



CENTERVILLE CITY

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

Incorporated in 1915

Mayor

Clark Wilkinson

City Council

Tamilyn Fillmore

William Ince

Stephanie Ivie

George McEwan

Robyn Mecham

City Manager

Steve H. Thacker

interoffice MEMORANDUM

to: Mayor Wilkinson
City Council
cc: Department Heads
Planning Commission
from: Lisa G. Romney, City Attorney 
subject: City Attorney's Summary of January 16, 2018 Council Meeting
date: January 11, 2018

5:30 **Work Session with Legislators** – Each year the City Council meets with Legislators representing Centerville to talk about the upcoming legislative session. The purpose of this Work Session is to identify on-going and anticipated new legislation of major importance or concern to Centerville and to hear from the Legislators regarding bills they may be sponsoring that have municipal impact. Dinner will be available at 5:15 p.m.

7:00 **Regular City Council Meeting**

Swearing-in Ceremony – Mackenzie Wood will be sworn in as the new City Recorder. The City's previous City Recorder, Marsha Morrow, is retiring after 26 years of service for the City. The Council has appointed Mackenzie Wood as the new City Recorder by Resolution No. 2018-01, but she must be officially sworn-in before she can perform her official duties.

E.1. **Minutes Review** – The minutes to be reviewed can be accessed online via NovusAgenda.

E.2. **Public Hearing—Zoning Code Amendments—Lot Width Standards in Hillside Overlay Zone**
This matter was initiated by Fred Hale, developer of a proposed subdivision on Jennings Lane east of Main Street. The property is zoned Agricultural-Low (A-L) and is within the Hillside Overlay Zone. He has applied for Zoning Code amendments that will replace the current lot width standards with a tiered approach similar to amendments approved by the City Council a few months ago for residentially zoned property in the Hillside Overlay Zone. The Planning Commission recommended approval of the proposed amendments. The City Council previously held a public hearing and reviewed this matter on January 2, 2018. The Council tabled action on the matter and directed Staff to provide additional information regarding remaining agricultural land in the Hillside Overlay Zone and the associated slope characteristics. This additional information is provided in the online Staff Report via NovusAgenda.

E.3. **Public Hearing—Code Amendments—Deferral Agreements** – Several months ago, when the Council was considering a sidewalk deferral agreement matter, staff reported discrepancies between the Municipal Code and Zoning Code provisions relating to deferral agreements. Per the Council's



direction, the City Attorney has drafted amendments to bring the provisions in both Codes into harmony. The Planning Commission has reviewed and recommended approval of the amendments affecting the Zoning Code (the Municipal Code amendments did not require PC action). The City Council previously held a public hearing and reviewed this matter on January 2, 2018. The Council tabled action on the matter and directed Staff to provide additional language to the Ordinance to provide an expedited process for deferral agreement requests from disabled service members and/or first responders. The revised Ordinance is provided online via NovusAgenda.

- E.4. **Whitaker Museum Policies** – The Whitaker Museum Board and Director, with the assistance of the City Attorney, have prepared a set of policies and procedures for the operation of the Whitaker Museum. The Whitaker Museum Policies govern a number of issues such as Board responsibilities, Director responsibilities, hours of operation, volunteers and docents, collections management, and research policies. These policies will provide the Museum and its staff with written and accessible guidance regarding the operation of the Museum. The Museum Board recommends approval of the Whitaker Museum Policies.
- E.5. **Whitaker Museum Activities and Projects** – The Museum Director, Lisa Sommer, would like to update the City Council about projects relating the the Whitaker Museum building and grounds.
- E.6. **Public Hearing—Park Impact Fee Amendments** – The City Council recently updated the Park Impact Fee Facilities Plan and the Written Park Impact Fee Analysis and enacted a new Park Impact Fee of \$2,869. The City now needs to amend the City Fee Schedule to add the new Park Impact Fee in the amount of \$2,869. Resolution No. 2018-07 has been prepared for this purpose. The new Park Impact Fee will not become effective until after a 90 day waiting period required by Utah law.
- E.7. **Review of Funding for Park Improvements, including assistance from South Davis Recreation District** – The City Manager has prepared the Cash Flow Analysis for Park Improvement Funding and will review this matter with the Council. Additional discussion is anticipated regarding the finalization of a lease agreement with the South Davis Recreation District for possible additional funding.
- E.8. **Mayor's Report** – Mayor Wilkinson may report on a few matters.
- E.9. **City Council Liaison Report – Councilman McEwan – Mosquito Abatement District and UTOPIA** – Councilman McEwan will provide an update to the Council regarding activities and issues of the Davis County Mosquito Abatement Board and UTOPIA. Councilman McEwan represents the City on these two boards.
- E.10. **City Manager's Report** – The City Manager will report on those topics shown under this heading. See Staff Report on NovusAgenda for more details.
- E.11. **Closed Meeting, if necessary** – At this time there is not a need for a closed meeting, but the agenda allows for that possibility.
- E.12. **Appointments to Boards/Committees** – Mayor Wilkinson will be recommending a number of Councilmember appointments to various districts, boards and committees. A resolution and attached charts have been prepared by Staff as the starting discussion point for these appointments. Mayor Wilkinson may have some recommended changes to the charts and appointments prior to or at the meeting.

Mayor
City Council
Department Heads
Planning Commission
January 11, 2018
Page 3

E.13. Financial Report for 6 months ending December 31, 2017 – Marcus Arbuckle, the City's contract CPA adviser, will review the six-month financial report for the period ending December 31, 2017.

E.14. Adjourn to RDA Meeting – After the regular Council meeting, the Council will adjourn to an RDA meeting. The RDA will review an update on loans between project areas, review financial analysis and projections for project areas, and review the status of additional tax increment. The RDA should also appoint a new chair, vice-chair, and ACB representatives.

Potential Agenda Items for February 6, 2018 meetings (subject to change):

- *Work session on General Plan Amendments for Pages Lane Area*
- *Municipal and Zoning Code Amendments regarding Home Occupations*
- *Zoning Code Amendments regarding Catering, General and Catering, Limited*

LR/mw

CENTERVILLE CITY COUNCIL AGENDA

NOTICE IS HEREBY GIVEN THAT THE CENTERVILLE CITY COUNCIL WILL HOLD ITS REGULAR PUBLIC MEETING AT 7:00 PM ON JANUARY 16, 2018 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 Jacob Smith, Centerville City Assistant to the City Manager, at 801-295-3477, 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 - The times shown below are tentative and are subject to change during the meeting.
Time:

5:30 Work Session with Legislators representing Centerville City

7:00 **A. ROLL CALL**

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

B. PRAYER OR THOUGHT

Mayor Wilkinson

C. PLEDGE OF ALLEGIANCE

Swearing-in of New City Recorder

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 801-295-3477, 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
January 2, 2018 Swearing-In Ceremony minutes and regular Council meeting minutes
- 7:10 2. Zoning Code Amendments - Lot Width Standards in Hillside Overlay Zone
TABLED FROM JANUARY 2, 2018
Consider the proposed Zoning Code Amendments to CZC 12.42.040 regarding lot width standards for agricultural lots within the Hillside Overlay Zone - Ordinance No. 2018-02
- 7:25 3. Municipal Code and Zoning Code Amendments - Deferral Agreements
TABLED FROM JANUARY 2, 2018
Consider the proposed Municipal Code (CMC 10.04) and Zoning Code (CZC 12.55) Amendments regarding Deferral Agreement - Ordinance No. 2018-01
- 7:35 4. Whitaker Museum Policies
Consider enacting and adopting the Whitaker Museum Policies for the operation of the Whitaker Museum - Resolution No. 2018-04
- 7:55 5. Report re Museum Activities & Projects
- 8:05 6. Fee Schedule Amendments - Park Impact Fees
Consider proposed amendments to the Centerville Fee Schedule regarding updated Park Impact Fees - Resolution No. 2018-07
- 8:10 7. Review of Funding for Parks Improvements, including assistance from South Davis Recreation District
- 8:30 8. Mayor's Report
- 8:40 9. City Council Liaison Report - Councilman McEwan- Mosquito Abatement District & UTOPIA
- 8:50 10. City Manager's Report
a. Wasatch Choice Vision Workshop
b. Reschedule work session with Planning Commission re South Main Street Corridor
- 8:55 11. 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
- 8:55 12. Appointments to Boards and Committees, including appointment of Mayor Pro Tem
Appointment of City Councilmembers and other qualified persons to various districts, boards, and committees of the City and outside agencies - Resolution No. 2018-08
- 9:05 13. Financial Report for 6 months ending December 31, 2017
- 9:20 14. Adjourn to RDA Meeting

F. ADJOURNMENT

**CENTERVILLE
CITY COUNCIL
Staff Backup Report
1/16/2018**

Item No.

Short Title: Work Session with Legislators representing Centerville City

Initiated By:

Scheduled Time: 5:30

SUBJECT

RECOMMENDATION

Thank the Legislators representing Centerville City for their service, and particularly for legislation they supported in the past of benefit to Centerville. Identify on-going and anticipated new legislation of major importance or concern to Centerville. Learn how each Legislator prefers to be contacted during the Session about bills under consideration. If time allows, the Legislators may want to seek the Council's reaction to specific bills that have municipal impact.

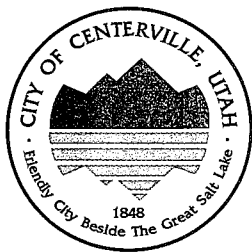
BACKGROUND

The City Manager is preparing a memo to brief the City Council on major legislative issues important to Centerville. This memo will be sent via email to each Council Member and will be attached as a confidential document to this staff report.

Dinner will be available beginning about 5:15 p.m.

ATTACHMENTS:

Description



CENTERVILLE CITY

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Robyn Mecham

City Manager

Steve H. Thacker

To: Mayor and City Council
From: Steve Thacker, City Manager 
Subject: Work Session with State Legislators
Date: January 11, 2018

On Tuesday, January 16 you will be meeting at 5:30 p.m. with the State Legislators who have all or portions of Centerville in their district boundaries: Senators Stuart Adams and Todd Weiler; and Representative Tim Hawkes. I recommend the time be used to: 1) thank them for past legislation they supported which benefitted Centerville; 2) identify and discuss several categories of potential legislation that concern us as City Officials; and 3) learn how each of them prefer to be contacted during the Legislative Session when we want to express support or opposition to specific bills.

Thanks for Past Legislation

The Legislature's actions in the past few years in the area of transportation funding have increased significantly the City's funding for street maintenance. HB 362 in the 2015 Session, as modified by the cleanup bill, HB 4002, in the 2016 Special Session, has increased the gasoline tax flowing to cities by about 31% between FY2015 and FY2017, according to the ULCT's 2018 Legislative Guide. In addition, HB 362 allowed counties to put Proposition 1 on the ballot and voters in Davis County approved this measure, which is generating about \$300,000 annually from the new quarter-cent sales tax (revenue shared among cities, UTA and the County). When we include the portion of the City's property tax increase designated for street maintenance with these other sources, total funding for street maintenance has doubled, from about \$700,000 to \$1.4 million per year. Our Legislators should be thanked for this impact from their prior actions. They should also be thanked for the opportunity for ULCT to participate in the Transportation Governance and Funding Task Force during the 2017 interim. See the attached UAC-ULCT Legislative Guide 2018 for more details about this ongoing initiative.

Sales Tax

Please read the section of the attached Legislative Guide about "Taxation/Finances" on page 5. Cities continue to be concerned about the impact of bills that seek sales tax exemptions. Such bills seem to come up in each Session. Generally speaking, the ULCT supports the broadening of the tax base rather than narrowing it through exemptions. If the Legislature believes an exemption may be appropriate, then they should be careful to understand its impact on cities and include the ULCT in that deliberation.

Online sales tax revenue to cities received a boost from the voluntary agreement Amazon made with the State of Utah last year. However, a more comprehensive solution is needed that would require all



online retailers—whether in the state or out of state—to collect and remit sales taxes. See my attached memo to the Council prior to last year’s work session with our Legislators, dated January 12, 2017, for more understanding of this issue.

The current 50/50 distribution formula (50% based on population, 50% based on point of sale) for local government sales tax revenue has also been a target in recent Legislative Sessions. Quoting from the attached Legislative Guide (page 5), “. . . the ULCT membership has adopted several resolutions (most recently in 2011, 2012, 2014) opposing any distribution formula changes because the changes would create “winners” and “losers” with existing revenues. Centerville City actually receives less sales tax from the current formula than we would receive if it was strictly based on population; but the alternative formulas proposed in the past may divert even more of the sales tax collected in Centerville to other cities. Bottom line, if the Legislature seriously considers changing the allocation formula, they should also figure out how to hold cities harmless that would otherwise be hurt by a change in formula.

Local Land Use Authority

See my attached memo dated January 12, 2017 for a section about this topic. What I wrote in that memo still applies this year—i.e. **“encourage our legislators to support the idea that land use concerns be vetted through the Land Use Task Force before considering formal action during the legislative session.”** The LUTF continues to work on consensus legislation to address the concerns of the development community. We should urge our Legislators to support that process rather than sponsoring bills because of a complaint by a particular developer against a specific community. ULCT’s position remains that the State should not pre-empt local authority in land use matters.

An area of land use development that is apparently getting more attention this year is affordable housing as well as meeting the needs of the homeless. Some legislators want the State to have a bigger role in approving land use development plans because they believe municipal regulations are a big factor in making housing unaffordable. There is talk of the idea of imposing fees on cities that are not providing their “fair share” of affordable housing and to help fund the operation and maintenance of homeless resource centers. There is no bill yet proposing such, but much talk. You may want to seek the views of our Legislators on these matters.

Other Work Session Topics

Other potential legislative topics that impact cities:

- Public Safety Retirement – Police chiefs in Utah are making a strong argument that the Tier II retirement benefit program has reduced the recruitment pool for police officers. There is some exploration of how to fund a potential enhancement in the retirement benefit.
- UTA governance – ULCT wants cities to still be represented in any change to the governance structure of UTA. See attached Legislative Guide, page 4.

UAC-ULCT Legislative Guide

2018

WHO WE ARE

Government closest to the people governs best. The Utah League of Cities and Towns (ULCT) and Utah Association of Counties (UAC) represent the more than 1,000 mayors, council members, and commissioners in Utah's 247 cities and towns and 29 counties. This 2018 UAC-ULCT Legislative Policy Guide will provide legislators, business leaders, stakeholders, and local government officials with context for UAC-ULCT priorities in the upcoming legislative session.

Contact information for ULCT and UAC legislative staff:

ULCT: Cameron Diehl, *Executive Director* | cdiehl@ulct.org

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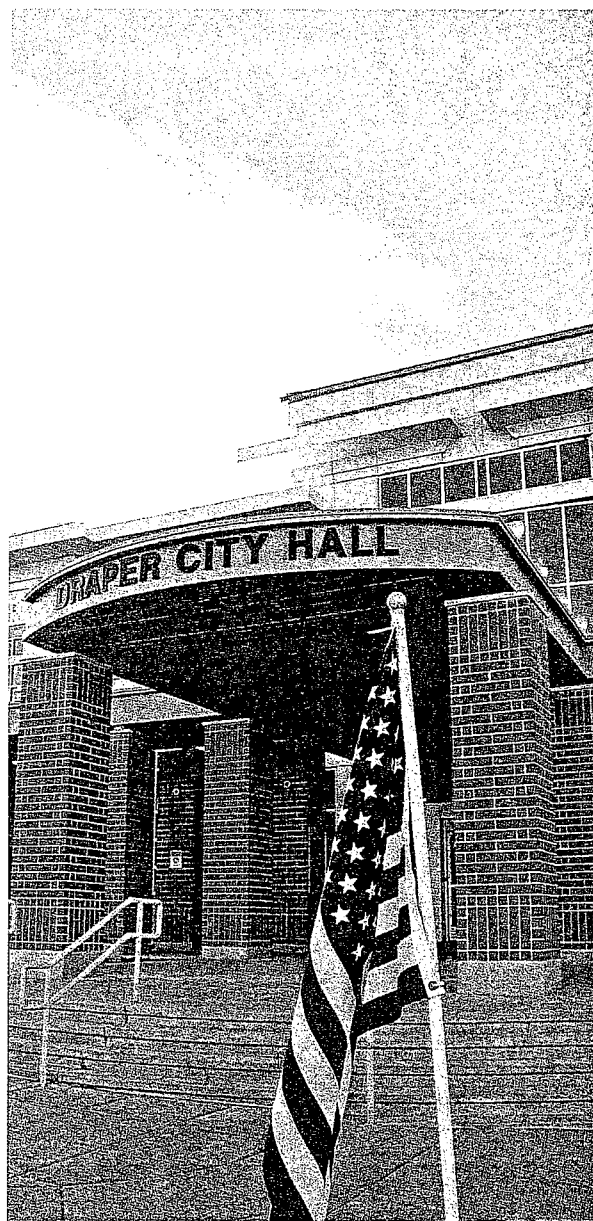
UTAH LEAGUE OF
CITIES AND TOWNS

ulct.org | 801-328-1601



UTAH
ASSOCIATION OF
COUNTIES
The Unifying Voice for County Government

uacnet.org | 801-265-1331



Mission statement/prism

Counties and cities are general-purpose local governments that provide the services—public safety, roads, sidewalks, public works, parks and recreation, social services, planning and zoning—that foster Utah’s unparalleled quality of life. Local government has constitutional authority to levy, assess, and collect taxes, issue bonds, furnish all local public services, and make public improvements. Likewise, cities and counties are empowered to pass any necessary and proper ordinances to provide for the safety, health, prosperity, and comfort of their residents.

In order for cities and counties to serve our residents, we must maintain “local control” over our responsibilities. UAC and ULCT define “local control” as:



- the legal authority to make decisions about their community.
- accountability and accessibility to residents and constituents about those decisions.
- autonomy to make those decisions without state mandates.
- the ability to evolve naturally and achieve the vision of the community.

UAC and ULCT urge legislators and our membership to view legislation through the following prism of local government principles:



1 What is the problem the bill is trying to solve?



2 Is the bill a “one size fits all” approach?

- a. Utah’s cities, towns, and counties are unique. UAC and ULCT will oppose state “one size fits all” mandates.
- b. We urge legislators to utilize ULCT and UAC to resolve specific problems within jurisdictions to avoid “one size fits all” legislation.



3 Does the bill empower or restrict the “local control” of local governments?

- a. Just like the State of Utah pushes back on federal overreach, UAC and ULCT will oppose legislation that attempts to “micro-manage” local government.



4 Does the bill have a financial impact on local government?

- a. ULCT and UAC generally do not support legislation that creates a permanent unfunded mandate on local government.

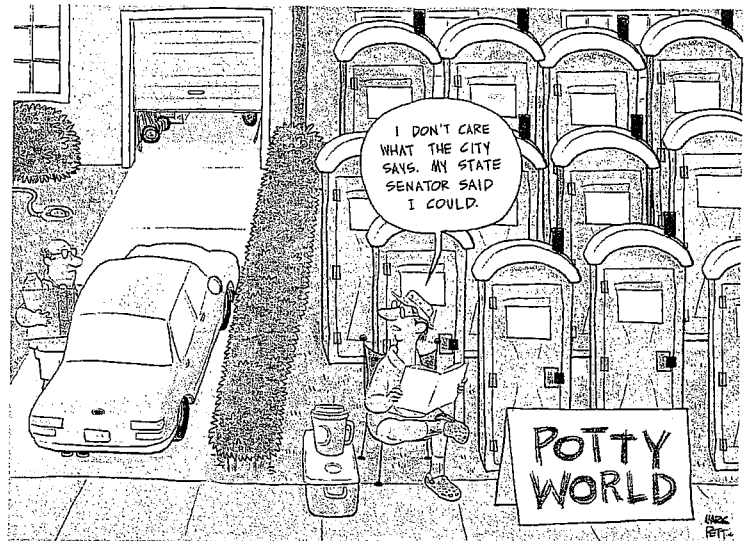
UAC and ULCT will utilize these principles to identify and highlight legislative supporters of local government and community champions. We will share the results with our membership, who will then share the results with their constituents.

Land Use and Economic Development

UAC and ULCT believe that property rights thrive on certainty. We also believe that economic growth has brought challenges in Utah. We acknowledge that market forces, labor and material costs, and regulations all impact housing affordability and that low and moderate income “affordable housing” units are in short supply. ULCT and UAC support data collection about water usage, housing, and land use processes to better inform policy making.

ULCT and UAC are willing to partner on legislation or business friendly best practices that would improve the efficiency and transparency of local government, so long as such efforts do not undermine local authority or threaten public safety and welfare. For example, more than 40 counties, cities, and towns have received the Governor’s Business Friendly City/County award since its inception in 2013. UAC and ULCT are stakeholders in the Land Use Task Force (LUTF) which brings together local government leaders and the Property Rights Coalition to seek consensus based solutions for land use legislation. Several bills in the 2018 session will reflect LUTF consensus.

That said, “Cities cannot support development proposals, task forces, commissions, districts, development authorities or other legislation that would deprive local municipalities of their traditional local land use authority on private property... we oppose any legislative effort to preempt local authority over land use decision.”—ULCT Resolution 2017-001A, as adopted at the ULCT Annual Conference by all members.



The 2017 resolution also stated that local governments are “willing and ready to collaborate and partner with the State, the business community, and other stakeholders to pursue a broad range of future economic development opportunities, including those located in proximity to state transportation infrastructure.”

Thus, UAC and ULCT are willing to partner with the State of Utah on economic development so long as the State respects local authority.

Likewise, the ULCT membership previously passed Resolution 2007-001 in 2007 on local land use: “ULCT strongly opposes any legislation attempting to take away or limit the authority of local elected officials to make land use decisions within their jurisdictions... Each jurisdiction must be allowed to adapt land use policy to its locale ... and state law (LUDMA) needs to remain flexible to allow local governments to adjust to local circumstances.”

Additionally, ULCT and UAC support changes to the Utah Fireworks Act to empower local governments to consider local geography and public safety.

Finally, UAC and ULCT support the Land Use Academy of Utah (LUAU), a legislatively funded effort to provide consistent land use law training to local government leaders, developers, and property owners. UAC and ULCT support the continued investment in LUAU and in land use training.

Transportation/Infrastructure

ULCT and UAC appreciate the Legislature's passage of HB 362 in 2015 and HB 4002 in the 2016 Special Session. Since HB 362 passed, 20 counties put Proposition 1 on the ballot and voters approved it in 12 of them. HB 362 and HB 4002 have also increased the local government revenues from the motor fuel tax reforms by over \$40 million (31%) from FY2015 to FY2017.

ULCT and UAC also appreciate the opportunity to have participated in the Transportation Governance and Funding Task Force during the 2017 interim. Based on the Task Force dialogue to date, UAC and ULCT:

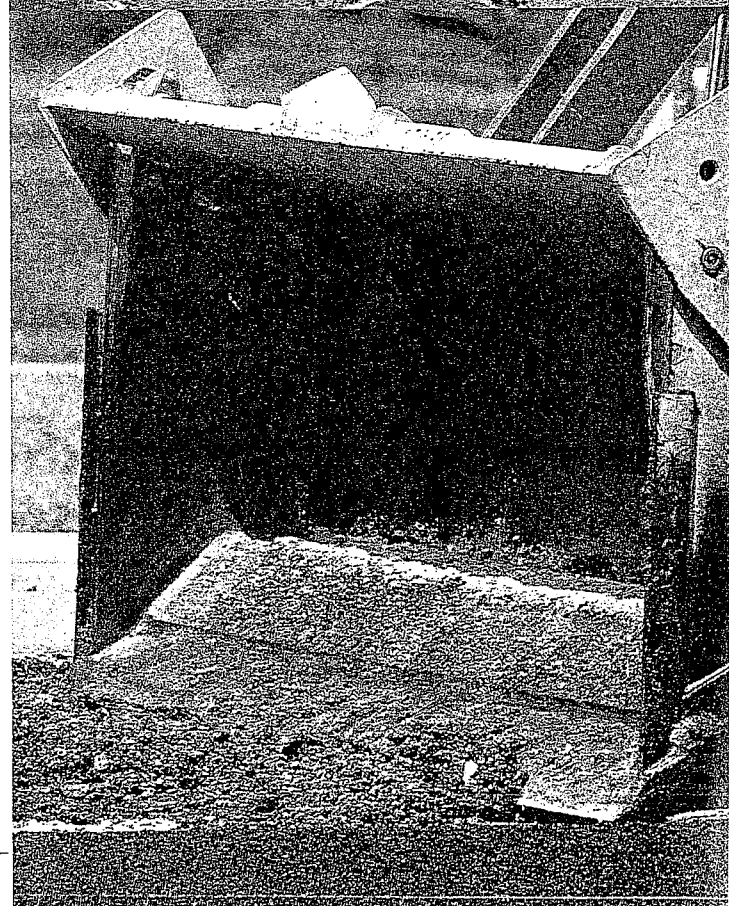
- support the recommendation for the Utah Department of Transportation to implement a Road User Charge pilot program as a surrogate to the motor fuel tax.
- support the recommendation to facilitate the usage of value capture tools for transportation funding (similar to a CDA/RDA) so long as the local government that imposes the value capture tool maintains control of the revenue.
- support the recommendation to facilitate the usage of local transportation utility fees.
- support efforts to review the governance of the Utah Transit Authority (UTA), so long as a) local governments retain their involvement and authority in that governance, since UTA is funded through county imposed local option sales taxes; and b) the governance review does not impact other transit entities around the state.
- support the modernization of the Utah Department of Transportation prioritization criteria for the funding of state projects, which could include incentives for local governments to voluntarily enter into corridor/area plans.
- oppose the recommendation that would authorize the State of Utah or another government to either compel cities or counties to participate in a corridor/area plan against their will, or penalize cities or counties for not participating in corridor/area plans with which they do not agree.

FY 2015 | \$131,136,764.51

FY 2017 | \$171,689,819.68

**Increase of
\$40,553.055.17 or 30.9%**

**31%
Increase
Class B and C revenue**



Taxation/Finances

SALES TAX

The Tax Base

Utah has a single sales tax base that applies to both state and local tax rates. UAC and ULCT support the critical examination of the sales tax—including which transactions should be taxed and which transactions should be exempted from taxation—with the goal of broadening the tax base.

ULCT and UAC remind the Legislature that even if the overall state impact of an exemption is small or the exemption is considered solely through an economic lens, the specific fiscal impact on a municipality or county may be significant. For example, a relatively small exemption that the Legislature passed in 2006 resulted in the elimination of more than half of the sales tax revenue in a rural Utah city.

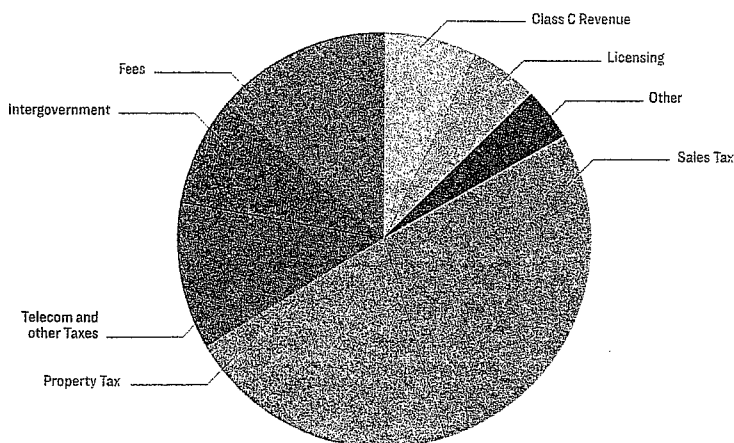
UAC and ULCT are willing to examine the alignment of state and local tax incentives for development. Additionally, ULCT and UAC support re-establishing food products in the sales tax base for all sales tax rates. Finally, UAC and ULCT also support the collection and remittance of state and local sales taxes from remote and online sales.

As of November 2017, there is not yet consensus on changes to the sales tax base, rate, exemptions, or distribution formulas. Thus, ULCT and UAC caution against any changes without considerable additional deliberation with all stakeholders, especially local government.

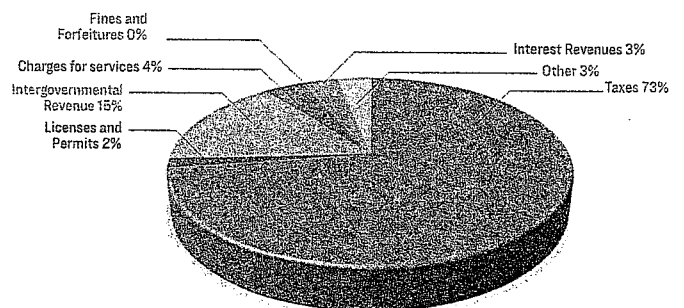
SALES TAX DISTRIBUTION

There are 17 separate local government sales tax rates (Resort Community, transportation levies, ZAP/RAP). All but two of those rates allocate the revenue to the place where the sales tax takes place (Point of Sale). The basic general government operation rate (1%) imposed by all cities, towns, and unincorporated counties is distributed on a “50-50” basis: 50% population, and 50% point of sale. This formula was agreed to by cities in 1983 by consensus. Since then, the ULCT membership has adopted several resolutions (most recently in 2011, 2012, 2014) opposing any distribution formula changes because the changes would create “winners” and “losers” with existing revenues.

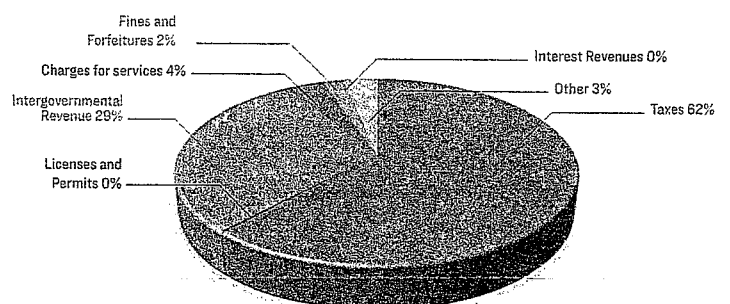
UTAH MUNICIPAL REVENUE TODAY;
WHAT ABOUT TOMORROW?



SALT LAKE COUNTY REVENUES



WASHINGTON COUNTY REVENUES



ULCT-UAC Legislative Guide

2018

PROPERTY TAX

Truth-in-Taxation

The Utah “Truth-in-Taxation” (TT) law has many positive attributes. However, the process has no capacity to recognize the impact of inflation. That situation requires local governments to go through the difficult process of raising taxes to simply cover inflation growth, creating greater dependence on other non-stable revenues and fees that have their own policy considerations.

There are also aspects of the TT process that are costly and now of limited value—buying newspaper space for TT notices. Remember: all property owners receive an individualized notice providing the specific property tax impacts on their property. The ad is a generalized statement and provides only general and often misleading information. The ULCT membership passed Resolution 2016-3, which sought a modification in state law to allow a local government to obtain some growth in property tax. In addition, both UAC and ULCT have recommended modifications to the tax notice and newspaper ad requirement to reflect changes in how citizens generally receive news and information.

ASSESSMENT

Centrally-Assessed Appeals and General Assessment Issues

The property tax system places the responsibility to assess (value) property on county assessors and the Utah State Tax Commission. The Commission has the primary assessing responsibility for assessing “centrally-assessed property” (mines, utilities, railroads, property that crosses county lines). Although the Commission has the primary assessing role, valuation challenges fall on the county where the taxes are imposed by local government. Any valuation change in centrally assessed property creates a tax shift to other taxpayers, so counties play a vital role in protecting all taxpayers through the appeals process.

Local government has actively worked with the Tax Commission, the Utah Taxpayers’ Association, and industry representatives to look at ways to improve the appeals process, including allowing more time for all parties to collaborate and to evaluate the assessment and methodology before an appeal must be filed. For example, the current process only allows 30 days for due diligence. More time for due diligence could reduce appeals and create a more collaborative process.

Additionally, Utah’s strong economic market has resulted in significant increases in valuation for some areas. Due to that increase, many legislators have been asking questions on property tax generally and assessment methodology specifically. Local government is committed to ensuring a “fair market value” assessment and welcomes the opportunity to partner with the State to address any concerns.



Public Safety, Justice Reinvestment Initiative, Corrections, and Courts:

What is JRI? An Alternative to Incarceration

Federal, state, and local leaders continue to look for innovative ways to improve public health and public safety outcomes, while reducing the costs of criminal justice and corrections. Nationally, states continue to innovate strategies to save public funds and improve public health by keeping low-risk, non-violent drug-involved offenders out of prison or jail, while still holding them accountable and ensuring the safety of our communities.

Utah's Response = HB 348—2015 Overview

HB 348 reduced penalties for specified offenses involving controlled substances, defined criminal risk factors, required consideration when providing mental health/substance use disorder treatment options, required standards for treatment to be created, and modified sentencing guidelines.

Current Incarceration Dynamic Chart

- Pre-JRI drug felonies 2,593 felony/quarter
- Post-JRI drug felonies 1,378 felony/quarter
47% reduction in felonies
- Pre-JRI Prison Admissions 47/quarter (all drug)
- Post-JRI Prison Admissions 28/quarter (all drug)
40% reduction in prison admissions

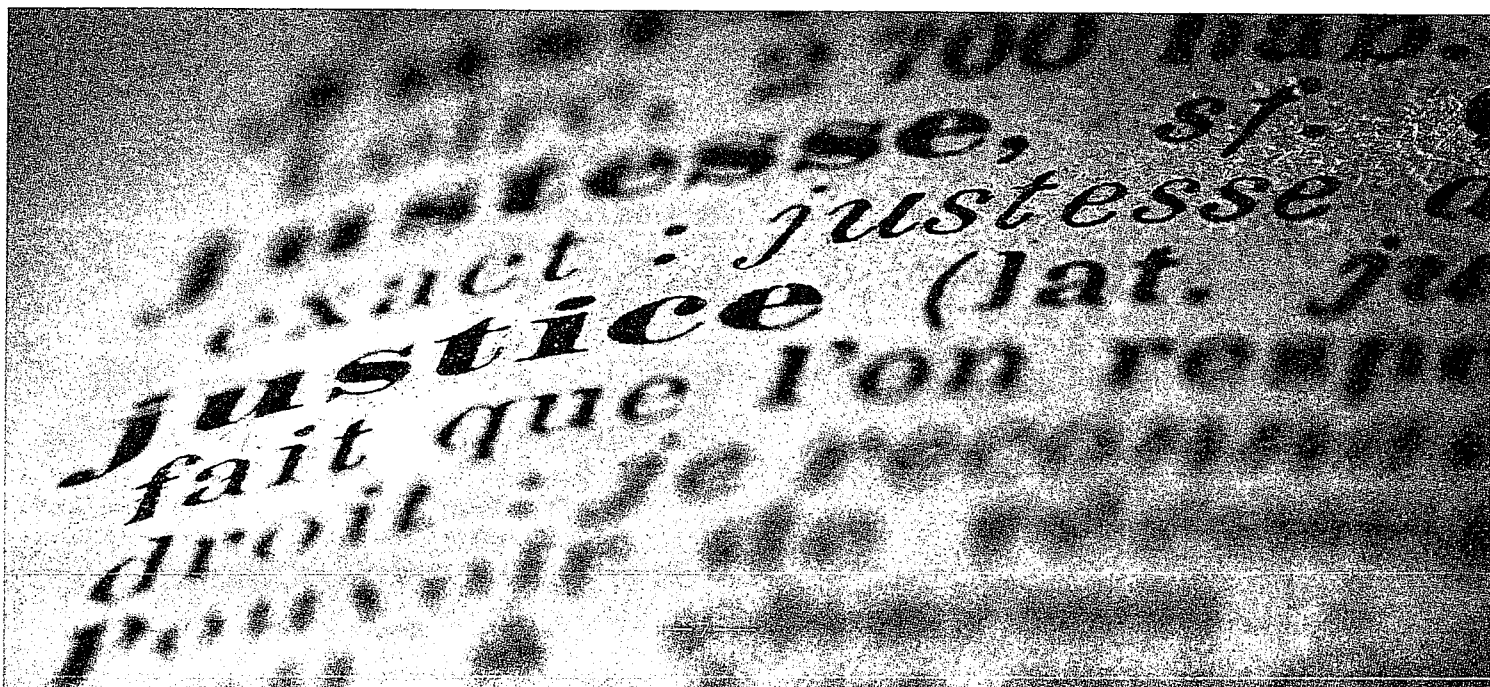
We are seeing a 21% increase in charges, but a 40% reduction in the admissions and a 47% reduction in felonies.

With this dynamic, a dramatic increase is needed in the local behavioral health system if we want to provide treatment as an alternative to incarceration. Unfortunately, JRI is still underfunded. JRI has also created a dramatic increase in county public safety and correctional response needs within our communities as they now go to county jails or county diversion programs instead of state prison.

Current Behavioral and Response Dynamic Chart

- Pre-JRI drug possession charges—5,508/quarter (avg of 2014)
- Pre-JRI drug possession charges—6,166/quarter (avg of quarters immediate JRI)
- Post-JRI drug possession charges—6,996/quarter
*21% increase in charges—
Not resulting in Prison from 2014 to June 2016*

The Legislature has shown unprecedented leadership in these areas and should be applauded for the effort. As the drug epidemic continues to surge, continued state-local partnership and investment are necessary.



UAC-ULCT Legislative Guide

2018

Local Funding Needs: Behavioral Health Only

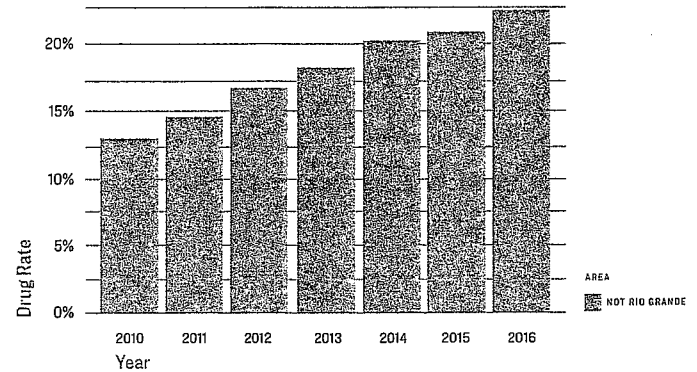
- Uninsured adults in 2015 – 94,000
- Criminal Justice Involved (CJI) – 31,020 (33%)
- % with CJI and Substance Abuse/MI – 21,714 (70%)
- Already being served by local BH– 14,985
- Case rate = \$3,100 (current avg. case rate – public)
- Case rate X population (6,729) = \$20.85M
- Amount received = \$4.5M (2016) + \$6M (2017) – \$10.5M total received

Total need, less amount received: \$10.35M

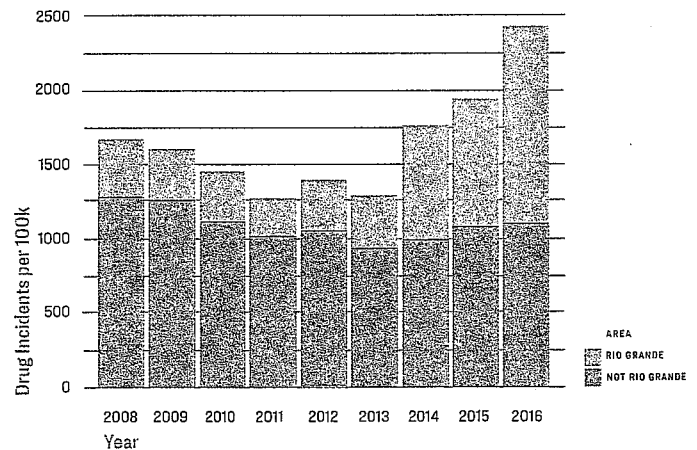
UAC and ULCT support the goal to provide a true “alternative to incarceration” as originally contemplated by the JRI effort. To accomplish that goal and provide adequate mental health and substance abuse treatment to those who historically have been incarcerated, ULCT and UAC urge the Legislature to fully fund JRI, including additional treatment/grant programs for local mental health, corrections, and support services. ULCT and UAC also urge the Legislature to cooperate with local government to improve the recruitment and retention of local law enforcement officers.

UAC and ULCT applaud the state leadership on Operation Rio Grande, homelessness, and mental health in Utah. We are actively monitoring the impact of such efforts on surrounding communities and look forward to working with the legislature to mitigate those impacts. Local government is nevertheless still concerned about the procedure of siting homeless resource centers. We encourage the legislature to work with cities and counties through the traditional land use and other local processes to address such needs.

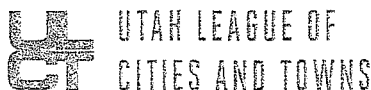
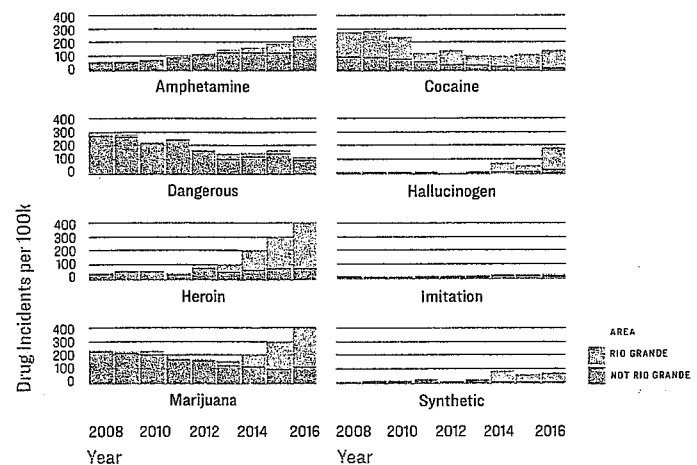
NIBRS Utah Drug Incidents As A Percentage of Total



Drug Incidents per Year



Drug Incidents by Drug Type and Location



ulct.org | 801-328-1601



uacnet.org | 801-265-1331

To: Mayor and City Council
From: Steve Thacker, City Manager 
Subject: Work Session with State Legislators
Date: January 12, 2017

This memo identifies legislative issues I perceive as most important for the City Council to discuss with State Legislators during the January 17 work session. I realize each of you may have other issues in mind that are important to you. You may have time to address your individual concerns, but I cannot guarantee such. I will leave it to the Mayor to manage the work session time. I am assuming he will allow opportunity at some point in the meeting for our Legislators to preview any legislative issues they want us to know about—but I recommend this be *after* the City's most important concerns are shared with them.

Based on my attendance at monthly meetings of the ULCT Legislative Policy Committee—as well as drawing from my experience as the City's "Budget Officer"—I recommend you address two very important topics: 1) online sales tax; and 2) local land use authority. My concerns are expressed below.

Online Sales Tax

Online retailers without a physical presence in Utah are not required to collect sales tax, but customers who purchase goods from these retailers are legally supposed to pay "use tax" on their annual income tax return in lieu of sales tax, but few do. According to a December 17 Deseret News article (attached), an estimated \$200 million and \$100 million in state and local sales taxes, respectfully, are not paid for online sales annually in Utah. I believe online sales will continue to grow. Senator Bramble—briefing municipal officials at the most recent meeting of the ULCT Legislative Policy Committee—reported that online sales this past holiday season exceeded the prior year by 17%.

Using the \$100 million in lost sales tax assumption above, I estimate the portion that would flow to Centerville City if it could be collected would be \$600,000 annually. If this \$100 million *was distributed based strictly on population*, Centerville's share would be:

$$\$100,000,000 \times (\text{population factor of } 0.00563) = \$563,000$$

If it was distributed based on the current 50/50 population/point-of-sale formula for distributing local sales tax revenue, with the 50% "point-of-sale" factor being replaced by a "point-of-delivery" factor, I expect it would generate more than this amount because the above average income level of Centerville residents would mean above average online sales volume.

According to Senator Bramble's briefing, Utah has participated since the late 1990's in the national effort to convince Congress to create a "streamlined" online sales tax program, but Congress "has done nothing for 18 years". So states have become impatient and are stepping up to pass laws that overcome the legal obstacles created by the US Supreme Court in the Quill case. He said 16 states considered legislation in the past year. Last year in Utah, the Sales Tax Fairness Coalition promoted an online sales tax bill which passed the Senate but was not voted on in the House. Rumblings are that the US Supreme Court might be ready to overturn its own earlier decision (i.e. Quill case), which could add pressure to

Congress to adopt a uniform national approach in lieu of retailers having to deal with the unique requirements of each of the 50 states. Senator Bramble, however, is not waiting for Congress to act. His bill this Session will include two ways of establishing the “nexus” that allows the State to require the collection of sales taxes by online retailers who have no physical presence in Utah: 1) an “economic threshold” nexus; and 2) an “affiliate nexus”—i.e. the online retailer is affiliated with retailers who do have a physical presence in Utah.

One important point to understand about Senator Bramble’s bill. He says it will have a trade-off for state sales taxes—i.e. state income tax rate would be reduced to offset the increase from online sales tax. However, he said his bill does not require cities to reduce their sales tax rate to offset online sales tax gain. **I recommend the City Council emphasize the point that cities have been losing out on sales tax revenue for years because of online sales, and therefore any gain from online sales tax should be considered restoring that which was lost, and not require an offset by lowering the local sales tax rate or some other tax that cities rely on, such as the Energy Sales & Use Tax.**

Local Land Use Authority

Every year the ULCT has to oppose bills that attempt to diminish the authority of cities to regulate land use. 2016 was a particularly challenging legislative session because of the perception that cities were abusing their land use authority. Fortunately the Legislature was convinced to delay acting upon this perception to give the ULCT a chance to work with private property reps and prepare “consensus legislation” for the 2017 Session. The attached document—“2016 Land Use Task Force Consensus Legislation Summary”—is a good briefing of this process and its outcome. I highly recommend you read this document before the work session, and then at the work session **encourage our legislators to support the idea that land use concerns be vetted through the Land Use Task Force before considering formal action during the legislative session.** The LUTF has broad representation from both the public and private sectors, as noted in the attachment.

Other Work Session Topics

Mayor Cutler may briefly mention in the work session other matters of importance to Centerville that may not be legislative issues but he would like our Legislators to be aware of, such as:

- I-15 Parrish Lane interchange reconstruction
- Connecting Centerville and Farmington on the west side via extension of 1250 West
- Hillside recreational development
- Challenges recruiting public safety employees

CENTERVILLE

**Staff Backup Report
1/16/2018**

Item No.

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

Initiated By:

Scheduled Time:

SUBJECT

RECOMMENDATION

BACKGROUND

ATTACHMENTS:

Description

- ☐ City Attorney's Summary Memo of January 16, 2018 Council meetings

**CENTERVILLE
CITY COUNCIL
Staff Backup Report
1/16/2018**

Item No.

Short Title: Mayor Wilkinson

Initiated By:

Scheduled Time:

SUBJECT

RECOMMENDATION

BACKGROUND

CENTERVILLE

**Staff Backup Report
1/16/2018**

Item No.

Short Title: Swearing-in of New City Recorder

Initiated By:

Scheduled Time:

SUBJECT

RECOMMENDATION

BACKGROUND

**CENTERVILLE
CITY COUNCIL
Staff Backup Report
1/16/2018**

Item No. 1.

Short Title: Minutes Review and Acceptance

Initiated By:

Scheduled Time: 7:10

SUBJECT

January 2, 2018 Swearing-In Ceremony minutes and regular Council meeting minutes

RECOMMENDATION

BACKGROUND

ATTACHMENTS:

Description

- ☐ January 2, 2018 Swearing-in minutes
- ☐ January 2, 2018 regular Council meeting minutes

PRELIMINARY DRAFT

Centerville City Newly Elected Officials **Swearing-In Ceremony** held Tuesday, January 2, 2018 at 6:15 p.m. in the Centerville City Hall Council Chambers, 250 North Main Street, Centerville, Utah.

MEMBERS PRESENT

Mayor Clark Wilkinson

Council Members Tamilyn Fillmore
William Ince
Stephanie Ivie
George McEwan
Robyn Mecham

STAFF PRESENT

David L. Miller, Centerville Justice Court Judge
Steve Thacker, City Manager
Lisa Romney, City Attorney
Jacob Smith, Management Services Director
Marsha Morrow, City Recorder
Mackenzie Wood, City Recorder Trainee
Paul Child, Centerville Police Chief
Katie Rust, Recording Secretary

MUSICAL NUMBERS

Reading Elementary 4th Grade Choir
Viewmont High School Madrigals Choir

PLEDGE OF ALLEGIANCE BSA Troop 519

PRAYER John Hollingshead

SWEARING-IN CEREMONY

Following remarks by Former-Mayor Paul Cutler, Mayor-Elect Clark Wilkinson and Police Chief Paul Child recognized and thanked Paul Cutler for his 12 years of service to the community as Council Member and Mayor. Judge David Miller conducted the swearing-in of Mayor Clark Wilkinson and Council Members Tamilyn Fillmore and Stephanie Ivie. Mayor Wilkinson expressed appreciation and excitement for the opportunity to serve as Mayor.

The ceremony ended at 6:43 p.m.

Marsha L. Morrow, City Recorder

Date Approved

Katie Rust, Recording Secretary

PRELIMINARY DRAFT

Minutes of the Centerville **City Council** meeting held Tuesday, January 2, 2018 at 7:00 p.m. at Centerville City Hall, 250 North Main Street, Centerville, Utah.

MEMBERS PRESENT

Mayor	Clark Wilkinson
Council Members	Tamilyn Fillmore William Ince Stephanie Ivie George McEwan Robyn Mecham

STAFF PRESENT

Steve Thacker, City Manager
Lisa Romney, City Attorney
Jacob Smith, Management Services Director
Marsha Morrow, City Recorder
Jolene Jackson, City Treasurer
Cassie Younger, Assistant Planner
Kevin Campbell, City Engineer
Katie Rust, Recording Secretary

VISITORS

Interested Citizens (see attached sign-in sheet)

PRAYER OR THOUGHT

Councilwoman Ivie

PLEDGE OF ALLEGIANCE

RECOGNITION OF TINGEY FAMILY DONATION

On behalf of the community, Former-Mayor Cutler thanked the Tingey Family for their donation of funds for a park pavilion at the Community Park Expansion Area. Earl Tingey spoke of his family's history in Centerville and their desire to give something back to the community. City Manager Thacker commented that the William W. "Bill" and Sylvia Tingey Pavilion is scheduled for construction in 2018.

RECOGNITION OF CITY RECORDER

Mayor Wilkinson recognized City Recorder Marsha Morrow for her 26 years of service in the City Recorder's Office. Mr. Thacker mentioned some of the significant improvements implemented during her years of service, and expressed appreciation for her loyal, steady, and calm support. Ms. Morrow will retire from the Recorder's Office on January 13th.

OPEN SESSION

No one wished to comment.

MINUTES REVIEW AND ACCEPTANCE

The minutes of the December 5, 2017 Council meeting were reviewed. Councilwoman Fillmore suggested changes. Councilman McEwan made a **motion** to accept the December 5, 2017 minutes as amended. Councilman Ince seconded the motion, which passed by unanimous vote (5-0).

SUMMARY ACTION CALENDAR

- a. Appointment of City Recorder – Resolution No. 2018-01
- b. Appointment of City Treasurer – Resolution No. 2018-02
- c. Approve recording secretary agreements – Connie Larson and Katie Rust
- d. Approve recording secretary agreement – Avalon Comly

Councilman Ince made a **motion** to approve all four items on the Summary Action Calendar. Councilwoman Fillmore seconded the motion, which passed by unanimous vote (5-0).

PUBLIC HEARING – ZONING CODE AMENDMENTS – LOT WIDTH STANDARDS IN HILLSIDE OVERLAY ZONE

On November 8, 2017, the Council passed an ordinance to amend the Hillside Overlay, developing a “tiered” width standard for Residential-Low (R-L) lots in Hillside Zones, depending on slope. Cassie Younger, Assistant Planner, explained that the applicant, Fred Hale, would like to see a similar amendment for those lots in Agricultural Zones located within the Hillside Overlay. The Zoning Code currently requires a minimum width of 125 feet at the setback regardless of the slope for agricultural property in the Hillside Overlay. Ms. Younger explained the required width is intended to ensure sufficient space for adequate retention systems on sloped properties, but pointed out that the slope on properties within Hillside Zones varies greatly. She presented the following proposed minimum lot widths for A-L in the Hillside Overlay.

Minimum Lot Width Development Standards		
	Residential-Low (approved 11/8/2017)	Agricultural-Low (proposed)
Minimum	60' (interior lot)	80'
Hillside, <10% slope	60'	80' at setback
Hillside, between 10% and 15% slope	80' at setback	100' at setback
Hillside, >15% slope	100' at setback	125' at setback

The minimum lot size in Agricultural Zones is 0.5 acre. Councilwoman Fillmore said she appreciates the flexibility the proposed amendment would provide. Mayor Wilkinson opened a public hearing at 7:29 p.m., and closed the public hearing seeing that no one wished to comment. Responding to a question from Councilman McEwan, Ms. Younger stated she does not know what rationale generated the current 125-foot width requirement. Councilman Ince stated he can see potential difficulties in having extremely deep properties, and he would prefer to see agricultural properties remain wider to avoid those potential difficulties. Councilwoman Fillmore responded that minimum lot width for regular Agricultural Zones is 80 feet. The 125-foot minimum only applies to Agricultural Zones in the Hillside Overlay to accommodate retention on sloped properties. The proposed amendment acknowledges that not all properties have the same slope.

Mr. Thacker commented that the applicant desires to develop a dead-end street into a cul-de-sac with wedge-shaped frontages. The property is not significantly sloped, and the 125-foot width would be difficult to accommodate for some of the lots. Councilwoman Fillmore made a **motion** to approve Ordinance No. 2018-02 amending Section 12.42.040 of the Centerville

1 Zoning Code regarding lot width standards for agricultural lots within the Hillside Overlay Zone.
2 The motion failed for lack of a second.
3

4 Councilman McEwan said it would be helpful to know how the proposed amendment
5 would affect other properties, and how denial of the proposed amendment would affect the
6 applicant. Mr. Thacker suggested the Council table the matter and request the applicant be
7 present at the next Council meeting. Councilwoman Ivie commented that the Hillside Overlay is
8 sensitive, and she is nervous about adjusting the entire Overlay to accommodate a single
9 subdivision. Councilwoman Ivie made a **motion** to table the issue to the next Council meeting.
10 Councilman Ince seconded the motion. Ms. Romney stated it would be possible to prepare a
11 map of remaining agricultural parcels in the Hillside Overlay, but she pointed out that most of
12 the property owners would request a rezone to residential to develop. Councilman McEwan
13 said he would like to know the number and topography of remaining agricultural lots in the
14 Hillside Overlay. The motion to table the issue and direct staff to obtain data on agricultural lots
15 in the Hillside Overlay passed by majority vote (4-1), with Councilwoman Fillmore dissenting.
16

17 **PUBLIC HEARING – MUNICIPAL CODE AND ZONING CODE AMENDMENTS –**
18 **DEFERRAL AGREEMENTS**
19

20 As a result of a recent improvement deferral request regarding installation of a sidewalk,
21 the Council instructed staff to refine and fix subtle inconsistencies between the City's Municipal
22 Code and the Zoning Ordinance regarding such requests. Ms. Romney presented drafted
23 revisions for both regulatory codes. A majority of the Council indicated approval for the flexibility
24 provided by the proposed revisions.
25

26 Mayor Wilkinson opened a public hearing 7:53 p.m., and closed the public hearing
27 seeing that no one wished to comment. Councilman McEwan stated he is in favor of
28 developers paying the full cost of improvements, but acknowledged that deferral agreements
29 have helped individuals in situations of financial hardship. He suggested the City grant
30 automatic deferrals for wounded military personnel for whom a remodel is necessary due to an
31 injury sustained in the line of duty. Councilman Ince suggested the same automatic deferral
32 should be granted to first responders. Ms. Romney said she feels such situations would be
33 covered by the language presented. Councilwoman Fillmore said she would be comfortable
34 approving the language presented, and giving staff time to respond to the proposal.
35 Councilman Ince made a **motion** to table the matter to the next meeting to allow staff time to
36 consider and make recommendations regarding deferrals for military service personnel and first
37 responders. Councilwoman Ivie seconded the motion, which passed by unanimous vote (5-0).
38

39 **PUBLIC HEARING – PARK IMPACT FEE AMENDMENTS**
40

41 In November 2017 the Council directed staff to review/update the Park Impact Fee study
42 to determine if an increase in the park impact fee is justified. Jake Smith, Management
43 Services Director, explained that the update supports an increase in the park impact fee from
44 the current amount of \$2,057 per residential unit to a maximum amount of \$2,869.
45

46 Mayor Wilkinson opened a public hearing at 8:07 p.m., and closed the public hearing
47 seeing that no one wished to comment. Councilwoman Fillmore made a **motion** to approve
48 Ordinance No. 2018-03 amending and adopting a park impact fee facilities plan and analysis
49 and an increased park impact fee of \$2,869. Councilman McEwan seconded the motion, which
50 passed by unanimous vote (5-0).
51

52 **FEE SCHEDULE AMENDMENTS – EMPLOYEE RESIDENT STATUS**

The Employees Association requested the City Council consider providing current and former employees with resident status for purposes of certain fees charged by the City, such as cemetery burial fees, park pavilion reservation fees, and City recreation fees. Ms. Romney informed the Council that the City also makes a resident/non-resident distinction for the cost of fingerprinting. Councilman Ince stated he would like to be able to recognize residents and employees for a time after they move away or end employment, but acknowledged the difficulty it would create. Councilman Ince made a **motion** to approve Resolution No. 2018-03 as prepared, amending various sections of the Centerville Fee Schedule to provide current employees resident status for purposes of certain fees. Councilwoman Ivie seconded the motion, which passed by unanimous vote (5-0).

1250 WEST PATHWAY PLAN

The City submitted a Letter of Intent in October 2017 to Wasatch Front Regional Council (WFRC) for federal funding for pedestrian and bicycle paths in the 1250 West corridor. The next step is submittal of a concept report to WFRC by January 18, 2018. Mr. Thacker explained the single, multi-use pathway along the west side of 1250 West from Parrish Lane to 1275 North proposed by staff. A majority of the Council indicated support for moving forward. Mr. Thacker expressed a hope that part of the required match would be satisfied by the developer of property on the northwest corner of Parrish/1250 West. The RDA could also provide some of the match by using some tax increment generated in the Barnard Creek CDA.

MAYOR'S REPORT

Mayor Wilkinson stated he may recommend appointments to committees at the next Council meeting. He expressed a desire to continue reaching out in the community, and encouraged Council members to do the same.

CITY MANAGER'S REPORT

- Mr. Thacker provided the Council with a list of 2017 projects and issues, and a list of 2018 projects and issues.
- Mr. Thacker updated the Council regarding eventual extension of 1250 West.
- The Council is scheduled to meet in a work session with Legislators on January 16th prior to the regular Council meeting.
- The Council scheduled a joint work session with the Planning Commission to discuss South Main Street on January 17th, and a work session to discuss Pages Lane on February 6th prior to the regular Council meeting.
- Registration for Local Officials Day at the Legislature is due Wednesday, January 17th.
- A retirement lunch for Marsha Morrow is scheduled to take place on January 10th.

ADJOURNMENT

At 8:55 p.m., Councilwoman Fillmore made a **motion** to adjourn the meeting. Councilwoman Ivie seconded the motion, which passed by unanimous vote (5-0).

Marsha L. Morrow, City Recorder

Date Approved

PRELIMINARY DRAFT

Centerville City Council
Minutes of Meeting of January 2, 2018

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1
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3
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5

Katie Rust, Recording Secretary

**CENTERVILLE
CITY COUNCIL
Staff Backup Report
1/16/2018**

Item No. 2.

Short Title: Zoning Code Amendments - Lot Width Standards in Hillside Overlay Zone

Initiated By: Fred Hale, Applicant

Scheduled Time: 7:10

SUBJECT

TABLED FROM JANUARY 2, 2018

Consider the proposed Zoning Code Amendments to CZC 12.42.040 regarding lot width standards for agricultural lots within the Hillside Overlay Zone - Ordinance No. 2018-02

RECOMMENDATION

Approve Ordinance No. 2018-02 amending Section 12.42.040 of the Centerville Zoning Code regarding lot width standards for agricultural lots within the Hillside Overlay Zone.

BACKGROUND

On January 2, 2018, the City Council held a public hearing on the proposed Centerville Zoning Code amendments. After discussion of the matter, the City Council tabled action on this item and requested additional information from Staff regarding remaining agricultural land in the Hillside Overlay and the associated slope characteristics. This additional information is attached.

In response to the Council's concerns expressed in the January 2 meeting, the Community Development Director, Cory Snyder, notes that most of the lower areas in the Hillside Overlay Zone—which also have the most potential to be developed—have less than 10% slopes. Those parcels zoned A-L are identified in the neighborhood plan as suitable for rezoning to R-L. Not allowing the proposed lot width amendments in the A-L zone will encourage developers to apply for rezone of those properties to R-L, thereby allowing residential lots with even less width, or more of what the Council seems concerned about. Additionally, a rezone to R-L would likely result in the developer wanting more lots and encourage a longer road to get as many lots as possible. This will require more "cut and fill", which is contrary to a goal of the Hillside Overlay Ordinance.

Cory provided the two attachments comparing road and lot layout of Mr. Hale's subdivision under the proposed amendment versus without approving the amendment. Without the amendment, the result is not only an undesirable lot layout for the developer but also results in a longer road which the City must maintain into perpetuity.

For these reasons staff strongly recommend the Council approve the proposed amendments. It will be a downward pressure on development density (apparently a goal of the current Council) and reduces the need for a longer road and more cuts and fills (an ordinance goal).

On December 13, 2018, the Planning Commission reviewed and recommended for approval the proposed

amendments to Section 12.42.040 of the Centerville Zoning Code regarding lot width standards for agricultural lots within the Hillside Overlay Zone. The Staff Transmittal Report for this application is attached.

ATTACHMENTS:

Description

- ▣ 1-02-2018 CC Report re Text Amendment Hillside Overlay
- ▣ Ordinance No. 2018-02 - Hillside Overlay Lot Widths
- ▣ 12-13-2017 PC Staff Report - Zoning Text Amendment Hillside Overlay
- ▣ Zoning Map - Hillside Overlay Areas
- ▣ Hillside A-L Slope Analysis
- ▣ Rigby Court Subdivision - with Proposed Amendment
- ▣ Rigby court Subdivision - without Proposed Amendment

**CENTERVILLE CITY
COMMUNITY DEVELOPMENT DEPARTMENT
655 North 1250 West, Centerville, Utah 84014
(801) 292-8232**

CITY COUNCIL AGENDA REQUEST

APPLICANT: **FRED HALE**
 63 WEST 1750 NORTH
 CENTERVILLE, UT 84014
 (fredh@colonialbuilding.com)

APPLICATION: **ZONING TEXT AMENDMENT**

APPLICATION REQUEST: **AMEND THE ZONING CODE TO THE HILLSIDE
OVERLAY RELATING TO THE DEVELOPMENT
STANDARDS IN AGRICULTURAL ZONES: CZC
12.42**

RECOMMENDATION: **PLANNING COMMISSION AND STAFF
RECOMMEND APPROVAL BY CITY COUNCIL**

Background

On November 8th, the City Council passed an ordinance to reduce the widths of lots in the Hillside Overlay for single family lots in Residential Zones. This developed more of a “tiered” width standard for Residential-Low lots in Hillside Zones, depending on slope. The applicant, Mr. Hale, would like to see a similar amendment for those lots in Agricultural Zones located within the Hillside Overlay.

As it stands, the current zoning code requires 125 feet width at the setback *regardless of the slope* for agricultural property. Staff sees a discrepancy in how the standards are regulated between Agricultural Zones and Residential Zones within the Hillside Overlay.

Current Code (As amended November 8th, 2017): CZC 12.42.040(b)

Density for Single-Family Lots. The minimum lot size and yard requirements of the underlying zone shall apply except that on lots in slope areas between 10% and 20%, the lot shall be 1.5 times the minimum requirement and 2.0 times the minimum area requirement for lots between 20% and 30%. All lots in located within slope areas greater more than 10% and less than 15% shall require a minimum lot width of 80 feet at the setback line. All lots within slope areas of

15% or greater shall require a minimum lot width of 100 feet wide at the setback line.
Notwithstanding the foregoing, all lots in agricultural zones shall require a minimum lot where the width must be no less than of 125 feet at the setback line.

Applicant's Suggested edits:

Notwithstanding the foregoing, all lots in agricultural zones located within slope areas less than 15% shall require a minimum lot width of 100 feet wide at the setback line and all lots located within slope areas of 15% or greater shall require a minimum lot width of 125 feet wide at the setback line.

In order to remain consistent with residential zones within the Hillside, Staff recommends setting the determining slope at 10% instead of 15%, as was done in the residential zones. The widths would then be determine consistently based on 10% and 15% slopes between the two zones within this overlay. Widths would be as follows:

Minimum Lot Width Development Standards (Proposed)		
	Residential-Low	Agricultural-Low
Minimum	60' (interior lot)	80'
Hillside, <10%	60'	80' at setback
Hillside, Between 10 and 15%	80' at setback	100' at setback
Hillside, >15%	100' at setback	125' at set back

In addition to this new tiered width based on slope, staff would prefer to remove any language in this specific ordinance CZC 12.42.040 (b) mentioning "minimum lots sizes". Our code currently does not have a minimum lot size for residential zones, but rather determined lots sizes based on gross density. While there is a half-acre minimum lots size for agricultural lots, staff would prefer to remain constant as possible in determining the development standards between those residential and agricultural zones in this overlay. Staff would recommend eliminating that clause in the ordinance altogether to clear any confusion of minimum lot sizes in the future. Staff believes expanding the width of these lots based on slope is sufficient for adequate for slope stability and regulating cuts and fills in this area.

Text Amendment Review and Analysis (12.21.080.e)

- 1. Is the proposed text or map amendment consistent with the goals, objectives and policies of the City's General Plan?**

GP SECTION 12-420-2.3. RESIDENTIAL DEVELOPMENT POLICIES. The following policies are adopted specifically for the achievement of the citizens' desires for "*Residential Development*" in Centerville.

"The hillsides and naturally wooded canyons east of the City should be provided protection from indiscriminate development to assure retention of the natural slopes and vegetation."

GP SECTION 12-440-3. NATURAL HAZARDS POLICIES. The following policies are adopted specifically for the achievement of the citizens' desires for "*Natural Hazards*" in Centerville.

"Earthquake or seismic hazards have been identified as a significant potential problem in Centerville. All future residential developments should take into consideration the location of the fault lines and other seismically-related hazards. Centerville City shall require the advice of competent geotechnical advisors when development is proposed in seismic hazard areas"

Analysis

The proposed changes are in line with the General Plan, and help remain consistent within the zoning code in relation to development standards between agricultural and residential lots within the Hillside Overlay. These amendments continue to mandate widening lots in this Overlay for the purposes of slope stability and regulating cut and fills in this area. The amendments would now treat residential and agricultural lots similarly, with a tiered width requirement based on the slope of the property. Lots size and density shall remain defined by the base zones.

PLANNING STAFF RECOMMENDATION

On December 13, The Planning Commission made a motion to recommend to the City Council to approve the proposed Hillside Overlay amendment, CZC 12.42.040 (b), as modified below:

As amended by the Planning Commission:

The minimum lot size and yard requirements of the underlying zone shall apply to all lots in the Hillside Overlay. ~~except that on lots in slope areas between 10% and 20%, the lot shall be 1.5 times the minimum requirement and 2.0 times the minimum area requirement for lots between 20% and 30%.~~ In residential zones, all lots ~~in~~ located within slope areas greater ~~more~~ than 10% and less than 15%, shall require a minimum ~~lot~~ width of 80 feet at the setback line. All lots within slope areas of 15% or greater shall require a minimum ~~lot~~ width of 100 feet at the setback line. In agricultural zones, all lots within slope areas greater ~~more~~ than 10% and less than 15% shall require a minimum ~~lot~~ width of 100 feet ~~wide~~ at the setback line. All lots within slope areas of 15% or greater shall require a minimum ~~lot~~ width of 125 feet ~~wide~~ at the setback line.

Commissioner	Yes	No	Not Present
Hirschi (Chair)	X		
Hirst	X		
Johnson	X		
Daly	X		
Hayman	X		
Wright			X
Helgesen	X		

ORDINANCE NO. 2018-02

**AN ORDINANCE AMENDING SECTION 12.42.040 OF THE
CENTERVILLE ZONING CODE REGARDING MINIMUM LOT WIDTHS
FOR AGRICULTURAL LOTS WITHIN THE HILLSIDE OVERLAY ZONE**

WHEREAS, the City has received an application to amend the Zoning Code to amend the minimum lot width requirements for agricultural lots within the Hillside Overlay Zone; and

WHEREAS, the proposed amendments to the Zoning Code regarding minimum lot widths for agricultural lots within the Hillside Overlay Zone were reviewed by the Planning Commission and forwarded to the City Council with a positive recommendation; and

WHEREAS, City Council has determined that the proposed amendments to the Zoning Code regarding minimum lot widths for agricultural lots within the Hillside Overlay Zone are in the best interest of the City and the public and will provide reasonable regulation and protection for development within the hillside; and

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

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

Section 1. Amendment. Section 12.42.040 of the Centerville Zoning Code regarding Development Requirements in the Hillside Overlay Zone is hereby amended to revise the minimum lot widths for agricultural lots within the Hillside Overlay Zone as more particularly provided as follows:

12.42.040 Development Requirements

- (a) Requirements for all Lots. Every lot in the Hillside Overlay Zone shall have at least 5,000 square feet of contiguous space which has a slope of less than 30%. This space may be no less than 50 feet wide at any given point. This buildable area must be undisturbed or virgin slope. Certain limited hillside areas may be considered as either natural or man-made "anomalies" such as gravel pit operations or other artificial disturbances based upon size, location, and history of slope, and may be included within the buildable area as may be recommended by the Planning Commission. Lots shall allow dwelling structures to be located within 250 feet of a public street. All main and accessory buildings shall be built on the buildable area.
- (b) Density for Single-Family Lots. The minimum lot size and yard requirements of the underlying zone shall apply to all lots in the Hillside Overlay Zone, except that on lots in slope areas between 10% and 20%, the lot shall be 1.5 times the minimum requirement and 2.0 times the minimum area requirement for lots

~~between 20% and 30%. In residential zones, all All lots located within slope areas greater than 10% and less than 15% shall require a minimum lot width of 80 feet at the setback line, and all All lots within slope areas of 15% or greater shall require a minimum lot width of 100 feet wide at the setback line. Notwithstanding the foregoing, all lots in agricultural zones shall require a minimum lot width of 125 feet at the setback line. In agricultural zones, all lots located within slope areas greater than 10% and less than 15% shall require a minimum lot width of 100 feet at the setback line, and all lots within slope areas of 15% or greater shall require a minimum lot width of 125 feet at the setback line.~~

- (c) Lot Density for Planned Unit Developments and Dwelling Groups. The density limitations for the underlying zone shall apply except where, under a conditional use permit, the Planning Commission determines that additional buildable area, lot size, yard requirements or other condition is needed. All buildings shall be built on the buildable area. All dwelling units shall be built within 250 feet of a public street, or private street that has been approved by the Planning Commission. Dwellings and accessory structures may not occupy more than 40% of the lot area in any hillside area.
- (d) Maximum Impervious Material Coverage. The maximum allowable coverage of a lot in the Hillside Overlay Zone by impervious material shall be 40% of the total lot area, or 5,000 square feet, whichever is less.
- (e) Front Yard Setback. The minimum front yard setback in the Hillside Overlay Zone may be reduced to not less than 20 feet, provided the average slope of the lot exceeds 20% as recommended by the City Engineer.

Section 2. Findings. The amendments to the Zoning Code adopted herein are based on the following findings:

- a. The City Council finds that the “decision to amend the Zoning Code is a matter within the legislative discretion of the City Council” as described in CZC 12.21.060(a)(1)(C).
- b. The City Council finds that the amendments to the Zoning Code are consistent with the goals, objectives and policies of the City’s General Plan as set forth in the Staff Report dated December 13, 2017.
- c. The City Council finds that the amendment allows for variation based on the lot’s topography rather than a one size fits all” approach that bears improved fairness in the use of the overlay ordinance.
- d. The City Council finds that this amendment would serve to treat the residential and agricultural zones fairly as regulated within the Hillside Overlay Zone, and remain consistent within the regulations and parameters of the Code.
- e. The City Council finds the amendments are consistent with the desire to allow hillside development to be contextually developed in relation to topography and slope stability.

Section 3. 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 4. 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 5. 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, ON THIS 16th DAY OF JANUARY, 2018.**

ATTEST:

CENTERVILLE CITY

Mackenzie Wood, City Recorder

By: _____
Mayor Clark A. Wilkinson

Voting by the City Council:

	"AYE"	"NAY"
Councilmember Fillmore	_____	_____
Councilmember Ince	_____	_____
Councilmember Ivie	_____	_____
Councilmember McEwan	_____	_____
Councilmember Mecham	_____	_____

CERTIFICATE OF PASSAGE AND PUBLICATION OR POSTING

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

MACKENZIE WOOD, City Recorder

DATE: _____

RECORDED this ____ day of _____, 2018.

PUBLISHED OR POSTED this ____ of _____, 2018.

**CENTERVILLE CITY
COMMUNITY DEVELOPMENT DEPARTMENT
655 North 1250 West, Centerville, Utah 84014
(801) 292-8232**

**STAFF REPORT
AGENDA: ITEM 1**

**APPLICANT: FRED HALE
63 WEST 1750 NORTH
CENTERVILLE, UT 84014
(fredh@colonialbuilding.com)**

APPLICATION: ZONING TEXT AMENDMENT

**APPLICATION REQUEST: AMEND THE ZONING CODE TO THE HILLSIDE
OVERLAY RELATING TO THE DEVELOPMENT
STANDARDS IN AGRICULTURAL ZONES: CZC
12.42**

RECOMMENDATION: RECOMMEND APPROVAL TO THE CITY COUNCIL

Background

On November 8th, the City Council passed an ordinance to reduce the widths of lots in the Hillside Overlay for single family lots in Residential Zones. This developed more of a “tiered” width standard for Residential-Low lots in Hillside Zones, depending on slope. The applicant, Mr. Hale, would like to see a similar amendment for those lots in Agricultural Zones located within the Hillside Overlay.

As it stands, the current zoning code requires 125 feet width at the setback *regardless of the slope* for agricultural property. Staff sees a discrepancy in how the standards are regulated between Agricultural Zones and Residential Zones within the Hillside Overlay.

Current Code (As amended November 8th, 2017): CZC 12.42.040(b)

Density for Single-Family Lots. The minimum lot size and yard requirements of the underlying zone shall apply except that on lots in slope areas between 10% and 20%, the lot shall be 1.5 times the minimum requirement and 2.0 times the minimum area requirement for lots between 20% and 30%. All lots in located within slope areas greater more than 10% and less than 15% shall require a minimum lot width of 80 feet at the setback line. All lots within slope areas of

15% or greater shall require a minimum lot width of 100 feet wide at the setback line.
Notwithstanding the foregoing, all lots in agricultural zones shall require a minimum lot where the width must be no less than of 125 feet at the setback line.

Applicant's Suggested edits:

Notwithstanding the foregoing, all lots in agricultural zones located within slope areas less than 15% shall require a minimum lot width of 100 feet wide at the setback line and all lots located within slope areas of 15% or greater shall require a minimum lot width of 125 feet wide at the setback line.

In order to remain consistent with residential zones within the Hillside, Staff recommends setting the determining slope at 10% instead of 15%, as was done in the residential zones. The widths would then be determine consistently based on 10% and 15% slopes between the two zones within this overlay. Widths would be as follows:

Minimum Lot Width Development Standards (Proposed)		
	Residential-Low	Agricultural-Low
Minimum	60' (interior lot)	80'
Hillside, <10%	60'	80' at setback
Hillside, Between 10 and 15%	80' at setback	100' at setback
Hillside, >15%	100' at setback	125' at set back

In addition to this new tiered width based on slope, staff would prefer to remove any language in this specific ordinance CZC 12.42.040 (b) mentioning "minimum lots sizes". Our code currently does not have a minimum lot size for residential zones, but rather determined lots sizes based on gross density. While there is a half-acre minimum lots size for agricultural lots, staff would prefer to remain constant as possible in determining the development standards between those residential and agricultural zones in this overlay. Staff would recommend eliminating that clause in the ordinance altogether to clear any confusion of minimum lot sizes in the future. Staff believes expanding the width of these lots based on slope is sufficient for adequate for slope stability and regulating cuts and fills in this area.

The new code would read as follows:

Staff's Recommended Edits:

The minimum lot size and yard requirements of the underlying zone shall apply for all slopes less than or equal to 10%. ~~except that on lots in slope areas between 10% and 20%, the lot shall be 1.5 times the minimum requirement and 2.0 times the minimum area requirement for lots between 20% and 30%.~~ In residential zones, all lots in located within slope areas greater more than 10% and less than 15% , shall require a minimum lot width of 80 feet at the setback line. All lots within slope areas of 15% or greater shall require a minimum lot width of 100 feet wide at the setback line. In agricultural zones, within slope areas greater more than 10% and less than

15% shall require a minimum lot width of 100 feet at the setback line. All lots within slope areas of 15% or greater shall require a minimum lot width of 125 feet wide at the setback line.

Text Amendment Review and Analysis (*12.21.080.e*)

1. **Is the proposed text or map amendment consistent with the goals, objectives and policies of the City's General Plan?**

GP SECTION 12-420-2.3. RESIDENTIAL DEVELOPMENT POLICIES. The following policies are adopted specifically for the achievement of the citizens' desires for "*Residential Development*" in Centerville.

"The hillsides and naturally wooded canyons east of the City should be provided protection from indiscriminate development to assure retention of the natural slopes and vegetation."

GP SECTION 12-440-3. NATURAL HAZARDS POLICIES. The following policies are adopted specifically for the achievement of the citizens' desires for "*Natural Hazards*" in Centerville.

"Earthquake or seismic hazards have been identified as a significant potential problem in Centerville. All future residential developments should take into consideration the location of the fault lines and other seismically-related hazards. Centerville City shall require the advice of competent geotechnical advisors when development is proposed in seismic hazard areas"

Analysis

The proposed changes are in line with the General Plan, and help remain consistent within the zoning code in relation to development standards between agricultural and residential lots within the Hillside Overlay. These amendments continue to mandate widening lots in this Overlay for the purposes of slope stability and regulating cut and fills in this area. The amendments would now treat residential and agricultural lots similarly, with a tiered width requirement based on the slope of the property. Lots size and density shall remain defined by the base zones.

PLANNING STAFF RECOMMENDATION

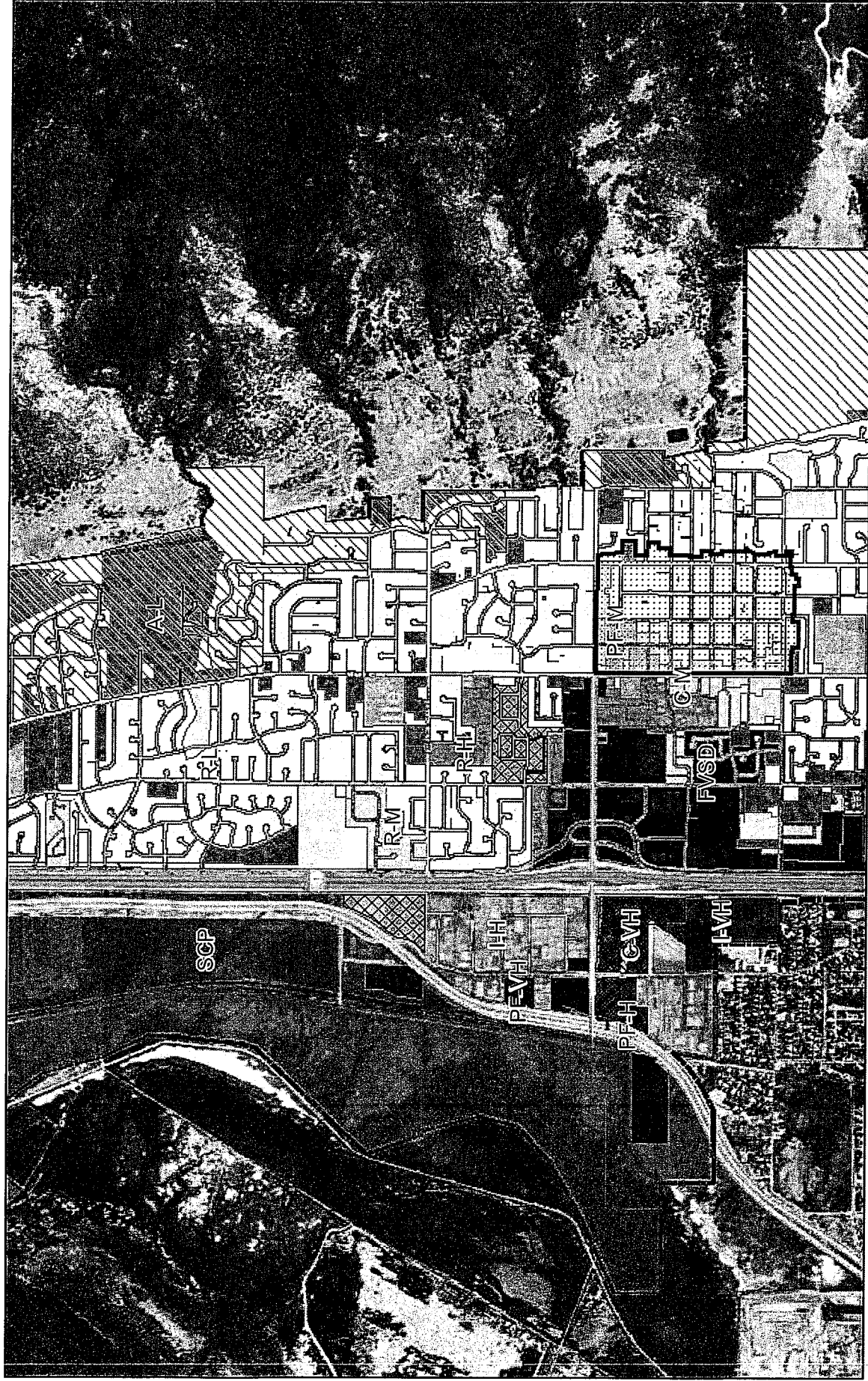
Suggested Motion for an amendment to the Centerville City Zoning Ordinance regarding the proposed Hillside Overlay amendments – I hereby make a motion for the Planning Commission to recommend to the City Council to approve the proposed Hillside Overlay amendment, CZC 12.42.040 (b), as modified below:

The minimum lot size and yard requirements of the underlying zone shall apply for all slopes less than or equal to 10%. ~~except that on lots in slope areas between 10% and 20%, the lot shall be 1.5 times the minimum requirement and 2.0 times the minimum area requirement for lots between 20% and 30%.~~ In residential zones, all lots in located within slope areas greater more than 10% and less than 15% , shall require a minimum lot width of 80 feet at the setback line. All lots within slope areas of 15% or greater shall require a minimum lot width of 100 feet wide at the setback line. In agricultural zones, within slope areas greater more than 10% and less than 15% shall require a minimum lot width of 100 feet at the setback line. All lots within slope areas of 15% or greater shall require a minimum lot width of 125 feet wide at the setback line.

Suggested Reasons for Findings:

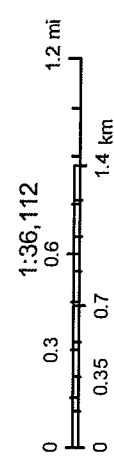
- a. The Planning Commission finds that the “decision to amend the...zoning ordinance is a matter of within the legislative discretion of the City Council as described in CZC 12.21.060.a.1.B.
- b. The Planning Commission finds that amendments consistent with the goals, objectives and policies of the City’s General Plan, as presented in the staff report.
- c. The Planning Commission finds that the amendment allows for variation based on the lot’s topography rather than a one size fits all” approach that bears improved fairness in the use of the overlay ordinance.
- d. The Planning Commission finds that this amendment would serve to treat the residential and agricultural zones fairly as regulated within the Hillside Overlay Zone, and remain consistent within the regulations and parameters of the code.
- e. Therefore, the Planning Commission finds that the amendments are consistent with the desire to allow hillside development to be contextually developed in relation to topography and slope stability.

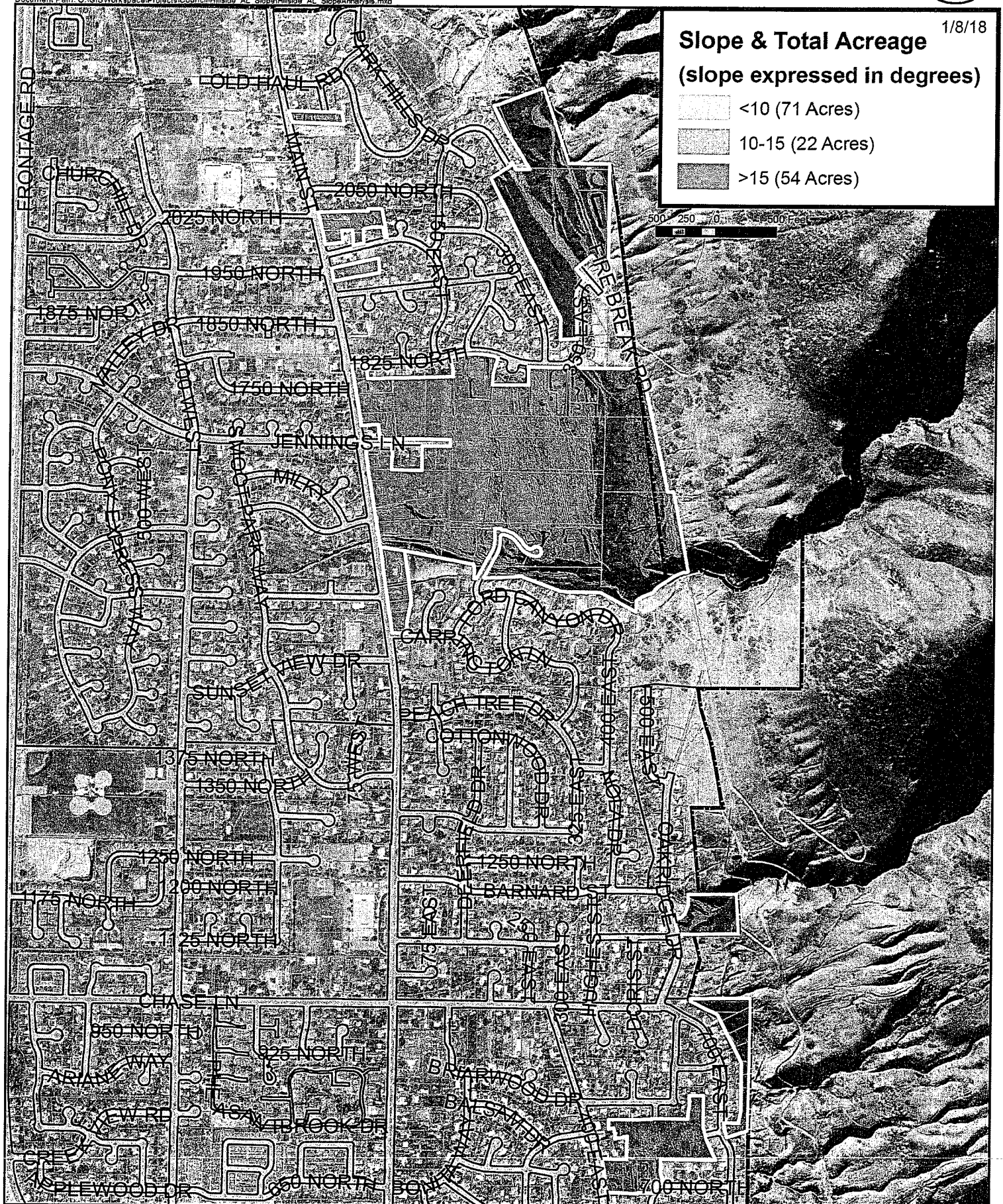
ArcGIS Web Map



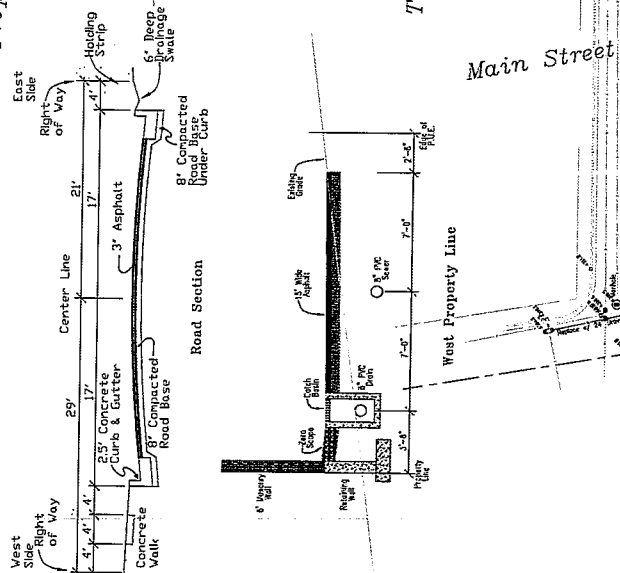
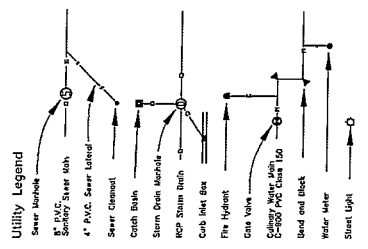
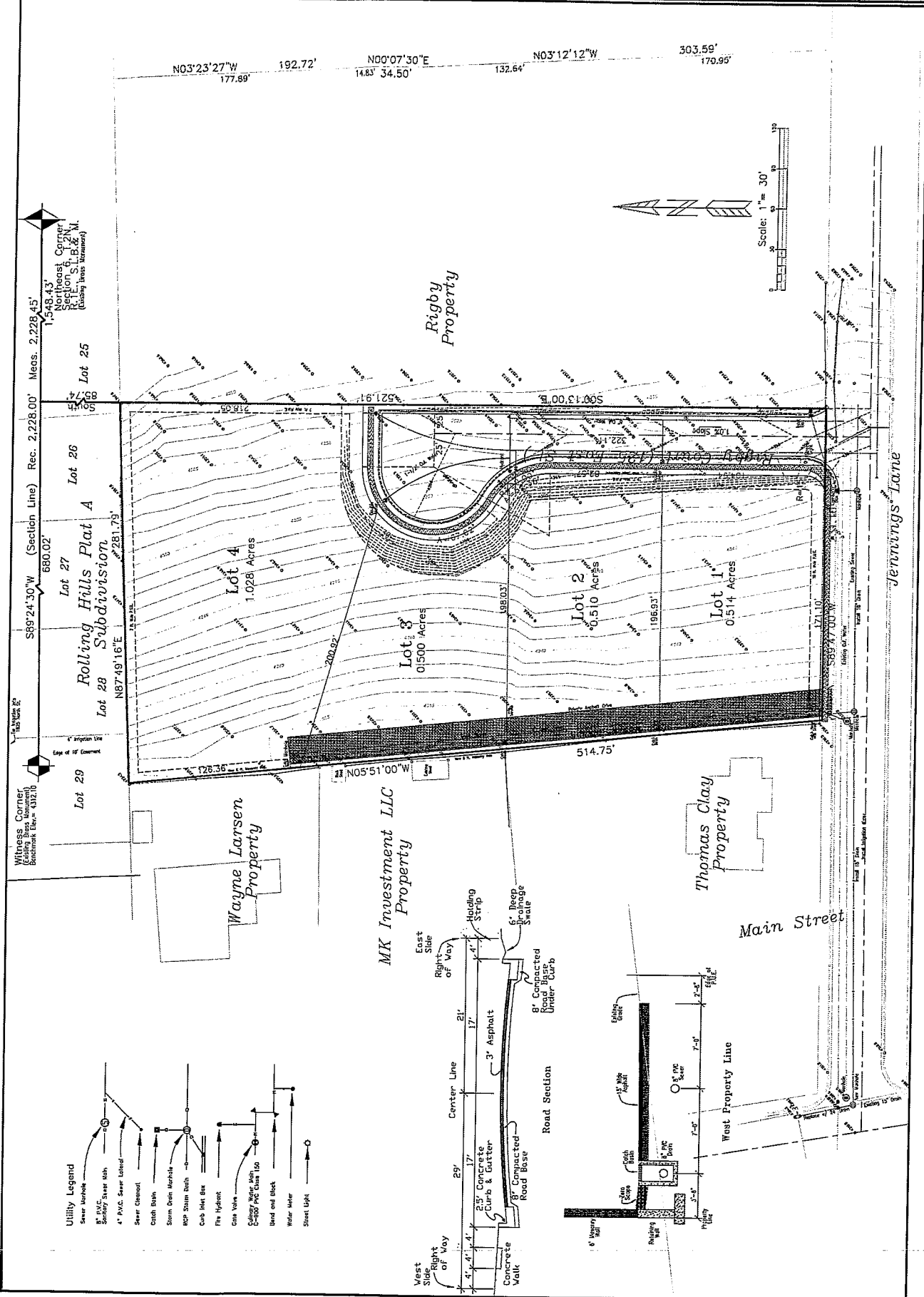
1/3/2018, 12:19:13 PM

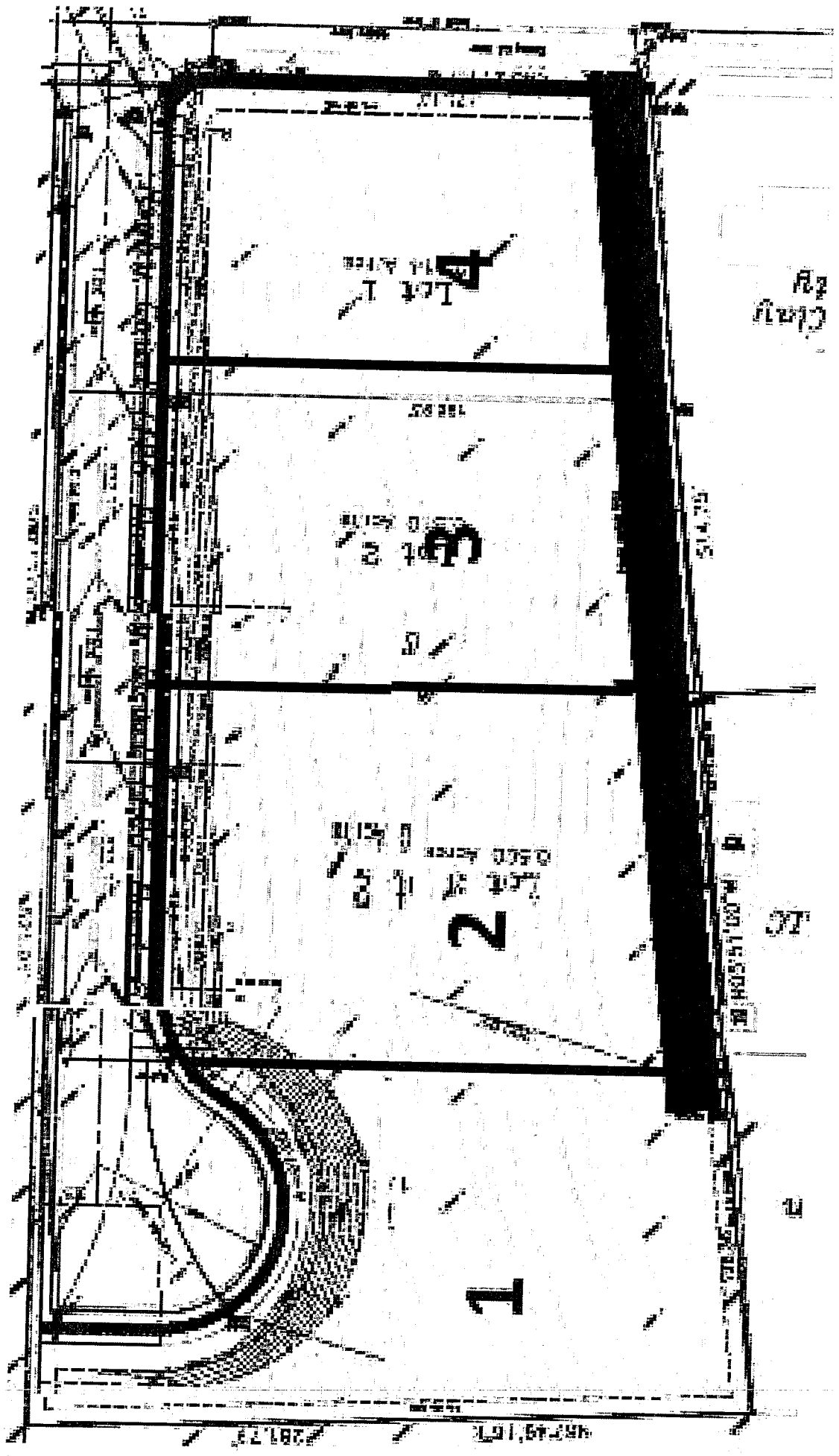
- Zoning - CentervilleDeuelCreekHistoricDistrict
- Zoning - HillsideOverlay
- Zoning PDO (Planned Development Overlay)
- Zoning Overlay
- Agriculture-Low
- Commercial-High
- Commercial-Medium
- Commercial-Very High
- Florentine Villa Special District
- Industrial-High
- Industrial-Very High
- Public Facility-Medium
- Public Facility-Very High
- Public Facility-High
- Public Facility-Low
- Residential-High
- Residential-Low
- Residential-Medium
- Shorelands Commerce Park





Surveyor	J.S. Balling
Date Surveyed	12-17-17
Drafting	J.S. Balling
Checked By	J.S. Balling
Submitted Date	12-22-17
File Number	
Revisions	
Date	Description
By	
Rigby Court Preliminary Plat	
For Fred Nade	
63 West 1750 North	
Provo, UT 84601	
Phone: 801-209-1084	
Email: jballing@ballingeng.com	
Centerville, Utah	
323 East Pages Lane	
P.O. Box 608	
Centerville, Utah 84014	
Phone: (801) 586-7306	
Email: jballing@ballingeng.com	





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LOT 4
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LOT 3
0.14 ACRES

LOT 2
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514.75'

1,000.00'

487.49' 167'

281.73'

**CENTERVILLE
CITY COUNCIL
Staff Backup Report
1/16/2018**

Item No. 3.

Short Title: Municipal Code and Zoning Code Amendments - Deferral Agreements

Initiated By: City Council

Scheduled Time: 7:25

SUBJECT

TABLED FROM JANUARY 2, 2018

Consider the proposed Municipal Code (CMC 10.04) and Zoning Code (CZC 12.55) Amendments regarding Deferral Agreement - Ordinance No. 2018-01

RECOMMENDATION

Approve Ordinance No. 2018-01 amending various sections of CMC 10.04 and CZC 12.55 regarding Deferral Agreements.

BACKGROUND

On January 2, 2018, the City Council held a public hearing on the proposed Municipal Code and Zoning Code amendments. After discussion of the matter, the City Council tabled action on this item and requested Staff to provide additional language to the Ordinance to provide an expedited process for deferral agreement requests from disabled service members and/or first responders. The revised Ordinance is attached containing new language in Subsection (g) starting on page 3.

On December 13, 2017, the Planning Commission reviewed and recommended approval of the proposed amendments to Chapter 12.55 of the Centerville Zoning Code regarding Deferral Agreements. The Staff Transmittal Report for this matter is attached.

ATTACHMENTS:

Description

- ▢ 1-02-2018 CC Transmittal Report - Various Amendments for Deferral of Public Improvements
- ▢ Ordinance No. 2018-01 - Deferral Agreements
- ▢ 12-13-2017 PC Staff Report - Amending Provision for Deferral of Public Improvements

**CENTERVILLE CITY
COMMUNITY DEVELOPMENT DEPARTMENT
655 North 1250 West, Centerville, Utah 84014
(801) 292-8232**

PLANNING COMMISSION TRANSMITTAL REPORT

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

APPLICATION: **ZONING ORDINANCE TEXT AMENDMENT**

APPLICANT REQUEST: **AMEND THE ZONING CODE TO CREATE REGULATORY
CONSISTENCY BETWEEN THE MUNICIPAL CODE AND
ZONING ORDINANCE**

PC RECOMMENDATION: **RECOMMENDED APPROVAL TO THE CITY
COUNCIL**

BACKGROUND

As a result of a recent deferral improvement request regarding installation of a sidewalk, the City Council instructed staff to refine and fix subtle inconsistencies between the City's Municipal Code and the Zoning Ordinance regarding such requests. Lisa Romney, City Attorney, has drafted the revisions for both regulatory codes. Consequently, the Zoning Ordinance needs to be amended to reflect the new changes.

SUMMARY OF PLANNING COMMISSION'S ACTIONS, MOTION, AND VOTE

On December 13, 2017, the Planning Commission reviewed the matter, held a public hearing and then voted to recommend **APPROVAL** by the City Council of the proposed amendments drafted by the City Attorney.

Suggested Reasons for the Action (Findings):

- a. The Planning Commission finds that the "decision to amend the...zoning ordinance is a matter of within the legislative discretion of the City Council as described in *CZC 12.21.060.a.1.B*.
- b. The Planning Commission finds that amendments *ARE NOT INCONSISTENT* with the goals, objectives and policies of the City's General Plan.
- c. The Planning Commission finds that the amendments refine and fix subtle inconsistencies between the City's Municipal Code and the Zoning Ordinance regarding such deferral improvement requests.

Planning Commission Vote (6-0):

Commissioner	Yes	No	Not Present
Hirschi (Chair)	X		
Hirst	X		
Johnson	X		
Daley	X		
Hayman	X		
Wright			X
Helgesen	X		

PREVIOUS PLANNING COMMISSION MEETINGS HELD ON THIS MATTER

- ✓ December 13, 2017 – Amendments presented by Staff and Public Hearing held.

ORDINANCE NO. 2018-01

AN ORDINANCE AMENDING SECTION 10.04.150 OF THE CENTERVILLE MUNICIPAL CODE REGARDING REQUIRED PUBLIC IMPROVEMENTS AND SECTION 10.04.170 OF THE SAME REGARDING DEFERRAL OF PUBLIC IMPROVEMENTS, AND AMENDING SECTION 12.55.190 OF THE CENTERVILLE ZONING CODE REGARDING STREET IMPROVEMENTS AND SECTION 12.55.200 OF THE SAME REGARDING DEFERRAL OF STREET IMPROVEMENTS

WHEREAS, the City Council directed Staff to prepare ordinance amendments to correct any discrepancies between the Centerville Municipal Code and Centerville Zoning Code provisions regarding the deferral of public improvements associated with development within the City; and

WHEREAS, Staff has prepared the proposed ordinance amendments to clarify and harmonize any discrepancies between the Centerville Municipal Code and Centerville Zoning Code provisions regarding the deferral of public improvements as more particularly set forth herein; and

WHEREAS, City Council has determined that the proposed amendments to the Centerville Municipal Code and Centerville Zoning Code are in the best interest of the City and the public and will provide consistent policies and procedures for the review and approval of applications for the deferral of public improvements; and

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

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

Section 1. Amendment. Section 10.04.150 of the Centerville Municipal Code regarding Public Improvements Required is hereby amended to read in its entirety as follows:

10.04.150 Public Improvements Required

- (a) Duty to Install. Any person obtaining a permit hereunder to build or alter any structure upon a lot which is not improved by public improvements, such as asphalt, curbs, gutters, sidewalks, and sewage, storm and flood control facilities, shall be required to install all such improvements along the street frontage of said lot in accordance with all construction standards, regulations and applicable ordinances of the City. No Certificate of Occupancy or Final Inspection shall be issued until all such required improvements are complete and operable.

- (b) **Duty to Repair.** Any person obtaining a permit hereunder to build or alter any structure upon a lot which is improved by public improvements, such as asphalt, curbs, gutters, sidewalks, and sewage, storm and flood control facilities, shall be required to repair any damage to such improvements in accordance with all construction standards, regulations and applicable ordinances of the City. No Certificate of Occupancy or Final Inspection shall be issued until all such improvements are repaired.
- (c) **Security.** Applicants shall be required to enter into an Improvements Agreement acceptable to the City together with a bond providing sufficient security to insure installation, completion and/or repair of public improvements required herein in Subsections (a) and (b) and as more particularly set forth in CMC 10.04.160.
- (d) **Deferral.** In limited circumstances, upon the request of the applicant, the City may defer or waive the installation of any ~~or all~~ required public improvements in accordance with the provisions of CMC 10.04.170.

Section 2. Amendment. Section 10.04.170 of the Centerville Municipal Code regarding Deferral of Public Improvements is hereby amended to read in its entirety as follows:

10.04.170 Deferral of Public Improvements

- (a) Request for Deferral. In limited circumstance, upon request of the applicant, the City may defer or waive the installation of any ~~or all~~ required public improvements when deemed appropriate in accordance with the provisions of this Section. as, in its judgment, are not requisite in the interest of public health, safety, and general welfare, or which are inappropriate because of the inadequacy or lack of connecting facilities. The applicant must submit a written request for deferral of public improvements with the Public Works Director. Such written request must include the following:
 - (1) Summary of the evidence in support of the request and analysis of the factors required to qualify for the deferral as set forth in Subsection (f);
 - (2) Name and address of applicant;
 - (3) Address, legal description, and parcel number of subject property;
 - (4) Aerial view of subject property and adjacent properties showing existing infrastructure; and
 - (5) Application fee and professional services deposit for deferral agreements as set forth in the City Fee Schedule.
- (b) Public Works Director Review. The Public Works Director shall review the request for deferral of public improvements and confer with other departments or officials as deemed necessary. The Public Works Director shall thereafter prepare a Staff Report and recommendation to the City Council regarding the request.

- (c) City Council Review. The City Council shall review and ~~approve~~ approval or deny the requested deferral of public improvements based on the factors set forth in Subsection (f) above.
- (d) Payment of Costs or Deferral Agreement. ~~If the deferral is approved by the City Council, Whenever it is deemed appropriate to defer the construction of required improvements,~~ the applicant shall pay his or her share of the costs of such future improvements according to the reasonable estimate of the City Engineer, or may enter into a Deferral Agreement satisfactory to the City assuring completion of said improvements upon the demand of the City. No permit shall be issued until the appropriate costs required herein are deposited with the City or a Deferral Agreement has been executed between the parties and recorded against the property assuring the completion of such improvements upon demand of the City.
- (a)(e) No Temporary Certificate of Occupancy Required. No Temporary Certificate of Occupancy shall be required when the appropriate costs required herein are deposited with the City or a Deferral Agreement has been executed between the parties and recorded against the property for the deferral of specified public improvements.
- (b)(f) Required Factors for Deferral. In order to qualify for the deferral of public improvements, the City Council must determine that there is good cause for the deferral and that the application complies with the following requirements:
- (1) The property is a legally conforming lot or parcel as defined and regulated by the Centerville Zoning Code and applicable provisions of CMC 15 (Subdivisions);
 - (2) The lot or parcel has frontage on a public street;
 - (3) No street improvements exist on the same side of the street contiguous to the lot or parcel in one or both directions, unless otherwise approved by the City Council based on good cause, or the lot or parcel is in an area of the City specifically designated as an area where sidewalks are not required; and
 - (4) The lot or parcel is not within a recorded subdivision, unless otherwise approved by the City Council based on good cause; provided, no deferral of improvements shall be allowed as part of a new subdivision development.
- (e)(g) Veterans and First Responder Expedited Application Procedure. A veteran or service member of the armed forces or any public safety first responder that sustains a service connected disability that requires adjustment to his or her primary residence as a result of the service connected disability, shall be eligible for an expedited review and approval process for any request for deferral application as provided herein. The veteran, service member or first responder shall provide sufficient evidence of applicable employment status, service

connected disability, property ownership and primary residence status with the written request for deferral application.

- (1) For purposes of this Section, "veteran or service member of the armed forces" shall include any veteran or service member of the United States Army, Navy, Air Force, Marine Corps, Coast Guard, or the reserve component of any such forces. For purposes of this Section, "public safety first responder" shall include any law enforcement officer or fire safety personnel of any city, county, local district, or other governmental agency.
- (2) In order to qualify for this expedited process, the veteran, service member, or first responder applying for the deferral agreement must have sustained a service connected permanent disability. The home or residence must be in the veteran, service member or first responder's name and must be his or her "primary residence" defined as the principal place where one actually lives.
- (3) Any veteran or service member of the armed forces or any public safety first responder that sustains a service connected disability that requires adjustment to his or her primary residence as a result of the service connected disability, shall be eligible for an expedited review and approval process for deferral agreement applications allowing for final approval of such application by the City Manager (rather than having to go to the City Council for final approval). All other application requirements and procedures set forth in this Section shall apply. The Public Works Director shall still conduct the applicable review of the application and provide a recommendation to the City Manager in accordance with the provisions of Subsection (b). The City Manager shall thereafter conduct the final review and approval of the application based on the factors set forth in Subsection (f) and shall be authorized to enter into the deferral agreement on behalf of the City.

Section 3. Amendment. Section 12.55.190 of the Centerville Zoning Code regarding Street Improvements is hereby amended to read in its entirety as follows:

12.55.190 Street Improvements Required

- (a) **Street Improvements Required.** No construction shall be permitted on an unimproved lot or parcel unless planned street improvements abutting the lot or parcel, as shown on the Master Street Plan, including without limitation, sidewalk, curb and gutter, parking strips and associated landscaping, street pavement and fire hydrant improvements, are provided simultaneously in conformance with CMC 10.04.150 and applicable Construction Codes. Constructing such improvements shall be a condition precedent to final inspection and occupancy of any building and other improvement on the lot or parcel, subject to the provisions of this Section. Such improvements shall conform to City Standards and Specifications.

(b) ~~Extent of Improvements. When the size of a lot or parcel exceeds the minimum requirements of the zone in which the lot or parcel is located, the Planning Commission may reduce the extent of required improvements if the lot frontage adjoining a public street is, in its judgment, substantially more than the minimum required lot frontage and not roughly proportional to the developer's fair share of needed public improvements. However, frontage improvements shall be provided for no less than the minimum lot width required by the zone in which the lot or parcel is located.~~

(e)(b) Dedication and Construction of Improvements. When widening of a public street is planned, as shown on the Master Street Plan, street right-of-way and frontage improvements associated with proposed development shall be dedicated to the public and improved without cost to the City to the extent the such improvements are roughly proportional to the developer's fair share of needed public improvements, as determined by the Planning Commission after receiving a recommendation from the City Engineer.

(c) Appeal. If a street dedication and improvement requirement is alleged to not be roughly proportional to the demand created by new development, such requirement may be appealed to the Board of Adjustment as provided in CZC 12.21.200.

(d) Deferral. In limited circumstances, upon the request of the applicant, the City may defer or waive the installation of any required street improvements in accordance with the provisions of CZC 12.55.200.

Section 4. Amendment. Section 12.55.200 of the Centerville Zoning Code regarding Street Improvements – Deferral is hereby amended to read in its entirety as follows:

12.55.200 Street Improvements –Method of Providing Deferral

In limited circumstances, the City may allow the developer to defer or waive the installation of any required public improvements when deemed appropriate in accordance with and subject to the provisions of CMC 10.04.170.

~~In lieu of requiring full frontage or right-of-way improvements as provided in CZC 12.55.190, the City may authorize a developer to satisfy street frontage improvement obligations in one of the following ways:~~

(a) ~~Form Special Improvement District. Form a special improvement district to complete the developer's fair share of improvements and additional improvements to benefit the area.~~

(b) ~~Pay Assessment. Place funds in an escrow account equal to the estimated cost the developer's fair share obligation for frontage improvements, as determined by the Planning Commission according to calculations by the City Engineer. Such funds shall be used to install street and frontage improvements in projects selected by the City according to its discretion and priority. Placement of funds into an escrow account shall not be construed to imply or guarantee to the developer a specific~~

~~time when improvements will be installed on the frontage or right of way with funds from a City sponsored improvement project. Such escrow shall exempt the developer from participating in a special improvement district formed by the City for the same improvements. Any interest which may accrue on escrowed funds shall be available to the City for use in the improvement project.~~

~~(c) — Delay Installation. Sign and record an agreement, binding the developer to install required improvements at a later date upon demand by the City, subject to all of the following requirements:~~

~~(1) — The development of the property is for one single family dwelling only;~~

~~(2) — The property is a legal conforming lot or parcel as defined in this Title;~~

~~(3) — The lot or parcel has frontage on a public street;~~

~~(4) — No street improvements exist on the same side of the street contiguous to the lot or parcel in either direction; and~~

~~(5) — The lot or parcel is not within a recorded subdivision.~~

~~(d) — Execute Waiver of Protest Agreement. Where property is proposed to be developed in areas of the City where other streets are not fully improved and no other properties in the immediate areas are developed with curb, gutter and sidewalk and other street improvements, a building permit may be issued if the property owner executes an agreement waiving the right to vote against a special improvement district in the event the City elects to create such a district to construct street improvements benefitting the property.~~

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, ON THIS 16th DAY OF JANUARY, 2018.

ATTEST:

CENTERVILLE CITY

Mackenzie Wood, City Recorder

By: _____
Mayor Clark A. Wilkinson

Voting by the City Council:

	"AYE"	"NAY"
Councilmember Fillmore	_____	_____
Councilmember Ince	_____	_____
Councilmember Ivie	_____	_____
Councilmember McEwan	_____	_____
Councilmember Meham	_____	_____

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.

MACKENZIE WOOD, City Recorder

DATE: _____

RECORDED this ____ day of _____, 2018.

PUBLISHED OR POSTED this ____ of _____, 2018.

**CENTERVILLE CITY
COMMUNITY DEVELOPMENT DEPARTMENT
655 North 1250 West, Centerville, Utah 84014
(801) 292-8232**

**STAFF REPORT
AGENDA: ITEM 5**

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

APPLICATION: ZONING ORDINANCE TEXT AMENDMENT

**APPLICANT REQUEST: AMEND THE ZONING CODE TO CREATE
REGULATORY CONSISTENCY BETWEEN THE
MUNICIPAL CODE AND ZONING ORDINANCE**

**STAFF RECOMMENDATION: RECOMMEND APPROVAL TO THE CITY
COUNCIL**

BACKGROUND

As a result of a recent deferral improvement request regarding installation of a sidewalk, the City Council instructed staff to refine and fix subtle inconsistencies between the City's Municipal Code and the Zoning Ordinance regarding such requests. Lisa Romney, City Attorney, has drafted the revisions for both regulatory codes. Consequently, the Zoning Ordinance needs to be amended to reflect the new changes.

TEXT AMENDMENT REVIEW AND ANALYSIS (12.21.080.e)

Zone Map Amendments - Pursuant to the City's Zoning Ordinance, the "decision to amend the...zoning ordinance is a matter of within the legislative discretion of the City Council as described in CZC 12.21.060.a.1.B. Additionally, CZC 12.21.80.e. lists one (1) criterion for considering a text amendment petition. The following is a summary of staff's review of the matter:

- 1. Is the proposed text or map amendment consistent with the goals, objectives and policies of the City's General Plan?**

STAFF CONCLUSION – After staff's review of the General Plan, there a *NO SPECIFIC* guidance provisions regarding the installation of public infrastructure or improvements. Typically, such items are addressed in Zoning, Subdivision, and City Specifications ordinances and regulations.

STAFF'S ANALYSIS OF PROPOSED AMENDMENTS

The proposed amendments for the Zoning Ordinance maintain the expectation for installation public improvements. However, the original deferral allowance language is simplified using a referral instruction over to the Municipal Code. It's in the Municipal Code where the details for obtaining deferrals are outlined and the process for seeking such an approval. This eliminates the subtle inconsistencies of the two codes and addresses the directive received by staff from the City Council.

PLANNING STAFF RECOMENDATION

Suggested Motion for an amendment to the Centerville City Zoning Ordinance regarding deferral improvement allowances – I hereby make a motion for the Planning Commission to recommend to the City Council to approve the proposed amendments, as presented by the City Attorney.

Suggested Reasons for the Action (Findings):

- a. The Planning Commission finds that the “decision to amend the...zoning ordinance is a matter of within the legislative discretion of the City Council as described in CZC 12.21.060.a.1.B.
- b. The Planning Commission finds that amendments *ARE NOT INCONSISTENT* with the goals, objectives and policies of the City's General Plan.
- c. The Planning Commission finds that the amendments refine and fix subtle inconsistencies between the City's Municipal Code and the Zoning Ordinance regarding such deferral improvement requests.

**CENTERVILLE
CITY COUNCIL
Staff Backup Report
1/16/2018**

Item No. 4.

Short Title: Whitaker Museum Policies

Initiated By: Whitaker Museum Board

Scheduled Time: 7:35

SUBJECT

Consider enacting and adopting the Whitaker Museum Policies for the operation of the Whitaker Museum - Resolution No. 2018-04

RECOMMENDATION

Approve Resolution No. 2018-04 enacting and adopting the Whitaker Museum Policies for the operation of the Whitaker Museum.

BACKGROUND

The Whitaker Museum Board and Museum Director have prepared the proposed Whitaker Museum Policies for the purpose of providing policies and procedures for the operation and maintenance of the Whitaker Museum. The Whitaker Museum Board and Museum Director have worked on preparing and finalizing these policies for more than a year. On December 13, 2017, the Museum Board reviewed this final version of the Whitaker Museum Policies and voted to recommend approval of the same to the City Council. A copy of the proposed policies is attached and an online version can be reviewed at https://centerville.municipalcodeonline.com/book?type=museum#name=Notice_Of_Draft_Version

ATTACHMENTS:

Description

- ▢ Resolution No. 2018-04 - Museum Policies
- ▢ Whitaker Museum Policies

RESOLUTION NO. 2018-04

**A RESOLUTION ENACTING THE WHITAKER MUSEUM POLICIES
PROVIDING POLICIES AND PROCEDURES FOR THE OPERATION OF
THE WHITAKER MUSEUM**

WHEREAS, the Whitaker Museum located at 168 North Main Street is owned and operated by the City; and

WHEREAS, the Whitaker Museum Board has prepared and recommends approval of the attached Whitaker Museum Policies in order to provide written policies and procedures for the operation of the Whitaker Museum.

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

Section 1. Enactment. The Whitaker Museum Policies are hereby adopted to read in their entirety as set forth in Exhibit A, attached hereto and incorporated by this reference.

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

Section 3. Effective Date. This Resolution and the Whitaker Museum Policies adopted herein shall become effective immediately upon its passage.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF CENTERVILLE CITY,
STATE OF UTAH, ON THIS 16th DAY OF JANUARY, 2018.**

ATTEST:

CENTERVILLE CITY

Marsha Morrow, City Recorder

By: _____
Mayor Clark A. Wilkinson

CERTIFICATE OF PASSAGE AND EFFECTIVE DATE

According to the provisions of the U.C.A. § 10-3-719, as amended, resolutions may become effective without publication or posting and may take effect on passage or at a later date as the governing body may determine; provided, resolutions may not become effective more than three months from the date of passage. I, the municipal recorder of Centerville City, hereby certify that foregoing resolution was duly passed by the City Council and became effective upon passage or a later date as the governing body directed as more particularly set forth below.

MACKENZIE WOOD, City Recorder

DATE: _____

EFFECTIVE DATE: ____ day of _____, 2018.

Exhibit A
Whitaker Museum Policies



Centerville City
Davis County, Utah

Whitaker Museum Policies
Compiled: Thursday, January 11, 2018

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Notice Of Draft Version

THIS IS A DRAFT VERSION OF THE PROPOSED WHITAKER MUSEUM POLICIES. THESE DRAFT POLICIES ARE CURRENTLY UNDER REVIEW AND CONSIDERATION BY THE CITY. THESE DRAFT POLICIES HAVE BEEN RECOMMENDED FOR APPROVAL BY THE WHITAKER MUSEUM BOARD BUT HAVE NOT BEEN APPROVED YET BY THE CENTERVILLE CITY COUNCIL AND SHOULD NOT BE RELIED UPON AS CURRENT WHITAKER MUSEUM POLICIES. IF YOU HAVE ANY QUESTIONS OR COMMENTS REGARDING THESE DRAFT POLICIES, PLEASE CONTACT THE CITY ATTORNEY AT 801-335-8842 OR LROMNEY@CENTERVILLEUT.COM.



Preface

This is the online version of the Whitaker Museum Policies of Centerville City, Utah. These Whitaker Museum Policies may be referred to herein as the "Whitaker Museum Policies" or "Museum Policies." When citing to sections of the Whitaker Museum Policies, the reference "WMP" may be used (e.g. WMP 1.010).

The Whitaker Museum Policies are arranged by subject matter and divided into various chapters and sections. The Whitaker Museum Policies follow a codification structure which uses a decimal numbering system identifying the chapter and section of various portions of the Whitaker Museum Policies (e.g., 1.010). This numbering system is further described as follows:

The first number in the sequence (1.010) designates the chapter level. The second number in the sequence (1.010) designates the section level. Vacant chapters or sections may be designed for future use and may be marked "Reserved" to ease internal expansion.

The Whitaker Museum Policies may be amended and supplemented from time to time with amendments, additions, and deletions adopted by resolution of the Centerville City Council. The specific provisions of these online policies have been compiled and codified to comprise the Whitaker Museum Policies as adapted from the official resolutions adopted by the City Council. In the event of discrepancies between the online Whitaker Museum Policies and the official hard copy of the resolution adopted by the City Council, the hard copy enactment shall govern.

The legislative history of each particular section of the Whitaker Museum Policies is provided at the end of each section in italicized text and is used to keep track of and identify the specific resolutions and enabling legislation. The legislative history refers to each resolution adopted by the City Council which affects that particular section and indicates whether the section has been enacted, amended, renumbered, recodified or corrected. A link to the actual resolution is also provided when available. Legislative history is available for Whitaker Museum Policies enacted or amended after January 16, 2018.

NOTICE: THIS ONLINE VERSION OF THE WHITAKER MUSEUM POLICIES MAY NOT REFLECT ALL OR THE MOST CURRENT VERSION OF RESOLUTIONS AND LEGISLATION ADOPTED BY THE CENTERVILLE CITY COUNCIL. IT IS THE CITY'S POLICY AND PRACTICE TO UPDATE THIS ONLINE VERSION OF THE POLICIES AS SOON AS POSSIBLE AFTER LEGISLATION HAS BEEN ADOPTED BY THE CITY COUNCIL, BUT SOME DELAY DOES OCCUR BETWEEN THE TIME OF ADOPTION OF AMENDMENTS AND THE UPDATING OF THESE ONLINE POLICIES. IN THE EVENT OF CONFLICT BETWEEN THIS ONLINE VERSION OF THE WHITAKER MUSEUM POLICIES AND THE OFFICIAL RESOLUTIONS ADOPTED BY THE CITY COUNCIL, THE RESOLUTIONS SHALL GOVERN. ALSO, THIS ONLINE VERSION OF THE WHITAKER MUSEUM POLICIES MAY NOT REFLECT FEES, RULES, REGULATIONS, STANDARDS OR SPECIFICATIONS PROMULGATED UNDER AUTHORITY OF THE CENTERVILLE MUNICIPAL CODE OR STATE LAW. PLEASE CONTACT MACKENZIE WOOD, CITY RECORDER, FOR THE STATUS OF ANY SECTION OR FOR OTHER APPLICABLE FEES, RULES, REGULATIONS, STANDARDS OR SPECIFICATIONS AT 801.295.3477 OR MWOOD@CENTERVILLEUT.COM.

1 General Provisions

1.010 Intent And Purpose

1.020 Definitions

1.030 Amendments

1.010 Intent And Purpose

The intent and purpose of these Museum Policies is to provide a framework for developing, recording, and implementing policies and procedures for the Whitaker Museum, the Museum Board, the Museum Director, and volunteers. Individuals involved in the many aspects of the Whitaker Museum should be fully advised of their respective roles. These Museum Policies specify how the Museum Board carries out and monitors the various tasks involved in operating the Museum. These Museum Policies should be required reading material for all curatorial, Museum staff, docents, volunteers working with the collections, and Board Members.

1.020 Definitions

The following words shall have the meaning set forth herein:

- (a) "Centerville Municipal Code" or "CMC" shall mean the Centerville Municipal Code as adopted by the City Council.
- (b) "City" shall mean Centerville City, Utah.
- (c) "City Council" shall mean the Centerville City Council.
- (d) "Museum Board" shall mean the Whitaker Museum Board as created and regulated by CMC 3.03.070.
- (e) "Museum Director" shall mean the Whitaker Museum Director as created and regulated by CMC 3.03.070.
- (f) "Museum Policies" shall refer to these Whitaker Museum Policies governing the operations and management of the Whitaker Museum.
- (g) "Whitaker Museum" or "Museum" shall mean "The Whitaker" Centerville's Heritage Museum as more particularly described in CMC 8.04.010.

1.030 Amendments

These Museum Policies have been prepared by the Museum Board and approved by the City Council in accordance with applicable provisions of CMC 3.03.070. Any amendments to these Policies must be approved by the Museum Board and adopted by resolution of the City Council in accordance with CMC 3.03.070.



2 Mission Statement And Vision

2.010 Mission Statement

2.020 Vision

2.030 Values

2.040 History

2.010 Mission Statement

The mission statement of the Whitaker Museum is as follows:

"The Whitaker" Centerville's Heritage Museum tells Centerville's story, teaches traditional values, creates links between past and present, and cultivates pride in our rich heritage.

2.020 Vision

This vision of the Whitaker Museum and Museum Board is to use the power of history to enhance lives and to maximize the power of personal and community stories and shared history to enrich and enhance lives. Preserving - Sharing - Connecting. As part of this vision, the Whitaker Museum is:

- (a) A partner in educational initiatives that improve academic achievement and provide opportunities for life-long learning;
- (b) An accessible repository of archival, documentary, photographic, and museum collections and center for research;
- (c) A preserver and presenter of a compelling network of history, collections, programs that reflect and serve the diversity of people who are today's and tomorrow's citizens;
- (d) A partner in expanding historic preservation; and
- (e) A publisher of Centerville's history and historical content in traditional and digital media for a variety of audiences.

2.030 Values

The Whitaker Museum Board, Museum Director, staff and volunteers aspire to the following values:

(a) Stewardship and Service

- (1) We responsibly care for the historical resources that have been entrusted to us.
- (2) Public service is inherent in what we do.
- (3) We challenge ourselves to focus on meeting our audiences' changing needs and to provide unparalleled customer service.

(b) Innovation and Resourcefulness

- (1) We continually seek fresh ways to meet our mission of connecting people to history and sharing compelling stories.
- (2) Creativity and effectiveness are critical to our success and are recognized, supported, honored and rewarded.

(c) Integrity

- (1) We seek to implement and comply with applicable policies and procedure.
- (2) We seek to perform our duties with responsibility and integrity.

(d) Inclusivity and Collaboration

- (1) Collections, programs, staffing and governance reflect the diversity of our city and state.
- (2) We conduct our work with cooperation and mutual respect, working collaboratively to create teams that take advantage of the diversity of skills and activities throughout the organization and the greater community.

2.040 History

The Whitaker Museum building was purchased by Centerville City in 1994. The Mayor and City Council at that time recognized a need to preserve the property and historic building. City elected officials have since agreed

with the vision to have a place for generations now and future to learn of and appreciate Centerville's community history and heritage. In 1997, a resolution was adopted by the City Council which states in part that the Whitaker Museum was conceived to be used jointly to house and display artifacts of the City and to accommodate various types of groups and meetings within the community and to be used for educational purposes to provide programs and opportunities for students of all ages within Centerville to view and display the local history of the community. The Whitaker Museum building was placed on the National Register of Historic Places on March 28, 1996. (See, National Register Certificate (1996), Appendix A and National Historic Listing at npgallery.nps.gov/AssetDetail/NRIS/96000316). The Whitaker Museum building was placed on the Centerville Historic Landmark Register in 1997.

3 Hours And Operations

3.010 Hours

3.020 Public Tours

3.030 Scheduling Shifts

3.010 Hours

Current hours of operation of the Whitaker Museum are every Tuesday from 10:00 a.m. to 6:00 p.m. Additional revised hours or events may be provided as determined appropriate by the Museum Board.

3.020 Public Tours

Tours will be conducted every Tuesday unless it falls on the week of a major holiday such as Thanksgiving, Christmas, and New Year's. Tour closings should be posted on the Museum webpage. Additional tours may be provided as determined by the Museum Director. Requests for tours outside of Tuesdays will be provided only if the Museum Director determines there are no scheduling conflicts and is able to schedule sufficient volunteers to assist. A qualified Museum Board Member may provide a tour upon first scheduling the building with the Museum Director.

3.030 Scheduling Shifts

It is the Whitaker Museum's practice to schedule at least two staff members during each shift time the Whitaker Museum is open. In the event of a large group consisting of 15 or more people, additional staff should be scheduled.



4 Certificates And Filings

4.010 Certificates And Filings

The following certificates, tax exempt filings, websites, grant opportunities, and other listings affect the success of the Whitaker Museum. It shall be the responsibility of the Museum Director to keep up to date and maintain a current status on the following matters. The Museum Director shall keep a file with membership number, renewal dates, renewal responsibility, contact names and numbers, discounts, and relevant information for each listing and/or filing.

(a) Certificates and Filings

- (1) American Association for State and Local History (AASLH) – Annual Membership
- (2) Utah Division of Arts & Museums - Certified Utah Museum Membership
- (3) State and Federal Tax Exemption - 501(c)(3) Status

(b) Websites and Other Listings

- (1) Centerville City Website - centervilleut.net/museum/
- (2) Whitaker Museum Email - whitaker@centervilleut.com
- (3) Utah Life Elevated - Official Tourism Website of the State of Utah - visitutah.com
- (4) Davis County phone directory
- (5) PastPerfect Website and Software - museumsoftware.com
- (6) National Historic Listing - npgallery.nps.gov/AssetDetail/NRIS/96000316

(c) Grant Opportunities (Certified Local Governments Grants)

- (1) Utah State Historical Society - heritage.utah.gov/history/historic-buildings
- (2) Arts and Museums - heritage.utah.gov/utah-division-of-arts-museums



5 Museum Board

5.010 Board Members

5.020 General Expectations

5.010 Board Members

Centerville City has created the Whitaker Museum Board (pursuant to CMC 3.03.070) to act as an advisory Board to the City Council regarding the facilities, programs, and policies for the administration and operation of the Whitaker Museum.

5.020 General Expectations

To be effective, each Board Member must be willing to contribute his or her skills, talents, and time required to perform his or her duties. General expectations of Board Members are summarized as follows.

- (a) Exercise reasonable care, diligence and skill by managing and overseeing the affairs of the Museum.
- (b) Ensure that the Museum adheres to and carries out the mission, vision, and policies.
- (c) Set long term objectives.
- (d) Assess the Museum's performance.
- (e) Attend Museum Board meetings which will generally be held once a month.
- (f) Be an active participant.
- (g) Be conscientious in doing "homework", read minutes, agendas, and materials sent out in advance of the next meeting.
- (h) Follow up on assignments.
- (i) Develop and maintain an awareness of the Museum displays, programs and activities.
- (j) Whenever possible, attend and support Museum functions.
- (k) Offer input concerning meeting agendas by suggesting topics which merit or require attention.
- (l) Support Museum Board decisions and recommendations.
- (m) Complete specific assignments given by the Chair.
- (n) Inform the Chair, Vice-Chair or Museum Director when unable to attend meetings.



6 Museum Director

- 6.010 Museum Director
- 6.020 Role And Expertise
- 6.030 Qualifications And Skills
- 6.040 Supervision And Accountability
- 6.050 Limited Hours Of Work
- 6.060 Requests For Information
- 6.070 Operations And General Management
- 6.080 Representation
- 6.090 Human Resources
- 6.100 Financial Management
- 6.110 Collections, Exhibits And Programs
- 6.120 Visitor Services And Events

6.010 Museum Director

The Museum Director is a part-time employee of the Centerville City and is responsible for performing the duties and responsibilities set forth in the Job Description for the Museum Director. The Museum Director is responsible for the operation, administration, oversight and development of mission-related projects and implementation of strategic goals for the Museum. The Museum Director reports directly to the Museum Board and supervises all staff (volunteers and docents) of the Museum. The Museum Director works closely with city management, city staff, community volunteers, and affiliated organizations to preserve and promote the City and The Whitaker Museum's heritage. In addition to the Job Description duties and responsibilities, the Museum Director shall perform the duties set forth in this Chapter and other applicable provisions of the Museum Policies.

6.020 Role And Expertise

The Museum Director is the face and heart of the Museum and should be an expert in understanding and following the Museum's mission, its vision and collections. With this expertise, the Museum Director should lead and manage the Museum by strictly adhering to the guiding principles and procedures set forth in these Museum Policies.

6.030 Qualifications And Skills

The Museum Director should demonstrate the ability to:

- (a) Lead and direct events.
- (b) Build sustainable and collaborative relationships that support the mission and vision of the Museum.
- (c) Establish and maintain cooperative working relationships with Board Members, volunteers, employees, donors, and the public.
- (d) Think creatively and innovatively.
- (e) Understand how arts have an economic impact.
- (f) Manage a non-profit budget and finances.
- (g) Understand events, grant opportunities, developing new donors, and maintaining positive relationship with existing donors.

6.040 Supervision And Accountability

The Museum Director is under the general supervision of and is accountable to the Museum Board. The Museum Board shall instruct the Museum Director through written policies and delegated authority. All Board authority delegated to Museum staff and volunteers is delegated through the Museum Director so that all authority and accountability of staff and volunteers as far as the Board is concerned is considered to be the authority and accountability of the Museum Director. The Board should instruct the Museum Director to achieve specific results in accordance with established Museum Policies. The Board may limit the latitude the Museum Director may exercise through the establishment of and adherence to the Museum Policies. The performance of the Museum Director shall be subject to annual review by the Board. (See, Performance Review Form, Appendix A).

6.050 Limited Hours Of Work

The City has set limited hours for the Museum Director as more particularly set forth in the Job Description for Museum Director. In an effort to accomplish the needs of the Museum, the Museum Director should generally be on hand at the Museum during hours of operation. The Museum Director should also attempt to respond to all City, and Museum Board requests as soon as possible during hours of operation.

6.060 Requests For Information

When calls or other requests come into the City specific to the Whitaker Museum, the City Staff should indicate the Whitaker Museum is open every Tuesday from 10:00 a.m. to 6:00 p.m. and that the Museum Director can be reached during those office hours. City Staff may give out the Museum Director's name, but should direct all interested parties to the Museum phone number where they can leave a message. City Staff may also inform interested persons that they may go to the Whitaker Museum webpage for more information, or they may send an email request to the Whitaker Museum which is generally checked several times a week. The Museum Director's personal cell should not be given out to the public. City Staff may contact the Museum Director on the Director's personal cell number in case of emergency or when determined necessary. All major or specific requests for reports or other information regarding the Museum should be submitted to the Museum Director. The Museum Director shall forward all such requests to the Chair and Vice-Chair of the Museum Board if they are not copied on the original request.

6.070 Operations And General Management

The Museum Director is responsible for developing and managing the physical space, collections and equipment of the Museum under the general direction of the Museum Board. The Museum Director should be familiar with the Secretary of Interior Standards for Museum Best Practices (See, Museum Best Practices, Appendix A). The Museum Director should perform the following operations and general management duties.

- (a) Acts as building manager for the Museum.
- (b) Monitors the physical condition of the facilities.
- (c) Oversees regular maintenance ensuring the Museum is clean in accordance with commonly accepted small museum standards.
- (d) Recommends repairs and improvements to the Board.
- (e) Oversees maintenance and repair of the building (i.e., filter changes, air ducts).
- (f) Oversees installation and maintenance of all necessary computer equipment, software, lighting and security systems.
- (g) Communicates with vendors regarding services.
- (h) Monitors environmental safety issues for the collections.
- (i) Oversees the security of the buildings.
- (j) Keeps a registered key distribution list.
- (k) Manages and maintains the collections of the Museum.
- (l) Maintains guest registrar records and email lists.

6.080 Representation

The Museum Director should be capable of representing the Museum Board at all appropriate public functions and making effective public presentations. The Museum Director should perform the following representative duties.

- (a) Establish initiatives to fulfill the mission of the Museum and increase local, statewide, national awareness and prominence.
- (b) Develop and maintain professional relationships that reflect courtesy, civility, and mutual respect with individuals and organizations.
- (c) Establish strong partnerships in the community.
- (d) Enhance the Museum's public image to expand interest and support.
- (e) Develop and maintain a wide array of partnerships and collaborations with funding entities, government agencies, businesses and community leaders.
- (f) Plan and implement public relation opportunities.
- (g) Promote educational opportunities to the public.



- (h) Work with City management and staff to see that memberships and registrations of the Museum stay current through the State and related agencies.
- (i) Work with the Board and staff to develop the vision and strategic goals and course of action.
- (j) Implement policies enacted by the Board regarding key issues and initiatives.
- (k) Maintain records and ensure approved administrative functions are completed as voted and assigned.
- (l) Perform correspondence needs for the Board, including answering mail, email and phone messages.
- (m) Assure that timely information and reports are provided.
- (n) Implement executive policy and decisions of the Board.
- (o) Gain understanding of non-profit organizations and seek training opportunities.
- (p) Attend conferences, seminars, workshops, and other training for professional development purposes.
- (q) Coordinate representation of the Museum at community, foundation and state legislative events. The following events are important priorities:
 - (1) Art Day on the Hill
 - (2) National Museum Day
 - (3) Utah Museum Association Day on the Hill
 - (4) Utah State Preservation Day (requires fee; possible scholarship)
- (r) Write or assist in writing materials and articles for the website or newsletters.
- (s) Write or review articles for internal and external publications (i.e., press, posters, displays, offsite speaker programs).
- (t) Handle inquiries from researchers and the public for viewing the archive records.

6.090 Human Resources

The Museum Director should be a good communicator and team builder, networking both on and off site with a variety of resources and agencies. The Museum Director should perform the following human resource duties.

- (a) Recruit and oversee the training of all volunteer staff in the overall operations of the Museum, including caring for artifacts, and preparing for and conducting tours. Board members may also assist the Museum Director with the training responsibilities.
- (b) Supervise, assist and evaluate all volunteer staff to assure compliance with Museum guidelines.
- (c) Evaluate performance and recommend releases.
- (d) Recruit and develop a leadership team of volunteers to oversee cultural and special event programs.
- (e) Seek interns to assist in digitizing or other needs.
- (f) Promote teamwork, good morale and foster an atmosphere of harmony, achievement, recognition and excellence.
- (g) Maintain a climate so that well qualified, promising individuals are recruited and retained.
- (h) Manage all other volunteers that assist in any capacity (i.e., Eagle Scout projects, youth groups, etc.)

6.100 Financial Management

The Museum Director should establish and maintain good business practices to ensure the financial health of the Museum and to comply with municipal fiscal procedures. The Museum Director should perform the following financial management duties.

- (a) Initiate budget planning, forecasting and reporting.
- (b) Manage the annual budget, researching, and executing all purchases and report a detailed budget ledger at least quarterly to the Board.
- (c) Maintain all internal records and receipts.
- (d) Manage revenues to the Museum budget account.
- (e) Manage and maintain inventory and sales of items in gift shop.
- (f) Coordinate the preparation of cultural events to ensure they are within budgetary bounds.
- (g) Seek grant opportunities.
- (h) Seek donations and unique funding opportunities.
- (i) Comply with the City Procurement Policy.

6.110 Collections, Exhibits And Programs

The Museum Director should be knowledgeable about the Museum's collections and seek ongoing educational opportunities to better understand the critical role of preservation. The Museum Director should perform the



following collections, exhibitions, and program duties.

- (a) Oversee and manage the collections both current and new acquisitions.
- (b) Catalogue acquisitions and keep records (hard copy and digital).
- (c) Acquire objects or collections of interest to the Museum.
- (d) Oversee the accessioning and deaccessioning of artifacts.
- (e) Possess skills in Past Perfect Software for the digitization and computerized cataloging and other archival museum record keeping systems and techniques for the description of the collection, arrangement planning, and usage tracking.
- (f) Understand and follow preservation principles and techniques used to preserve the collection (e.g. creating permanent records, agents of deterioration, housekeeping techniques, stabilization, disaster prevention and recovery, reformatting techniques, quality control, and environmental requirements).
- (g) Follow copyright standards.
- (h) Manage watermarking of digital images with the Museum's brand.
- (i) Display objects or collections in ways that make them accessible and engaging to the general public.
- (j) Negotiate loan items both incoming and outgoing in accordance with Museum Policies.

6.120 Visitor Services And Events

The Museum Director should organize visitor services, school educational services, cultural events, marketing events, and other visitor services and events. The Museum Director should perform the following visitor services and event duties.

- (a) Identify, seek, plan and implement all Museum events to ensure a professional result and promote the Museum and its mission statement.
- (b) Develop and connect programs to promote local history, Utah history and connectivity to school curriculum.
- (c) Develop annual calendar of events.
- (d) Capitalize on education outreach opportunities.
- (e) Schedule use of the facility based on availability of docent volunteers or qualified personnel for activities as authorized under the guidelines of these Museum Policies.

7 Volunteers And Docents

7.010 Museum Director Oversight

7.020 Training And Preparation

7.030 Responsibilities Of Docents

7.040 Responsibilities Of Qualified Docents

7.010 Museum Director Oversight

The Museum Director will ensure that all staff and volunteers responsible for administering the Museum tours, cultural events, and collections have the appropriate training and that designated staff and volunteers are effectively able to train others.

7.020 Training And Preparation

All volunteers and docents will study the Museum training materials and become fully informed to be able to provide the many different tours. A First Edition, 2013 Whitaker Site Guide, has been compiled for training volunteers and docents. Information includes an overview of history, the tour guide's role, and various tour scripts. (See, Whitaker Site Guide Training Manual, Appendix A). All volunteers and docents should use their knowledge of Centerville and Utah history to add additional insight and answer questions during daily tours of the Whitaker Museum. This additional study of Centerville and Utah's history is highly recommended and encouraged to be done during slow moments at the Museum.

7.030 Responsibilities Of Docents

Docents shall have the following responsibilities:

- (a) Welcome visitors to the Museum.
- (b) Guide visitors on tours of the Museum.
- (c) Answer questions about the collections and objects in the Museum.
- (d) Seek to find their own replacement for their scheduled shift if a change needs to be made.
- (e) Notify the Museum Director of any scheduled shift change.

7.040 Responsibilities Of Qualified Docents

Qualified docents shall have the following responsibilities:

- (a) Follow all opening and closing procedures in accordance with Museum Policies. (See, Opening and Closing Procedures, Appendix A).
- (b) Participate in managing the Museum's software collection.
- (c) Participate in digital image archiving of the paper collection as well as the artifact collection.
- (d) Participate in teaching and training of other docents for tours of the Museum.
- (e) Assist the Museum Director in the preservation and protection of the archival collection, including housekeeping, storage and monitoring.
- (f) Assist the Museum Director in coordinating research into the archival collections, including evaluating, appraisal, history, and provenance of the items.
- (g) Assist the Museum Director in the accessioning, processing, cataloging, finding, and production and legal documentation of the collections.



8 Museum Access

8.010 Authorized Access

8.020 Administration Of Keys

8.030 Access To Collections

8.040 Removal Of Artifacts Or Records

8.010 Authorized Access

It is the intent of the Museum Board to keep the Museum's collections, artifacts and the displays secure. At no time shall a citizen be permitted into the Museum without being accompanied by the Museum Director, a Museum Board member, authorized docent, or City personnel.

8.020 Administration Of Keys

The following rules and policies shall apply to keys to the Museum building and facilities.

- (a) Keys to Museum buildings will be issued to the Museum Director and the Museum Board Chair and Vice-Chair. Other Board members may be issued keys to the buildings upon approval of the Museum Director and Board Chair.
- (b) The City will retain a full set of all keys with the Management Services Director to be held in trust and not to be given out for public use.
- (c) The City will retain a set of keys with the front desk at City Hall for staff purposes only. The use of these keys will generally be for maintenance or cleaning purposes and shall not to be given out to the public without first consulting with the Museum Director or the Museum Board Chair or Vice-Chair.
- (d) A key to the public areas of the Museum building may be issued to qualified docents for the purpose of opening and closing the Museum.
- (e) Keys to the Archive Room shall only be provided to the Museum Director and the Museum Board Chair and Vice-Chair.

8.030 Access To Collections

Written approved procedures for controlling access to the Whitaker Museum collections by non-curatorial staff, outside researchers, and visitors shall be strictly followed. See, additional provisions and restrictions set forth in Chapter 11 (Research).

8.040 Removal Of Artifacts Or Records

Removal of any artifact or record from the Museum is strictly regulated. No artifact, record or item should be removed or taken from the Museum to another location without prior approval of the Museum Board. Signed documentation must be provided and approved by the Museum Director. (See, Outgoing Loan Agreement, Appendix A). If an item is to be loaned, the loan procedure set forth in the Collections Management Policy in Chapter 10 (Collections Management) shall be followed.



9 Building Use

The Whitaker Museum facilities and grounds are not currently available for private use or rental. Certain exceptions can be made on a limited basis for filming, photography sessions, and other minimal use activities, upon written approval by the Museum Board. Any such use shall be subject to any conditions of approval imposed by the Museum Board and shall require the user to sign an indemnification and hold harmless agreement prior to use.



10 Collections Management

10.010 Collection Management Policy

10.020 Scope Of Responsibilities

10.030 Preservation Obligation

10.040 Code Of Ethics

10.050 Collections

10.060 Acquisitions

10.070 Provenance And Legal Title

10.080 Accessions

10.090 Deaccessions

10.100 Loans

10.110 Appraisals

10.120 Insurance And Risk Management

10.130 Inventory

10.140 Record Keeping And Documentation

10.150 Care Of Collections

10.010 Collection Management Policy

The Collections Management policy set forth in this Chapter establishes procedures for the management and care of the tangible collections owned by or in the care of the Whitaker Museum. The Collections Management policy is intended to establish the principles, procedures, and legal responsibilities for the acquisition, accession, care, loan, and use of the collections of the Whitaker Museum. The Whitaker Museum holds its collections in trust for the public and recognizes its responsibility to prevent the loss of its collections by deterioration, mismanagement, or indiscriminate dispersal.

10.020 Scope Of Responsibilities

The term "staff" as used in this Chapter is defined as referring to all individuals engaged by the Whitaker Museum in conduct undertaken in the furtherance of its mission, as formally approved and adopted by the Museum Board and approved by the City Council. Board Members, the Museum Director, volunteers and any other employees are to be considered staff, and all such individuals are thus obligated to conform to the standards of staff conduct set forth in this Collections Management policy.

10.030 Preservation Obligation

The Whitaker Museum holds the responsibility to collect and preserve historical objects that contribute to the story of the development of Centerville's culture, and, when feasible, exhibit such materials and make them available to the community for viewing and study. Therefore, the Whitaker Museum has sole authority to accession, deaccession, loan and disposal of gifts, and loans of articles in collections. The Whitaker Museum's obligation to its collections is paramount. Each object is an integral part of a cultural or scientific composite. That context also includes a body of information about that object which establishes its proper place and importance and without which the value of the object is diminished. The maintenance of this information in an orderly and retrievable form is critical to the integrity of the collection and is a central obligation of those charged with collections management. An ethical duty of a museum is to transfer to its successors, when possible, in enhanced form, the material record of human culture. They must be in control of their collections and know the location and condition of the objects they hold. Procedures must be maintained for the periodic evaluation of the condition of the collections and for their general and special maintenance.

10.040 Code Of Ethics

In all matters dealing with the Whitaker Museum collections, the staff will ascribe to the standard of ethics set forth in this Collections Management policy and applicable Utah law. Staff is further guided by the following principles.

- (a) Members should fully and conscientiously fulfill their responsibilities.
- (b) The Whitaker Museum will not directly or indirectly acquire objects that have been stolen, illegally removed from their country of origin, illegally salvaged, or removed from commercially exploited archaeological or historic sites.

- (c) Objects will not be re-housed, preserved, cataloged, or made available for use by researchers until ownership has been transferred to the Whitaker Museum.
- (d) Staff may not intentionally do anything through family or friends that he or she may not do directly under these guidelines.
- (e) No staff member should use, away from Museum premises or for personal gain, any object or item that is a part of the Museum's collection or under guardianship of the Museum, or use any other property, supplies or resources of the Museum except for the official business of the Museum.
- (f) All collection loan requests must be applied for and approved by the Museum Director in accordance with Section 10.100. Collection loan requests for items of value in excess of \$1,000 shall require Museum Board approval. Proper forms shall be completed and signed by responsible parties and the Museum Director and/or Museum Board Chair, as applicable. Papers must be signed at return on the designated date. The name and reputation of the Whitaker Museum are valuable assets and should not be exploited either for personal advantage or the advantage of any other person or entity.
- (g) Staff members are responsible for maintaining the security of confidential records and information, and the privacy of individuals or groups who support the Museum. All records retention and access shall comply with Utah Government Records Access and Management Act, as applicable.
- (h) The acquiring, collecting and owning of objects by Museum staff and the Museum Board is not in itself unethical, and can enhance professional knowledge. However, the acquisition, maintenance and management of a personal collection by a Museum staff member and Museum Board Member can create a conflict of interest. No Museum staff member may compete with this Museum in any personal collecting activity. No Museum staff member may use his or her Museum affiliation to promote his/her or an associate's personal collecting activities. No staff member may participate in dealing (buying or selling for profit as distinguished from occasional sale or exchange from a personal collection) objects similar or related to the objects collected by the Museum.
- (i) Volunteers and Museum Board Members play an active and important role in the operations of the Whitaker Museum. It is incumbent on the paid staff to be supportive and provide all new volunteers with appropriate training materials. Volunteers and Board Members have a responsibility to the Museum as well, especially those with access to the Museum's collections, programs and privileged information. Access to the Museum's internal activities is a privilege and the lack of material compensation for effort expended on behalf of the Museum in no way frees them from adherence to the standards that apply to staff. Volunteers and Museum Board Members must work toward the betterment of the Museum and not for personal gain other than the natural gratification and enrichment inherent in Museum participation.

10.050 Collections

Collection-building activity is fundamental to the long-term success of the Museum. The Museum collects artifacts for its Permanent Collection, Educational Collection and Support Collection, such as artifacts in the form of apparatus, models, instruments, paintings, drawings, photographs, prints, decorative arts, furniture, textiles, memorabilia, audiovisual materials, books, historical archives, and documentary written materials. Objects may be acquired from academic and administrative offices and private individuals in the form of gifts, purchases, contracts, transfers of institute property, field collecting, bequests, and exchanges with other repositories.

(a) Permanent Collection

- (1) Objects of the Museum, acquired and preserved because of their potential value as examples, reference material, or objects of aesthetic or educational importance, all relating to the Museum's mission should be protected, preserved and held to the highest standards in the collection to the extent practicable and in accordance with the Care of Collections standards set forth in Section 10.150. These objects have the most restrictive level of access. Public access to these pieces is through exhibitions, programs or research by responsible scholars. Objects from the permanent collections that are selected for consumptive use must be deaccessioned from the permanent collection.
- (2) In evaluating an object for acceptance into the Permanent Collection the following questions will be considered:
 - (A) What is the local history significance of the object?
 - (B) Is there documentation (written or oral) on the object?
 - (C) Can the staff establish provenance?
 - (D) Does the staff have ability to research object?
 - (E) Is the object in need of conservation work?



- (F) Does the object duplicate or support the existing collection?
- (G) What is the object's exhibit potential?
- (H) What impact would the object have on available storage space?

(b) Educational Collection

- (1) Objects that are authentic artifacts but of a common nature, easily replaced, or duplicated in the permanent collection are placed in the Educational Collection. The Museum Director, through the advice of the Museum Board, may assign items that were originally placed in the Permanent Collection to the Educational Collection if it is determined to be more useful, and not harmful to the Permanent Collection at the time of accession or at a later date. These pieces are inventoried and are actively and regularly used in the educational programs of the Museum. They are touchable and require varying levels of supervision. As part of the research activities of the Museum, oral histories have been collected. These too are part of the Educational Collection.
- (2) In evaluating an object for acceptance into the Educational Collection the following questions will be considered:
 - (A) What is the historical significance of the object?
 - (B) Is the object in need of conservation work?
 - (C) Does the object duplicate or support the existing collection?
 - (D) What impact would the object have on available storage space?

(c) Support Collections

- (1) Support Collections are defined as objects that are not actual artifacts, but are instead reproductions, or new examples or illustrations acquired or made by the Museum to enhance Museum programs. These objects are not actual artifacts and have never been part of the Permanent Collection or Educational Collection. These are pieces, which are actively and regularly used in education programs or exhibits or for promotion of the Museum and its services. These pieces may be modified to suit the purposes of the Museum Director or Museum Board. They are ultimately disposable at the discretion of the Museum Board.
- (d) Software Inventory. The Museum's current software program, Past Perfect, allows staff to keep the same type of inventory for all three collections. This provides ease of access but does not indicate equal status within the Museum's collections.

10.060 Acquisitions

- (a) Definition. An acquisition is defined by the transfer of title of an object from a donor to the Museum. Title of an object transfers legally to the Museum when three conditions are met:
 - (1) The intent is clear of a person or entity to donate;
 - (2) The object is transferred physically to the Museum; and
 - (3) The Museum formally accepts the donation.
- (b) Scope. Certain state, federal, and international statutes and laws are in existence that may affect the acquisition of certain items. In all cases, the Museum acts in accordance with those statutes and laws. In developing and refining the collection, the basic guidelines are as follows:
 - (1) Objects acquired for the Museum shall relate directly to Centerville's history, its ancillary industries, and the history of individual founding families of the City or County.
 - (2) Objects may be acquired for the Museum's Permanent, Educational, or Support Collections.
 - (3) Objects may be added to the Museum's collections by means of gifts, bequests, purchases, transfer, exchange, items found on property, endowments of money or property, or any other events by which title to the objects passes to the Museum.
- (c) Acquisition Criteria. Potential acquisitions for the Whitaker Museum must meet three basic criteria as follows:
 - (1) Relevance. The object must support the Museum's mission and fit within the scope of the Collections Management policy.
 - (2) Use. The object must have the capacity for use in exhibitions and/or for research and scholarly purposes.

- (3) Condition. The object must be in reasonable condition and must not require significant expense for treatment in order to make it relevant or useful unless such funds are provided for by the donor or other sources such as grants, or other special arrangements with another institution or organizations.

(d) Acquisition Considerations. In addition to the acquisition criteria set forth in Subsection (c), the following questions must be considered when evaluating a potential acquisition. If the answer to any one of these questions casts doubt on the ability of the Museum to properly care for or manage the object, serious thought should be given to declining the acquisition.

- (1) Is the source the rightful owner of the object and are there any conflicts regarding property rights or legal title?
- (2) Has the source requested that any restrictions or special conditions be placed on the acquisition? If so, is their acceptance justifiable, given Museum policy?
- (3) Are there any constraints in terms of copyright, patent, trademark, license or any other intellectual property rights? Will all intellectual property rights be turned over to the Whitaker Museum? If the source is not the copyright holder, has the holder been identified and can copyright be transferred to the Museum?
- (4) Has the provenance of the object been properly documented? Are there any concerns as to the authenticity of the object or its provenance?
- (5) Does the object unnecessarily duplicate another object already in the collections?
- (6) Is appropriate storage space available? Is the general collections budget adequate to make the object accessible? If the answer to any of these questions is no, the Museum should explore with the prospective donor the possibility of his/her establishing an endowment to support the extraordinary costs of care, storage, and/or access.
- (7) Are there any safety concerns related to the object which might demand special handling, display, and/or insurance requirements?
- (8) If the object is being purchased, is the price fair and reasonable? Could the object or its equivalent be acquired by gift or bequest rather than purchase?

(e) Acquisition Types.

- (1) Unsolicited. Unsolicited objects offered as potential acquisitions for the Museum's collections are considered to be in the temporary custody of the Museum. If the acquisition of an unsolicited object is approved, the object will be formally accessioned into the collections and the appropriate documentation will be retained in the object's accession file. (See, Temporary Custody Form, Pre-Acquisition Form, Donor Questionnaire, and Accession Form, Appendix A). Unwanted, unsolicited objects will be returned to the source, if the source is known. If the source is not known, Museum staff will attempt to locate an appropriate repository for the object and if unsuccessful, the object may be considered abandoned property.
- (2) Gifts. The Whitaker Museum does not accept donations in which legal title is not transferred to the Whitaker Museum. It is understood by the Museum that the donor's intent is to turn all title (and copyright where applicable) in the object over to the Whitaker Museum and an agreement to this end must be specified at the time of the gift. The Museum generally will use objects only for scholarly, educational, and promotional purposes. Any further copyright usage will be agreed upon by the Museum Board and the artist or creator. Gifts to The Whitaker are tax deductible to the extent allowed by law. If a donor wishes to take a charitable deduction, it is their responsibility to initiate IRS Form 8283 for Noncash Charitable Contributions or other applicable IRS forms and documents. The Whitaker Museum is responsible only for certifying receipt of the gift and is not allowed to establish any valuations, nor provide any recommendations as to appraisers. Under no circumstances will Museum staff appraise donations or make arrangements for an appraisal on the donor's behalf. AASLH discourages museums from giving any appraisal of objects for tax purposes.
- (3) Purchases. The Whitaker Museum may maintain certain funds as approved by the City Council to be used towards the purchase of objects for the collections and for the direct care of collections, which is defined as the conservation of collections objects or the improvement of collections storage facilities. If money for a purchase is to be obtained from a third party, the funds must be in hand or secured in writing prior to submitting an acquisition proposal to the Museum Board. The Bill of Sale or signed Sales Receipt will be retained in the object's Accession File (See, Bill of Sale or Sales Receipt, Appendix A). All purchases must comply with the Centerville City Procurement Policy.
- (4) Bequests. Bequests will be considered for acquisition in the same manner as gifts. The

Whitaker Museum reserves the right to refuse bequeathed objects that do not meet its criteria for acquisition, or it may choose to accept only a portion of the bequest. For all bequests, copies of the will including all codicils shall be retained for the object's Accession File.

- (5) Exchanges. Exchanges will only be made with another similar institution. Exchanges are treated as two separate collections management actions:

(A) Incoming objects will be considered for acquisition in the same manner as other acquisitions and must be approved before the exchange takes place. Title transfer documentation appropriate to the type of acquisition will be retained in the object's Accession File.

(B) Outgoing objects must be deaccessioned in accordance with the Collections Management policy. Deaccession documentation will be retained in the object's Accession File (See, Deaccession Form and Record of Final Disposition, Appendix A).

- (f) Acquisition Approval Process. Approval to acquire artifacts for the Museum will be processed as follows:

(1) First, the Director shall review the item addressing the General Criteria and how the piece fits into the Collection Plan. The Director shall thereafter make a recommendation regarding the acquisition to the Museum Board with a Pre-Acquisition Form and Donor Questionnaire. (See, Pre-Acquisition Form and Donor Questionnaire, Appendix A).

(2) Second, the Museum Board will review the Request to Acquire. Careful deliberation and emphasis will be placed on the Museum's commitment and ability to preserve the heritage based on time, space, and money for the stewardship of the collections.

(3) Third, if the item is accepted into the collections, a valid deed of gift shall be created by the Director to document transfer of ownership for the object donated and a valid bill of sale shall be secured for the object purchased. (See, Deed of Gift or Bill of Sale, Appendix A).

(4) The Director will keep all documentation related to objects as part of the permanent accession. A report will be filed with the Deed of Gift and the donor will be sent a Deed of Gift copy.

- (g) Cataloging and Numbering System. The PastPerfect program, currently used by the Museum, provides a chronological cataloging and numbering system which works in union with the accession of collections. The cataloging and numbering system changed in 2017 to comply with the PastPerfect guidelines.

10.070 Provenance And Legal Title

- (a) Free and Clear Title. Title to all objects acquired for the Museum collections should be obtained free and clear, without restrictions as to use, exhibition, loan, or future disposition. If, under special circumstances, an object is accepted with restrictions or limitations, such conditions must be approved by the Museum Board, and must be clearly stated in the instrument of conveyance and made part of the accession records for the object. When title is uncertain, the Director shall make a well documented effort to ascertain the history and sources of the object and to determine that acquiring it will not contribute to illicit trade.

- (b) Rights and Reproductions. Rights and Reproductions refer to the ownership of certain intellectual property rights of the Museum collections. Most commonly, this refers to copyright. Copyright of Museum collections and associated data is owned by The Whitaker.

- (c) Copyright Law. Many parts of the Museum's holdings are protected by Copyright, that is, a form of protection provided by the laws of the United States (Title 17 U.S.C.), to the authors of "original works of authorship," including literary, dramatic, musical, artistic, and certain other intellectual works. Section 106 of the U.S. Copyright Act generally gives the owner of copyright the exclusive rights to the following:

- (1) The right of reproduction;
- (2) The right of adaptation;
- (3) The right of distribution;
- (4) If the work is of such nature, the right of performance; and
- (5) If the work is of such nature, the right of display.

- (d) Establishing Copyright. Before the Museum is able to grant permission to reproduce an image of an object, or other media where copyright would be in question, staff must be able to prove and comply with the following.

- (1) The Whitaker owns the copyright or has the right to grant such right from the copyright holder or



third party representative.

- (2) The copyright of photographs of Museum collections shall remain with The Whitaker unless a contract states otherwise.
- (3) Questions regarding copyright of collections and data associated with such material should be directed to the Director.
- (4) The Museum will make all best efforts to determine the existence of copyright ownership prior to granting reproduction permissions with the understanding that copyright ownership may not be able to be determined. The Museum will use its best judgment in these matters.

(e) Granting Rights for Reproduction.

- (1) Use of images of Museum objects for research, exhibit, publication, programming, and publicity purposes is a common practice and when used appropriately such images serve to share Museum collections more widely.
- (2) Requests for the right to reproduce images of items in the Museum's collections will be directed to the Director.
- (3) The Director will manage all requests and permissions for reproduction, including the charging and remittance of fees.
- (4) The following guidelines shall apply to request applications.
 - (A) The request should be made in writing a minimum of 15 days in advance of the date desired.
 - (B) Requests must include the name, address, and telephone number of the requestor.
 - (C) Requests must state the intended use of the reproduction. If requesting to reproduce an image for publication, the title of the publication, the publisher, and expected date of publication must be included and the publisher is to provide The Whitaker with one complete, gratis copy of the publication in which the image is reproduced.
 - (D) Full documentation credit, as supplied by the Museum, must appear on the object/image or in immediate proximity to the object/image.
 - (E) The Whitaker reserves the right for final approval of all credit lines.
 - (F) If so requested, a proof must be approved by The Whitaker before permission to reproduce is granted.
 - (G) The Whitaker reserves the right to deny permission to reproduce any object/image from its collections to any applicant whose product is not acceptable to the Museum for any reason.
 - (H) Permission is granted for one time use as detailed in the terms set by the Museum Board.
 - (I) Further, permission to publish must be obtained in advance for each subsequent edition or reprint.
 - (J) Permission is valid only for the individual, company, or institution to whom it is specifically issued and may not be transferred, assigned, sold, or otherwise disposed of without written permission of The Whitaker.
 - (K) In the case where copyright is held by a third party, written permission must be secured by the applicant from that party or their agent, and must accompany the application.
 - (L) Failure to pay any required fees for reproduction means that permission has not been granted.
- (5) The Director (with City staff if necessary) will be responsible for identifying the copyright issues relevant to the request.
- (6) Requesting individuals/organizations will follow the policies and procedures established by this Section regarding applications and conditions of use, including payment of fees, if applicable.
- (f) Electronic Use. Text and image files, audio and video clips, and other content on The Whitaker or City websites or other virtual Whitaker or City publications, are the property of The Whitaker and/or the City and may be protected by copyright and other restrictions as well. Copyrights and other proprietary rights in the content and design of The Whitaker or City websites may also be owned by individuals and entities other than, and in addition to The Whitaker, and/or the City. The Whitaker expressly prohibits the copying of any protected materials on The Whitaker or the City websites, except for the purposes of fair use as defined in the copyright law, and as described below.
- (g) Fair Use. "Fair Use" refers to the legal right of individuals to use copyrighted materials for certain purposes without infringing on the copyright protections associated with those items. Section 107 of the U.S. Copyright Act outlines four factors that must be considered when determining whether or not a specific use of a work is protected under Fair Use.

- (1) The following is the actual text of Section 107 that lists these factors: "In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include —
 - (A) The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
 - (B) The nature of the copyrighted work;
 - (C) The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
 - (D) The effect of the use upon the potential market for or value of the copyrighted work.
- (2) The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors.
- (3) The nature of historical archival collections such as those at a museum means that copyright or other information about restrictions may be difficult or even impossible to determine. The Whitaker seeks communications from any copyright owners who are not properly identified so that appropriate information may be provided in the future and shall not be liable for any such errors or infringement.
- (h) Warranty. The Whitaker does not warrant that use of the text, images, and content displayed on the Centerville City or The Whitaker website will not infringe the rights of third parties not owned by or affiliated with the Whitaker.

10.080 Accessions

- (a) Definition. Accessioning is the process of creating a permanent record of an object, assemblage, or lot received from one source at one time for which the Museum has custody, right, or title, and assigning a unique control number to said object, assembly, or lot. Some museums use the term 'cataloguing' for this, effectively a synonym of this definition.
- (b) Accessioned Objects Held in Perpetuity. Accessioned objects are held in perpetuity as long as:
 - (1) They support the Museum mission statement;
 - (2) They retain physical integrity, their identity, and their authenticity; and
 - (3) They can be properly stored, preserved, and used.
- (c) Accession Procedures.
 - (1) The Museum Director will identify proposed additions, following any legal or ethical procedures listed herein.
 - (2) A receipt will be issued by the Museum Director for any acquisition to serve as evidence of physical transfer of the object, when appropriate.
 - (3) Depending on the type of acquisition, the Museum Director will prepare legal documentation to transfer title of the object to the Museum.
 - (4) The Museum Director will permanently maintain accession paperwork into the Accession Book and into Past Perfect as evidence for the legal title. The Accession Book is located and shall be retained in the Archive Room. (See, Accession Numbering, Appendix A).
 - (5) Records that accompany accessions may include, but are not limited to:
 - (A) Deed of Gift is to be signed and dated by donor (See, Deed of Gift, Appendix A).
 - (B) Any gift restrictions noted
 - (C) Copyright considerations
 - (D) Provenance information
 - (E) A Condition Report is to be completed on new object (See, Condition Report Form, Appendix A)
 - (F) History of object
 - (G) Dates or ages of object
 - (H) Valuation of object, if available (monetary, scientific, cultural, historic, etc.)
 - (I) A photograph of the object
 - (J) Object is marked with accession number
 - (K) A catalog record is to be completed
 - (6) Donations and other gifts-in-kind will be reported to the Museum Director for proper tracking and filing.
 - (7) The Museum Director will review the accession files at the end of every fiscal year to confirm



completion of the transactions for that year.

10.090 Deaccessions

- (a) Definition. Deaccessioning is the process used to remove permanently an object from the Museum's collections or to document the reasons for an involuntary removal (one required by law or due to circumstances not controlled by the Museum). "Disposal" is the official mode of transferal.
- (b) Objects in Permanent Collection to be Retained in Perpetuity. Objects in the permanent collections of the Whitaker should be retained in perpetuity if they continue to be relevant and useful to the purpose and activities of the Museum and if they can be properly stored, preserved and used. Deaccessioning of objects may be considered when these conditions no longer prevail or in the interest of improving the collections for the museum's purposes and activities. Those objects, which have been accessioned into the Museum's permanent collection, may be reviewed for deaccessioning.
- (c) Purpose of Deaccessioning. Deaccessioning, when carried out in an appropriate manner and with thoughtful consideration, is an integral part of responsible collections management. This view is endorsed by The Whitaker and is based on the ethical codes of national and international museum professional organizations.
- (d) Responsible Parties. Only the Museum Director with the concurrence of the Museum Board, has the authority to approve deaccessions from Museum collections. The following procedures shall be followed for deaccessions.
 - (1) The Director shall recommend deaccessioning by completing a deaccession worksheet proposal form (See, Deaccession Form, Appendix A) and submitting it to the Museum Board.
 - (2) The Director shall be responsible for researching all legal and ethical considerations surrounding a proposed deaccession.
 - (3) The Museum Board will vote whether to concur or not with the proposed deaccessioning.
 - (4) If the proposed item is to be deaccessioned the Museum Director will complete the deaccession action form (See, Record of Final Disposition, Appendix A) to ensure the disposal methods and record adjustments are completed and both written and electronic records are adjusted to reflect the deaccession.
 - (5) The Director is responsible for maintaining all written documentation regarding the deaccession and disposal process.
 - (6) The Museum Director is responsible to not reuse the deaccessioned artifact's accession number.
- (e) Deaccession Criteria. The following criteria shall be used to analyze any proposed deaccession.
 - (1) The item does not fall within the defined scope of the collections or is no longer relevant and useful to the mission of the Museum.
 - (2) The Museum cannot preserve the artifact.
 - (3) The item can be exchanged for better or more pertinent examples of the same class of item.
 - (4) The Museum has unnecessary duplicates – more than are required for exhibit or study.
 - (5) The item has deteriorated to the point that it is useless for exhibit or study and would not be cost-effective to restore.
 - (6) The item is in fragmentary condition, impossible and excessively expensive to restore.
 - (7) The item is a forgery, fake, or acquired on the basis of false information.
 - (8) The object is hazardous to the Museum, personnel, or other collections.
- (f) Disposal Methods. The following provisions shall apply to any disposal of Museum property.
 - (1) In choosing a means of disposal, the Museum must preserve and promote scrupulous adherence to ethical standards as observed by the profession.
 - (2) Preferred methods of disposal are the transfer or exchange with another public institution or sale through publicly advertised auction. Every effort should be taken to identify and evaluate the various advantages and benefits available through different means of disposal.
 - (3) The Director will determine the method of disposal, taking into account the reason for deaccessioning.
 - (4) The following guidelines shall apply to determining disposal method:
 - (A) Sale preferably by auction;
 - (B) Trade with other exempt institutions;
 - (C) Destruction, if necessitated by circumstances beyond the Museum's control; and
 - (D) Any proceeds realized from the sale of deaccessioned objects shall be deposited in the



Whitaker Fund.

- (5) The Museum Director will remove or cross-out the TW catalog or accession number from the object prior to disposal (See, Deaccession Numbering, Appendix A).
- (6) The Museum Director will modify catalog and accession files and database entries to reflect the change in status of the object; the records will not be deleted or removed but maintained intact for future reference. All marks identifying any object with The Whitaker must be removed.
- (7) The Museum Director will place all documentation in the proper Museum files, where they will remain as part of the permanent record.
- (8) Although the Museum is under no obligation to do so, it may notify the donor of an item that is to be removed from the collections and the manner of disposal.

10.100 Loans

- (a) Definition. Loans are temporary transfers of objects from one institution to another in which there is no transfer of ownership. The Museum sends and receives loans for the purposes of exhibition, research (including destructive sampling, conservation, or study), or education.
- (b) Care of Objects. The Whitaker will exercise the same care of objects received on loan as it does in safekeeping its own objects. The Museum cannot hope to acquire title to all objects it needs in its exhibits and interpretive programs. Therefore, the Museum will also accept, for a limited time, custody of objects belonging to others for the purpose of exhibition, examination, authentication, and research. The Museum also recognizes that it owns objects that can benefit the programs and exhibitions of other museums or sites, and therefore, the Museum will lend objects to other agencies whenever feasible in accordance with loan policies.
- (c) No Loans to Individuals. It is the policy of the Museum not to loan objects to individuals except in limited circumstances with Board approval. Loans can be made to nonprofit and educational institutions with the ability to properly care for artifacts. The Museum Director and Museum Board must be notified of all loans, so that proper records can be maintained.
- (d) Outgoing Loans. The Museum may loan collection objects only to other educational institutions or organizations for educational or aesthetic purposes. No loans will be made to staff, trustees or individuals. All collection loan requests must be applied for and approved by the Museum Director. Any outgoing loan involving an artifact with a value of more than \$1,000 must be approved by the Board and should require insurance. No loans will be made for social functions without the consideration and approval of the Museum Board. Proper forms shall be completed and signed by responsible parties and the Museum Director. Papers must be signed and returned on designated date. The name and reputation of this Museum are valuable assets and should not be exploited either for personal advantage or the advantage of any other person or entity. The following guidelines shall apply to outgoing loans.
 - (1) The borrowing institution shall send a written request to the Museum Director of the museum detailing the purpose and duration of the loan, including a description of condition in which the artifact will be housed and/or displayed, and the security and environment.
 - (2) The condition and rarity of an object must be considered before an object can be approved for loan.
 - (3) A Condition Report is to be completed before the object/objects leave the Museum and again when they are returned (See, Condition Report Form, Appendix A).
 - (4) Insurance and transportation information must be submitted before the loaned object leaves the Museum.
 - (5) Materials on loan shall not be cleaned, repaired, retouched, or altered in any way by the borrower without permission. Should borrowing institution have trained conservator's available, special care and/or repairs may be permitted by the institution under approval of the Museum Board.
 - (6) If the historic artifact or documentary material requires special care and cleaning, the cost will be borne by the borrowing institution.
 - (7) All items exhibited must be credited to The Whitaker.
 - (8) Items may not be sub-loaned.
 - (9) Permission must be obtained from The Whitaker in order to photograph documents or objects.
 - (10) It is the responsibility of the requestor to obtain insurance and provide an acceptable Certificate of Insurance to the Museum Director prior to receiving the item.
 - (11) All Outgoing Loan forms shall be completed and signed by all appropriate parties (See,

Outgoing Loan Agreement, Appendix A).

(e) Incoming Loans. All incoming loans of artifacts with a value of over \$1,000 must be approved by the Museum Board. All other incoming loans may be approved by the Museum Director in accordance with applicable Museum Policies. The following guidelines shall apply to incoming loans.

- (1) All objects will be inspected for loss or damage upon arrival at the Museum.
- (2) Loans will be registered in the Loan Book with the Facility Report and Incoming Loan Form. The Loan Book is located and should be retained in the Archive Room. (See, Incoming Loan Form, Appendix A).
- (3) Objects will be unpacked in the presence of the Museum Director and one other person.
- (4) All invoices are to be recorded or filed.
- (5) Permission must be obtained from the lender in order to photograph documents or objects.
- (6) Insurance coverage is the responsibility of the Museum under the direction of the Museum Director and a Certificate of Insurance will be forwarded to the lender if required.

10.110 Appraisals

There is an inherent conflict of interest if the Museum, any employee, or its representatives appraise the monetary value of artifacts for the public. Therefore, no employee, or volunteer will give appraisals for the purpose of establishing the fair market value of objects owned by another institution or by the public or offered to the Museum. Donors wishing to take an income-tax deduction must have an independent qualified appraisal made of the value of their gift. If requested to suggest an independent appraiser, staff may provide information without any recommendations for or against a particular appraiser. This restriction does not apply to in-house assessments of value for collection objects (i.e., for insurance purposes) or for activities within the professional community that involves establishing the relative monetary assessments and not "commercial" appraisals.

10.120 Insurance And Risk Management

The Museum recognizes that insurance is not the best risk-management method for providing the protection required for the Museum's collection and records. The Museum acknowledges that careful handling, security, proper environmental control, conservation, and good housekeeping provide the first lines of defense against loss or damage to the objects. Many of the Museum's objects are one-of-a-kind and could not be replaced, even if insurance is available. It is, however, recognized that insurance can be used to acquire similar objects. The following guidelines shall apply and be considered by the Museum for insurance and risk management purposes.

- (a) The Museum will work to insure objects in the collection.
- (b) The Museum will maintain insurance coverage on incoming loaned items not owned by the Museum.
- (c) Objects and traveling exhibitions loaned by the Museum to other institutions will be insured by those institutions in the amount on the Loan Agreement. (See, Loan Agreement, Appendix A). A Certificate of Insurance will be required from the borrowing institution. (See, Section 10.100 regarding Loans for procedures).
- (d) The Museum will require the owners of unsolicited objects left in the Museum on a temporary deposit to not hold the Museum responsible for loss or damage to those objects.
- (e) Any theft or damage to collections or loaned objects should be reported to the Museum Director, the City Manager, and the Museum Board immediately.
- (f) The Director is responsible for ensuring that Loan Agreements and signed receipts are on file to document coverage and shall assist and coordinate with City staff the settlement of insurance and tort claims.
- (g) The Director maintains all records pertaining to insurance matters relating to the Museum's collection. Such insurance matters and records shall be coordinated with the City's risk manager.
- (h) The Director shall immediately notify the City risk manager and the City Attorney of any personal injury, property damage, notice of claim, insurance claim, and any other potential claim or liability that occurs in connection with Museum property, collections or personnel.

10.130 Inventory

A full collection inventory (including off-site storage facilities and artifacts) will be maintained and updated annually. A digital record and a paper record copy will be produced and stored in a secure location. As part of the acquisition and accession policies a digital photograph is taken of each object and stored with the database

information.

10.140 Record Keeping And Documentation

- (a) The Museum Director is responsible for maintaining the collections documentation.
- (b) The records relevant to the Museum's collections serve several purposes:
 - (1) To document the legal status of an object;
 - (2) To document the object's condition, movement, and care; and
 - (3) To provide information that establishes the historic and cultural significance of an object.
- (c) The collection records and documentation process consist of the following:
 - (1) Temporary Receipt Log. When an object is brought into the Museum, it is assigned a temporary receipt number. The log is the official record of receipt, in numerical order, with the following information: receipt number, date, description of object, description of collection, reason for leaving, person(s) leaving collection, location, and disposition.
 - (2) Item History File. When an object is given a receipt number, the Item History File is immediately created. The file will contain the original Temporary Custody Receipt, copies of all legal documents, and any information relating to the care, condition, conservation treatment, and history of the object. The Item History Files are kept in the Archives Room in file cabinets.
 - (3) Accession Register. Once an object has been accepted into the collections (recommended by the Museum Director and approved by the Museum Board), and the ownership has been legally transferred (Deed of Gift signed and returned), it is assigned an accession number. The register is the official record of the accession, in numerical order, with the following information: accession number, date, description of object, from whom object was received, how the object is held, and location.
 - (4) Legal File. Once paperwork (Deed of Gift, Loan Form, etc.) has been signed and returned, a legal file shall be created. This file should contain original copies of all legal documents. The legal files are kept in file cabinets, separate from the Item History Files. The legal files are located and shall be retained in the file cabinets in the Archive Room.
 - (5) Computer Database (Past Perfect). Accession records, conservation records, and catalog records are kept in electronic form (Past Perfect), as well as paper form. The computer database is backed up on a regular basis.

10.150 Care Of Collections

- (a) Care Priority. The Museum clearly understands its responsibility as a repository of objects and artifacts relating to Centerville's history. Care and conservation shall remain an on-going priority in order to preserve the collection for future generations.
- (b) Preventative Conservation. To achieve this goal, all staff (paid or volunteer) will follow a regiment known as "preventive conservation". In practice this means an attempt to eliminate or mitigate risks to the collections. Risks result from exposure to "agents of deterioration".
- (c) Primary Agents of Deterioration. Preservation specialists have identified ten primary agents of deterioration that all physical objects encounter:
 - (1) Physical forces
 - (2) Fire
 - (3) Flood
 - (4) Criminals
 - (5) Pests
 - (6) Contaminants
 - (7) Light and ultraviolet radiation
 - (8) Incorrect temperature levels and rates of change
 - (9) Incorrect relative humidity and rates of change
 - (10) Custodial neglect
- (d) Compliance with Guidelines. Any staff working directly with the collections shall adhere to the guidelines or instructions provided by the Museum Director. The collections, collections storage, and exhibit areas shall be monitored or inspected periodically by the Museum Director, and problems or concerns shall be addressed.
- (e) Professional Methods of Conservation. To fulfill its mandate to preserve the artifacts in the Museum's



collections, the Museum Director will use accepted professional methods of conservation, adhering to the following conservation policies and procedures to preserve and stabilize objects in its custody:

- (1) No conservation work done to an object shall be irreversible;
- (2) Artifacts should be protected from potentially harmful conditions such as extremes of temperature and humidity, light, dirt, improper handling, fire, water, and insects;
- (3) Artifacts shall be housed and stored in appropriate environments, and accepted archival materials shall be utilized for their care;
- (4) Materials detrimental to the collections shall be restricted from collection areas and exhibitions;
- (5) Collections storage areas will be securely locked with access restricted to designated staff members. Only designated staff may retrieve or replace objects in collections storage;
- (6) The Museum Director is responsible for maintaining and overseeing use, security, handling, storage and exhibition of the collections both in the Museum and in storage;
- (7) At all times all staff members shall be aware of their responsibilities to preserve and protect collections objects. Training in the proper handling of historic material should be provided to all staff and to designated volunteers;
- (8) Cleaning of exhibits and collection storage will be the responsibility of the professional staff and will be performed only by designated personnel;
- (9) Collections are at the greatest risk of damage while being handled or moved. Handling Museum collections entails care, cleanliness, and commonsense;
- (10) When handling collections, wear clean, comfortable clothing with no protruding jewelry, watches, or buckles;
- (11) Do not wear an ID badge or chain around the neck;
- (12) Always wear clean cotton or thin nitrile gloves;
- (13) Carry or inspect only one object at a time; and
- (14) Do not eat, drink, or smoke in or around object storage, display, or preparation areas.



11 Research

11.010 Research Policy

11.020 Responsibility

11.030 Public Use Of Resources

11.040 Credit And Copyrights

11.010 Research Policy

The Whitaker Museum's research policy sets guidelines by which staff, volunteers, and general public may access and use resources held in the Museum's collections, artifact, archival, bibliographic, and pictorial research files. The intent of this policy is to set standards for professional and ethical use of these resources to ensure that the highest museum standards are in place. Keys to the collections are only issued to the Museum Director and the Museum Board Chair and Vice-chair. Collection storage units and areas, offices, and records will be locked or protected from public access when the Museum Director or Museum Board members are not present.

11.020 Responsibility

The ultimate responsibility of ensuring that Museum research is conducted in an ethical and professional manner lies with the Museum Board. The Museum Director, however, is responsible for ensuring that all volunteers, staff and the public involved in research read the policies and procedures outlined in this Chapter. The Museum Director is responsible for ensuring that the policies and procedures are followed.

11.030 Public Use Of Resources

As resources allow, the Museum's collections, records, and reference library are made accessible to the public, academics, museum professionals, and students for personal research projects provided the objects do not have any restrictions or are not too fragile for research purposes. Information will be made publicly accessible without disclosing personal information about donors or information regarding appraisals. The Museum will maintain a balanced approach between the preservation of the collections and making them accessible to the public. The following access policies shall apply to any research of Museum collections, artifacts, photographs, records and artifacts. Exceptions to these policies must be resolved in advance of the visit and must be approved in writing by the Museum Board.

- (a) Access to storage areas and archival records is limited to those who are accompanied by the Museum Director.
- (b) Special conditions for access may be placed on certain collections that have any restrictions or are too fragile.
- (c) Visitors wishing to use the collections must request an appointment in advance of the time of visit and may be required to research during the Museum's regular operating hours.
- (d) No food, drinks or smoking is allowed or may be brought into the research area.
- (e) Fees may be applied as defined under the City Fee Schedule or other fees set by the Museum Board. (See, Records Request Form, Appendix A).
- (f) The individual must have a legitimate reason for examining the collections (e.g., scholarly research, family relation, and so on).
- (g) The individual should have knowledge of appropriate techniques for handling objects or be given this instruction by staff before handling objects.
- (h) The individual must comply with the general security precautions for the collections and the Museum's collection procedures. Visitors who have previously abused their status or caused damage to objects may be denied access to all collections.
- (i) The researcher shall not remove tags, repair, clean, alter, or restore objects without express written approval from the Museum Director.
- (j) The individual must provide their own necessary equipment to complete his or her project.
- (k) Images to be used for private, personal or publication must be authorized in advance and must follow the Credit and Copyright Guidelines set forth in Section 11.040. All Whitaker Museum copyrights must be respected and credited. No unauthorized use is allowed.

11.040 Credit And Copyrights

The following credit and copyright policies shall apply to all Museum collections, photographs, records, artifacts and other copyright materials.

- (a) Photographs. All photography must be approved in advance. Photographs of collections may be taken for nonprofit, educational or research purposes. Permission to publish photos of specimens must be arranged by separate agreement with the Museum Board and in harmony with the Collections Management Policy set forth in Chapter 10 (Collections Management).
- (b) Publication and Documentation. As a condition of research approval, the researcher agrees to inform the Museum Board if research is to be published. The researcher further agrees to provide the Museum Board with a copy of any materials produced that are derived in part or whole from research conducted at the Whitaker Museum, including any materials which are produced in fulfillment of educational requirements, or which are published for commercial purposes, through broadcast, computer-digitized, or print media. All such publications must be arranged by separate agreement with the Museum Board and in harmony with the Collections Management Policy set forth in Chapter 10 (Collections Management).
- (c) Credit Line. For exhibition and publication, each object shall be credited to the Whitaker Museum archives unless otherwise indicated. All such credit lines must be arranged by separate agreement with the Museum Board and in harmony with the Collections Management Policy set forth in Chapter 10 (Collections Management).



12 Facilities Management Plan - Reserved

13 Disaster Mitigation Plan - Reserved

14 Appendix A

Accession Form

Accession Numbering

Bill of Sale

Condition Report Form

Deaccession Form

Deaccession Numbering

Deed of Gift

Donor Questionnaire

Incoming Loan Form

Loan Agreement

Museum Best Practices

National Register Certificate (1996)

Opening and Closing Procedures

Outgoing Loan Agreement

Performance Review Form - [NEED TO ADD]

Pre-Acquisition Form

Record of Final Disposition

Records Request Form

Sales Receipt

Temporary Custody Form

Whitaker Site Guide Training Manual - [NEED TO ADD]



**CENTERVILLE
CITY COUNCIL
Staff Backup Report
1/16/2018**

Item No. 5.

Short Title: Report re Museum Activities & Projects

Initiated By: Museum Director, Lisa Sommer

Scheduled Time: 7:55

SUBJECT

RECOMMENDATION

Lisa Sommer, Museum Director, has asked for 10 minutes to update the Council about projects relating to the Whitaker building and grounds.

BACKGROUND

**CENTERVILLE
CITY COUNCIL
Staff Backup Report
1/16/2018**

Item No. 6

Short Title: Fee Schedule Amendments - Park Impact Fees

Initiated By:

Scheduled Time: 8:05

SUBJECT

Consider proposed amendments to the Centerville Fee Schedule regarding updated Park Impact Fees - Resolution No. 2018-07

RECOMMENDATION

Adopt Resolution No. 2018-07 approving amendments to the Centerville Fee Schedule regarding updated Park Impact Fees.

BACKGROUND

On January 2, 2018, the City Council adopted Ordinance No. 2018-03, adopting and amending the Park Impact Fee Facilities Plan and the Written Park Impact Fee Analysis, enacting a new Park Impact Fee in the amount of \$2,869, and authorizing the City to implement and establish such Park Impact Fee by resolution amending the Centerville Fee Schedule. Resolution No. 2018-07 is intended to implement the newly adopted Park Impact Fee in the amount of \$2,869 by amending Section 12.010 of the Centerville Fee Schedule regarding the same. This new Park Impact Fee is supported by the Park Impact Fee Facilities Plan and the Written Park Impact Fee Analysis as adopted by the City Council on January 2, 2018. The new Park Impact Fee shall become effective after the 90 day waiting period in accordance with Utah Code Ann. 11-36a-401.

ATTACHMENTS:

Description

- ☐ Resolution No. 2018-07 - Park Impact Fees

RESOLUTION NO. 2018-07

A RESOLUTION AMENDING SECTION 12.010 OF THE CENTERVILLE FEE SCHEDULE REGARDING PARK IMPACT FEES

WHEREAS, on January 2, 2018, the City Council approved Ordinance No. 2018-03, adopting and amending the Park Impact Fee Facilities Plan and the Written Park Impact Fee Analysis, enacting a new Park Impact Fee, and authorizing the City to implement and establish such Park Impact Fee by resolution amending the Centerville Fee Schedule; and

WHEREAS, the City Council desires to amend provisions of the Centerville Fee Schedule to set forth the amended and updated Park Impact Fees, as more particularly set forth herein, which fees may not take effect until ninety (90) days after the day on which Ordinance No. 2018-03 was approved; and

WHEREAS, the City Council has determined that the fees set forth herein are reasonable and necessary to properly provide for the safety and welfare of its citizens and that the impact fees have been properly adopted and amended in accordance with the Utah Impact Fees Act through the adoption of Ordinance No. 2018-03, including all required noticing under State law.

NOW THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF CENTERVILLE, UTAH, AS FOLLOWS:

Section 1. Amendment. Section 12.010 of the Centerville Fee Schedule regarding Park Impact Fees is hereby amended to read in its entirety as follows.

12.010 Park Impact Fees

The following Park Impact Fees shall apply to development within the City.

Park Impact Fee	Fee	When Due
Park Impact Fee	<u>\$2,869</u> \$2,057 per residential dwelling unit ¹	Prior to Building Permit

1. The Park Impact Fee is \$2,869 ~~\$2,057~~ per each individual dwelling unit. A dwelling unit for the purposes of this provision is defined as one or more rooms connected together but structurally divided from all other rooms in the same building and constituting a separate independent housekeeping unit which may be used for permanent residential occupancy by humans with facilities for such humans to sleep, cook and eat.

Section 2. Severability. If any section, part or provision of this Resolution is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Resolution, and all sections, parts and provisions of this Resolution shall be severable.

Section 3. Effective Date. This Resolution shall become effective immediately upon passage and the Park Impact Fees adopted herein shall become effective April 2, 2018.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF CENTERVILLE CITY,
STATE OF UTAH, ON THIS 16th DAY OF JANUARY, 2018.**

ATTEST:

CENTERVILLE CITY

Mackenzie Wood, City Recorder

By: _____
Mayor Clark A. Wilkinson

CERTIFICATE OF PASSAGE AND EFFECTIVE DATE

According to the provisions of the U.C.A. § 10-3-719, as amended, resolutions may become effective without publication or posting and may take effect on passage or at a later date as the governing body may determine; provided, resolutions may not become effective more than three months from the date of passage. I, the municipal recorder of Centerville City, hereby certify that foregoing resolution was duly passed by the City Council and became effective upon passage or a later date as the governing body directed as more particularly set forth below.

MACKENZIE WOOD, City Recorder

DATE: _____

EFFECTIVE DATE: ____ day of _____, 2018.

**CENTERVILLE
CITY COUNCIL
Staff Backup Report
1/16/2018**

Item No. 7

Short Title: Review of Funding for Parks Improvements, including assistance from South Davis Recreation District

Initiated By: City Manager

Scheduled Time: 8:10

SUBJECT

RECOMMENDATION

Allow City Manager to review and answer questions about the attached document, "Cash Flow Analysis for Park Improvements Funding". The Council should then give direction regarding the finalization of a lease agreement with the South Davis Recreation District, by which the District would provide some short-term financial assistance for the completion of the Community Park Expansion Project.

BACKGROUND

The attached Cash Flow Analysis estimates future revenues and expenditures for the Parks Capital Improvement Fund and RAP Tax Fund as a basis for determining how much financial assistance is needed from the South Davis Recreation District to complete the Community Park Expansion Project. City officials began discussing this matter with the Recreation District Board a year ago.

ATTACHMENTS:

Description

- Cash Flow Analysis

Cash Flow Analysis for Park Improvements Funding

Updated 1/10/18

Fund 45 (PCIF) cash balance @ 12/31/17:	\$	-
Fund 27 (RAP Tax) cash balance @ 11/30/17:*	\$	231,405
Tingey Donation Reserve	\$	(50,000)
December 2017 expenditures	\$	(7,328)
Due to CPT to bring current 11/30/17	\$	(5,756)
December RAP revenue 85%	\$	25,606
Available cash in Funds 45/27 @ 12/31/17	\$	193,927
Reserve for completion of Community Park Phase 2		
4/3/17 Cost Estimate	\$	786,293
Expenditures thru 12/31/17	\$	(675,078)
	\$	111,215
	\$	(111,215)
Available for Community Park Phase 3 @ 1/1/18	\$	82,712
Impact fee revenue (Fund 45) January -June 2018	\$	-
RAP Tax revenue January-June 2018 85%	\$	165,750
Parks asphalt maintenance 2018 (21,190 + 3,380)	\$	(24,570)
RDA transfer for imported soil (approved 7/15/14)	\$	100,000
Available for Community Park Phase 3 January-June 2018	\$	323,892
Community Park Phase 3 cost estimate (updated 1/9/18)	\$	(696,840)
Funding deficit for Community Park Phase 3	\$	(372,948)
Impact fee revenue FY 2019 (111 units x \$2,869)	\$	318,459
RAP Tax revenue FY 2019 85%	\$	341,445
Impact fee revenue July-December 2019	\$	-
RAP Tax revenue July-December 2019 85%	\$	175,844
Island View Park Renovation Phase 1 match-CY 2019	\$	(677,000)
Funding deficit for Island View Park Phase 1	\$	(214,200)

* Assumes City Council approves use of the 5% RAP contingency thru November 2017 for Parks, or \$28,541

Future RAP Tax Revenue (cash basis):

	100%	85%	Increase Assumption
FY 2020 (Jan.- June)	\$ 206,876	\$ 175,845	3%
FY 2021	\$ 426,164	\$ 362,239	3%
FY 2022	\$ 438,948	\$ 373,106	3%
FY 2023	\$ 452,117	\$ 384,299	3%
FY 2024	\$ 465,680	\$ 395,828	3%
FY 2025	\$ 479,651	\$ 407,703	3%
FY 2026 (11 months)	\$ 439,680	\$ 373,728	3%
RAP Tax Revenue available for other purposes:	\$ 2,472,748		

(repay Rec District Loan; Island View Park Renovation Phase 2; asphalt maintenance; etc.)

NOTE: If an inter-fund loan is set up between Parks Capital Improvement Fund (PCIF) and RAP Tax Fund, then RAP Tax Fund could receive transfers from PCIF in future as Park Impact Fee revenue is received from new residential development.

**CENTERVILLE
CITY COUNCIL
Staff Backup Report
1/16/2018**

Item No. 8.

Short Title: Mayor's Report

Initiated By: Mayor Wilkinson

Scheduled Time: 8:30

SUBJECT

RECOMMENDATION

Mayor Wilkinson may report on several matters of City interest.

BACKGROUND

**CENTERVILLE
CITY COUNCIL
Staff Backup Report
1/16/2018**

Item No. 9.

Short Title: City Council Liaison Report - Councilman McEwan- Mosquito Abatement District & UTOPIA

Initiated By:

Scheduled Time: 8:40

SUBJECT

RECOMMENDATION

Allow Councilman George McEwan to report on the activities/issues of the Davis County Mosquito Abatement Board and UTOPIA. He represents the City on both boards.

BACKGROUND

Councilmember McEwan will report on the Mosquito Abatement District and UTOPIA.

**CENTERVILLE
CITY COUNCIL
Staff Backup Report
1/16/2018**

Item No. 10.

Short Title: City Manager's Report

Initiated By: City Manager

Scheduled Time: 8:50

SUBJECT

- a. Wasatch Choice Vision Workshop
- b. Reschedule work session with Planning Commission re South Main Street Corridor

RECOMMENDATION

BACKGROUND

a. Wasatch Front Regional Council (WFRC) has been leading a long-range planning effort over the past two years, known as "Wasatch Choice 2050", relating to growth, transportation and economic development for the counties of Salt Lake, Davis, Weber and Box Elder. City and county officials in those four counties are now being invited to attend workshops and give their feedback on the *draft Wasatch Choice vision*. The attached email dated December 8, 2017 further explains this planning initiative. The workshop to be held at Centerville City Hall on February 7, 2018, from 4 to 6 p.m. will involve officials from south Davis County--Centerville, West Bountiful, Woods Cross, Bountiful and North Salt Lake.

b. The joint CC/PC work session set for January 17 needs to be rescheduled because only three Planning Commissioners could attend.

ATTACHMENTS:

Description

- ☐ Wasatch Choice Email

Steve Thacker

From: Katie Gerard <kgerard@wfrc.org>
Sent: Friday, December 08, 2017 2:06 PM
Subject: Invitation: Wasatch Choice Vision Workshop - South Davis County
Attachments: Wasatch Choice Vision Workshop Map.pdf

Dear Local Elected Officials and Staff in South Davis County:

WFRC invites you to participate with your neighboring communities in a workshop to continue developing the Wasatch Choice 2050. **This Wasatch Choice 2050 workshop on February 7, 2018, from 4:00 - 6:00 p.m., at Centerville City Hall is co-hosted by UDOT, UTA, ULCT and UAC. It is *designed specifically for you and other public-sector leaders from your neighboring communities.***

Wasatch Choice 2050 is the vision for our region's transportation, land use, and economic development, and a plan for how to achieve that vision. Ultimately, Wasatch Choice 2050 will include the formal 2019-2050 Regional Transportation Plan (RTP), which is the basis for all regionally significant transportation investments for the next 30 years. *We need your input!*

As background, in the spring of 2016 you gave us feedback regarding your goals for your area, along with ideas for the future of growth, transportation, and economic development. That feedback was used to develop the three scenarios you reviewed in the spring of 2017. Now we need your feedback and input on the *draft Wasatch Choice vision*. Your input, together with the results from similar workshops across the region, will lead to a regional vision for transportation, land use, and economic development.

For this meeting in South Davis County, a calendar invitation will be sent to mayors and city councilors, city managers, engineers, planners, economic development directors, and planning commissioners from Davis County, Bountiful, Centerville, North Salt Lake, West Bountiful and Woods Cross. These discussions will have long-term impacts on your community, *specifically for your area*, and it is important to have a broad range of your elected officials and staff in attendance. This workshop is one in a series of workshops being held across the region; the attached map shows the full workshop schedule.

The workshops across the region will follow the **kickoff and public release of the draft Wasatch Choice 2050 vision at an event on January 23 at the Salt Palace**. Click [here](#) to register for that important event.

We look forward to meeting with you and will send additional information for your review prior to the workshop. Please feel free to get in touch with the WFRC long-range planning manager, Jory Johner, at jjohner@wfrc.org or [801-363-4250](tel:801-363-4250) if you have any questions.

Thank you and happy holidays!

Andrew S. Gruber
Executive Director, Wasatch Front Regional Council, Utah
[801-824-0055](tel:801-824-0055) (cell)
agruber@wfrc.org

**CENTERVILLE
CITY COUNCIL
Staff Backup Report
1/16/2018**

Item No. 11.

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: 8:55

SUBJECT

RECOMMENDATION

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

BACKGROUND

**CENTERVILLE
CITY COUNCIL
Staff Backup Report
1/16/2018**

Item No. 12.

Short Title: Appointments to Boards and Committees, including appointment of Mayor Pro Tem

Initiated By:

Scheduled Time: 8:55

SUBJECT

Appointment of City Councilmembers and other qualified persons to various districts, boards, and committees of the City and outside agencies - Resolution No. 2018-08

RECOMMENDATION

Approve Resolution No. 2018-08 appointing City Councilmembers and other qualified persons to various districts, boards, and committees of the City and outside agencies.

BACKGROUND

The City is a member of various districts, boards and committees of outside agencies and is required to appoint a City representative to such outside agency boards and committees. The City also has a number of City boards and committees to which various Councilmembers and the Mayor are appointed. With some exceptions, most of these appointments are made by the Mayor with the advice and consent of the City Council. Mayor Wilkinson has been reviewing these appointments and will make his recommendations for appointment at the meeting. Some appointments may be made by motion, while others require the appointment to be made by resolution. In the past most of these appointments were made by separate resolutions. In order to simplify things this year, Staff has prepared one resolution with two attached lists of current and proposed appointments for outside agency and internal committee appointments. The attached lists show the current and proposed appointments with the new proposed term for such appointments. These charts have been prepared by Staff and generally represent the status quo (i.e. appointment of the same Councilmember or the Mayor to the various boards and committees as a continuation of last year's appointments). It should be noted these versions of the charts have not been finalized by the Mayor and may be subject to change prior to or at the meeting. The charts are intended to be a starting point for discussion. It may be advisable to switch around some of the appointments for variety of experience. Once the charts are finalized, Staff recommends adoption of such appointments by Resolution No. 2018-08. For comparison, current list of City/District/Committee Representatives and the Master List of Appointments to Boards/Committees as retained by the City Recorder is attached.

ATTACHMENTS:

Description

- ☐ Resolution No. 2018-08 - Council Appointments
- ☐ Exhibit A - Council Appointment List (2018)
- ☐ Current City/District/Committee Representative List
- ☐ Current Master List of Appointments to Boards/Committees

RESOLUTION NO. 2018-08

A RESOLUTION APPOINTING AND DESIGNATING CITY COUNCIL MEMBERS TO VARIOUS DISTRICTS, BOARDS AND COMMITTEES

WHEREAS, the City is a member of various districts and boards that require appointment of a City representative to such districts and boards; and

WHEREAS, the City has created certain boards and committees within the City to which the City must appoint a representative or liaison; and

WHEREAS, the City Council desires to appoint qualified persons to such districts, boards, and committees as more particularly provided herein.

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

Section 1. Appointment. The City hereby appoints qualified persons to various districts, boards and committees as more particularly set forth in **Exhibit A**, attached hereto and incorporated herein by reference.

Section 2. Term of Appointment. Unless otherwise provided by law, persons appointed to the various districts, boards and committees shall serve at the pleasure of the governing body of the City for the term specified in **Exhibit A** and until his or her successor is duly appointed unless sooner removed, resigned or reappointed. The City retains the right to terminate, extend, or alter such appointments at any time in accordance with applicable procedures.

Section 3. Severability. If any section, part or provision of this Resolution is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Resolution, and all sections, parts and provisions of this Resolution shall be severable.

Section 4. Effective Date. This Resolution and the appointment set forth herein shall become effective on January 16, 2018.

PASSED AND ADOPTED BY THE CITY COUNCIL OF CENTERVILLE CITY, STATE OF UTAH, THIS 16th DAY OF JANUARY, 2018.

CENTERVILLE CITY

By: _____
Mayor Clark A. Wilkinson

ATTEST:

Mackenzie Wood, City Recorder

CERTIFICATE OF PASSAGE AND EFFECTIVE DATE

According to the provisions of the U.C.A. § 10-3-719, as amended, resolutions may become effective without publication or posting and may take effect on passage or at a later date as the governing body may determine; provided, resolutions may not become effective more than three months from the date of passage. I, the municipal recorder of Centerville City, hereby certify that foregoing resolution was duly passed by the City Council and became effective upon passage or a later date as the governing body directed as more particularly set forth below.

MACKENZIE WOOD, City Recorder

DATE: _____

EFFECTIVE DATE: ____ day of _____, 20____.

Exhibit A

**CENTERVILLE CITY COUNCIL
DISTRICTS, BOARDS AND COMMITTEE APPOINTMENTS
JANUARY 2018**

CITY COUNCIL APPOINTMENTS – OUTSIDE AGENCY BOARDS AND COMMITTEES

AGENCY OR BOARD	CITY REPRESENTATIVE	FIRST APPOINTED	CURRENT TERM START	CURRENT TERM EXPIRATION	COMMENTS
Davis Chamber of Commerce	Councilmember Bill Ince	01-05-2016	01-16-2018	01-07-2020	No mandatory expiration
Davis County Council of Governments (COG)	Mayer Paul Guttler Mayor Clark Wilkinson	01-05-2014 01-16-2018	01-05-2014 01-16-2018	01-02-2018 01-05-2022	
Davis County Council of Governments (COG) Transportation	Councilmember Robyn Mecham	01-05-2016	01-16-2018	01-07-2020	
Davis County Mosquito Abatement District Board	Councilmember George McEwan	01-05-2016	01-05-2016	01-05-2020	Appointed by Res. 2016-02 Must be appointed by Resolution
Deuel Creek Irrigation Company (Voting Representative)	Renald G. Russell Mayor Clark Wilkinson	05-05-2009 01-16-2018	01-16-2018	01-05-2022	Appointed by Res. 2018-08
South Davis Metro Fire Service Area Board	Mayer Paul Guttler Mayor Clark Wilkinson	01-19-2016 01-16-2018	01-19-2016 01-16-2018	01-02-2018 01-05-2022	Appointed by Res. 2016-05 Appointed by Res. 2018-08 Must be appointed by Resolution
South Davis Metro Fire Service Area Board – Alternate	Councilmember Robyn Mecham	01-19-2016	01-16-2018	01-07-2020	Appointed by Res. 2018-08 Must be appointed by Resolution
South Davis Recreation District	Councilmember Tamilyn Fillmore	01-07-2014	01-16-2018	01-05-2022	Appointed by Res. 2018-08 Must be appointed by Resolution
South Davis Sewer Improvement District	Dee C. Hansen	01-02-1996	01-04-2016	01-04-2019	Appointed by Res. 2015-18
Utah Infrastructure Agency (UIA)	Mayer Paul Guttler Mayor Clark Wilkinson	01-07-2014 01-16-2018	01-07-2014 01-16-2018	01-02-2018 01-05-2022	Appointed by Res. 2014-04 Appointed by Res. 2018-08 Must be appointed by Resolution
Utah Telecommunications (UTOPIA)	Councilmember George McEwan	01-05-2016	01-05-2016	01-07-2020	
Wasatch Integrated Waste Management District Board	John Higginson ???	01-07-2014 01-16-2018	01-07-2014 01-16-2018	01-07-2018 01-05-2022	Appointed by Res. 2014-03 Appointed by Res. 2018-08 Must be appointed by Resolution
Weber Basin Water Conservancy District	Paul C. Summers	02-01-2014	02-01-2014	01-31-2018	Appointed by Governor/Senate

CITY COUNCIL APPOINTMENTS – CITY BOARDS AND COMMITTEES

BOARD OR COMMITTEE	CITY REPRESENTATIVE	FIRST APPOINTED	CURRENT TERM START	CURRENT TERM EXPIRATION	COMMENTS
Centerville Citizen Corps Council (Chair)	Councilmember Bill Ince	01-05-2016	<u>01-16-2018</u>	<u>01-07-2020</u>	
Centerville City Council (Mayor Pro Tem)	Councilmember Stephanie Ivie	03-21-2017	<u>01-16-2018</u>	<u>01-08-2020</u>	No mandatory term Suggest one-year or two-year term
Centerville Community Foundation Board	Mayer Paul Cutler Councilmember Bill Ince <u>Mayor Clark Wilkinson</u>	01-07-2014 01-05-2016 01-16-2018	01-07-2014 <u>01-16-2018</u> <u>01-16-2018</u>	01-02-2018 <u>01-07-2020</u> <u>01-05-2022</u>	
Landmarks Commission (Council Liaison)	Councilmember Stephanie Ivie	01-07-2014	<u>01-16-2018</u>	<u>01-07-2020</u>	No mandatory term Suggest two-year term for committees
Parks and Recreation Committee (Council Liaison)	Councilmember Tamilyn Fillmore	01-07-2014	<u>01-16-2018</u>	<u>01-07-2020</u>	No mandatory term Suggest two-year term for committees
Performing Arts Center Administrative Control Board (City Representative)	Councilmember Tamilyn Fillmore Mayer Paul Cutler <u>Mayor Clark Wilkinson</u>	01-17-2014 01-07-2014 01-16-2018	01-05-2016 01-07-2014 <u>01-16-2018</u>	01-07-2020 01-02-2018 <u>01-05-2022</u>	
Performing Arts Center Administrative Control Board (RDA Representative)	Councilmember Bill Ince Councilmember Stephanie Ivie	01-19-2016 01-19-2016	01-19-2016 <u>01-16-2018</u>	01-19-2020 <u>01-05-2022</u>	
Performing Arts Center Administrative Control Board (Bountiful Representatives)	Councilmember Chris Simonson Councilmember John Marc Knight	01-02-2018 02-26-2008	01-02-2018 01-22-2016	12-31-2021 01-09-2020	
Redevelopment Agency of Centerville City (Chair)	Mayer Paul Cutler <u>Mayor Clark Wilkinson</u>	01-17-2014 01-16-2018	01-17-2014 <u>01-16-2018</u>	01-02-2018 <u>01-05-2022</u>	Chair of RDA is the Mayor Four-year term
Redevelopment Agency of Centerville City (Vice Chair)	Councilmember Stephanie Ivie	01-05-2014	<u>01-16-2018</u>	<u>01-07-2020</u>	
Trails Committee (Council Liaison)	Councilmember Robyn Mecham	01-05-2016	<u>01-16-2018</u>	<u>01-07-2020</u>	No mandatory term Suggest two-year term for committees
Whitaker Museum Board (Council Liaison)	Councilmember Stephanie Ivie	01-05-2016	<u>01-16-2018</u>	<u>01-07-2020</u>	No mandatory term Suggest two-year term for committees

CITY/DISTRICT/COMMITTEE REPRESENTATIVES

Revised January 5, 2016

Davis Chamber of Commerce -

City Representative: Councilman Bill Ince C: 801-809-8444
1148 North 300 East
Current Term: 1-05-16
First Appointed: 1-05-16
Compensation: No compensation

Davis County Council of Governments (COG) -

City Representative: Mayor Paul Cutler Cell: 801-390-3477
1872 North Main
Current Term: 1-2014 to end of term as Mayor (1-2018)
First Appointed: 1-07-14
Compensation: No compensation

Davis County COG Transportation -

City Representative: Councilwoman Robyn Cell: 801-599-1938
202 North 100 East
Current Term: 01-05-16
First Appointed: 01-05-16
Compensation: No compensation

Davis County Mosquito Abatement District Board of Trustees - (needs to be done by resolution)

City Representative: Councilman George McEwan
71 West 1850 North
Current Term: 01/05/2016 to end of term 01/05/2020
First Appointed: 01/05/2016 (by Res. No. 2016-02)
Compensation: \$10/per meeting attended - 11/yr

Wasatch Integrated Waste Management Systems (Burn Plant) - (needs to be done by resolution)

City Representative: Councilman John Higginson H: 801-296-0641
71 West 1850 North
Current Term: 1-05-2016 to 1-05-2018
First Appointed: 1-07-2014 by Res. No. 2014-03 (Res 2016-27_1-12-2016 correcting term)
Compensation: \$50/mo

South Davis Metro Fire Agency - (needs to be done by resolution)

City Representative: Mayor Paul A. Cutler Cell: 801-390-3477
1872 N. Main
Current Term: 01-05-17 to end of term as Mayor (01-05-2018)
First Appointed: 01-07-14 by Res. No. 2014-02
Compensation: No compensation **Alternate:** Robyn Mecham (Res2016-01)

South Davis Recreation District - (needs to be done by resolution)

City Representative: Councilwoman Tamilyn Fillmore H: 801-294-0266
479 South 225 East
Current Term: 01-07-14 - 12-31-17
First Appointed: 1-07-14 by Res. No. 2014-01
Compensation: No compensation

South Davis Sewer Improvement District - (needs to be done by resolution)

City Representative: Dee C. Hansen H: 801-298-3029
Dee@jdhansen.org C: 801-450-3504
268 East 500 North
Current Term: 1-04-2016 to 1-04-2019 (reapp. by cc 12-01-15 – Res. No. 2015-18)
First Appointed: 1-02-96 by Res. 96-2
Compensation: \$1,000/yr - Medical benefits for member and spouse only, after age 65 pay for medicaid supplement. Will also pay dental and vision if so desired to age 65.

Utah Telecommunications (UTOPIA) -

City Representative: Councilman George McEwan H: 801-335-8849
618 Willow Bend Dr.
Current Term: 1-5-2016
First Appointed: 1-05-2016
Compensation: No compensation

Utah Infrastructure Agency (UIA) – (needs to be appointed by res.)

City Representative: Mayor Paul A. Cutler (Res. No. 2014-04)
Current Term: Jan. 7, 2014
First Appointed: Jan. 7, 2014
Compensation: No compensation

Weber Basin Water Conservancy District - (appointed by Governor by rec. from COG- confirmation by Senate-usually happens mid-February)

Area Representative: Mr. Paul C. Summers H: 801-295-8839
792 Woodland Hills Dr.
Bountiful, UT 84010
Current Term: 02/01/14 – 01/31/18 (or until replaced by Governor/Senate)
First Appointed: 02/01/14
Compensation: \$1,000/yr - Total compensation for 11 meetings

Redevelopment Agency of Centerville City (Elected by RDA Board)

Chair: (always Mayor) Paul A. Cutler - Term: January 17, 2014 - January 2018
Vice Chair:
Compensation: included in regular duties as elected officials

Landmarks Commission

City Liaison: Councilwoman Stephanie Ivie Cell: 385-259-5965
595 South 700 East
Centerville, UT 84014
Current Term: 01/07/2014
First Appointed: 01/07/2014
Compensation: No compensation

Parks & Recreation Committee

City Liaison: Councilwoman Tamilyn Fillmore H: 801-294-0266
479 South 225 East
Centerville, UT 84014
Current Term: 01/07/2014
First Appointed: 01/07/2014
Compensation: No compensation

Trails Committee

City Liaison: Councilwoman Robyn Mecham Cell: 801-599-1938
202 North 100 East
Centerville, UT 84014
Current Term: 01/05/2016
First Appointed: 01/05/2016
Compensation: No compensation

Whitaker Museum Board

City Liaison: Councilwoman Stephanie Ivie H: 335-259-5965
595 South 700 East
Centerville, UT 84014
Current Term: 01/05/2016
First Appointed: 01/05/2016
Compensation: No compensation

Centerville Citizen Corps Council

Chair: Councilman Bill Ince C: 801-809-8444
1148 North 300 East
Centerville, UT 84014
Current Term: 01/05/2016
First Appointed: 01/05/2016
Compensation: No compensation

Centerville Deuel Creek Irrigation Co. City Rep to vote on the City's Shares

Ronald G. Russell
Appointed by motion May 5, 2009

MASTER LIST OF APPOINTMENTS TO BOARDS/COMMITTEES

Updated December 22, 2017

BOARD OF ADJUSTMENT MEMBERS/TERMS (5-year terms)

	<u>Appointed</u>	<u>Reappointed</u>	<u>Term Expires</u>
STEVEN MARKHAM be reappointed) markhamsi@comcast.net H: 801-299-1158 W: 801-240-6621 (not for public use)	1/21/2014 (filling remainder of 5-yr term)		12/31/2017 (asked not to
BRIAN HULSE, CHAIR bhulse@swlaw.com H: 801-292-6398 C: 801-694-4786 (not for public dissemination)	9/02/2014 (appted as chair 1/21/15)	01/05/2016	1/01/2021
PAULA TEW mommatew@gmail.com H: 801-292-3691 W: 801-541-0705	1/03/2017 (remaining term of Jason Hunter)		1/01/2021
SCOTT SAPPENFIELD Scott.sappenfield@gmail.com H: 801-294-4578 C: 801-430-1544 (not for public dissemination) W: 801-546-8101 (not for public dissemination)	1/20/2015	1/03/2017	1/03/2022
KEVIN MERRILL kmerrill@backmantitle.com H: 801-292-5384 W: 801-774-8818	1/03/2017		1/03/2022

PLANNING COMMISSION MEMBERS/TERMS 3-Year Terms

	<u>Appointed</u>	<u>Reappointed</u>	<u>Term Expires</u>
DAVID P. HIRSCHI, CHAIR dave@hbcfirm.com H: 801-298-2364 C: 801-573-4120 (not for public use)	4/2/2013 (1/11/17 as chair)	12/2/2014	12/31/2017
CHEYLYNN HAYMAN chayman@parrbrown.com H: 801-295-2033 C: 801-529-3466 (not for public use) W: 801-257-7933 (not for public use)	5/19/2015 (1/11/17 as vc)		5/19/2018
KATHY HELGESEN khelgesen@outlook.com C: 801-455-4033	11/15/2016		11/15/2019

MASTER LIST OF APPOINTMENTS TO BOARDS/COMMITTEES

Updated December 22, 2017

PLANNING COMMISSION MEMBERS/TERMS (CONT.)

3-Year Terms

	<u>Appointed</u>	<u>Reappointed</u>	<u>Term Expires</u>
BECKI WRIGHT <u>centerville.becki@gmail.com</u> H: 801-295-5600 C: 801-360-1389 (not for public use)	12/15/2015 (eff. 1/05/16)		12/31/2019
GINA HIRST <u>ginahirst@hotmail.com</u> H: 801-295-4955 C: 801-232-4567 (not for public use)	1/07/2014	1/3/2017 (eff 1/7/2017)	1/07/2020
LOGAN JOHNSON <u>logangi@gmail.com</u> C: 801-649-9798	1/07/2014	1/3/2017 (eff 1/7/2017)	1/07/2020
KEVIN DALY <u>Kevindaly78@gmail.com</u> H: 801-292-7333 C: 801-544-1252 (not for public use)	1/05/2016	5/16/2017 (eff 5/20/17)	5/20/2020

LANDMARKS COMMISSION MEMBERS/TERMS

3-Year Terms

	<u>Appointed</u>	<u>Reappointed</u>	<u>Term Expires</u>
VIVIAN TALBOT <u>grtalbot@sisna.com</u> H: 801-295-5675 C: 801-698-1821 (not for public use)	2/02/2010 (appt VC 1/29/15)	3/17/2015 (3-yrs)	3/17/2018
KEVIN EGGETT <u>kevinjeggett@yahoo.com</u> H: 801-295-3175 C: 801-660-0769 (not for public use) W: 801-825-2656 (not for public use)	5/17/2016		5/17/2019
BRENT CHRISTISON VICE CHAIR (appt VC 3/23/2017) <u>christisonbt@gmail.com</u> H: 801-298-0490 W: 801-240-4730 (not for public use)	5/17/2016 (eff 5/21/16)		5/21/2019

MASTER LIST OF APPOINTMENTS TO BOARDS/COMMITTEES

Updated December 22, 2017

LANDMARKS COMMISSION MEMBERS/TERMS CONT. 3-Year Terms

	<u>Appointed</u>	<u>Reappointed</u>	<u>Term Expires</u>
JEANNE RANDALL chattlewick@aol.com H: 801-294-5938 W: 801-451-3460 (not for public use) C: 801-599-7174 (not for public use)	11/15/2011	11/01/2016 (3-yr)	11/01/2019
MATTHEW LARSEN H: 801-294-4658 Cell: 415-316-4629 (not for public use) W: 415-316-8568 (not for public use) mattklarsen@gmail.com	04/04/2017		04/04/2020
GREG CALL gcall@bhhsutah.com H&C: 801 514-7623	05/02/2017		05/02/2020
BRIAN PLUMMER CHAIR (as Chair 3/23/2017) Brianplummer2009@gmail.com H: 801-577-1790 W: 801-402-5982 (not for public use)	8/19/2014 (3-yr)	11/08/2017 (eff 8/19/2017)	8/19/2020

PARKS & REC COMMITTEE MEMBERS/TERMS

3-Year Terms

	<u>Appointed</u>	<u>Reappointed</u>	<u>Term Expires</u>
KELLY HINTZE khintze0528@msn.com H: 801-298-5168 C: 801-824-0573 (not for public)	5/03/2016 (3-yr)		5/03/2019
TIFFANY REES tyntiff@gmail.com H&C: 801-791-4031	10/04/2016 (3-yr)		10/04/2019
LESLIE FLOWERS leslieflowers70@gmail.com H: 801-939-3396 Cell: 801-309-4931 (not for public)	8/15/2017		10/18/2019
LYNN KEDDINGTON CHAIR (voted 8/9/16) lpkeddi@msn.com H: 801-295-3872	8/20/13 (3-yr)	11/01/2016	11/01/2019

MASTER LIST OF APPOINTMENTS TO BOARDS/COMMITTEES

Updated December 22, 2017

PARKS & REC COMMITTEE MEMBERS/TERMS CONT.

BRIAN CURNOW brian.curnow@century21.com (eff 1/01/16) H&C: 801-979-3724	12/15/2015		12/31/2019
MELISSA LARSEN (filling rem 3-yr term of Becki Wright) yeateslarsen@msn.com H: 801-294-4658 C: 801-837-1935 (not for public)	2/02/2016	2/7/2017 (eff 6/6/17)	6/06/2020
JONATHAN RUEDAS jpwheels@gmail.com H&C: 385-245-6920	05/02/2017		05/02/2020

TRAILS COMMITTEE MEMBERS/TERMS 3-Year Terms

	<u>Appointed</u>	<u>Reappointed</u>	<u>Term Expires</u>
BRANDON FEDERICO (replaced remainder 3-yr term of Greg Gunnell) Brandonfederico@icloud.com H&C: 801-425-4348	05/03/2016		02/17/2018
MIKE REMINGTON CHAIR mike.remington@gmail.com H: 801-296-1010 W: 801-606-6936 (not for public use) C: 801-625-6814 (not for public use)	11/15/2011 (as C 02/23/17)	06/16/2015 (3-yrs)	06/16/2018
MARK OLIGSCHLAEDER VICE CHAIR oligmark@gmail.com H: 801-295-2726 C: 801-201-5871 (not for public use)	11/17/2015 (3-yrs) (as VC 02/23/17)		11/17/2018
BLAIR PARRISH Bcparrish5@msn.com H: 801-298-7761 C: 801-888-9469 (not for public use)	02/21/2017		02/21/2020
MATT JOHNSON johnson.mattc@gmail.com H: 801-295-2238 C&W: 801-915-0080 (not for public use)	02/19/2011	05/02/2017 (3-yrs) (eff 02/19/17)	02/19/2020
RICHARD TURNER Finishgr8@msn.com H: 801-296-9494 C: 801-599-7976 (not for public use)	03/01/2011	05/02/2017 (3-yrs) (eff 03/01/2017)	03/01/2020

MASTER LIST OF APPOINTMENTS TO BOARDS/COMMITTEES

Updated December 22, 2017

TRAILS COMMITTEE MEMBERS/TERMS CONT.

SUNNY LARSON <u>sunnanddoug@msn.com</u> H&C: 801-783-8628	05/16/2017	05/16/2020
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WHITAKER MUSEUM BOARD MEMBERS/TERMS 3-Year Terms

	<u>Appointed</u>	<u>Reappointed</u>	<u>Term Expires</u>
NANCY SMITH, VC Nancy_cobblestone@yahoo.com C: 801-597-0391	12/06/2011	12/16/2014 (eff 12/6/14)	12/06/2017
LAURA TONEY <u>toneyfun@gmail.com</u> H: 801-298-1375 C: 801-879-8811 (not for public use)	5/05/2015		5/05/2018
MEL MILES <u>Miles_mel@comcast.net</u> H: 801-295-1159 C: 801-510-6828 (not for public use)	3/01/2016		3/01/2019
PAUL THOMAS SMITH <u>Paul.paulthomassmith@gmail.com</u> C: 385-350-1113	3/06/2007	3/15/2016	3/17/2019
DIANE CHAMBERLAIN <u>Dnchamberlain649@gmail.com</u> H: 801-224-1790 C: 801-372-6402	2/04/2014	1/03/2017 (eff 2/4/17)	2/04/2020
SPENCE PACKER CHAIR <u>hiwchief@msn.com</u> H: 801-298-9508 C: 801-381-2315 (not for public use)	3/20/2014	6/16/2017 (eff 6/18/17)	6/18/2020

MASTER LIST OF APPOINTMENTS TO BOARDS/COMMITTEES

Updated December 22, 2017

DAVIS CENTER FOR THE PERFORMING ARTS ADMINISTRATIVE CONTROL BOARD

	<u>Appointed</u>	<u>Reappointed</u>	<u>Term Expires</u>
<u>Bountiful City Representatives – 2 representatives</u>			
JOHN PITT (Bountiful City Councilman) Pittle62@gmail.com jpitt@bountifulutah.gov	1/7/2014		(end of 4-yr term)
JOHN MARC KNIGHT (Bountiful City Councilman) jmknight@energyinsuranceinc.com johnmarcusknight@gmail.com	2/26/2008 (4-yr term)	11/22/2016	10/9/2020

Centerville City Representatives – 2 representatives

MAYOR PAUL CUTLER CHAIR	1/7/2014		(end of 4-yr term)
TAMI FILLMORE	1/17/2014	01/05/16 (2-yr term)	01/05/2018

RDA Representatives – 2 representatives

STEPHANIE IVIE VICE CHAIR	1/19/2016 (2-yr term)		1/19/2018 (1/7/18 end of term as Council member)
WILLIAM INCE	1/19/2016 (4-yr term)		1/19/2020 (1/7/20 end of term as Council member)

REDEVELOPMENT AGENCY OF CENTERVILLE CITY

	<u>Appointed</u>	<u>Reappointed</u>	<u>Term Expires</u>
MAYOR PAUL CUTLER, CHAIR	01/2014	1/19/2016	end of term
DIRECTOR TAMI FILLMORE	01/2014		01/2018
DIRECTOR BILL INCE	01/2016		01/2020
DIRECTOR STEPHANIE IVIE VICE CHAIR	01/2014 01/19/2016 (2-yr term)		01/19/2018
DIRECTOR GEORGE MCEWAN	01/2016		01/2020
DIRECTOR ROBYN MECHAM	10/2016		01/2020

MASTER LIST OF APPOINTMENTS TO BOARDS/COMMITTEES

Updated December 22, 2017

COMMUNITY FOUNDATION BOARD MEMBERS/TERMS

	<u>Appointed</u>	<u>Reappointed</u>	<u>Term Expires</u>
MAYOR CUTLER	1/7/2014		(end of term as Mayor)
GARY GOFF garygoff21@comcast.net H: 801-292-8206	1/05/2016 (2-yr term)		1/05/2018
BILL INCE	1/05/2016 (2-yr term)		1/05/2018
JACK DELLASTATIOUS jackhdell@gmail.com H: 801-298-1111 C: 801-427-0093 (not for public use)	1/21/2014 (2-yr term)	1/05/2016 (eff 1/21/16)	1/21/2018
DAVID GUTKE H: drgutke@gmail.com W: dave@gutkecpa.com H: 801-298-9792	10/19/2004 (2-yr term)	1/05/2016 (eff 3/19/16)	3/19/2018
STEVE THACKER	12/03/2002		(Indefinite to end of service)
MICHAEL DEAMER (currently on leave for a mission)	3/15/2016		3/15/2018

BUILDING BOARD OF APPEALS 2 & 3-Year Terms

Jerry Thompson	9/4/2012 (2-yr term)	9/10/2014
Dave Kershishnik	9/4/2012 (2-yr term)	9/10/2014
Ed Domian	9/4/2012 (3-yr term)	9/10/2015
Eric Miller	9/4/2012 (3-yr term)	9/10/2015
Paul Bauer	9/4/2012 (3-yr term)	9/10/2015
Alternate:		
Jerry Preston	9/4/2012 (2-yr term)	9/10/2014

CENTERVILLE

**Staff Backup Report
1/16/2018**

Item No. 13

Short Title: Financial Report for 6 months ending December 31, 2017

Initiated By: Jake Smith, Management Services Director

Scheduled Time: 9:05

SUBJECT

RECOMMENDATION

Allow Marcus Arbuckle, contract CPA adviser, to review the six-month financial report for the period ending December 31, 2017.

BACKGROUND

The financial report for the six months ending December 31, 2018 is attached.

ATTACHMENTS:

Description

- City Financial Summary as of December 31, 2017

Centerville City Corporation

FINANCIAL REPORT As of December 31, 2017

	<u>Contents</u>	<u>Page Number</u>
1.	Cash Position	1
2.	Financial Summary	3
3.	Financial Statements Detail	8

Centerville
Cash Position by Fund and in Total

Month	Funds																St Treas
	General	RDA	MBA	Rec	RAP	Cemetery Service	Debt	Park	Transp	UTOPIA	Water	Sanitation	Drainage	Telecomm	Whitaker	Total	Int. Rate
Dec	\$ 1,547,521	\$228,147	\$1,207	\$ 15,687	\$253,228	\$55,585			\$ 970,829	\$ 308	\$ 47,772		\$1,056,840	\$ 5,518	\$20,281	\$ 4,202,923	1.6340%
Nov	\$ 673,740	\$ 254,614	\$1,207	\$ 18,657	\$ 231,405	\$ 52,303	\$ -	\$ -	\$ 654,171	\$ 257	\$ -	\$ -	\$ 876,972	\$ -	\$ 20,508	\$ 2,783,835	1.6053%
Oct	\$ 674,620	\$ 298,612	\$1,207	\$ 11,853	\$ 341,474	\$52,253	\$ -	\$ -	\$ 1,021,224	\$ 206	\$ 80,377	\$ -	\$ 892,909	\$ 14,399	\$ 26,272	\$ 3,415,408	1.5621%
Sep	\$ 666,083	\$ 358,340	\$1,207	\$ 13,689	\$ 308,928	\$52,002	\$ -	\$ -	\$ 953,643	\$ 156	\$ -	\$ -	\$ 791,934	\$ 27,244	\$ 1,344	\$ 3,174,571	1.5281%
August	\$ 920,796	\$ 391,937	\$1,207	\$ 13,876	\$ 403,608	\$48,955	\$ -	\$ 6,459	\$ 944,901	\$ 105	\$ -	\$ -	\$ 743,181	\$ 2,366	\$ 3,947	\$ 3,481,338	1.4782%
July	\$ 893,804	\$ 442,911	\$1,207	\$ 22,979	\$ 336,756	\$46,907	\$ -	\$ 85,590	\$ 771,665	\$ (39,348)	\$ 198,599	\$ 8,114	\$ 787,857	\$ 20,402	\$ 19,978	\$ 3,597,421	1.4084%
June	\$ 886,257	\$ 450,288	\$1,207	\$ 72,150	\$ 334,484	\$46,892	\$ -	\$ 232,701	\$ 798,617	\$ 3	\$ 154,955	\$ -	\$ 793,750	\$ 1,551	\$ 32,906	\$ 3,805,761	1.3431%
May	\$ 915,883	\$ 675,750	\$1,207	\$ 116,380	\$ 327,542	\$ 81,011	\$ 2,500	\$ 247,542	\$ 760,622	\$ 39,354	\$ 652,275	\$ -	\$ -	\$ 30,840	\$ 37,346	\$ 3,888,252	1.2858%
Apr	\$ 324,722	\$ 568,815	\$1,207	\$ 76,648	\$ 297,535	\$ 37,700	\$ 2,500	\$ 329,810	\$ 634,761	\$ 77,933	\$ 446,697	\$ 30,467	\$ 245,639	\$ 36,793	\$ 38,974	\$ 3,150,200	1.2651%
Mar																\$ -	1.2217%
Feb																\$ -	1.2007%
Jan-17																\$ -	1.1806%

Centerville City Corporation
Cash Position by Fund and in Total
As of December 31, 2017

	Cash	Debt	Restricted Cash					(Due To) Due From
		Reserve Cash	Cash/Bonds Deposits	TRF	DUI Funds	Impact Fees	Gun Range Deposit	
GENERAL FUND	\$1,547,521		\$1,150,313		\$ 29,153		\$ 2,400	
RDA	\$ 228,147			\$ 393,683				
MBA	\$ 1,207							
RECREATION	\$ 15,687							
RAP TAX	\$ 253,228							\$ 116,266
UTOPIA PROJECT FUND	\$ 308							
WATER FUND	\$ 47,772					\$ 60,025		
SANITATION FUND	\$ -							\$ (25,971)
DEBT SERVICE	\$ -							
STORM DRAIN FUND	\$ -							
CEMETERY (\$37,700 Prem Restricted)	\$ 55,585							
DRAINAGE UTILITY	\$1,056,840					\$108,799		\$ 25,971
TELECOM FUND	\$ 5,518							
WHITAKER TRUSE FUND	\$ 20,281							
PARK (Impact Fee)	\$ -					\$ -		\$ (116,266)
TRANSPORTATION (Class C & Prop 1)	\$ 970,829							
TOTAL	\$4,202,923	\$ -	\$1,150,313	\$ 393,683	\$ 29,153	\$168,824	\$ 2,400	\$ -

**Centerville City Corporation
City Council Financial Summary
For the Month Ended December 31, 2017**

50% of the Fiscal Year has Elapsed

GENERAL FUND		Dec. Actual	Year-to-Date Actual	Current Budget	Remaining Budget	Percentage of Budget Used	Page	Comments?
Line								
1	Revenues:							
2	Taxes:	\$ 1,469,154	\$ 3,813,850	\$ 6,595,071	\$ 2,781,221	58%	12	
3	Property Taxes	1,063,096	1,227,056	1,384,571	157,515	89%	12	
4	Fee In Lieu of Taxes	8,992	47,085	90,000	42,915	52%	12	
5	Property Taxes - Due	(2,474)	1,033	30,000	28,967	3%	12	
6	Sales Tax - General	308,950	2,008,966	3,957,500	1,948,534	51%	12	
7	Franchise Tax - Power	40,749	342,176	605,000	262,824	57%	12	
8	Franchise Tax - Natural Gas	17,108	60,244	273,000	212,756	22%	12	
9	Franchise Tax - Telecomm	12,733	80,642	165,000	84,358	49%	12	
10	Franchise Tax - CATV	-	46,648	90,000	43,352	52%	12	
11	Licenses and Permits	37,367	116,611	320,680	204,069	36%	12	
12	Intergovernmental	23,512	28,936	47,650	18,714	61%	12	
13	Charges for Services	89,314	491,477	1,020,490	529,013	48%	13	
14	Fines and Forfeitures	47,099	230,858	450,000	219,142	51%	13	
15	Miscellaneous	3,254	23,505	45,150	21,645	52%	13	
16	Non-Operating Revenue	125	10,125	-	(10,125)		13	
17	Transfers In	-	-	26,800	26,800	0%	14	
	Total Revenues	\$ 1,669,826	\$ 4,715,362	\$ 8,503,841	\$ 3,790,479	55%	14	
18	Expenditures:							
19	Legislative	\$ 4,029	\$ 42,493	\$ 135,329	\$ 92,836	31%	15	
20	Judicial	19,612	95,649	215,113	119,464	44%	15	
21	Executive	42,101	204,550	427,517	222,967	48%	16	
22	Attorney	15,348	78,935	167,175	88,240	47%	17	
23	Finance	28,565	205,794	403,552	197,758	51%	18	
24	Attorney Services	540	10,607	33,200	22,593	32%	18	
25	Emergency Management	153	2,002	8,576	6,574	23%	19	
26	Fire Services	70,170	421,023	845,968	424,945	50%	19	
27	Elections	7,378	7,378	16,163	8,785	46%	19	
28	Youth Council	-	5,053	7,000	1,947	72%	19	
29	Police	203,588	1,203,808	2,503,791	1,299,983	48%	21	
30	Liquor Law Enforcement	591	4,444	19,000	14,556	23%	21	
31	School Crossing Program	5,544	24,698	62,050	37,352	40%	21	
32	K-9	-	484	2,250	1,766	22%	21	
33	D.A.R.E. Program	10,674	51,403	95,023	43,620	54%	22	
34	Animal Control	-	7,675	30,702	23,027	25%	22	
35	Public Works Administration	27,138	145,133	410,833	265,700	35%	22	
36	Streets	85,838	288,048	722,444	434,396	40%	23	
37	GIS Department	7,649	44,812	102,410	57,598	44%	24	
38	Engineering	7,864	39,108	86,000	46,892	45%	24	
39	Parks	72,911	395,286	762,402	367,116	52%	25	
40	Parks and Recreation Committee	49	2,559	3,600	1,041	71%	25	
41	Trails Committee	36	205	1,100	895	19%	26	
42	Community Events	192	3,738	23,650	19,912	16%	26	
43	Parks and Recreation Facility	3,812	9,142	18,510	9,368	49%	26	
44	General Gov. Buildings - Maint. Facility	17,545	29,226	63,565	34,339	46%	27	
45	General Gov. Buildings - New City Hall	11,451	63,760	148,485	84,725	43%	27	
46	Public Works Storage Facility	-	1,750	8,048	6,298	22%	27	
47	Community Development	30,352	140,643	280,700	140,057	50%	28	
48	Planning Commission	559	3,526	11,400	7,874	31%	28	
49	Board of Adjustment	-	-	450	450	0%	28	
50	Landmarks Commission	349	2,754	7,800	5,046	35%	28	
51	Building Inspection	3,578	32,608	80,600	47,992	40%	29	
52	Transfers Out	234,003	366,937	920,745	553,808	40%	29	
	Total Expenditures	\$ 911,620	\$ 3,935,231	\$ 8,625,151	\$ 4,689,920	46%	29	
53	Net Revenue Over/(Under) Expenditures	\$ 758,206	\$ 780,131	\$ (119,310)	\$ (899,441)	-654%	29	

Centerville City Corporation
City Council Financial Summary
For the Month Ended December 31, 2017

50% of the Fiscal Year has Elapsed

REDEVELOPMENT AGENCY FUND						
	<u>Dec. Actual</u>	<u>Year-to-Date Actual</u>	<u>Current Budget</u>	<u>Remaining Budget</u>	<u>Percentage of Budget Used</u>	
Revenues:						
1 Tax Revenue	\$ -	\$ -	\$ 1,507,596	\$ 1,507,596	0%	31
2 UDOT Reimbursement	-	-	100,000	100,000	0%	31
3 Lease Payment	7,205	42,761	77,400	34,639	55%	31
4 Total Revenues	<u>\$ 7,205</u>	<u>\$ 42,761</u>	<u>\$ 1,684,996</u>	<u>\$ 1,642,235</u>	<u>3%</u>	<u>31</u>
Expenditures:						
5 Expenditures	\$ 15,333	\$ 118,945	\$ 842,466	\$ 723,521	14%	32
6 Imp. Proj.	-	315	45,000	44,685	1%	32
7 Transfer to Other Fund	18,339	143,616	797,530	653,914	18%	32
8 Total Expenditures	<u>\$ 33,672</u>	<u>\$ 262,876</u>	<u>\$ 1,684,996</u>	<u>\$ 1,422,120</u>	<u>16%</u>	<u>32</u>
9 Net Revenue Over (Under) Expenditures	<u>\$ (26,467)</u>	<u>\$ (220,115)</u>	<u>\$ -</u>	<u>\$ 220,115</u>		<u>32</u>
RECREATION FUND						
	<u>Dec. Actual</u>	<u>Year-to-Date Actual</u>	<u>Current Budget</u>	<u>Remaining Budget</u>	<u>Percentage of Budget Used</u>	
Revenues:						
1 Charges for Services	\$ 230	\$ 15,952	\$ 146,120	\$ 130,168	11%	35
2 Miscellaneous	-	2,917	20,000	17,083	15%	35
3 Donations	-	225	-	(225)		35
4 Contributions & Transfers	833	5,000	10,000	5,000	50%	35
5 Total Revenues	<u>\$ 1,063</u>	<u>\$ 24,094</u>	<u>\$ 176,120</u>	<u>\$ 152,026</u>	<u>14%</u>	<u>35</u>
Expenditures:						
6 Summer Recreation	\$ 4,014	\$ 59,271	\$ 109,270	\$ 49,999	54%	36
7 Off Season Recreation	-	-	19,500	19,500	0%	36
8 Youth Baseball/Softball	20	8,916	59,950	51,034	15%	36
9 Concessions	-	3,201	20,000	16,799	16%	37
10 Total Expenditures	<u>\$ 4,034</u>	<u>\$ 71,388</u>	<u>\$ 208,720</u>	<u>\$ 137,332</u>	<u>34%</u>	<u>37</u>
11 Net Revenue Over (Under) Expenditures	<u>\$ (2,971)</u>	<u>\$ (47,294)</u>	<u>\$ (32,600)</u>	<u>\$ 14,694</u>	<u>145%</u>	<u>37</u>
RAP TAX FUND						
	<u>Dec. Actual</u>	<u>Year-to-Date Actual</u>	<u>Current Budget</u>	<u>Remaining Budget</u>	<u>Percentage of Budget Used</u>	
Revenues:						
1 RAP Tax	\$ 30,125	\$ 198,843	\$ 390,000	\$ 191,157	51%	39
2 Miscellaneous	974	4,797	-	(4,797)		39
3 Total Revenues	<u>\$ 31,099</u>	<u>\$ 203,640</u>	<u>\$ 390,000</u>	<u>\$ 186,360</u>	<u>52%</u>	<u>39</u>
Expenditures:						
4 Transfers and Grants	\$ 1,949	\$ 168,368	\$ 390,000	\$ 221,632	43%	40
5 Total Expenditures	<u>\$ 1,949</u>	<u>\$ 168,368</u>	<u>\$ 390,000</u>	<u>\$ 221,632</u>	<u>43%</u>	<u>40</u>
6 Net Revenue Over (Under) Expenditures	<u>\$ 29,151</u>	<u>\$ 35,272</u>	<u>\$ -</u>	<u>\$ (35,272)</u>		<u>40</u>
CEMETERY PERPETUAL CARE FUND						
	<u>Dec. Actual</u>	<u>Year-to-Date Actual</u>	<u>Current Budget</u>	<u>Remaining Budget</u>	<u>Percentage of Budget Used</u>	
Revenues:						
1 Charges for Services	\$ 3,200	\$ 8,400	\$ 33,500	\$ 25,100	25%	42
2 Miscellaneous Revenue	53	293	-	(293)		42
3 Total Revenues	<u>\$ 3,253</u>	<u>\$ 8,693</u>	<u>\$ 33,500</u>	<u>\$ 24,807</u>	<u>26%</u>	<u>42</u>
Expenditures						
4 Maintenance	\$ 30	\$ -	\$ -	\$ -		43
5 Transfers to Other Funds	-	-	26,800	26,800	0%	43
6 Total Expenditures	<u>\$ 30</u>	<u>\$ -</u>	<u>\$ 26,800</u>	<u>\$ 26,800</u>		<u>43</u>
7 Net Revenue Over (Under) Expenditures	<u>\$ 3,283</u>	<u>\$ 8,693</u>	<u>\$ 6,700</u>	<u>\$ (1,993)</u>	<u>130%</u>	<u>43</u>

Centerville City Corporation
City Council Financial Summary
For the Month Ended December 31, 2017

50% of the Fiscal Year has Elapsed

DEBT SERVICE FUND						
	<u>Dec. Actual</u>	<u>Year-to-Date Actual</u>	<u>Current Budget</u>	<u>Remaining Budget</u>	<u>Percentage of Budget Used</u>	
Revenues:						
1 Contributions & Transfers	\$ -	\$ 39,094	\$ 590,688	\$ 551,594	7%	44
2 Total Revenues	\$ -	\$ 39,094	\$ 590,688	\$ 551,594	7%	44
Expenditures:						
3 Expenditures	\$ -	\$ 39,094	\$ 590,688	\$ 551,594	7%	45
4 Total Expenditures	\$ -	\$ 39,094	\$ 590,688	\$ 551,594	7%	45
5 Net Revenue Over (Under) Expenditures	\$ -	\$ -	\$ -	\$ -		45
CAPITAL PROJ. FUND - PARK IMP. FUND						
	<u>Dec. Actual</u>	<u>Year-to-Date Actual</u>	<u>Current Budget</u>	<u>Remaining Budget</u>	<u>Percentage of Budget Used</u>	
Revenues:						
1 Impact Fees	\$ -	\$ 24,684	\$ 50,000	\$ 25,316	49%	46
2 Transfer in - RAP	\$ -	\$ 114,338	\$ -	\$ (114,338)		47
3 Park Development	\$ -	\$ 50,000	\$ -	\$ (50,000)		47
4 Total Revenues	\$ -	\$ 189,022	\$ 50,000	\$ (139,022)	378%	47
Expenditures:						
5 Expenditures	\$ 7,328	\$ 305,291	\$ 50,000	\$ (255,291)	611%	48
6 Total Expenditures	\$ 7,328	\$ 305,291	\$ 50,000	\$ (255,291)	611%	48
7 Net Revenue Over (Under) Expenditures	\$ (7,328)	\$ (116,269)	\$ -	\$ 116,269		48
TRANSPORTATION FUND						
	<u>Dec. Actual</u>	<u>Year-to-Date Actual</u>	<u>Current Budget</u>	<u>Remaining Budget</u>	<u>Percentage of Budget Used</u>	
Revenues:						
1 Taxes	\$ 24,428	\$ 162,317	\$ 315,000	\$ 152,683	52%	50
2 Class C Roads	111,963	308,688	650,000	341,312	47%	50
3 Grants	-	-	970,000	970,000	0%	50
4 Transfers	207,796	207,796	415,592	207,796	50%	50
5 Miscellaneous	-	-	1,000	1,000	0%	50
6 Contributions	-	47,784	-	(47,784)		50
7 Total Revenues	\$ 344,186	\$ 726,585	\$ 2,351,592	\$ 1,625,007	31%	50
Expenditures:						
8 Capital Proj.	\$ 18,480	\$ 34,153	\$ 2,351,592	\$ 2,317,439	1%	51
9 Annual Proj.	9,048	505,768	-	(505,768)		51
10 Total Expenditures	\$ 27,528	\$ 539,921	\$ 2,351,592	\$ 1,811,671	23%	51
11 Net Revenue Over (Under) Expenditures	\$ 316,658	\$ 186,664	\$ -	\$ (186,664)		51
CAPITAL PROJ. FUND - UTOPIA						
	<u>Dec. Actual</u>	<u>Year-to-Date Actual</u>	<u>Current Budget</u>	<u>Remaining Budget</u>	<u>Percentage of Budget Used</u>	
Revenues:						
1 Transfers	\$ 39,402	\$ 236,410	\$ 472,819	\$ 236,409	50%	53
2 Total Revenues	\$ 39,402	\$ 236,410	\$ 472,819	\$ 236,409	50%	53
Expenditures:						
3 Expenditures	\$ 39,351	\$ 236,106	\$ 472,819	\$ 236,713	50%	54
4 Total Expenditures	\$ 39,351	\$ 236,106	\$ 472,819	\$ 236,713	50%	54
5 Net Revenue Over (Under) Expenditures	\$ 51	\$ 304	\$ -	\$ (304)		54

**Centerville City Corporation
City Council Financial Summary
For the Month Ended December 31, 2017**

50% of the Fiscal Year has Elapsed

WATER FUND		Dec. Actual	Year-to-Date Actual	Current Budget	Remaining Budget	Percentage of Budget Used	
Revenues:							
1	Charges for Services	\$ 252,407	\$ 295,844	\$ 125,000	\$ (170,844)	237%	56
2	Miscellaneous	-	64	-	(64)		56
3	Operating Revenue	203,771	1,327,376	2,439,500	1,112,124	54%	56
4	Non-Operating Revenue	-	13,558	-	(13,558)		56
5	Total Revenues	\$ 456,178	\$ 1,636,842	\$ 2,564,500	\$ 927,658	64%	56
Expenditures:							
6	Expenditures	\$ 132,169	\$ 1,005,312	\$ 2,006,840	\$ 1,001,528	50%	58
7	Capital Equipment/Proj.	17,158	23,194	867,650	844,456	3%	58
8	Water Capital Imp. Proj	1,238	91,800	-	(91,800)		58
9	Water Line Proj.	120	901	-	(901)		58
10	Water Projects	48,818	48,984	-	(48,984)		58
11	Subdivision Waterline Proj.	-	100,320	-	(100,320)		58
12	Total Expenditures	\$ 199,502	\$ 1,270,511	\$ 2,874,490	\$ 1,603,979	44%	58
13	Net Revenue Over (Under) Expenditures	\$ 256,676	\$ 366,331	\$ (309,990)	\$ (676,321)	-118%	58
SANITATION FUND							
Revenues:							
1	Miscellaneous	\$ -	\$ 540	\$ 32,000	\$ 31,460	2%	60
2	Operating Revenue	83,673	501,995	992,750	490,755	51%	60
3	Total Revenues	\$ 83,673	\$ 502,535	\$ 1,024,750	\$ 522,215	49%	60
Expenditures:							
4	Expenditures	\$ 76,944	\$ 471,945	\$ 960,250	\$ 488,305	49%	61
5	Total Expenditures	\$ 76,944	\$ 471,945	\$ 960,250	\$ 488,305	49%	61
6	Net Revenue Over (Under) Expenditures	\$ 6,729	\$ 30,590	\$ 64,500	\$ 33,910	47%	61
DRAINAGE UTILITY FUND							
Revenues:							
1	Impact Fees	\$ 63,202	\$ 69,049	\$ -	\$ (69,049)		63
2	Miscellaneous	1,102	1,102	1,500	398	73%	63
3	Operating Revenue	105,556	629,758	1,245,000	615,242	51%	63
4	Total Revenues	\$ 169,860	\$ 699,909	\$ 1,246,500	\$ 546,591	56%	63
Expenditures:							
5	Expenditures	\$ 91,256	\$ 389,307	\$ 1,331,500	\$ 942,193	29%	64
6	Total Expenditures	\$ 91,256	\$ 389,307	\$ 1,331,500	\$ 942,193	29%	64
7	Net Revenue Over (Under) Expenditures	\$ 78,604	\$ 310,602	\$ (85,000)	\$ (395,602)	-365%	64
TELECOM FUND							
Revenues:							
1	Charges for Services	\$ 19,827	\$ 133,680	\$ 210,000	\$ 76,320	64%	66
2	Total Revenues	\$ 19,827	\$ 133,680	\$ 210,000	\$ 76,320	64%	66
Expenditures:							
3	Professional Services	\$ 16,251	\$ 126,056	\$ 208,500	\$ 82,444	60%	67
4	Total Expenditures	\$ 16,251	\$ 126,056	\$ 208,500	\$ 82,444	60%	67
5	Net Revenue Over (Under) Expenditures	\$ 3,575	\$ 7,624	\$ 1,500	\$ (6,124)	508%	67

**Centerville City Corporation
City Council Financial Summary
For the Month Ended December 31, 2017**

50% of the Fiscal Year has Elapsed

WHITAKER TRUST FUND		Dec. Actual	Year-to-Date Actual	Current Budget	Remaining Budget	Percentage of Budget Used	
Revenues:							
1	Contributions & Grants	\$ -	\$ 8,565	\$ -	\$ (8,565)		69
2	Miscellaneous Revenue	\$ -	\$ 2,013	\$ -	\$ (2,013)		69
3	Contributions & Transfers	4,688	33,468	57,676	24,208	58%	69
4	Total Revenues	<u>\$ 4,688</u>	<u>\$ 44,046</u>	<u>\$ 57,676</u>	<u>\$ 13,630</u>	<u>76%</u>	<u>69</u>
Expenditures:							
5	Expenditures	\$ 4,914	\$ 47,798	\$ 57,676	\$ 9,878	83%	70
6	Total Expenditures	<u>\$ 4,914</u>	<u>\$ 47,798</u>	<u>\$ 57,676</u>	<u>\$ 9,878</u>	<u>83%</u>	<u>70</u>
7	Net Revenue Over (Under) Expenditures	<u>\$ (226)</u>	<u>\$ (3,752)</u>	<u>\$ -</u>	<u>\$ 3,752</u>		<u>70</u>

CENTERVILLE CITY CORPORATION
COMBINED CASH INVESTMENT
DECEMBER 31, 2017

COMBINED CASH ACCOUNTS

01-11110000	CASH - CHECKING	365,161.56
01-11310000	PETTY CASH - GENERAL CITY	200.00
01-11510000	PTIF - INVESTMENT ACCOUNT	2,495,321.21
01-11530000	PTIF-RAP TAX	722,517.30
01-11550000	PTIF-DCPA RES ACCT	581,677.33
01-11570000	PTIF-CEMETERY PERPETUAL CARE	38,045.44
	TOTAL COMBINED CASH	4,202,922.84
01-11100000	ALLOCATIONS DUE TO OTHER FUNDS	(4,202,922.84)
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	1,547,521.19
20	ALLOCATION TO REDEVELOPMENT AGENCY FUND	228,146.88
23	ALLOCATION TO MUNICIPAL BUILDING AUTHORITY	1,207.46
25	ALLOCATION TO RECREATION	15,686.53
27	ALLOCATION TO RAP TAX	253,227.85
30	ALLOCATION TO CEMETERY PERPETUAL CARE	55,585.44
48	ALLOCATION TO TRANSPORTATION FUND	970,828.98
49	ALLOCATION TO UTOPIA PROJECT FUND	307.65
51	ALLOCATION TO WATER FUND	47,771.79
53	ALLOCATION TO DRAINAGE UTILITY	1,056,839.78
54	ALLOCATION TO TELECOMMUNICATION FUND	5,517.95
71	ALLOCATION TO WHITAKER HOME TRUST FUND	20,281.34
	TOTAL ALLOCATIONS TO OTHER FUNDS	4,202,922.84
	ALLOCATION FROM COMBINED CASH FUND - 01-11100000	(4,202,922.84)
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

CENTERVILLE CITY CORPORATION
BALANCE SHEET
DECEMBER 31, 2017

GENERAL FUND

ASSETS

10-11100000	CASH - COMBINED FUND	1,547,521.19
10-11210000	CASH-ZIONS ACCOUNT	9,138.01
10-11310000	CASH - OVER & SHORTS	71.73
10-11320000	DRUG/ALCOHOL INFORMANT ACCOUNT	200.00
10-11330000	CASH REGISTER CHANGE FUND	100.00
10-11340000	JP COURT CHANGE FUND	185.00
10-11350000	YOUTH COUNCIL - CHECKING	2,668.94
10-11360000	CASH - CONCESSIONAIRE CHANGE	150.00
10-11370000	CASH - PUBLIC WORKS	100.00
10-11900000	ACCOUNTS RECEIVABLE AR	3,969.77
10-13110000	ACCOUNTS RECEIVABLE ST LIGHT	400.88
10-13170000	ACCOUNTS RECEIVABLE - OTHER	822,361.12
10-13180000	ACCOUNTS RECIEVABLE-PROP TAXES	1,384,571.00
10-13190000	ACCOUNTS RECEIVABLE-UTOPIA PLE	277,222.00
10-13200000	ALLOWANCE FOR BAD DEBT	(2,500.00)
10-13300000	PREPAID EXPENSE	16,500.00
TOTAL ASSETS		<u>4,062,659.64</u>

LIABILITIES AND EQUITY

CENTERVILLE CITY CORPORATION
BALANCE SHEET
DECEMBER 31, 2017

GENERAL FUND

<u>LIABILITIES</u>		
10-21510000	DOG LICENSES PAYABLE	24.00
10-22200000	WAGES PAYABLE	93,417.17
10-22210000	FWT PAYABLE	26,396.10
10-22220000	SWT PAYABLE	11,355.23
10-22230000	FICA PAYABLE	44,811.42
10-22300000	401K VOLUNTARY PAYABLE	(3,449.80)
10-22301000	457 VOLUNTARY CONTRIB/PAYABLE	12,294.55
10-22302000	MPP VOLUNTARY/PAYABLE	3,049.02
10-22303000	ROTH - IRA	748.56
10-22320000	RETIREMENT PAYABLE	28,191.02
10-22330000	CEMETERY EMPLOYEE DEDUCTABLE	5,180.00
10-22360000	FRATERNAL ORDER OF POLICE/PYBL	890.00
10-22390000	EMPLOYEE MED INS PREMIUM	(634.65)
10-22391000	EDUCATORS/DENTAL INSURANCE	361.51
10-22392000	STANDARD INSURANCE/TERM LIFE	741.17
10-22400000	AFLAC PAYABLE	276.49
10-22410000	GARNISHMENT	21.79
10-22420000	EMPLOYEES ASSOCIATION DUES	30.36
10-22430000	EMPLOYEE LEGAL SERVICES	12.70
10-22440000	FLEX/HSA ACCOUNT CONTRIBUTIONS	(9,598.62)
10-22450000	LONG TERM DISABILITY	6,930.81
10-22460000	WORKERS COMPENSATION PAYABLE	6,247.83
10-23130000	CONSTRUCTION DEPOSIT	65,985.00
10-23131400	CASH BOND - KARA FADEL BURNETT	563.00
10-23131410	CASH BOND - RAY RASBAND	570.00
10-23131420	CASH BOND - LYMAN MANAGEMENT	14,000.00
10-23131450	CASH BOND-LEGACY XING STORAGE	336,600.00
10-23131460	CASH BOND-COTTAGE ON THE CRNR	21,550.00
10-23131540	CASH BOND-LAMB INDUSTRIES	417.00
10-23131560	CASH BOND - JOLLEY PROPERTY	866.00
10-23131570	CASH BOND - H & S LLC	32,754.00
10-23131580	CASH BOND - DALE ENGBERSON-MIL	6,786.80
10-23131590	CASH BOND - DALE ENGBERSON	2,724.40
10-23131600	CASH BOND-H D PIRELA LLC	1,200.00
10-23131610	CASH BOND-MAVERICK	5,667.00
10-23131630	CASH BOND-ENSIGN CONST & DEV	11,970.00
10-23132050	CASH BOND-OAKWOOD HOMES ONE	52,614.00
10-23132150	CASH BOND-OAKWOOD HOMES TWO	76,613.20
10-23132200	CASH BOND-BARTILE	3,000.00
10-23132460	CASH BOND-BRIGHTON DEV THE COV	31,000.00
10-23132465	BRIGHTON HOMES	3,000.00
10-23132480	CASH BOND - JAMES C ROHLETTER	9,875.00
10-23132680	CASH BOND-WILLIAM DAVIES	12,000.00
10-23132690	CASH BOND - LONESTAR BUILDERS	33,840.00
10-23150000	POLICE EVIDENCE ACCOUNT	29,205.61
10-23151000	COURT - BAIL	38,360.00
10-23152000	EXCAVATION PERMIT BONDS	1,800.00
10-23300000	DEFERRED REVENUE- PROPERTY TAX	1,384,571.00
10-23370000	DEFERRED REVENUE-UTOPIA PLDG	277,222.00
10-24110000	DUE TO OTHER GVT - SALES TAX	240.77
TOTAL LIABILITIES		2,682,291.44
<u>FUND EQUITY</u>		

CENTERVILLE CITY CORPORATION
BALANCE SHEET
DECEMBER 31, 2017

GENERAL FUND

10-28500000	RESTRICTED FUND BALANCE		14,484.42	
	UNAPPROPRIATED FUND BALANCE:			
10-29510000	PRIOR UNREST. FUND BALANCE	585,746.59		
	REVENUE OVER EXPENDITURES - YTD	<u>780,137.19</u>		
	BALANCE - CURRENT DATE		<u>1,365,883.78</u>	
	TOTAL FUND EQUITY			<u>1,380,368.20</u>
	TOTAL LIABILITIES AND EQUITY			<u><u>4,062,659.64</u></u>

CENTERVILLE CITY CORPORATION
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAX REVENUE</u>						
10-31-100000	PROPERTY TAXES	1,083,095.98	1,227,056.27	1,384,571.00	157,514.73	88.6
10-31-120000	FEE IN LIEU OF TAXES	8,992.08	47,085.28	90,000.00	42,914.72	52.3
10-31-200000	PROPERTY TAXES - DUE	(2,473.71)	1,033.40	30,000.00	28,966.60	3.4
10-31-300000	SALES TAX - GENERAL	308,950.11	2,008,965.63	3,957,500.00	1,948,534.37	50.8
10-31-410000	FRANCHISE TAX - POWER	40,748.59	342,176.10	605,000.00	262,823.90	56.6
10-31-420000	FRANCHISE TAX - NATURAL GAS	17,108.13	60,244.33	273,000.00	212,755.67	22.1
10-31-430000	FRANCHISE TAX - TELECOMM.	12,732.94	80,642.32	165,000.00	84,357.68	48.9
10-31-440000	FRANCHISE TAX - CATV	.00	46,648.10	90,000.00	43,351.90	51.8
	TOTAL TAX REVENUE	1,469,154.12	3,813,851.43	6,595,071.00	2,781,219.57	57.8
<u>LICENSES AND PERMITS</u>						
10-32-100000	BUSINESS LICENSES	35,211.64	37,897.16	56,000.00	18,102.84	67.7
10-32-110000	BUILDING FEES	1,876.00	59,464.58	190,000.00	130,535.42	31.3
10-32-120000	PLAN CHECK FEES	.00	16,220.07	70,000.00	53,779.93	23.2
10-32-130000	ELECTRICAL FEES	.00	618.00	600.00	(18.00)	103.0
10-32-140000	PLUMBING FEES	188.00	516.00	.00	(516.00)	.0
10-32-150000	MECHANICAL FEES	70.00	1,006.00	1,000.00	(6.00)	100.6
10-32-160000	STATE SURCHARGE FEE	21.34	340.13	800.00	459.87	42.5
10-32-200000	APPROACH FEE (STREET & CURB)	.00	500.00	2,000.00	1,500.00	25.0
10-32-220000	BICYCLE LICENSES	.00	9.00	280.00	271.00	3.2
10-32-230000	CHICKEN & RABBIT PERMITS	.00	40.00	.00	(40.00)	.0
	TOTAL LICENSES AND PERMITS	37,366.98	116,610.94	320,680.00	204,069.06	36.4
<u>INTERGOVERNMENTAL REVENUE</u>						
10-33-580000	STATE GRANT/LIQUOR LAW	21,512.40	21,512.40	19,000.00	(2,512.40)	113.2
10-33-610000	SCHOOL RESOURCE OFFICER	.00	.00	17,000.00	17,000.00	.0
10-33-620000	STATE GRANT - HISTORIC	.00	1,233.00	3,650.00	2,417.00	33.8
10-33-630000	PUBLIC SAFETY GRANTS	2,000.00	6,190.97	8,000.00	1,809.03	77.4
	TOTAL INTERGOVERNMENTAL REVENUE	23,512.40	28,936.37	47,650.00	18,713.63	60.7

CENTERVILLE CITY CORPORATION
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>CHARGES FOR SERVICES</u>						
10-34-120000	SUBDIVISION INSPECTION FEE	11,321.32	12,515.04	25,000.00	12,484.96	50.1
10-34-130000	ZONING & SUBDIVISION FEES	1,106.40	14,626.20	40,000.00	25,373.80	36.6
10-34-150000	SALE OF MAPS & PUBLICATIONS	.00	10.00	100.00	90.00	10.0
10-34-310000	STREET EXCAVATION FEES	.00	4,220.00	5,000.00	780.00	84.4
10-34-330000	STREET LIGHTING FEES	348.48	2,078.39	4,140.00	2,061.61	50.2
10-34-730000	PARK RENTAL FEES	.00	975.00	5,800.00	4,825.00	16.8
10-34-740000	PARK USE AGREEMENTS	(220.00)	2,357.50	8,000.00	5,642.50	29.5
10-34-810000	CEMETERY LOTS- ABCD	.00	(3,000.00)	.00	3,000.00	.0
10-34-830000	GRAVE OPENING CHARGES	1,720.00	7,470.00	23,000.00	15,530.00	32.5
10-34-900000	ADMIN OVERHEAD - WATER FUND	35,416.67	212,500.01	425,000.00	212,499.99	50.0
10-34-910000	ADMIN OVERHEAD - SANITATION	7,004.17	42,025.01	84,050.00	42,024.99	50.0
10-34-920000	ADMIN OVERHEAD - DRAINAGE FUND	18,333.33	109,999.99	220,000.00	110,000.01	50.0
10-34-940000	ADMIN OVERHEAD - RDA	14,283.33	85,699.99	171,400.00	85,700.01	50.0
10-34-950000	ADMIN OVERHEAD - TELECOMM	.00	.00	9,000.00	9,000.00	.0
	TOTAL CHARGES FOR SERVICES	89,313.70	491,477.13	1,020,490.00	529,012.87	48.2
<u>FINES AND FORFEITURES</u>						
10-35-110000	CITY COURT	47,099.35	230,858.03	450,000.00	219,141.97	51.3
	TOTAL FINES AND FORFEITURES	47,099.35	230,858.03	450,000.00	219,141.97	51.3
<u>MISCELLANEOUS REVENUE</u>						
10-36-100000	BANKING/INVEST. INTEREST	2,782.03	14,065.20	8,000.00	(6,065.20)	175.8
10-36-230000	BANKING/ZIONS BANK INT INCOME	.00	.00	1,000.00	1,000.00	.0
10-36-250000	RENTAL CHARGES/COMUNITY CNT	70.00	385.00	500.00	115.00	77.0
10-36-290000	SALE OF HISTORIC MAPS	.00	5.00	50.00	45.00	10.0
10-36-350000	YOUTH COUNCIL (CHECKING)	.00	2,359.52	.00	(2,359.52)	.0
10-36-400000	SALE OF FIXED ASSETS	.00	.00	20,000.00	20,000.00	.0
10-36-800000	WITNESS FEES	37.00	277.50	600.00	322.50	46.3
10-36-840000	SEX OFFENDER REGISTRY FEE	.00	25.00	.00	(25.00)	.0
10-36-900000	SUNDRY REVENUE	364.92	6,387.48	15,000.00	8,612.52	42.6
	TOTAL MISCELLANEOUS REVENUE	3,253.95	23,504.70	45,150.00	21,645.30	52.1
<u>NON-OPERATING REVENUE</u>						
10-38-470000	CONTRIBUTIONS	125.00	10,125.00	.00	(10,125.00)	.0
	TOTAL NON-OPERATING REVENUE	125.00	10,125.00	.00	(10,125.00)	.0

CENTERVILLE CITY CORPORATION
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>CONTRIBUTIONS & TRANSFERS</u>					
10-39-200000 TRANSFER FROM OTHER FUNDS	.00	.00	26,800.00	26,800.00	.0
TOTAL CONTRIBUTIONS & TRANSFERS	.00	.00	26,800.00	26,800.00	.0
 TOTAL FUND REVENUE	 1,669,825.50	 4,715,363.60	 8,505,841.00	 3,790,477.40	 55.4

CENTERVILLE CITY CORPORATION
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LEGISLATIVE</u>					
10-4111-120.0 WAGES - COUNCIL	3,125.00	18,750.00	37,500.00	18,750.00	50.0
10-4111-130.0 FICA	239.05	1,434.30	2,870.00	1,435.70	50.0
10-4111-135.0 WORKERS COMPENSATION	65.60	393.60	625.00	231.40	63.0
10-4111-210.0 ULC&T	.00	10,915.02	10,915.00	(.02)	100.0
10-4111-211.0 CHAMBER OF COMMERCE MEMBERSHIP	.00	575.00	575.00	.00	100.0
10-4111-217.0 CONTRIBUTIONS	.00	500.00	500.00	.00	100.0
10-4111-240.0 OFFICE SUPPLIES	73.08	84.42	50.00	(34.42)	168.8
10-4111-310.0 RECORDER SERVICES	186.67	3,468.04	5,000.00	1,531.96	69.4
10-4111-330.0 EDUCATION & TRAINING	100.00	1,120.00	4,000.00	2,880.00	28.0
10-4111-480.0 MISC SUPPLIES	.00	50.00	300.00	250.00	16.7
10-4111-481.0 MEETING MEALS	239.17	927.92	2,500.00	1,572.08	37.1
10-4111-510.0 SPECIAL CONTINGENCY	.00	4,200.00	68,994.00	64,794.00	6.1
10-4111-730.0 MITIGATION FUNDS	.00	.00	1,000.00	1,000.00	.0
10-4111-750.0 SPEC PROJ (DEER MITIGATION)	.00	75.00	500.00	425.00	15.0
TOTAL LEGISLATIVE	4,028.57	42,493.30	135,329.00	92,835.70	31.4
<u>JUDICIAL</u>					
10-4120-110.0 SALARY AND WAGES	5,023.20	27,333.59	72,668.00	45,334.41	37.6
10-4120-111.0 OVERTIME PAY	125.58	825.75	4,000.00	3,174.25	20.6
10-4120-120.0 WAGES - JUDGE	5,277.36	24,576.44	44,405.00	19,828.56	55.4
10-4120-122.0 PART TIME - OFFICE	3,732.53	14,303.94	24,618.00	10,314.06	58.1
10-4120-130.0 FICA	934.30	3,952.35	10,839.00	6,886.65	36.5
10-4120-131.0 RETIREMENT	2,567.43	11,463.61	26,973.00	15,519.39	42.5
10-4120-132.0 MEDICAL INSURANCE	1,369.31	8,201.04	16,400.00	8,198.96	50.0
10-4120-134.0 LONG TERM DISABILITY	38.79	168.43	850.00	681.57	19.8
10-4120-135.0 WORKERS COMPENSATION	125.50	580.04	2,410.00	1,829.96	24.1
10-4120-210.0 BOOKS & SUBSCRIPTIONS	.00	475.61	600.00	124.39	79.3
10-4120-230.0 MILEAGE REIMBURSEMENT	.00	.00	100.00	100.00	.0
10-4120-240.0 OFFICE SUPPLIES	.00	253.25	2,000.00	1,746.75	12.7
10-4120-241.0 PRINTING	.00	.00	800.00	800.00	.0
10-4120-242.0 POSTAGE	313.91	654.54	2,400.00	1,745.46	27.3
10-4120-260.0 EQUIP MAINT SUPPLIES	.00	.00	100.00	100.00	.0
10-4120-262.0 COPIER SUPPLIES	.00	219.96	500.00	280.04	44.0
10-4120-311.0 PROFESSIONAL SERVICES	5.94	182.65	900.00	717.35	20.3
10-4120-314.0 COMPUTER SERVICES	.00	.00	500.00	500.00	.0
10-4120-330.0 EDUCATION & TRAINING	(19.26)	1,445.08	1,000.00	(445.08)	144.5
10-4120-350.0 CONTRACT SERVICES - JUDGE	.00	.00	500.00	500.00	.0
10-4120-480.0 MISC SUPPLIES	17.62	70.26	500.00	429.74	14.1
10-4120-621.0 WITNESS FEES	.00	96.50	250.00	153.50	38.6
10-4120-623.0 JURY FEES	.00	329.00	300.00	(29.00)	109.7
10-4120-624.0 INTERPRETOR	99.50	525.92	1,500.00	974.08	35.1
TOTAL JUDICIAL	19,611.71	95,647.96	215,113.00	119,465.04	44.5

CENTERVILLE CITY CORPORATION
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXECUTIVE</u>					
10-4130-110.0 SALARY AND WAGES	21,908.35	120,687.56	241,967.00	121,279.44	49.9
10-4130-111.0 OVERTIME PAY	55.67	962.19	2,000.00	1,037.81	48.1
10-4130-120.0 PART TIME WAGES - MAYOR	1,661.55	7,753.90	14,400.00	6,646.10	53.9
10-4130-130.0 FICA	2,344.03	10,372.93	19,611.00	9,238.07	52.9
10-4130-131.0 RETIREMENT	5,169.24	21,445.15	44,692.00	23,246.85	48.0
10-4130-132.0 MEDICAL INSURANCE	2,888.24	17,321.87	34,875.00	17,553.13	49.7
10-4130-134.0 LONG TERM DISABILITY	136.19	581.46	1,538.00	956.54	37.8
10-4130-135.0 WORKERS COMPENSATION	391.33	1,630.64	3,594.00	1,963.36	45.4
10-4130-141.0 TRANSPORTATION ALLOWANCE	512.34	2,390.92	4,440.00	2,049.08	53.9
10-4130-210.0 BOOKS & SUBSCRIPTIONS	.00	.00	400.00	400.00	.0
10-4130-211.0 MEMBERSHIPS	.00	1,051.00	2,000.00	949.00	52.6
10-4130-213.0 MUNICIPAL CODE SERVICES	.00	1,500.00	1,500.00	.00	100.0
10-4130-220.0 PUBLIC CODES	.00	578.00	500.00	(78.00)	115.6
10-4130-230.0 MILEAGE REIMBURSEMENT	.00	18.19	700.00	681.81	2.6
10-4130-231.0 MAYOR LUNCHEON	56.15	148.81	600.00	451.19	24.8
10-4130-240.0 OFFICE SUPPLIES	2.02	258.10	2,200.00	1,941.90	11.7
10-4130-241.0 PRINTING	182.34	182.34	700.00	517.66	26.1
10-4130-242.0 POSTAGE	51.17	184.70	1,200.00	1,015.30	15.4
10-4130-260.0 EQUIP MAINT & SUPPLIES	.00	.00	2,200.00	2,200.00	.0
10-4130-280.0 TELEPHONE - AIR TIME	59.00	266.50	700.00	433.50	38.1
10-4130-310.0 PROFESSIONAL SERVICES	.00	1,178.90	4,000.00	2,821.10	29.5
10-4130-330.0 EDUCATION AND TRAINING	15.79	912.61	5,500.00	4,587.39	16.6
10-4130-480.0 MISC SUPPLIES	39.99	39.99	300.00	260.01	13.3
10-4130-481.0 EMPLOYEE - TUITION	.00	.00	4,500.00	4,500.00	.0
10-4130-482.0 EMPLOYEE - SERVICE	50.00	3,578.52	3,500.00	(78.52)	102.2
10-4130-483.0 EMPLOYEE- DINNER	5,185.94	5,271.13	5,500.00	228.87	95.8
10-4130-484.0 EMPLOYEE - FITNESS BENEFIT	400.00	1,600.00	4,400.00	2,800.00	36.4
10-4130-485.0 NEWSLETTER - POSTAGE	991.38	991.38	3,000.00	2,008.62	33.1
10-4130-486.0 NEWSLETTER - PRINTING	.00	.00	10,500.00	10,500.00	.0
10-4130-487.0 VOLUNTEER SERVICE RECOGNITION	.00	3,410.66	3,500.00	89.34	97.5
10-4130-740.0 CAPITAL EQUIPMENT	.00	230.68	3,000.00	2,769.32	7.7
 TOTAL EXECUTIVE	 42,100.72	 204,548.13	 427,517.00	 222,968.87	 47.9

CENTERVILLE CITY CORPORATION
EXPENDITURES WITH COMPARISON TO BUDGET
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GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ATTORNEY</u>					
10-4135-110.0 SALARY AND WAGES	10,745.14	56,680.17	113,131.00	56,450.83	50.1
10-4135-120.0 PART TIME WAGES	.00	951.00	2,000.00	1,049.00	47.6
10-4135-130.0 FICA	1,158.10	4,849.43	8,655.00	3,805.57	56.0
10-4135-131.0 RETIREMENT	2,178.78	9,249.93	20,895.00	11,645.07	44.3
10-4135-132.0 MEDICAL INSURANCE	504.34	3,026.04	6,052.00	3,025.96	50.0
10-4135-134.0 LONG TERM DISABILITY	68.53	283.43	679.00	395.57	41.7
10-4135-135.0 WORKERS COMPENSATION	314.22	1,301.73	2,263.00	961.27	57.5
10-4135-210.0 BOOKS & SUBSCRIPTIONS	379.06	1,895.30	5,000.00	3,104.70	37.9
10-4135-211.0 MEMBERSHIPS	.00	.00	700.00	700.00	.0
10-4135-215.0 FILING FEES & COSTS	.00	.00	100.00	100.00	.0
10-4135-230.0 MILEAGE REIMBURSEMENT	.00	.00	400.00	400.00	.0
10-4135-240.0 OFFICE SUPPLIES	.00	15.05	400.00	384.95	3.8
10-4135-310.0 PROFESSIONAL SERVICES	.00	35.00	.00	(35.00)	.0
10-4135-330.0 EDUCATION & TRAINING	.00	615.39	1,700.00	1,084.61	36.2
10-4135-480.0 MISC SUPPLIES	.00	33.98	200.00	166.02	17.0
10-4135-650.0 SPEC. PROJECT	.00	.00	5,000.00	5,000.00	.0
 TOTAL ATTORNEY	 15,348.17	 78,936.45	 167,175.00	 88,238.55	 47.2

CENTERVILLE CITY CORPORATION
EXPENDITURES WITH COMPARISON TO BUDGET
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GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FINANCE</u>					
10-4140-110.0 SALARY AND WAGES	5,005.06	60,680.49	124,010.00	63,329.51	48.9
10-4140-111.0 OVERTIME PAY	155.75	155.75	1,500.00	1,344.25	10.4
10-4140-120.0 PART TIME WAGES	5,875.80	26,077.15	42,000.00	15,922.85	62.1
10-4140-130.0 FICA	1,342.98	6,670.55	12,815.00	6,144.45	52.1
10-4140-131.0 RETIREMENT	2,952.30	13,387.69	31,172.00	17,784.31	43.0
10-4140-132.0 MEDICAL INSURANCE	1,521.86	10,486.19	18,220.00	7,733.81	57.6
10-4140-134.0 LONG TERM DISABILITY	61.00	308.65	905.00	596.35	34.1
10-4140-135.0 WORKERS COMPENSATION	31.64	159.06	730.00	570.94	21.8
10-4140-136.0 ADDITIONAL RETIREMENT	379.06	1,869.70	.00 (	1,869.70)	.0
10-4140-210.0 BOOKS & SUBSCRIPTIONS	.00	.00	150.00	150.00	.0
10-4140-211.0 MEMBERSHIPS	.00	290.00	900.00	610.00	32.2
10-4140-220.0 PUBLIC NOTICES	.00	480.00	.00 (	480.00)	.0
10-4140-230.0 MILEAGE REIMBURSEMENT	.00	.00	500.00	500.00	.0
10-4140-240.0 OFFICE SUPPLIES	56.69	1,258.67	3,500.00	2,241.33	36.0
10-4140-241.0 PRINTING	.00	310.77	1,800.00	1,489.23	17.3
10-4140-242.0 POSTAGE	176.35	1,106.53	2,000.00	893.47	55.3
10-4140-255.0 VEHICLE MAINTENANCE	18.28	18.28	300.00	281.72	6.1
10-4140-260.0 EQUIP MAINT & SUPPLIES	.00	.00	250.00	250.00	.0
10-4140-262.0 COPIER SUPPLIES	.00	.00	3,300.00	3,300.00	.0
10-4140-264.0 COMPUTER MAINTENANCE	.00	557.52	500.00 (	57.52)	111.5
10-4140-280.0 TELEPHONE - AIR TIME	35.00	210.00	1,000.00	790.00	21.0
10-4140-282.0 AIR TIME - LAPTOPS	40.01	160.04	500.00	339.96	32.0
10-4140-290.0 GASOLINE	.00	.00	300.00	300.00	.0
10-4140-310.0 PROFESSIONAL SERVICES	.00	45.26	1,000.00	954.74	4.5
10-4140-311.0 RETIREMENT ADMINISTRATION FEES	.00	426.54	2,600.00	2,173.46	16.4
10-4140-312.0 CPA SERVICES	4,000.00	24,000.00	48,000.00	24,000.00	50.0
10-4140-313.0 AUDIT SERVICES	.00	18,000.00	18,000.00	.00	100.0
10-4140-314.0 COMPUTER SERVICES	489.90	2,244.43	4,600.00	2,355.57	48.8
10-4140-315.0 FLEX SPENDING SERVICES	.00	307.00	1,500.00	1,193.00	20.5
10-4140-320.0 BANKING SERVICES	893.83	5,897.39	13,000.00	7,102.61	45.4
10-4140-330.0 EDUCATION AND TRAINING	.00	846.84	3,500.00	2,653.16	24.2
10-4140-480.0 MISC SUPPLIES	272.98	718.65	1,000.00	281.35	71.9
10-4140-511.0 INSURANCE - LIABILITY	2,750.00	18,396.00	33,000.00	14,604.00	55.8
10-4140-515.0 LIABILITY DEDUCTIBLE	.00	1,116.95	5,000.00	3,883.05	22.3
10-4140-740.0 CAPITAL EQUIPMENT	.00	190.99	7,000.00	6,809.01	2.7
10-4140-745.0 NETWORK EQUIPMENT	2,178.88	7,033.37	15,000.00	7,966.63	46.9
10-4140-750.0 SPECIAL PROJECTS	.00	695.96	.00 (	695.96)	.0
10-4140-755.0 WEB PAGE	327.16	1,685.80	4,000.00	2,314.20	42.2
TOTAL FINANCE	28,564.53	205,792.22	403,552.00	197,759.78	51.0
<u>ATTORNEY SERVICES</u>					
10-4145-315.0 PROSECUTING ATTORNEY SERVICES	.00	7,907.16	25,200.00	17,292.84	31.4
10-4145-320.0 PUBLIC DEFENDER SERVICES	540.00	2,700.00	8,000.00	5,300.00	33.8
TOTAL ATTORNEY SERVICES	540.00	10,607.16	33,200.00	22,592.84	32.0

CENTERVILLE CITY CORPORATION
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GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EMERGENCY MANAGEMENT</u>						
10-4150-261.0	EQUIPMENT MAINTENANCE	.00	.00	500.00	500.00	.0
10-4150-320.0	WIND STORM - PREP FAIR	.00	.00	3,576.00	3,576.00	.0
10-4150-330.0	EDUCATION & TRAINING	.00	1,032.68	1,100.00	67.32	93.9
10-4150-350.0	CITIZEN CORP	.00	129.56	500.00	370.44	25.9
10-4150-480.0	MISC SUPPLIES	153.10	838.80	2,050.00	1,211.20	40.9
10-4150-740.0	CAPITAL EQUIPMENT	.00	.00	850.00	850.00	.0
	TOTAL EMERGENCY MANAGEMENT	153.10	2,001.04	8,576.00	6,574.96	23.3
<u>FIRE SERVICES</u>						
10-4155-323.0	SOUTH DAVIS FIRE DIST. ASSMT	70,170.41	421,022.50	845,968.00	424,945.50	49.8
	TOTAL FIRE SERVICES	70,170.41	421,022.50	845,968.00	424,945.50	49.8
<u>ELECTIONS</u>						
10-4170-315.0	PROF & TECH	7,378.25	7,378.25	.00	(7,378.25)	.0
10-4170-480.0	SPECIAL DEPT. SUPPLIES - MISC.	.00	.00	16,163.00	16,163.00	.0
	TOTAL ELECTIONS	7,378.25	7,378.25	16,163.00	8,784.75	45.7
<u>YOUTH COUNCIL</u>						
10-4180-200.0	YOUTH COUNCIL EXPENDITURES	(5,167.32)	.00	.00	.00	.0
10-4180-480.0	MISCELLANEOUS	5,167.32	5,053.45	7,000.00	1,946.55	72.2
	TOTAL YOUTH COUNCIL	.00	5,053.45	7,000.00	1,946.55	72.2

CENTERVILLE CITY CORPORATION
EXPENDITURES WITH COMPARISON TO BUDGET
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GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE DEPARTMENT EXPENDITURES</u>					
10-4210-110.0 SALARY AND WAGES	109,560.97	604,302.74	1,203,244.00	598,941.26	50.2
10-4210-111.0 OVERTIME PAY	(4,787.82)	12,166.72	16,000.00	3,833.28	76.0
10-4210-112.0 OVERTIME PAY- WARRANT SERVICE	1,850.82	5,843.22	10,000.00	4,156.78	58.4
10-4210-115.0 OVERTIME PAY-BALIFF	1,020.54	5,243.83	11,000.00	5,756.17	47.7
10-4210-120.0 TEMP & PART-TIME WAGE/RESERVES	2,686.50	10,769.63	.00	(10,769.63)	.0
10-4210-122.0 PART TIME WAGES - OFFICE	2,299.11	13,810.85	42,414.00	28,603.15	32.6
10-4210-130.0 FICA	11,740.81	56,138.69	98,108.00	41,969.31	57.2
10-4210-131.0 RETIREMENT	44,148.97	190,821.59	393,308.00	202,486.41	48.5
10-4210-132.0 MEDICAL INSURANCE	20,708.65	132,798.52	274,330.00	141,531.48	48.4
10-4210-134.0 LONG TERM DISABILITY	680.25	3,076.27	7,741.00	4,664.73	39.7
10-4210-135.0 WORKERS COMPENSATION	2,809.96	12,624.94	30,791.00	18,166.06	41.0
10-4210-137.0 LINE OF DUTY	.00	.00	1,710.00	1,710.00	.0
10-4210-142.0 UNIFORM ALLOWANCE	170.87	1,152.68	.00	(1,152.68)	.0
10-4210-200.0 UNIFORM PURCHASE	447.39	4,620.06	11,000.00	6,379.94	42.0
10-4210-201.0 UNIFORM CLEANING	.00	1,014.00	4,000.00	2,986.00	25.4
10-4210-210.0 BOOKS & SUBSCRIPTIONS	.00	500.00	600.00	100.00	83.3
10-4210-211.0 MEMBERSHIPS	.00	801.68	1,300.00	498.32	61.7
10-4210-220.0 PUBLIC NOTICES	.00	27.56	400.00	372.44	6.9
10-4210-235.0 EVIDENCE SUPPLIES	191.00	1,464.48	2,000.00	535.52	73.2
10-4210-240.0 OFFICE SUPPLIES	165.84	2,322.56	4,900.00	2,577.44	47.4
10-4210-241.0 PRINTING	214.34	762.90	2,800.00	2,037.10	27.3
10-4210-242.0 POSTAGE	127.27	471.18	1,300.00	828.82	36.2
10-4210-250.0 VEHICLE MAINTENANCE - MISC.	.00	4,151.87	12,000.00	7,848.13	34.6
10-4210-251.0 BICYCLE MAINTENANCE	.00	.00	200.00	200.00	.0
10-4210-252.0 VEHICLE MAINTENANCE - BODY RPR	.00	8,845.38	4,000.00	(4,845.38)	221.1
10-4210-253.0 VEHICLE MAINTENANCE - TIRES	60.00	4,958.16	5,000.00	41.84	99.2
10-4210-254.0 VEHICLE MAINT- PREVENTATIVE	857.45	3,698.88	7,500.00	3,801.12	49.3
10-4210-255.0 RADAR MAINTENANCE	.00	1,660.53	1,500.00	(160.53)	110.7
10-4210-260.0 EQUIPMENT MAINTENANCE	320.09	3,165.04	11,000.00	7,834.96	28.8
10-4210-261.0 RADIO MAINTENANCE	523.48	1,786.78	2,500.00	713.22	71.5
10-4210-262.0 COPIER MAINTENANCE	.00	484.50	800.00	315.50	60.6
10-4210-263.0 OFFICE EQUIPMENT MAINTENANCE	.00	476.96	500.00	23.04	95.4
10-4210-264.0 EQUIP MAINTENANCE-COMPUTER	17.99	1,716.41	5,500.00	3,783.59	31.2
10-4210-265.0 CRIME PREVENTION	.00	1,193.42	1,000.00	(193.42)	119.3
10-4210-267.0 WEAPONS MAINTENANCE	.00	390.08	500.00	109.92	78.0
10-4210-270.0 TELEPHONE - AIR TIME	886.48	3,699.33	11,875.00	8,175.67	31.2
10-4210-282.0 AIR TIME - LAPTOPS	720.30	2,880.96	9,130.00	6,249.04	31.6
10-4210-290.0 GASOLINE	3,609.93	19,727.52	49,000.00	29,272.48	40.3
10-4210-310.0 PROFESSIONAL SERVICES	.00	1,240.20	2,500.00	1,259.80	49.6
10-4210-320.0 FATPOT MAINTENANCE FEES	.00	16,400.00	16,400.00	.00	100.0
10-4210-330.0 EDUCATION & TRAINING	1,260.32	8,691.98	15,000.00	6,308.02	58.0
10-4210-340.0 LEXIPOL P&P	.00	6,384.00	6,385.00	1.00	100.0
10-4210-480.0 MISC SUPPLIES	548.07	2,124.97	4,000.00	1,875.03	53.1
10-4210-481.0 PHOTOGRAPHY SUPPLIES	391.65	450.29	1,500.00	1,049.71	30.0
10-4210-482.0 AMMUNITION	.00	725.98	4,600.00	3,874.02	15.8
10-4210-483.0 INVESTIGATION SUPPLIES	.00	285.15	1,750.00	1,464.85	16.3
10-4210-484.0 MEDICAL SUPPLIES	.00	1,720.90	500.00	(1,220.90)	344.2
10-4210-512.0 INSURANCE - AUTO LIAB.	.00	7,619.00	4,833.00	(2,786.00)	157.7
10-4210-620.0 MISCELLANEOUS SERVICES	27.05	152.61	300.00	147.39	50.9
10-4210-621.0 METRO TASK FORCE	.00	14,629.12	14,630.00	.88	100.0
10-4210-623.0 PHYSICAL FITNESS STANDARDS	.00	.00	1,000.00	1,000.00	.0
10-4210-625.0 DISPATCH SERVICES	.00	.00	39,942.00	39,942.00	.0

CENTERVILLE CITY CORPORATION
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GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
10-4210-740.0	CAPITAL EQUIPMENT	.00	18,488.32	151,500.00	133,011.68	12.2
10-4210-752.0	GRANT/DONATION PURCHASES	300.20	5,322.65	.00	(5,322.65)	.0
	TOTAL POLICE DEPARTMENT EXPENDITURES	203,558.48	1,203,805.09	2,503,791.00	1,299,985.91	48.1
	LIQUOR LAW ENFORCEMENT					
10-4218-110.0	SALARY & WAGES	537.98	3,369.72	5,200.00	1,830.28	64.8
10-4218-120.0	SALARY AND WAGES - DUI COURT	.00	457.57	.00	(457.57)	.0
10-4218-130.0	FICA	39.69	279.01	360.00	80.99	77.5
10-4218-134.0	WORKERS COMPENSATION	2.43	17.23	.00	(17.23)	.0
10-4218-135.0	WORKERS COMPENSATION	11.12	76.91	120.00	43.09	64.1
10-4218-330.0	EDUCATION & TRAINING	.00	.00	750.00	750.00	.0
10-4218-480.0	MISC SUPPLIES	.00	243.00	750.00	507.00	32.4
10-4218-621.0	INFORMANT	.00	.00	120.00	120.00	.0
10-4218-740.0	CAPITAL EQUIPMENT	.00	.00	11,700.00	11,700.00	.0
	TOTAL LIQUOR LAW ENFORCEMENT	591.22	4,443.44	19,000.00	14,556.56	23.4
	SCHOOL CROSSING PROGRAM					
10-4219-110.0	SALARY & WAGES	270.00	2,175.75	.00	(2,175.75)	.0
10-4219-120.0	PART TIME WAGES	4,755.50	19,550.50	54,500.00	34,949.50	35.9
10-4219-130.0	FICA	384.48	1,662.21	3,940.00	2,277.79	42.2
10-4219-135.0	WORKERS COMPENSATION	111.00	475.75	1,110.00	634.25	42.9
10-4219-271.0	UTILITIES - POWER	.00	.00	1,000.00	1,000.00	.0
10-4219-480.0	MISC SUPPLIES	22.63	832.94	1,500.00	667.06	55.5
	TOTAL SCHOOL CROSSING PROGRAM	5,543.61	24,697.15	62,050.00	37,352.85	39.8
	K-9					
10-4223-310.0	PROFESSIONAL SERVICES	.00	72.00	750.00	678.00	9.6
10-4223-330.0	EDUCATION & TRAINING	.00	.00	500.00	500.00	.0
10-4223-480.0	MISC SUPPLIES	.00	412.48	1,000.00	587.52	41.3
	TOTAL K-9	.00	484.48	2,250.00	1,765.52	21.5

CENTERVILLE CITY CORPORATION
EXPENDITURES WITH COMPARISON TO BUDGET
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GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>D.A.R.E PROGRAM</u>					
10-4225-110.0 SALARY & WAGES	6,755.98	29,911.75	49,915.00	20,003.25	59.9
10-4225-130.0 FICA	499.36	2,300.66	3,818.00	1,517.34	60.3
10-4225-131.0 RETIREMENT	2,012.72	8,807.42	16,991.00	8,183.58	51.8
10-4225-132.0 MEDICAL INSURANCE	1,236.22	7,637.32	16,400.00	8,762.68	46.6
10-4225-134.0 LONG TERM DISABILITY	30.40	141.44	299.00	157.56	47.3
10-4225-135.0 WORKERS COMPENSATION	139.69	649.81	1,400.00	750.19	46.4
10-4225-241.0 PRINTING	.00	.00	700.00	700.00	.0
10-4225-330.0 TRAINING & EDUCATION	.00	400.00	500.00	100.00	80.0
10-4225-480.0 MISC SUPPLIES	.00	1,555.07	5,000.00	3,444.93	31.1
TOTAL D.A.R.E PROGRAM	10,674.37	51,403.47	95,023.00	43,619.53	54.1
<u>ANIMAL CONTROL SERVICES</u>					
10-4253-310.0 DAVIS COUNTY SERVICES	.00	7,675.32	30,702.00	23,026.68	25.0
TOTAL ANIMAL CONTROL SERVICES	.00	7,675.32	30,702.00	23,026.68	25.0
<u>PUBLIC WORKS ADMINISTRATION</u>					
10-4405-110.0 SALARY AND WAGES	16,523.32	92,475.03	186,410.00	93,934.97	49.6
10-4405-111.0 OVERTIME PAY	.00	.00	500.00	500.00	.0
10-4405-120.0 PART TIME WAGES	.00	168.75	.00	168.75	.0
10-4405-130.0 FICA	1,619.62	7,804.80	14,300.00	6,495.20	54.6
10-4405-131.0 RETIREMENT	3,972.60	17,093.25	34,522.00	17,428.75	49.5
10-4405-132.0 MEDICAL INSURANCE	2,883.77	17,302.62	34,605.00	17,302.38	50.0
10-4405-134.0 LONG TERM DISABILITY	96.78	467.45	1,122.00	654.55	41.7
10-4405-135.0 WORKERS COMPENSATION	417.60	2,031.90	3,816.00	1,784.10	53.3
10-4405-142.0 UNIFORM ALLOWANCE	6.93	32.34	60.00	27.66	53.9
10-4405-200.0 UNIFORM PURCHASE	595.99	1,116.54	1,000.00	116.54	111.7
10-4405-210.0 BOOK & SUBSCRIPTIONS	.00	.00	100.00	100.00	.0
10-4405-211.0 MEMBERSHIPS	.00	.00	350.00	350.00	.0
10-4405-220.0 PUBLIC NOTICES	.00	.00	100.00	100.00	.0
10-4405-230.0 MILEAGE REIMBURSEMENT	.00	.00	100.00	100.00	.0
10-4405-240.0 OFFICE SUPPLIES	.00	151.12	1,600.00	1,448.88	9.5
10-4405-241.0 PRINTING	.00	.00	200.00	200.00	.0
10-4405-242.0 POSTAGE	.00	311.78	800.00	488.22	39.0
10-4405-262.0 OFFICE SUPPLIES	.00	.00	300.00	300.00	.0
10-4405-268.0 UCAN COMMUNICATION FEES	.00	.00	600.00	600.00	.0
10-4405-280.0 TELEPHONE - AIR TIME	102.38	409.06	1,300.00	890.94	31.5
10-4405-310.0 PROFESSIONAL SERVICES	.00	150.46	300.00	149.54	50.2
10-4405-330.0 EDUCATION AND TRAINING	.00	.00	2,000.00	2,000.00	.0
10-4405-480.0 MISC SUPPLIES	.00	524.28	500.00	24.28	104.9
10-4405-482.0 SMALL TOOLS & MINOR EQUIPMENT	918.86	4,160.49	7,700.00	3,539.51	54.0
10-4405-512.0 INSURANCE - AUTO LIABILITY	.00	934.00	138.00	796.00	676.8
10-4405-740.0 CAPITAL EQUIPMENT	.00	.00	118,410.00	118,410.00	.0
TOTAL PUBLIC WORKS ADMINISTRATION	27,137.85	145,133.87	410,833.00	265,699.13	35.3

CENTERVILLE CITY CORPORATION
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>STREET DEPARTMENT</u>					
10-4410-110.0 SALARY AND WAGES	14,624.60	93,162.45	190,710.00	97,547.55	48.9
10-4410-111.0 OVERTIME	720.33	1,501.21	7,000.00	5,498.79	21.5
10-4410-130.0 FICA	1,305.58	6,085.98	15,125.00	9,039.02	40.2
10-4410-131.0 RETIREMENT	3,293.18	15,528.48	36,517.00	20,988.52	42.5
10-4410-132.0 MEDICAL INSURANCE	4,199.92	27,694.27	65,582.00	37,887.73	42.2
10-4410-134.0 LONG TERM DISABILITY	80.23	378.31	1,186.00	807.69	31.9
10-4410-135.0 WORKERS COMPENSATION	524.17	2,486.14	5,368.00	2,881.86	46.3
10-4410-142.0 UNIFORM ALLOWANCE	20.79	97.02	240.00	142.98	40.4
10-4410-200.0 UNIFORM PURCHASE	885.00	1,100.97	1,700.00	599.03	64.8
10-4410-211.0 MEMBERSHIPS	.00	.00	75.00	75.00	.0
10-4410-256.0 VEHICLE MAINTENANCE	19,201.81	31,298.12	42,000.00	10,701.88	74.5
10-4410-261.0 RADIO MAINTENANCE	.00	.00	250.00	250.00	.0
10-4410-265.0 FIRE EXTINGUISHER	.00	.00	200.00	200.00	.0
10-4410-280.0 TELEPHONE - AIR TIME	55.01	290.05	1,500.00	1,209.95	19.3
10-4410-290.0 GASOLINE & DIESEL FUEL	1,000.75	6,306.30	19,000.00	12,693.70	33.2
10-4410-330.0 EDUCATION & TRAINING	500.00	374.72	3,000.00	2,625.28	12.5
10-4410-479.0 HAULING CONSTRUCTION MATERIAL	.00	12.36	6,000.00	5,987.64	.2
10-4410-480.0 MISC SUPPLIES	162.35	1,562.00	8,000.00	6,438.00	19.5
10-4410-481.0 SNOW REMOVAL	4,756.53	4,756.53	35,000.00	30,243.47	13.6
10-4410-482.0 ASPHALT	756.52	10,258.37	25,000.00	14,741.63	41.0
10-4410-483.0 WEED CONTROL	.00	.00	100.00	100.00	.0
10-4410-484.0 MEDICAL SUPPLIES	.00	.00	150.00	150.00	.0
10-4410-486.0 PAINT STRIPING MATERIALS	.00	2,108.89	15,000.00	12,891.11	14.1
10-4410-488.0 SIGNS	.00	1,978.72	9,000.00	7,021.28	22.0
10-4410-489.0 ROAD BASE	.00	517.62	3,500.00	2,982.38	14.8
10-4410-491.0 CURB, GUTER, SDWK, REPAIR	.00	750.00	15,000.00	14,250.00	5.0
10-4410-494.0 STREET SWEEPING CONTRACT	6,512.75	13,269.65	22,000.00	8,730.35	60.3
10-4410-495.0 SIDEWALK GRINDING	20,000.00	20,000.00	25,000.00	5,000.00	80.0
10-4410-512.0 INSURANCE	.00	2,647.00	2,647.00	.00	100.0
10-4410-610.0 STREET LIGHT POWER	7,238.39	36,772.54	90,000.00	53,227.46	40.9
10-4410-620.0 STREET LIGHT REPAIRS	.00	7,110.85	18,000.00	10,889.15	39.5
10-4410-740.0 CAPITAL EQUIPMENT	.00	.00	53,594.00	53,594.00	.0
10-4410-750.0 CAPITAL PROJECTS	.00	.00	5,000.00	5,000.00	.0
 TOTAL STREET DEPARTMENT	 85,837.91	 288,048.55	 722,444.00	 434,395.45	 39.9

CENTERVILLE CITY CORPORATION
EXPENDITURES WITH COMPARISON TO BUDGET
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GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GIS DEPARTMENT</u>					
10-4470-110.0 SALARY AND WAGES	4,035.81	27,226.82	56,514.00	29,287.18	48.2
10-4470-130.0 FICA	476.30	2,185.51	4,324.00	2,138.49	50.5
10-4470-131.0 RETIREMENT	1,204.39	4,603.18	10,438.00	5,834.82	44.1
10-4470-132.0 MEDICAL INSURANCE	1,357.57	8,145.42	16,400.00	8,254.58	49.7
10-4470-134.0 LONG TERM DISABILITY	29.34	136.50	339.00	202.50	40.3
10-4470-135.0 WORKERS COMPENSATION	134.88	627.52	1,695.00	1,067.48	37.0
10-4470-200.0 UNIFORM PURCHASE	250.00	385.00	400.00	15.00	96.3
10-4470-211.0 MEMBERSHIPS	.00	.00	150.00	150.00	.0
10-4470-240.0 OFFICE SUPPLIES	103.98	391.52	2,000.00	1,608.48	19.6
10-4470-255.0 VEHICLE MAINTENANCE	.00	114.16	750.00	635.84	15.2
10-4470-262.0 MAINTENANCE & SUPPLIES	.00	.00	500.00	500.00	.0
10-4470-282.0 AIR TIME - GPS	57.01	885.05	1,100.00	214.95	80.5
10-4470-310.0 PROFESSIONAL SERVICES	.00	.00	300.00	300.00	.0
10-4470-320.0 SOFTWARE SUPPORT	.00	.00	5,000.00	5,000.00	.0
10-4470-330.0 EDUCATION & TRAINING	.00	45.00	1,500.00	1,455.00	3.0
10-4470-480.0 MISC SUPPLIES	.00	65.00	1,000.00	935.00	6.5
TOTAL GIS DEPARTMENT	7,649.28	44,810.68	102,410.00	57,599.32	43.8
<u>ENGINEERING</u>					
10-4490-316.0 ENG. SERVICES - COMMUNITY DEV.	4,825.00	22,044.42	35,000.00	12,955.58	63.0
10-4490-317.0 ENG SERVICES - INSPECTION	2,671.80	12,938.23	40,000.00	27,061.77	32.4
10-4490-319.0 ENG SERVICES - STREETS	.00	1,102.50	5,000.00	3,897.50	22.1
10-4490-320.0 ENG SERVICES - STORM DRAINAGE	367.50	1,470.00	.00	(1,470.00)	.0
10-4490-321.0 ENG SERVICES - PARKS & CEMETER	.00	1,080.00	1,000.00	(80.00)	108.0
10-4490-322.0 ENG SERVICES - MISCELLANEOUS	.00	472.50	5,000.00	4,527.50	9.5
TOTAL ENGINEERING	7,864.30	39,107.65	86,000.00	46,892.35	45.5

CENTERVILLE CITY CORPORATION
EXPENDITURES WITH COMPARISON TO BUDGET
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GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS DEPARTMENT EXPENDITURES</u>					
10-4510-110.0 SALARY AND WAGES	23,821.69	128,286.26	255,882.00	127,595.74	50.1
10-4510-111.0 OVERTIME	40.55	587.91	1,500.00	912.09	39.2
10-4510-120.0 TEMPORARY AND PART TIME WAGES	3,149.60	92,256.88	165,000.00	72,743.12	55.9
10-4510-130.0 FICA	2,530.33	19,489.96	32,200.00	12,710.04	60.5
10-4510-131.0 RETIREMENT	5,700.30	23,741.21	47,538.00	23,796.79	49.9
10-4510-132.0 MEDICAL INSURANCE	4,946.86	30,178.41	60,527.00	30,348.59	49.9
10-4510-134.0 LONG TERM DISABILITY	157.88	730.96	1,550.00	819.04	47.2
10-4510-135.0 WORKERS COMPENSATION	705.42	4,878.06	10,900.00	6,021.94	44.8
10-4510-200.0 UNIFORM PURCHASES	294.20	895.85	2,000.00	1,104.15	44.8
10-4510-220.0 PUBLIC NOTICES	.00	.00	100.00	100.00	.0
10-4510-240.0 OFFICE SUPPLIES	.00	96.60	500.00	403.40	19.3
10-4510-242.0 POSTAGE	2.38	2.38	50.00	47.62	4.8
10-4510-250.0 VEHICLE MAINT & SUPPLIES	1,198.85	2,679.11	11,000.00	8,320.89	24.4
10-4510-260.0 MISC EQUIPMENT MAINTENANCE	221.18	1,288.85	5,000.00	3,711.15	25.8
10-4510-268.0 MOWER MAINTENANCE	1,330.81	7,472.87	14,000.00	6,527.13	53.4
10-4510-270.0 UTILITIES - WEBER BASIN WATER	20,409.09	20,409.09	17,405.00	(3,004.09)	117.3
10-4510-271.0 UTILITIES - DEUEL CREEK WATER	.00	.00	9,000.00	9,000.00	.0
10-4510-274.0 UTILITIES - POWER	1,789.31	4,133.89	8,900.00	4,766.11	46.5
10-4510-277.0 UTILITIES - SEWER	30.00	270.00	550.00	280.00	49.1
10-4510-280.0 TELEPHONE AIR TIME	263.81	1,296.76	3,000.00	1,703.24	43.2
10-4510-290.0 GASOLINE	557.83	6,810.33	15,000.00	8,189.67	45.4
10-4510-310.0 PROFESSIONAL SERVICES	.00	8,148.14	8,000.00	(148.14)	101.9
10-4510-330.0 EDUCATION & TRAINING	.00	.00	4,000.00	4,000.00	.0
10-4510-480.0 MISC SUPPLIES	1,649.71	14,613.19	28,000.00	13,386.81	52.2
10-4510-481.0 FERTILIZERS - WEED CONTROL	.00	6,115.08	21,000.00	14,884.92	29.1
10-4510-482.0 PLANTINGS	.00	2,616.74	7,000.00	4,383.26	37.4
10-4510-483.0 SPRINKLER REPAIR	139.00	10,755.98	13,000.00	2,244.02	82.7
10-4510-484.0 HOLIDAY LIGHTING	2,821.85	3,642.65	5,000.00	1,357.35	72.9
10-4510-485.0 FIELD PREPARATION	.00	.00	2,000.00	2,000.00	.0
10-4510-486.0 CURB & GUTTER REPAIR	.00	1,076.54	5,000.00	3,923.46	21.5
10-4510-512.0 INSURANCE	.00	808.00	800.00	(8.00)	101.0
10-4510-740.0 CAPITAL EQUIPMENT	1,150.00	2,000.00	7,000.00	5,000.00	28.6
10-4510-752.0 CITIZEN PARTICIPATION PROJECTS	.00	4.37	.00	(4.37)	.0
TOTAL PARKS DEPARTMENT EXPENDITURES	72,910.65	395,286.07	762,402.00	367,115.93	51.9
<u>PARKS & RECREATION COMMITTEE</u>					
10-4511-310.0 RECORDING SERVICES	48.92	128.65	400.00	271.35	32.2
10-4511-480.0 MISC SUPPLIES	.00	.00	200.00	200.00	.0
10-4511-750.0 CONCERTS IN THE PARK	.00	2,430.00	3,000.00	570.00	81.0
TOTAL PARKS & RECREATION COMMITTEE	48.92	2,558.65	3,600.00	1,041.35	71.1

CENTERVILLE CITY CORPORATION
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRAILS COMMITTEE</u>						
10-4512-310.0	RECORDER SERVICES	36.23	204.71	400.00	195.29	51.2
10-4512-330.0	EDUCATION & TRAINING	.00	.00	200.00	200.00	.0
10-4512-480.0	MISC SUPPLIES	.00	.00	500.00	500.00	.0
	TOTAL TRAILS COMMITTEE	36.23	204.71	1,100.00	895.29	18.6
<u>RECREATION</u>						
10-4515-280.0	TELEPHONE - AIR TIME	.00	70.33	.00	(70.33)	.0
	TOTAL RECREATION	.00	70.33	.00	(70.33)	.0
<u>COMMUNITY EVENTS</u>						
10-4560-481.0	CITY FLOAT	.00	(748.44)	.00	748.44	.0
10-4560-482.0	CHRISTMAS LIGHTING	192.11	377.46	650.00	272.54	58.1
10-4560-621.0	JULY 4TH CONTRIBUTION	.00	4,039.36	23,000.00	18,960.64	17.6
	TOTAL COMMUNITY EVENTS	192.11	3,668.38	23,650.00	19,981.62	15.5
<u>PARKS & RECREATION FACILITY</u>						
10-4595-271.0	UTILITIES - POWER	208.66	1,512.48	3,000.00	1,487.52	50.4
10-4595-276.0	UTILITIES - GAS	630.91	729.99	4,000.00	3,270.01	18.3
10-4595-277.0	UTILITIES - SEWER	.00	30.00	260.00	230.00	11.5
10-4595-280.0	TELEPHONE SERVICE & EQUIPMENT	.00	.00	500.00	500.00	.0
10-4595-310.0	PROFESSIONAL SERVICES	.00	.00	500.00	500.00	.0
10-4595-480.0	MISC SUPPLIES	.00	238.30	250.00	11.70	95.3
10-4595-481.0	JANITORIAL SUPPLIES	.00	.00	400.00	400.00	.0
10-4595-482.0	MAINTENANCE & REPAIR	.00	2,559.61	3,500.00	940.39	73.1
10-4595-514.0	INSURANCE	.00	1,099.00	1,100.00	1.00	99.9
10-4595-740.0	CAPITAL EQUIPMENT	2,972.82	2,972.82	5,000.00	2,027.18	59.5
	TOTAL PARKS & RECREATION FACILITY	3,812.39	9,142.20	18,510.00	9,367.80	49.4

CENTERVILLE CITY CORPORATION
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL GOVT BLDGS - MAINT FAC</u>					
10-4596-271.0 UTILITIES - POWER	798.61	4,568.73	11,000.00	6,431.27	41.5
10-4596-276.0 UTILITIES - GAS	1,151.83	1,914.00	6,000.00	4,086.00	31.9
10-4596-277.0 UTILITIES - SEWER	.00	165.66	250.00	84.34	66.3
10-4596-280.0 TELEPHONE SERVICE & EQUIPMENT	767.50	3,837.50	12,000.00	8,162.50	32.0
10-4596-310.0 PROFESSIONAL SERVICES	.00	.00	400.00	400.00	.0
10-4596-480.0 MISC SUPPLIES	.00	65.42	200.00	134.58	32.7
10-4596-481.0 JANITORIAL SUPPLIES	.00	172.44	1,000.00	827.56	17.2
10-4596-482.0 MAINTENANCE & REPAIR	1,196.37	3,661.83	10,000.00	6,338.17	36.6
10-4596-514.0 INSURANCE	.00	.00	715.00	715.00	.0
10-4596-740.0 CAPITAL EQUIPMENT	13,630.59	14,839.78	22,000.00	7,160.22	67.5
TOTAL GENERAL GOVT BLDGS - MAINT FAC	17,544.90	29,225.36	63,565.00	34,339.64	46.0
<u>GENERAL GOVT BLDGS - CITY HALL</u>					
10-4597-120.0 PART TIME WAGES	4,282.20	19,499.41	37,664.00	18,164.59	51.8
10-4597-130.0 FICA	326.68	1,487.46	2,882.00	1,394.54	51.6
10-4597-131.0 RETIREMENT	548.19	2,530.14	4,632.00	2,101.86	54.6
10-4597-135.0 WORKERS COMPENSATION	90.46	411.06	942.00	530.94	43.6
10-4597-230.0 MILEAGE REIMBURSEMENT	.00	.00	50.00	50.00	.0
10-4597-271.0 UTILITIES - POWER	1,892.74	12,774.61	33,500.00	20,725.39	38.1
10-4597-276.0 UTILITIES - GAS	918.92	2,138.44	15,000.00	12,861.56	14.3
10-4597-277.0 UTILITIES - SEWER	.00	120.00	385.00	265.00	31.2
10-4597-280.0 TELEPHONE SERVICE & EQUIPMENT	767.50	5,372.50	14,200.00	8,827.50	37.8
10-4597-310.0 PROFESSIONAL SERVICES	2,543.00	8,009.00	5,000.00	(3,009.00)	160.2
10-4597-320.0 ELEVATOR CONTRACT	.00	1,024.30	1,980.00	955.70	51.7
10-4597-321.0 MECHANICAL SERVICE	.00	2,738.25	10,000.00	7,261.75	27.4
10-4597-480.0 MISC SUPPLIES	81.53	294.69	800.00	505.31	36.8
10-4597-481.0 JANITORIAL SUPPLIES	.00	1,420.61	4,000.00	2,579.39	35.5
10-4597-482.0 MAINTENANCE & REPAIR	.00	691.35	11,000.00	10,308.65	6.3
10-4597-514.0 INSURANCE	.00	5,249.00	2,450.00	(2,799.00)	214.2
10-4597-750.0 CAPITAL PROJECTS	.00	.00	4,000.00	4,000.00	.0
TOTAL GENERAL GOVT BLDGS - CITY HALL	11,451.22	63,760.82	148,485.00	84,724.18	42.9
<u>PUBLIC WORKS STORAGE FACILITY</u>					
10-4598-271.0 UTILITIES - POWER	.00	.00	650.00	650.00	.0
10-4598-276.0 UTILITIES - GAS	.00	61.98	4,900.00	4,838.02	1.3
10-4598-277.0 UTILITIES - SEWER	.00	.00	60.00	60.00	.0
10-4598-310.0 PROFESSIONAL SERVICES	.00	.00	100.00	100.00	.0
10-4598-480.0 MISC SUPPLIES	.00	.00	150.00	150.00	.0
10-4598-482.0 MAINTENANCE & REPAIR	.00	.00	500.00	500.00	.0
10-4598-514.0 INSURANCE - PROPERTY	.00	1,688.00	1,688.00	.00	100.0
TOTAL PUBLIC WORKS STORAGE FACILITY	.00	1,749.98	8,048.00	6,298.02	21.7

CENTERVILLE CITY CORPORATION
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COMMUNITY DEVELOPMENT</u>					
10-4610-110.0 SALARY & WAGES	21,066.18	94,059.97	180,919.00	86,859.03	52.0
10-4610-111.0 OVERTIME PAY	66.12	66.12	500.00	433.88	13.2
10-4610-130.0 FICA	1,604.10	7,397.08	13,878.00	6,480.92	53.3
10-4610-131.0 RETIREMENT	3,814.27	16,286.83	33,508.00	17,221.17	48.6
10-4610-132.0 MEDICAL INSURANCE	2,881.01	17,286.06	34,572.00	17,285.94	50.0
10-4610-134.0 LONG TERM DISABILITY	95.10	439.30	1,088.00	648.70	40.4
10-4610-135.0 WORKERS COMPENSATION	335.20	1,550.02	4,535.00	2,984.98	34.2
10-4610-210.0 BOOKS & SUBSCRIPTIONS	.00	.00	200.00	200.00	.0
10-4610-211.0 MEMBERSHIPS	.00	95.00	800.00	705.00	11.9
10-4610-220.0 PUBLIC NOTICES	111.30	468.52	1,000.00	531.48	46.9
10-4610-240.0 OFFICE SUPPLIES	144.95	338.47	1,500.00	1,161.53	22.6
10-4610-241.0 PRINTING	.00	177.81	500.00	322.19	35.6
10-4610-242.0 POSTAGE	4.89	708.20	1,500.00	791.80	47.2
10-4610-260.0 VEHICLE MAINTENANCE	.00	62.35	500.00	437.65	12.5
10-4610-262.0 EQUIP MAINT & SUPPLIES	.00	567.28	1,500.00	932.72	37.8
10-4610-280.0 TELEPHONE - AIR TIME	68.19	340.02	800.00	459.98	42.5
10-4610-290.0 GASOLINE	.00	.00	500.00	500.00	.0
10-4610-330.0 EDUCATION & TRAINING	160.95	801.40	2,000.00	1,198.60	40.1
10-4610-740.0 CAPITAL EQUIPMENT	.00	.00	400.00	400.00	.0
10-4610-752.0 MAIN STREET STUDY	.00	.00	500.00	500.00	.0
TOTAL COMMUNITY DEVELOPMENT	30,352.26	140,644.43	280,700.00	140,055.57	50.1
<u>PLANNING COMMISSION</u>					
10-4611-305.0 MEMBER ATTENDANCE	225.00	2,770.00	6,000.00	3,230.00	46.2
10-4611-310.0 RECORDER SERVICES	334.22	755.96	5,000.00	4,244.04	15.1
10-4611-330.0 EDUCATION & TRAINING	.00	.00	400.00	400.00	.0
TOTAL PLANNING COMMISSION	559.22	3,525.96	11,400.00	7,874.04	30.9
<u>BOARD OF ADJUSTMENT</u>					
10-4612-305.0 MEMBER ATTENDANCE	.00	.00	300.00	300.00	.0
10-4612-310.0 RECORDER SERVICES	.00	.00	150.00	150.00	.0
TOTAL BOARD OF ADJUSTMENT	.00	.00	450.00	450.00	.0
<u>LANDMARKS COMMISSION</u>					
10-4613-310.0 RECORDER SERVICES	.00	105.08	500.00	394.92	21.0
10-4613-485.0 SPECIAL PROJECTS	348.55	348.55	.00	(348.55)	.0
10-4613-750.0 STATE GRANT PROJECT	.00	2,300.00	7,300.00	5,000.00	31.5
TOTAL LANDMARKS COMMISSION	348.55	2,753.63	7,800.00	5,046.37	35.3

CENTERVILLE CITY CORPORATION
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>BUILDING INSPECTION</u>						
10-4650-210.0	BOOKS & SUBSCRIPTIONS	.00	.00	200.00	200.00	.0
10-4650-211.0	MEMBERSHIPS	.00	.00	200.00	200.00	.0
10-4650-260.0	EQUIPMENT MAINTENANCE	.00	.00	200.00	200.00	.0
10-4650-290.0	GASOLINE	.00	33.11	.00	(33.11)	.0
10-4650-316.0	BUILDING INSPECTION SERVICES	3,577.88	32,574.91	80,000.00	47,425.09	40.7
	TOTAL BUILDING INSPECTION	3,577.88	32,608.02	80,600.00	47,991.98	40.5
<u>TRANSFERS TO OTHER FUND</u>						
10-4710-820.0	TRANSFER TO RECREATION FUND	833.33	4,999.99	10,000.00	5,000.01	50.0
10-4710-925.0	TRANSFER TO SANITATION FUND	.00	.00	31,000.00	31,000.00	.0
10-4710-950.0	TRANSFER TO CAPITAL PROJECTS	22,164.75	132,989.25	265,977.00	132,987.75	50.0
10-4710-952.0	TRANSPORTATION FUND	207,796.00	207,796.00	415,592.00	207,796.00	50.0
10-4710-970.0	TRANSFER WHITAKER HOME TRUST	3,181.33	19,087.99	38,176.00	19,088.01	50.0
10-4710-980.0	CONTRIB. FUND BAL/DEBT REDUCT	.00	.00	100,000.00	100,000.00	.0
10-4710-990.0	CONTINGENCY - PERSONNEL ADJUST	27.74	2,064.48	60,000.00	57,935.52	3.4
	TOTAL TRANSFERS TO OTHER FUND	234,003.15	366,937.71	920,745.00	553,807.29	39.9
	TOTAL FUND EXPENDITURES	911,589.96	3,935,226.41	8,625,151.00	4,689,924.59	45.6
	NET REVENUE OVER EXPENDITURES	758,235.54	780,137.19	(119,310.00)	(899,447.19)	653.9

CENTERVILLE CITY CORPORATION
BALANCE SHEET
DECEMBER 31, 2017

REDEVELOPMENT AGENCY FUND

ASSETS

20-11100000	CASH - COMBINED FUND	228,146.88	
20-13170000	ACCOUNTS RECEIVABLE-TAX INCREM	168,691.72	
	TOTAL ASSETS		396,838.60

LIABILITIES AND EQUITY

LIABILITIES

20-25000000	DEFERRED REVENUE-TAX INCRMNT	168,692.00	
	TOTAL LIABILITIES		168,692.00

FUND EQUITY

20-28500000	RESTRICTED FUND BALANCE	367,741.49	
	UNAPPROPRIATED FUND BALANCE:		
20-29510000	FUND BALANCE - PREVIOUS YEAR	80,521.16	
	REVENUE OVER EXPENDITURES - YTD	(220,116.05)	
	BALANCE - CURRENT DATE	(139,594.89)	
	TOTAL FUND EQUITY		228,146.60
	TOTAL LIABILITIES AND EQUITY		396,838.60

CENTERVILLE CITY CORPORATION
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

REDEVELOPMENT AGENCY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>TAX REVENUE</u>					
20-31-100000	TAX INCREMENT - PARRISH LANE	.00	.00	945,513.00	945,513.00	.0
20-31-150000	TAX INCREMENT - LEGACY XING	.00	.00	260,118.00	260,118.00	.0
20-31-160000	TAX INCREMENT-BARNARD CREEK	.00	.00	95,123.00	95,123.00	.0
20-31-200000	PROPERTY TAX - ADDITIONAL	.00	.00	206,842.00	206,842.00	.0
	TOTAL TAX REVENUE	.00	.00	1,507,596.00	1,507,596.00	.0
	<u>MISCELLANEOUS REVENUE</u>					
20-36-100000	MISCELLANEOUS REVENUE	.00	.00	100,000.00	100,000.00	.0
	TOTAL MISCELLANEOUS REVENUE	.00	.00	100,000.00	100,000.00	.0
	<u>PAYMENTS - CONTRIBUTIONS</u>					
20-38-750000	LEASE PAYMENT	7,204.90	42,761.24	77,400.00	34,638.76	55.3
	TOTAL PAYMENTS - CONTRIBUTIONS	7,204.90	42,761.24	77,400.00	34,638.76	55.3
	TOTAL FUND REVENUE	7,204.90	42,761.24	1,684,996.00	1,642,234.76	2.5

CENTERVILLE CITY CORPORATION
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

REDEVELOPMENT AGENCY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>						
20-4000-210.0	PUBLIC NOTICES	.00	.00	100.00	100.00	.0
20-4000-280.0	TELECOM SERVICES	.00	(650.00)	.00	650.00	.0
20-4000-310.0	PROFESSIONAL SERVICES	1,050.00	5,070.00	15,000.00	9,930.00	33.8
20-4000-315.0	TRF-ELIGIBLE EXPENSES	.00	10,420.00	77,400.00	66,980.00	13.5
20-4000-316.0	ENGINEERING	.00	3,725.00	7,500.00	3,775.00	49.7
20-4000-420.0	CONTRACTUAL - LEGACY XING	.00	.00	241,914.00	241,914.00	.0
20-4000-423.0	CONTRACTUAL - DAYTON WEST	.00	.00	84,639.00	84,639.00	.0
20-4000-425.0	CONTRACTUAL - LAND ROVER	.00	.00	26,302.00	26,302.00	.0
20-4000-430.0	CONTRACTUAL - LEGACY CROSSING	.00	.00	170,000.00	170,000.00	.0
20-4000-435.0	CONTRACTUAL - TUELLER/WRIGHT	.00	.00	5,769.00	5,769.00	.0
20-4000-440.0	CONTRACTUAL - BARNARD CREEK	.00	.00	23,442.00	23,442.00	.0
20-4000-480.0	MISC SUPPLIES	.00	798.98	5,000.00	4,201.02	16.0
20-4000-511.0	INSURANCE - LIABILITY	.00	13,881.00	14,000.00	119.00	99.2
20-4000-615.0	BOARD	.00	2,733.33	8,200.00	5,466.67	33.3
20-4000-620.0	ADMINISTRATIVE SERVICES	14,283.33	82,966.66	163,200.00	80,233.34	50.8
	TOTAL EXPENDITURES	15,333.33	118,944.97	842,466.00	723,521.03	14.1
<u>TRANSFER TO OTHER FUND</u>						
20-4710-830.0	TRANSFER - ADDITIONAL INCREM	17,236.83	103,421.49	206,842.00	103,420.51	50.0
20-4710-840.0	TRANSFER - DEBT RETIREMENT	.00	39,093.75	590,688.00	551,594.25	6.6
20-4710-850.0	TRANSFER TO DRAINAGE	1,102.08	1,102.08	.00	(1,102.08)	.0
	TOTAL TRANSFER TO OTHER FUND	18,338.91	143,617.32	797,530.00	653,912.68	18.0
<u>IMPROVEMENT PROJECTS</u>						
20-5000-200.0	*1250 & PARRISH INTERSECTION*	.00	315.00	45,000.00	44,685.00	.7
	TOTAL IMPROVEMENT PROJECTS	.00	315.00	45,000.00	44,685.00	.7
	TOTAL FUND EXPENDITURES	33,672.24	262,877.29	1,684,996.00	1,422,118.71	15.6
	NET REVENUE OVER EXPENDITURES	(26,467.34)	(220,116.05)	.00	220,116.05	.0

CENTERVILLE CITY CORPORATION
BALANCE SHEET
DECEMBER 31, 2017

MUNICIPAL BUILDING AUTHORITY

ASSETS

23-11100000	CASH - COMBINED FUND	1,207.46	
	TOTAL ASSETS		1,207.46

LIABILITIES AND EQUITY

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
23-29510000	FUND BALANCE - PREVIOUS YEAR	1,207.46	
	BALANCE - CURRENT DATE	1,207.46	
	TOTAL FUND EQUITY		1,207.46
	TOTAL LIABILITIES AND EQUITY		1,207.46

CENTERVILLE CITY CORPORATION
BALANCE SHEET
DECEMBER 31, 2017

RECREATION

ASSETS

25-11100000	CASH		15,686.53	
	TOTAL ASSETS			15,686.53

LIABILITIES AND EQUITY

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:			
25-29510000	PRIOR UNRESTRICTED FUND BALANC	62,978.34		
	REVENUE OVER EXPENDITURES - YTD	(47,291.81)		
	BALANCE - CURRENT DATE		15,686.53	
	TOTAL FUND EQUITY			15,686.53
	TOTAL LIABILITIES AND EQUITY			15,686.53

CENTERVILLE CITY CORPORATION
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

RECREATION

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>CHARGES FOR SERVICES</u>					
25-34-100000	SUMMER RECREATION FEES	(45.00)	(62.50)	70,000.00	70,062.50	(.1)
25-34-300000	OFF SEASON RECREATION FEES	275.00	9,940.00	20,120.00	10,180.00	49.4
25-34-400000	YOUTH BASEBALL/SOFTBALL FEES	.00	6,075.00	56,000.00	49,925.00	10.9
	TOTAL CHARGES FOR SERVICES	230.00	15,952.50	146,120.00	130,167.50	10.9
	<u>MISCELLANEOUS REVENUE</u>					
25-36-000000	CONCESSION SALES	.00	2,917.46	20,000.00	17,082.54	14.6
	TOTAL MISCELLANEOUS REVENUE	.00	2,917.46	20,000.00	17,082.54	14.6
	<u>DONATIONS</u>					
25-38-750000	BASEBALL DONATIONS & FUNDRAISR	.00	224.84	.00	(224.84)	.0
	TOTAL DONATIONS	.00	224.84	.00	(224.84)	.0
	<u>CONTRIBUTIONS & TRANSFERS</u>					
25-39-100000	TRANSFER FROM GENERAL FUND	833.33	4,999.99	10,000.00	5,000.01	50.0
	TOTAL CONTRIBUTIONS & TRANSFERS	833.33	4,999.99	10,000.00	5,000.01	50.0
	TOTAL FUND REVENUE	1,063.33	24,094.79	176,120.00	152,025.21	13.7

CENTERVILLE CITY CORPORATION
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

RECREATION

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SUMMER RECREATION</u>					
25-4000-120.0 PART TIME WAGES	3,078.56	35,816.00	65,000.00	29,184.00	55.1
25-4000-130.0 FICA	235.51	2,739.93	4,850.00	2,110.07	56.5
25-4000-131.0 RETIREMENT	568.61	2,859.64	5,000.00	2,140.36	57.2
25-4000-135.0 WORKERS COMPENSATION	64.10	763.16	.00	763.16)	.0
25-4000-220.0 PUBLIC NOTICES	.00	.00	2,700.00	2,700.00	.0
25-4000-230.0 MILEAGE REIMBURSEMENT	.00	116.70	500.00	383.30	23.3
25-4000-240.0 GENERAL OFFICE SUPPLIES	.00	.00	300.00	300.00	.0
25-4000-242.0 POSTAGE	.00	20.05	200.00	179.95	10.0
25-4000-260.0 EQUIP MAINT & SUPPLIES	.00	.00	500.00	500.00	.0
25-4000-280.0 TELEPHONE - AIR TIME	67.29	186.64	720.00	533.36	25.9
25-4000-310.0 MEDICAL EXAMS	.00	525.00	1,200.00	675.00	43.8
25-4000-311.0 INSTRUCTORS	.00	13,780.00	13,000.00	780.00)	106.0
25-4000-330.0 EDUCATION & TRAINING	.00	99.00	300.00	201.00	33.0
25-4000-480.0 MISC SUPPLIES	.00	2,364.01	15,000.00	12,635.99	15.8
TOTAL SUMMER RECREATION	4,014.07	59,270.13	109,270.00	49,999.87	54.2
<u>OFF SEASON RECREATION</u>					
25-4200-310.0 INSTRUCTORS	.00	.00	17,000.00	17,000.00	.0
25-4200-480.0 MISC. SUPPLIES	.00	.00	2,500.00	2,500.00	.0
TOTAL OFF SEASON RECREATION	.00	.00	19,500.00	19,500.00	.0
<u>YOUTH BASEBALL/SOFTBALL</u>					
25-4300-120.0 PART TIME WAGES	.00	84.00	9,000.00	8,916.00	.9
25-4300-130.0 FICA	.00	6.43	700.00	693.57	.9
25-4300-135.0 WORKERS COMPENSATION	.00	1.99	250.00	248.01	.8
25-4300-220.0 PUBLIC NOTICES	.00	.00	500.00	500.00	.0
25-4300-260.0 EQUIP MAINT & SUPPLIES	.00	.00	1,000.00	1,000.00	.0
25-4300-310.0 UMPIRES	.00	.00	3,000.00	3,000.00	.0
25-4300-311.0 PROFESSIONAL SERVICES	19.95	329.89	.00	329.89)	.0
25-4300-480.0 MISC. SUPPLIES	.00	8,493.60	42,000.00	33,506.40	20.2
25-4300-740.0 CAPITAL EQUIPMENT	.00	.00	3,500.00	3,500.00	.0
TOTAL YOUTH BASEBALL/SOFTBALL	19.95	8,915.91	59,950.00	51,034.09	14.9

CENTERVILLE CITY CORPORATION
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

RECREATION

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CONCESSIONS</u>					
25-4900-120.0 PART TIME WAGES	.00	1,881.45	8,500.00	6,618.55	22.1
25-4900-130.0 FICA	.00	143.92	650.00	506.08	22.1
25-4900-135.0 WORKERS COMPENSATION	.00	43.67	300.00	256.33	14.6
25-4900-260.0 EQUIP MAINT & SUPPLIES	.00	.00	300.00	300.00	.0
25-4900-310.0 PROFESSIONAL SERVICES	.00	572.90	250.00	(322.90)	229.2
25-4900-480.0 MISC. SUPPLIES	.00	558.62	10,000.00	9,441.38	5.6
TOTAL CONCESSIONS	.00	3,200.56	20,000.00	16,799.44	16.0
TOTAL FUND EXPENDITURES	4,034.02	71,386.60	208,720.00	137,333.40	34.2
NET REVENUE OVER EXPENDITURES	(2,970.69)	(47,291.81)	(32,600.00)	14,691.81	(145.1)

CENTERVILLE CITY CORPORATION
BALANCE SHEET
DECEMBER 31, 2017

RAP TAX

ASSETS

27-11100000	CASH - COMBINED FUND	253,227.85	
27-13170000	RAP TAX A/R	68,149.00	
27-14210000	DUE FROM OTHER FUND	116,266.34	
	TOTAL ASSETS		437,643.19

LIABILITIES AND EQUITY

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
27-29510000	FUND BALANCE - PREVIOUS YEAR	402,370.62	
	REVENUE OVER EXPENDITURES - YTD	35,272.57	
	BALANCE - CURRENT DATE		437,643.19
	TOTAL FUND EQUITY		437,643.19
	TOTAL LIABILITIES AND EQUITY		437,643.19

CENTERVILLE CITY CORPORATION
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

		RAP TAX				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUE</u>						
27-31-350000	RAP TAX	30,124.93	198,842.97	390,000.00	191,157.03	51.0
	TOTAL REVENUE	30,124.93	198,842.97	390,000.00	191,157.03	51.0
<u>MISCELLANEOUS REVENUE</u>						
27-36-100000	INTEREST INCOME	974.36	4,796.96	.00	(4,796.96)	.0
	TOTAL MISCELLANEOUS REVENUE	974.36	4,796.96	.00	(4,796.96)	.0
	TOTAL FUND REVENUE	31,099.29	203,639.93	390,000.00	186,360.07	52.2

CENTERVILLE CITY CORPORATION
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

RAP TAX

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRANSFERS & GRANTS</u>					
27-5000-710.0 MISC PARK PROJECTS	180.00	31,531.00	331,500.00	299,969.00	9.5
27-5000-720.0 NATURAL PARK 100 S	262.50	1,225.00	.00	(1,225.00)	.0
27-5000-750.0 WHITAKER TRANSFERS - GRANTS	1,506.25	14,267.80	19,500.00	5,232.20	73.2
27-5000-800.0 DCPA PROJECTS-GRANTS	.00	7,005.56	19,500.00	12,494.44	35.9
27-5000-810.0 TRANSFER OUT-PARKS	.00	114,338.00	.00	(114,338.00)	.0
27-5000-850.0 OTHER TRANSFERS GRANTS	.00	.00	19,500.00	19,500.00	.0
TOTAL TRANSFERS & GRANTS	1,948.75	168,367.36	390,000.00	221,632.64	43.2
TOTAL FUND EXPENDITURES	1,948.75	168,367.36	390,000.00	221,632.64	43.2
NET REVENUE OVER EXPENDITURES	29,150.54	35,272.57	.00	(35,272.57)	.0

CENTERVILLE CITY CORPORATION
BALANCE SHEET
DECEMBER 31, 2017

CEMETERY PERPETUAL CARE

ASSETS

30-11100000	CASH - COMBINED FUND	55,585.44	
	TOTAL ASSETS		55,585.44

LIABILITIES AND EQUITY

FUND EQUITY

30-28500000	RESTRICTED FUND BALANCE	37,700.00	
	UNAPPROPRIATED FUND BALANCE:		
30-29510000	FUND BALANCE - PREVIOUS YEAR	9,192.25	
	REVENUE OVER EXPENDITURES - YTD	8,693.19	
	BALANCE - CURRENT DATE	17,885.44	
	TOTAL FUND EQUITY		55,585.44
	TOTAL LIABILITIES AND EQUITY		55,585.44

CENTERVILLE CITY CORPORATION
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

CEMETERY PERPETUAL CARE

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>CHARGES FOR SERVICES</u>					
30-34-820000	PERPETUAL CARE FEE	3,200.00	7,100.00	30,000.00	22,900.00	23.7
30-34-821000	MONUMENT PERMIT FEES	.00	1,300.00	3,500.00	2,200.00	37.1
	TOTAL CHARGES FOR SERVICES	3,200.00	8,400.00	33,500.00	25,100.00	25.1
	<u>MISCELLANEOUS REVENUE</u>					
30-36-100000	INTEREST INCOME	52.72	293.19	.00	(293.19)	.0
	TOTAL MISCELLANEOUS REVENUE	52.72	293.19	.00	(293.19)	.0
	TOTAL FUND REVENUE	3,252.72	8,693.19	33,500.00	24,806.81	26.0

CENTERVILLE CITY CORPORATION
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

CEMETERY PERPETUAL CARE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
30-4510-751.0 MAINTENANCE	(30.00)	.00	.00	.00	.0
TOTAL EXPENDITURES	(30.00)	.00	.00	.00	.0
<u>TRANSFERS TO OTHER FUNDS</u>					
30-4710-810.1 TRANSFER TO GENERAL FUND	.00	.00	26,800.00	26,800.00	.0
TOTAL TRANSFERS TO OTHER FUNDS	.00	.00	26,800.00	26,800.00	.0
TOTAL FUND EXPENDITURES	(30.00)	.00	26,800.00	26,800.00	.0
NET REVENUE OVER EXPENDITURES	3,282.72	8,693.19	6,700.00	(1,993.19)	129.8

CENTERVILLE CITY CORPORATION
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

2009 SALES TAX - DEBT SERVICE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>CONTRIBUTIONS & TRANSFERS</u>					
35-39-500000 TRANSFER FROM RDA	.00	39,093.75	590,688.00	551,594.25	6.6
TOTAL CONTRIBUTIONS & TRANSFERS	.00	39,093.75	590,688.00	551,594.25	6.6
 TOTAL FUND REVENUE	 .00	 39,093.75	 590,688.00	 551,594.25	 6.6

CENTERVILLE CITY CORPORATION
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

2009 SALES TAX - DEBT SERVICE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
35-4000-900.0 ADMINISTRATIVE CHARGES	.00	.00	2,500.00	2,500.00	.0
35-4000-910.0 INTEREST	.00	39,093.75	78,188.00	39,094.25	50.0
35-4000-920.0 PRINCIPAL	.00	.00	510,000.00	510,000.00	.0
TOTAL EXPENDITURES	.00	39,093.75	590,688.00	551,594.25	6.6
TOTAL FUND EXPENDITURES	.00	39,093.75	590,688.00	551,594.25	6.6
NET REVENUE OVER EXPENDITURES	.00	.00	.00	.00	.0

CENTERVILLE CITY CORPORATION
BALANCE SHEET
DECEMBER 31, 2017

PARK FUND

LIABILITIES AND EQUITY

LIABILITIES

45-24210000	DUE OTHER FUNDS (WATER, RAP)	116,266.34	
TOTAL LIABILITIES			116,266.34

FUND EQUITY

45-28500000	RESTRICTED FUND BALANCE	83,976.51	
UNAPPROPRIATED FUND BALANCE:			
45-29510000	FUND BALANCE - PREVIOUS YEAR	(83,974.60)	
	REVENUE OVER EXPENDITURES - YTD	(116,268.25)	
BALANCE - CURRENT DATE		(200,242.85)	
TOTAL FUND EQUITY			(116,266.34)
TOTAL LIABILITIES AND EQUITY			.00

CENTERVILLE CITY CORPORATION
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

PARK FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>CHARGES FOR SERVICES</u>					
45-34-700000	PARK DEVELOPMENT FEES	.00	24,684.00	50,000.00	25,316.00	49.4
45-34-920000	TRANSFER IN - RAP	.00	114,338.00	.00	(114,338.00)	.0
	TOTAL CHARGES FOR SERVICES	.00	139,022.00	50,000.00	(89,022.00)	278.0
	<u>NON-OPERATING REVENUE</u>					
45-38-701000	PARK DEVELOPMENT	.00	50,000.00	.00	(50,000.00)	.0
	TOTAL NON-OPERATING REVENUE	.00	50,000.00	.00	(50,000.00)	.0
	TOTAL FUND REVENUE	.00	189,022.00	50,000.00	(139,022.00)	378.0

CENTERVILLE CITY CORPORATION
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

PARK FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
45-4000-760.0 COMMUNITY PARK-PHASE II	825.59	290,584.73	.00	(290,584.73)	.0
45-4000-762.0 COMMUNITY PARK EXPANSION PH3	6,502.50	14,705.52	50,000.00	35,294.48	29.4
TOTAL EXPENDITURES	7,328.09	305,290.25	50,000.00	(255,290.25)	610.6
TOTAL FUND EXPENDITURES	7,328.09	305,290.25	50,000.00	(255,290.25)	610.6
NET REVENUE OVER EXPENDITURES	(7,328.09)	(116,268.25)	.00	116,268.25	.0

CENTERVILLE CITY CORPORATION
BALANCE SHEET
DECEMBER 31, 2017

TRANSPORTATION FUND

ASSETS

48-11100000	CASH - COMBINED FUND	970,828.98	
48-13170000	TAX RECEIVABLE	168,181.55	
	TOTAL ASSETS		1,139,010.53

LIABILITIES AND EQUITY

FUND EQUITY

48-28500000	RESTRICTED FUND BALANCE	737,549.22	
	UNAPPROPRIATED FUND BALANCE:		
48-29510000	FUND BALANCE - PREVIOUS YEAR	214,795.30	
	REVENUE OVER EXPENDITURES - YTD	186,666.01	
	BALANCE - CURRENT DATE	401,461.31	
	TOTAL FUND EQUITY		1,139,010.53
	TOTAL LIABILITIES AND EQUITY		1,139,010.53

CENTERVILLE CITY CORPORATION
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

TRANSPORTATION FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>TAXES</u>					
48-31-300000	SALES TAX	24,427.83	162,316.85	315,000.00	152,683.15	51.5
	TOTAL TAXES	24,427.83	162,316.85	315,000.00	152,683.15	51.5
	<u>STATE REVENUE</u>					
48-33-430000	CLASS C ROADS	111,962.55	308,687.78	650,000.00	341,312.22	47.5
48-33-450000	GRANTS	.00	.00	970,000.00	970,000.00	.0
	TOTAL STATE REVENUE	111,962.55	308,687.78	1,620,000.00	1,311,312.22	19.1
	<u>TRANSFERS</u>					
48-34-800000	TRANSFER- GENERAL FUND	207,796.00	207,796.00	415,592.00	207,796.00	50.0
	TOTAL TRANSFERS	207,796.00	207,796.00	415,592.00	207,796.00	50.0
	<u>MISC. REVENUE</u>					
48-36-100000	INTEREST	.00	.00	1,000.00	1,000.00	.0
	TOTAL MISC. REVENUE	.00	.00	1,000.00	1,000.00	.0
	<u>CONTRIBUTIONS</u>					
48-38-450000	CONTRIBUTIONS	.00	47,784.19	.00	(47,784.19)	.0
	TOTAL CONTRIBUTIONS	.00	47,784.19	.00	(47,784.19)	.0
	TOTAL FUND REVENUE	344,186.38	726,584.82	2,351,592.00	1,625,007.18	30.9

CENTERVILLE CITY CORPORATION
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

TRANSPORTATION FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL PROJECTS</u>					
48-4000-316.0 ENGINEERING - GENERAL	.00	787.50	.00	(787.50)	.0
48-4000-710.0 CAPITAL PROJECTS	.00	.00	1,311,155.00	1,311,155.00	.0
48-4000-720.0 *1250 WEST (QUESTAR)*	472.50	1,785.00	.00	(1,785.00)	.0
48-4000-725.0 *PARRISH LANE SIDEWALK*	.00	262.50	.00	(262.50)	.0
48-4000-735.0 "1250 WEST SIDEWALK PROJECT"	.00	1,155.00	.00	(1,155.00)	.0
48-4000-740.0 FRONTAGE ROAD BIKE LN PROJECT	4,020.00	10,127.50	1,040,437.00	1,030,309.50	1.0
48-4000-750.0 FRONTAGE ROAD OVERLAY	13,987.67	20,033.67	.00	(20,033.67)	.0
TOTAL CAPITAL PROJECTS	18,480.17	34,151.17	2,351,592.00	2,317,440.83	1.5
<u>ANNUAL PROJECTS</u>					
48-5000-710.0 *2017 STREET & SLURRY*	970.60	496,902.64	.00	(496,902.64)	.0
48-5000-800.0 MISC PROJECTS	8,077.50	8,865.00	.00	(8,865.00)	.0
TOTAL ANNUAL PROJECTS	9,048.10	505,767.64	.00	(505,767.64)	.0
TOTAL FUND EXPENDITURES	27,528.27	539,918.81	2,351,592.00	1,811,673.19	23.0
NET REVENUE OVER EXPENDITURES	316,658.11	186,666.01	.00	(186,666.01)	.0

CENTERVILLE CITY CORPORATION
BALANCE SHEET
DECEMBER 31, 2017

UTOPIA PROJECT FUND

<u>ASSETS</u>			
49-11100000	CASH - COMBINED FUND	307.65	
49-13190000	ACCOUNTS RECEIVABLE-UTOPIA	<u>2,062,716.00</u>	
TOTAL ASSETS			<u><u>2,063,023.65</u></u>
 <u>LIABILITIES AND EQUITY</u>			
 <u>LIABILITIES</u>			
49-23370000	DEFERRED REVENUE-UTOPIA	<u>2,062,716.00</u>	
TOTAL LIABILITIES			2,062,716.00
 <u>FUND EQUITY</u>			
UNAPPROPRIATED FUND BALANCE:			
49-29510000	FUND BALANCE - PREVIOUS YEAR	2.91	
	REVENUE OVER EXPENDITURES - YTD	<u>304.74</u>	
BALANCE - CURRENT DATE		<u>307.65</u>	
TOTAL FUND EQUITY			<u><u>307.65</u></u>
TOTAL LIABILITIES AND EQUITY			<u><u>2,063,023.65</u></u>

CENTERVILLE CITY CORPORATION
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

UTOPIA PROJECT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TRANSFERS</u>					
49-34-800000 TRANSFER IN - GENERAL FUND	22,164.75	132,989.25	265,977.00	132,987.75	50.0
49-34-850000 TRANSFER IN - TAX INCREMENT	17,236.83	103,421.49	206,842.00	103,420.51	50.0
TOTAL TRANSFERS	39,401.58	236,410.74	472,819.00	236,408.26	50.0
TOTAL FUND REVENUE	39,401.58	236,410.74	472,819.00	236,408.26	50.0

CENTERVILLE CITY CORPORATION
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

UTOPIA PROJECT FUND

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
	<u>EXPENDITURES</u>					
49-4000-800.0	PLEDGE PAYMENTS	39,351.00	236,106.00	472,819.00	236,713.00	49.9
	TOTAL EXPENDITURES	39,351.00	236,106.00	472,819.00	236,713.00	49.9
	TOTAL FUND EXPENDITURES	39,351.00	236,106.00	472,819.00	236,713.00	49.9
	NET REVENUE OVER EXPENDITURES	50.58	304.74	.00	(304.74)	.0

CENTERVILLE CITY CORPORATION
BALANCE SHEET
DECEMBER 31, 2017

WATER FUND

ASSETS

51-11100000	CASH - COMBINED FUND	47,771.79	
51-11510000	CASH W/FISCAL AGENTS/WTR LOANS	3.19	
51-11820000	INVESTMENT IN WATER STOCK	48,616.66	
51-13100000	ACCOUNTS RECIEVABLE - UNBILLED	36,539.76	
51-13110000	ACCOUNTS RECEIVABLE	239,212.22	
51-13120000	ALLOWANCE FOR BAD DEBT	(21,954.37)	
51-15460000	DEFERRED OUTFLOWS-PENSIONS	120,478.00	
51-15500000	WATER INVENTORY	304,314.61	
51-15610000	PREPAID WATER	91,705.00	
51-16300000	WORK IN PROGRESS	92,305.98	
51-16310000	RESERVOIRS	984,856.84	
51-16320000	ALLOWANCE DEPREC./RESERVIORS	(777,916.87)	
51-16330000	WATER DISTRIBUTION SYSTEMS	4,106,063.98	
51-16340000	ALLOWANCE DEPREC./WATERLINES	(2,873,629.89)	
51-16350000	BUILDINGS & WELLS	3,424,195.91	
51-16360000	ALLOW. DEPREC./LAND/BLDGS/WELL	(962,471.79)	
51-16390000	WATERLINE SYSTEMS	10,702,078.81	
51-16400000	ALLOWANCE DEPREC./WTRLN SYSTM	(1,723,513.89)	
51-16510000	MACHINERY	661,146.85	
51-16520000	ALLOWANCE DEPREC./MACHINERY	(487,962.43)	
51-16530000	LAND	236,908.84	
	TOTAL ASSETS		14,248,749.20

LIABILITIES AND EQUITY

LIABILITIES

51-21330000	BOND PAYABLE	1,803,000.00	
51-21341000	ACCRUED INTEREST	17,666.03	
51-21350000	ACCRUED PAYROLL	19,658.00	
51-21351000	ACCRUED ABSENCES	51,423.25	
51-23400000	DEFERRED INFLOWS-PENSIONS	29,038.00	
51-25410000	UNAMORTIZED BOND PREMIUM	138,910.19	
51-25420000	DEFERRED LOSS FROM BOND DEF	(15,044.11)	
51-25450000	NET PENSION LIABILITY	212,317.00	
	TOTAL LIABILITIES		2,256,968.36

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
51-29510000	PRIOR UNRESTRICTED/BALANCE	12,124,318.23	
	REVENUE OVER EXPENDITURES - YTD	(132,537.39)	
	BALANCE - CURRENT DATE	11,991,780.84	
	TOTAL FUND EQUITY		11,991,780.84
	TOTAL LIABILITIES AND EQUITY		14,248,749.20

CENTERVILLE CITY CORPORATION
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

WATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>CHARGES FOR SERVICES</u>						
51-34-400000	WATER DEVELOPMENT FEES (DEV)	38,513.00	60,025.00	75,000.00	14,975.00	80.0
51-34-450000	WTRLN CONST.FEES/NEW SUBS(CON)	213,894.15	235,818.58	50,000.00	(185,818.58)	471.6
	TOTAL CHARGES FOR SERVICES	252,407.15	295,843.58	125,000.00	(170,843.58)	236.7
<u>MISCELLANEOUS REVENUE</u>						
51-36-200000	MISCELLANEOUS	.00	64.00	.00	(64.00)	.0
	TOTAL MISCELLANEOUS REVENUE	.00	64.00	.00	(64.00)	.0
<u>OPERATING REVENUE</u>						
51-37-110000	WATER SALES	203,306.55	1,316,381.39	2,400,000.00	1,083,618.61	54.9
51-37-130000	WATER YOKES AND METERS	.00	3,955.00	12,000.00	8,045.00	33.0
51-37-150000	WTR LATERAL FEES- NEW SBD	(687.31)	(687.31)	9,000.00	9,687.31	(7.6)
51-37-160000	HYDRANT WATER SALES	.00	1,000.00	1,500.00	500.00	66.7
51-37-200000	DELINQUENT PENALTY	1,151.84	6,727.11	12,000.00	5,272.89	56.1
51-37-300000	GAIN ON SALE OF FIXED ASSET	.00	.00	5,000.00	5,000.00	.0
	TOTAL OPERATING REVENUE	203,771.08	1,327,376.19	2,439,500.00	1,112,123.81	54.4
<u>NON-OPERATING REVENUE</u>						
51-38-100010	SPECIAL PROJECT REVENUE	.00	13,557.90	.00	(13,557.90)	.0
	TOTAL NON-OPERATING REVENUE	.00	13,557.90	.00	(13,557.90)	.0
	TOTAL FUND REVENUE	456,178.23	1,636,841.67	2,564,500.00	927,658.33	63.8

CENTERVILLE CITY CORPORATION
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

WATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>						
51-4000-110.0	SALARY AND WAGES	24,086.03	151,330.04	326,396.00	175,065.96	46.4
51-4000-111.0	OVERTIME PAY	1,283.39	5,156.82	12,000.00	6,843.18	43.0
51-4000-120.0	TEMPORARY & PART-TIME WAGES	.00	3,843.90	20,000.00	16,156.10	19.2
51-4000-130.0	FICA	2,504.50	11,219.80	22,350.00	11,130.20	50.2
51-4000-131.0	RETIREMENT	5,420.51	24,564.96	50,265.00	25,700.04	48.9
51-4000-132.0	MEDICAL INSURANCE	5,565.29	29,686.41	79,100.00	49,413.59	37.5
51-4000-134.0	LONG TERM DISABILITY	150.11	630.90	1,560.00	929.10	40.4
51-4000-135.0	WORKERS COMPENSATION	690.40	3,116.07	6,804.00	3,687.93	45.8
51-4000-142.0	UNIFORM ALLOWANCE	34.65	177.87	300.00	122.13	59.3
51-4000-200.0	UNIFORM PURCHASE	1,563.87	1,833.87	2,300.00	466.13	79.7
51-4000-205.0	BANK PROCESSING CHARGES-XPRESS	1,666.35	10,000.00	20,000.00	10,000.00	50.0
51-4000-210.0	BOOKS - MEMBERSHIPS	.00	.00	200.00	200.00	.0
51-4000-211.0	MEMBERSHIPS	.00	98.00	2,300.00	2,202.00	4.3
51-4000-220.0	PUBLIC NOTICES	.00	.00	500.00	500.00	.0
51-4000-240.0	OFFICE SUPPLIES	46.56	279.50	1,200.00	920.50	23.3
51-4000-241.0	PRINTING	519.35	2,597.61	5,500.00	2,902.39	47.2
51-4000-242.0	POSTAGE	1,044.22	4,845.96	12,500.00	7,654.04	38.8
51-4000-250.0	VEHICLE MAINT & SUPPLIES	259.36	1,572.57	15,000.00	13,427.43	10.5
51-4000-260.0	EQUIP MAINT & SUPPLIES	.00	805.55	.00	805.55	.0
51-4000-261.0	EQUIPMENT MAINTENANCE - RADIO	.00	.00	500.00	500.00	.0
51-4000-263.0	EQUIPMENT MAINTENANCE - OFFICE	.00	.00	500.00	500.00	.0
51-4000-265.0	FIRE EXTINGUISHER SUPPLIES	.00	.00	400.00	400.00	.0
51-4000-266.0	METER READING MAINTENANCE	.00	.00	2,000.00	2,000.00	.0
51-4000-275.0	UTILITIES - PUMPS AND WELLS	2,079.24	21,760.33	62,000.00	40,239.67	35.1
51-4000-280.0	AIR TIME	118.64	664.01	2,560.00	1,895.99	25.9
51-4000-286.0	TELEMETERING	.00	1,525.00	17,000.00	15,475.00	9.0
51-4000-290.0	GASOLINE & DIESEL SERVICES	967.96	5,321.23	14,000.00	8,678.77	38.0
51-4000-310.0	PROFESSIONAL SERVICES	750.00	785.00	5,000.00	4,215.00	15.7
51-4000-314.0	COMPUTER SUPPORT	381.50	2,548.34	5,200.00	2,651.66	49.0
51-4000-316.0	ENGINEER	157.50	2,996.71	20,000.00	17,003.29	15.0
51-4000-330.0	EDUCATION AND TRAINING	499.00	2,796.16	9,500.00	6,703.84	29.4
51-4000-340.0	CERTIFICATIONS - EXAMS	65.00	465.00	1,000.00	535.00	46.5
51-4000-478.0	COMMERCIAL WATER METERS	.00	.00	4,000.00	4,000.00	.0
51-4000-479.0	HAULING CONSTRUCTION MATERIAL	.00	80.00	3,000.00	2,920.00	2.7
51-4000-480.0	MISC SUPPLIES	2,300.25	10,085.30	35,000.00	24,914.70	28.8
51-4000-481.0	METER REPAIRS	.00	4,766.20	8,000.00	3,233.80	59.6
51-4000-482.0	RELOCATE CONNECTIONS	31.99	31.99	500.00	468.01	6.4
51-4000-484.0	WATER MAINS SUPPLIES	1,120.53	9,596.96	37,000.00	27,403.04	25.9
51-4000-485.0	BLUE STAKES	40.01	1,854.26	4,200.00	2,345.74	44.2
51-4000-486.0	ASPHALT	.00	4,564.00	4,000.00	564.00	114.1
51-4000-487.0	ROADBASE	.00	.00	4,000.00	4,000.00	.0
51-4000-488.0	SAND	.00	.00	2,000.00	2,000.00	.0
51-4000-489.0	CHLORINE	.00	1,869.83	9,500.00	7,630.17	19.7
51-4000-490.0	WEBER BASIN PURCHASES	7,090.39	42,542.49	91,705.00	49,162.51	46.4
51-4000-491.0	INSTALL LATERALS	.00	.00	5,000.00	5,000.00	.0
51-4000-492.0	FLOURIDATION	611.69	16,209.53	35,000.00	18,790.47	46.3
51-4000-493.0	NEW METERS	.00	2,364.82	19,000.00	16,635.18	12.5
51-4000-495.0	WATER RIGHTS	.00	630.00	1,000.00	370.00	63.0
51-4000-511.0	INSURANCE - LIABILITY	.00	16,801.54	25,000.00	8,198.46	67.2
51-4000-512.0	INSURANCE - AUTO LIAB.	.00	261.00	3,500.00	3,239.00	7.5
51-4000-513.0	INSURANCE - WELLS & PUMPS	.00	1,497.00	5,500.00	4,003.00	27.2
51-4000-621.0	WATER TESTING	.00	3,895.00	18,000.00	14,105.00	21.6

CENTERVILLE CITY CORPORATION
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

WATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
51-4000-630.0	UNCOLLECTABLE ACCOUNTS	.00	.00	1,000.00	1,000.00	.0
51-4000-640.0	GENERAL FUND ADMIN. SERVICE	35,416.67	212,500.01	425,000.00	212,499.99	50.0
51-4000-810.0	SERIES 2012 REVENUE BONDS	.00	170,916.38	198,000.00	27,083.62	86.3
51-4000-910.0	DEPRECIATION EXPENSE	35,703.91	214,223.48	350,000.00	135,776.52	61.2
	TOTAL EXPENDITURES	132,168.87	1,005,311.40	2,006,840.00	1,001,528.60	50.1
CAPITAL EQUIPMENT/PROJECTS						
51-5154-740.0	CAPITAL EQUIPMENT	8,641.91	9,554.51	134,650.00	125,095.49	7.1
51-5154-750.0	CAPITAL PROJECTS	8,516.30	12,226.98	733,000.00	720,773.02	1.7
51-5154-753.0	*SERVICE INSTALLATIONS*	.00	1,202.34	.00	(1,202.34)	.0
51-5154-756.0	*CITY HALL PUMPHOUSE*	.00	210.00	.00	(210.00)	.0
	TOTAL CAPITAL EQUIPMENT/PROJECTS	17,158.21	23,193.83	867,650.00	844,456.17	2.7
WATER CAPITAL IMPROVEMENT PROJ						
51-5500-766.0	*MAIN - 600 S. TO PAGES*	1,237.50	91,799.83	.00	(91,799.83)	.0
	TOTAL WATER CAPITAL IMPROVEMENT PROJ	1,237.50	91,799.83	.00	(91,799.83)	.0
WATER LINE PROJECTS						
51-5510-750.0	*CHASE LANE - BORE I-15*	.00	562.50	.00	(562.50)	.0
51-5510-900.0	*PROJECT DESIGN/ENGINEERING*	120.00	337.50	.00	(337.50)	.0
	TOTAL WATER LINE PROJECTS	120.00	900.00	.00	(900.00)	.0
WATER PROJECTS						
51-5520-767.0	*PARK HILLS PUMP STATION*	.00	166.28	.00	(166.28)	.0
51-5520-769.0	*CHASE LANE PRV*	48,817.91	48,817.91	.00	(48,817.91)	.0
	TOTAL WATER PROJECTS	48,817.91	48,984.19	.00	(48,984.19)	.0
SUBDIVISION WATERLINE PROJECTS						
51-5600-205.0	*MISC. SMALL PROJECTS*	.00	88,654.98	.00	(88,654.98)	.0
51-5600-790.0	*CHITOSE/JOHNSON WATER LINE*	.00	11,664.95	.00	(11,664.95)	.0
	TOTAL SUBDIVISION WATERLINE PROJECTS	.00	100,319.93	.00	(100,319.93)	.0
	TOTAL FUND EXPENDITURES	199,502.49	1,270,509.18	2,874,490.00	1,603,980.82	44.2
	NET REVENUE OVER EXPENDITURES	256,675.74	366,332.49	(309,990.00)	(676,322.49)	118.2

CENTERVILLE CITY CORPORATION
BALANCE SHEET
DECEMBER 31, 2017

SANITATION FUND

ASSETS

52-13120000	ALLOWANCE FOR UNCOLLECTIBLE AC	(	6,000.00)	
52-13140000	ACCOUNTS RECEIVABLE - GARBAGE		71,813.46	
52-13150000	ACCOUNTS RECEIVABLE - RECYCLE		17,568.34	
52-13160000	ACCOUNTS RECEIVABLE GREEN WAST		10,657.23	
	TOTAL ASSETS			94,039.03

LIABILITIES AND EQUITY

LIABILITIES

52-21310000	ACCOUNTS PAY/SANITATION FUND		67,700.00	
52-24210000	DUE TO OTHER FUNDS		25,970.74	
	TOTAL LIABILITIES			93,670.74

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:			
52-29510000	FUND BALANCE - PREVIOUS YEAR	(	30,221.85)	
	REVENUE OVER EXPENDITURES - YTD		30,590.14	
	BALANCE - CURRENT DATE		368.29	
	TOTAL FUND EQUITY			368.29
	TOTAL LIABILITIES AND EQUITY			94,039.03

CENTERVILLE CITY CORPORATION
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

SANITATION FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>MISCELLANEOUS REVENUE</u>					
52-36-100000 INTEREST INCOME	.00	.00	500.00	500.00	.0
52-36-200000 FALL CLEANUP REVENUE	540.00	540.00	500.00	(40.00)	108.0
52-36-300000 SPRING CLEANUP REVENUE	(540.00)	.00	.00	.00	.0
52-36-500000 TRANSFER FROM GENERAL FUND	.00	.00	31,000.00	31,000.00	.0
TOTAL MISCELLANEOUS REVENUE	.00	540.00	32,000.00	31,460.00	1.7
<u>OPERATING REVENUE</u>					
52-37-100000 REFUSE COLLECTION CHARGES	58,746.32	352,892.22	700,000.00	347,107.78	50.4
52-37-200000 RECYCLING REVENUES	15,123.50	90,672.65	176,000.00	85,327.35	51.5
52-37-250000 GREEN WASTE CHARGES	9,388.13	56,187.38	106,750.00	50,562.62	52.6
52-37-300000 CONTAINER ADVANCE LEASE PAYMT	415.00	2,243.00	10,000.00	7,757.00	22.4
TOTAL OPERATING REVENUE	83,672.95	501,995.25	992,750.00	490,754.75	50.6
TOTAL FUND REVENUE	83,672.95	502,535.25	1,024,750.00	522,214.75	49.0

CENTERVILLE CITY CORPORATION
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

SANITATION FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
52-4000-205.0 BANKING & INV/INTEREST EXPENSE	417.00	2,500.50	5,000.00	2,499.50	50.0
52-4000-241.0 PRINTING	259.67	1,442.19	2,500.00	1,057.81	57.7
52-4000-242.0 POSTAGE	449.34	2,248.11	5,500.00	3,251.89	40.9
52-4000-314.0 COMPUTER SUPPORT	381.50	2,548.34	5,200.00	2,651.66	49.0
52-4000-320.0 GREEN WASTE COLLECTION	.00	.00	48,000.00	48,000.00	.0
52-4000-321.0 COLLECTION	21,129.54	126,830.10	250,000.00	123,169.90	50.7
52-4000-322.0 DISPOSAL & TIPPING FEES	28,658.40	171,890.80	303,000.00	131,109.20	56.7
52-4000-324.0 RECYCLING COLLECTION	13,390.56	78,436.14	174,000.00	95,563.86	45.1
52-4000-325.0 GREEN WASTE DISPOSAL	5,253.36	31,366.80	31,000.00	(366.80)	101.2
52-4000-480.0 MISC SUPPLIES	.00	.00	100.00	100.00	.0
52-4000-485.0 FLYER POSTAGE/FALL/SPG PICKUP	.00	.00	500.00	500.00	.0
52-4000-486.0 FALL CLEANUP	.00	.00	30,000.00	30,000.00	.0
52-4000-510.0 GENERAL LIABILITY INSURANCE	.00	4,412.00	9,000.00	4,588.00	49.0
52-4000-640.0 GF ADMIN SERVICES	7,004.17	42,025.01	84,050.00	42,024.99	50.0
52-4000-745.0 CAPITAL EQUIPMENT	.00	.00	2,400.00	2,400.00	.0
52-4000-750.0 CONTAINERS	.00	8,245.12	10,000.00	1,754.88	82.5
TOTAL EXPENDITURES	76,943.54	471,945.11	960,250.00	488,304.89	49.2
TOTAL FUND EXPENDITURES	76,943.54	471,945.11	960,250.00	488,304.89	49.2
NET REVENUE OVER EXPENDITURES	6,729.41	30,590.14	64,500.00	33,909.86	47.4

CENTERVILLE CITY CORPORATION
BALANCE SHEET
DECEMBER 31, 2017

DRAINAGE UTILITY

<u>ASSETS</u>			
53-11100000	CASH - COMBINED FUND	1,056,839.78	
53-13120000	ALLOWANCE FOR UNCOLLECTABLE	(2,000.00)	
53-13140000	ACCOUNTS RECIEVABLE	121,623.00	
53-14210000	DUE FROM OTHER FUNDS	25,970.74	
53-15460000	DEFERRED OUTFLOWS-PENSIONS	29,872.00	
53-16360000	ACCUMULATED DEPRECIATION	(969,029.42)	
53-16510000	ASSETS	152,337.56	
53-16520000	SUB DRAIN	2,046,416.46	
53-16530000	STORM DRAINS	2,619,892.24	
53-16540000	WORK IN PROGRESS	420,727.49	
TOTAL ASSETS			<u>5,502,649.85</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
53-21320000	BONDS PAYABLE	522,000.00	
53-21321000	ACCRUED INTEREST ON BOND	5,113.14	
53-21350000	ACCRUED PAYROLL	1,933.00	
53-21351000	ACCRUED ABSENCES	15,550.83	
53-23400000	DEFERRED INFLOWS-PENSIONS	5,750.00	
53-25410000	UNAMORTIZED BOND PREMIUM	45,163.66	
53-25420000	DEFERRED LOSS FROM BOND DEF	(2,464.15)	
53-25450000	NET PENSION LIABILITY	42,044.00	
TOTAL LIABILITIES			635,090.48
<u>FUND EQUITY</u>			
53-28500000	RESTRICTED NET POSITION	39,750.00	
UNAPPROPRIATED FUND BALANCE:			
53-29510000	FUND BALANCE - PREVIOUS YEAR	4,519,987.51	
	REVENUE OVER EXPENDITURES - YTD	<u>307,821.86</u>	
BALANCE - CURRENT DATE		<u>4,827,809.37</u>	
TOTAL FUND EQUITY			<u>4,867,559.37</u>
TOTAL LIABILITIES AND EQUITY			<u>5,502,649.85</u>

CENTERVILLE CITY CORPORATION
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

DRAINAGE UTILITY

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>CHARGES FOR SERVICES</u>					
53-34-400000	IMPACT FEE	63,201.76	69,048.71	.00	(69,048.71)	.0
	TOTAL CHARGES FOR SERVICES	63,201.76	69,048.71	.00	(69,048.71)	.0
	<u>MISCELLANEOUS REVENUE</u>					
53-36-100000	INTEREST INCOME	.00	.00	1,500.00	1,500.00	.0
53-36-400000	TRANSFER FROM OTHER FUNDS	1,102.08	1,102.08	.00	(1,102.08)	.0
	TOTAL MISCELLANEOUS REVENUE	1,102.08	1,102.08	1,500.00	397.92	73.5
	<u>OPERATING REVENUE</u>					
53-37-100000	DRAINAGE CHARGES	67,448.26	401,575.79	800,000.00	398,424.21	50.2
53-37-300000	SUB DRAIN FEES	38,108.01	228,182.40	445,000.00	216,817.60	51.3
	TOTAL OPERATING REVENUE	105,556.27	629,758.19	1,245,000.00	615,241.81	50.6
	TOTAL FUND REVENUE	169,860.11	699,908.98	1,246,500.00	546,591.02	56.2

CENTERVILLE CITY CORPORATION
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

DRAINAGE UTILITY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
53-4000-110.0 SALARY & WAGES	6,024.60	28,567.60	52,083.00	23,515.40	54.9
53-4000-111.0 OVERTIME PAY	.00	.00	500.00	500.00	.0
53-4000-130.0 FICA	453.74	2,142.61	4,023.00	1,880.39	53.3
53-4000-131.0 RETIREMENT	1,109.97	5,259.80	9,713.00	4,453.20	54.2
53-4000-132.0 MEDICAL INSURANCE	1,357.57	8,145.42	16,400.00	8,254.58	49.7
53-4000-134.0 LONG TERM DISABILITY	27.03	128.09	316.00	187.91	40.5
53-4000-135.0 WORKERS COMPENSATION	124.38	589.60	1,575.00	985.40	37.4
53-4000-200.0 UNIFORM PURCHASE	382.58	646.58	400.00	(246.58)	161.7
53-4000-205.0 BANKING & INV/INTEREST EXPENSE	417.00	2,500.00	5,000.00	2,500.00	50.0
53-4000-220.0 PUBLIC NOTICES	.00	122.27	200.00	77.73	61.1
53-4000-240.0 OFFICE SUPPLIES	.00	128.49	300.00	171.51	42.8
53-4000-241.0 PRINTING	259.67	1,442.19	2,500.00	1,057.81	57.7
53-4000-242.0 POSTAGE	449.34	2,248.11	5,500.00	3,251.89	40.9
53-4000-250.0 VEHICLE MAINTENANCE	247.96	652.28	1,000.00	347.72	65.2
53-4000-270.0 WEBER BASIN WATER	.00	.00	2,600.00	2,600.00	.0
53-4000-280.0 TELEPHONE - AIR TIME	.00	.00	300.00	300.00	.0
53-4000-286.0 TELEMETERING	.00	.00	1,500.00	1,500.00	.0
53-4000-290.0 GASOLINE	113.28	584.20	1,500.00	915.80	39.0
53-4000-310.0 PROFESSIONAL SERVICES	.00	.00	5,200.00	5,200.00	.0
53-4000-314.0 COMPUTER SUPPORT	381.50	1,923.29	3,700.00	1,776.71	52.0
53-4000-316.0 ENGINEERING	.00	425.00	15,000.00	14,575.00	2.8
53-4000-322.0 DAVIS COUNTY STORM WATER	.00	4,247.00	4,500.00	253.00	94.4
53-4000-330.0 EDUCATION & TRAINING	(36.92)	390.54	1,500.00	1,109.46	26.0
53-4000-352.0 FRONTAGE ROAD SWALE	4,583.33	27,499.99	55,000.00	27,500.01	50.0
53-4000-353.0 STREET SWEEPING	2,658.56	5,209.77	22,000.00	16,790.23	23.7
53-4000-371.0 UTILITIES-FRONTAGE ROAD PUMP	.00	.00	2,900.00	2,900.00	.0
53-4000-375.0 CONTRACT MAINTENANCE	999.60	30,831.51	140,000.00	109,168.49	22.0
53-4000-480.0 MISC SUPPLIES	953.70	1,783.34	6,000.00	4,216.66	29.7
53-4000-510.0 GENERAL LIABILITY INSURANCE	.00	21,000.00	21,000.00	.00	100.0
53-4000-515.0 LIABILITY RESERVE	.00	994.90	5,000.00	4,005.10	19.9
53-4000-640.0 GF ADMINISTRATIVE SERVICES	13,750.00	82,500.00	165,000.00	82,500.00	50.0
53-4000-740.0 DEBT SERVICE	.00	50,607.19	56,000.00	5,392.81	90.4
53-4000-745.0 CAPITAL EQUIPMENT	.00	.00	8,000.00	8,000.00	.0
53-4000-750.0 MISC. PROJECTS	48,741.86	59,191.86	630,290.00	571,098.14	9.4
53-4000-900.0 DEPRECIATION EXPENSE	8,257.58	49,545.49	85,000.00	35,454.51	58.3
TOTAL EXPENDITURES	91,256.33	389,307.12	1,331,500.00	942,192.88	29.2
TOTAL FUND EXPENDITURES	91,256.33	389,307.12	1,331,500.00	942,192.88	29.2
NET REVENUE OVER EXPENDITURES	78,603.78	310,601.86	(85,000.00)	(395,601.86)	365.4

CENTERVILLE CITY CORPORATION
BALANCE SHEET
DECEMBER 31, 2017

TELECOMMUNICATION FUND

<u>ASSETS</u>			
54-11100000	CASH - COMBINED FUND	5,517.95	
54-11220000	NOTES RECEIVABLE-CENTERVILLE	1,310,570.81	
54-13140000	ACCOUNTS RECEIVABLE	15,583.75	
TOTAL ASSETS			<u>1,331,672.51</u>
 <u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
54-21210000	UIA NOTES PAYABLE-ST	97,424.01	
54-21220000	UIA NOTES PAYABLE-LT	1,213,146.80	
TOTAL LIABILITIES			1,310,570.81
 <u>FUND EQUITY</u>			
UNAPPROPRIATED FUND BALANCE:			
54-29510000	FUND BALANCE - PREVIOUS YEAR	13,477.49	
	REVENUE OVER EXPENDITURES - YTD	7,624.21	
BALANCE - CURRENT DATE		21,101.70	
TOTAL FUND EQUITY			<u>21,101.70</u>
TOTAL LIABILITIES AND EQUITY			<u>1,331,672.51</u>

CENTERVILLE CITY CORPORATION
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

TELECOMMUNICATION FUND

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
	<u>CHARGES FOR SERVICES</u>					
54-37-100000	UTILITY SERVICE CHARGES	19,826.95	133,679.94	210,000.00	76,320.06	63.7
	TOTAL CHARGES FOR SERVICES	19,826.95	133,679.94	210,000.00	76,320.06	63.7
	TOTAL FUND REVENUE	19,826.95	133,679.94	210,000.00	76,320.06	63.7

CENTERVILLE CITY CORPORATION
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

TELECOMMUNICATION FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>PROFESSIONAL SERVICES</u>					
54-4000-320.0	CONTRACT SERVICES - UIA	16,251.46	126,055.73	199,500.00	73,444.27	63.2
54-4000-640.0	ADMINISTRATIVE SERVICES	.00	.00	9,000.00	9,000.00	.0
	TOTAL PROFESSIONAL SERVICES	16,251.46	126,055.73	208,500.00	82,444.27	60.5
	TOTAL FUND EXPENDITURES	16,251.46	126,055.73	208,500.00	82,444.27	60.5
	NET REVENUE OVER EXPENDITURES	3,575.49	7,624.21	1,500.00	(6,124.21)	508.3

CENTERVILLE CITY CORPORATION
BALANCE SHEET
DECEMBER 31, 2017

WHITAKER HOME TRUST FUND

ASSETS

71-11100000	CASH - COMBINED FUND	20,281.34	
71-16360000	ACCUMULATED DEPRECIATION	(2,236.63)	
71-16510000	FIXED ASSETS	23,542.00	
	TOTAL ASSETS		41,586.71

LIABILITIES AND EQUITY

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
71-29510000	FUND BALANCE - PREVIOUS YEAR	45,339.48	
	REVENUE OVER EXPENDITURES - YTD	(3,752.77)	
	BALANCE - CURRENT DATE	41,586.71	
	TOTAL FUND EQUITY		41,586.71
	TOTAL LIABILITIES AND EQUITY		41,586.71

CENTERVILLE CITY CORPORATION
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

WHITAKER HOME TRUST FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>CONTRIBUTIONS & GRANTS</u>					
71-33-400000	GRANTS	.00	8,564.71	.00	(8,564.71)	.0
	TOTAL CONTRIBUTIONS & GRANTS	.00	8,564.71	.00	(8,564.71)	.0
	<u>MISCELLANEOUS REVENUE</u>					
71-36-500000	ZOMBIE RUN FUNDRAISER	.00	2,013.00	.00	(2,013.00)	.0
	TOTAL MISCELLANEOUS REVENUE	.00	2,013.00	.00	(2,013.00)	.0
	<u>CONTRIBUTIONS & TRANSFERS</u>					
71-39-100000	CONTRIBUTIONS FR GEN FUND	2,281.33	18,187.99	36,376.00	18,188.01	50.0
71-39-120000	CONTRIBUTION - RAP TAX	1,506.25	14,267.80	19,500.00	5,232.20	73.2
71-39-200000	CONTRIBUTIONS - PRIVATE	.00	36.00	.00	(36.00)	.0
71-39-250000	CONTRIBUTIONS - PROJECTS	900.00	900.00	1,800.00	900.00	50.0
71-39-400000	BOOK DONATIONS	.00	76.25	.00	(76.25)	.0
	TOTAL CONTRIBUTIONS & TRANSFERS	4,687.58	33,468.04	57,676.00	24,207.96	58.0
	TOTAL FUND REVENUE	4,687.58	44,045.75	57,676.00	13,630.25	76.4

CENTERVILLE CITY CORPORATION
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

WHITAKER HOME TRUST FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
71-4000-120.0 PART-TIME WAGES	2,458.08	11,450.88	21,303.00	9,852.12	53.8
71-4000-130.0 FICA	188.04	875.98	1,630.00	754.02	53.7
71-4000-131.0 RETIREMENT	341.89	1,842.88	3,556.00	1,713.12	51.8
71-4000-135.0 WORKERS COMPENSATION	42.91	230.71	533.00	302.29	43.3
71-4000-270.0 UTILITIES - DEUEL CREEK	.00	.00	250.00	250.00	.0
71-4000-271.0 UTILITIES - POWER	34.51	424.11	1,150.00	725.89	36.9
71-4000-276.0 UTILITIES - GAS	91.19	164.47	800.00	635.53	20.6
71-4000-277.0 UTILITIES - SEWER	.00	30.00	60.00	30.00	50.0
71-4000-310.0 RECORDING SERVICES	.00	164.88	1,000.00	835.12	16.5
71-4000-312.0 PUBLIC RELATIONS	24.68	589.62	1,000.00	410.38	59.0
71-4000-316.0 EVENT SUPPLIES	1,401.64	2,598.41	.00	(2,598.41)	.0
71-4000-318.0 CUSTODIAL SERVICES	.00	.00	500.00	500.00	.0
71-4000-330.0 TRAINING & EDUCATION MATERIALS	.00	.00	200.00	200.00	.0
71-4000-361.0 TEA PARTY FUNDRAISER SUPPLIES	(77.00)	.00	.00	.00	.0
71-4000-480.0 MISCELLANEOUS	7.46	317.57	1,700.00	1,382.43	18.7
71-4000-482.0 BUILDING MAINT & REPAIR	400.00	1,008.44	2,200.00	1,191.56	45.8
71-4000-483.0 GARDEN PLOT SUPPLIES	(117.00)	.00	.00	.00	.0
71-4000-514.0 INSURANCE - PROPERTY	.00	494.00	494.00	.00	100.0
71-4000-725.0 CARRIAGE HOUSE/OFFICE	(338.97)	.00	.00	.00	.0
71-4000-730.0 PARKING LOT	.00	13,269.43	.00	(13,269.43)	.0
71-4000-740.0 CAPITAL PURCHASES	.00	.00	800.00	800.00	.0
71-4000-750.0 RESTORATION PROJECT	456.36	14,337.14	20,500.00	6,162.86	69.9
TOTAL EXPENDITURES	4,913.79	47,798.52	57,676.00	9,877.48	82.9
TOTAL FUND EXPENDITURES	4,913.79	47,798.52	57,676.00	9,877.48	82.9
NET REVENUE OVER EXPENDITURES	(226.21)	(3,752.77)	.00	3,752.77	.0

CENTERVILLE CITY CORPORATION
BALANCE SHEET
DECEMBER 31, 2017

GENERAL FIXED ASSET FUND

ASSETS

91-16110000	LAND	7,645,300.00	
91-16210000	BUILDINGS	18,627,846.92	
91-16510000	EQUIPMENT & MACHINERY	2,961,527.00	
91-16610000	AUTOS & TRUCKS	2,757,699.00	
91-16710000	CONSTRUCTION IN PROGRESS	915,423.00	
91-16910000	INFRASTRUCTURE	8,259,964.00	
91-17000000	ACCUMULATED DEPRECIATION	(9,588,048.00)	
	TOTAL ASSETS		31,579,711.92

LIABILITIES AND EQUITY

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
91-29510000	INVESTMENT IN FIXED ASSETS	31,579,711.92	
	BALANCE - CURRENT DATE	31,579,711.92	
	TOTAL FUND EQUITY		31,579,711.92
	TOTAL LIABILITIES AND EQUITY		31,579,711.92

CENTERVILLE CITY CORPORATION
BALANCE SHEET
DECEMBER 31, 2017

GENERAL LONG TERM DEBT

<u>ASSETS</u>			
95-18300000	AMOUNT PROVIDED/SALES TAX	2,160,000.00	
95-18430000	AMT PROVIDED/ACCURED ABSENCES	573,610.85	
	TOTAL ASSETS		2,733,610.85
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
95-20300000	SALES TAX BOND PAYABLE	2,160,000.00	
95-25340000	ACCRUED ABSENCES	573,610.85	
	TOTAL LIABILITIES		2,733,610.85
	TOTAL LIABILITIES AND EQUITY		2,733,610.85

**CENTERVILLE
CITY COUNCIL
Staff Backup Report
1/16/2018**

Item No. 14.

Short Title: Adjourn to RDA Meeting

Initiated By:

Scheduled Time: 9:20

SUBJECT

RECOMMENDATION

BACKGROUND