



**NOTICE OF A REGULAR
CITY COUNCIL MEETING
April 10, 2024, at 6:00 PM**

PUBLIC NOTICE is hereby given that the Vineyard City Council will hold a regularly scheduled City Council meeting on Wednesday, April 10, 2024, at 6:00 PM, in the City Council Chambers at City Hall, 125 South Main Street, Vineyard, UT. This meeting can also be viewed on our [live stream page](#).

AGENDA

Presiding Mayor Julie Fullmer

1. CALL TO ORDER/INVOCATION/INSPIRATIONAL THOUGHT/PLEDGE OF ALLEGIANCE

2. WORK SESSION

No work items were submitted.

3. PUBLIC COMMENTS

“Public Comments” is defined as time set aside for citizens to express their views for items not on the agenda. Each speaker is limited to two minutes. Because of the need for proper public notice, immediate action cannot be taken in the Council Meeting. If action is necessary, the item will be listed on a future agenda; however, the Council may elect to discuss the item if it is an immediate matter of concern. *Public comments can be submitted ahead of time to pams@vineyardutah.org.*

4. MAYOR AND COUNCILMEMBERS' REPORTS/DISCLOSURES/RECUSALS

5. CONSENT ITEMS

5.1. Approval of the March 27, 2024, City Council Meeting Minutes

5.2. Approval of the 2024 Municipal Wastewater Management Planning Program Annual Report

6. APPOINTMENTS

6.1. No names were submitted.

7. PRESENTATIONS/RECOGNITIONS/AWARDS/PROCLAMATIONS

7.1. No items were submitted.

8. BUSINESS ITEMS

8.1. Public Hearing - Consolidated Fee Schedule Changes (Resolution 2024-08)
City Manager Eric Ellis will present proposed amendments to the Consolidated Fee Schedule. The Mayor and City Council will act to adopt (or deny) this request by resolution.

8.2. Public Hearing - Vineyard City Fiscal Year 2023-2024 Budget Amendment #4 (Resolution 2024-09)
City Manager Eric Ellis will present proposed amendments to the Fiscal Year 2023-2024 Budget. The mayor and city council will act to adopt (or deny) this request by resolution.

9. CLOSED SESSION

The Mayor and City Council pursuant to Utah Code 52-4-205 may vote to go into a closed session for the purpose of (these are just a few of the items listed, see Utah Code 52-4-205 for the entire list):

- a discussion of the character, professional competence, or physical or mental health of an individual
- b strategy sessions to discuss collective bargaining
- c strategy sessions to discuss pending or reasonably imminent litigation
- d strategy sessions to discuss the purchase, exchange, or lease of real property, including any form of a water right or water shares
- e strategy sessions to discuss the sale of real property, including any form of a water right or water shares
- f discussion regarding deployment of security personnel, devices, or systems
- g the purpose of considering information that is designated as a trade secret, as defined in Section [13-24-2](#), if the public body's consideration of the information is necessary in order to properly conduct a procurement under [Title 63G, Chapter 6a, Utah Procurement Code](#)

10. ADJOURNMENT

The next meeting is on April 24, 2024.

This meeting may be held in a way that will allow a councilmember to participate electronically. The public is invited to participate in all City Council meetings. In compliance with the Americans with Disabilities Act, individuals needing special accommodations during this meeting should notify the City Recorder at least 24 hours prior to the meeting by calling (385) 338.5283

I, the undersigned duly appointed Recorder for Vineyard, hereby certify that the foregoing notice and agenda was emailed to the Salt Lake Tribune, posted at the Vineyard City Offices, the

Vineyard website, the Utah Public Notice website, and delivered electronically to staff and to each member of the Governing Body.

AGENDA NOTICING COMPLETED ON:

April 9, 2024

CERTIFIED (NOTICED) BY:

/s/Pamela Spencer

PAMELA SPENCER, CITY RECORDER



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MINUTES OF A REGULAR
CITY COUNCIL MEETING
City Council Chamber
125 South Main Street, Vineyard, Utah
March 27, 2024, at 6:00 PM

Present


Mayor Julie Fullmer
Councilmember Sara Cameron
Councilmember Jacob Holdaway
Councilmember Amber Rasmussen
Councilmember Mardi Sifuentes

Absent

Staff Present: City Manager Eric Ellis, City Attorney Jayme Blakesley, Lieutenant Holden Rockwell with the Utah County Sheriff’s Office, Chief Building Official Cris Johnson, Community Development Director Morgan Brim, Planner Cache Hancey, Finance Director Kristie Bayles, Public Works Director Naseem Ghandour, Environmental Utilities Manager Sullivan Love, Parks and Recreation Director Brian Vawdrey, and City Recorder Pamela Spencer

Others Speaking: Spencer Hintze with Gilbert & Stewart CPAs; Jeff Hartley and Greg Hartley; Paul Kenney with CRSA; Lon Myers with the Orem Fire Department; Ridley Griggs with Hansen Allen and Luce; residents Kim and Karen Cornelious, Keith Holdaway, David Pearce, Sherrie Kaye Miller, and Whitney Ostebo

1. CALL TO ORDER/INVOCATION/INSPIRATIONAL THOUGHT/PLEDGE OF ALLEGIANCE


 Mayor Fullmer opened the meeting at 6:00 PM. Councilmember Sifuentes gave the invocation and led the Pledge of Allegiance.


2. PRESENTATIONS/RECOGNITIONS/AWARDS/PROCLAMATIONS

2.1. Fiscal Year 2022-2023 Audit Report


Spencer Hintze, CPA - Gilbert & Stewart CPAs will present the FY23 Audited Financial Statements. The mayor and City Council will move to accept the audit report.


Mayor Fullmer turned the time over to Spencer Hintze, CPA - Gilbert & Stewart CPAs.


45  Mr. Hintze reviewed the audit report. There was a discussion about overage finding and
46 internal controls.

47
48  **Motion:** COUNCILMEMBER SIFUENTES MOVED TO ACCEPT THE AUDIT REPORT
49 AS PRESENTED. COUNCILMEMBER RASMUSSEN SECONDED THE MOTION. MAYOR
50 FULLMER, COUNCILMEMBERS CAMERON, HOLDAWAY, RASMUSSEN, SIFUENTES
51 VOTED YES. THE MOTION CARRIED UNANIMOUSLY.

52 53 **2.2. Government Consultant Legislative Wrap up**


54  Jeff Hartley and Greg Hartley introduced themselves and briefly explained their experiences.
55 They then gave a legislative update and reported on some of the bills that would affect Vineyard.

56
57  Councilmember Holdaway made a statement, and then a discussion about meeting protocol
58 ensued. He stated that he wanted it publicly known that he had been denied the opportunity to
59 meet with the consultants. Mr. Jeff Hartley explained that Councilmember Holdaway's request
60 had been made during the legislative session and that he had been invited to meet with them at
61 the legislature. He added that they were willing to meet with him now.


62
63  Mr. Jeff Hartley explained that the proposed change to the legislation that allowed two
64 councilmembers to call for special meetings had been requested at a county level. A discussion
65 ensued. Mr. Greg Hartley explained the process and that the amendment would be reintroduced
66 next year. The discussion continued. There was also a discussion about the invitation to meet
67 with the consultants.


68 69 70 **3. WORK SESSION**


71 **3.1. Fire Station Discussion**

72  Mr. Brim introduces Paul Kenney with CRSA and Lon Myers with the Orem Fire
73 Department. He explained that they were working on an interim solution(house) to a full fire
74 station.

75
76  Mr. Kenney reviewed the design and timeline of the interim Fire Station.

77
78  There was a discussion about the location of the firehouse and timeline. City Manager Eric
79 Ellis explained that they expected to use the home for about five (5) to seven (7) years; after the
80 new City Hall was completed, a new station could be built on the current City Hall site, and the
81 firehouse could be sold as a single-family home.

82
83  There was a discussion about informing residents about the firehouse and its associated
84 noise and about informing them when the firehouse would be on the agenda for approval.


85
86  Councilmember Cameron asked if the station would include EMS services. Mr. Meyers
87 replied yes. He felt it would be good to get firefighters housed in the city.


88
89  Mr. Brim thanked Mike Olsen with Home Center Construction for his help with acquiring
90 the property.

3.2. Water Masterplan and Wastewater Masterplan

91 Mayor Fullmer turned the time over to Public Works Director Naseem Ghandour.
92
93

94  Mr. Ghandour introduced Ridley Griggs with Hansen Allen and Luce.
95

96  Mr. Griggs explained what a masterplan was and then reviewed the Water Master Plan.
97 There was a discussion about the purchasing of additional water.
98

99  Mr. Griggs reviewed the Wastewater Master Plan. There was a discussion about
100 infrastructure and impact fees. Mr. Blakesley clarified, for the record, that Mr. Ghandour was
101 current on engineering standards and impact fees and that they were being done well. The
102 discussion continued. Mr. Ghandour reiterated that they would reassess the fees every five (5)
103 years unless there was substantial growth, in which case they would reassess them sooner. The
104 discussion continued.
105


106  Mr. Ghandour explained that he would like to meet with councilmembers to get additional
107 feedback.
108

109  A short break was taken at 7:47 PM. The meeting resumed at 7:55 PM.
110


3.3. City-wide Parking Study Discussion


112 Mayor Fullmer turned the time over to Planner Cache Hancey.
113

114  Mr. Hancey reviewed the parking study. A discussion ensued about the parking zones.
115

116  Councilmember Holdaway felt that parking issues were a development issue and that the
117 city needed to change its tone. Mr. Hancey explained that developments were built to the current
118 code, and the consultants would be presenting solutions. Mayor Fullmer added that locations
119 with parking policies had helped solve some of their parking issues. Mr. Brim said that they had
120 utilized their budget for this year and would have to wait until the next budget year. There was a
121 discussion about the work being done.
122


3.4. Municipal Code Amendment Title 3 Municipal Procedures


124  Mr. Blakesley explained his procedure to date. He noted that he had contacted
125 Representative Abbot to ensure the ordinance was consistent with state law.
126


127  Mr. Blakesley reviewed a few of the changes suggested by Representative Abbot and others.
128
129


4. PUBLIC COMMENTS


131 Mayor Fullmer opened the public comments session.
132


133  Resident Kim Cornelious, living in The Villas subdivision, felt that the topic of the fire
134 station was a good thing. He expressed his concern with the contaminated land.
135

136  Resident Karen Cornelious, living in The Villas subdivision, expressed her concerns about
137 the World Trade Center membership and staff travel.
138

139  Resident Keith Holdaway, who lives on Holdaway Road, expressed his excitement for the
140 fire station. He asked about getting a cemetery in the city and proposed they use Gammon Park.
141 He also expressed his concern about the World Trade Center and asked for answers about the
142 Topgolf reimbursements.
143

144  Resident David Pearce, living in the Cascade subdivision, shared a story about a family
145 member's experience with the Huntsman Cancer Center and thanked those who made it possible
146 for the center to come to Vineyard City.
147


148  Resident Sherrie Kaye Miller, living on Holdaway Road, asked for a follow up on the
149 cemetery that had been presented by the previous Heritage Commission.
150


151  Whitney Ostebo, living in the Le Cheminant subdivision, felt that it was good to see a
152 council with diverse thoughts. She appreciated hearing from Jeff Hartley and felt they should
153 have allowed the discussion about LRS and Vineyard's relationship. She mentioned her
154 discussion with Nate Hutchinson about Flagborough and PIDS and was trying to understand the
155 process better. She asked about growth and water usage and wanted to see city incentives for
156 conserving water.
157


158  Mayor Fullmer addressed the comments:


- 159 • Department of DEQ presentation – staff would follow up on those concerns
- 160 • Economic Development and how it comes in and why we focus on it – it is to bring in
161 amenities and diversify. She added that and how different cities need different things.
- 162 • Transparency website – is updated quarterly. Reach out to staff for more details
- 163 • Cemetery – There were areas being discussed such as Holdaway Fields, Gammon Park,
164 etc.
- 165 • Learning more about Economic Development – An Economic series would be starting on
166 April 9; staff will post a notice on social media.
- 167 • HCI
- 168 • Ms. Ostebo's comments – Mayor Fullmer suggested that staff work with her.
169
170


171 **5. MAYOR AND COUNCILMEMBERS' REPORTS/DISCLOSURES/RECUSALS**

172  Councilmember Cameron reported that she had heard about cemetery plans and that they
173 were working on parking plans.
174

175  Councilmember Sifuentes reported a meeting tomorrow at Vineyard Elementary to discuss
176 where children with special needs would be attending school. She also reported that they were
177 working on parking, coordination with Utah City, Huntsman Cancer, and the Vineyard
178 Connector overpass.
179

180  Councilmember Rasmussen reported that Vineyard Cares had its leadership dinner and
181 suggested that people check out its website. The Community Garden had received its
182 applications and should be receiving its fencing.
183

184  Mayor Fullmer mentioned that the tax incentive questions would be addressed during the
185 Redevelopment Agency Board meeting following this meeting.
186

187  Councilmember Holdaway reported that he attended the Vineyard Cares program, learned
188 more about it, and would like to prioritize it in the budget. He stated that he was excited to hear
189 from Mr. Hartley and wanted to meet with councilmembers to understand the process for LRS
190 and a potential conflict of interest. He mentioned they were working on a process (policy) for
191 letter writing. A discussion ensued about the policy. Councilmember Holdaway felt that they
192 needed to discuss Mr. Hartley's involvement in LRS. Mayor Fullmer thought they needed to be
193 careful when talking about people who were not present. A discussion ensued. Councilmember
194 Holdaway expressed his appreciation for the staff. He noted that he still did not have the General
195 Ledger and wanted to see the expenses in full. He wanted to go through a travel and staff
196 expense policy. Mayor Fullmer asked about the request for the General Ledger. There was a
197 discussion about Mr. Holdaway's request. Councilmember Cameron asked about the City
198 Council being over the budget and felt they should be adequately trained and not have to request
199 the General Ledger. Mayor Fullmer explained the budget process. Councilmember Sifuentes
200 asked if the General Ledger request would be a lengthy process. Finance Director Kristie Bayles
201 replied that it would be a longer process if it were to be shared publicly. Councilmember
202 Sifuentes felt that the council had not given staff all their budget goals. There was a discussion
203 about the council budget process. Mr. Ellis responded to the General Ledger request. The
204 discussion continued. Councilmember Sifuentes stated, for the record, that they needed to move
205 forward with the budget. The discussion continued. Councilmember Holdaway read an email for
206 the record from Tyson Plastow with the State Auditor's office:

207 "I would suggest you request:

- 208
- 209 • A download of Vineyard's General Ledger for the last 2 years or so. This should not
210 take a significant amount of time and it should tell you how funds are being used
211 and transferred. Ask for a CSV file of it if you can.
 - 212 • All of the City's Policies and Procedures. Again, this should be in one location and
213 should not be difficult to provide.

213 I would also suggest you consult with legal counsel, perhaps at the League of Cities and
214 Towns, to have them review the proposed ordinance. As I read it, it does not appear to
215 restrict your access to information, but rather your access to staff."
216

217 Councilmember Holdaway explained that he preferred meeting with more than just Mr. Ellis and
218 the mayor; he wanted to meet with himself and Councilmember Cameron so there would be a
219 second witness at the meeting. Mayor Fullmer stated, for the record, that every time they met
220 with Councilmember Holdaway, they had another individual to ensure accuracy. When they met
221 with him, they acknowledged that he had received the requested records. Mr. Ellis pointed out
222 that he had repeatedly asked Councilmember Holdaway to respond in writing exactly what he
223 was requesting, but he had yet to respond. Mayor Fullmer recapped the conversation.

224 Councilmember Rasmussen requested that the council rotate through these types of meetings so
225 she was included in the conversations.

226
227

228 6. STAFF, COMMISSION, AND COMMITTEE REPORTS

229 6.1.  City Manager Eric Ellis reported on department updates.

- 230 • Building Department: They issued a Certificate of Occupancy for the Grove Park Stake
231 Center in the Hamptons, hired a new inspector in training, that construction had started
232 on the clubhouse in the Orchards and issued ten (10) building permits.
- 233 • Parks and Recreation Department:
 - 234 ○ Parks: Water bottle fill stations were installed at Penny, Gammon, and Sunset Beach
235 Parks, three staff members were certified as aquatic facility operators, and bathrooms
236 and pavilion reservations for the parks would open on April 1st.
 - 237 ○ Recreation: The Gold Rush race was a huge success. Nearly 1,000 registrants signed
238 up for youth spring soccer, summer rec programs were open for registration, and
239 donations for the scholarship program started to be collected.
- 240 • Events: The Bunny Hop Egg Drop was being held this Saturday at 9 a.m. sharp. Elisabeth
241 Shelley was elected as the ARCH Commission Chair, and grant applications would open
242 on May 1.
- 243 • Public Works Department: They hired a new Public Works Technician and added an
244 additional road connection with the Vineyard Connector extension. On March 11, the
245 Utah Department of Transportation (UDOT) informed the city of improperly installed
246 turn lanes and requested the city obtain easements so they could reestablish them. They
247 received a \$25,000 grant from Dominos for snow removal equipment.
- 248 • Engineering: The team met with Orem City to discuss improvements on 400 South.
249 Orem, Vineyard, and UDOT were applying for a Safe Streets Grant to improve the
250 Geneva corridor. Solar-powered lights were being installed at Grove Park by the
251 basketball court, and the bike and scooter racks were expected to be installed in April.
252 Central Utah Water Project (CUWP) is upgrading their wells on 400 North, which would
253 last about ten (10) weeks. The city-wide pipeline project and snow removal operations
254 continued.
- 255 • Finance Department: The budget calendar was available to council and staff.

256
257

258 7. CONSENT ITEMS


259 7.1. Approval of the March 13, 2024, City Council Meeting Minutes

260 7.2. Award of Landscaping Maintenance Contract

261 7.3. Award of Parks and Recreation Masterplan and Impact Fee Analysis Task Order

262 7.4. 2024 Town Hall Schedule


263

264  Mayor Fullmer called for a motion.


265


266  Councilmember Sifuentes asked to pull items 7.3 and 7.4 for discussion.


267

268  **Motion:** COUNCILMEMBER SIFUENTES MOVED TO APPROVE CONSENT ITEMS
269 7.1 AND 7.2 AS PRESENTED. COUNCILMEMBER RASMUSSEN SECONDED THE
270 MOTION. MAYOR FULLMER, COUNCILMEMBERS CAMERON, HOLDAWAY,
271 RASMUSSEN, SIFUENTES VOTED YES. THE MOTION CARRIED UNANIMOUSLY.

272


273  **7.3 Award of Parks and Recreation Masterplan and Impact Fee Analysis Task Order**
274 Parks and Recreation Director Brian Vawdrey gave a brief overview of the request for a Parks
275 and Recreation Master Plan. The impact fees were discussed.
276

277  Councilmember Cameron asked what areas the Master Plan would cover. Mayor Fullmer
278 replied that the city would be responsible for any public space that had yet to be programmed.
279 She asked if they could include cemeteries in the impact fee analysis. Mr. Blakesley explained
280 the differences between cemetery plots, land use, and impact fees. Mr. Brim added that this plan
281 would consider the community's needs.
282

283  **Motion:** COUNCILMEMBER SIFUENTES MOVED TO APPROVED 7.3.
284 COUNCILMEMBER RASMUSSEN SECONDED THE MOTION. ROLL CALL WENT AS
285 FOLLOWS: MAYOR FULLMER, COUNCILMEMBERS CAMERON, HOLDAWAY,
286 RASMUSSEN, SIFUENTES VOTED YES. THE MOTION CARRIED UNANIMOUSLY.
287

288 **7.4. 2024 Town Hall Schedule**

289 There was a discussion about the dates for holding the town halls and council attendance. Mr.
290 Ellis explained that the Community Development team would run these town halls.
291 Councilmember Holdaway stated that he was okay with staff giving short presentations and then
292 allowing the council to receive comments from the public. The discussion continued about the
293 types of town halls and the dates: Tuesday, April 23; Thursday, June 20; Thursday, July 18;
294 Thursday, September 17.
295

296  **Motion:** COUNCILMEMBER SIFUENTES MOVED TO APPROVE 7.4. 2024 TOWN
297 HALL SCHEDULE THE TOWN HALL SCHEDULE WITH THE CHANGE OF DATES TO
298 THE THIRD THURSDAY IN JUNE AND JULY AND APRIL AND SEPT ON THE THIRD
299 TUESDAY. COUNCILMEMBER CAMERON SECONDED THE MOTION. MAYOR
300 FULLMER, COUNCILMEMBERS CAMERON, HOLDAWAY, RASMUSSEN, SIFUENTES
301 VOTED YES. THE MOTION CARRIED UNANIMOUSLY.
302
303

304 **8. APPOINTMENTS**

305 No names were submitted.
306
307


308 **9. BUSINESS ITEMS**

309 No items were submitted
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311

312 **10. CLOSED SESSION**

313 No closed session was held.
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316 **11. ADJOURNMENT**

317  Mayor Fullmer adjourned the meeting at 9:28 pm.
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319
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321 MINUTES APPROVED ON: _____

322

323

324 CERTIFIED CORRECT BY: Paula D. Spencer

325

PAMELA SPENCER, CITY RECORDER

326



DRAFT



VINEYARD CITY COUNCIL STAFF REPORT

Meeting Date: April 10, 2024

Agenda Item: Approval of the 2024 Municipal Wastewater Management Planning Program Annual Report

Department: Public Works

Presenter: Naseem Ghandor

Background/Discussion:

Introduction:

This staff report presents the 2024 Vineyard City Municipal Wastewater Management Planning Program (MWPP) Annual Report (**Attachment A**) for City Council approval. The MWPP report is a critical initiative aimed at ensuring effective management and planning of wastewater infrastructure throughout our municipality. This report outlines the progress made in wastewater management planning and highlights key achievements and challenges encountered during the past year.

Background:

The MWPP survey, administered annually by the Division of Water Quality (DWQ), assists owners of municipal sewerage systems and wastewater treatment works in evaluating and summarizing the conditions and requirements of these facilities. Over 200 municipalities and districts, including Vineyard City, participate in this survey, providing vital information on the financial, operational, performance, and compliance aspects of their wastewater facilities.

Purpose of the Report:

The Vineyard City Municipal Wastewater Planning Permit Report compiles the necessary information from the MWPP survey, reflecting our municipality's commitment to understanding and improving our wastewater management practices. This report enables us to identify and resolve potential problem areas proactively, aligning with the objectives of the MWPP. The 2023 Department of Environmental Quality (DEQ) 2023 Annual Report Summary is provided for reference (**Attachment B**)

Key Highlights:

1. **Participation in MWPP:** Vineyard City has participated in the MWPP survey as required, contributing essential data on our sanitary sewerage system and wastewater treatment works.
2. **Technical, Operational, and Financial Evaluation:** The report provides a comprehensive assessment of our wastewater infrastructure's technical, operational, and financial conditions, enabling us to identify strengths, weaknesses, and areas for improvement.
3. **Utilization of Survey Results:** The Division of Water Quality utilizes the survey results in various programs, including the Utah Sewer Management Program Annual Report, Wastewater Operator Certification Program, Financial Assistance Program, and Financial

Sustainability Assessments.

Conclusion:

Upon approval by the City Council, the 2024 Vineyard City MWPP Annual Report will be submitted to the Utah Division of Water Quality (DWQ) as required. Our municipality will continue to actively participate in the UMWPP and implement strategies outlined in the report to further enhance wastewater management planning efforts.

Fiscal Impact:

None

Recommendation:

Staff recommends approving the 2024 Vineyard City Municipal Wastewater Planning Program report as presented.

Sample Motion:

"I move to approve the 2024 Vineyard City Municipal Wastewater Planning Program report as presented."

Attachments:

1. 2024 Vineyard City MWPP Report
2. DWQ-2023-122357

2024 MWPP Survey Questions

This document is provided to assist in gathering the appropriate responses for the survey.

The following questions are populated into a spreadsheet. Each question is numbered by the letter of the column that it falls in. If it so happens that you need to change a response to a question after submitting the form call Harry Campbell at 385-501-9583, identify your facility, report the question label (B, C, D, etc. in front of the question), and provide the correct response.

B. Email ___ sullivan@vineyardutah.org _____ (email of facility contact)

Section 1. General Information

C. Name of Facility? ___ [Vineyard City](#) _____

D. What is the name of the person responsible for this organization? ___ [Sullivan Love](#) _____

E. What is the title of the person responsible for this organization? ___ [Water & Wastewater Manager](#) ___

F. What is the email Address for the person responsible for this organization?
___ sullivan@vineyardutah.org _____

G. What is the phone number for the person responsible for this organization?
___ [801.376.0419](#) _____

H. Facility Location? Please provide either Longitude and Latitude, address, or a written description of the location (with area or point). ___ [125 S Main, Vineyard, Ut 84029 This is the address of City Hall](#) _____

Federal Facility Section

I. Are you a federal facility? A federal facility is a military base, a national park, a facility associated with the forest service, etc. Yes **No**

“If Yes” you will go to the Collection Section

“If No” you will go to the Financial Section

Financial Evaluation Section

J. This form is completed by [name]? ___ [Sullivan Love and Monica Wing](#) _____

Part I General Questions - Please answer the following questions regarding GENERAL QUESTIONS.

K. Are sewer revenues maintained in a dedicated purpose enterprise/district account? **Yes** No

L. Are you collecting 95% or more of your anticipated sewer revenue? **Yes** No

M. Are Debt Service Reserve Fund requirements being met? **Yes** No

N. Where are sewer revenues maintained? General Fund Combined Utilities Fund **Other –
Enterprise Fund**

O. What was the average annual User Charge for 2023? If there is more than one rate divide the total municipal yearly User Charge collected, by the total number of connections. _____ **\$750.00** _____

P. Do you have a water and/or sewer customer assistance program (CAP)? Yes **No**

Part II: OPERATING REVENUES AND RESERVES - Please answer the following questions regarding OPERATING REVENUES AND RESERVES.

Q. Are property taxes or other assessments applied to the sewer systems? Yes **No**

R. Revenue from these taxes = _____ **None** _____

S. Are sewer revenues sufficient to cover operations & maintenance costs, and repair & replacement costs (OM&R) at this time? **Yes** No

T. Are projected sewer revenues sufficient to cover operation, maintenance, and repair (OM&R) costs for the next five years? **Yes** No

U. Does the sewer system have sufficient staff to provide proper OM&R? **Yes** No

V. Has a repair and replacement sinking fund been established for the sewer system? Yes **No**

W. Is the repair & replacement sinking fund sufficient to meet anticipated needs? Yes No

Part III: Capital Improvements, Revenues and Reserves. - Please answer the following questions regarding Capital Improvements, Revenues and Reserves.

X. Are sewer revenues sufficient to cover all costs of current capital improvements projects? **Yes** No

Y. Has a Capital Improvements Reserve Fund been established to provide for anticipated capital improvement projects? **Yes** No

Z. Are projected Capital Improvements Reserve Funds sufficient for the next five years? **Yes** No

AA. Are projected Capital Improvements Reserve Funds sufficient for the next ten years? Yes No **N/A**

AB. Are projected Capital Improvements Reserve Funds sufficient for the next twenty years? Yes No **N/A**

Part IV: FISCAL SUSTAINABILITY REVIEW - Please answer the following questions regarding FISCAL SUSTAINABILITY REVIEW.

AC. Have you completed a rate study within the last five years? **Yes** No

AD. Do you charge Impact fees? **Yes** No

AE. Impact Fee (if not a flat fee, use average of all collected fees) = **\$ 4,098** _____

AF. Have you completed an impact fee study in accordance with UCA 11-36a-3 within the last five years? Yes **No**

AG. Do you maintain a Plan of Operations? Yes **No**

AH. Have you updated your Capital Facility Plan within the last five years? Yes **No**

AI. In what year was the Capital Facility Plan last updated? 2017

AJ. Do you use an Asset Management system for your sewer systems? **Yes** No

AK. Do you know the total replacement cost of your sewer system capital assets? Yes **No**

AL. Replacement Cost = N/A

AM. Do you fund sewer system capital improvements annually with sewer revenues at 2% or more of the total replacement cost? **Yes** No

AN. What is the sewer/treatment system annual asset renewal cost as a percentage of its total replacement cost? N/A

AO. Describe the Asset Management System. Check all that apply

Spreadsheet

GIS

Accounting Software

Specialized Software

AP. Please answer the following: - 2023 Capital Assets Cumulative Depreciation?

N/A

AQ. Please answer the following: - 2023 Capital Assets Book Value? Book Value = total cost - accumulated depreciation N/A

Part V: PROJECTED CAPITAL INVESTMENT COSTS - Please answer the following questions regarding PROJECTED CAPITAL INVESTMENT COSTS.

AR. Cost of projected capital improvements - Please enter a valid numerical value. - 2023?

\$24,291

AS. Cost of projected capital improvements - Please enter a valid numerical value. - 2024 through 2028?

\$1,500,000 projected for 2024-2025

AT. Cost of projected capital improvements - Please enter a valid numerical value. - 2029 through 2033?

N/A

AU. Cost of projected capital improvements - Please enter a valid numerical value. - 2034 through 2038?

N/A

AV. Cost of projected capital improvements - Please enter a valid numerical value. - 2039 through 2043?

N/A

AW. Purpose of Capital Improvements - 2023? Check all that apply.

Replace/Restore

New Technology

Increased Capacity

AX. Purpose of projected Capital Improvements - 2024 through 2028? - Check all that apply.

Replace/Restore

New Technology

Increased Capacity

AY. Purpose of projected Capital Improvements - 2029 through 2033 Check all that apply.?

Replace/Restore

New Technology

Increased Capacity

AZ. Purpose of projected Capital Improvements - 2034 through 2038? - Check all that apply.

Replace/Restore

New Technology

Increased Capacity

BA. Purpose of projected Capital Improvements from 2039 through 2043? - Check all that apply.

Replace/Restore

New Technology

Increased Capacity

BB. To the best of my knowledge, the Financial Evaluation section is completed and accurate. **True**
False

Note: This questionnaire has been compiled for your benefit to assist you in evaluating the technical and financial needs of your wastewater systems. If you received financial assistance from the Water Quality Board, annual submittal of this report is a condition of the assistance. Please answer questions as accurately as possible to give you the best evaluation of your facility. If you need assistance please send an email to wqinfodata@utah.gov and we will contact you as soon as possible. You may also visit our Frequently Asked Questions page.

BC. Do you have a collection system?

The answer to this question is obvious in most cases, but for clarification, some wastewater systems consist of only wastewater collections (answer Yes). Some wastewater systems do not have a collection system but receive wastewater from separate collection system jurisdictions (answer No). Some wastewater systems have treatment and collections and consider their entire system as one entity (answer Yes). Some wastewater systems have treatment and collections, but consider their collections a separate entity from treatment (answer No). If you have treatment but have an independent collection system and you answered "No," you must enter your collection system separately as an independent response to the survey. **Yes** No

"If Yes" you will go to the Collection Section

"If No" you will go to a choice of which Treatment section

Collection System - The collection of wastewater in a system of pipes and possibly pump stations that deliver wastewater to a treatment system that may or may not be independent of the treatment system.

BD. This form is completed by [name]? - The person completing this form may receive Continuing Education Units (CEUs). Sullivan Love and Chris Jackson

Part I: SYSTEM DESCRIPTION - Please answer the following questions regarding SYSTEM DESCRIPTION.

BE. What is the largest diameter pipe in the collection system? - Please enter the diameter in inches.
36"

BF. What is the average depth of the collection system? - Please enter the depth in feet.
12'

BG. What is the total length of sewer pipe in the collection system? - Please enter the length in miles.
44 miles

BH. How many lift/pump stations are there in the collection system? 3

BI. What is the largest capacity lift/pump station in the collection system? - Please enter the design capacity in gpm. 1,350 gpm

BJ. Do seasonal daily peak flows exceed the average peak daily flow by 100 percent or more? Yes **No**

BK. What year was your collection system first constructed (approximately)? 2007

BL. In what year was the largest diameter sewer pipe in the collection system constructed, replaced or renewed? If more than one, cite the oldest. 2013

Part II: DISCHARGES - Please answer the following questions regarding DISCHARGES.

BM. How many days last year was there a sewage bypass, overflow or basement flooding in the system due to rain or snowmelt? 0

BN. How many days last year was there a sewage bypass, overflow or basement flooding due to equipment failure (except plugged laterals)? 0

Sanitary Sewer Overflow (SSO)

Class 1 - a Significant SSO means a SSO backup that is not caused by a private lateral obstruction or problem that:

- a) affects more than five private structures;
- b) affects one or more public, commercial or industrial structure(s);
- c) may result in a public health risk to the general public;
- d) has a spill volume that exceeds 5,000 gallons, excluding those in single private structures; or
- e) discharges to Waters of the State.

Class 2 - a Non-Significant SSO means a SSO or backup that is not caused by a private lateral obstruction or problem that does not meet the Class 1 SSO criteria

BO. What is the number of Class 1 SSOs in Calendar year 2023? 0

BP. What is the number of Class 2 SSOs in Calendar year 2023? _____ **1** _____

BQ. Please indicate what caused the SSO(s) in the previous question. **Contractor pushed material in to manhole causing a blockage. The blockage was cleared within 1.5 hrs. and no residents were affected.**

BR. Please specify whether the SSOs were caused by contract or tributary community, etc.

_____ **No** _____

Part III: NEW DEVELOPMENT - Please answer the following questions regarding NEW DEVELOPMENT.

BS. Did an industry or other development enter the community or expand production in the past two years, such that flow or wastewater loadings to the sewerage system increased by 10% or more? Yes **No**

BT. Are new developments (industrial, commercial, or residential) anticipated in the next 2 - 3 years that will increase flow or BOD5 loadings to the sewerage system by 25% or more? Yes **No**

BU. What is the number of new commercial/industrial connections in 2023? _____ **8** _____

BV. What is the number of new residential sewer connections added in 2023? _____ **63** _____

BW. How many equivalent residential connections are served? _____ **3,070** _____

Part IV: OPERATOR CERTIFICATION - Please answer the following questions regarding OPERATOR CERTIFICATION.

BX. How many collection system operators do you employ? _____ **6** _____

BY. What is the approximate population served? _____ **21,000** _____

BZ. State of Utah Administrative Rules require all public system chief operators considered to be in Direct Responsible Charge (DRC) to be appropriately certified at no less than the Facility's Grade. List the designated Chief Operator/DRC for the Collection System by: First and Last Name, Grade, and email. Grades: Grade I, Grade II, Grade III, and Grade IV. **Sullivan Love, Grade IV, sullivanl@vineyardutah.org;**

CA. Please list all other Collection System operators with DRC responsibilities in the field, by name and certification grade. Please separate names and certification grade for each operator by commas. Grades: Grade I, Grade II, Grade III, and Grade IV. **Chris Jackson, Grade III, chrisj@vineyardutah.org; Jay Geddes, Grade III, jayg@vineyardutah.org; Devan Peterson, Grade IV, devanp@vineyardutah.org; Jared Huntzinger, Grade II, jared@vineyardutah.org**

CB. Please list all other Collection System operators by name and certification grade. Please separate names and certification grades for each operator by commas. Grades: Grade I, Grade II, Grade III, and Grade IV.

_____ **Colby Hoover, Not yet certified, colbyh@vineyardutah.org** _____

CC. Is/are your collection DRC operator(s) currently certified at the appropriate grade for this facility? **Yes** No

Part V: FACILITY MAINTENANCE - Please answer the following questions regarding FACILITY MAINTENANCE.

CD. Have you implemented a preventative maintenance program for your collection system? **Yes** No

CE. Have you updated the collection system operations and maintenance manual within the past 5 years? Yes **No**

CF. Do you have a written emergency response plan for sewer systems? Yes **No**

CG. Do you have a written safety plan for sewer systems? Yes **No**

CH. Is the entire collections system TV inspected at least every 5 years? Yes **No**

CI. Is at least 85% of the collections system mapped in GIS? **Yes** No

Part VI: SSMP EVALUATION - Please answer the following questions regarding SSMP EVALUATION.

CJ. Have you completed a Sewer System Management Plan (SSMP)? **Yes** No

CK. Has the SSMP been adopted by the permittee's governing body at a public meeting? **Yes** No

CL. Has the completed SSMP been public noticed? **Yes** No

If "yes" then the question below.

CM. Date of Public Notice? **10/24/2016**

If "no" then the question below.

CN. When will the SSMP be public noticed? _____

CO. During the annual assessment of the SSMP, were any adjustments needed based on the performance of the plan? Yes **No**

CP. What adjustments were made to the SSMP (i.e. line cleaning, CCTV inspections, manhole inspections, and/or SSO events)? **N/A**

CQ. During 2023, was any part of the SSMP audited as part of the five-year audit? Yes **No**

CR. If yes, what part of the SSMP was audited and were changes made to the SSMP as a result of the audit? **N/A**

CS. Have you completed a System Evaluation and Capacity Assurance Plan (SECAP) as defined by the Utah Sewer Management Plan? Yes **No**

Part VII: NARRATIVE EVALUATION - Please answer the following questions regarding NARRATIVE EVALUATION.

CT. Describe the physical condition of the sewerage system: (lift stations, etc. included) **Vineyard owns and operates 3 lift stations. Each lift station has a daily check during the week and monitored over the weekend. Any repairs that are needed are taken care of ASAP. Each lift station is in excellent operating condition. The collection system is in excellent condition. Over 10% of the manholes are inspected**

annually. There is a regular cleaning and televising of the collection system as allowed by contract with TSSD and Vineyard. _____

CU. What sewerage system capital improvements does the utility need to implement in the next 10 years? **Upgrade of lift station #2 to increase capacity. Lift station #1 will receive improvements to allow easier access. As we inspect the manholes in the collection system and observe corrosion, we line them to increase their life span.** _____

CV. What sewerage system problems, other than plugging, have you had over the last year? **We have seen some amounts of grease buildup, but we are addressing this issue.** _____

CW. Is your utility currently preparing or updating its capital facilities plan? **Yes** No

CX. Does the municipality/district pay for the continuing education expenses of operators?

100%

Partially

Does not pay

CY. Is there a written policy regarding continued education and training for wastewater operators? **Yes**
No

CZ. Do you have any additional comments?

No _____

DA. To the best of my knowledge, the Collections System section is complete and accurate. **True**
False

Note: This questionnaire has been compiled for your benefit to assist you in evaluating the technical and financial needs of your wastewater systems. If you received financial assistance from the Water Quality Board, annual submittal of this report is a condition of the assistance. Please answer questions as accurately as possible to give you the best evaluation of your facility. If you need assistance please send an email to wqinfodata@utah.gov and we will contact you as soon as possible. You may also visit our Frequently Asked Questions page.

You have either just completed or just bypassed questions about a Collection System. This section (the questions below) determines the next set of questions that you will be presented based on the choice you make for treatment.

DB. What kind of wastewater treatment do you have in your wastewater treatment system?

If you have treatment, you must choose from Mechanical Plant, Discharging Lagoon, or Non-Discharging Lagoon. If you don't have treatment then choose "No Treatment." Choose only one answer.

Mechanical Plant

Discharging Lagoon

Non-Discharging Lagoon

No Treatment of Wastewater

Mechanical Plant

DC. Form completed by [name]? - The person completing this form may receive Continuing Education Units (CEUs).

DD. What is the design basis or rated capacity for average daily flow in MGD? _____

DE. What is the design basis or rated capacity for average daily BOD loading in lb/day?

DF. What is the design basis or rated capacity for average daily TSS loading in lb/day?

DG. What was the 2023 average daily flow in MGD? _____

DH. What was the 2023 average daily loading for BOD in lb/day? _____

DI. What was the 2023 average daily loading for TSS in lb/day? _____

DJ. What is the percent of capacity used by the 2023 average daily flow? _____

DK. What is the percent of capacity used by the 2023 average daily BOD load? _____

DL. What is the percent of capacity used by the 2023 average daily TSS? _____

Part II: EFFLUENT INFORMATION - Please answer the following questions regarding EFFLUENT INFORMATION.

DM. How many Notices of Violations (NOVs) did you receive for this facility in 2023?

DN. How many days in the past year was there a bypass or overflow of wastewater at the facility due to high flows? _____

Part III: FACILITY AGE - Please answer the following questions regarding FACILITY AGE.

DO. In what year was your HEADWORKS evaluated? _____

DP. In what year was your HEADWORKS most recently constructed, upgraded, or renewed?

DQ. What is the age of your HEADWORKS? _____

DR. In what year was your PRIMARY TREATMENT evaluated? _____

DS. In what year was your PRIMARY TREATMENT constructed, upgraded or renewed?

DT. What is the age of your PRIMARY TREATMENT? _____

DU. In what year was your SECONDARY TREATMENT evaluated? _____

DV. In what year was your SECONDARY TREATMENT constructed, upgraded or renewed?

DW. What is the age of your SECONDARY TREATMENT? _____

DX. In what year was your TERTIARY TREATMENT evaluated? _____

DY. In what year was your TERTIARY TREATMENT constructed, upgraded or renewed?

DZ. What is the age of your TERTIARY TREATMENT? _____

EA. In what year was your SOLIDS HANDLING evaluated? _____

EB. In what year was your SOLIDS HANDLING constructed, upgraded or renewed?

EC. What is the age of your SOLIDS HANDLING? _____

ED. In what year was your DISINFECTION evaluated? _____

EE. In what year was your DISINFECTION constructed, upgraded or renewed? _____

EF. What is the age of your DISINFECTION? _____

EG. In what year was your LAND APPLICATION/DISPOSAL evaluated? _____

EH. In what year was your LAND APPLICATION/DISPOSAL constructed, upgraded or renewed?

EI. What is the age of your LAND APPLICATION/DISPOSAL? _____

Part IV: DISCHARGES - Please answer the following questions regarding DISCHARGES.

EJ. How many days in the last year was there a bypass or overflow of wastewater at the facility due to equipment failure? _____

Part V: BIOSOLIDS HANDLING - Please answer the following questions regarding BIOSOLIDS HANDLING.

EK. Biosolids disposal (check all that apply)

- Landfill
- Land Application
- Give Away/Other Distribution

Part VI: NEW DEVELOPMENT - Please answer the following questions regarding NEW DEVELOPMENT.

EL. Number of new commercial/industrial connections in the last year? _____

EM. Number of new residential sewer connections added in the last year? _____

EN. Equivalent residential connections served? _____

Part VII: OPERATOR CERTIFICATION

EO. How many treatment system operators do you employ? _____

EP. State of Utah Administrative Rules require all public system chief operators considered to be in Direct Responsible Charge (DRC) to be appropriately certified at no less than the Facility's Grade. List the designated Chief Operator/DRC for the Treatment System by: First and Last Name, Grade, and email.

Grades: Grade I, Grade II, Grade III, and Grade IV. _____

EQ. Please list all other wastewater treatment system operators with DRC responsibilities in the field, by name and certification grade. Please separate names and certification grade for each operator by commas.

Grades: Grade I, Grade II, Grade III, and Grade IV. _____

ER. Please list all other wastewater treatment operators by name and certification grade. Please separate names and certification grades for each operator by commas.

Grades: Grade I, Grade II, Grade III, and Grade IV. _____

ES. Is/are your DRC operator(s) currently certified at the appropriate grade for this facility? Yes No

Part VIII: FACILITY MAINTENANCE - Please answer the following questions regarding FACILITY MAINTENANCE.

ET. Have you implemented a written preventative maintenance program for your treatment system?
Yes No

EU. Have you updated the treatment system operations and maintenance manual within the past 5 years? Yes No

EV. Please identify (below) the types of treatment equipment and processes installed at your facility.

Indicate as many as you need.

- Screens
- Grit Removal
- Primary Clarifier
- Imhoff Tanks
- Fixed Film Reactor
- Activated Sludge
- Aerobic Suspended Growth Variations
- Anaerobic Suspended Growth Variations
- Physical-Chemical Systems for Organic Removal w/o Secondary Treatment
- Physical-Chemical Systems for Organic Removal Following Secondary Treatment
- Membrane Filtration

- Suspended-Growth Nitrification and Denitrification
- Air Stripping
- Phosphorus Removal - Chemical
- Phosphorus Removal - Biological
- Ion Exchange
- Reverse Osmosis
- Media Filtration
- Dissolved Air Flotation
- Micro Screens
- Chlorine Disinfection
- UV Disinfection
- Effluent Use/Reuse

EW. To the best of my knowledge, the Mechanical Plant section is completed and accurate. True False

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Discharging Lagoon

EX. This form is completed by [name]? The person completing this form may receive Continuing Education Units (CEUs). _____

Part I: Influent Information - Please answer the following questions regarding INFLUENT into your lagoon.

EY. What is the design basis or rated capacity for average daily flow in MGD? _____

EZ. What is the design basis or rated capacity for average daily BOD loading in lb/day?

FA. What is the design basis or rated capacity for average daily TSS loading in lb/day?

FB. What was the 2023 average daily flow in MGD? _____

FC. What was the 2023 average daily loading for BOD in lb/day? _____

FD. What was the 2023 average daily loading for TSS in lb/day? _____

FE. What is the percent of capacity used by the 2023 average daily flow? _____

FF. What is the percent of capacity used by the 2023 average daily BOD load? _____

FG. What is the percent of capacity used by the 2023 average daily TSS? _____

Part II: EFFLUENT INFORMATION. - Please answer the following questions regarding EFFLUENT.

FH. How many notices of violation (NOV)s did you receive for this facility in 2023?

Part III: DISCHARGES - Please answer the following questions regarding DISCHARGES.

FI. How many days in the past year was there a bypass or overflow of wastewater at the facility due to high flows? _____

FJ. How many days in the past year was there a bypass or overflow of wastewater at the facility due to equipment failure? _____

Part IV: FACILITY AGE - Please answer the following questions about FACILITY AGE. If your plant does not have the treatment unit please enter N/A.

FK. In what year was your HEADWORKS evaluated? _____

FL. In what year was your HEADWORKS most recently constructed, upgraded, or renewed?

FM. What is the age of your HEADWORKS? _____

FN. In what year was your LAGOON evaluated? _____

FO. In what year was your LAGOONS (including aeration) most recently constructed, upgraded, or renewed? _____

FP. What is the age of your LAGOONS (including aeration)? _____

FQ. In what year was your DISINFECTION SYSTEM evaluated? _____

FR. In what year was your DISINFECTION SYSTEM most recently constructed, upgraded, or renewed?

FS. What is the age of your DISINFECTION SYSTEM? _____

FT. In what year was your LAND APPLICATION/DISPOSAL evaluated? _____

FU. In what year was your LAND APPLICATION/DISPOSAL most recently constructed, upgraded, or renewed? _____

FV. What is the age of your LAND APPLICATION/DISPOSAL? _____

Part V: NEW DEVELOPMENT - Please answer the following questions regarding NEW DEVELOPMENT.

FW. How many commercial/industrial connections were added in 2023? _____

FX. How many residential sewer connections were added in 2023? _____

FY. How many equivalent residential connections did you serve in 2023? _____

Part VI: OPERATOR CERTIFICATION - Please answer the following questions regarding OPERATOR CERTIFICATION

FZ. How many treatment operators do you employ? _____

GA. Utah administrative rules require all public system chief operators with Direct Responsible Charge (DRC) to be appropriately certified at no less than the facility's grade. Please list the designated Chief Operator/DRC for the Wastewater Treatment system below. Please give their first and last name, grade level, and email address. Grades: Grade I, Grade II, Grade III, and Grade IV. _____

GB. Please list all other Wastewater Treatment system operators with DRC responsibilities in the field, by name and certification grade. Please separate names and certification grade for each operator by commas. Grades: Grade I, Grade II, Grade III, and Grade IV. _____

GC. Please list all other Wastewater Treatment operators by name and certification grade. Please separate names and certification grades for each operator by commas.

Grades: Grade I, Grade II, Grade III, and Grade IV. Include operators with no certification. _____

GD. Is/are all your DRC operators currently certified at the appropriate grade level for this facility? Yes No

Part VII: FACILITY MAINTENANCE - Please answer the following questions regarding FACILITY MAINTENANCE.

GE. Have you implemented a preventative maintenance program for your treatment system? Yes No

GF. Have you updated the treatment system operations and maintenance manual within the past five years? Yes No

GG. Identify the types of treatment units at your facility.

- Screening
- Grit Removal
- Lagoon Variations
- Phosphorous Treatments
- Chlorine Disinfection
- UV Disinfection
- Land Application/Disposal

GH. To the best of my knowledge I certify the discharging lagoon portion of the MWPP survey to be correct and accurate. True False

Note: This questionnaire has been compiled for your benefit to assist you in evaluating the technical and financial needs of your wastewater systems. If you received financial assistance from the Water Quality Board, annual submittal of this report is a condition of the assistance. Please answer questions as accurately as possible to give you the best evaluation of your facility. If you need assistance please send an email to wqinfodata@utah.gov and we will contact you as soon as possible. You may also visit our Frequently Asked Questions page.

Non-Discharging Lagoon

GI. This form is completed by [name]? The person completing this form may receive Continuing Education Units (CEUs). _____

Part I: INFLUENT INFORMATION - Please answer the following questions regarding INFLUENT into your lagoon.

GJ. What is the design basis or rated capacity for average daily flow in MGD? _____

GK. What is the design basis or rated capacity for average daily BOD loading in lb/day?

GL. What is the design basis or rated capacity for average daily TSS loading in lb/day?

GM. What was the 2023 average daily flow in MGD? _____

GN. What was the 2023 average daily loading for BOD in lb/day? _____

GO. What was the 2023 average daily loading for TSS in lb/day? _____

GP. What was the percent capacity used by the 2023 average daily flow? _____

GQ. What was the percent capacity used by the 2023 daily average BOD? _____

GR. What was the percent capacity used by the 2023 daily average TSS? _____

Part II: FACILITY AGE - Please answer the following questions about FACILITY AGE. If your plant does not have the treatment unit please enter N/A.

GS. In what year was your HEADWORKS most recently evaluated? _____

GT. In what year was your HEADWORKS most recently constructed, upgraded, or renewed?

GU. What is the age of your HEADWORKS? _____

GV. In what year was your LAGOONS (including aeration) evaluated? _____

GW. In what year was your LAGOONS (including aeration) most recently constructed, upgraded, or renewed? _____

GX. What is the age of your LAGOONS (including aeration)? _____

GY. In what year was your DISINFECTION SYSTEM evaluated? _____

GZ. In what year was your DISINFECTION SYSTEM evaluated? _____

HA. What is the age of your DISINFECTION SYSTEM? _____

HB. In what year was your LAND APPLICATION/DISPOSAL evaluated? _____

HC. In what year was your LAND APPLICATION/DISPOSAL most recently constructed, upgraded, or renewed? _____

HD. What is the age of your LAND APPLICATION/DISPOSAL? _____

Part III: DISCHARGES - Please answer the following questions regarding DISCHARGES.

HE. How many days in the past year was there a bypass or overflow of wastewater at the facility due to high flows? _____

HF. How many days in the past year was there a bypass or overflow of wastewater at the facility due to equipment failure? _____

Part IV: NEW DEVELOPMENT - Please answer the following questions regarding NEW DEVELOPMENT.

HG. How many commercial/industrial connections were added in 2023? _____

HH. How many residential sewer connections were added in 2023? _____

HI. How many equivalent residential connections did you serve in 2023? _____

Part V: OPERATOR CERTIFICATION - Please answer the following question regarding OPERATOR CERTIFICATION.

HJ. How many treatment operators do you employ? _____

HK. Utah administrative rules require all public system chief operators with Direct Responsible Charge (DRC) to be appropriately certified at no less than the facility's grade. Please list the designated Chief Operator/DRC for the wastewater treatment system below. Please give their first and last name, grade level, and email address. Grades: Grade I, Grade II, Grade III, and Grade IV. _____

HL. Please list all other wastewater treatment system operators with DRC responsibilities in the field, by name and certification grade. Please separate names and certification grade for each operator by commas. Grades: Grade I, Grade II, Grade III, and Grade IV. _____

HM. Please list all other wastewater treatment operators by name and certification grade. Please separate names and certification grades for each operator by commas. Grades: Grade I, Grade II, Grade III, and Grade IV. Include operators that are not certified. _____

HN. Is/are all your DRC operators currently certified at the appropriate grade level for this facility? Yes No

Part VI: FACILITY MAINTENANCE - Please answer the following questions regarding FACILITY MAINTENANCE.

HO. Have you implemented a preventative maintenance program for your treatment system? Yes No

HP. Have you updated the treatment system operations and maintenance manual within the past five years? Yes No

HQ. To the best of my knowledge I certify the non-discharging lagoon portion of the MWPP survey to be correct and accurate. True False

Note: This questionnaire has been compiled for your benefit to assist you in evaluating the technical and financial needs of your wastewater systems. If you received financial assistance from the Water Quality Board, annual submittal of this report is a condition of the assistance. Please answer questions as accurately as possible to give you the best evaluation of your facility. If you need assistance please send an email to wqinfodata@utah.gov and we will contact you as soon as possible. You may also visit our Frequently Asked Questions page.

Adopt & Sign

HR. I have reviewed this report and to the best of my knowledge the information provided in this report is correct. True False

HS. Has this been adopted by the City Council or District Board? Yes No

“If No”

HT. What date will it be presented to the City Council or District Board? April 10, 2024

“If Yes”

HU. What date was this adopted by City Council or District Board? _____

(At this point you can choose to have a copy of your responses sent to you in a report, if you turn it on before you submit.)

THE END

2023 WMPP Survey Covering 2022



UTAH DEPARTMENT *of*
ENVIRONMENTAL QUALITY
**WATER
QUALITY**

Harry Campbell, P.E.

September, 2023

MWPP Survey Outline

1. Financial Planning
2. Utah Sewer Management Program
3. Support for Certification of Wastewater Works Operators
4. General Information about Facilities

Survey Groups

Collections	64
Collections & Treatment	41
Small Lagoons	29
Treatment	<u>8</u>
Total	142
Total Treatment	78


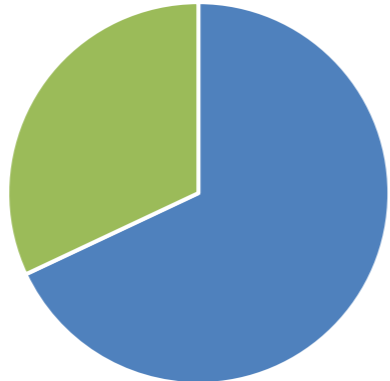
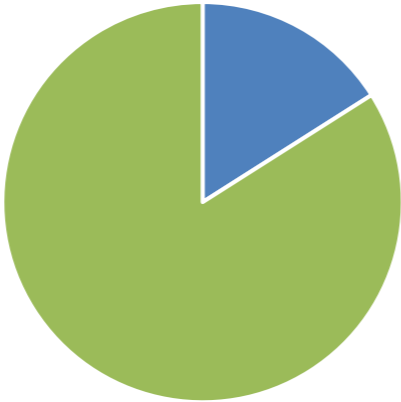
2020 MWPP Survey

- 65% of Mailing List (Mailing List 220)
- Qualtrics Software
- Municipal Wastewater
- Year to Year comparisons
- Financial Planning
- Improved Operations (Asset Management)

MWPP Survey Coverage

- 44 of 65 UPDES Municipal Permits (68%)
- 29 of 61 Operating Permits (48%)
- 134 Collections Facilities
- 151 Collection/Treatment Systems

Funding Sources

Fund	% of Use	Average	Max	Min
User Fee	 <p>91%</p>	\$35.33	\$98.92	\$8.33
Impact Fee	 <p>68%</p>	\$2,630	\$11,016	\$113
Tax	 <p>16%</p>	\$2.2 mil	\$10.9 mil	\$8,000

Funding Sources Used by Participants

No Fees – 17 (9 cities, Deseret Chemical Depot, Bryce Canyon NP, Hite Marina NPS, South Valley WRF, Snyderville Basin EC & SC, So. Davis N & S, SLC WRF, CVWRF)

User Fees Only – 31

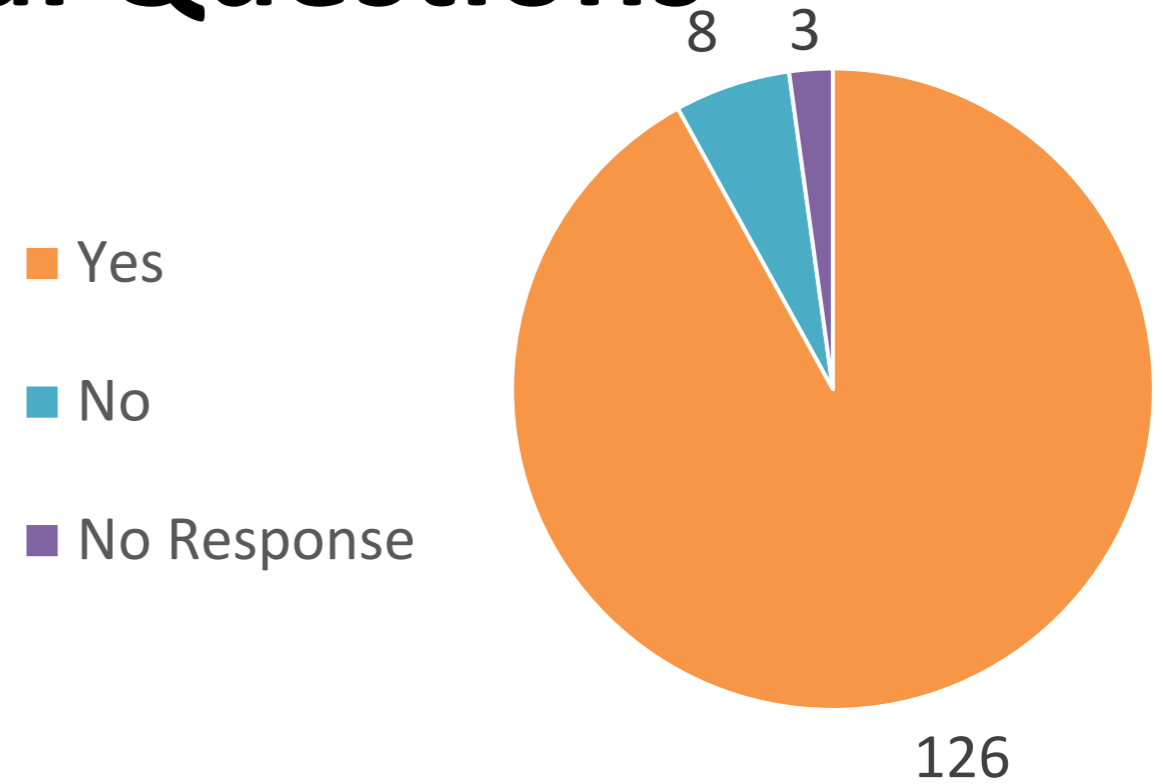
User Fees & Impact Fees -- 72 So. Weber, Timpanogos

User Fee, Impact Fee, Tax -- 20

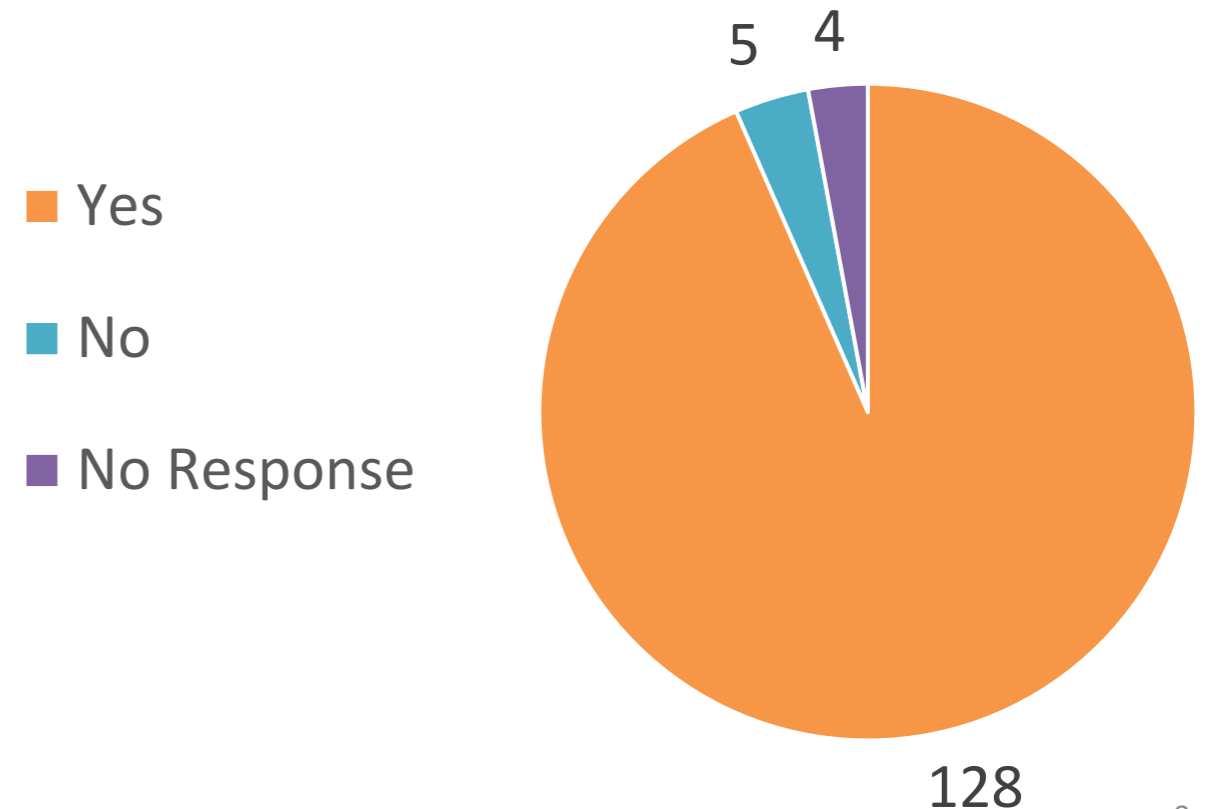
User Fees & Tax -- 2

Part I General Questions

Are sewer revenues maintained in a dedicated purpose enterprise/district account?

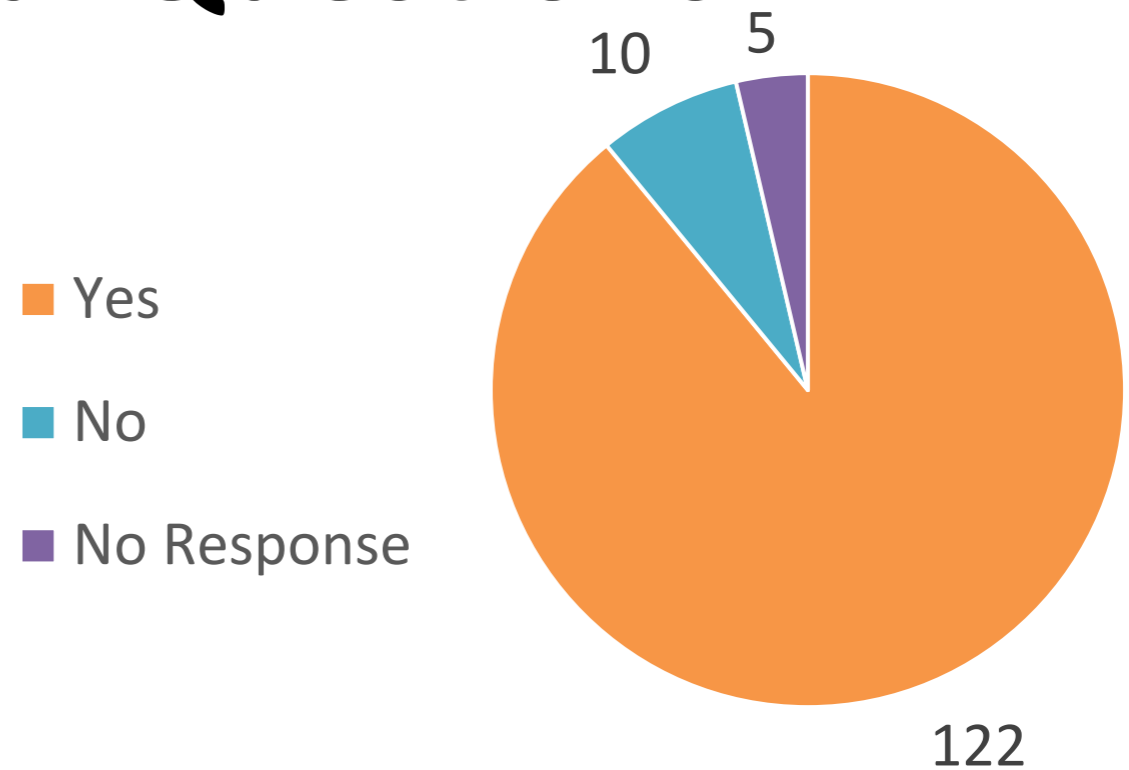


Are you collecting 95% or more of your anticipated sewer revenue?

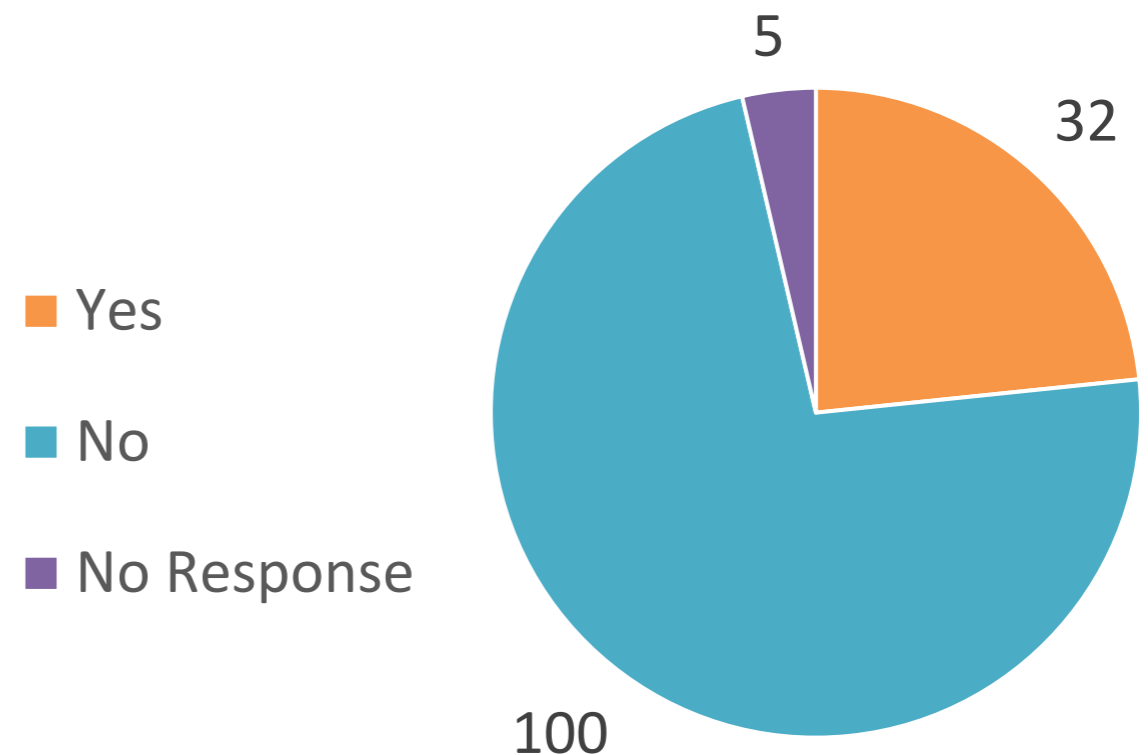


Part I General Questions

Are Debt Service Reserve Fund requirements being met?



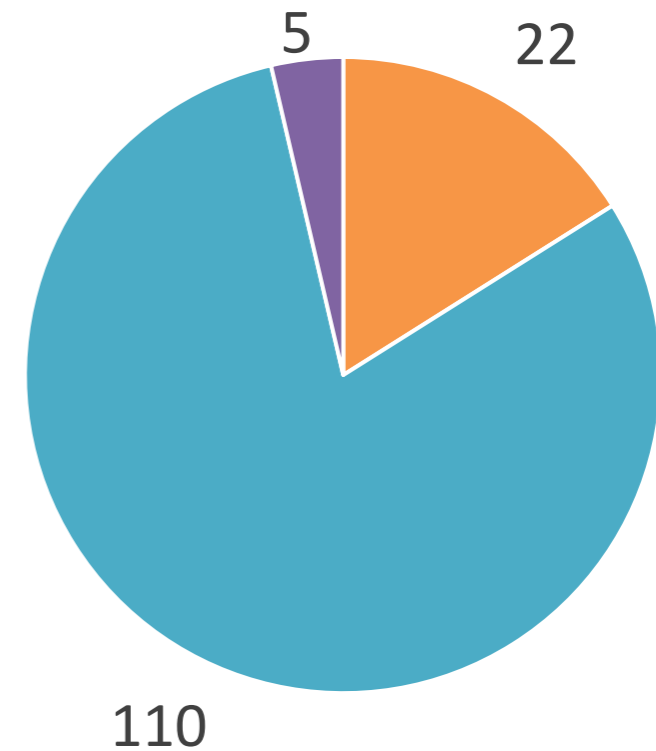
Do you have a water and/or sewer customer assistance program (CAP)?



Part II Operating Revenues and Reserves

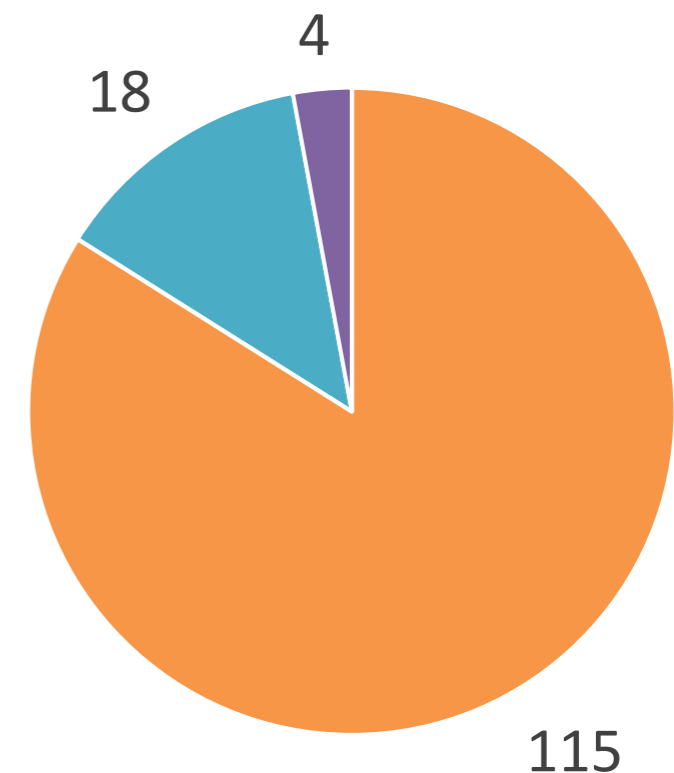
Are property taxes or other assessments applied to the sewer systems?

- Yes
- No
- No Response



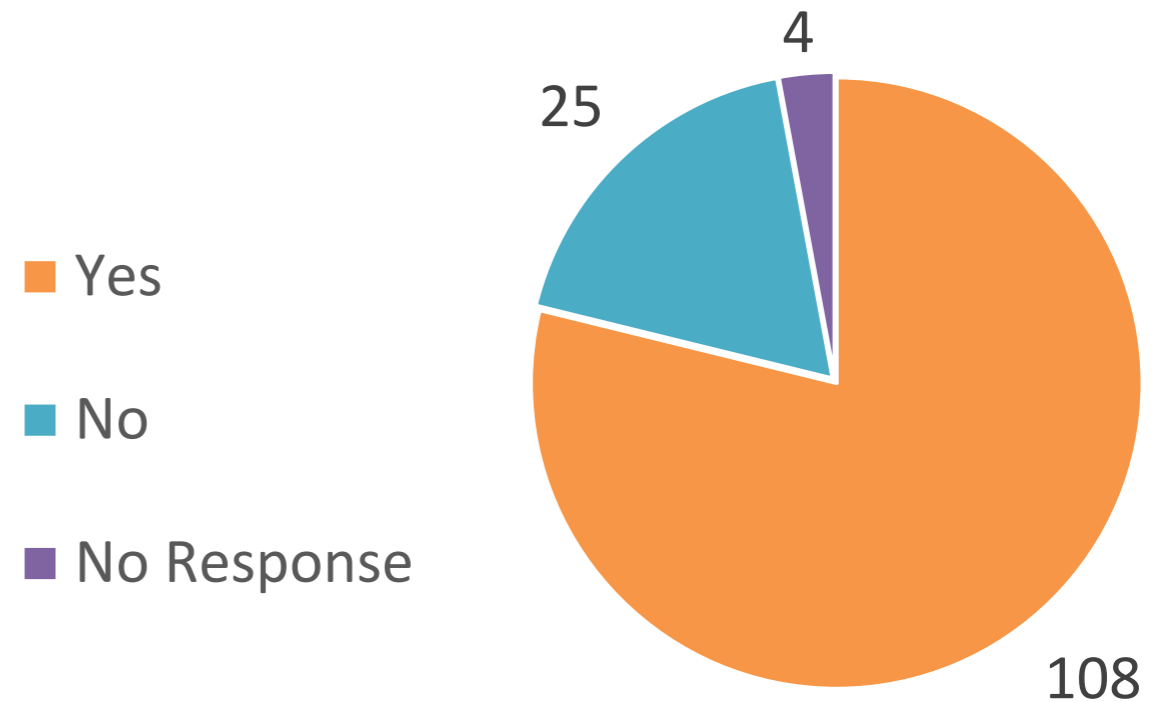
Are sewer revenues sufficient to cover operations & maintenance costs, and repair & replacement costs (OM&R) at this time?

- Yes
- No
- No Response

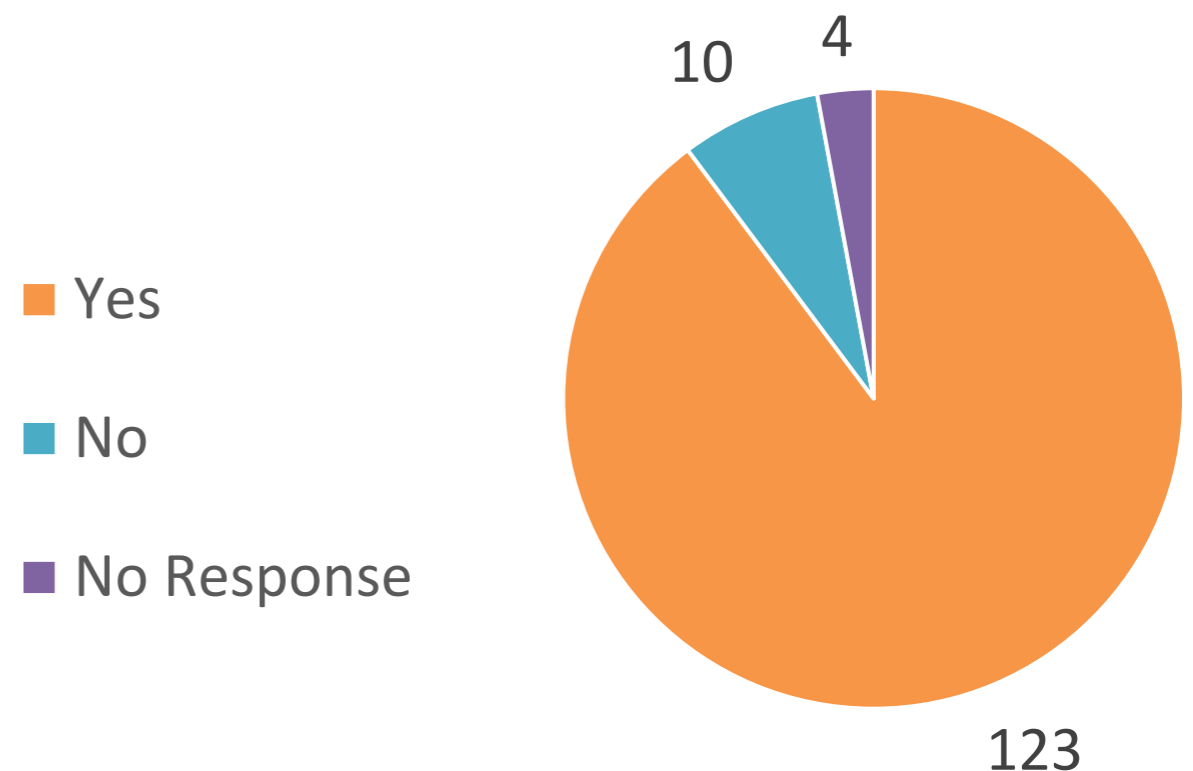


Part II Operating Revenue and Reserves

Are projected sewer revenues sufficient to cover OM&R costs for the next five years?

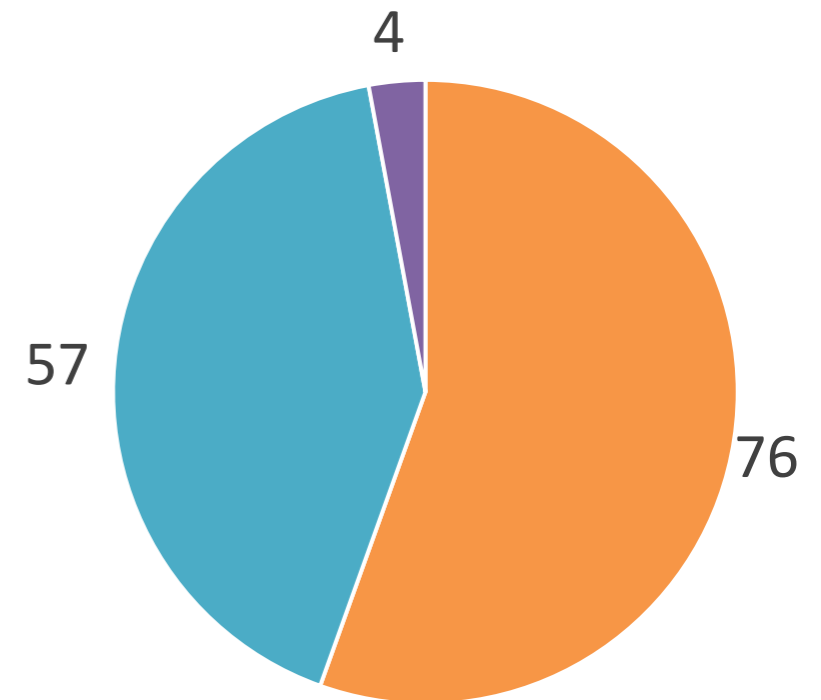
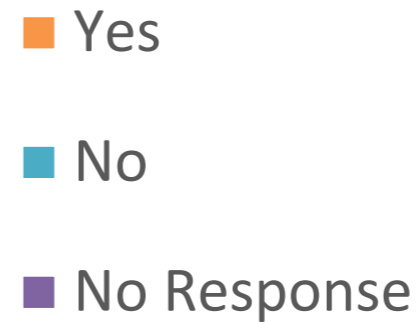


Does the sewer system have sufficient staff to provide proper OM&R?

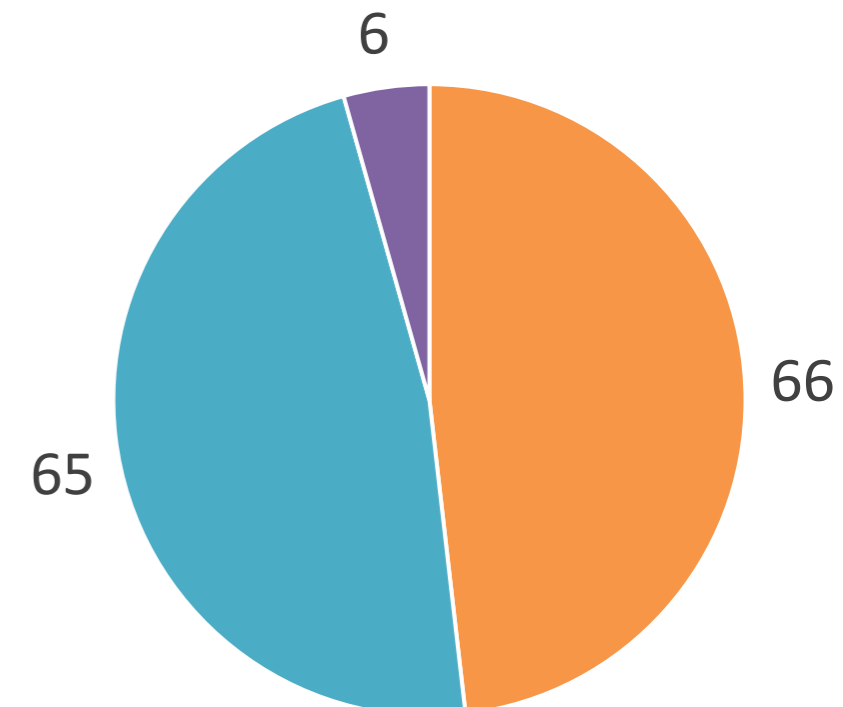


Part II Operating Revenue and Reserves

Has a repair and replacement sinking fund been established for the sewer system?

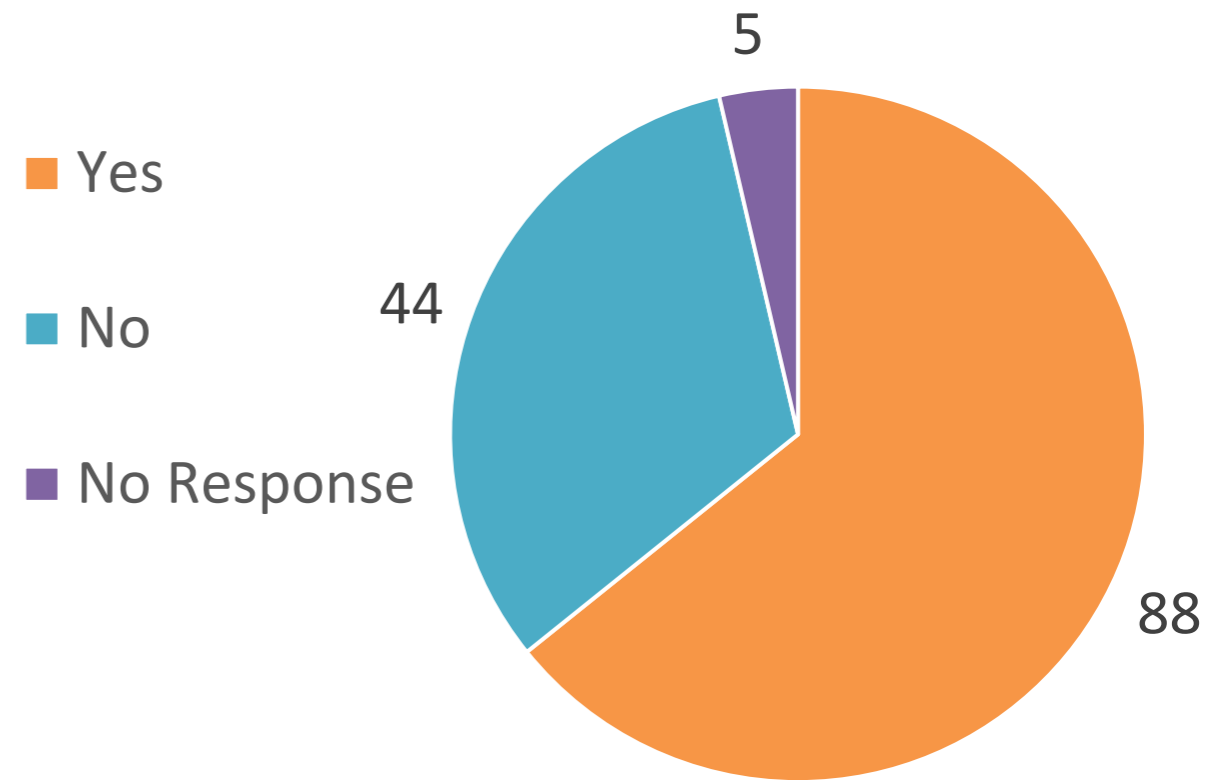


Is the repair & replacement sinking fund sufficient to meet anticipated needs?

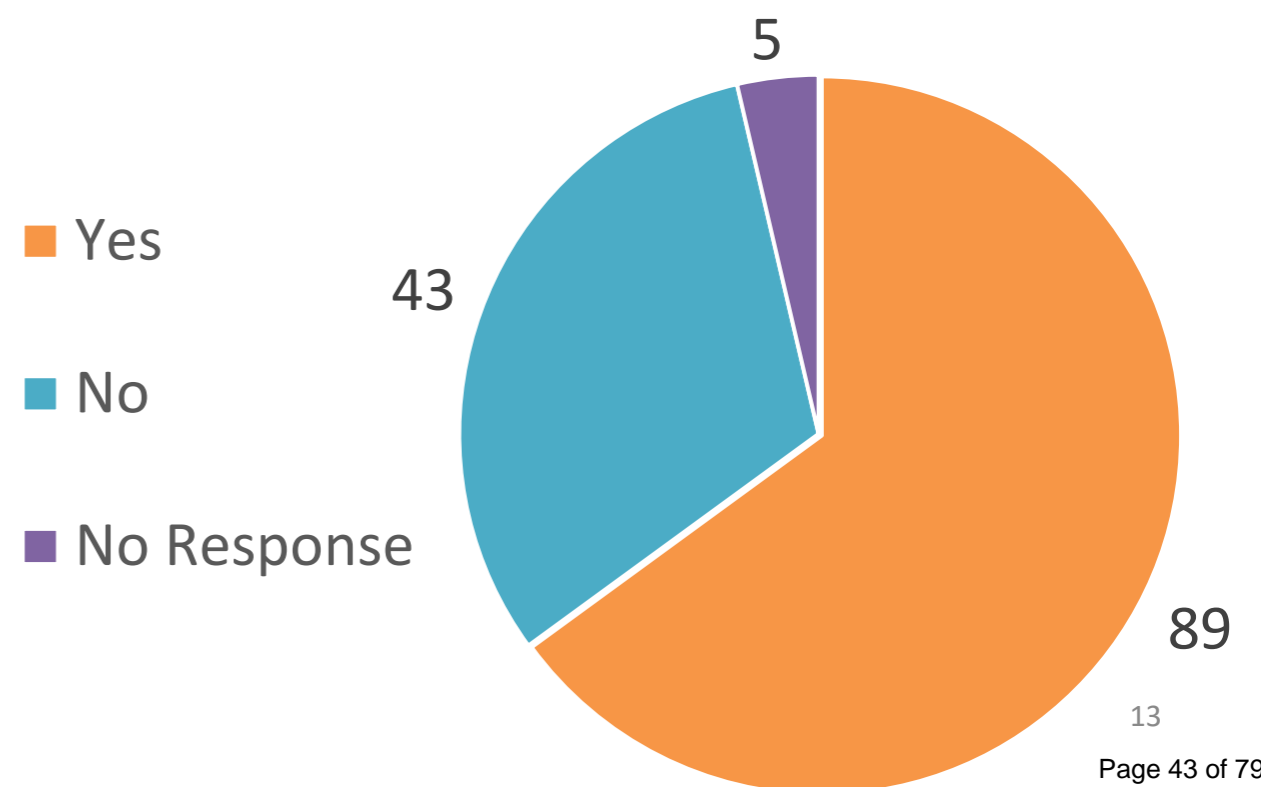


Part III Capital improvements Revenue and Reserves

Are sewer revenues sufficient to cover all costs of current capital improvements projects?

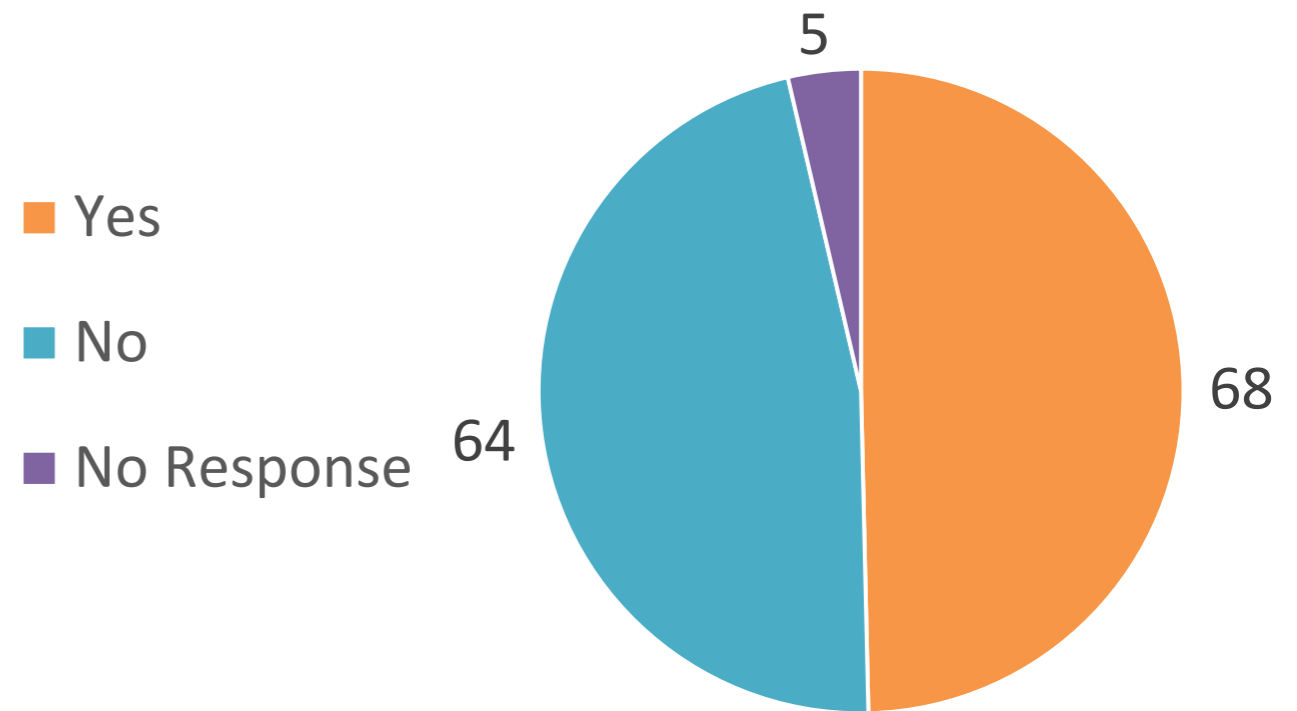


Has a Capital Improvements Reserve Fund been established to provide for anticipated capital improvement projects?

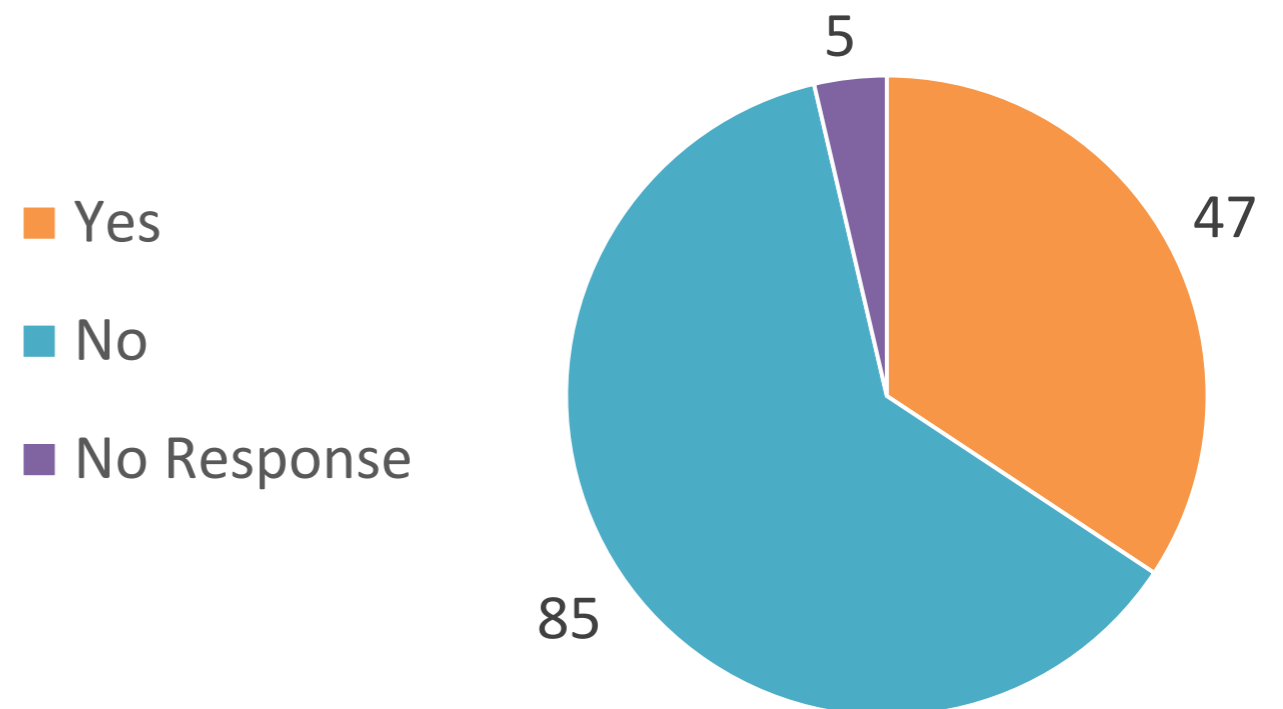


Part III Capital Improvements Revenues and Reserves

Are projected Capital Improvements Reserve Funds sufficient for the next five years?

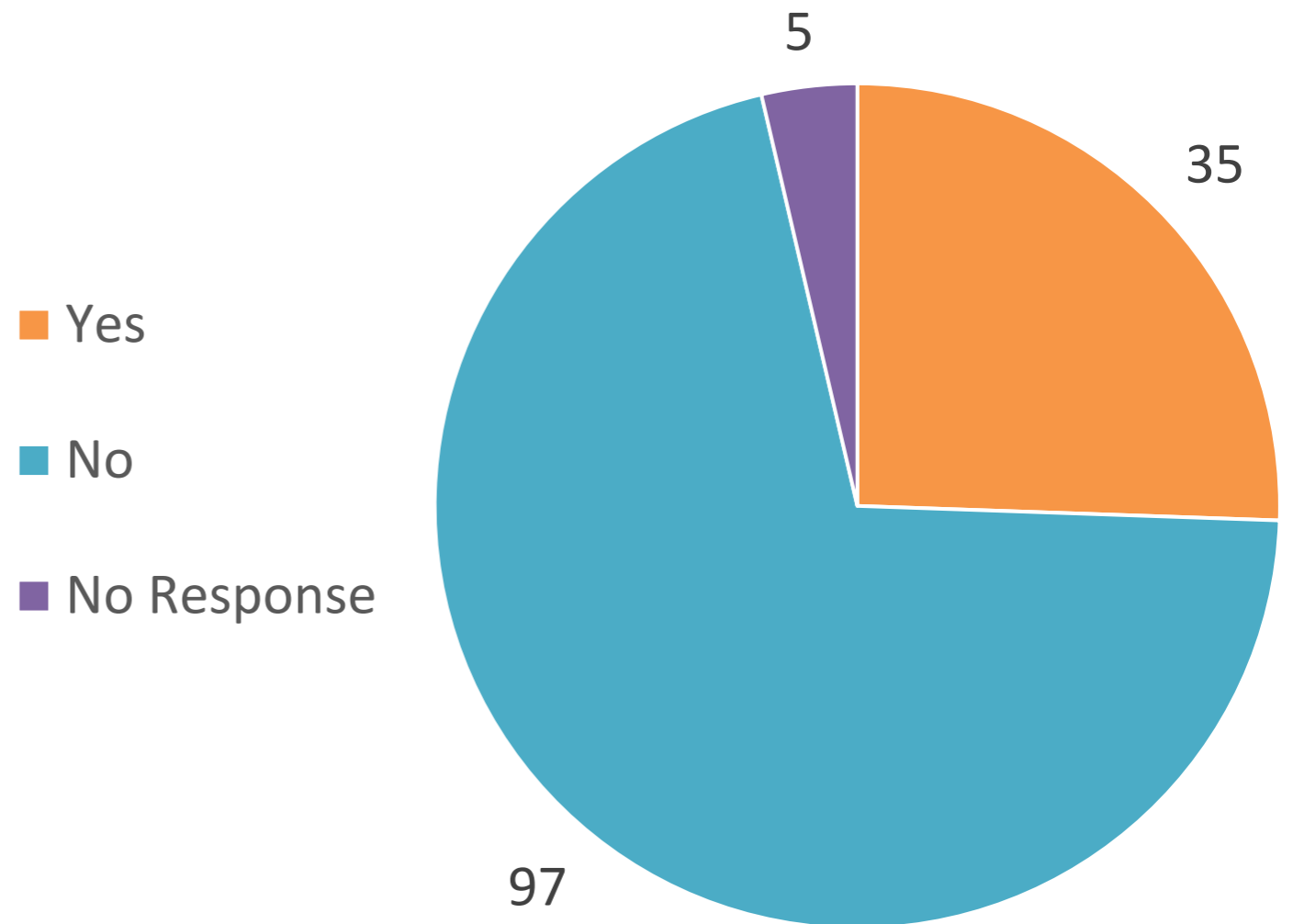


Are projected Capital Improvements Reserve Funds sufficient for the next ten years?



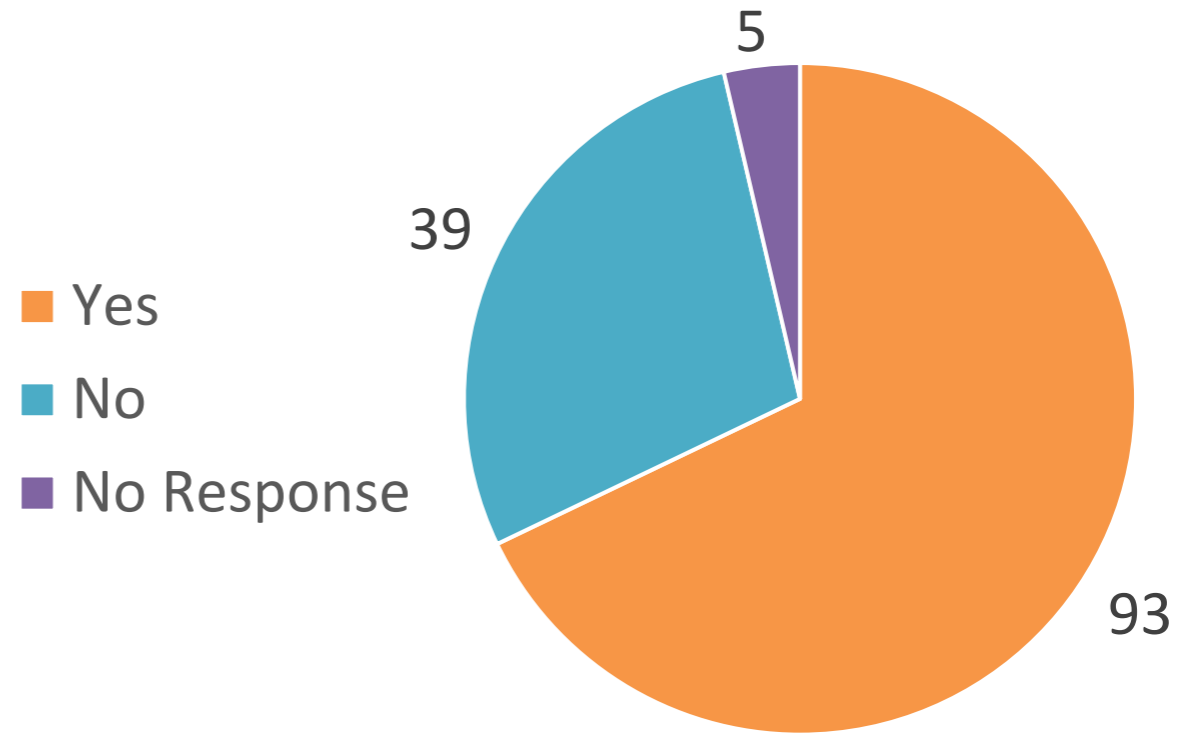
Part III Capital Improvements Revenues and Reserves

Are projected Capital Improvements Reserve Funds sufficient for the next twenty years?

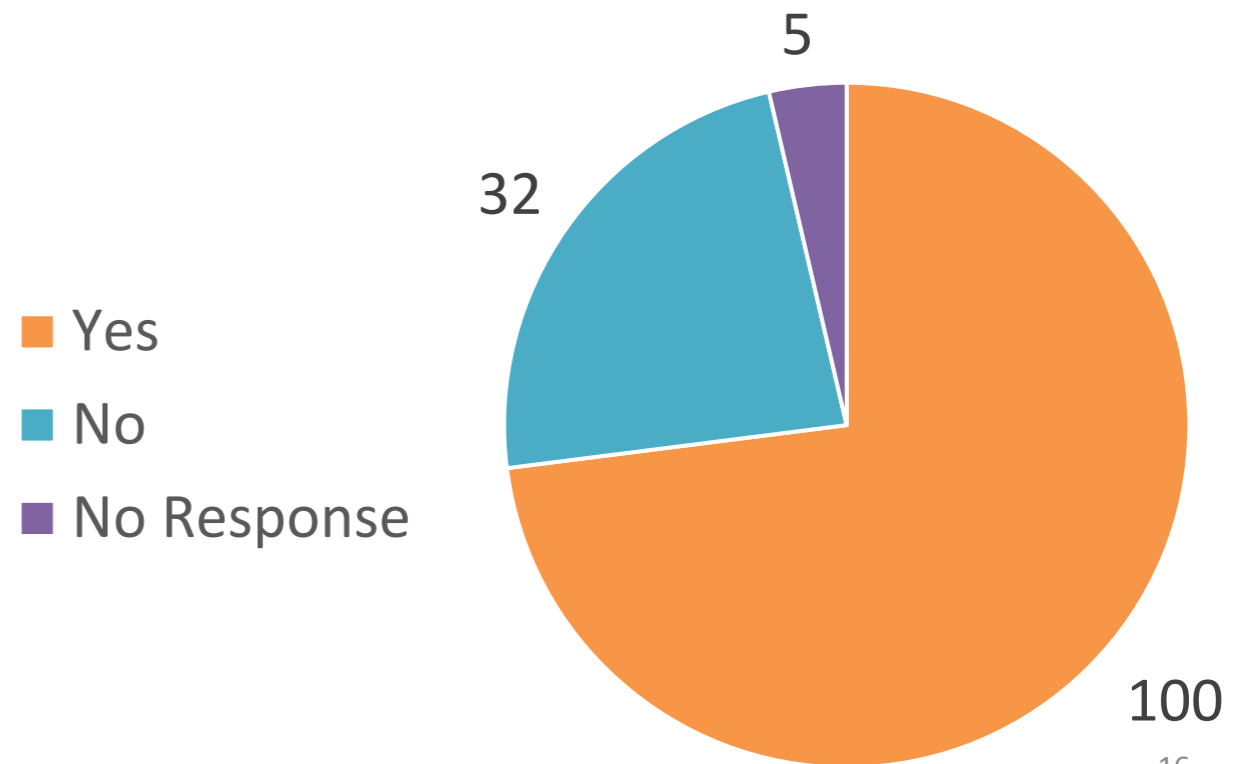


Part IV Fiscal Sustainability Review

Have you completed a Rate Study within the last five years?

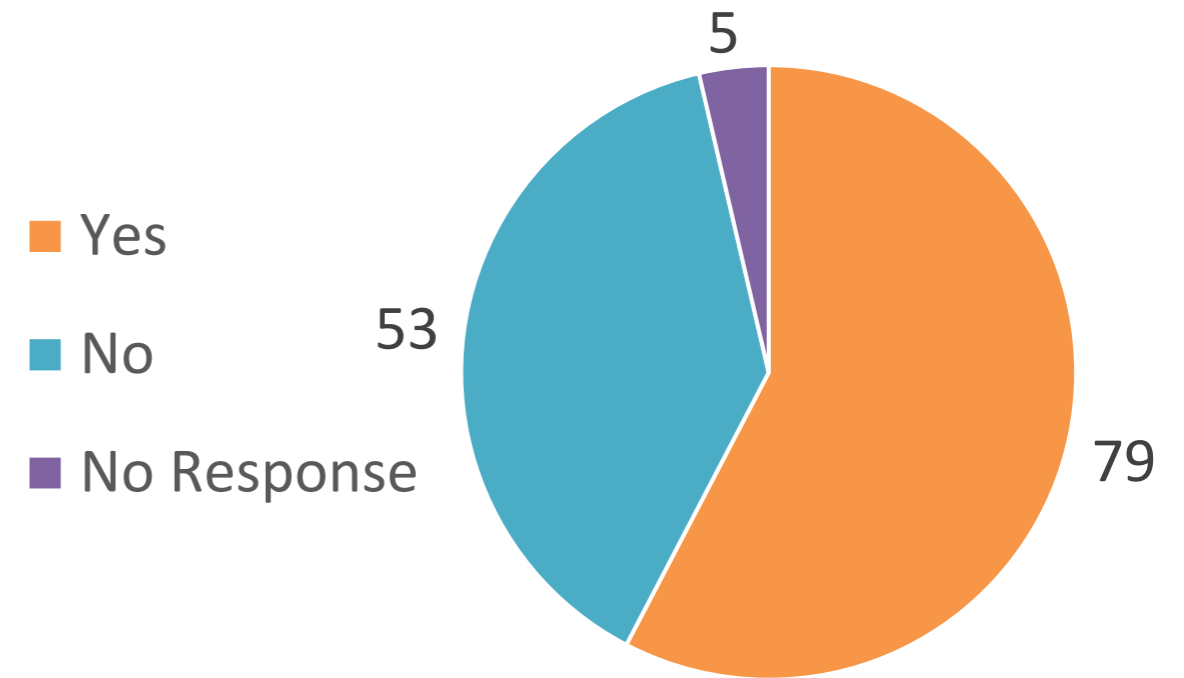


Do you charge Impact fees?

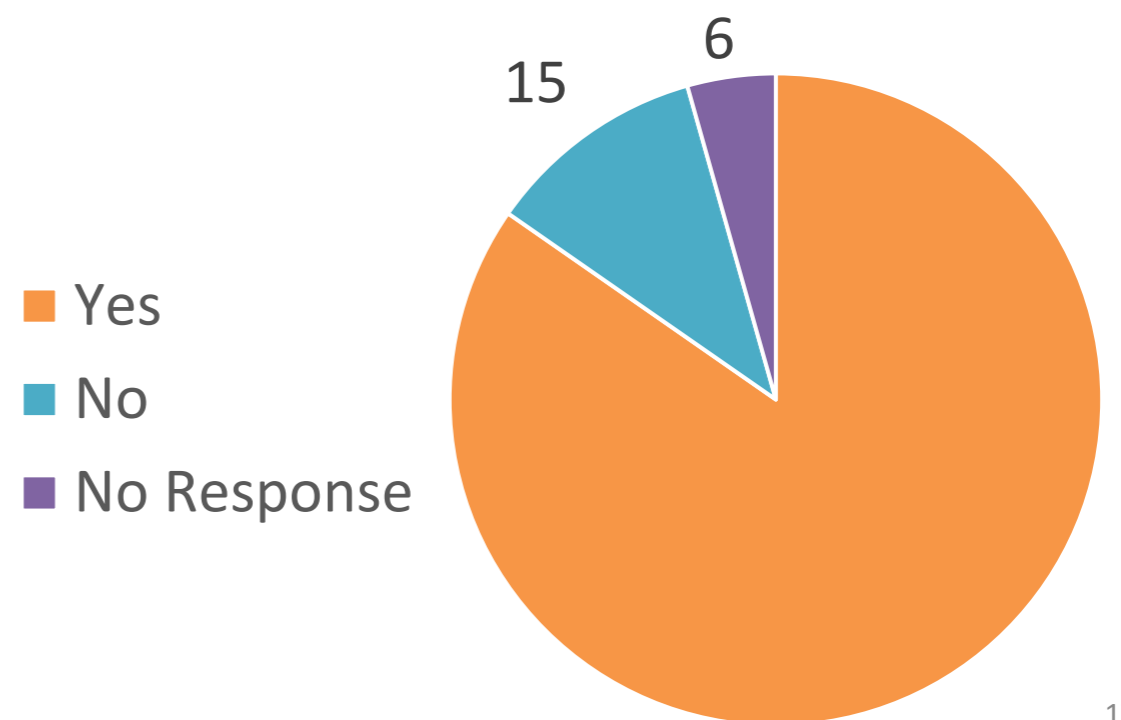


Part IV Fiscal Sustainability Review

Have you completed an Impact Fee Study in accordance with UCA 11-36a-3 within the last five years?

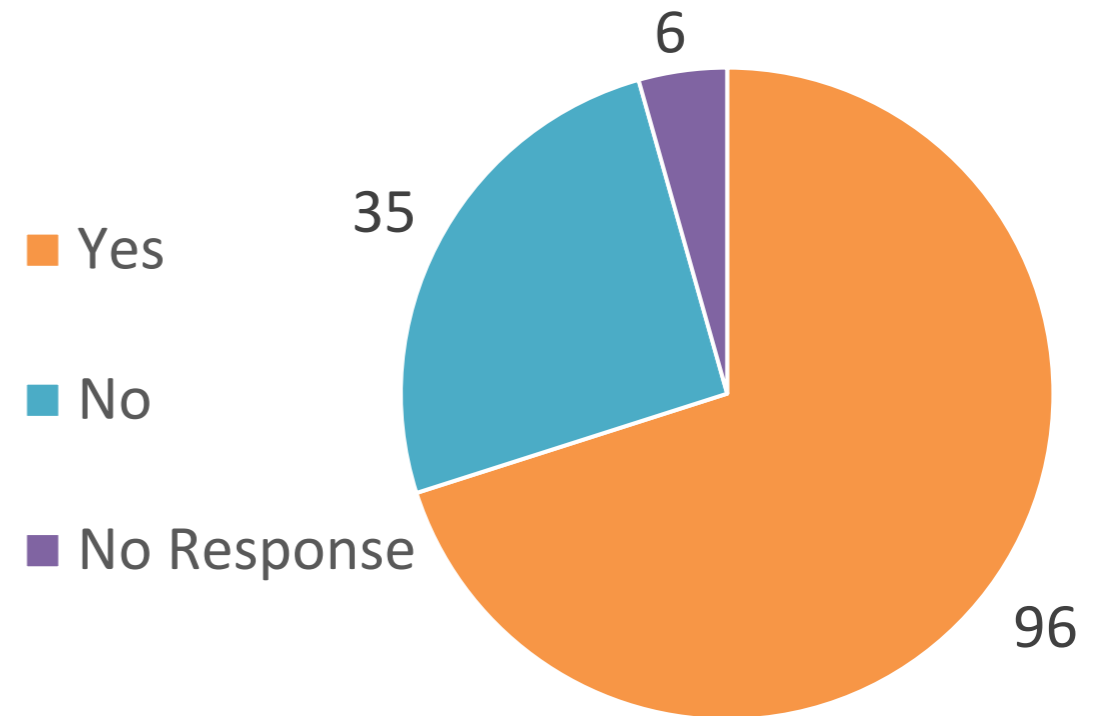


Do you maintain a Plan of Operations?

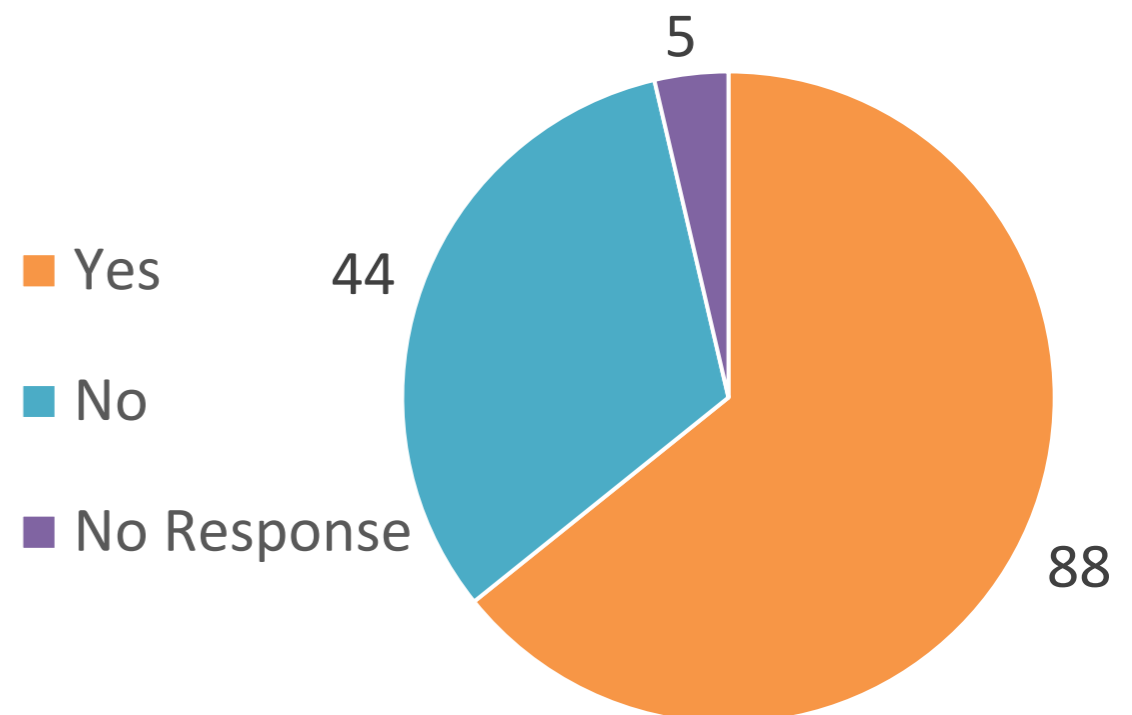


Part IV Fiscal Sustainability Review

Have you updated your Capital Facility Plan within the last five years?

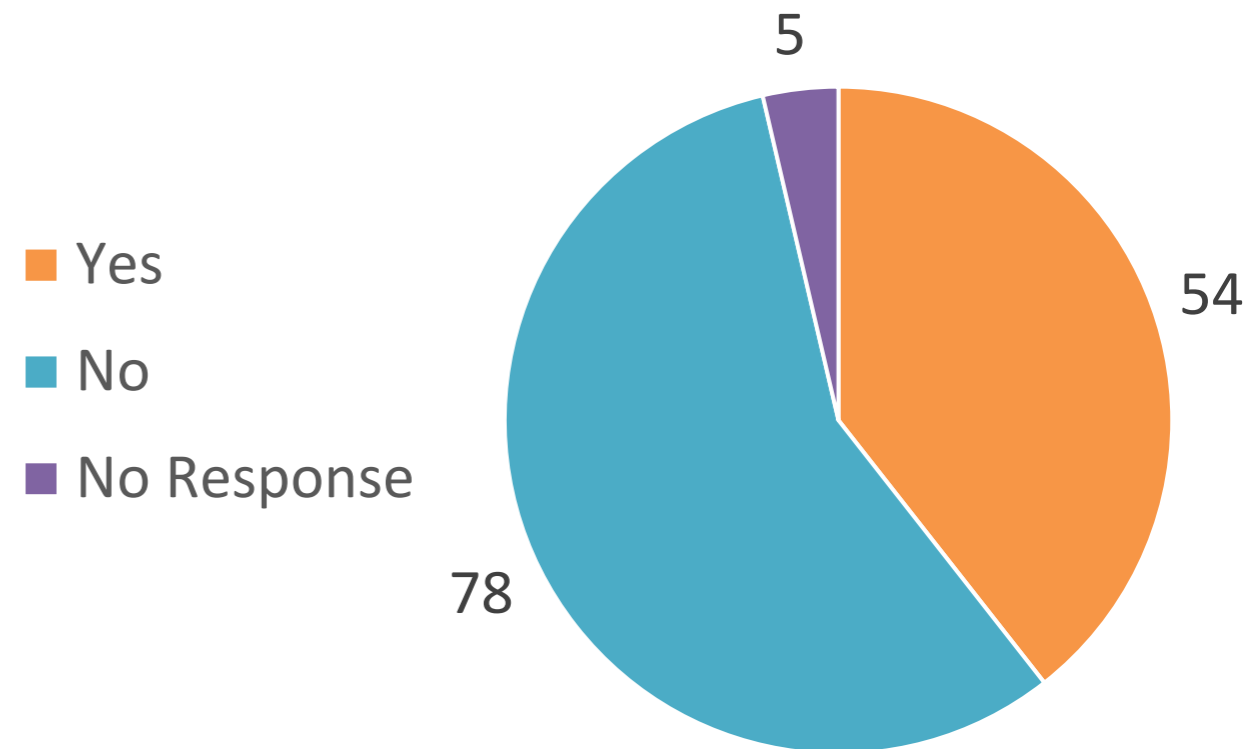


Do you use an Asset Management system for your sewer systems?

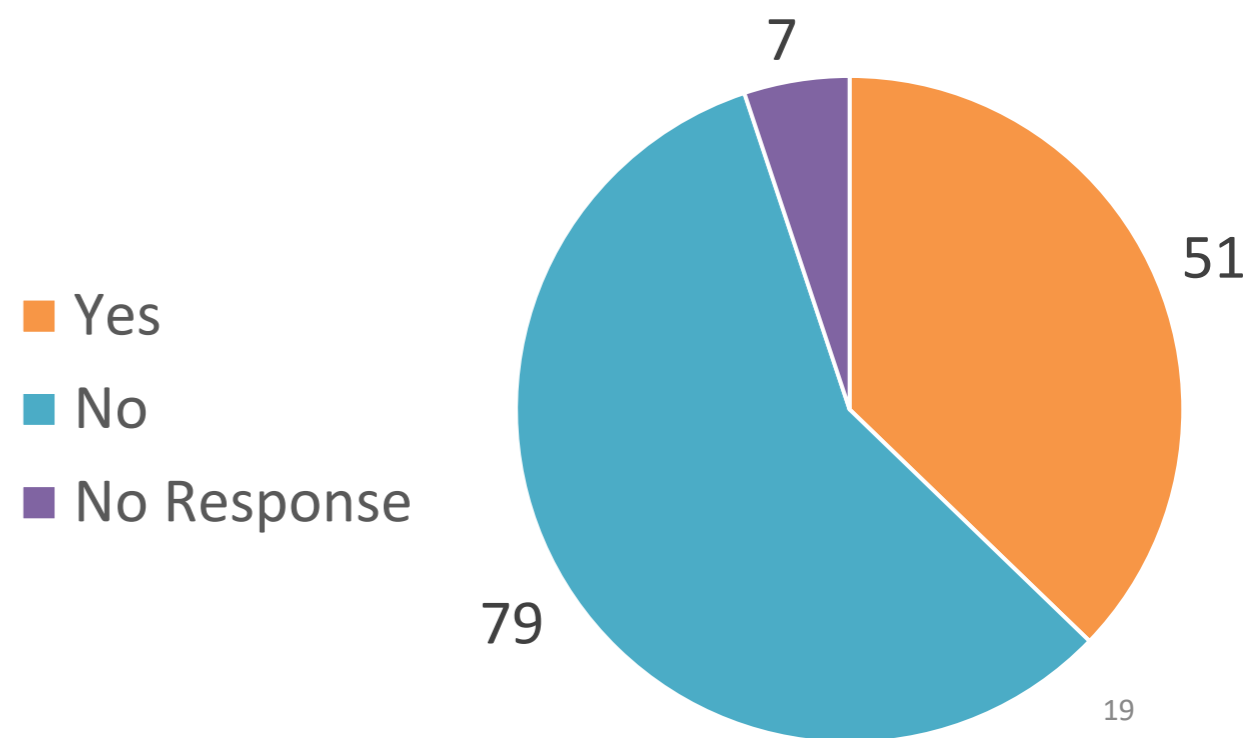


Part IV Fiscal Sustainability Review

Do you know the total replacement cost of your sewer system capital asset?



Do you fund sewer system capital improvements annually with sewer revenues at 2% or more of the total replacement cost?



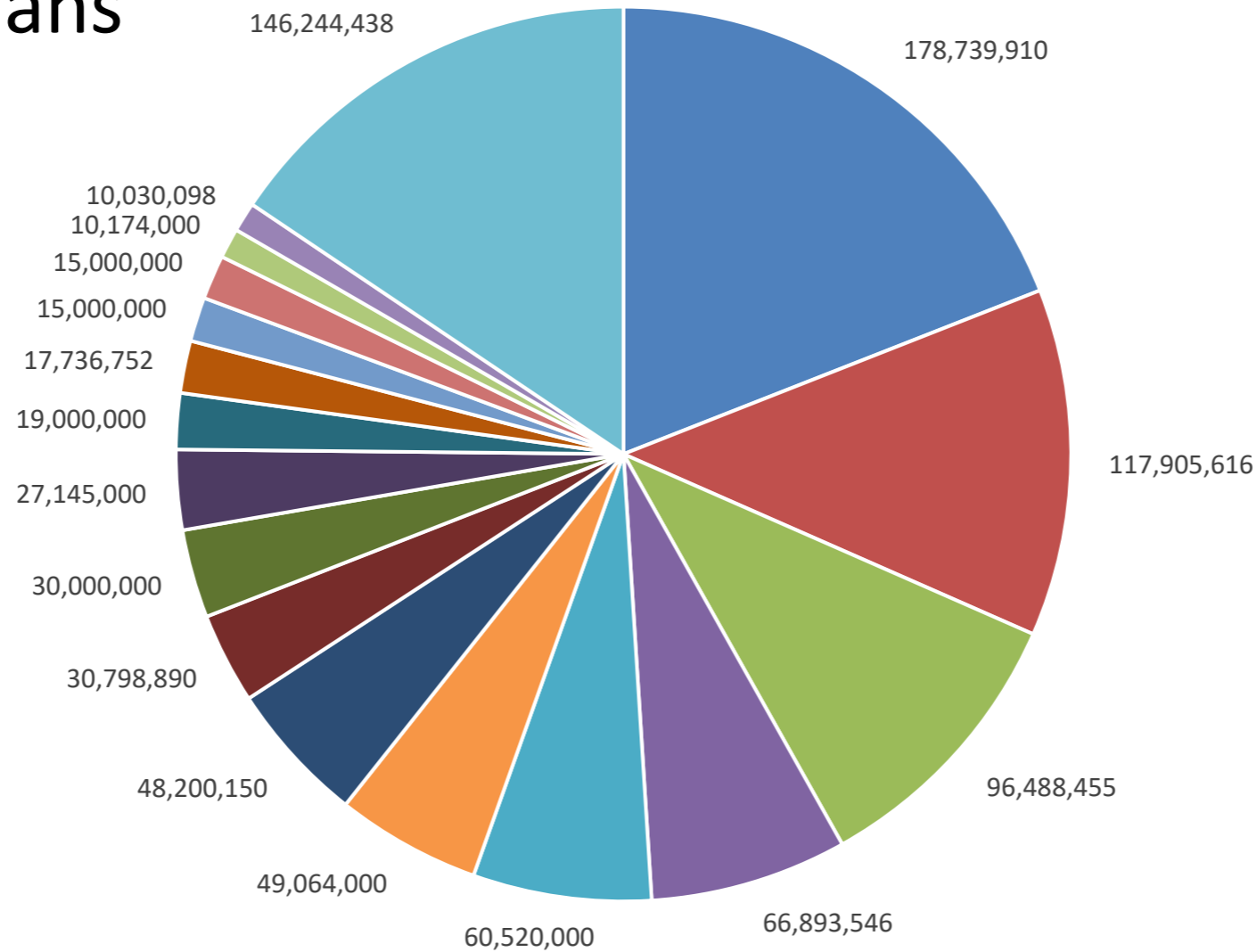
Capital Improvement Projects (2022)

How Many Projects?

	'22	'23-'27	'28-'32	'33-'37	'38-'42
0 to \$1 M	51	33	19	19	17
\$1 M to \$5 M	19	26	24	19	21
\$5 M to \$10 M	15	14	16	11	12
\$10 M to \$50 M	11	18	14	18	13
\$50 M to \$100 M	3	6	3	2	1
\$100 M to more	2	7	2	0	2

2022 Capital Plans

Total Capital Plans
\$938,940,855

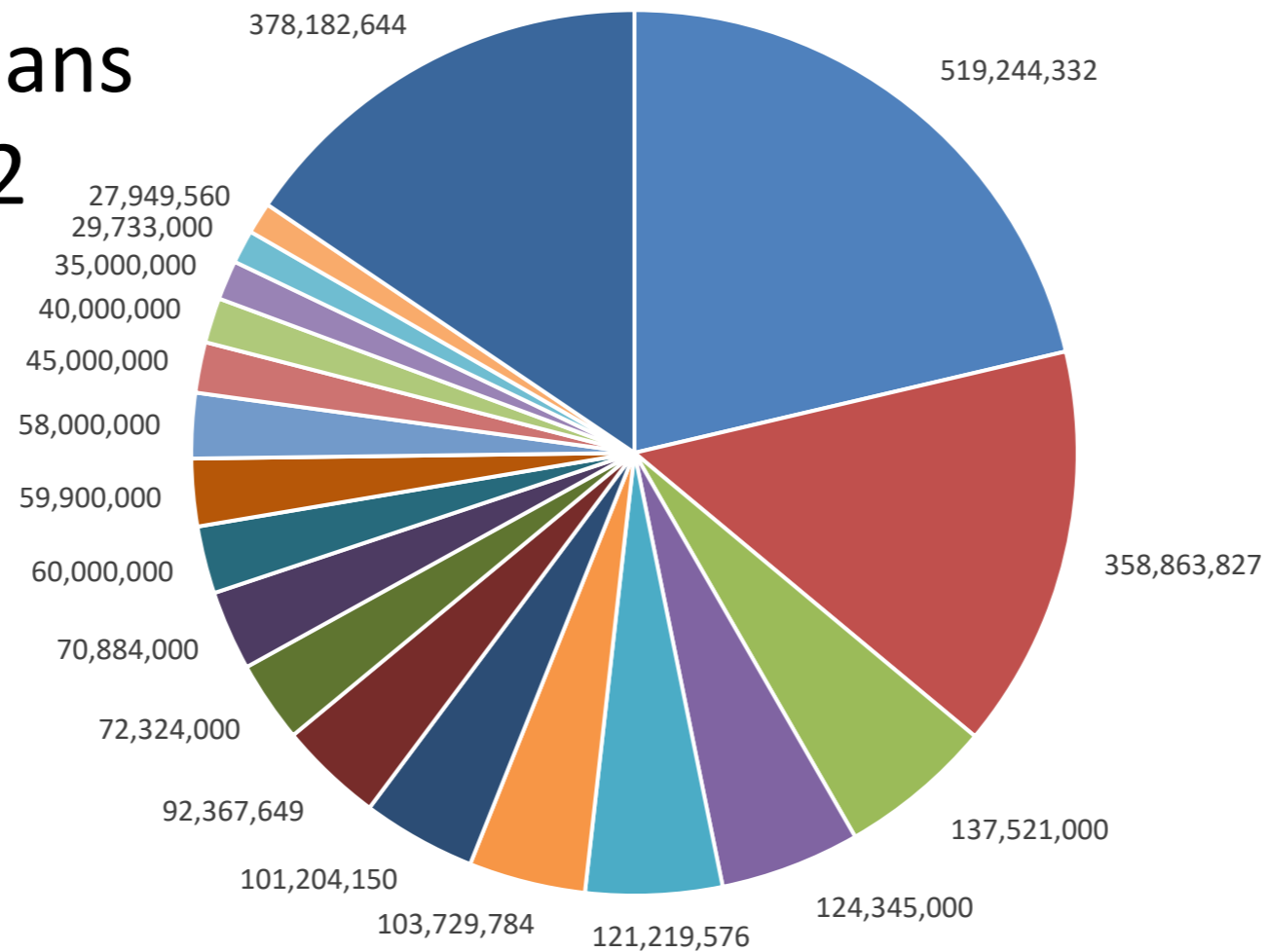


- SALT LAKE CITY WRF
- SOUTH VALLEY SEWER DISTRICT
- PAYSON CITY
- MOUNTAIN GREEN SID
- ALL OTHERS
- CENTRAL VALLEY WRF
- CENTRAL WEBER SID
- SALT LAKE PUBLIC UTILITIES
- KEARNS ID
- TIMPANOGOS SSD
- NORTH DAVIS SD
- HEBER VALLEY SSD
- GRANGER-HUNTER IMP. DIST.
- PROVO CITY
- SPANISH FORK CITY
- SNYDERVILLE BASIN WRD
- MAGNA WATER DISTRICT



2023 – 2027 Capital Plans

Total Capital Plans
\$2,435,468,522

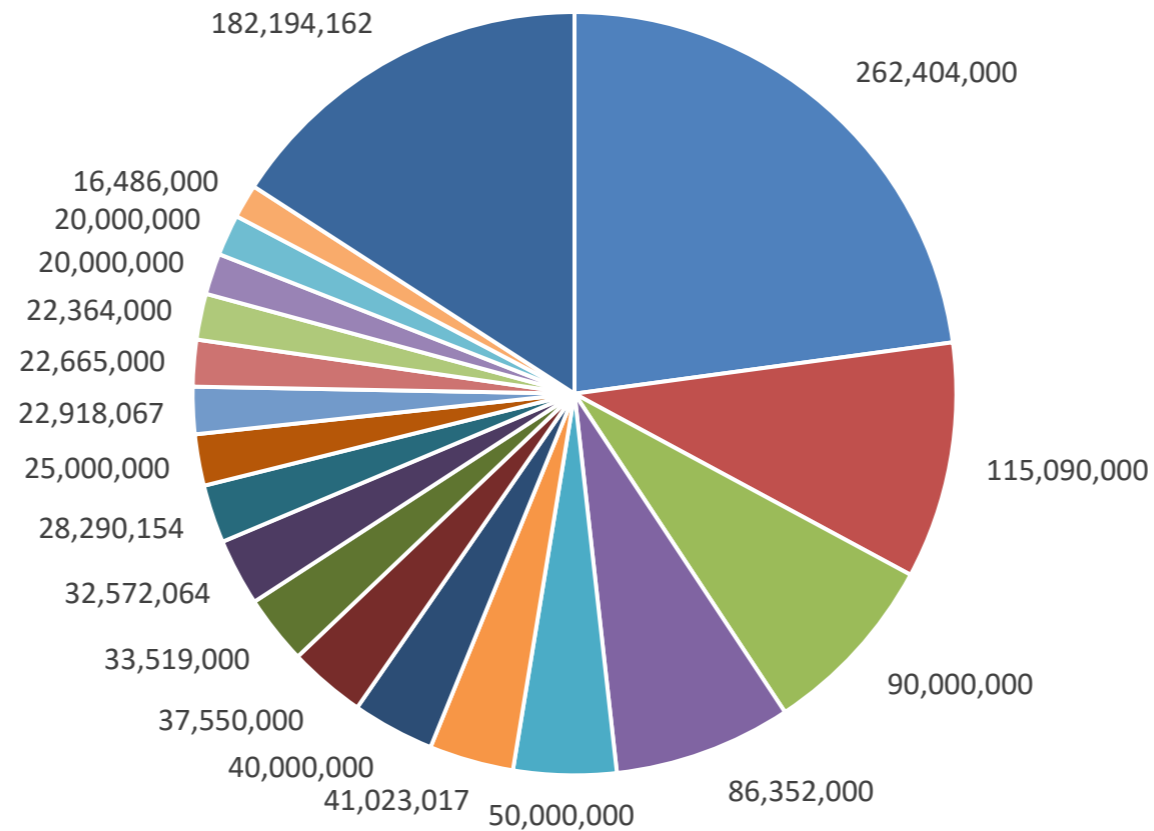


- TIMPANOGOS SSD
- SALT LAKE CITY WRF
- CENTRAL WEBER SID
- SALT LAKE PUBLIC UTILITIES
- SNYDERVILLE BASIN WRD
- SPANISH FORK CITY
- NORTH DAVIS SD
- GRANTSVILLE CITY
- CENTRAL VALLEY WRF
- PROVO CITY
- SOUTH DAVIS SEWER DISTRICT
- ST. GEORGE CITY
- OREM CITY
- ASH CREEK SSD
- PAYSON CITY
- EAGLE MOUNTAIN CITY
- SOUTH VALLEY SEWER DISTRICT
- MT. OLYMPUS IMP. DIST.
- ALL OTHERS



2028 – 2032 Capital Plans

Total Capital Plans,
\$1,146,427,464



- SOUTH VALLEY SEWER DISTRICT
- NORTH DAVIS SD
- OREM CITY
- SNYDERVILLE BASIN WRD
- COTTONWOOD IMP. DIST.
- ST. GEORGE CITY

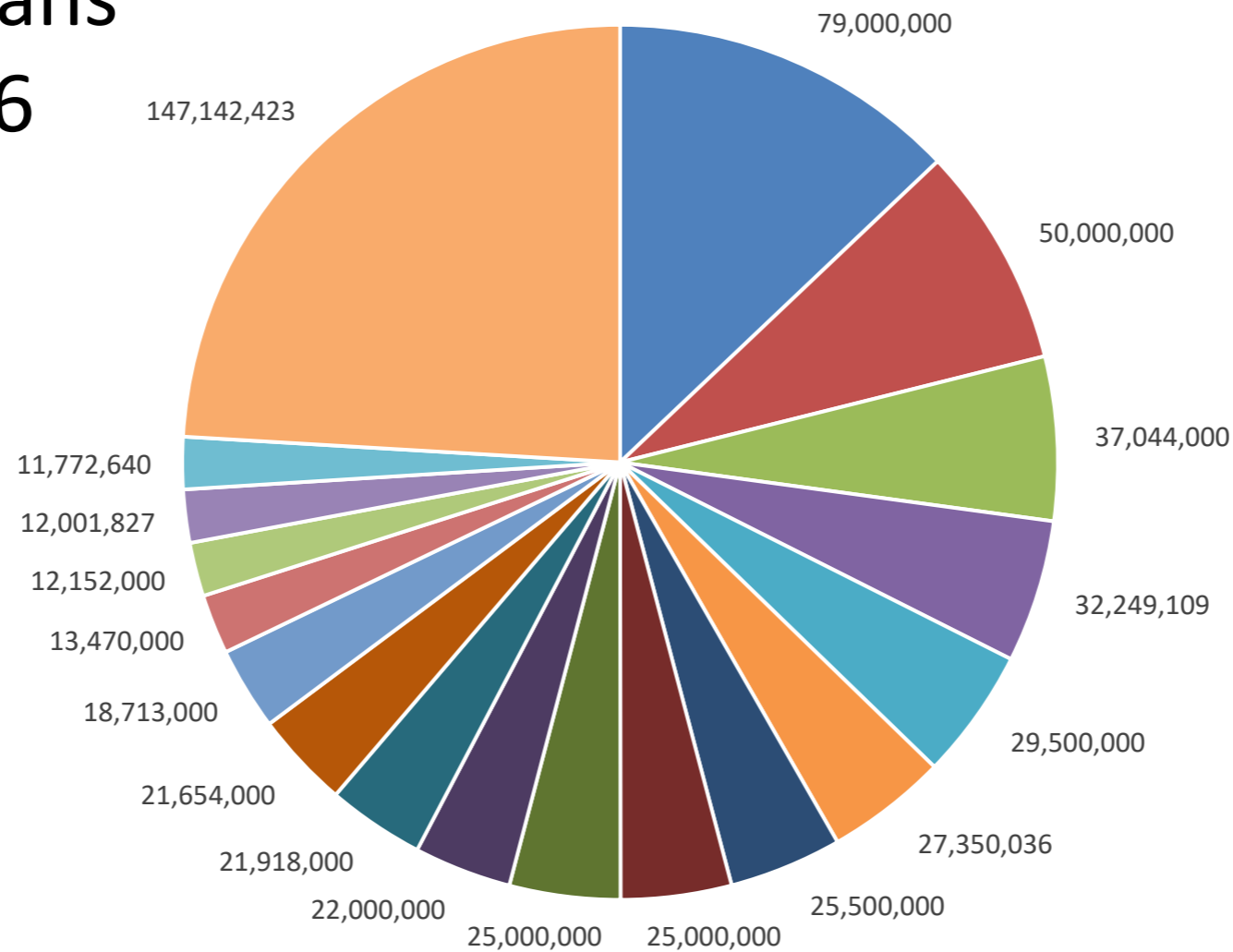
- PROVO CITY
- CENTRAL WEBER SID
- SANTAQUIN CITY
- GRANGER-HUNTER IMP. DIST.
- BRIGHAM CITY
- MAPLETON CITY

- ASH CREEK SSD
- TIMPANOGOS SSD
- CENTRAL VALLEY WRF
- SOUTH VALLEY WRF
- CENTRAL DAVIS SD
- OGDEN CITY



2033 – 2037 Capital Plans

Total Capital Plans
\$611,467,426

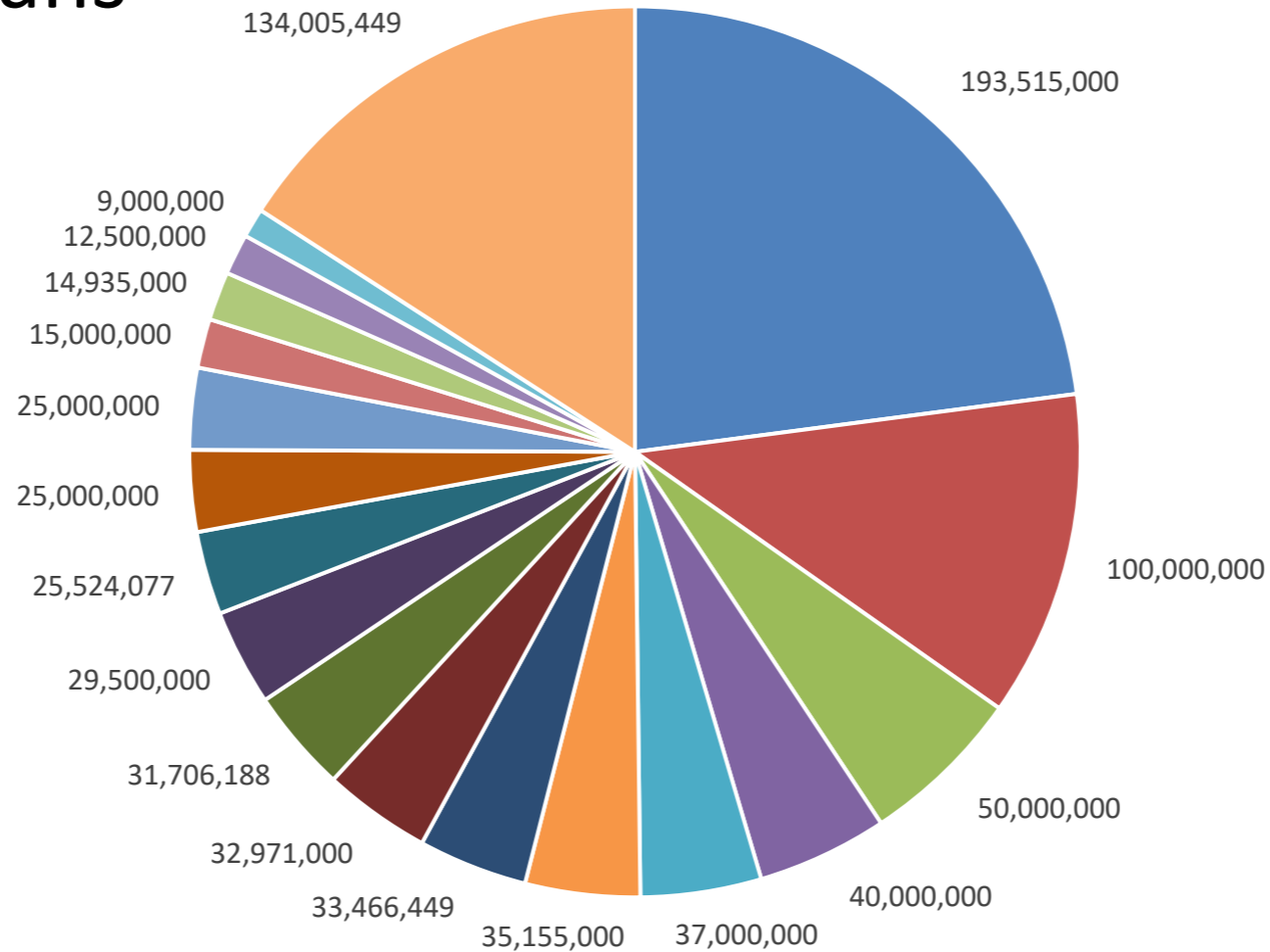


- CENTRAL WEBER SID
- GRANGER-HUNTER IMP. DIST.
- CENTRAL VALLEY WRF
- SPANISH FORK CITY
- ASH CREEK SSD
- NORTH DAVIS SD
- CENTRAL DAVIS SD
- MT. OLYMPUS IMP. DIST.
- TIMPANOGOS SSD
- OREM CITY
- OGDEN CITY
- ALL OTHERS
- COTTONWOOD IMP. DIST.
- SOUTH VALLEY WRF
- KEARNS ID
- PROVO CITY
- ST. GEORGE CITY
- SNYDERVILLE BASIN WRD



2038 – 2042 Capital Plans

Total Capital Plans
\$844,278,163

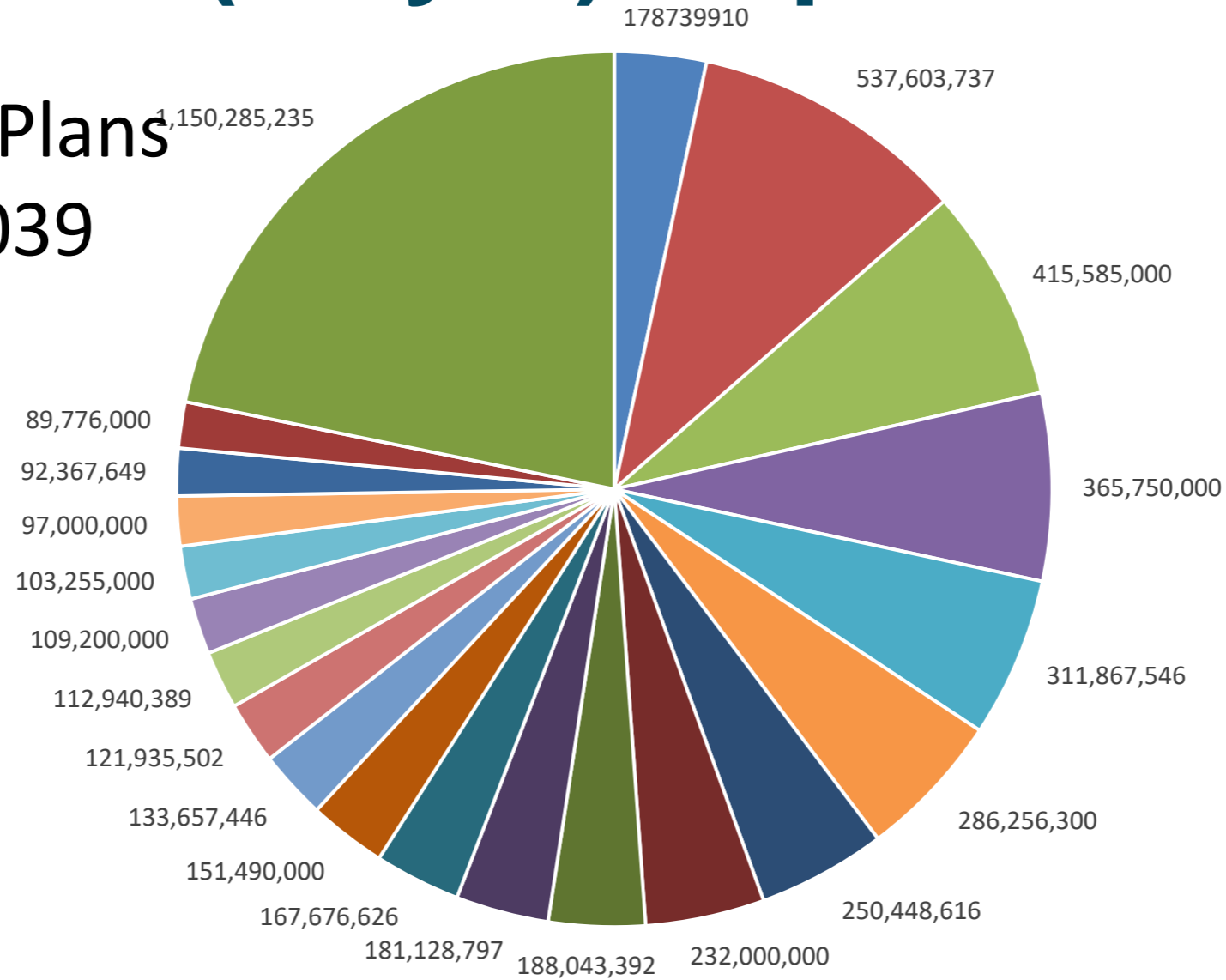


- TIMPANOGOS SSD
- OREM CITY
- GRANGER-HUNTER IMP. DIST.
- SOUTH VALLEY WRF
- TREMONTON CITY
- CENTRAL WEBER SID
- CENTRAL DAVIS SD
- PROVO CITY
- SMITHFIELD CITY
- ALL OTHERS
- SOUTH DAVIS SEWER DISTRICT
- COTTONWOOD IMP. DIST.
- SPANISH FORK CITY
- MT. OLYMPUS IMP. DIST.
- ASH CREEK SSD
- OGDEN CITY
- NORTH DAVIS SD
- MURRAY CITY PUBLIC SERVICES



2022 - 2042 (20-yrs) Capital Plans

Total Capital Plans
\$5,976,582,039



- TIMPANOGOS SSD
- SALT LAKE CITY WRF
- CENTRAL WEBER SID
- SOUTH VALLEY SEWER DISTRICT
- PROVO CITY
- NORTH DAVIS SD
- CENTRAL VALLEY WRF
- ASH CREEK SSD
- SNYDERVILLE BASINWRD
- SPANISH FORK CITY
- OREM CITY
- SALT LAKE PUBLIC UTILITIES
- SOUTH DAVIS SEWER DISTRICT
- GRANGER-HUNTER IMP DIST
- COTTONWOOD IMP DIST
- ST. GEORGE CITY
- CENTRAL DAVIS SD
- SOUTH VALLEY WRF
- GRANTSVILLE CITY
- OGDEN CITY
- ALL OTHERS



Questions?

Harry Campbell

801-536-4391

hcampbell@utah.gov





VINEYARD CITY COUNCIL STAFF REPORT

Meeting Date: April 10, 2024

Agenda Item: 2024-08 Consolidated Fee Schedule Changes

Department: Public Works

Presenter: Eric Ellis

Background/Discussion:

Vineyard City occasionally updates the Consolidated Fee Schedule to adapt to changing costs and pass through fees. The changes proposed today include a some housekeeping type clarifying words and statements, a minimum tree replacement cost for trees >3" in diameter, a \$2/shirt increase for race t-shirts (due to an increase in the actual cost) and the increase in fees associated with the TSSD pass through sewer rate increase. The TSSD rate adjustments also impact the meter and connection fees.

Fiscal Impact:

As the proposed adjustments are largely to align with pass through rate increases, the net impact to the city should be neutral.

Recommendation:

Staff recommends approving the adjusted Consolidated Fee Schedule 2024-08

Sample Motion:

"I move to adopt the proposed resolution 2024-08 Consolidated Fee Schedule

Attachments:

- **Resolution 2024-08**
- **Consolidated Fee Schedule 2023-2024 Redlined Fiscal year 03-31-2024**

RESOLUTION NO. 2024-08

A RESOLUTION AMENDING THE CONSOLIDATED FEE SCHEDULE

WHEREAS, Section 10-3-717 UCA authorizes cities to establish the amounts of fees to be charged for municipal services to be set by resolution, and

WHEREAS, The City Ordinances, in various locations, provides for the establishment of fee amounts for certain municipal services, by resolution of the City Council.

WHEREAS, a Public Hearing was duly noticed and was held on the 10th day of April 2024 on the proposed amendments.

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

- Section 1. The City Council hereby adopts the amended Consolidated Fee Schedule, which is attached hereto and incorporated herein by reference.
- Section 2. A copy of the Consolidated Fee Schedule shall be placed in the Vineyard City Offices and be available for review.
- Section 3. This resolution shall take effect upon passage.
- Section 4. All other resolutions, ordinances, and policies in conflict herewith, either in whole or in part, are hereby repealed.

PASSED and ADOPTED by the City Council of Vineyard, Utah this 10th day of April 2024.

APPROVED:

Julie Fullmer, Mayor

ATTEST:

Heidi Jackman, Deputy Recorder



Consolidated Fee Schedule 2023-2024 Fiscal Year

Administrative	2						
Recreation.....	3						
Utilities	5						
Sanitation	6						
Facilities Rental	6						
Special Event Permit.....	8						
Code Enforcement Fees.....	8						
Business Licensing	9						
Land Use Applications	10						
Building Permit Fees	13						
Building Inspection Fees	14						
Impact Fees	15						
Pass-Through Fees	15						
Water	Department	Utility	Meter	&	Connection	Fees	
.....							16



ADMINISTRATIVE FEES

Records (GRAMA) Requests	per hour for staff time after first 15 minutes (based on lowest paid employee working on the request) Copies \$0.10 per page
Returned Checks	\$14
Colored Map Copies – 8 ½ x 11	\$3.00
Black and White Map Copies	Free
Notarization	Free
Library Card/Fitness Center Reimbursement	\$80 annual reimbursement per Vineyard household (can be used toward non-resident library card OR municipal fitness center membership)
Weed Abatement	Actual Abatement Costs
Bond Processing Fee	\$60
Administrative Citation	\$100
Credit Card Fee	3% of Transaction Total
Candidate Filing Fee	\$35
Candidate Late Financial Disclosure Statement	\$50
City Offense Fines	Class B misdemeanor—not to exceed \$1,000 Class C misdemeanor or infraction—not to exceed \$750
Sixteen-Year-Old Curfew (Class C)	\$75
Eighteen-Year-Old-Curfew (Class C)	\$75
Parent Liability (Class C)	\$125
Prohibited Travel on Trails (Infraction)	\$40
Leash Requirement (Infraction)	\$40
Sleeping on Public Property (Class C)	\$75
Camping Prohibited (Class C)	\$75
Unlawful Parking (Infraction)	\$40
Parking w/Snow Present (Infraction)	\$40



Driving or Riding on Sidewalk (Infraction)	\$40
Engine Brake Restriction (Class C)	\$75
Hours of Operation (Infraction)	\$75
Fires and Campfires (Class C)	\$125
Annual Overnight Parking Permit Fee (Amount may be prorated per month)	\$60
Replacement Parking Permit Fee	\$25

RECREATION FEES

3v3 Adult Soccer	Team - \$250 Individual - \$50
3v3 Adult Soccer Tournament	Team - \$80 Individual - \$20
3v3 Basketball Tournament	Team - \$80 Individual - \$20
Adult Flag Football	Team - \$500 Individual - \$50
Adult Kickball Tournament	Team - \$150 Individual - \$20
Adult Pickleball	\$50
Adult Soccer	Team - \$500 Individual - \$50
Adult Soccer Tournament	Team - \$160 Individual - \$20
Adult Tennis Clinic	\$50
Adult Tennis Tournament	\$50
Adult Volleyball	Team - \$350 Individual - \$50
Adult Ultimate Frisbee	Team - \$350 Individual - \$50
Cornhole Tournament	Team - \$30



	Individual - \$15
CUTA Tennis	\$100
E-Sports	\$50
Exercise Class	\$50
Pickleball Tournament	Team - \$30 Individual - \$15
Race Registration	5k/10k - \$20 Kids 1k - \$10 Family Rate \$45 per household Group Rate - \$15 per person
Race T-Shirts	\$10
Senior Program	\$50
Spikeball Tournament	Team - \$30 Individual - \$15
Sports Trivia/Fantasy Class	\$50
Toddler Sports Clinic	\$60
Virtual Races	\$25
Youth Arts	\$50
Youth Baseball Clinic	\$50
Youth Basketball Clinic	\$50
Youth Coach Pitch	\$50
Youth Flag Football	\$50
Youth Jr Jazz Basketball	\$100
Youth Kickball	\$50
Youth Machine Pitch	\$70
Youth Pickleball Programs	\$50
Youth Soccer Programs	\$70
Youth T-Ball	\$50
Youth Tennis Clinic	\$50
Youth Ultimate Frisbee	\$50
Youth Volleyball	\$80
Youth Wrestling	\$50
Youth Cross Country	\$70
Youth Golf	\$70



Bingo	\$10
Additional Non-Resident Fee	Team - \$50 Individual - \$10
Late Registration	\$50 – Team \$10 - Individual
Recreation Program Cancellation Fee	Up to 100% of Registration Cost (No Refund of Race Registrations)

UTILITY USE FEES

Water Base Rate ¾" Meter	\$29.80 first 5,000 gallons
Water Base Rate 1" Meter	\$41.72 first 5,000 gallons
Water Base Rate 1 ½" Meter	\$53.64 first 5,000 gallons
Water Base Rate 2" Meter	\$86.42 first 5,000 gallons
Water Base Rate 3" Meter	\$327.79 first 5,000 gallons
Water Base Rate 4" Meter	\$425.13 first 5,000 gallons
Water Base Rate 6" Meter	\$625.78 first 5,000 gallons
Water Base Rate 8" Meter	\$834.37 first 5,000 gallons
Water Multi-Family Residential Base Rate	\$17.50 per unit
Residential Water Usage Rates:	
Tier 1 (5,001 – 15,000)	\$1.95 per 1,000 gallons
Tier 2 (15,001– 30,000+)	\$2.23 per 1,000 gallons
Tier 3 (30,001 – 50,000)	\$2.75 per 1,000 gallons
Tier 4 (50,001+)	\$3.03 per 1,000 gallons
Commercial Water Usage Rates:	
Tier 1 (5,001 – 30,000)	\$1.95 per 1,000 gallons
Tier 2 (30,001 – 100,000)	\$2.75 per 1,000 gallons
Tier 3 (100,001+)	\$3.03 per 1,000 gallons
Sewer Base Rate	\$17.94 <u>per month</u>
Sewer Multi-Family Residential Base Rate	\$10 per unit <u>per month</u>
Sewer Usage Rate	\$3.64 <u>\$3.10</u> per 1,000 gallons
Transportation Utility	\$3.50 Per ERU



Storm Water Utility	\$5 Per ERU
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SANITATION FEES

90-Gallon Residential Can	\$13
Second 90-Gallon Residential Can	\$8
Recycling Can	\$6
Replacement Can	\$90
Replacement Can – no-fault	\$45

FACILITIES RENTAL FEES

Council Chambers Rental	\$75 per hour for Resident, \$150 per hour for Non-Resident
Council Chambers Cleaning Deposit	\$75 for Resident, \$150 for Non-Resident
Small Park Pavilion Rental	\$40 for Resident, \$80 for Non-Resident
Small Park Pavilion Cleaning Deposit	\$40 for Resident, \$80 for Non-Resident
Large Park Pavilion Rental	\$75 for Resident, \$150 for Non-Resident
Large Park Pavilion Cleaning Deposit	\$75 for Resident, \$150 for Non-Resident
Special Event Rental Deposit	\$300
Multi-Day Special Event Rental Deposit	\$500 per day
Pavilion Rental Cancellation Fee	Up to 100% of reservation cost
Hourly Field Rental at Gammon Park (Monday—Thursday)	\$300 Deposit + \$20 for Residents, \$40 for Non-Resident or Holiday Reservations
4 Hour Field Rental at Gammon Park (Monday—Thursday)	\$300 Deposit + \$75 for Residents, \$150 for Non-Resident or Holiday Reservations
Hourly Field Rental at Gammon Park (Weekend)	\$300 Deposit + \$30 for Residents, \$60 for Non-Residents or Holiday Reservations
4 Hour Field Rental at Gammon Park (Weekend)	\$300 Deposit + \$100 for Residents, \$200 for Non-Residents or Holiday Reservations
All other parks, Single Soccer Hourly Field Rental (Monday – Thursday)	\$300 Deposit +



	\$40 for Residents, \$80 for Non-Resident or Holiday Reservations
All other parks, Single Soccer 4 Hour Field Rental (Monday – Thursday)	\$300 Deposit + \$150 for Residents, \$300 for Non-Resident or Holiday Reservations
All other parks, Single Soccer Hourly Field Rental (Weekend)	\$300 Deposit + \$60 for Residents, \$120 for Non-Residents or Holiday reservations
All other parks, Single Soccer 4 Hour Field Rental (Weekend)	\$300 Deposit + \$200 for Residents, \$400 for Non-Residents or Holiday reservations
Hourly Rental per Soccer Goal Set	\$10 for Residents, \$20 for Non-Residents
Hourly Rental per Soccer Corner Flag Set	\$10 for Residents, \$20 for Non-Residents
Court Rental	\$25 per hour per court
Pickleball Net Rental	\$50 Refundable Deposit
Pickleball Net Repair/Replacement Fee	Up to \$300
Outdoor Basketball Court Rental	\$25 per hour per ½ court
Non-Existing Line Painting – Per Field	1-499 Feet - \$100 500-999 Feet - \$125 1000+ Feet - \$150
Remarking Line Painting – Per Field	1-499 Feet - \$20 500-999 Feet - \$25 1000+ Feet - \$40

SPECIAL EVENT FEES*

Special Event Permit	\$50
Special Event with Vendors	\$75
Special Events with >250 participants	\$100



Special Events longer than 6 hours	\$150
Multi-Day Special Events	\$200
Film Permit	\$50
Summer Celebration Food Vendor	\$100 per day
Summer Celebration Vendor Booth	\$100
Boo-A-Palooza Vendor Fee	\$50
Bounce House Deposit	\$100
Onsite Dumpster or Equipment Permit	\$72 per dumpster
Additional Dumpster Reserved	\$174 per 6-yard dumpster
Excess Garbage Pickup	Up to \$600 based on quantity picked up
Extra trash can with bags	\$15 per 5 cans
Personnel (total compensation per employee, per hour, during regular business hours)	Parks Department - \$35 Streets Department - \$35 Special Events Department - \$32
Penalty for operating without a permit	Double the application fee and any damage caused by the special event

*Special event and facility rental fees may be waived at the discretion of city council. See special event code for fee waiver consideration reasons.

CODE ENFORCEMENT FEES

Code Violation Fee (per calendar year from first offense)	1 st Offense - \$100 2 nd Offense - \$200 3 rd (or more) Offense - \$400
Civil Penalty Fee	\$25 minimum to \$1,000 maximum per day, per violation
Civil Penalty Fee- Occupancy Violation	\$100 per day, per violation



Civil Penalty Fee- Home Occupation Operating without License	\$25 per day, per violation
Civil Penalty Fee- Commercial Business Operating without License	\$50 per day, per violation
Code Violation Fee - Interest	20% per annum of total outstanding amounts
Default/Administrative Code Enforcement Hearing Fee	\$100
Animal Defecation without Removal Fine	\$250
Off-Leash Animal Fine	\$250
Code Violation by City (via Contract Services)	Cost plus 10%

BUSINESS LICENSING FEES

Home-Based Occupation (exceeds residential impact)	\$50
Home-Based Occupation (does not exceed residential impact)	\$0
Accessory Dwelling Unit Business License (Biennial)	Initial Fee \$100 Renewal Fee \$50
Industrial Manufacturing/Distribution	\$250
Restaurant/Food	\$190
Food Truck Fee	\$25 per truck
Retail	\$215
Service Related	\$150
Fire Inspection	Equal to Orem Fire's fee as dictated in Orem City's Fee Schedule
Renewal Fee (all license types except Alcohol and Towing/Parking Enforcement)	\$25
Alcohol and Towing/Parking Enforcement Renewal Fee	Same as Initial Fee



Solicitor License	\$30
Itinerant Merchant	\$50
Itinerant Merchant Refundable Deposit	\$300
Towing/Parking Enforcement Certificate	\$50
Class A- D Beer License	\$400 + Proof of \$5,000 Bond
Class E Beer License	\$400 + Proof of \$10,000 Bond
A or B Liquor License	\$300 + Proof of \$10,000 Bond
Class C Liquor License	\$300 + Proof of \$1,000 Bond
Unclassified Business	\$25 Base fee until classification established by Resolution
Business fitting in 2+ Categories	Higher rate
Late Renewal Fee (during renewal grace period)	\$25
Daily penalty fee if license not renewed by end of renewal grace period	Half of the license fee
Penalty Fee for doing business without a Vineyard Business License	Equivalent to the license fee

LAND USE APPLICATION FEES

Development Agreement	\$1,500
Development Agreement Amendment	\$1,500
Subdivision – Preliminary Plat	\$1,930 + \$6.20 per lot
Subdivision – Preliminary Plat – Additional Review	\$786 + \$2.50 per lot
Subdivision – Final Plat	\$1,940 + \$6.20 per lot
Subdivision – Final Plat Additional Reviews	\$1,010 + \$2.50 per lot
Condominium Plat – New or Conversion	\$1,406 + \$25 per unit
Major Plat Amendment	\$1,706
Minor Plat Amendment	\$1,406
Neighborhood Plan	≥ 10 acres = \$2,663



	< 10 acres = \$500
Planned Unit Development	\$1,000
Recording Fees	As charged by Utah County Recorder
Site Plan – Residential	\$2,663
Site Plan – Non-residential	\$3,756
Site Plan – Non-residential – Additional Reviews	\$1,693 for each additional review after two reviews
Site Plan – Minor Amendment	\$500
General Plan Text Amendment	\$1,000
General Plan Map Amendment	\$1,000
Land Use Text Amendment	\$1,000
Land Use Map Amendment	\$1,000
Lot Line/Property Boundary Line Adjustment	\$300
Conditional Use Permit	\$400
Temporary Use Permit	\$75
Variance	\$100
Appeals	\$100
Zoning Verification	\$100
Sign Permit	\$150
Sign Standard Waiver	\$250
Commercial Temporary Sign Permit	\$25
Special Planning Commission Meeting	\$390 per meeting
Land Disturbance Permit	\$50 + \$20 per acre + \$30 per month
Land Disturbance Permit – Subdivision and Site Plan	Included in engineering inspection fees
Site Plans Technical Review	\$1,500 per application, first 50 plan sheets. Up to 3 revisions
Additional Site Plan Technical Review	\$65 per additional plan sheet or each sheet after 3 rd revision
Engineering Inspection Fees – Subdivision <u>Subdivision</u> -Related	3% of certified bid tabulation, approved by Engineering Office



Engineering Inspection Fees – Non-Subdivision Related	\$150 per hour
Engineering Re-Inspection Fees	\$150 per hour, 2-hour minimum
After Hours Engineering Inspection (M-F between 5pm and 8am OR Saturdays, Sundays)	\$300 per hour, 2-hour minimum
New Street Light Install Fee	\$10,000 per light
Street Sign Fee	Cost plus 10%
Demolition	\$500 plan review fee
Encroachment Permit	\$150 +plus \$1 per square foot of disturbed asphalt
Driveway Approach in Public Right-of-Way Inspection Fee (after Encroachment Permit)	\$250 for up to 2 inspections \$150 per reinspection
Vacuum Truck	\$250/hour, minimum of 2 hours
Fine for Use of Public Right of Way without Approved Permit	\$300 plus+ \$150 per hour
Infrastructure Construction Bond	Bond/Escrow account as determined by bid tabulation 110% Performance 10% Warranty
Final Grading Residential Lot Bond	\$1,000 up to 1-acre1 acre , \$500 each additional half acre
Building Relocation	\$500 Plan Review Fee
Full or Partial Road Closure Application	\$50 per Road Segment Plan Review Fee
City Barricades for Road Closure, if approved by the Public Works Director	\$150 Application Fee, \$75 per barricade per day. \$100 refundable deposit per set of barricades
Repair to Damaged Public Infrastructure (All Streets or Utilities) by Contract	Cost plus 10% Administrative Fee
Tree Replacement Due to Damage:	



Diameter < or = 1"	\$500 per tree
Diameter > 1" and < or = 2"	\$750 per tree
Diameter > 2" and < or = 3"	\$950 per tree
Diameter > 3"	Cost assessed by City Arborist, <u>minimum of \$1200 per tree</u>

BUILDING PERMIT FEES

TOTAL VALUATION	FEE
\$1 to \$1,300	\$75
\$1,301 to \$2,000	\$75 for the first \$1,300; plus \$3 for each additional \$ 100 or fraction thereof, to and including \$2,000
\$2,001 to \$40,000	\$96 for the first \$2,000; plus \$11 for each additional \$1,000 or fraction thereof, to and including \$40,000
\$40,001 to \$100,000	\$514 for the first \$40,000; plus \$9 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$1,054 for the first \$100,000; plus \$7 for each additional \$1,000 or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$3,854 for the first \$500,000; plus \$5 for each additional \$1,000 or fraction thereof, to and including \$1,000,000



\$1,000,001 to \$5,000,000	\$6,354 for the first \$1,000,000; plus \$3 for each additional \$1,000 or fraction thereof, to and including \$5,000,000
\$5,000,001 and over	\$20,354 for the first \$ 5,000,000; plus \$2 for each additional \$1,000 or fraction thereof
Residential Plan Review	65% of Building Permit Fee
Commercial Plan Review	65% of Building Permit Fee
Simple/Duplicate Plan Review	25% of Building Permit Fee
Reinstating an Expired Permit	\$50 + any additional review time
Fire Inspection & Plan Review	10% of Building Permit Fee

BUILDING INSPECTION FEES

Inspections outside of normal business hours	\$75 per hour, two-hour minimum
Re-inspection	\$75 per hour
Inspection for which no specific fee is indicated	\$75 per hour, one-hour minimum
Additional plan review required by changes, additions, or revisions to plans,	\$85 per hour, one-hour minimum
Use of outside consultants for plan checking and inspections, or both	Actual costs, including administrative and overhead costs
Fire Inspection	See Business License Fees
Work Without a Permit*	\$100 per infraction
Working Beyond a Stop Work Order*	\$200 per infraction

*Fines doubled for each subsequent infraction

IMPACT FEES

(Impact Fee Area Maps may be found on the City's Website)

Sewer Facilities Per Equivalent Residential Unit (ERU) ^{1,2}	<ul style="list-style-type: none"> • Area A - \$539 per ERU • Area B - \$2,391 per ERU • Area C/RDA - \$539 per ERU
Culinary and Irrigation Water Systems Per ERU ^{1,3}	<ul style="list-style-type: none"> • Area A - \$873 per ERU • Area B (RDA) - \$521 per ERU
Roadway Facilities Per Trip End Unit based on ITE	<ul style="list-style-type: none"> • Area A - \$3,586 per Trip End • Area B (RDA) - \$1,286 per Trip End
Storm and Ground Water Per ERU ^{1,4}	<ul style="list-style-type: none"> • Area A - \$222 per ERU • Area B - \$337 per ERU • Area C - \$237 per ERU

³/₄ inch water connection is 1 ERU

² Additional fees may apply to units with more than 5 bathroom equivalent drains

³ Additional fee may apply to certain high water uses (e.g., Car Wash) without water reduction measures in place

⁴ Additional fee may apply to certain sites if above city's maximum impervious area requirement

PASS THROUGH FEES

Pass-Through Fee Administrative Cost	10% of the calculated fee (\$50 minimum, \$2,500 maximum) per facility
Timpanogos Special Service District	Equal to District's impact fee as dictated by the current Impact Fee Facilities Plan/Schedule.
Orem Water Reclamation	Equal to Orem City's impact fee as dictated by the current Impact Fee Facilities Plan/Schedule.
Orem Water Rights	Equal to Orem City's Water Rights as dictated in their up-to-date Consolidated Fee Schedule <u>Schedule</u> .



All impact fees will be assessed at the time building permits are issued. All other development Impact Fees will be calculated based on Equivalent Residential Units.

WATER DEPARTMENT UTILITY METER & CONNECTION FEES

¾" Water Meter & Connection Fee	<u>\$363580</u>
1" Water Meter & Connection Fee	<u>\$495795</u>
1½" Water Meter & Connection Fee	<u>\$7751,240</u>
2" Water Meter & Connection Fee	<u>\$1,2061,930</u>
Water Meter Reconnect Fee	\$50
After Hours Fee (between 5pm and 8am)	Reconnect Fee plus \$150
Utility Application Fee	\$20
Fire Hydrant Meter Rental Deposit	<u>\$16252050</u>
Fire Hydrant Meter Penalty Fees	<p>1st missed read = \$50 2nd missed read = \$100 3rd missed read = \$200 Any missed reads after the 3rd month will be penalized \$400 per month until meter is returned</p>
Daily Rate – Fire Hydrant Meter	<u>\$10/100-300</u> month
Water Rate – Fire Hydrant Meter	<u>\$2 Per 1,000 gallons of water See Utility Use Fees for 3" Meter Commercial Water Base & Tiered Rates</u>
Residential Construction Water	<u>\$50-100</u> minimum
Non-Residential Construction Water	<u>\$50-100</u> minimum
Illegal Connection to <u>Utility Water System (such as Water, Sewer, Stormwater, Roadway)</u>	<u>\$1,0002,000</u> per occurrence, <u>plus \$1000 per day.</u>





VINEYARD CITY COUNCIL STAFF REPORT

Meeting Date: April 10, 2024

Agenda Item: 2024-09 Budget Amendment #4 (Resolution 2024-09)

Department: Administration

Presenter: Eric Ellis

Background/Discussion:

Utah Code Section 10-6-128 allows for the amendment of the City's budget up until the last day of the fiscal year for which the budget applies. Resolution 2024-09 Fiscal Year 2023-2024 Budget Amendment #4 accounts for the following adjustments:

1. Design fees for the fire house: \$8,000
2. Match for \$22,500 ULA lakefront grant: \$7,500
3. Greenbelt rollback taxes for Gammon Park: \$120,000
4. Match for \$120,000 TAG Grant: \$9000

Fiscal Impact:

General Fund: \$264,500

Capital Projects: \$264,500

Recommendation:

Staff recommends approving Resolution 2024-09

Sample Motion:

"I move to adopt the proposed resolution 2024-09 Budget Amendment #4

Attachments:

- Resolution 2024-09 Amend FY2023-2024 Budget Amendment #4
- FY2024 Budget Amendment #4

RESOLUTION NO. 2024-09

A RESOLUTION AMENDING THE VINEYARD CITY BUDGET FOR THE 2023-2024 FISCAL YEAR.

WHEREAS, the City Council of Vineyard, Utah has previously adopted a budget for the 2023-2024 fiscal year in accordance with the Utah Fiscal Procedures Act for cities; and

WHEREAS, the city needs to now amend that adopted said budget; and

WHEREAS, a public hearing was held on the 10th day of April 2024, on the proposed amendments to the 2023-2024 fiscal year budget for the city of Vineyard, Utah.

NOW THEREFORE BE IT RESOLVED BY THE VINEYARD CITY COUNCIL AS FOLLOWS:

1. Attached exhibit A shows the amendments to the Fiscal Year 2023-2024 budget for the city of Vineyard, Utah.
2. This resolution shall take effect upon passing.

Passed and dated this 10th day of April 2024.

Mayor Julie Fullmer

Attest:

Pamela Spencer, City Recorder

Vineyard City

Fiscal Year 2023 - 2024 Budget Amendment #4

General Fund					
Account #	Account	Original Budget	Adjusted Budget	Change	Notes
10.1801.3205	Grant Revenue	22,500	142,500	120,000	TAG Grant
	Beginning Fund Balance Appropriation	1,176,217	1,320,717	144,500	Fund Balance Appropriation Adjustment
	Total Revenue Adjustment			\$ 264,500	
10.1801.6049	Non-Departmental - Transfer to Capital Projects	782,500	1,047,000	264,500	Transfer of TAG Grant, Gammon Park, Matches for Grants, Addtl Design
	Total Expenditure Adjustment			\$ 264,500	
	Total General Fund			\$ -	

Capital Projects Fund					
Account #	Account	Original Budget	Adjusted Budget	Change	Notes
	Transfer from General Fund	785,000	1,049,500	264,500	Transfer of TAG Grant, Gammon Park, Matches for Grants, Addtl Design
	Total Revenue Adjustment			\$ 264,500	
49.4901.4651	Capital Expense	\$ 3,475,000	\$ 3,739,500	\$ 264,500	Gammon, Grant matching, Addt'l Fire 8,000
	Total Expenditure Adjustment			\$ 264,500	
	Total Capital Projects Fund			\$ -	

Legend:

- New budget request
- Adjustment of transfer from one fund to another fund
- Adjustment of beginning fund balance appropriation