Road Maintenance" means the keeping of a road facility in a safe and usable condition to which it was constructed or improved and includes: (i) the reworking of an existing surface by the application of up to and including two inches of bituminous pavement; (ii) the installation or replacement of guardrails, seal coats, and culverts; (iii) the grading or widening of an existing unpaved road or flattening of shoulders or side slopes to meet current width and safety standards; and (iv) horizontal or vertical alignment changes necessary to bring an existing road in compliance with current safety standards, as defined in *Utah Code Ann.* § 72-6-109, as amended. For purposes of the contract, bid limit and bidding requirements set forth in this policy, "Class C Road Maintenance" does not include the repair of less than the entire surface by crack sealing or patching and road repairs incidental to the installation, replacement, or repair of water mains, sewers, drainage pipes, culverts, or curbs and gutters, and such types

of maintenance work are exempt from the contract, bid limit and bidding requirements set forth herein.

(d) "Construction" means the process of building, renovating, altering, improving, or repairing a public building or public work. "Construction" does not include the routine operation, routine repair, or routine maintenance of an existing structure, building or real property. For purposes of this policy, "construction" shall include any building improvement, class C road construction, class C road maintenance, or public works project, as more particularly defined in this Section.

(e) "Lowest Responsive Responsible Bidder" means a bidder who: (i) has submitted a bid in compliance with the invitation for bids and within the requirements of the plans and specifications for the improvement or project; (ii) is the lowest bidder that satisfies the City's criteria relating to financial strength, past performance, integrity, reliability, and other factors the City uses to assess the ability of a bidder to perform fully and in good faith the contract requirements; (iii) has furnished a bid bond if required as a condition to the award of the contract; and (iv) furnishes a payment and performance bond as required by law, ordinance or policy.

(f) "Person" means any individual, firm, partnership, trust, limited liability company, corporation, or other entity however designated.

(g) "Procurement" means buying, purchasing, renting, leasing, leasing with an option to purchase, or otherwise acquiring supplies, services or construction, as more particularly defined in this Section.

(h) "Professional Services" means services that require a high degree of specialized knowledge and discretion in the performance of the service, including, but not limited to: legal, consulting, architectural, engineering, design, information technology, underwriting, bond counsel, financial advice and construction management.

(i) "Public Works Project" means the construction of a park or recreational facility; or a pipeline, culvert, dam, canal, or other system for water, sewage, storm water, or flood control; and does not include the replacement or repair of existing infrastructure on private property, as defined in *Utah Code Ann.* § 11-39-101, as amended.

(j) "Responsible Bidder" means a bidder that is capable, in all respects, to fully perform the contract requirements solicited in an invitation for bids or a request for proposal, and has the integrity and reliability to ensure good faith performance.

(k) "Responsive Bidder" means a bidder that submits a response to an invitation for bids or a request for proposals that conforms in all material respects to the invitation for bids or request for proposals.

(l) "Services" means the furnishing of labor, time, or effort by a contractor, not involving the delivery of a specific end product other than a report that is incidental to the required performance. "Services" does not include an employment agreement.

(m) "Supplies" means all personal property, including equipment, materials and printing.

050. Purchasing Agents.

Pursuant to *Utah Code Ann.* § 10-6-122, as amended, all purchases and encumbrances of the City shall be made or incurred in accordance with purchasing procedures established by ordinance or resolution of the City Council and only on approval of the person duly authorized to act as a purchasing agent for the City. The City Manager is designated as the purchasing agent of the City pursuant to Section 3-01-080 of the Centerville Municipal Code. To the extent provided herein and subject to the terms, conditions and procedures of this policy, the duties of the City Manager as purchasing agent of the City are hereby delegated to the Finance Director, department heads, and their designees, as authorized purchasing agents of the City for the procurement of supplies, services and construction. Any reference herein to "purchasing agent" shall include such department heads, Finance Director, City Manager, and their designees, as applicable.

060. Budget Limitations.

Except as otherwise provided by law or in this policy, no expenditure or encumbrance shall be made for any supplies, services or construction in excess of total appropriations in the budget as adopted or subsequently amended by the City Council. The department head for any expenditure shall verify there are sufficient funds budgeted and available within the applicable department budget or account for any specific purchase prior to granting or requesting approval for the purchase. Further budgetary control and review is provided through the approval requirements set forth in Section 070.

070. Approval Requirements.

The following approval requirements shall apply to all expenditures. For purposes of determining the expenditure amount under this Section, the total amount of the expenditure shall be used regardless of number of items or cost of individual items. For instance, if an expenditure is made for 1,500 bolts at $1.00 each, the total expenditure amount is $1,500. If an expenditure is made for one $900 generator, the total expenditure amount is $900.

(a) Department Heads. Expenditures of less than $1,000 require approval of the department head, or designee. Prior to approval of such expenditure, the department head, or designee, shall verify the purchase is appropriately budgeted and that applicable procedures set forth herein have been followed.

(b) Finance Director. Expenditures of more than $1,000 and less than $5,000 require approval of the department head, or designee, and the Finance Director. Prior to approval of such expenditure, the Finance Director shall verify the purchase is appropriately budgeted and that applicable procedures set forth herein have been followed.

(c) City Manager. Expenditures of more than $5,000 and less than $25,000 require approval of the department head, or designee, the Finance Director, and the City Manager. The City Manager may also require specific categories of expenditures to be approved by the City Manager regardless of amount. Prior to approval of such expenditure, the City Manager shall verify the purchase is appropriately budgeted and that applicable procedures set forth herein have been followed.

(d) City Council. Expenditures of $25,000 or more require approval of the department head, or designee, the Finance Director, the City Manager, and the City Council. Prior to submitting the purchase request to the City Council, the City Manager shall verify the purchase is appropriately budgeted and that applicable procedures set forth herein have been followed.

080. Procedural Requirements.

In addition to the approval requirements set forth in Section 070, expenditures shall be made in accordance with applicable procedural requirements set forth herein based on the total amount of the expenditure. For purposes of this policy, expenditures are classified as follows: (1) small expenditures (as described in Section 090); large expenditures (as described in Section 100); or exempt expenditures (as described in Section 110).

090. Small Expenditures.

Except as otherwise provided in this policy, any expenditure for supplies, services or construction totaling more than $2,500 and less than $25,000 constitutes a "small expenditure" and shall be made pursuant to informal bidding procedures set forth in Section 130. Small expenditures may also be made pursuant to formal bidding procedures set forth in Section 140, as determined appropriate by the purchasing agent. Small expenditures shall be approved by the department head, or designee, Finance Director and/or the City Manager, depending upon amount, in accordance with Section 070.

100. Large Expenditures.

Except as otherwise provided in this policy, any expenditure for supplies, services or construction of $25,000 or more constitutes a "large expenditure" and shall be made pursuant to formal bidding procedures set forth in Section 140. Large expenditures shall be approved by the City Council in accordance with Section 070.

110. Exempt Expenditures.

The following expenditures are "exempt expenditures" and may be made without formal or informal bidding procedures, but shall require approval of the appropriate authority based on amount of expenditure in accordance with Section 070. Even though exempt expenditures are exempt from informal or formal bidding procedures, such expenditures must still be made with as much competition as practicable under the circumstances. The purchasing agent shall determine in writing that an expenditure falls within one of these exemptions. A record shall be retained of all purchases made hereunder, including each supplier's name, the amount and type of contract, and the supplies, services, or construction procured. Except as otherwise expressly required, exempt expenditures over $1,000 shall require submittal of a Purchase Order to the Finance Department in accordance with Section 120.

(a) Minor. Any total expenditure amounting to less than $2,500 is an exempt expenditure. Any minor expenditure less than $1,000 requires submittal of a receipt or invoice documenting the purchase to be submitted to the Finance Department. Any minor expenditure over $1,000 requires submittal of a Purchase Order in accordance with Section 120.

(b) Single Source. Any expenditure for goods or services which by their nature are not reasonably adapted to award by competitive bidding is an exempt expenditure. These expenditures include, but are not limited to, goods or services which can only be purchased from a single source, contracts for additions to and repair and maintenance of equipment already owned by the City which may be more efficiently added to, repaired or maintained by a certain person or entity, and equipment which, by reason of the training of the personnel or an inventory of replacement parts is compatible with existing equipment owned by the City. Any single source expenditure over $1,000 requires submittal of a Purchase Order in accordance with Section 120.

(c) Professional Services. Any expenditure for professional services which by their nature are not reasonably adapted to award by competitive bidding is an exempt expenditure. Such expenditures should be awarded based on the evaluation of the professional qualifications, service ability, experience, cost of services and other applicable criteria. See additional requirements regarding procurement of professional services as provided in Section 190. A Purchase Order is not required for professional services, but such expenditures shall require approval of the appropriate authority based on the amount of the expenditure in accordance with Section 070.

(d) Emergency. Any expenditure made under the existence of an emergency condition such as when a breakdown in machinery or essential services occurs or when unforeseen circumstances arise which threaten the public health, welfare, or safety is an exempt expenditure. See additional requirements regarding emergency procurements as provided in Section 200. A Purchase Order is not required for emergency expenditures, but such expenditures shall require approval of the appropriate authority based on the amount of the expenditure in accordance with Section 070.

(e) State Bidding. Any expenditure for which competitive bidding or price negotiation has already occurred on the State level is an exempt expenditure. A Purchase Order shall be required for State Bidding expenditures over $1,000.

(f) Interlocal Cooperation. Any expenditure made in conjunction with an agreement approved by resolution of the City Council between the City and another city or governmental entity is an exempt expenditure. No Purchase Order is required for expenditures made pursuant to an interlocal cooperation agreement, but such expenditures shall require approval of the appropriate authority based on the amount of the expenditure in accordance with Section 070.

(g) Special Sale. Any expenditure made in conjunction with any public auction, closeout sale, bankruptcy sale or other similar sale when the purchasing agent determines in writing that such purchase may be made at a cost below the market cost for the same or similar goods is an exempt expenditure. A Purchase Order is not required for special sale expenditures, but such expenditures shall require approval of the appropriate authority based on the amount of the expenditure in accordance with Section 070.

(h) Exchanges. Any exchange of supplies, materials, property, or equipment between the City and any other public or private party made by mutual agreement of the respective parties is an exempt expenditure. A Purchase Order shall be required for exchanges exceeding $1,000.

(i) Change Orders. Any change order less than $25,000 for supplies, materials, labor, construction, project or services for which unit prices have already been established through bidding procedures is an exempt expenditure. No Purchase Order is required for change orders, but the change order shall require approval of the appropriate authority based on the estimated value of the change order in accordance with Section 070.

(j) Vehicle or Equipment Repair. Any expenditure for vehicle or equipment repair or maintenance when it is not practical to obtain bids for such service, as determined in writing by the Purchasing Agent, is an exempt expenditure. A Purchase Order is not required for exempt vehicle or equipment repairs, but such expenditures shall require approval of the appropriate authority based on the amount of the expenditure in accordance with Section 070.

(k) Additional Exemptions. Additional exemptions may be granted by the City Manager (for expenditures of less than $25,000) or by the City Council (for expenditures of more than $25,000) when determined to be in the best interest of the City.

120. Purchase Orders.

Except as otherwise provided herein, before any order may be placed for the procurement of supplies, services or construction over $1,000, a Purchase Order shall be submitted to the Finance Department for approval. In the event that purchases are made regularly from the same vendor or utility, a request for an Open Purchase Order may be submitted to the Finance Director. A Purchase Order is not required for purchases made pursuant to a previously approved Open Purchase Order or a service or utility contract entered into between the City and the contracted party specifying the cost of service or utility. A Purchase Order is not required for purchases made pursuant to formal bidding procedures as more particularly set forth in Section 130, for certain exempt expenditures as more particularly set forth in Section 110, for fuel purchases with a City-authorized gas card, or with Finance Director or City Manager approval (as applicable depending on purchase amount pursuant to Section 070). The Finance Department shall review all Purchase Orders to ensure the expenditure requested is for a City purpose, properly budgeted, and in compliance with this policy.

130. Informal Bidding Procedures.

Except as otherwise provided herein, small expenditures (between $2,500 and $25,000) may be purchased in accordance with the informal bidding procedures set forth herein.

(a) Quotes. For small expenditures, the purchasing agent, or his or her designee, shall solicit a minimum of three (3) quotes from potential responsible providers of the supplies, services or construction needed or desired. Such quotes may be made in writing or verbally, including by telephone or email. A record of all quotes made hereunder shall be kept by the purchasing agent on forms provided by the City.

(b) Evaluation of Quotes. The purchasing agent shall evaluate the quotes to determine the best quote based on the criteria set forth in Section 140(i).

(c) Purchase Order. After determining the best quote for the small expenditure, the purchasing agent shall submit a Purchase Order with a copy of the price quote forms to the Finance Department in accordance with provisions of Section 120, as applicable. The Purchase Order shall include approval by the applicable department head or designee.

(d) Approval. Depending upon the amount of the small expenditure, the department head, Finance Director and/or City Manager, as applicable under Section 070, shall approve the proposed expenditure and Purchase Order as deemed appropriate.

(e) Exceptions. Any exceptions to the procedures set forth above must be in the best interest of the City and must have prior written approval of the Finance Director for small expenditures up to $5,000 and prior written approval of the City Manager for small expenditures over $5,000.

140. Formal Bidding Procedures.

Except as otherwise provided herein, large expenditures ($25,000 or more) shall be made by written contract between the City and the lowest responsive responsible bidder according to the following procedure:

(a) Specifications. Specifications shall be prepared by or under the direction of the purchasing agent.

(b) Invitation for Bids. An invitation for bids shall be prepared by or under the direction of the purchasing agent which invitation shall:

(1) Describe the goods or services to be purchased or work to be performed;

(2) Set forth all contract terms, conditions and bond requirements applicable to the purchase or work;

(3) Set forth the criteria that will be used to evaluate the bid;

(4) State where plans, specifications and other information may be obtained;

(5) State the time and place of the bid opening; and

(6) Reserve for the City the right to reject any and all bids for any reason without liability.

(c) Notice. Except as otherwise provided herein, the invitation for bids shall be published on the Utah Public Notice Website and any other City-authorized and designated electronic website or electronic noticing service at least five (5) days prior to the opening of bids. Notice for public building improvements, public works projects and class C road projects shall also publish notice in accordance with the provisions of Section 160 and Section 180, respectively.

(d) Amending Invitation. The invitation to bid may be amended, supplemented, or canceled at any time prior to the opening of bids when the purchasing agent determines that such action is in the best interest of the City. The reasons for the amendment or cancellation of the invitation shall be in writing and shall be made a part of the City's records.

(e) Sealed Bids. All bids shall be received by the City in sealed envelopes labeled "Bid for (item)" which shall not be opened prior to the time set for opening of the bids, except as provided in Subsection (f).

(f) Correction of Bids. The purchasing agent may permit correction or withdrawal of inadvertently erroneous bids in appropriate circumstances, provided that no changes in bid prices or other provisions of bids which are prejudicial to the interest of the City or fair competition shall be permitted. Any decision to permit the correction or withdrawal of bids shall be supported by a written determination prepared by the purchasing agent.

(g) Opening Bids. The bids shall be opened publicly by the purchasing agent in the presence of one or more witnesses at the time and place designated in the invitation for bids.

(h) Recording Bids. The amount of each bid and the name of the bidder shall be read aloud as the bids are opened, and such information shall be recorded and open to public inspection during regular business hours in accordance with applicable provisions of the Government Records Access and Management Act or other applicable laws.

(i) Evaluating Bids. The bids shall be evaluated within a reasonable time by the purchasing agent to determine the lowest responsive responsible bidder based upon the following objectively measurable criteria:

(1) Price. The total price of the bid.

(2) Quality. The overall quality of the goods or work to be provided and/or the ability, capacity and skill of the bidder to provide any services or work required.

(3) Conditions. The scope of any conditions or qualifications set forth in the bid.

(4) Time. The time limit within which the bidder can provide the goods, services or work.

(5) Reputation. The character, integrity, reputation, judgment, experience and efficiency of the bidder and the quality of previous goods, services or work obtained from the bidder.

(6) Compliance. The previous and existing compliance by the bidder with laws and ordinances relating to the goods, services or work.

(7) Financial Resources. The sufficiency of the financial resources and ability of the bidder to provide the goods, services or work.

(8) Future Service. The ability of the bidder to provide future maintenance and service and the local availability of parts, materials, etc.

(j) Determination. The purchasing agent shall determine the lowest responsive responsible bidder and communicate such determination, in writing, to the City Council. The City Council may accept, reject, or modify the purchasing agent's determination and thereupon award the contract or reject any and all bids. All information relating to the selection of the lowest responsive responsible bidder shall be retained by the City in accordance with the Utah Government Records Access and Management Act and Section 220.

(k) Cancellation and Rejection of Bids. The City reserves the right to cancel an invitation for bids or to reject any or all bids for any reason. Such cancellation or rejection shall be in writing and shall be made part of the City's records. In the event all bids are rejected and the City determines to make the improvement or purchase, it shall advertise anew as provided herein. If after twice advertising, no satisfactory bid is received, the City Council may proceed to negotiate or make the improvement or acquisition or enter such other agreements as it deems necessary or desirable.

(l) Tie Bids. If two or more bids received are for the same total amount or unit price, quality and service being equal, and if the public interest will not permit the delay of readvertising for bids, the City Council shall accept the lowest bid made by and after negotiation with the tie bidders after the time of the bid opening.

(m) Bonds. Prior to entering any contract hereunder, the City Council may require performance and payment bonds to be provided in such form and amounts as required by law and by the City Council as reasonably necessary to protect the best interest of the City.

(n) Responsibility of Bidder. The purchasing agent may request additional information with respect to the responsibility of a bidder. The unreasonable failure of a bidder to promptly supply information in connection with a request of the purchasing agent regarding responsibility may be grounds for a determination of nonresponsibility and/or nonresponsiveness of the bidder.

(o) Exceptions. Any exceptions to the procedures set forth above must be in the best interest of the City and must have prior written approval by the City Manager.

150. Building Improvements and Public Works Projects.

In addition to the informal or formal bidding procedures set forth herein, any procurement involving a building improvement or public works project as defined in Section 040 shall comply with applicable provisions of *Utah Code Ann.* §§ 11-39-103, *et seq.*, as amended. Notwithstanding the "bid limit" for building improvements and public works projects as defined in Section § 11-39-101, as amended, if the estimated cost of the building improvement or public works project exceeds $25,000, the City shall: (1) cause plans, specifications and estimates to be made for the improvement or project; and (2) comply with the formal bidding procedures set forth in Section 140.

160. Notice Requirements for Building Improvements and Public Works Projects.

Notice of any request for bids involving building improvements or public works projects shall comply with applicable provisions of *Utah Code Ann.* §§ 11-39-101, *et seq.*, as amended. Specifically, if the estimated cost of the building improvement exceeds $50,000 or the estimated cost of the public works project exceeds $150,000, the City shall provide notice of requests for bids regarding the building improvements or public works projects by: (i) publishing notice at least twice in a newspaper published or of general circulation in the City at least five (5) days before opening the bids; and (ii) publishing notice in accordance with *Utah Code Ann.* § 45-1-101, Utah Public Notice Website, at least five (5) days before opening the bids. Each notice of request for bids shall indicate that the City may reject any or all bids submitted.

170. Class C Road Construction Projects.

In addition to the informal or formal bidding procedures set forth herein, any procurement involving the construction, maintenance or improvement project of a Class C road project shall comply with applicable provisions of the State Transportation Code including but not limited to *Utah Code Ann.* §§ 72-6-108 and -109, as amended. Notwithstanding the "bid limit" for Class C road projects as defined in Section § 72-6-109, as amended, if the estimated cost for labor, equipment and materials of the Class C road project exceeds $25,000, the City shall: (1) cause plans, specifications and estimates to be made for the project; and (2) comply with the formal bidding procedures set forth in Section 140.

180. Notice Requirements for Class C Road Construction Projects.

Notice of any request for bids involving Class C projects shall comply with applicable provisions of *Utah Code Ann.* § 72-6-108, as amended. Specifically, if the estimated cost of the Class C road construction project exceeds $150,000, the City shall provide notice of requests for bids regarding the Class C road projects by: (i) publishing notice at least once a week for three (3) consecutive weeks in a newspaper of general circulation in county in which the work is to be performed; and (ii) publishing notice in accordance with *Utah Code Ann.* § 45-1-101, Utah Public Notice Website, for three (3) weeks. Each notice of request for bids shall indicate that the City may reject any or all bids submitted.

190. Professional Services.

Pursuant to *Utah Code Ann.* § 10-7-86, as amended, if the City engages the services of a professional architect, engineer, or surveyor and considers more than one such professional for the engagement, the City shall consider, as a minimum, in the selection process: (i) the qualifications, experience, and background of each firm submitting a proposal; (ii) the specific individuals assigned to the project and the time commitments of each to the project; and (iii) the project schedule and the approach to the project that the firm will take. The City may

engage the services of the professional architect, engineer or surveyor based on such criteria rather than solely on lowest cost.

200. Emergency Expenditures.

Expenditures made under the existence of an emergency condition may qualify as exempt expenditures in accordance with Section 110. In addition, if the City Council determines that an emergency exists, such as widespread damage from fire, flood, wind or earthquake, and the emergency necessitates the expenditure of money in excess of the budget of the general fund, the City Council may by resolution amend the budget and authorize such expenditures and incur such deficits in the fund balance of the general fund as may be reasonably necessary to meet the emergency in accordance with the provisions of *Utah Code Ann.* § 10-6-129, as amended. If the City has created a local fund for emergencies pursuant to the Disaster Recovery Funding Act, as set forth in *Utah Code Ann.* §§ 53-2a-601, *et seq.*, as amended, any such emergency expenditures shall comply with applicable provisions of the Disaster Recovery Funding Act.

210. Pre-Qualification.

When determined necessary by the purchasing agent, contractors, vendors and/or suppliers may be pre-qualified for particular types of supplies, services and construction. In such cases, prospective contractors, vendors and/or suppliers will be required to demonstrate sufficient experience and capability to perform the project or work for which pre-qualification is required. The City may, but is not required, to use the pre-qualification procedures and criteria set forth in *Utah Code Ann.* § 63G-6a-403, as amended, for the pre-qualification of contractors, vendors and/or suppliers.

220. Records.

Pursuant to *Utah Code Ann.* § 10-6-122, as amended, whenever the City is required by State law to receive bids for purchases, construction, repairs or other purposes requiring the expenditure of funds, the City Recorder shall keep on file all bids received, together with proof of advertisement by publication or otherwise, for at least three (3) years following the letting of any contract pursuant to such bids, or three (3) years following the first advertisement for bids, if all bids pursuant to the advertisement are rejected.

230. Petty Cash.

The City or any department approved by the Finance Director may maintain a petty cash fund or funds. The total amount of cash, vouchers and receipts in any petty cash fund shall not exceed two hundred dollars ($200). All petty cash funds shall be kept in a locked box and maintained by the Finance Department or applicable department head. Any employee receiving money from a petty cash fund shall sign a Petty Cash Voucher showing the amount received and an explanation of the intended use of the money. Within a reasonable time, after

making the expenditure, the employee shall return any excess money to the petty cash fund and staple the receipt for the expenditure to the Petty Cash Voucher.

240. City Credit Cards.

City credit cards may be used to make purchases or pay bills as provided herein. All such purchases with City credit cards shall be made in accordance with the procedures for applicable purchase types and approval requirements as set forth in this Policy. Other than fuel purchases with a City-authorized gas card, any approved purchase made with a City credit card shall require a receipt which must be turned in with the credit card statement to the Finance Department. For purchases made online where a receipt is not provided, a copy of the confirmation email or printout shall be attached to the statement in lieu of a receipt. Department heads shall review and approve all department credit card statements prior to submitting to the Finance Department for payment. The Finance Director may review any Department credit card statements at his or her discretion.

250. Asset and Inventory Management.

"Capital assets" are those assets with an initial, individual cost of more than $5,000 and an estimated life in excess of two (2) years. Examples of capital assets include land and land improvements, building and building improvements, machinery and equipment, vehicles and trucks, easements, water rights, and infrastructure assets (e.g., roads, bridges, sidewalks and similar items). "Inventory" are assets with an initial, individual cost between $1,000 and $5,000 with estimated lives ranging from one to any number of years. Inventory does not include any assets or fixtures that are incorporated into infrastructure or buildings. Department heads may choose to inventory items less than $1,000 at their discretion. The City Manager may also require an inventory of specific categories of items less than $1,000. "Estimated useful life" is the period of time a capital asset or inventory item is expected to be used by the City. The estimated useful life is standardized for capital assets as more particularly set forth in the attached Standard Useful Life Table. Departments may set their own estimated useful lives for department-specific inventories (i.e. police weapons, shop tools, etc.). Such department set useful life estimates must be applied uniformly and consistently. "Item valuation" is the value of a capital asset or inventory item at its original cost. Values, per current standards, are not marked up or appreciated above their original cost at any time during an item's estimated useful life.

260. Reporting and Accountability.

The Finance Department is responsible for maintaining and updating capital asset lists, reports and schedules. Department heads are responsible for determining procedures for the tracking of inventory (items between $1,000 - $5,000) within their own department, but may be required by the City Manager to track some information regarding inventory in a uniform matter. Capital assets and inventory records should be updated (report all new, sold, or disposed items) as purchases or disposal occurs and such records should be reviewed annually

in connection with the annual audit. Department heads may delegate record-keeping and/or data entry duties.

270. Ethics.

All employees must abide by the guidelines and procedures set forth in this Policy regarding expenditures. Employees shall comply with applicable provisions of the Utah Officers' and Employees' Ethics Act, as set forth in *Utah Code Ann.* §§ 10-3-1301, *et seq.*, as amended. A violation of this Policy by any officer or employee of the City may be cause for disciplinary action in accordance with the disciplinary procedures of the City as set forth in the Personnel Policies and Procedures as adopted by the City.

280. Disposal of Personal Property.

(a) The City shall dispose of all public personal property in good faith and for adequate consideration under the circumstances. Purchasing agents are encouraged to use a variety of procedures and advertising for the disposal of City personal property. The disposal of any public personal property of the City should be made, as nearly as possible, under the same conditions and limitations as required by this policy in the purchase of public personal property. If the estimated value of the surplus property is under $1,000 the department head is authorized to determine the appropriate method for disposal as deemed in the best interest of the City. If the estimated value of the surplus property is over $1,000, the Finance Director must approve the appropriate method for disposal as deemed in the best interest of the City. No employee shall obtain a personal benefit in the disposal of City personal property. The method used for disposal should be an open and competitive process in consideration of the value of the property. Examples of disposal methods include, but are not limited to, the following:

(1) the sale of surplus property at public auction;

(2) the sale of surplus property through sealed bids;

(3) the trade or exchange of surplus property;

(4) the lease or sublease of surplus property; or

(5) the sale of surplus property through online advertising.

(b) The disposal or sale of real property (as defined in Centerville City Ordinances) shall comply with applicable provisions of *Utah Code Ann.* § 10-8-2 and Chapter 3-06 of the Centerville City Code regarding the sale of a significant parcel of real property.

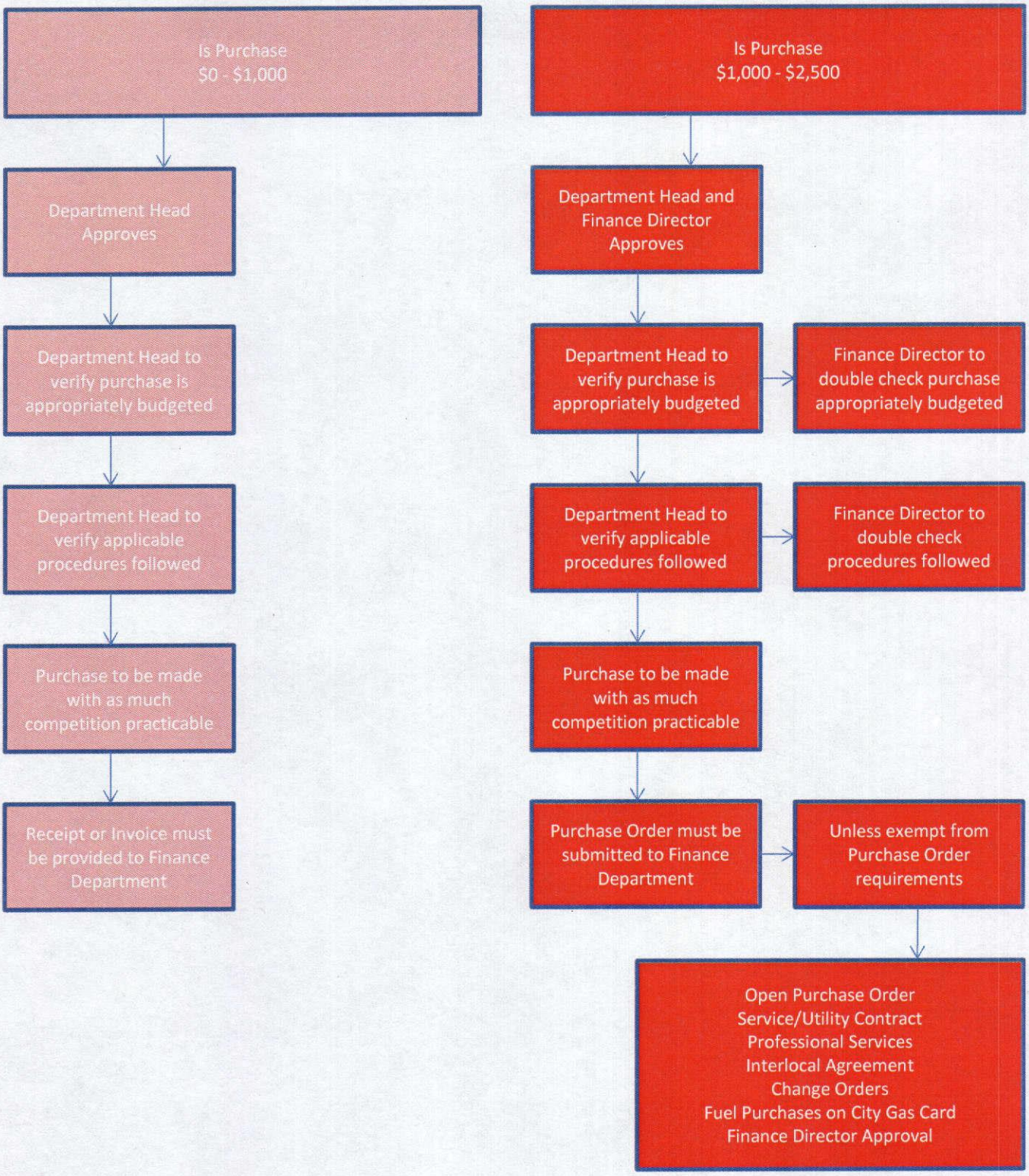
290. Appeals.

Any person aggrieved of a determination by the authorized Purchasing Agent in connection with the provisions of this Policy may appeal the determination or action within ten (10) calendar days after the final determination or action by filing a written protest and the reasons therefore with the City Council. A protest with respect to an invitation for bids shall be submitted in writing prior to the opening of bids unless the aggrieved person did not know or could not have known of the facts giving rise to the protest prior to bid opening. The City Council shall promptly review the matter and issue a written decision regarding any protest. A copy of the decision should be provided to all parties.

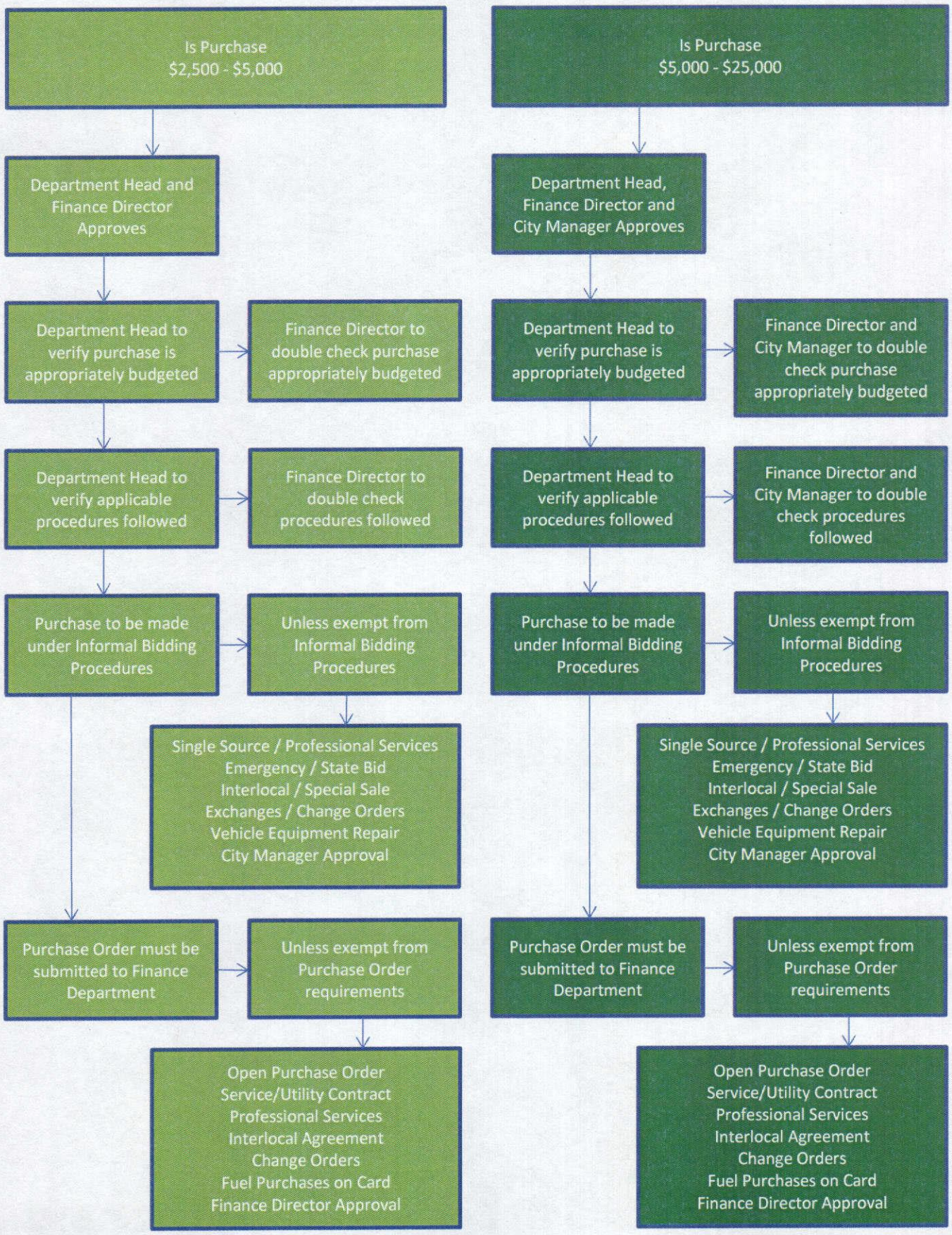
Standard Useful Life Table
For Capital Assets

Asset Type	Examples	Capitalization Threshold	Depreciable life in Years
Equipment-Furniture/Office	Desks, tables, chairs, copiers	$5,000	5
Equipment-Radios & Communications	Mobile, portable radio	$5,000	5
Equipment-Information Systems	Monitor, CPU, & printers, servers, software	$5,000	5
Equipment-Telephone	Telephone systems	$5,000	5
Vehicles	Police, Public Works Trucks, city vehicles	$5,000	7
Equipment-Heavy/Construction	Backhoes, dozers, front-end loaders, large tractors, graders	$5,000	10
Equipment-Custodial	Floor Scrubbers, vacuums	$5,000	5
Equipment-Police Specific	Firearms, Intoxilyzers	$5,000	5
Equipment-Grounds	Mowers, tractors	$5,000	5
Equipment Outdoor	Playground, bleachers, scoreboards	$5,000	10
Equipment-Traffic Control	Stoplights, light poles	$5,000	20
Buildings-Permanent Structures	City Hall, Parks Bldg, PW	$5,000	40
Buildings-mechanical	HVAC systems, Appliances	$5,000	15
Buildings-improvements	Flooring, roofing	$5,000	15
Land	Real Property	$1	No
Land Improvements-Structure	Sidewalks, drainage facilities	$5,000	50
Infrastructure-Water	Wells, Waterlines, Pump	$10,000	50
Infrastructure-Water	Reservoirs	$10,000	40
Infrastructure-Streets	Paved Roads, Parking Lots	$10,000	40
Infrastructure-Drainage	Storm Drains, Sub-drains	$10,000	50

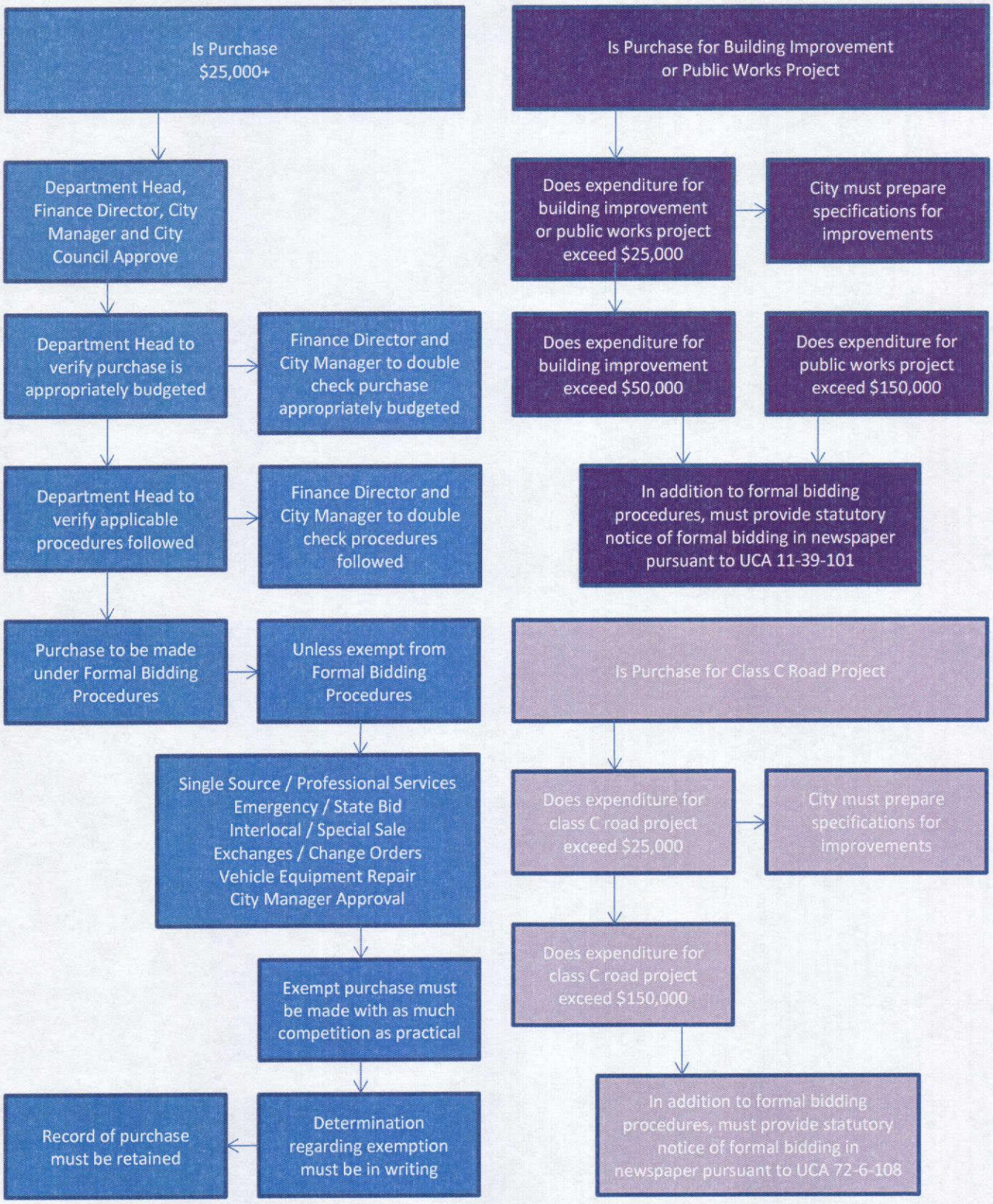
Minor Expenditures
($ 0 to $ 2,500)



Small Expenditures
($2,500 to $25,000)

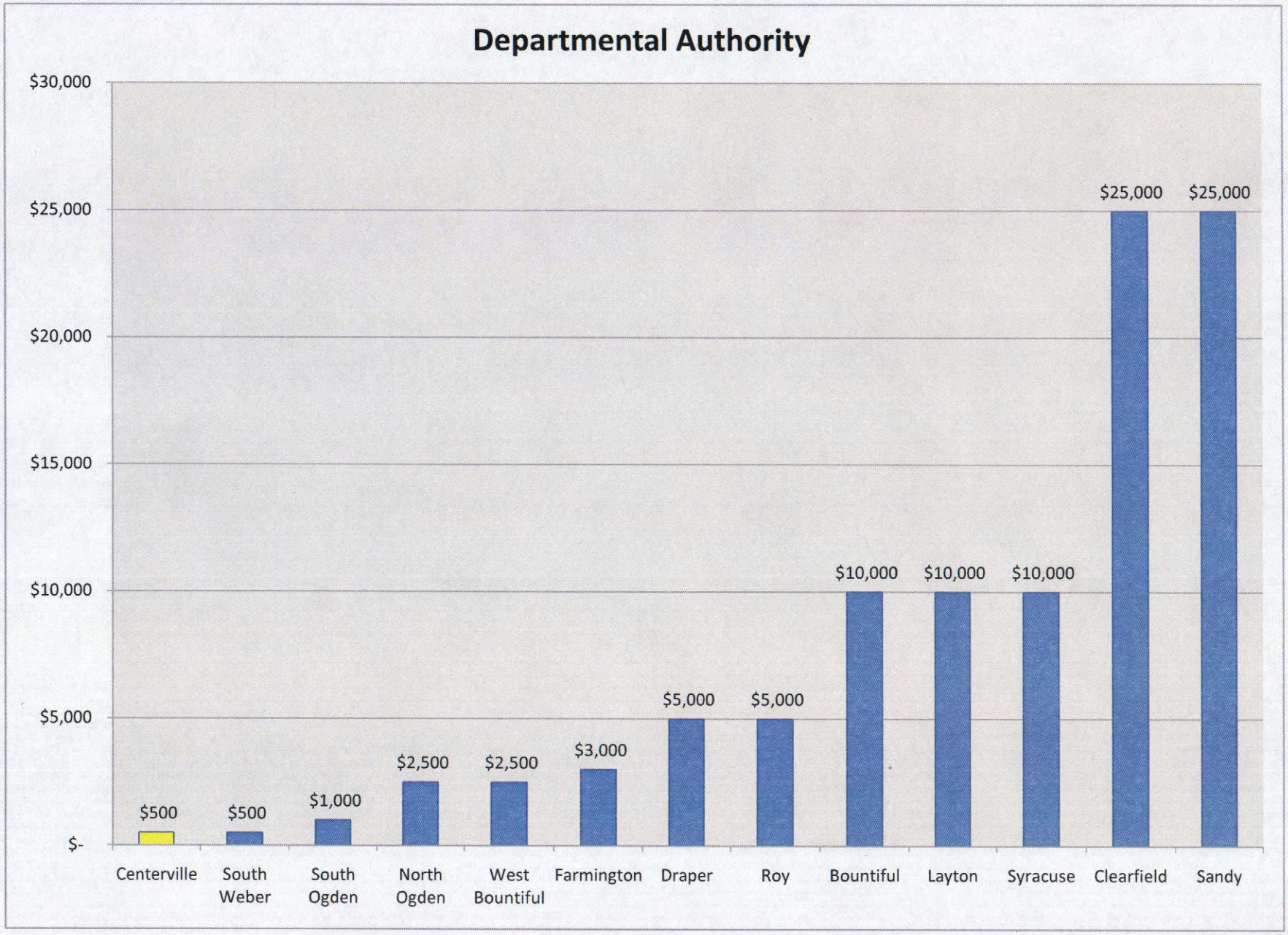


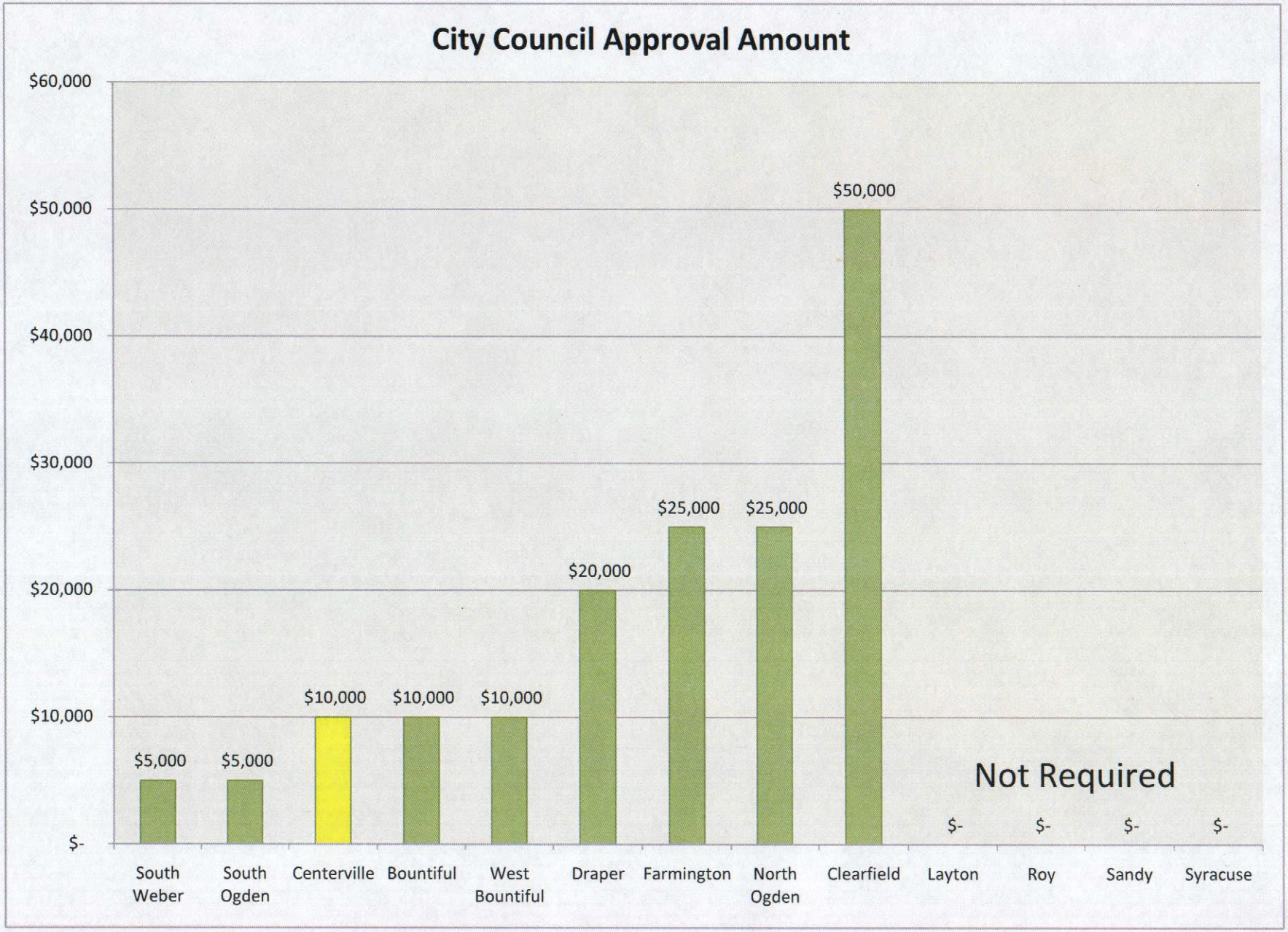
Large Expenditures
($25,000+)

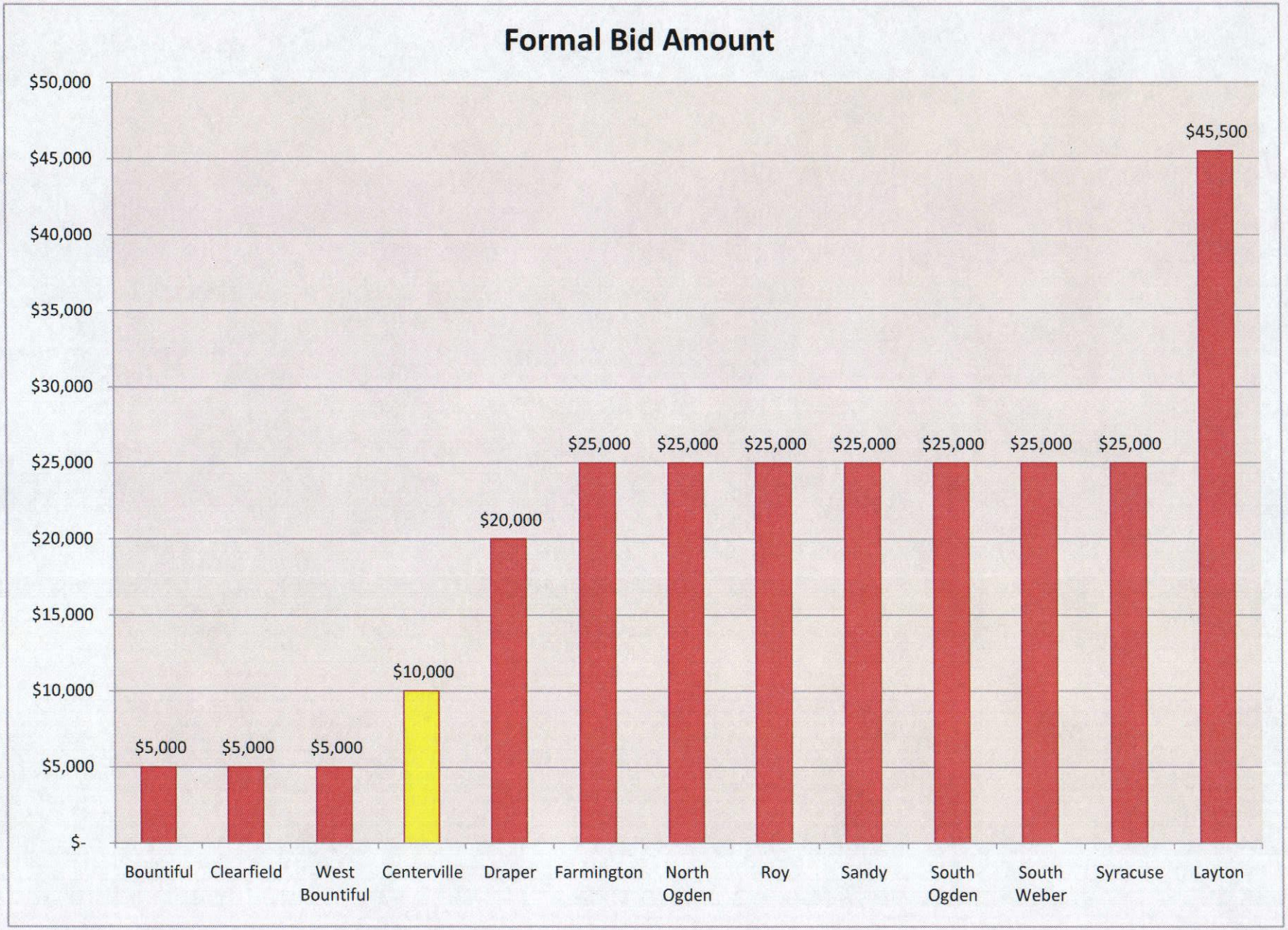


Current Limits	Comparison of Current and Proposed Approval Limits	Proposed Limits
$0 - $500	Minor Exempt Expenditure Department Head Approval	$0 - $1,000
$500 - $1,000	Minor Exempt Expenditure Purchase Order Required Department Head and Finance Director Approval	$1,000 - $2,500
	Small Expenditure Informal Bidding Procedures Purchase Order Required Department Head and Finance Director Approval	$2,500 - $5,000
$1,000 - $10,000 (Capital Equipment) $1,000 - $25,000 (Projects)	Small Expenditure Informal Bidding Procedures Purchase Order Required Department Head, Finance Director and City Manager Approval	$5,000 - $25,000
$10,000 + (Capital Equipment) $25,000 + (Projects)	Large Expenditure Formal Bidding Procedures Department Head, Finance Director and City Manager and City Council Approval	$25,000 +

	Bountiful	Centerville (current)	Clearfield	Draper	Farmington	Layton	North Ogden	Roy	Sandy	South Ogden	South Weber	Syracuse	West Bountiful
Approval Process													
Department Head	<10,000	<500	<25,000	<5,000	<3,000	<10,000	<2,500	<5,000	<25,000	<1,000	<500	<10,000	<2,500
Purchasing Agent/City Manager	10,000+	500+: Finance Director; 1,000+: City Manager	25,000 - 50,000	5,000+	3,000 - 24,999	10,000+: Finance Director	2,500 - 24,999	5,000+	25,000+	1,000 - 5,000: Finance Director; 5,001 - 25,000: City	500+	10,000+	2,500 - 10,000
City Council/Mayor	10,000+	10,000+	50,000+	20,000+	25,000+	Budget Process	25,000+	Budget Process	Budget Process	25,001+	5,000+	Budget Process	10,000+
Bidding Procedure													
No price quotations	<5,000	<1000	<1,000	<2,000		<3,000	0-2,999	<1,500	<1,000	<2,500	<2,500	<5,000	<2,000
Informal price quotations (3 quotes)		Capital -1,000 - 9,999; Project - 1,000-24,999	1,000 - 4,999	2,000 to 19,999	<25,000	3,000 - 45,499	3,000 - 11,999	1,500 to 7,500	1,000 to 2,500	2,500 - 25,000	2,500-25,000	non-capital - 5,000+; capital 5,000-10,000	2,000-5,000
Formal bid/proposal procedure (non sealed)							12,000-24,999	7,500 to 25,000	2,500 to 25,000			10,000-25,000	
Formal bid/proposal procedure (sealed)	5,000+	Capital - 10,000+; Project	5,000+	20,000+	25,000+	>45,500	25,000+	25,000+ or annual contract	25,000+	25,000+	25,000+	25,000+	5,000+


Departmental Authority
$30,000
$25,000
$20,000
$15,000
$10,000
$5,000
$-
$500
$500
$1,000
$2,500
$2,500
$3,000
$5,000
$5,000
$10,000
$10,000
$10,000
$25,000
$25,000
Centerville
South Weber
South Ogden
North Ogden
West Bountiful
Farmington
Draper
Roy
Bountiful
Layton
Syracuse
Clearfield
Sandy


City Council Approval Amount
$60,000
$50,000
$40,000
$30,000
$20,000
$10,000
$-
$5,000
$5,000
$10,000
$10,000
$10,000
$20,000
$25,000
$25,000
$50,000
$-
$-
$-
$-
Not Required
South Weber
South Ogden
Centerville
Bountiful
West Bountiful
Draper
Farmington
North Ogden
Clearfield
Layton
Roy
Sandy
Syracuse


Formal Bid Amount
$50,000
$45,000
$40,000
$35,000
$30,000
$25,000
$20,000
$15,000
$10,000
$5,000
$-
$5,000
$5,000
$5,000
$10,000
$20,000
$25,000
$25,000
$25,000
$25,000
$25,000
$25,000
$25,000
$45,500
Bountiful
Clearfield
West Bountiful
Centerville
Draper
Farmington
North Ogden
Roy
Sandy
South Ogden
South Weber
Syracuse
Layton

CENTERVILLE CITY CORPORATION

PROCUREMENT POLICY

I.**Purpose and Scope.**
II.**Laws and Regulations.**
III.**Definitions.**
IV.**Purchase Orders.**
V.**Approval, Review, and Verification.**
VI.**Formal Bidding Procedures.**
VII.**Informal Bidding Procedures.**
VIII.**Exempt Expenditures.**
IX.**Service Contracts and Professional Services.**
X.**Petty Cash.**
XI.**City Credit Cards.**
XII.**Ethics.**
XIII.**Disposal of Property.**
XIV.**Asset & Inventory Management**

I. Purpose and Scope.

The purpose of this policy is to establish procedures and guidelines for the procurement of supplies, services, and construction for the City, and to ensure that all such purchases, or encumbrances, are of acceptable quality and are made equitably, efficiently and economically. Any deviations from this policy must have prior approval, in writing, from the City Manager.

II. Laws and Regulations.

(1) All expenditures of the City shall conform to the provisions of this policy and applicable provisions of State law including, but not limited to, the Uniform Fiscal Procedures Act set forth in Utah Code Ann. 10-6-101, et seq., as amended. Any expenditure of the City involving the construction, maintenance or improvement of a class C road shall comply with applicable provisions of the State Highway Code including but not limited to Utah Code Ann. 27-12-108.1 & 108.2, as amended. No check or warrant to cover any claim against appropriations may be drawn until the claim has been processed according to the relevant provisions provided herein.

(2) Purchases and encumbrance for the City shall be made in accordance with this policy and Sections 10-6-121, 10-6-122, 10-6-123, 10-6-139 and 10-7-20, Utah Code Ann., 1953 as amended.

(3) No purchases shall be made and no encumbrance shall be incurred unless funds sufficient to cover the purchase, or encumbrance, have been budgeted, are available, and the purchase is approved by the appropriate City officials as defined in section (V) of this policy, except for emergencies as provided in Section 10-6-129, Utah Code Ann., 1953 and as provided in section (VIII) (4) of this policy.

(4) Notwithstanding the provisions of subsection (1) above, whenever a purchase or encumbrance is

made with State or Federal funds and the applicable State or Federal law or regulation is in conflict with this policy to the extent that following the provisions of this policy would jeopardize the use of those or future State or Federal funds, such conflicting provisions of this policy shall not apply and the City shall follow the procedures required by the State or Federal law or regulation.

(5) The City shall maintain records pertaining to purchases and encumbrances made under this policy in accordance with the Utah Government Records Access and Management Act, as adopted and amended by the City.

III. Definitions.

As used in this Policy, the following words shall mean:

(1) "**City**" means the City of Centerville, Utah, its council, and employees authorized by the City to make purchases for the City.

(2) "**Construction**" means the process of building, renovation, alteration, improvement, or repair of any public building or public work. Construction@ does not mean the routine operation, routine repair, or routine maintenance of existing structures, buildings, or real property.

(3) "**Open Purchase Order**": means a pre-approved purchase order by the finance department that allows a department to procure goods and services from approved venders, within established limitations, and without the necessity of submitting a purchase order each time a purchase is made from the approved vender.

(4) "**Person**" means any individual, firm, partnership, trust, limited liability company, corporation or other entity however designated.

(5) "**Procurement**" means buying, purchasing, renting, leasing, leasing with an option to purchase, or otherwise acquiring any supplies, services, or construction, and all functions that pertain to the obtaining of any supply, service, or construction, including the solicitation of sources, selection, award, and all phases of contract administration.

(6) "**Professional Services**" means the furnishing of services for auditing, banking, insurance, engineering, legal, architectural, and other forms of professional consulting.

(7) "**Responsible Bidder**" means a person who submits a bid to furnish supplies, services or construction for the City pursuant to and in accordance with the terms and conditions of this policy and who furnishes, when requested, sufficient information and data to prove his or her financial resources, production or service facilities, service reputation and experience are adequate to the satisfaction of the City.

(8) "**Service Contract**" means any agreement for maintenance and services as may be required for the upkeep and repair of equipment, facilities, etc.

(9) "**Services**" means the furnishing of labor, time, or effort by a contractor, not involving the delivery of a specific end product other than reports which are merely incidental to the required performance. "Services" does not include employment agreements.

(10) **"Supplies"** means all property, including but not limited to equipment, materials, and printing. "Supplies" does not include real property or any interest therein.

IV. Purchase Orders.

Before any order may be placed for the purchase of any supply, service or construction having a unit value of $500 or more, a Purchase Order shall be submitted to the Finance Department for approval, except in circumstances permitted by this policy (i.e. emergency purchases). The Finance Department shall review all Purchase Orders to ensure the expenditure requested is for a City purpose, properly budgeted, and in compliance with this policy. A Purchase Order shall not be required for service contracts entered into between the City and the contracted party which specify the cost of service. In the event that purchases are made regularly from the same vendor, a request for an open purchase order may be made with the Finance Director.

V. Approval, Review, and Verification.

(1) Department Heads. Purchases with a value of less than $500 require approval by the Department Head, or designee, and no further approval is required. A Department Head, or designee, are responsible to verify the procedures set forth herein have been accurately followed prior to giving approval. Department Heads are responsible to ensure there are sufficient funds budgeted and available within their department=s budget to cover the purchase or encumbrance to be made.

(2) Finance Director. Purchases with a value of $500 or more require prior approval by the Department Head, or designee, and the Finance Director. The Finance Director is responsible to verify the procedures set forth herein have been accurately followed prior to giving approval.

(3) City Manager. Purchases with a value of $1,000 or more require prior approval of the Department Head, or designee, Finance Director, and the City Manager. The City Manager shall verify the procedures set forth herein have been accurately followed prior to giving approval.

(4) City Council. Purchases of $10,000 or more require the approval of the Department Head, or designee, Finance Director, City Manager, and the City Council. The City Council shall verify the procedures set forth herein have been accurately followed prior to giving approval.

(5) Review. The Finance Director shall review all procurements or encumbrances made to ensure accuracy and compliance with this policy.

(6) Verification and Approval for Payment. The Department Head, or designee, shall verify that all goods and services have been satisfactorily received prior to payment of invoice.

VI. Formal Bidding Procedures.

(1) Type of Purchase. The following are the types of purchases and amounts for which formal bidding procedures apply.

(a) Capital Equipment purchases estimated to cost $10,000 or more.

(b) Projects estimated to cost $25,000 or more.

(2) Plans and Specifications. The City shall cause plans and specifications to be prepared and approved prior to any advertisement for bids.

(3) Invitation for Bids. An invitation for bids shall be prepared by the City and shall, at a minimum, include the following:

(a) A description of the goods or services to be purchased or work to be performed;
(b) Contract terms, conditions and bond requirements applicable to the purchase or work;
(c) The criteria that will be used to evaluate the bid;
(d) Notification of the location where plans, specifications and other information may be obtained;
(e) the time and place of the bid opening; and
(f) the right of the City to reject any and all bids for any reason without liability.

(4) Notice. At a minimum, public notice of the invitation for bids shall be published in accordance with State law. The need for additional notice shall be determined on a case-by-case basis.

(5) Amending Invitation. The City may amend, supplement, or cancel the invitation at any time prior to the opening of the bids when deemed in the best interest of the City.

(6) Sealed Bids. All bids shall be received by the City in sealed envelopes. The envelopes shall not be opened prior to the time set for opening of the bids, except as provided in Subsection (7).

(7) Correction of Bids. The City may permit correction or withdrawal of erroneous bids prior to any bid opening. After bid opening, no changes in bid prices may be permitted; however, the City, in its discretion and upon a showing of hardship by the bidder, may allow the withdrawal of a bid containing a substantial error. Any decision to permit the correction or withdrawal of bids shall be supported, in writing, by the City.

(8) Opening Bids. The bids shall be opened publicly by the City in the presence of one or more documented witnesses at the time and place designated in the Invitation for Bids.

(9) Recording Bids. The total amount of each bid and the name of the bidder shall be read aloud as the bids are opened, and such information shall be recorded and open to public inspection.

(10) Evaluating Bids. At the time of opening, the bids shall be briefly evaluated by the City to determine the apparent lowest responsible and responsive bidder based on the criteria set forth in the Invitation for Bids (see (3) above).

(11) Determination. The City shall, within a reasonable time following the bid opening, determine the lowest responsible and responsive bidder and, when deemed necessary, may request additional information with respect to the responsibility of a bidder. The unreasonable failure of a bidder to promptly supply information or proof regarding

responsibility may be grounds for a determination of non-responsibility and/or non-responsiveness of the bidder.

(12) Award. Following sufficient evaluation of the bids the City may later accept, reject, or modify the determination and thereupon award the contract or reject any and all bids.

(13) Cancellation and Rejection of Bids. The City reserves the right to cancel an invitation for bids or to reject any or all bids for any reason. Such cancellation or rejection shall be in writing. If, after cancellation or rejection of all bids, the City decides to make the purchase or encumbrance, it shall, when required by State law, repeat sections (3) thru (12) above. If after repeating sections (3) thru (12) above, no satisfactory bid is received, the City may proceed to negotiate or make the improvement or acquisition or enter such other agreements as it deems necessary or desirable.

(14) Tie Bids. If two or more bids received are for the same total amount or unit price, and all other criteria being equal, the City shall inform the tied bidders of the fact and invite new bids from those tied. The City shall then accept the lowest bid made by and after equal and fair opportunity to re-bid.

(15) Bonds. Prior to entering any contract hereunder, the City may require performance and payment bonds to be provided in such form and amounts as required by law and by the City as reasonably necessary to protect the best interest of the City.

(16) Exceptions. Any exceptions to the procedures set forth above must be in the best interest of the City and must have prior, written approval by the City Manager.

VII. Informal Bidding Procedures.

(1) Type of Purchase. The following are the types of purchases and amounts for which informal bidding procedures apply.

(a) Capital Equipment purchases estimated to be between $1,000 and $9,999.

(b) Projects estimated to be between $1,000 and $24,999.

(2) Bidding Procedure.

(a) Invitation for Bids. When possible, the purchaser shall solicit a minimum of three (3) oral or written bids. Such bids shall be recorded and kept by the City.

(b) Evaluation. The City shall review and evaluate the bids based on such criteria as deemed appropriate.

(c) Determination. The City shall determine the lowest responsible and responsive bidder and award the contract to such bidder.

(d) Bid Award. Prior to awarding the bid, the purchaser shall verify proper approval has been granted in accordance with the approval procedures set forth in section (V) of this policy.

(e) Exceptions. Any exceptions to the procedures set forth above must be in the best interest of the City and must have prior, written, approval by the City Manager.

VIII. Exempt Expenditures.

The following expenditures of the City shall be referred to as exempt expenditures@ and may be made with or without the formal or informal bidding procedures herein, but shall be made with as much competition as practicable under the circumstances and in accordance with the approval policy in (V) above.

(1) Minor. Any expenditure amounting to less than $1,000, unless otherwise deemed necessary or in the best interest of the City. It shall be unlawful to artificially divide a purchase or expenditure so as to constitute a minor expenditure under this subsection.

(2) Single Source. Any expenditure for goods or services, which by their nature are not reasonably adapted to award by competitive bidding. These expenditures include goods or services which can be purchased only from one source; contracts for additions to and repair and maintenance of equipment already owned by the City which may be more efficiently added to, repaired or maintained by a certain person or firm; and equipment which, by reason of the training of City personnel or an inventory of replacement parts, is compatible with the existing equipment owned by the City. Prior to any expenditure under this subsection, the City shall determine, in writing, that the requirements of this subsection have been satisfied.

(3) Professional Services. Professional services, by their nature, are not reasonably adapted to award by competitive bidding. Such services shall be obtained according to the guidelines of section (IX) of this policy.

(4) Emergency. Any expenditure made under the existence of an emergency condition when unforeseen circumstances arise which threaten the public=s health, welfare or safety, as provided by State law. Following an emergency expenditure, and as soon as practicable, a purchase order shall be filled out and submitted by the department for which the emergency purchase was made. Such purchase orders shall be treated as regular purchase orders and shall require the appropriate approval signatures as defined under section (V) of this policy.

(5) State Bidding. Any expenditure for which competitive bidding or price negotiation has already occurred on the State level.

(6) Inter-local Cooperation. Any expenditure made in conjunction with an agreement approved by resolution of the City Council between the City and another city or governmental entity.

(7) Other Exemptions. Additional exemptions may be granted by the City Council.

IX. Service Contracts and Professional Services.

Service Contracts and Professional Services shall be awarded at the discretion of the City based on the City's evaluation of the professional qualifications, service ability, experience, cost of services, and other applicable criteria as may be established. Prior to entering into a service

contract, the City shall determine that it is within the best interest of the City to do so, and that as many providers as practical have been considered for the service. Approval of such contract shall be in accordance with this policy (see V above), and all aspects of the service contract shall be reviewed, by the City, prior to entering into any contract for goods and services. When reasonable, more than one proposal shall be submitted from prospective service providers.

X. Petty Cash.

The City shall maintain a petty cash fund. The total amount of cash, vouchers and receipts in the petty cash fund shall not exceed two hundred dollars ($200). The petty cash fund shall be kept in a locked box and maintained by the Finance Department. Any employee receiving money from the petty cash fund shall sign a Petty Cash Voucher showing the amount received and an explanation of the intended use of the money. Within a reasonable time, after making the expenditure, the employee shall return any excess money to the petty cash fund and staple the receipt for the expenditure to the Petty Cash Voucher.

XI. City Credit Cards.

(1) Purchases. Departments which have been issued a City credit card may use such card for purchases less than $250 and are encouraged, whenever possible, to use vendors with whom the City has an existing account. The Department must deem that using the credit card is in the best interest of the City and would expedite the purchase process. Purchases made with city credit cards shall require a receipt, when practical, and such receipt shall be turned in with the credit card statement.

(2) Review. The City Finance Director shall review all credit card statements.

(3) Ethics. Departments and employees using City credit cards must abide by the ethics policy contained herein. Anyone found in violation of this policy may be subject to disciplinary action up to and including termination and may be subject to prosecution under the law.

XII. Ethics.

(1) Any officer or employee of the City having a direct or indirect pecuniary interest in any contract entered into by the City shall disclose such interest and all officers and employees are required to comply with applicable provisions of State law regarding ethics, including the Utah Municipal Officers= and Employees= Ethics Act, Utah Code Ann. 10-3-1301, et seq., as amended and adopted by the City.

(2) Personal Use. Any purchase of supplies, services, or equipment by the City for the personal use of any officer or employee of the City is prohibited.

(3) Violation. Any violation of this Section by an officer or employee of the City shall be cause for disciplinary action up to and including termination, in accordance with the disciplinary procedures of the City, as set forth in the Personnel Policies and Procedures, as adopted by the City.

XIII. Disposal of Property.

(1) Except as set forth in Subsection (2) below, all disposals, leases, or subleases of public property of the City shall be made, as nearly as possible, under the same conditions and limitations as required by this policy in the purchase of public property, provided the City may also authorize, at its discretion and under such terms and conditions as it may deem desirable, fair, and appropriate considering intended use, property tax value, and the interests of the City, the following:

(a) the sale of any surplus property at public auction;

(b) after the receipt of sealed bids,

(c) the trade or exchange of any surplus property; and

(d) the lease or sublease of any surplus property.

(2) All disposal, lease, sublease or exchange of public real property with an estimated value of greater than $5,000 shall be made in compliance with the following requirements:

(a) An appraisal shall be obtained establishing the fair market value of the property for lease, exchange or purchase;

(b) The property shall be disposed of by the acceptance of sealed bids, at public auction, or by some other means of disposal reasonably calculated to obtain equivalent fair market value including, but not limited to, negotiated sale or exchange;

(c) The City may consider the nature of the property to be disposed of, the interest of adjacent property owners and the proposed benefit to be derived by the bidder(s) in deciding how and to whom it will dispose of real property and such factors may be taken into account in determining the manner of disposal in the public interest;

(d) All disposal of real property shall be in accordance with the requirements of state law including review by the Centerville City Planning Commission if required.

XIV. Asset & Inventory Management

Definitions & Examples

Capital Assets: Capital Assets are those assets with an initial, individual cost of more than $5,000 and an estimated life in excess of two (2) years. Examples of capital assets include land & land improvements, buildings and building improvements, machinery and equipment, vehicles and trucks, easements, water rights, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items).

Inventory: Inventory are those assets with an initial, individual cost between $500 and $5,000 with

estimated lives ranging from one to any number of years. Department heads may choose to inventory items less than $500 at their discretion.

Estimated Useful Life: The period of time a capital asset or inventory item is expected to be used by the City. The estimated useful life is standardized for capital assets (see Standard Useful Life Table); departments may set their own estimated useful lives for department-specific inventories (ie, police weapons, shop tools, etc) – they simply need to be applied uniformly and consistently.

Item Valuation: The value of a capital asset or inventory item is its original or historical cost. Values, per current standards, are not marked up or appreciated above their original cost at any time during an item's estimated useful life.

Reporting & Accountability

The City Finance Department will be responsible for maintaining and updating capital asset lists, reports, and schedules. In the case of inventory record-keeping, individual department heads are ultimately responsible for their own inventory lists, reports, and schedules. Capital assets and inventory records should be updated (report all new, sold, or disposed items) as of June 30th of each fiscal year. Departments may delegate record-keeping and/or data entry duties

Standard Useful Life Table
For Capital Assets

Asset Type	Examples	Capitalization Threshold	Depreciable life in Years
Equipment-Furniture/Office	Desks, tables, chairs, copiers	$5,000	5
Equipment-Radios & Communications	Mobile, portable radio	$5,000	5
Equipment-Information Systems	Monitor, CPU, & printers, servers, software	$5,000	5
Equipment-Telephone	Telephone systems	$5,000	5
Vehicles	Police, Public Works Trucks, city vehicles	$5,000	7
Equipment-Heavy/Construction	Backhoes, dozers, front-end loaders, large tractors, graders	$5,000	10
Equipment-Custodial	Floor Scrubbers, vacuums	$5,000	5
Equipment-Police Specific	Firearms, Intoxilyzers	$5,000	5
Equipment-Grounds	Mowers, tractors	$5,000	5
Equipment Outdoor	Playground, bleachers, scoreboards	$5,000	10
Equipment-Traffic Control	Stoplights, light poles	$5,000	20
Buildings-Permanent Structures	City Hall, Parks Bldg, PW Shops	$5,000	40
Buildings-mechanical	HVAC systems, Appliances	$5,000	15
Buildings-improvements	Flooring, roofing	$5,000	15
Land	Real Property	$1	No
Land Improvements-Structure	Sidewalks, drainage facilities	$5,000	50
Infrastructure-Water	Wells, Waterlines, Pump Houses	$10,000	50
Infrastructure-Water	Reservoirs	$25,000	40
Infrastructure-Streets	Paved Roads, Parking Lots	$25,000	50
Infrastructure-Drainage	Storm Drains, Sub-drains	$25,000	50

CENTERVILLE
CITY COUNCIL
Staff Backup Report
3/3/2015

Item No. 6.

Short Title: Presentation re Complete Streets concept

Initiated By: Complete Streets Working Group

Scheduled Time: 8:50

SUBJECT

RECOMMENDATION

Allow Councilwoman Fillmore to make a presentation introducing the City Council to the Complete Streets concept, as a foundation for later discussions about a proposed policy relating to this subject.

BACKGROUND

Last fall several staff and two council members (Fillmore and Wright) participated in a series of Complete Streets workshops conducted specifically for our City by the Wasatch Front Regional Council. At the conclusion of that process, the working group participated in the drafting of a policy statement to be considered later by the Planning Commission and City Council. It was agreed that the next step would be to bring the Planning Commission and City Council together in a joint work session for an initial educational briefing about this topic.

Recently the City Manager proposed a goal-setting and work session calendar that includes a joint work session on March 17 (from 5:00 to 6:45 p.m.) for the Planning Commission and City Council. The intent was to take the first part of that work session to make this educational presentation about Complete Streets, and use the rest of the work session to discuss the Planning Commission's recommended work program priorities relating to Community Development. However, the City Manager became concerned that taking the first part of the March 17 work session for this purpose would not leave sufficient time for the two bodies to come to consensus on the Community Development priorities. Therefore, with Mayor Cutler's approval, the initial briefing about the Complete Streets concept will be provided separately to the two bodies, as follows:

- Community Development Director Cory Snyder will provide this briefing to the Planning Commission at their March 11 meeting.
- Councilwoman Tami Fillmore will provide this briefing to the City Council during their regular March 3 meeting.

These presentations are intended to be educational in nature, and any discussion about whether to proceed with a process to adopt a Complete Streets policy would be held in a later meeting.

CENTERVILLE
CITY COUNCIL
Staff Backup Report
3/3/2015

Item No. 7.

Short Title: Mayor's Report

Initiated By: Mayor Cutler

Scheduled Time: 9:20

SUBJECT

a. Legislative update
b. Centennial Celebration update

RECOMMENDATION

BACKGROUND

a. Mayor Cutler will report on current bills being considered by the State Legislature that affect cities.

b. Mayor Cutler will report on Centennial Celebration planning, activities, issues, etc. One of those issues will need the City Council's direction–i.e. the increased cost of providing brackets and banners for Main Street from Chase Lane to Lund Lane. Earlier this week the City Manager sent the Council the attached email, informing them of the additional cost of brackets and banners for Main Street and asking for their direction. The responses he received--taken collectively--were not sufficiently clear to proceed. Therefore, the Council will be asked again for their direction under this agenda heading.

ATTACHMENTS:

Description

D Email - Main Street Brackets & Banners

Steve Thacker

From:	Steve Thacker
Sent:	Wednesday, February 25, 2015 7:44 PM
To:	K Averett (brokerkenaverett@gmail.com); T Fillmore; John Higginson (john.higginson@ldschurch.org); S Ivie; L Wright
Cc:	Paul C; Bruce Cox; 'Daken and Carolee Tanner'; Blaine Lutz
Subject:	Cost of brackets for Main Street banners--need your response
Importance:	High

Council Members:

I have discussed this matter with Mayor Cutler and he has directed me to contact you via email rather than waiting until the next council meeting. I learned recently from Bruce Cox that 40 brackets are needed to cover the rest of Main Street from Chase Lane to Lund Lane in approximately the same density or spacing as exists from Pages to Chase. He earlier estimated this number as 30, which is what your decision was based on when you authorized advance funding of up to $6500 for this purpose. As you can read in Bruce's email below, purchasing 40 brackets and flags, including shipping, will cost $8735, significantly more than the $6500 approved by the Council.

The minutes of the January 20 council meeting show the council approving this motion: ". . . Council will front the $6500 for the flag purchase, and whatever money is raised for the flags to reimburse the City will then be made available for other Centennial Celebration expenses." The $6500 is coming out of City Council contingency. I recommend the following in order to keep the impact on the City's budget limited to $6500, which I believe would be in harmony with the Council's intent:

- Any donations for these brackets/flags will first be used to reimburse the City any amount spent over the $6500. Specifically, if we go ahead with buying 40 of these at a total cost of $8735, then the first $2235 in donations will be kept by the City, and any additional donations for this purpose will be made available to the Centennial Committee for the other Celebration activities.

Considering the other needs that I am already aware of for the remainder of the City Council contingency funds, I do not recommend the Council contribute the entire $8735 to the banner project and/or Celebration activities. Hence the reason for my recommendation above. As an alternative, the Council could tell staff to purchase only 30 as originally approved, and Bruce would space these accordingly in the Chase to Lund Lane segment of Main Street.

I asked Bruce about the timeliness of getting these made (special order) if the decision is delayed until March 3. He said he thought that would be OK, but it does push delivery back another week. If ordered this week, the supplier said these could be delivered in the first or second week of April. Bruce needs these by the first of May to put up in advance of the May 17 date.

Please respond by Thursday evening (i.e. tomorrow night) and let me know which of the following represents your position:

- 1. Proceed with purchase of 40 based on the assumptions in my recommendation above—i.e. that the net cost to the City's budget will be no more than $6500--in keeping with the Council's approval.
- 2. Proceed with purchase of only 30 and space these accordingly from Chase to Lund Lane.
- 3. Wait until the March 3 meeting to discuss.
- 4. Some other option—please explain.

FYI--I have been told by the Mayor that over $1000 has already been donated for this purpose, and he is optimistic that enough will be donated to keep the City's net cost at or below the $6500 if you go with #1 above.

Steve

From: Bruce Cox
Sent: Tuesday, February 24, 2015 12:10 PM
To: Steve Thacker
Subject: banner brackets

Steve,

Good news on the price of the brackets in that it is the same cost per unit, of $200.00 per bracket, whether we order 30 or 40.

The shipping estimate is: $300.00 for 30 and $375.00 for 40

The cost of the banners will be about $9.00 each, with volunteers sewing on top and bottom sleeves.

Total cost of banners and brackets with approximate shipping is: for **30 - $6,570.00 and for 40 - $8,735.00**

Bucket truck rental to put up and take down;
I have talked with Colby Thackeray, from Farmington City Parks, and they have a small bucket truck that he is going to check and see if they might be able to rent it to us for the days we will need for less cost than we can find one somewhere else.
I will let you know what I find out.

Bruce

CENTERVILLE
CITY COUNCIL
Staff Backup Report
3/3/2015

Item No. 8.

Short Title: City Manager's Report

Initiated By: City Manager

Scheduled Time: 9:30

SUBJECT

a. Vote-By-Mail issue
b. Extension of 1250 West
c. Goal-setting process

RECOMMENDATION

BACKGROUND

a. Brian McKenzie, Davis County Elections Manager, is scheduled to make a brief presentation at the March 17 City Council meeting about the Vote-by-Mail option that is available for this year's elections. Any Davis County city wishing to choose the Vote-by-Mail option must inform the County of this choice by April 1. Therefore, staff have taken the liberty of inviting McKenzie to explain this option and answer questions on March 17.

b. The City Manager will update the Council about the proposed extension of 1250 West.

c. The City Manager will answer questions from the Council about this process and calendar, if needed. The "Goal-Setting/Budget Process & Work Session Calendar--2015" is attached.

ATTACHMENTS:

Description

D Goal-Setting/Budget Process & Work Session Calendar

Goal-Setting/Budget Process & Work Session Calendar – 2015

Note: City Council participation required where highlighted in **bold**.

Feb. 20	**Give CC copies of 2013 goals (3/19/13 work session minutes) and list of 2015 projects/issues (marked up to indicate which items are "in progress")**
Feb. 20	City Manager (CM) inform department heads and committee chairs of their participation
Feb. 27	Finance Director provides FY 2016 line item worksheets to department heads (DHs)
March 3	**Council work session at 5:15 p.m.: 1) discussion with Ace Disposal re solid waste contract; and 2) review of Procurement Policy revisions**
March 4	**Council members send their proposed goals to CM**
March 6	**CM send consolidated list of CC proposed goals back to CC with instructions to rate each proposed goal in priority categories**
March 13	**CC return their ratings to CM. Planning Commission (via Cory) provides their recommended priorities re Community Development work plan to CM.**
March 17	CM consolidate CC ratings
March 17	**Joint CC/PC work session at 5:00 p.m. prior to regular CC meeting to review/agree upon Community Development work plan for 2015-16.** Consolidated CC ratings for their own proposed goals will be available at this meeting to compare data relating to Community Development with PC's recommended priorities. Could include discussion of potential role of RDA relating to pertinent initiatives.
March 17	**Regular CC meeting:** Financial overview/projections by Finance Director as a foundation for CC goal-setting process and participation in FY 2016 Budget process.
March 19	Department heads submit their strategic goals/priorities and 3-year projections of significant budget issues to CM. Committee chairs (or support staff) submit their proposed priorities to CM.
March 20	**CM sends information due on March 19 to CC, along with consolidated CC ratings that were first provided to CC on March 17**
March 24	**CC goal-setting work session (5:00 pm)**

March 27	FY 2016 Budget line item worksheets due from DHs to Finance Director
April	CM and Finance Director review line item budget requests from department heads in individual sessions and prepare CM's Proposed Budget for FY 2016, incorporating priorities established by CC at their March 24 work session.
April 21	**CC work session (5:00 pm):** 1) County Commissioners; and 2) discuss revisions to sign ordinance pertaining to temporary signs, to address campaign sign issues.
May 5	**CC receives CM's Proposed Budget for FY 2016 and schedules work sessions with department heads, as desired.** These work sessions could be opportunities for the CC as well as any interested citizens to ask department heads budget-related questions.
June 2	**Public hearing re FY 2016 Tentative Budget**
June 16	**Adopt FY 2016 Budget**

CENTERVILLE
CITY COUNCIL
Staff Backup Report
3/3/2015

Item No. 9.

Short Title: Miscellaneous Business

Initiated By:

Scheduled Time: 9:40

SUBJECT

RECOMMENDATION

At this time there are no specific topics under this heading.

BACKGROUND

CENTERVILLE
CITY COUNCIL
Staff Backup Report
3/3/2015

Item No. 10.

Short Title: Closed meeting, if necessary, for reasons allowed by state law, including, but not limited to, the provisions of Section 52-4-205 of the Utah Open and Public Meetings Act, and for attorney-client matters that are privileged pursuant to Utah Code Ann. § 78B-1-137, as amended

Initiated By:

Scheduled Time: 9:45

SUBJECT

RECOMMENDATION

At this time staff are not aware of a need for a closed meeting, but the agenda allows for that possibility.

BACKGROUND

CENTERVILLE
CITY COUNCIL
Staff Backup Report
3/3/2015

Item No. 11.

Short Title: Possible action following closed meeting, including appointments to boards and committees

Initiated By:

Scheduled Time: 9:45

SUBJECT

RECOMMENDATION

Mayor Cutler may recommend appointments to City boards/committees.

BACKGROUND

CENTERVILLE
CITY COUNCIL
Staff Backup Report
3/3/2015

Item No. 12.

Short Title: Adjourn to RDA meeting

Initiated By:

Scheduled Time: 9:45

SUBJECT

RECOMMENDATION

BACKGROUND

CENTERVILLE
CITY COUNCIL
Staff Backup Report
3/3/2015

Item No.

Short Title: Items of Interest (i.e., newspaper articles, items not on agenda); Posted in-meeting information

Initiated By:

Scheduled Time:

SUBJECT

RECOMMENDATION

BACKGROUND

ATTACHMENTS:

Description

- Article - Chase 2/20
- Newspaper article - SL Tribune - House OKs expansion of Election Day Registration
- FCC ruling for Net Neutrality

Date: Feb 20, 2015; Section: Obituaries; Page: 8A

Centerville police ID two men who evaded officers

By LORETTA PARK
Standard-Examiner staff

CENTERVILLE — Two men who led police in a brief chase on Wednesday have been identified.

Centerville police booked Joshua Jermaine Mallory, 30, and Jason Veron, 25, in the Davis County Jail on multiple charges. The Davis County Attorney's Office is reviewing the case before filing formal charges in 2nd District Court.

According to the probable cause statement filed with the jail, Davis dispatch had put out an attempt to locate for a man wanted for a vehicle theft in Farmington.

Centerville police said Wednesday a witness called 911 at 6:13 p.m. to report two men breaking a car window in Farmington and taking a woman's purse out of the car.

Police officers went to the Target in Centerville to see if they could spot the suspects because "it is common for burglary suspects to immediately go to a store and use stolen credit cards to obtain property," according to a Wednesday news release.

A police officer saw two men who matched the description and were later identified as Mallory and Veron, walking into the Target, according to the probable cause statement. The officer wrote one of the men spotted him and ran out of the store.

A foot chase quickly turned into a vehicle chase that went from Target, north on 400 West, through the intersection at Parrish Lane, then onto Main Street. The officer wrote that Mallory, who was later identified as the driver, "hit a vehicle in front of the Maverick store located at 94 N. Main St."

Mallory

Veron

The officer broke off the chase but found the minivan the two men abandoned near 400 West and Parrish Lane, where it had wrecked, according to the probable cause document.

A witness told police the two men were at 850 South at about 84 West, states the document.

Both men jumped a fence, and Mallory stole a bicycle in his attempt to flee. Police officers found Mallory "underneath a pine tree in the front yard of 33 W. 850 S.," according to the document.

Veron was arrested about 2 miles to the south, at a 7-Eleven in West Bountiful, according to the probable cause document.

According to the release, "an unsuspecting woman who was not involved in the incident took (Veron) to the Common Cents in Bountiful near 500 West and 400 North." An "off-duty Centerville officer in an unmarked car spotted (Veron) across the street at the 7-Eleven store in West Bountiful," according to the release.

Police searched the abandoned minivan, a rental, and found checkbooks plus driver's licenses from three people, according to the probable cause document.

Contact reporter Loretta Park at 801-625-4252 or lpark@standard.net. Follow her on Twitter at @LorettaParkSE.

The Salt Lake Tribune

House OKs expansion of Election-Day registration

BY ERICA PALMER

THE SALT LAKE TRIBUNE

PUBLISHED: FEBRUARY 20, 2015 01:03PM

UPDATED: FEBRUARY 20, 2015 05:43PM

HB219 • More voters would be able to register to vote on the spot with a bill passed Friday in the House that would allow same-day registration during the early voting period in certain counties.

The Election Day Voter Registration Pilot Project was instituted in five counties last year with HB156, allowing individuals to use a provisional ballot as both their registration and their ballot on Election Day. But bill sponsor Rep. Rebecca Chavez-Houck, D-Salt Lake City, said bill drafters forgot to include the early voting period in the program. The new bill to expand the program, HB219, passed with a vote of 63-2 on its way to the Senate.

She said over 1,000 people registered to vote on Election Day last year with the new program and election officials are on board with expanding it to the early voting period.

Rep. Fred C. Cox, R-West Valley City, said he is aware of hundreds of provisional ballots in his county that were included in the last election because of the pilot program.

"One of the things this body is trying to figure out, whether we spend $100,000 to do so or not, is how to get people to vote," he said. ""I appreciate the pilot program and I appreciate any way we can provide an opportunity for individuals to vote."

— Erica Palmer

© Copyright 2015 The Salt Lake Tribune. All rights reserved. This material may not be published, broadcast, rewritten or redistributed.

Date: Feb 27, 2015; Section: Business; Page: 6B

Regulators OK tougher Net-provider rules

Ban would stop blocking or slowing Web traffic

By ANNE FLAHERTY
The Associated Press

WASHINGTON — Internet activists declared victory over the nation's big cable companies Thursday, after the Federal Communications Commission voted to impose the toughest rules yet on broadband providers like Comcast, Verizon and AT&T to prevent them from creating paid fast lanes and slowing or blocking web traffic.

The 3-2 vote ushered in a new era of government oversight for an industry that has seen relatively little. It represents the biggest regulatory shake-up to telecommunications providers in almost two decades.

The new rules require that any company providing a broadband connection to your home or phone must act in the "public interest" and refrain from using "unjust or unreasonable" business practices. The goal is to prevent providers from striking deals with content providers like Google, Netflix or Twitter to move their data faster.

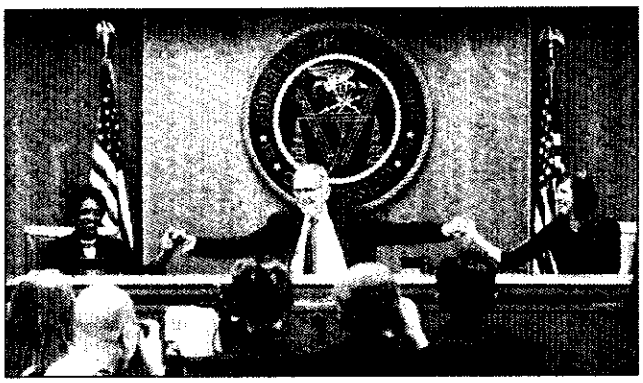
"Today is a red-letter today for Internet freedom," said FCC Chairman Tom Wheeler, whose remarks at Thursday's meeting frequently prompted applause by Internet activists in the audience.

Verizon saw it differently, using the Twitter hashtag #ThrowbackThursday to draw attention to the FCC's reliance on 1934 legislation to regulate the Internet.

Net neutrality is the idea that websites or videos load at about the same speed. That means you won't be more inclined to watch a particular show on Amazon Prime instead of on Netflix because Amazon has struck a deal with your service provider to load its data faster.

For years, providers mostly agreed not to pick winners and losers among Web traffic because they didn't want to encourage regulators to step in and because they said consumers demanded it. But that started to change around 2005, when YouTube came online and Netflix became increasingly popular

See INTERNET, Page 7B



PABLO MARTINEZ MONSIVAIS/The Associated Press

Federal Communication Commission Chairman Tom Wheeler (center) joins hands with FCC Commissioners Mignon Clyburn (left) and Jessica Rosenworcel before the start of their open hearing in Washington on Thursday. Under new rules being considered by the FCC, Internet service providers would have to act in the "public interest" when providing a mobile connection to your home or phone

Date: Feb 27, 2015; Section: Business; Page: 7B

Internet

From 6B

On-demand video began hogging bandwidth, and evidence surfaced that some providers were manipulating traffic without telling consumers.

By 2010, the FCC enacted open Internet rules, but the agency's legal approach was eventually struck down in the courts. The vote Thursday was intended by Wheeler to erase any legal ambiguity by no longer classifying the Internet as an "information service" but a "telecommunications service" subject to Title II of the 1934 Communications Act.

That would dramatically expand regulators' power over the industry and hold broadband providers to the higher standard of operating in the public interest.

"Despite the cable industry's best efforts to undermine our cause, we secured an open Internet, free from gatekeepers and corporate monopolies. We have an Internet for the people," said David Segal, executive director of Demand Progress, a progressive Internet activism group.

REDEVELOPMENT AGENCY OF CENTERVILLE CITY AGENDA

NOTICE IS HEREBY GIVEN THAT THE REDEVELOPMENT AGENCY OF CENTERVILLE CITY WILL HOLD A PUBLIC MEETING AT 9:45 P.M. ON TUESDAY, MARCH 3, 2015 AT THE CENTERVILLE CITY COMMUNITY CENTER AND CITY HALL CHAMBERS, 250 NORTH MAIN, CENTERVILLE, UTAH. THE AGENDA IS SHOWN BELOW.

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

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

Tentative
Time:

9:45 **A. ROLL CALL**

B. NEW BUSINESS

1. Minutes Review and Acceptance
   February 3, 2015 RDA meeting

2. Assignment and Assumption Agreement for Tax Increment Participation Agreement
   Consider Assignment Agreement between the Redevelopment Agency of Centerville City and Salmon HVAC to Pasture LLC

3. Pedestrian Bridge Betterment Issues

4. Items of Interest (i.e., newspaper articles, items not on agenda); Posted in-meeting information

C. ADJOURNMENT

Steve H. Thacker
Executive Director