Pleasant Grove
Utah's City of Trees

NOTICE OF MEETING
OF THE
PLEASANT GROVE CITY COUNCIL

Notice is hereby given that the Pleasant Grove City Council will hold a **Work Session meeting at 4:30 p.m.** prior to the regular **meeting on Tuesday, October 15, 2024,** in the Community Room 108 S 100 E, **at 6:00 p.m**. This is a public meeting and anyone interested is invited to attend. Work Sessions are not designed to hear public comment or take official action.

AGENDA

4:30 P.M. WORK SESSION

a. Recognition of a PG Police Department Cadet
b. Presentation by the PG Fire Department
c. Staff Business

6:00 P.M. REGULAR CITY COUNCIL

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **OPENING REMARKS**

4. **APPROVAL OF MEETING AGENDA**

5. **OPEN SESSION**

6. **CONSENT ITEMS:** (Consent items are only those which have been discussed beforehand, are non-controversial and do not require further discussion)
   - **a.** To consider for approval Payment No. 06 to J. Lyne Roberts and Sons, Inc., for the BLVD Wells Facilities Project.
   - **b.** To consider for approval Payment No. 10 to Big-D Construction for the Cook Family Park Project.
   - **c.** To consider for approval Change Order No. 01 to CEM Aquatics for the PG Veteran's Outdoor Pool Project.
   - **d.** To consider for approval Payment No. 04 to Awolf Construction, LLC for the 200 W; 400 North to Center St Waterline and Roadway Construction Project.
   - **e.** To consider approval of Payment Reports for October 3, 2024.

PLEASE NOTE: THE ORDER OF THE FOLLOWING ITEMS MAY BE SUBJECT TO CHANGE.

7. **BOARD, COMMISSION, COMMITTEE APPOINTMENTS:** None Scheduled

8. **PRESENTATIONS:** None Scheduled

9. PUBLIC HEARING ITEMS:

A. Public Hearing to consider for adoption an Ordinance (2024-024) amending City Code Section 10-14-24-1-C: Permitted and Conditional Uses, by modifying the provisions and requirements for permitted principal uses within The Grove Commercial Sales Subdistrict, to permit Use #6416 – Auto washing, polishing, and detailing. Applicant Antonio Mendez**.** *Presenter: Director Cardenas* **This item will be continued to the November 12, 2024 meeting.**

10. ACTION ITEMS READY FOR VOTE:

A. To consider request of McKay Christensen for a 4-lot final subdivision plat, called PG Boulevard Subdivision Plat 'B' on 6.53 acres, located at approximately 238 South Pleasant Grove Boulevard, in The Grove Zone – Commercial Sales Subdistrict and the Boulevard Mixed Use (BMU) Overlay. *Presenter: Director Cardenas*

B. To consider request of McKay Christensen for a site plan two apartment buildings with an attached commercial unit, located at approximately 238 South Pleasant Grove Boulevard, in The Grove Zone – Commercial Sales Subdistrict and the Boulevard Mixed Use (BMU) Overlay. *Presenter: Director Cardenas*

C. To consider an Ordinance (2024-025) of Pleasant Grove City, Utah County, UT; Amending Title 1 Chapter 11 "Government Structure" updating the Ordinance to reflect previously adopted changes in various departments including separate parks department and recreation department, including the position of Finance Director; making other technical changes and providing for an effective date. *Presenter: Attorney Petersen*

D. To consider Resolution (2024-042) amending the Personnel Policies and Procedures previously approved by the City Council. Specifically, amending Section II "City Code of Conduct: Subsection 9 "Purchasing: by adopting Subsection 9D "Credit Card/Purchasing Policy: modifying spending limits in Subsection 9E and adopting a policy for disposing of surplus vehicles in subsection I(3) and amending section VII "Grievance Procedures" and providing for an effective date. *Presenter: Attorney Petersen*

11. ITEMS FOR DISCUSSION:

A. Continued Items from the Work Session if needed.

12. REVIEW AND DISCUSSION OF THE NOVEMBER 12, 2024, CITY COUNCIL MEETING AGENDA.

13. MAYOR AND COUNCIL BUSINESS.

14. SIGNING OF PLATS.

15. REVIEW CALENDAR.

16. ADJOURN.

CERTIFICATE OF POSTING:
I certify that the above notice and agenda were posted in three public places within Pleasant Grove City limits and on the State (http://pmn.utah.gov) and City (www.plgrove.org) websites.
Posted by: /s/ Wendy Thorpe, City Recorder
Date: October 11, 2024
Time: 1:00 p.m.
Place: City Hall, Library and Community Room 108 S 100 E.
*Note: In accordance with the Americans with Disabilities Act, Pleasant Grove City will make reasonable accommodation for participation in the meeting. Request assistance by contacting Pleasant Grove City at (801) 785-5045, at least 48 hours prior to the meeting.

Agenda

PARTIAL PAYMENT ESTIMATE
NO. 6

Name of Contractor:	***J. Lyne Roberts and Sons, Inc.***	
Name of Owner:	***Pleasant Grove City***	
Date of Completion:	Amount of Contract:	Dates of Estimate:
Original: 1-Oct-24	Original: $2,058,324.34	From: 1-Aug-24
Revised: 2-Nov-24	Revised: $2,099,551.63	To: 31-Aug-24
Description of Job:	***BLVD Well Facilities Project***	

Amount	This Period	Total To Date
Amount Earned	$286,964.87	$658,311.92
Retainage Being Held	$14,348.24	$32,915.60
Retainage Being Released	$0.00	$0.00
Previous Payments		$352,779.70
Amount Due	**$272,616.63**	**$272,616.62**

Contractor's Construction Progress is ON SCHEDULE

I hereby certify that I have carefully inspected the work and as a result of my inspection and to the best of my knowledge and belief, the quantities shown in this estimate are correct and have not been shown on previous estimates and the work has been performed in accordance with the Contract Documents.

Recommended by Horrocks Engineers

Date: 10/9/2024

Brett Wood

Brett Wood, P.E.
Project Engineer

Accepted by: **J. Lyne Roberts and Sons, Inc.**

Date: 10/9/24

Project Manager

Approved By: **Pleasant Grove City**

Date: _____

Guy Fugal
Mayor

Budget Code _____ Staff Initial _____

PROJECT: **BLVD Well Facilities Project** PAY PERIOD: 6 Aug-24

ITEM NO.	NATURE OF WORK	CONTRACT ITEMS				QUANTITY		EARNINGS	
		Qty	Units	Unit Price	Bid Amt.	This Month	To Date	This Month	To Date
	Base Bid								
1	Mobilization	1.00	LS	$8,280.55	**$8,280.55**	**0.02**	**0.54**	**$200.00**	**$4,477.79**
2	Traffic Control	1.00	LS	$16,071.44	**$16,071.44**	**0.15**	**0.45**	**$2,400.00**	**$7,200.00**
3	Storm Drain BMP's	1.00	LS	$20,357.16	**$20,357.16**	**0.12**	**0.53**	**$2,500.00**	**$10,850.00**
4	Well Building	1.00	LS	$234,837.09	**$234,837.09**	**0.55**	**0.63**	**$129,168.14**	**$148,393.14**
5	Building Piping and Pumps	1.00	LS	$522,385.09	**$522,385.09**	**0.00**	**0.14**	**$2,500.00**	**$73,782.70**
6	Electrical, Mechanical, and Communication	1.00	LS	$430,260.63	**$430,260.63**	**0.12**	**0.18**	**$51,500.00**	**$76,000.00**
7	Site Piping and Site Work	1.00	LS	$169,546.50	**$169,546.50**	**0.04**	**0.76**	**$6,880.00**	**$128,285.86**
8	Site Landscaping	1.00	LS	$45,319.21	**$45,319.21**	**0.00**	**0.03**		**$1,150.00**
9	Fencing	1.00	LS	$32,423.82	**$32,423.82**	**0.00**	**0.00**		**$0.00**
10	Monson Tank Connection Piping	1.00	LS	$60,141.13	**$60,141.13**	**0.43**	**0.43**	**$25,952.27**	**$25,952.27**
11	Monson Electrical	1.00	LS	$188,624.98	**$188,624.98**	**0.00**	**0.00**		**$0.00**
12	Gibson Electrical	1.00	LS	$182,672.61	**$182,672.61**	**0.00**	**0.00**		**$0.00**
13	Extraneous Electrical Conduit	1.00	LS	$140,992.87	**$140,992.87**	**0.40**	**1.00**	**$56,992.87**	**$140,992.87**
14	Temporary Well Flush Piping and Permits	1.00	LS	$6,411.26	**$6,411.26**	**0.00**	**0.00**		**$0.00**
		Subtotal			**$2,058,324.34**			**$278,093.28**	**$617,084.63**
	Change Order #1								
1	14" Butterfly Valve Change	1.00	LS	$1,320.14	**$1,320.14**	**0.00**	**1.00**		**$1,320.14**
2	Artesian Relief Line	1.00	LS	$31,311.36	**$31,311.36**	**0.28**	**1.00**	**$8,871.59**	**$31,311.36**
3	Repair and Extend Damaged Casing	1.00	LS	$1,092.50	**$1,092.50**	**0.00**	**1.00**		**$1,092.50**
	Change Order #2								
1	Flowable Fill Bedding	1.00	LS	$7,503.29	**$7,503.29**	**0.00**	**1.00**		**$7,503.29**
		Total			**$2,099,551.63**				

TOTAL	**$286,964.87**	**$658,311.92**
AMOUNT RETAINED	**$14,348.24**	**$32,915.60**
RETAINAGE RELEASED		**$0.00**
PREVIOUS RETAINAGE		**$18,567.35**
PREVIOUS PAYMENTS		**$352,779.70**
AMOUNT DUE	**$272,616.63**	**$272,616.62**

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Agenda

BIG-D CONSTRUCTION

INVOICE

INVOICE NO: 73823

To: **CITY OF PLEASANT GROVE**
70 S 100 E
PLEASANT GROVE, UT 84062

DATE: 7/31/2024

JOB NO: 123715

Job Name COOK FAMILY PARK

PAYMENT REQUEST # 10

ORIGINAL CONTRACT AMOUNT	$	8,500.00
NET CHANGE BY CHANGE ORDER	$	18,841,473.58
ADJUSTED CONTRACT AMOUNT	$	18,849,973.58
TOTAL COMPLETED TO DATE	$	3,333,122.62
LESS RETENTION	$	161,832.33
TOTAL EARNED LESS RETAINAGE	$	3,171,290.29
LESS PREVIOUS INVOICES	$	1,994,162.62
AMOUNT DUE THIS REQUEST	$	1,177,127.67

IF THERE ARE ANY QUESTIONS REGARDING THIS INVOICE, PLEASE NOTIFY US AT ONCE.

PLEASE REMIT PAYMENT TO: **BIG-D CONSTRUCTION**
404 WEST 400 SOUTH
SALT LAKE CITY, UTAH 84101

FORM 6BD

Docusign Envelope ID: 7C0E2832-CA03-4E12-A9CE-8E56259DE0DF

APPLICATION AND CERTIFICATION FOR PAYMENT

DOCUMENT G702

TO OWNER:	**PROJECT:**	APPLICATION NO:	10	Distribution to:
CITY OF PLEASANT GROVE	COOK FAMILY PARK			[X] OWNER
70 S 100 E	400 N 600 W	PERIOD FROM:	7/1/2024	[ ] ARCHITECT
PLEASANT GROVE, UT 84062	PLEASANT GROVE, UT 84062	PERIOD TO:	7/31/2024	[ ] CONTRACTOR
FROM CONTRACTOR:	**VIA ARCHITECT:**			[ ]
BIG-D INC.	HORROCKS			[ ]
404 W 400 S	2162 WEST GROVE PARK SUITE 100	PROJECT NO:	123715	
SLC, UT 84101	PLEASANT GROVE, UT 84062			

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM		$ 8,500.00
2. Net change by Change Orders		$ 18,841,473.58
3. CONTRACT SUM TO DATE (Line 1 ± 2)		$ 18,849,973.58
4. TOTAL COMPLETED & STORED TO DATE (Column H on G703)		$ 3,333,122.62
5. RETAINAGE:		
a. 5 % of Completed Work (Column D + E on G703)	$ 161,832.33	
b. 5 % of Stored Material (Column F on G703)	$ -	
Total Retainage (Lines 5a + 5b or Total in Column I of G703)		$ 161,832.33
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)		$ 3,171,290.29
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)		$ 1,994,162.62
8. CURRENT PAYMENT DUE		**$ 1,177,127.67**
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)		$ 15,678,683.29

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	19,212,397	(616,511)
Total approved this Month	245,587	-
TOTALS	19,457,984	(616,511)
NET CHANGES by Change Order	18,841,473	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: Tyler Allen Date: 10/9/2024

State of: Utah County of: Utah
Subscribed and sworn to before me this 9th day of October, 2024

Notary Public: Jami Mascaro

JAMI MASCARO
NOTARY PUBLIC-STATE OF UTAH
COMMISSION# 720147
COMM. EXP. 09-07-2025

My Commission expires: 09/07/2025

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED . . . . . $ 1,177,127.67

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By: Brett Wood Date: 10/9/2024

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

OWNER'S REP. CERTIFICATE FOR PAYMENT

By: Mal Winterton Date: 10/9/2024

AIA DOCUMENT G702 · APPLICATION AND CERTIFICATION FOR PAYMENT · 1992 EDITION · AIA® · © 1992 THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVE., N.W., WASHINGTON, DC 20006-5292

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CONTRACTOR: BIG-D INC.

SCHEDULE of VALUES

DATE: **7/31/2024**

PROJECT: COOK FAMILY PARK

PROJECT NO: 123715

PAY APP: 10

A	B		C	D	E	F		G	H		I	J	K	L
ITEM NO.	**DESCRIPTION OF WORK**	**% ITEM OF TOTAL**	**SCHEDULE OF VALUES**	**CHANGE ORDERS**	**REVISED SCHEDULE OF VALUES**	**WORK COMPLETED**		**MATERIALS STORED**	**TOTAL COMPLETED & STORED**	**% TO DATE**	**BALANCE TO FINISH**	**LESS PREVIOUSLY BILLED**	**AMOUNT DUE THIS REQUEST**	**RETENTION WITHHELD 5%**
						PREVIOUS APPLICATIONS	**PAY REQUEST #10**							
0.0	PRECONSTRUCTION	0.05%	8,500.00	-	8,500.00	8,500.00		-	8,500.00	100.00%	-	8,500.00	-	-
1.0	GENERAL CONDITIONS	3.52%	-	664,313.77	664,313.77	363,267.86	46,282.25	-	409,550.11	61.65%	254,763.66	345,104.47	43,968.14	20,477.51
12.0	FURNISHINGS	7.96%		1,500,000.00	1,500,000.00	-	60,000.00	-	60,000.00	4.00%	1,440,000.00	-	57,000.00	3,000.00
31.0	EARTHWORK	36.09%	-	6,803,140.38	6,803,140.38	1,100,410.60		-	1,100,410.60	16.18%	5,702,729.78	1,045,390.07	-	55,020.53
91.0	WEATHER PROTECTION	0.00%	-	-	-	-		-	-	#DIV/0!	-	-	-	-
	RESTROOM	8.33%	-	1,570,730.94	1,570,730.94	336,410.08	342,286.57	-	678,696.65	43.21%	892,034.29	319,619.03	325,172.24	33,905.38
	SPLASH PAD	7.61%	-	1,434,070.00	1,434,070.00	46,250.00	42,319.10	-	88,569.10	6.18%	1,334,830.90	43,937.50	40,203.15	4,428.46
	SITE WORK	29.21%	-	5,506,826.00	5,506,826.00	68,669.00	698,584.80	-	767,253.80	13.93%	2,135,883.20	65,235.55	663,655.56	38,362.69
				-										
93.0	BUILDERS RISK	0.62%	-	117,173.10	117,173.10	13,016.89	7,702.09	-	20,718.98	17.68%	96,454.12	12,366.05	7,316.99	1,035.95
93.1	GENERAL LIABILITY INSURANCE	0.79%	-	148,457.19	148,457.19	16,491.99	9,758.76	-	26,250.75	17.68%	122,206.44	15,667.39	9,270.82	1,312.54
94.1	BONDS	0.49%	-	92,785.95	92,785.95	87,387.00		-	87,387.00	94.18%	5,398.95	87,387.00	-	-
98.1	CONTRACTOR CONTIGNECY	2.76%	-	521,144.02	521,144.02	-	409.43	-	409.43	0.08%	520,734.59	-	388.96	20.47
99.0	CM/GM OVERHEAD AND FEE	2.56%	-	482,832.23	482,832.23	53,637.44	31,738.76	-	85,376.20	17.68%	397,456.03	50,955.57	30,151.82	4,268.81
TOTALS		**100.00%**	**8,500.00**	**18,841,473.58**	**18,849,973.58**	**2,094,040.86**	**1,239,081.76**	**-**	**3,333,122.62**	**17.68%**	**12,902,491.96**	**1,994,162.62**	**1,177,127.67**	**161,832.33**

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CONTRACTOR: BIG-D INC.

SCHEDULE of VALUES

DATE: **7/31/2024**

PROJECT: COOK FAMILY PARK - RESTROOM

PROJECT NO: 123715

PAY APP: 10

A	B		C	D	E	F		G	H		I	J	K	L
ITEM NO.	**DESCRIPTION OF WORK**	**% ITEM OF TOTAL**	**SCHEDULE OF VALUES**	**CHANGE ORDERS**	**REVISED SCHEDULE OF VALUES**	**WORK COMPLETED**		**MATERIALS STORED**	**TOTAL COMPLETED & STORED**	**% TO DATE**	**BALANCE TO FINISH**	**LESS PREVIOUSLY BILLED**	**AMOUNT DUE THIS REQUEST**	**RETENTION WITHHELD 5%**
						PREVIOUS APPLICATIONS	**PAY REQUEST #10**							
2.0	EXISTING CONDITIONS	3.73%	-	58,564.00	58,564.00	-		-	-	0.00%	58,564.00	-	-	-
3.0	CONCRETE	10.62%	-	166,768.35	166,768.35	127,104.78	27,437.19	-	154,541.97	92.67%	12,226.38	120,749.54	26,065.33	7,727.10
4.0	MASONRY	15.59%	-	244,939.00	244,939.00	-	241,238.10	-	241,238.10	98.49%	3,700.90	-	229,176.20	12,061.91
5.0	METALS	6.07%	-	95,396.00	95,396.00	65,019.00	16,326.00	-	81,345.00	85.27%	14,051.00	61,768.05	15,509.70	4,067.25
6.0	CARPENTRY	5.04%	-	79,170.00	79,170.00	26,315.00	1,001.97	-	27,316.97	34.50%	51,853.03	24,999.25	951.87	1,365.85
7.0	THERMAL & MOISTURE PROTECTION	12.60%	-	197,961.00	197,961.00	8,180.00		-	8,180.00	4.13%	189,781.00	7,771.00	-	409.00
8.0	DOORS AND WINDOWS	6.16%	-	96,784.34	96,784.34	-	23,551.08	-	23,551.08	24.33%	73,233.26	-	22,373.53	1,177.55
9.0	FINISHES	1.47%	-	23,111.00	23,111.00	-		-	-	0.00%	23,111.00	-	-	-
10.0	SPECIALTIES	2.50%		39,296.00	39,296.00	588.94		-	588.94	1.50%	38,707.06	588.94	-	(0.00)
22.0	PLUMBING	9.90%		155,545.25	155,545.25	33,908.25		-	33,908.25	21.80%	121,637.00	32,212.84	-	1,695.41
23.0	HVAC	6.28%	-	98,710.00	98,710.00	31,993.75	4,792.80	-	36,786.55	37.27%	61,923.45	30,394.06	4,553.16	1,839.33
26.0	ELECTRICAL	14.94%		234,674.00	234,674.00	43,300.36	27,939.43	-	71,239.79	30.36%	163,434.21	41,135.34	26,542.46	3,561.99
31.0	EARTHWORK	5.08%	-	79,812.00	79,812.00	-		-	-	0.00%	79,812.00	-	-	-
TOTALS		**100.00%**	**-**	**1,570,730.94**	**1,570,730.94**	**336,410.08**	**342,286.57**	**-**	**678,696.65**	**43.21%**	**892,034.29**	**319,619.03**	**325,172.24**	**33,905.38**

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CONTRACTOR: BIG-D INC.

SCHEDULE of VALUES

DATE: **7/31/2024**

PROJECT: COOK FAMILY PARK - SPLASH PAD

PROJECT NO: 123715

PAY APP: 10

A	B		C	D	E	F		G	H		I	J	K	L
ITEM NO.	**DESCRIPTION OF WORK**	**% ITEM OF TOTAL**	**SCHEDULE OF VALUES**	**CHANGE ORDERS**	**REVISED SCHEDULE OF VALUES**	**WORK COMPLETED**		**MATERIALS STORED**	**TOTAL COMPLETED & STORED**	**% TO DATE**	**BALANCE TO FINISH**	**LESS PREVIOUSLY BILLED**	**AMOUNT DUE THIS REQUEST**	**RETENTION WITHHELD 5%**
						PREVIOUS APPLICATIONS	**PAY REQUEST #10**							
3.0	CONCRETE	29.40%	-	421,645.00	421,645.00	-	1,171.00	-	1,171.00	0.28%	420,474.00	-	1,112.45	58.55
10.0	SPECIALTIES	0.24%	-	3,480.00	3,480.00	-		-	-	0.00%	3,480.00	-	-	-
13.0	SPECIAL CONSTRUCITONS	53.47%	-	766,734.00	766,734.00	46,250.00	26,150.00	-	72,400.00	9.44%	694,334.00	43,937.50	24,842.50	3,620.00
26.0	ELECTRICAL	9.94%	-	142,527.00	142,527.00	-	14,998.10	-	14,998.10	10.52%	127,528.90	-	14,248.20	749.91
31.0	EARTHWORK	6.21%	-	89,014.00	89,014.00	-		-	-	0.00%	89,014.00	-	-	-
32.0	EXTERIOR IMPROVEMENT	0.74%	-	10,670.00	10,670.00	-		-	-	0.00%	-	-	-	-
				-										
TOTALS		**100.00%**	**-**	**1,434,070.00**	**1,434,070.00**	**46,250.00**	**42,319.10**	**-**	**88,569.10**	**6.18%**	**1,334,830.90**	**43,937.50**	**40,203.15**	**4,428.46**

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CONTRACTOR: BIG-D INC.

SCHEDULE of VALUES

DATE: **7/31/2024**

PROJECT: COOK FAMILY PARK - SITE WORK

PROJECT NO: 123715

PAY APP: 10

A	B		C	D	E	F		G	H		I	J	K	L
ITEM NO.	**DESCRIPTION OF WORK**	**% ITEM OF TOTAL**	**SCHEDULE OF VALUES**	**CHANGE ORDERS**	**REVISED SCHEDULE OF VALUES**	**WORK COMPLETED**		**MATERIALS STORED**	**TOTAL COMPLETED & STORED**	**% TO DATE**	**BALANCE TO FINISH**	**LESS PREVIOUSLY BILLED**	**AMOUNT DUE THIS REQUEST**	**RETENTION WITHHELD 5%**
						PREVIOUS APPLICATIONS	**PAY REQUEST #10**							
3.0	CONCRETE	33.87%	-	1,865,036.00	1,865,036.00	41,669.00	75,368.00	-	117,037.00	6.28%	1,747,999.00	39,585.55	71,599.60	5,851.85
4.0	MASONRY	0.66%	-	36,148.00	36,148.00	-	13,579.20	-	13,579.20	37.57%	22,568.80	-	12,900.24	678.96
5.0	METALS	2.97%	-	163,700.00	163,700.00	27,000.00		-	27,000.00	16.49%	136,700.00	25,650.00	-	1,350.00
9.0	FINISHES	1.21%	-	66,578.00	66,578.00	-	27,887.00	-	27,887.00	41.89%	38,691.00	-	26,492.65	1,394.35
10.0	SPECIALTIES	0.14%	-	7,680.00	7,680.00	-		-	-	0.00%	7,680.00	-	-	-
12.0	FURNISHINGS	0.15%	-	8,130.00	8,130.00	-		-	-	0.00%	8,130.00	-	-	-
13.0	SPECIAL CONSTRUCITONS	5.43%	-	299,268.00	299,268.00	-		-	-	0.00%	299,268.00	-	-	-
22.0	PLUMBING	0.57%	-	31,439.00	31,439.00	-		-	-	0.00%	31,439.00	-	-	-
26.0	ELECTRICAL	7.27%	-	400,423.00	400,423.00	-	104,848.60	-	104,848.60	26.18%	295,574.40	-	99,606.17	5,242.43
31.0	EARTHWORK	0.45%	-	24,735.00	24,735.00	-		-	-	0.00%	24,735.00	-	-	-
32.0	EXTERIOR IMPROVEMENT	47.28%	-	2,603,689.00	2,603,689.00	-	476,902.00	-	476,902.00	18.32%	(476,902.00)	-	453,056.90	23,845.10
				-										
TOTALS		**100.00%**	**-**	**5,506,826.00**	**5,506,826.00**	**68,669.00**	**698,584.80**	**-**	**767,253.80**	**13.93%**	**2,135,883.20**	**65,235.55**	**663,655.56**	**38,362.69**

Agenda

CONTRACT CHANGE ORDER

Date: Wednesday, October 9, 2024

Project: Pleasant Grove Veteran's Outdoor Pool
Location: Pleasant Grove City
Change Order No.: One

Contractor: CEM Aquatics

Item No.	Description of Changes, Quantities, Units, Unit Prices, Change in Completion Schedule, etc.	Decrease In Contract Price	Increase In Contract Price
201	Furnish Pool Mechanical Room		$ 378,165.91
202	Installation of Nirbo Play Structure		$ 32,934.00
203	Dive Pool parts and Labor		$ 9,622.00
204	Furnsihs and install Pool Cover		$ 74,760.00
205	Install Mechanical Room items		$ 42,637.00
Change in Contract Price Due To This Change Order			
	Total Increase	-	$ 538,118.91
	Total Decrease	$ -	-
	Net	**$**	**538,118.91**

The sum of $538,118.91 is hereby added to the total contract price and the total adjusted contract price to date thereby is $ 1,398,273.91 .

The number of construction days in the contract has not been changed. The final completion day will remain unchanged.

This Document shall become an amendment to the contract & all provisions of the contract will apply hereto.

Accepted BY: Digitally signed by Tim Garner Date: 2024.10.10 07:24:42-07'00' CEM Aquatics 10/10/2024
Contractor Date

Recommended BY: 2024.10.10 09:42:34-06'00'
Engineer Date

Approved BY:
Owner Date

CEM AQUATICS
PO Box 65351
Salt Lake City, UT 84165

(801) 485-6800

Quote

Quote No: 1832

TO

Pleasant Grove Pool
Shawn 801-372-3148
582 East 300 South
Pleasant Grove, UT 84062

QUOTE DATE	VALID THRU	FOR	PAGE
8/28/2023	12/4/2023	Pool Equip/Pleasant Grove	1

Pleasant Grove
Shawn 801-372-3148
582 East 300 South
Pleasant Grove, Utah 84062

ITEM NO	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL (USD)
COMMENT	1	Swimming Pool	0.00	0.00
NON STOCK EQUIP	1	Aquaify REgenerative Media Filter 1600 sf-FRP PMF-60-1600-FRP	159143.00	159,143.00
NON STOCK EQUIP	1	Aquify PMF Suite D8 - 12in x 10in x 6in PMF-SUITE-D8	0.00	0.00
NON STOCK EQUIP	1	Aquify Strainer 12in x 12in STR-1212-FRP	7563.96	7,563.96
NON STOCK EQUIP	1	Aquify Strainer Basket 10in - 12in for FRP STR-BSK-C-FRP	1896.96	1,896.96
NON STOCK EQUIP	1	Aquify Tee 12in x 8in x 6in FRP TEE-120806-FRP	3762.66	3,762.66
NON STOCK EQUIP	1	Herborner.F-N Pump 40HP NEMA motor FN150-270B-4004N-W2B	38040.96	38,040.96
NON STOCK EQUIP	1	Aquify Variable Frequency Drive 40HP 480v N4 with disconnect switch VFD4-D040-N4	14361.76	14,361.76
NON STOCK EQUIP	1	Aquify Concentric Reducer 10in x 6in FRP RDC-1006-FRP	1981.61	1,981.61
COMMENT	1	Slid Pool	0.00	0.00
NON STOCK EQUIP	1	Aquify Regenerative Media Filter 300 sf - FRP PMF-30-300-FRP	48480.25	48,480.25
NON STOCK EQUIP	1	Aquify PMF Suite B4 - 6in x 4in x 3in PMF-SUITE-B4	0.00	0.00

BY JANUARY 31, 2023 ALL FEED SYSTEMS WILL NEED TO BE IN COMPLIANCE WITH R392-302 (two layers of interlock protection) PER YOUR LOCAL HEALTH DEPARTMENT.
Call or email for more information and pricing (801) 485-6800/amy@cemaquatics.com

Effective April 1, 2022 there will be a delivery charge on ALL CEM Aquatics truck deliveries.
($35 for order less than $750; $25 for orders more than $750; any deliveries outside Northern Utah $350-case/case)

CEM AQUATICS
PO Box 65351
Salt Lake City, UT 84165

(801) 485-6800

Quote

Quote No: 1832

TO

Pleasant Grove Pool
Shawn 801-372-3148
582 East 300 South
Pleasant Grove, UT 84062

QUOTE DATE	VALID THRU	FOR	PAGE
8/28/2023	12/4/2023	Pool Equip/Pleasant Grove	2

ITEM NO	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL (USD)
NON STOCK EQUIP	1	Aquify Strainer 6in x 6in FRP STR-060-FRP	4428.63	4,428.63
NON STOCK EQUIP	1	Aquify Strainer Basket 6in - 8in for FRP STR-BSK-B-FRP	1021.51	1,021.51
NON STOCK EQUIP	1	Aquify Tee 6in x 3in x 3in FRP TEE-060303-FRP	2020.83	2,020.83
NON STOCK EQUIP	1	Herborner.F-N Pump 7.5 HP NEMA Motor FN065-220A-0754N-W2B	12877.98	12,877.98
NON STOCK EQUIP	1	Aquify Variable Frequence Drive 7.5 HP 480v N4 with disconnect switch VFD4-D007-N4	5541.63	5,541.63
NON STOCK EQUIP	1	Aquify Concentric Reducer 4in x 2-1/2in FRP RDC-0425-FRP	767.75	767.75
COMMENT	1	Spa	0.00	0.00
NON STOCK EQUIP	1	Aquify Regenerative Media Filter 100 sf - FRP PMF-30-100-FRP	45660.80	45,660.80
NON STOCK EQUIP	1	Aquify PMF Suite A2 - 3in x 3in x 2in PMF-SUITE-A2	0.00	0.00
NON STOCK EQUIP	1	Aquify Strainer 3in x 3in FRP STR-0303-FRP	3491.08	3,491.08
NON STOCK EQUIP	1	Aquify Strainer Basket 3in - 4in for FRP STR-BSK-A-FRP	634.01	634.01
NON STOCK EQUIP	1	Aquify Tee 3in x 3in x 2in FRP TEE-030302-FRP	1085.91	1,085.91
NON STOCK EQUIP	1	Herborner.F-N Pump 5 HP NEMA Motor FN065-200A-0504N-W2B	8393.63	8,393.63
NON STOCK EQUIP	1	Aquify Variable Frequency Drive 5 HP 450v N4 with disconnect switch	5054.70	5,054.70

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CEM AQUATICS
PO Box 65351
Salt Lake City, UT 84165

(801) 485-6800

Quote

Quote No: 1832

TO

Pleasant Grove Pool
Shawn 801-372-3148
582 East 300 South
Pleasant Grove, UT 84062

QUOTE DATE	VALID THRU	FOR	PAGE
8/28/2023	12/4/2023	Pool Equip/Pleasant Grove	3

ITEM NO	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL (USD)
		VFD4-D005-N4		
NON STOCK EQUIP	1	Aquify Concentric Reducer 3in x 2-1/2in FRP RDC-0325-FRP	670.91	670.91
NON STOCK EQUIP	1	Aquify Perlite Media Filter Compressor 2 HP PMF-CMP-02	2585.38	2,585.38
FREIGHT	1	Freight estimated	6200.00	6,200.00*
SER-FLAT	1.00	Commissioning & Owner Training	2500.00	2,500.00*

* means item is non-taxable

TOTAL AMOUNT (USD) $ 378,165.91

BY JANUARY 31, 2023 ALL FEED SYSTEMS WILL NEED TO BE IN COMPLIANCE WITH R392-302 (two layers of interlock protection) PER YOUR LOCAL HEALTH DEPARTMENT.
Call or email for more information and pricing (801) 485-6800/amy@cemaquatics.com

Effective April 1, 2022 there will be a delivery charge on ALL CEM Aquatics truck deliveries.
($35 for order less than $750; $25 for orders more than $750; any deliveries outside Northern Utah $350-case/case)

October 1st, 2024

Attn: **Pleasant Grove City**
Re: **Outdoor Pool – Additional Scope Items**

Per your request, we have put together the following pricing for the added scope items discussed previously and listed in our email dated 9-25-2024.

1) Installation of Owner Provided Nirbo Play Structure (3-week duration):

Core Drills for Anchoring:	$5,233
Concrete:	$2,300
Misc. Materials:	$600
Scissor Lift Rental:	$900
Labor/ Install:	$24,000
Tax:	$290
Total:	**$33,224**

tax removed

2) Provide & Install Dive Pool Coping Stones (2-week install time; stones already procured per PG City):

Stones:	$3,955
Labor/ Install:	$5,667
Tax:	$310
Total:	**$9,932**

tax removed

3) Installation of Main Pool Loop Loc Cover (6-week lead time; 1-week install time):

Cover:	$65,760
Labor/ Install:	$9,000
Tax:	$5,162
Total:	**$79,922**

tax removed

4) Installation of Pumps/ Filters/ VFD/ Strainers (Equipment already procured; 2-3 week install time):

PVC Pipe, Fittings & Valves w/ Supports:	$24,637
Labor/ Install:	$18,000
Tax:	$1,934
Total:	$44,571

tax removed

5) Installation of new conduit and level sensor for slide pool = We will take on this scope as part of the original contract at no cost adder.
6) Relocation of chemical tanks w/ new chemical lines = We will take on this scope as part of the original contract at no cost adder.
7) Installation of waterproofing over new concrete wall in surge tank/ pump pit = We will take on this scope as part of the original contract at no cost adder.

Agenda

Schedule of Values

PROJECT: Pleasant Grove City – 200 W; 400 North to Center St Waterline and Roadway Reconstruction | PAY PERIOD: 1 | PAY PERIOD: 2 | PAY PERIOD: 3 | PAY PERIOD: 4 | 10/10/2024

ITEM NO.	NATURE OF WORK	CONTRACT ITEMS				QUANTITY		QUANTITY		QUANTITY		QUANTITY		EARNINGS	
		Qty	Units	Unit Price	Bid Amt.	This Month	To Date	This Month	To Date	This Month	To Date	This Month	To Date	This Month	To Date
	BASE BID														
1	Mobilization	1	Lump	$69,950.00	$69,950.00	0.20	0.20	0.40	0.60	0.20	0.80	0.20	1.00	$13,990.00	$69,950.00
2	Traffic Control	1	Lump	$5,000.00	$5,000.00	0.50	0.50	0.50	1.00		1.00		1.00	$0.00	$5,000.00
3	Roadway Excavation (Plan Quantity)	2,593	CY	$28.83	$74,756.19		0.00		0.00		0.00	2593.00	2593.00	$74,756.19	$74,756.19
4	Soft Spot Repair (Contingency Item)	111	CY	$46.95	$5,211.45		0.00		0.00		0.00		0.00	$0.00	$0.00
5	Untreated Road Base (Plan Quantity)	1,711	CY	$47.89	$81,939.79		0.00		0.00		0.00	1711.00	1711.00	$81,939.79	$81,939.79
6	Hot Mix Asphalt (APWA Class II)	1,557	Ton	$99.19	$154,438.83		0.00		0.00		0.00		0.00	$0.00	$0.00
7	Remove Concrete Cross Gutter	365	SF	$8.70	$3,175.50		0.00		0.00	365.00	365.00		365.00	$0.00	$3,175.50
8	Install Concrete Cross Gutter	280	SF	$9.00	$2,520.00		0.00	339.00	339.00		339.00		339.00	$0.00	$3,051.00
9	Remove and Install Curb and Gutter	597	LF	$29.14	$17,396.58		0.00	53.00	53.00	279.00	332.00	279.00	611.00	$8,130.06	$17,804.54
10	Remove and Install Concrete Sidewalk	1,434	SF	$9.88	$14,167.92		0.00		0.00	556.00	556.00		556.00	$0.00	$5,493.28
11	Remove and Install Concrete Driveway	1,050	SF	$9.88	$10,374.00		0.00		0.00		0.00	1050.00	1050.00	$10,374.00	$10,374.00
12	Pedestrian Access Ramp	7	Ea	$3,387.00	$23,709.00		0.00		0.00	2.00	2.00	5.00	7.00	$16,935.00	$23,709.00
13	Adjust Valve Collar to Grade	15	Ea	$460.00	$6,900.00		0.00		0.00		0.00		0.00	$0.00	$0.00
14	Adjust Manhole Collar to Grade	5	Ea	$570.00	$2,850.00		0.00		0.00		0.00		0.00	$0.00	$0.00
15	8" C-900 Water Line	1,590	FT	$58.75	$93,412.50	892.50	892.50	651.50	1544.00		1544.00		1544.00	$0.00	$90,710.00
16	8" Gate Valves	7	Ea	$3,163.26	$22,142.82	4.00	4.00	2.00	6.00		6.00	2.00	8.00	$6,326.52	$25,306.08
17	8" bends and sleeves	4	Ea	$1,056.05	$4,224.20	1.00	1.00	1.00	2.00		2.00		2.00	$0.00	$2,112.10
18	8" Tee	3	Ea	$2,402.77	$7,208.31	2.00	2.00		2.00		2.00	1.00	3.00	$2,402.77	$7,208.31
19	Culinary Service Connection	29	Ea	$2,188.20	$63,457.80	19.00	19.00	11.00	30.00		30.00		30.00	$0.00	$65,646.00
20	Connect to Existing Fire Hydrant	1	Ea	$4,656.38	$4,656.38	0.50	0.50	0.50	1.00		1.00		1.00	$0.00	$4,656.38
21	Remove Fire Hydrant	1	Ea	$1,914.90	$1,914.90		0.00	1.00	1.00		1.00		1.00	$0.00	$1,914.90
22	Install Fire Hydrant	2	Ea	$8,841.80	$17,683.60		0.00	1.50	1.50	0.50	2.00		2.00	$0.00	$17,683.60
23	4" C-900 Water Line	1,255	FT	$38.00	$47,690.00		0.00		0.00	1255.00	1255.00		1255.00	$0.00	$47,690.00
24	4" Gate Valves	1	Ea	$2,075.69	$2,075.69		0.00		0.00	3.00	3.00		3.00	$0.00	$6,227.07
25	4" Bends and Sleeves	1	Ea	$1,968.48	$1,968.48		0.00		0.00	3.00	3.00		3.00	$0.00	$5,905.44
26	4" Tee	2	Ea	$1,511.54	$3,023.08		0.00		0.00	2.00	2.00		2.00	$0.00	$3,023.08
27	Secondary Service Connection	21	Ea	$2,292.40	$48,140.40		0.00		0.00	21.00	21.00		21.00	$0.00	$48,140.40
28	Secondary Meter Only	8	Ea	$1,527.00	$12,216.00		0.00		0.00	8.00	8.00		8.00	$0.00	$12,216.00
		Subtotal			**$802,203.42**									**$214,854.33**	**$633,692.66**
		Total			**$802,203.42**										

TOTAL	**$214,854.33**	**$633,692.66**
AMOUNT RETAINED	$10,742.72	$31,684.64
RETAINAGE RELEASED		$0.00
PREVIOUS RETAINAGE	-	$20,941.92
PREVIOUS PAYMENTS	-	$397,896.41
AMOUNT DUE	**$204,111.61**	**$204,111.61**

AWOLF CONSTRUCTION

AWC, AWOLF CONSTRUCTION

Jared R Wolfgramm
2158 North 160 East
Pleasant Grove
84062
8015924570
awolfconst@gmail.com

200 WEST ROAD IMPROVEMENTS
DRAW #4

INV153

DATE
09/05/2024

DUE
On Receipt

BALANCE DUE
USD $214,854.33

BILL TO

Britton Tveten

323 West 700 South
Pleasant Grove
84062
8017852941
btveten@pgcity.org

DESCRIPTION	RATE	QTY	AMOUNT
MOBILIZATION 100% ITEM #1	$69,950.00	0.2	$13,990.00
ROADWAY EXCAVATION ITEM #3 PLAN QUANTITY	$28.83	2,593	$74,756.19
UTBC ITEM #5 PLAN QUANTITY	$47.89	1,711	$81,939.79
INSTALL CROSS GUTTER ITEM #8	$9.00	0	$0.00
R&R CURB AND GUTTER ITEM #9	$29.14	279	$8,130.06

DESCRIPTION	RATE	QTY	AMOUNT
REMOVE AND REPLACE CONCRETE ITEM #12 APRONS 620 SQFT SIDEWALK 1806 SQFT	$9.88	1,050	$10,374.00
ADA PED RAMP ITEM #12 2 AT 200 N 2 AT 300 N 1 AT 400 N	$3,387.00	5	$16,935.00
8" GATE VALVES Item #16 AT 400 N	$3,163.26	2	$6,326.52
8" TEE Item #18 400 N	$2,402.77	1	$2,402.77

Payment Info

BY CHECK

AWolf CO, LLC

TOTAL	$214,854.33
BALANCE DUE	USD $214,854.33

Agenda

Report Criteria:
Invoices with totals above $0 included.
Only unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
GENERAL FUND							
10-13100 ACCTS REC.- CITY EMPLOYEES							
3080	FRATERNAL ORDER OF	09262024	PD/DUES	09/26/2024	483.00	.00	
10-21245 VISION INSURANCE PAYABLE							
8070	SUPERIOR VISION SERVI	849812	VISION INSURANCE	10/01/2024	1,365.83	.00	
10-21355 CASH BONDS (NEW)							
3023	FOSSIL COVE	09262024	LANDSCAPE BOND RELEASE	09/26/2024	8,359.38	.00	
3023	FOSSIL COVE	09272024	LANDSCAPE BOND INTEREST	09/26/2024	920.56	.00	
9345	WEAKLEY, ALENE	10012024	CONSTRUCTION BOND INTEREST	10/02/2024	1,137.72	.00	
9345	WEAKLEY, ALENE	10022024	CONSTRUCTION BOND RELEASE	10/02/2024	20,000.00	.00	
10-24300 COURT CHARGES CLEARING-35%							
9003	UTAH STATE TREASURE	07302024	COURT/STATE FUNDS	07/30/2024	1,874.67	.00	
9003	UTAH STATE TREASURE	09302024	COURT/STATE FUNDS	09/30/2024	1,786.27	.00	
10-24302 COURT SECURITY SURCHARGE-STATE							
9003	UTAH STATE TREASURE	07302024	COURT/STATE FUNDS	07/30/2024	4,286.34	.00	
9003	UTAH STATE TREASURE	09302024	COURT/STATE FUNDS	09/30/2024	4,241.33	.00	
10-24305 COURT CHARGES CLEARING-85%							
9003	UTAH STATE TREASURE	07302024	COURT/STATE FUNDS	07/30/2024	1,892.96	.00	
9003	UTAH STATE TREASURE	09302024	COURT/STATE FUNDS	09/30/2024	1,379.56	.00	
10-24310 BUILDING FEES CLEARING							
7918	STATE OF UTAH	09302024	COM DEV/BUILDING PERMIT FEE	09/30/2024	979.32	.00	
10-24350 SENIOR CITIZEN CLEARING							
5478	MOUNTAINLAND ASSOCI	08302024	SR. CNTR/CONTRIBUTION	08/31/2024	2,385.00	.00	
Total :					51,091.94	.00	
JUDICIAL							
10-42-240 OFFICE EXPENSE							
2122	CULLIGAN BOTTLED WA	465X25697808	JUDICIAL/DRINKING WATER	09/30/2024	40.55	.00	
Total JUDICIAL:					40.55	.00	
NON-DEPARTMENTAL							
10-43-310 LEGAL SERVICES							
2745	ESPLIN WEIGHT, PLLC	20874	LEGAL SERVICES	10/01/2024	75.00	.00	
4376	JOHN H. JACOBS P.C.	09302024	LEGAL SERVICES	09/30/2024	5,391.04	.00	
7983	STEVENS & GAILEY	13008	LEGAL SERVICES	10/01/2024	516.00	.00	
10-43-330 PROFESSIONAL SERVICES							
2949	FLINDERS, LISA	924	CONTRACTED SERVICES	10/02/2024	3,000.00	.00	
10-43-760 TECHNOLOGY							
2771	EXPRESS EVALUATIONS	1352	SOFTWARE ANNUAL LICENSE	09/01/2024	5,000.00	.00	
4092	iCONNECT STRATAGIES,	240901	WEBSITE RETAINER AGREEMEMT	09/20/2024	583.00	.00	
4747	LES OLSON COMPANY	EA1454804	MONTHLY CONTRACTED SERVICE	09/17/2024	1,928.43	.00	
10-43-770 Public Safety Trust Fund							
815	BATTLE CREEK BEHAVIO	17573	PD/PROFESSIONAL SERVICES	10/01/2024	150.00	.00	
3792	HEALTHIER YOU COUNS	09042024	FIRST RESPONDERS COUNSELING	09/04/2024	50.00	.00	
3792	HEALTHIER YOU COUNS	09062024	FIRST RESPONDERS COUNSELING	09/05/2024	25.37	.00	
3792	HEALTHIER YOU COUNS	09172024	FIRST RESPONDERS COUNSELING	09/17/2024	23.13	.00	
Total NON-DEPARTMENTAL:					16,741.97	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
LEGAL SERVICES							
10-44-760 TECHNOLOGY							
6845	RELX INC.	3095344401	LEGAL/SUBSCRIPTION	09/30/2024	251.00	.00	
	Total LEGAL SERVICES:				251.00	.00	
ADMINISTRATIVE SERVICES							
10-46-240 OFFICE EXPENSE							
5729	ODP BUSINESS SOLUTIO	387947330001	ADM/OFFICE SUPPLIES	10/01/2024	218.98	.00	
6645	QUADIENT FINANCE USA	09192024	ADM/POSTAGE	09/19/2024	2,000.00	.00	
10-46-285 CELLULAR SERVICES							
9131	VERIZON WIRELESS	9972825600	MULTI DEPT/CELL PHONE EXEPNS	09/01/2024	40.01	.00	
	Total ADMINISTRATIVE SERVICES:				2,258.99	.00	
FACILITIES							
10-47-480 DEPARTMENTAL SUPPLIES							
239	ALLRED ACE HARDWAR	09302024	MULT DEPT/DEPARTMENT SUPPLI	09/30/2024	81.15	.00	
1028	BORDER STATES INDUS	928956728	BUILDING MAINTENANCE	08/28/2024	171.97	.00	
10-47-530 CITY HALL - BLDG MAINTENANCE							
8678	UNIFIRST CORPORATIO	09302024	RUG CLEANING	09/30/2024	140.90	.00	
10-47-560 PARKS - BUILDING MAINTENANCE							
970	BJ PLUMBING SUPPLY	001045339	BUILDING MAINTENANCE	09/18/2024	83.08	.00	
970	BJ PLUMBING SUPPLY	001045724	BUILDING MAINTENANCE	09/23/2024	11.52	.00	
970	BJ PLUMBING SUPPLY	001045911	BUILDING MAINTENANCE	09/25/2024	122.37	.00	
8436	TOLD PLUMBING LLC	44296092624	BUILDING MAINTENANCE-1100 N	09/26/2024	190.00	.00	
10-47-610 POLICE - POWER							
7062	ROCKY MOUNTAIN POW	09162024	PD/ELECTRICITY EXPENSE	09/16/2024	2,752.29	.00	
10-47-620 POLICE - BLDG MAINT							
239	ALLRED ACE HARDWAR	09302024	MULT DEPT/DEPARTMENT SUPPLI	09/30/2024	17.27	.00	
10-47-660 FIRE/AMBULANCE - BLDG MAINT							
8678	UNIFIRST CORPORATIO	09302024	RUG CLEANING	09/30/2024	653.35	.00	
10-47-670 FIRE/AMBULANCE - BLDG IMPROVE							
8678	UNIFIRST CORPORATIO	09302024	RUG CLEANING	09/30/2024	213.75	.00	
10-47-700 CEMETERY BLDG - BLDG MAINT							
239	ALLRED ACE HARDWAR	09302024	MULT DEPT/DEPARTMENT SUPPLI	09/30/2024	68.99	.00	
1870	CODALE ELECTRIC SUP	S008646061.0	CEM/CONDUIT-CREDIT	09/03/2024	198.27-	.00	
8678	UNIFIRST CORPORATIO	09302024	RUG CLEANING	09/30/2024	115.40	.00	
10-47-730 LIBRARY/SENIOR - BLDG MAINT							
1870	CODALE ELECTRIC SUP	S008661993.0	BUILDING MAINTENANCE	09/17/2024	77.47	.00	
1870	CODALE ELECTRIC SUP	S008661993.0	BUILDING MAINTENANCE	09/17/2024	154.94	.00	
1870	CODALE ELECTRIC SUP	S008661993.0	BUILDING MAINTENANCE	09/17/2024	77.47	.00	
8678	UNIFIRST CORPORATIO	09302024	RUG CLEANING	09/30/2024	102.80	.00	
10-47-780 PUBLIC WORKS - BLDG MAINT							
152	AIR EXPRESS HEATING	312843	BUILDING MAINTENANCE AC REPAI	08/28/2024	306.00	.00	
10-47-800 GENERAL MAINTENANCE EXPENSES							
239	ALLRED ACE HARDWAR	09302024	MULT DEPT/DEPARTMENT SUPPLI	09/30/2024	14.39	.00	
1870	CODALE ELECTRIC SUP	S008678506.0	BUILDING MAINTENANCE	09/24/2024	259.00	.00	
1870	CODALE ELECTRIC SUP	S008694107.0	BUILDING MAINTENANCE	09/24/2024	228.00	.00	
3982	HOYTS TILE	09232024	ANDERSON PARK BATHROOM FLO	09/23/2024	1,650.00	.00	
10-47-801 ELEVATORS							
8376	TK ELEVATOR CORPORA	3008123185	PD/ELEVATOR MAINTENANCE	10/01/2024	772.37	.00	
8376	TK ELEVATOR CORPORA	3008123382	REC/ELEVATOR MAINTENANCE	10/01/2024	670.79	.00	
8376	TK ELEVATOR CORPORA	3008126435	LIB/ELEVATOR MAINTENANCE	10/01/2024	790.17	.00	
8376	TK ELEVATOR CORPORA	3008153300	SR. CENTER/ELEVATOR MAINTENA	10/01/2024	700.40	.00	
8376	TK ELEVATOR CORPORA	6000746937	SC/5 YEARS SAFETY TEST	09/10/2024	3,649.45	.00	

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10-47-830 SR CENTER - BLDG MAINT							
239	ALLRED ACE HARDWAR	09302024	MULT DEPT/DEPARTMENT SUPPLI	09/30/2024	6.71	.00	
8678	UNIFIRST CORPORATIO	09302024	RUG CLEANING	09/30/2024	90.75	.00	
10-47-840 LIONS/SPORTSMAN - BLDG MAINT							
6525	PROFESSIONAL HEATIN	5172	BUILDING MAINTENANCE	09/19/2024	79.00	.00	
	Total FACILITIES:				14,053.48	.00	
ENGINEERING							
10-51-332 PROFESSIONAL SERVICES							
4292	J.U.B. ENGINEERS, INC.	0177250	GENERAL SERVICES	09/23/2024	1,197.00	.00	
	Total ENGINEERING:				1,197.00	.00	
COMMUNITY DEVELOPMENT							
10-52-240 OFFICE EXPENSE							
5729	ODP BUSINESS SOLUTIO	386969043001	COM DEV/OFFICE SUPPLIES	09/12/2024	66.01	.00	
10-52-285 CELLULAR SERVICES							
9131	VERIZON WIRELESS	9972825600	MULTI DEPT/CELL PHONE EXEPNS	09/01/2024	176.56	.00	
9131	VERIZON WIRELESS	9972825600	MULTI DEPT/CELL PHONE EXEPNS	09/01/2024	80.02	.00	
	Total COMMUNITY DEVELOPMENT:				322.59	.00	
POLICE DEPARTMENT							
10-54-210 MEETINGS & MEMBERSHIPS							
5033	MACEYS	361219	PD/MEETING EXPENSE	09/17/2024	102.58	.00	
8807	UTAH CHIEFS OF POLICE	25755	PD/MEMBERSHIP DUES	09/18/2024	1,093.07	.00	
10-54-285 CELLULAR SERVICES							
9131	VERIZON WIRELESS	9972825600	MULTI DEPT/CELL PHONE EXEPNS	09/01/2024	3,385.76	.00	
10-54-480 DEPARTMENTAL SUPPLIES							
239	ALLRED ACE HARDWAR	09302024	MULT DEPT/DEPARTMENT SUPPLI	09/30/2024	7.29	.00	
10-54-610 MISCELLANEOUS EXPENSE							
5033	MACEYS	358166	PD/DEPARTMENTAL SUPPLIES	09/19/2024	112.99	.00	
	Total POLICE DEPARTMENT:				4,701.69	.00	
FIRE DEPARTMENT							
10-55-250 VEHICLE EXPENSE							
239	ALLRED ACE HARDWAR	09302024	MULT DEPT/DEPARTMENT SUPPLI	09/30/2024	105.58	.00	
4674	LARRY H MILLER SUPER	702968	FIRE/VEHICLE REPAIR	09/18/2024	2,421.54	.00	
10-55-300 UNIFORM EXPENSE							
4614	L.N. CURTIS & SONS	870136	FIRE/BOOTS	09/24/2024	602.99	.00	
7359	SEA WESTERN, INC	35884	FIRE/LEATHER HELMETS	09/23/2024	6,968.80	.00	
10-55-480 DEPARTMENTAL SUPPLIES							
239	ALLRED ACE HARDWAR	09302024	MULT DEPT/DEPARTMENT SUPPLI	09/30/2024	22.89	.00	
1060	BOUNDTREE MEDICAL, L	85494910	FIRE/DEPARTMENTAL SUPPLIES	09/20/2024	89.41	.00	
1060	BOUNDTREE MEDICAL, L	85494911	FIRE/DEPARTMENTAL SUPPLIES	09/20/2024	170.14	.00	
1060	BOUNDTREE MEDICAL, L	85494912	FIRE/DEPARTMENTAL SUPPLIES	09/20/2024	329.92	.00	
1060	BOUNDTREE MEDICAL, L	85499876	FIRE/DEPARTMENTAL SUPPLIES	09/25/2024	112.50	.00	
1060	BOUNDTREE MEDICAL, L	85499877	FIRE/DEPARTMENTAL SUPPLIES	09/25/2024	234.52	.00	
3841	HENRY SCHEIN INC.	15313376	FIRE/DEPARTMENTAL SUPPLIE	09/27/2024	193.59	.00	
10-55-740 EQUIPMENT							
239	ALLRED ACE HARDWAR	09302024	MULT DEPT/DEPARTMENT SUPPLI	09/30/2024	33.70	.00	
4614	L.N. CURTIS & SONS	870034	FIRE/EQUIPMENT REPAIR	09/20/2024	197.00	.00	
	Total FIRE DEPARTMENT:				11,482.58	.00	

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STREETS							
10-60-278 STREET LIGHT MAINTENANCE							
972	BLACK & McDONALD	76-1687530	STR/LIGHT EXPENSE	09/17/2024	1,297.77	.00	
10-60-280 TELEPHONE EXPENSE							
1480	CENTRACOM INTERACTI	10022024	PUBLIC WORKS/PHONE EXPENSE	10/01/2024	92.12	.00	
10-60-480 DEPARTMENTAL SUPPLIES							
239	ALLRED ACE HARDWAR	09302024	MULT DEPT/DEPARTMENT SUPPLI	09/30/2024	100.98	.00	
4019	HUMPHRIES, INC.	2046255	STR/DEPARTMENTAL SUPPLIES	09/30/2024	45.60	.00	
Total STREETS:					1,536.47	.00	
LIBRARY							
10-65-240 OFFICE EXPENSE							
5729	ODP BUSINESS SOLUTIO	379050675001	LIB/OFFICE SUPPLIES	09/13/2024	62.10	.00	
8158	TECH LOGIC CORPORAT	21001796	LIB/PRINTER THERMAL PAPER	09/24/2024	192.64	.00	
10-65-285 CELLULAR SERVICES							
9131	VERIZON WIRELESS	9972825600	MULTI DEPT/CELL PHONE EXEPNS	09/01/2024	42.89	.00	
10-65-480 BOOKS							
4945	LOOKOUT BOOKS	ARU0376116	LIB/BOOKS	09/26/2024	314.76	.00	
5225	MIDAMERICA BOOKS	0044178	LIB/BOOKS	09/19/2024	167.65	.00	
10-65-485 AUDIO/VISUAL MATERIALS							
6270	PLAYAWAY PRODUCTS L	475915	LIB/AUDIO MATERIALS	09/24/2024	333.69	.00	
10-65-610 MISCELLANEOUS EXP.							
3571	GURR'S COPYTEC	N68519	LIB/POSTER	08/28/2024	26.88	.00	
6343	PLEASANT GROVE PRIN	9917	LIB/BANNER	09/25/2024	40.00	.00	
10-65-760 TECHNOLOGY							
2733	ENVISIONWARE, INC.	US-73005	LIB/ENVISION WARE RENEWAL	10/01/2024	575.00	.00	
8158	TECH LOGIC CORPORAT	21001633	LIB/SPAD ANTENNA READER	08/19/2024	1,020.00	.00	
Total LIBRARY:					2,775.61	.00	
PARKS							
10-70-200 MOWER EXPENSE							
2178	CUTLERS, INC.	685592	PARK/MOWER EXPENSE	09/19/2024	175.46	.00	
6278	PLEASANT GROVE BIG O	044250-75255	PARK/MOWER EXPENSE	09/26/2024	317.41	.00	
8576	TURF EQUIPMENT	3027635-00	PARK/MOWER EXPENSE	09/25/2024	316.50	.00	
8576	TURF EQUIPMENT	3027635-01	PARK/MOWER EXPENSE	09/26/2024	13.86	.00	
8576	TURF EQUIPMENT	3027669-00	PARKS/MOWER EXPENSE	09/26/2024	34.90	.00	
10-70-285 CELLULAR SERVICES							
9131	VERIZON WIRELESS	9972825600	MULTI DEPT/CELL PHONE EXEPNS	09/01/2024	514.68	.00	
10-70-320 SPRINKLER & LANDSCAPE							
239	ALLRED ACE HARDWAR	09302024	MULT DEPT/DEPARTMENT SUPPLI	09/30/2024	182.28	.00	
10-70-340 DIAMOND CREW SUPPLIES							
239	ALLRED ACE HARDWAR	09302024	MULT DEPT/DEPARTMENT SUPPLI	09/30/2024	51.82	.00	
2766	EWING IRRIGATION PRO	23406935	PARK/DEPARTMENTAL SUPPLIES	09/16/2024	3,538.08	.00	
10-70-350 SERVICE PROJECT SUPPLIES							
239	ALLRED ACE HARDWAR	09302024	MULT DEPT/DEPARTMENT SUPPLI	09/30/2024	524.95	.00	
10-70-480 DEPARTMENTAL SUPPLIES							
239	ALLRED ACE HARDWAR	09302024	MULT DEPT/DEPARTMENT SUPPLI	09/30/2024	191.35	.00	
4019	HUMPHRIES, INC.	2046256	PARKS/CYLINDER RENTAL	09/30/2024	47.12	.00	
10-70-670 SAFETY EQUIP. & SUPPLIES							
239	ALLRED ACE HARDWAR	09302024	MULT DEPT/DEPARTMENT SUPPLI	09/30/2024	70.06	.00	
Total PARKS:					5,978.47	.00	
RECREATION							

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10-71-240 OFFICE EXPENSE							
5729	ODP BUSINESS SOLUTIO	383483473001	REC/DEPARTMENTAL SUPPLIES	09/10/2024	68.48	.00	
5729	ODP BUSINESS SOLUTIO	383582765001	REC/OFFICE SUPPLIES	09/11/2024	20.60	.00	
5729	ODP BUSINESS SOLUTIO	383582784001	REC/OFFICE SUPPLIES	09/10/2024	16.49	.00	
5729	ODP BUSINESS SOLUTIO	384742132001	REC/OFFICE SUPPLIES	09/06/2024	59.99-	.00	
5729	ODP BUSINESS SOLUTIO	385753406001	REC/OFFICE SUPPLIES	09/17/2024	148.78	.00	
5729	ODP BUSINESS SOLUTIO	385753406002	REC/OFFICE SUPPLIES	09/18/2024	6.47	.00	
5729	ODP BUSINESS SOLUTIO	385773018001	REC/OFFICE SUPPLIES	09/17/2024	2.64	.00	
5729	ODP BUSINESS SOLUTIO	385773020001	REC/OFFICE SUPPLIES	09/18/2024	12.23	.00	
5729	ODP BUSINESS SOLUTIO	385773033001	REC/DEPARTMENTAL SUPPLIES	09/17/2024	41.16	.00	
5729	ODP BUSINESS SOLUTIO	385798830001	REC/OFFICE SUPPLIES	09/16/2024	47.49	.00	
5729	ODP BUSINESS SOLUTIO	385803127001	REC/OFFICE SUPPLIES	09/16/2024	10.22	.00	
5729	ODP BUSINESS SOLUTIO	386678059001	REC/DEPARTMENTAL SUPPLIES	09/23/2024	35.35-	.00	
5729	ODP BUSINESS SOLUTIO	386683643001	REC/OFFICE SUPPLIES	09/16/2024	29.90	.00	
5729	ODP BUSINESS SOLUTIO	386691350001	REC/DEPARTMENTAL SUPPLIES	09/16/2024	51.24	.00	
6066	PEAK SOFTWARE SYSTE	09242024	REC/ADMITTANCE KEYPAD	09/24/2024	80.00	.00	
10-71-480 DEPARTMENTAL SUPPLIES							
4019	HUMPHRIES, INC.	2045235	REC/CYLINDER RENTAL	09/30/2024	11.40	.00	
8219	TEXTILE TEAM OUTLET	7818	REC/STAFF SHIRTS	09/06/2024	115.70	.00	
Total RECREATION:					567.46	.00	
LEISURE SERVIVES							
10-72-285 CELLULAR SERVICES							
9131	VERIZON WIRELESS	9972825600	MULTI DEPT/CELL PHONE EXEPNS	09/01/2024	42.89	.00	
Total LEISURE SERVIVES:					42.89	.00	
CUSTODIAL SERVICES							
10-74-250 VEHICLE							
3468	GREASE MONKEY #790	306603	CUSTODIAL/VEHICLE EXPENSE	09/18/2024	97.37	.00	
10-74-285 CELLULAR SERVICES							
9131	VERIZON WIRELESS	9972825600	MULTI DEPT/CELL PHONE EXEPNS	09/01/2024	42.89	.00	
10-74-480 DEPARTMENTAL SUPPLIES							
239	ALLRED ACE HARDWAR	09302024	MULT DEPT/DEPARTMENT SUPPLI	09/30/2024	40.28	.00	
Total CUSTODIAL SERVICES:					180.54	.00	
Total GENERAL FUND:					113,223.23	.00	
WATER IMPACT FEES							
16-70-968 NATHANIEL CANAL TO TANK							
4542	KILGORE COMPANIES LL	5-09242024	NATHANIEL DR IMPROVEMENTS	09/24/2024	247,144.40	.00	
Total :					247,144.40	.00	
Total WATER IMPACT FEES:					247,144.40	.00	
CLASS C ROAD FUND							
EXPENDITURES							
20-40-480 DEPARTMENTAL SUPPLIES							
2192	D AND L SUPPLY CO., IN	166423	CLASS C ROADS/DEPARMENTAL S	09/30/2024	218.00	.00	
3312	GENEVA ROCK PRODUC	145291	CLASS C ROADS/ASPHALT	09/25/2024	96.00	.00	
5185	METALMART INC.	303418	CLASS C DEPARTMENTAL SUPPLIE	09/20/2024	355.43	.00	
5833	O'REILLY AUTOMOTIVE I	3623-147256	CLASS C ROADS/DEPARTMENTAL	08/28/2024	67.96	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
20-40-808 2600 North Reconstruction							
4318	JACQUES & ASSOCIATE	2099	CLASS C ROADS/2600 N STREET P	09/21/2024	722.30	.00	
6760	RB & G ENGINEERING, I	202113	CLASS C ROADS/2600 N STREET I	09/20/2024	30,142.50	.00	
20-40-816 SIDEWALK CURB & GUTTER							
5054	MAINLINE	2527	CLASS C ROADS/CURB & GUTTER	09/18/2024	34,178.85	.00	
20-40-968 Murdock Drive 960-1050 East							
6955	RIDGELINE CONSULTAN	1048	MURDOCK DR PROJECT	10/02/2024	3,000.00	.00	
Total EXPENDITURES:					68,781.04	.00	
BONDS - GENERAL							
20-80-974 1550 EAST MURDOCK DRIVE							
6955	RIDGELINE CONSULTAN	1048	MURDOCK DR PROJECT	10/02/2024	3,063.93	.00	
Total BONDS - GENERAL:					3,063.93	.00	
Total CLASS C ROAD FUND:					71,844.97	.00	
CEMETERY							
22-70-480 DEPARTMENTAL SUPPLIES							
239	ALLRED ACE HARDWAR	09302024	MULT DEPT/DEPARTMENT SUPPLI	09/30/2024	84.21	.00	
Total :					84.21	.00	
Total CEMETERY:					84.21	.00	
E-911							
EXPENDITURES							
41-40-260 MAINTENANCE							
1490	CENTRAL UTAH 911	1003	DISPATCH EXPENSES 7/24--9/24	10/03/2024	66,997.91	.00	
Total EXPENDITURES:					66,997.91	.00	
Total E-911:					66,997.91	.00	
LOCAL BLDG AUTH OF P.G. FUND							
EXPENDITURES							
42-40-490 THE RUTH (HCT) PROJECT							
3613	HALE CENTER FOUNDAT	092524	REIMB. FOR MULTIPLE CONTRACT	09/25/2024	278,866.68	.00	
Total EXPENDITURES:					278,866.68	.00	
Total LOCAL BLDG AUTH OF P.G. FUND:					278,866.68	.00	
STORM DRAIN UTILITY FUND							
GENERAL GOVERNMENT							
48-41-280 TELEPHONE EXPENSE							
1480	CENTRACOM INTERACTI	10022024	PUBLIC WORKS/PHONE EXPENSE	10/01/2024	39.21	.00	
48-41-480 DEPARTMENTAL SUPPLIES							
239	ALLRED ACE HARDWAR	09302024	MULT DEPT/DEPARTMENT SUPPLI	09/30/2024	40.31	.00	
5482	MOUNTAINLAND SUPPLY	S106470781.0	STRM DRN/DEPARTMENTAL SUPPL	09/17/2024	400.80	.00	
48-41-650 SPECIAL PROJECTS							
3312	GENEVA ROCK PRODUC	15174.01	FLOODING 8-13-24 VAC TRUCK AN	08/23/2024	2,970.00	.00	
Total GENERAL GOVERNMENT:					3,450.32	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
STORM DRAIN PROJECTS							
48-70-920 VEHICLE REPLACEMENT							
3412	GOT DIRT ? CONSTRUCT	4-09242024	1160 N UTILITIES & ROADWAY IMP	09/24/2024	6,878.80	.00	
48-70-959 Anderson Park							
5054	MAINLINE	2529	ANDERSON PARK PROJECT-WATE	09/18/2024	10,855.00	.00	
	Total STORM DRAIN PROJECTS:				17,733.80	.00	
	Total STORM DRAIN UTILITY FUND:				21,184.12	.00	
CAPITAL PROJECTS FUND							
EXPENDITURES							
49-40-203 POLICE 2025							
7220	SALT LAKE WHOLESALE	100083	PD/AMMUNITION	09/09/2024	965.12	.00	
7220	SALT LAKE WHOLESALE	100084	PD/AMMUNITION	09/09/2024	4,664.00	.00	
	Total EXPENDITURES:				5,629.12	.00	
49-60-701 RECREATION 2024							
3052	FOXBUILT	12903	REC/OFFICE REMODELING	09/24/2024	884.00	.00	
49-60-824 POOL LEVELING PROJECT							
6760	RB & G ENGINEERING, I	240102	POOL DECK GRADES DESIGN	09/20/2024	17,462.50	.00	
49-60-920 COOK FAMILY PARK							
6241	PIPEVIEW SERVICES	13810	STRM DRN/HOURLY VIDEOD& CLE	09/17/2024	7,887.00	.00	
	Total :				26,233.50	.00	
	Total CAPITAL PROJECTS FUND:				31,862.62	.00	
WATER FUND							
EXPENDITURES							
51-40-280 TELEPHONE EXPENSE							
1480	CENTRACOM INTERACTI	10022024	PUBLIC WORKS/PHONE EXPENSE	10/01/2024	39.21	.00	
51-40-330 ENGINEERING							
4292	J.U.B. ENGINEERS, INC.	0177250	GENERAL SERVICES	09/23/2024	205.70	.00	
4292	J.U.B. ENGINEERS, INC.	0177250	GENERAL SERVICES	09/23/2024	1,750.80	.00	
51-40-340 TESTING & ANALYSIS							
6938	RICHARDS LABORATORI	51903	WATER TESTING	09/19/2024	750.00	.00	
6938	RICHARDS LABORATORI	51987	WATER TESTING	09/30/2024	500.00	.00	
51-40-420 STREET REPAIRS							
3312	GENEVA ROCK PRODUC	144840	WATER/STREET REPAIRS	09/24/2024	183.00	.00	
51-40-480 DEPARTMENTAL SUPPLIES							
239	ALLRED ACE HARDWAR	09302024	MULT DEPT/DEPARTMENT SUPPLI	09/30/2024	106.99	.00	
51-40-500 BONDS-PRINCIPLE PAYMENTS							
1847	CNA SURETY	10032024	WATER/BOND INSURANCE	10/03/2024	235.00	.00	
51-40-550 BOND AGENT FEES							
540	ARBITRAGE COMPLIANC	1036793	ARBITRAGE REBATE CALCULATIO	09/16/2024	600.00	.00	
51-40-600 REPAIR & MAINTENANCE							
239	ALLRED ACE HARDWAR	09302024	MULTI DEPT/DEPARTMENT SUPPLI	09/30/2024	347.07	.00	
5482	MOUNTAINLAND SUPPLY	S106455545.0	WATER/DEPARTMENTAL SUPPLIES	09/18/2024	187.53	.00	
5482	MOUNTAINLAND SUPPLY	S106500851.0	WATER/DEPARTMENTAL SUPPLIES	09/30/2024	1,313.85	.00	
	Total EXPENDITURES:				6,219.15	.00	
WATER CAPITAL PROJECTS							

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
51-70-720 WADE SPRINGS							
688	B AND D PUMP & ELECT	4083	WATER/WELL MAINTENANCE	09/10/2024	325.00	.00	
688	B AND D PUMP & ELECT	4085	WATER/WELL MAINTENANCE	09/11/2024	325.00	.00	
5054	MAINLINE	2543	WATER/LINE INSTALLATION	09/27/2024	17,928.95	.00	
51-70-968 NATHANIEL CANAL TANK							
5482	MOUNTAINLAND SUPPLY	S106489302.0	WATER/DEPARTMENTAL SUPPLIES	09/24/2024	992.82	.00	
6134	PETERSON PLUMBING S	3332483	WATER/DEPARTMENTAL SUPPLIES	09/24/2024	147.54	.00	
51-70-975 PETERSON WELL REHAB							
5482	MOUNTAINLAND SUPPLY	S106486646.0	WATER/DEPARTMENTAL SUPPLIES	09/24/2024	254.76	.00	
6134	PETERSON PLUMBING S	3276208	WATER/DEPARTMENTAL SUPPLIES	09/23/2024	1,710.00	.00	
Total WATER CAPITAL PROJECTS:					21,684.07	.00	
Total WATER FUND:					27,903.22	.00	
SEWER FUND							
52-21320 ACCTS PAYABLE-TIMP SERV DIST.							
8422	TIMP. SPECIAL SERVICE	09302024	IMPACT FEES	09/30/2024	23,510.32	.00	
Total :					23,510.32	.00	
EXPENDITURES							
52-40-250 VEHICLE EXPENSE							
239	ALLRED ACE HARDWAR	09302024	MULTI DEPT/DEPARTMENT SUPPLI	09/30/2024	4.41	.00	
675	AUTO ZONE STORES, IN	06231501287	SEWER/VEHICLE EXPENSE	09/26/2024	19.50	.00	
5833	O'REILLY AUTOMOTIVE I	3623-146254	SEWER/VEHICLE REPAIR	08/21/2024	30.47	.00	
52-40-280 TELEPHONE EXPENSE							
1480	CENTRACOM INTERACTI	10022024	PUBLIC WORKS/PHONE EXPENSE	10/01/2024	39.22	.00	
52-40-300 PPE SAFETY & UNIFORM							
1368	C-A-L RANCH STORES	14863/8	SEWER/CLOTHING	09/18/2024	104.98	.00	
52-40-480 DEPARTMENTAL SUPPLIES							
239	ALLRED ACE HARDWAR	09302024	MULTI DEPT/DEPARTMENT SUPPLI	09/30/2024	32.23	.00	
Total EXPENDITURES:					230.81	.00	
52-90-943 600 W CENTER ST TO 1100 N							
3412	GOT DIRT ? CONSTRUCT	4-09242024	1160 N UTILITIES & ROADWAY IMP	09/24/2024	213,610.15	.00	
Total :					213,610.15	.00	
Total SEWER FUND:					237,351.28	.00	
SECONDARY WATER							
EXPENDITURES							
54-40-270 POWER EXPENSE							
7062	ROCKY MOUNTAIN POW	09242024	WALKER BOOSTER PUMP	09/24/2024	481.03	.00	
54-40-280 TELEPHONE EXPENSE							
1480	CENTRACOM INTERACTI	10022024	PUBLIC WORKS/PHONE EXPENSE	10/01/2024	39.21	.00	
54-40-300 PPE SAFETY & UNIFORM							
1368	C-A-L RANCH STORES	14869/8	SEC WATER/CLOTHING	09/20/2024	65.24	.00	
1368	C-A-L RANCH STORES	14896/8	SEC WATER/CLOTHING	10/01/2024	44.99	.00	
1368	C-A-L RANCH STORES	14897/8	SEC WATER/BOOTS	10/01/2024	59.98	.00	
54-40-480 DEPARTMENTAL SUPPLIES							
239	ALLRED ACE HARDWAR	09302024	MULTI DEPT/DEPARTMENT SUPPLI	09/30/2024	143.54	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
54-40-600 REPAIR & MAINTENANCE							
239	ALLRED ACE HARDWAR	09302024	MULTI DEPT/DEPARTMENT SUPPLI	09/30/2024	144.13	.00	
5482	MOUNTAINLAND SUPPLY	S106477162.0	WATER/DEPARTMENTAL SUPPLIES	09/19/2024	102.83	.00	
	Total EXPENDITURES:				1,080.95	.00	
CAPITAL PROJECTS							
54-70-945 SECONDARY METERING							
239	ALLRED ACE HARDWAR	09302024	MULTI DEPT/DEPARTMENT SUPPLI	09/30/2024	74.18	.00	
4043	HYDRO VAC EXCAVATIO	1380	PRESSURIZED IRRIGATION METER	09/11/2024	404,149.50	.00	
5482	MOUNTAINLAND SUPPLY	S106471919.0	SEC WATER/DEPARTMENTAL SUPP	09/18/2024	912.15	.00	
5482	MOUNTAINLAND SUPPLY	S106475860.0	SEC WATER/DEPARTMENTAL SUPP	09/18/2024	340.31	.00	
6134	PETERSON PLUMBING S	3329738	SEC WATER/DEPARTMENTAL SUPP	09/17/2024	452.04	.00	
54-70-946 1300 East Roadway							
4542	KILGORE COMPANIES LL	5-09242024	NATHANIEL DR IMPROVEMENTS	09/24/2024	4,275.00	.00	
	Total CAPITAL PROJECTS:				410,203.18	.00	
	Total SECONDARY WATER:				411,284.13	.00	
CAPITAL EQUIPMENT							
58-40-660 POLICE EQUIPMENT							
3237	GAUGE AUTOMOTIVE IN	8547	VEHICLE PROCUREMENT	09/20/2024	7,140.00	.00	
	Total :				7,140.00	.00	
	Total CAPITAL EQUIPMENT:				7,140.00	.00	
SWIMMING POOL							
SWIMMING POOL							
71-73-420 CONTRACTED SERVICES							
8156	TCI SECURITY OF UTAH	39929	POOL/SECURITY MONITORING	09/20/2024	45.00	.00	
	Total SWIMMING POOL:				45.00	.00	
	Total SWIMMING POOL:				45.00	.00	
COMMUNITY CENTER							
72-34-310 RECREATION FEE REVENUES							
2862	FIETKAU, CHANDLER	08302024	REC/CONTRACTED SERVICES	08/30/2024	150.50	.00	
5632	NEWBRY, JULIA ANN	09232024	REC/CONTRACTED SERVICES	09/23/2024	40.50	.00	
	Total :				191.00	.00	
72-71-062 COMMUNITY CTR - BLDG MAINT							
239	ALLRED ACE HARDWAR	09302024	MULTI DEPT/DEPARTMENT SUPPLI	09/30/2024	89.47	.00	
970	BJ PLUMBING SUPPLY	001044580	REC/BUILDING MAINTENANCE	09/09/2024	80.09	.00	
8678	UNIFIRST CORPORATIO	09302024	RUG CLEANING	09/30/2024	325.30	.00	
9347	WEATHER TIGHT ROOFI	364	REC/ROOF REPAIR	09/17/2024	1,800.00	.00	
72-71-410 PROGRAM SUPPLIES & EQUIPMENT							
3571	GURR'S COPYTEC	N68613	REC/SIGNS	09/03/2024	727.71	.00	
3571	GURR'S COPYTEC	N68619	REC/SIGNS	08/30/2024	99.05	.00	
3571	GURR'S COPYTEC	N68655	REC/COPIES	09/10/2024	633.82	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
72-71-411 ADULT SPORTS							
6677	QUICK SCORES LLC	242087	REC/LEAGUE SOFTWARE SYSTEM	09/20/2024	52.50	.00	
8219	TEXTILE TEAM OUTLET	7872	REC/AWARDS	09/19/2024	361.50	.00	
8965	UTAH NSA SOFTBALL	PF2024-1006	REC/UMPIRING	09/07/2024	416.00	.00	
72-71-412 YOUTH SPORTS							
1504	CENTRAL UTAH RECREA	CC24-10	REC/CROSS COUNTRY 2024	09/18/2024	75.00	.00	
3322	GEPP OF RI, LLC	24-18027	REC/PICKLEBALL MEDALS	04/27/2024	252.00	.00	
3322	GEPP OF RI, LLC	24-208324	REC/RACE MEDALS	09/12/2024	163.44	.00	
3322	GEPP OF RI, LLC	24-208325	REC/2024 MEDALS	09/12/2024	328.32	.00	
3571	GURR'S COPYTEC	N67927	REC/POSTERS	07/12/2024	27.75	.00	
6677	QUICK SCORES LLC	242087	REC/LEAGUE SOFTWARE SYSTEM	09/20/2024	917.00	.00	
8219	TEXTILE TEAM OUTLET	7782	REC/UNIFORMS	08/27/2024	3,350.40	.00	
8219	TEXTILE TEAM OUTLET	7783	REC/UNIFORMS	08/27/2024	2,660.82	.00	
72-71-413 FUNSHINE							
5729	ODP BUSINESS SOLUTIO	383637017001	REC/DEPARTMENTAL SUPPLIES	09/25/2024	61.92	.00	
5729	ODP BUSINESS SOLUTIO	383753550001	REC/DEPARTMENTAL SUPPLIES	09/25/2024	30.96	.00	
72-71-420 CONTRACTED SERVICES							
1522	CERTIFIED ALARM SERVI	23067	MONITORING SERVICES	09/10/2024	38.00	.00	
1522	CERTIFIED ALARM SERVI	23068	MONITORING SERVICES	09/10/2024	33.00	.00	
7420	SHIELD-SAFETY, LLC	02212804067	REC/FIRST AID SUPPLIES	07/31/2024	214.28	.00	
8156	TCI SECURITY OF UTAH	39929	POOL/SECURITY MONITORING	09/20/2024	75.00	.00	
72-71-460 CONCESSION STAND EXPENSE							
239	ALLRED ACE HARDWAR	09302024	MULTI DEPT/DEPARTMENT SUPPLI	09/30/2024	20.13	.00	
1863	SWIRE COCA-COLA USA,	43175525090	REC/CONCESSION STAND EXPENS	09/06/2024	1,334.97	.00	
Total :					14,168.43	.00	
Total COMMUNITY CENTER:					14,359.43	.00	
CULTURAL ARTS							
PROGRAM EXPENDITURES							
73-71-552 PG PLAYERS							
239	ALLRED ACE HARDWAR	09302024	MULTI DEPT/DEPARTMENT SUPPLI	09/30/2024	61.68	.00	
2763	EVERETT, VANCE L.	10022024	PG PLAYERS/REIMB. FOR SHIRTS	10/02/2024	298.63	.00	
73-71-620 ORCHESTRA							
1743	CHRISTOFFERSON, LAU	10022024	ARTS/CONDUCTOR	10/02/2024	898.95	.00	
Total PROGRAM EXPENDITURES:					1,259.26	.00	
Total CULTURAL ARTS:					1,259.26	.00	
75-40-484 NATHANIEL - MURDOCK T0 1300 E							
4542	KILGORE COMPANIES LL	5-09242024	NATHANIEL DR IMPROVEMENTS	09/24/2024	105,640.38	.00	
Total :					105,640.38	.00	
Total :					105,640.38	.00	
RECREATION							
CARE TAX							
76-76-970 ARTS PROJECT 2024							
5235	MIDWEST D-VISION SOL	J5240681		09/23/2024	7,073.00	.00	
Total CARE TAX:					7,073.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total RECREATION:					7,073.00	.00	
Grand Totals:					1,643,263.84	.00	

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

City Finance Director: _____

Report Criteria:

Invoices with totals above $0 included.

Only unpaid invoices included.

Agenda

City Council Staff Report

October 15, 2024

MIXED-USE SUBDIVISION PLAT and COMMERCIAL SITE PLAN

REQUEST	Request for a mixed-use l subdivision plat and a commercial site plan for two apartment buildings and a commercial suite.	
APPLICANT	McKay Christensen	
ADDRESS	238 South Pleasant Grove Boulevard	
ZONE	The Grove – Commercial Sales Subdistrict with the Boulevard Mixed Use Overlay	
GENERAL PLAN	Grove Commercial	
STAFF RECOMMENDATION	Approve the mixed-use subdivision plat	
	Approve the Commercial Site Plan	
ATTACHMENTS	Property Zoning Map	**6**
	Property Aerial Map	**7**
	Subdivision Plat	**8**
	Site Plan	**9**
	Landscape Plans	**10**
	Overall Open Space	**12**
	Elevation Plans	**13**
	Materials and Renderings	**15**

Background

A while ago, when the applicant came forward with their original proposal, Staff worked with the applicant to establish a new overlay called The Boulevard Mixed Use (BMU) Overlay. The purpose of this zone is to provide a mixture of retail, office and high density residential uses that are pedestrian friendly, while providing shopping and entertainment opportunities for residents as well as generating revenue and creating job opportunities within the City. The area encompassed by this overlay is intended to have commercial space along Pleasant Grove Boulevard and then to allow high-density residential space behind the commercial area.

The applicant came forward with an overall concept plan for townhomes and apartments to be built along 100 S, and 25,000 square feet (s.f.) of required commercial space to be built along Pleasant Grove Boulevard. The townhomes have been constructed as of today, and the applicant is requesting

to move forward with two new items at this time: a subdivision plat, and two apartment buildings with one attached commercial space, with all the required parking accounted for that specific lot.

To address some of Staff's concerns with the overall parking, the applicant applied for and was granted 9 joint parking spaces between the apartments and the future commercial units along Pleasant Grove Boulevard.

Analysis

Subdivision Plat:

The applicant is submitting a subdivision plat that better reflects what the overall project area will be like, with all of its parking accounted for. In total, this plat will encompass 6.53 acres and will have 4 lots.

In The Grove – Commercial Sales Subdistrict, there are no minimum requirements for lot area, width, or frontage, although a few requirements for setbacks are outlined in the BMU Overlay. The setbacks for this property 22 feet from the front property line adjacent to Pleasant Grove Boulevard, 18 feet from the property line adjacent to 1300 West, and 18 feet from the property line adjacent to 100 South. The proposed subdivision complies with the requirements for The Grove Interchange Subdistrict.

Required Parking:

In total, there are two apartment buildings, which have a combined total of 194 residential units (170 one-bedroom and 24 two-bedroom), and a 3853 s.f. commercial space attached to the first apartment building. No specific use has been determined for the commercial space at this time.

Apartments:

A parking ratio of 1.75 spaces are required for every one-bedroom unit, and 2 spaces are required for every two-bedroom unit. The apartments alone are required to have a minimum parking count of 346 spaces.

Commercial Space:

The commercial unit does not have a specific use yet but must be a sales-tax generating use to contribute to the required 25,000 s.f. of commercial space, per Section 10-14-27-3-D.

Retail uses require a parking ratio of 1:200, and restaurant uses generally have a higher parking ratio at 1 space for every 3.5 seats or 1:100, excluding the kitchen, storage, etc., whichever is more restrictive. At a square footage of 3853, the commercial space would have a parking requirement of approximately 20 spaces if retail.

If restaurant, assuming a parking ratio of 1:100 for 75% of the building because no floor plans have been submitted, a potential 29 spaces may be required. This requirement is extreme because it is a better planning practice to have extra parking, especially in this case because of the adjacent apartment uses.

Provided:

Combined, the total required parking spaces for Lot 5 will be 366 spaces, if the commercial unit is used for retail. The applicant provides for 370 parking spaces on this lot by itself, which would meet the parking requirement for both the apartments and for retail use. 168 parking spaces located behind the apartments are covered.

Landscaping and open space:

When reviewing site plans, there typically seems to be a balance between the amount of available open space and the amount of available parking. A conditional use permit for joint parking needed to be obtained in order to meet the open space requirements for the overall project. Section 10-14-27-8: Open Space requires that 20% of the development area must be dedicated to open space and landscaping. The proposed site plan provides for approximately 92,389 s.f. (20.2%), as calculated within the property boundaries of the development.

Landscaping requirements within The Grove Zone – Commercial Sales Subdistrict require a mix of landscape elements, including evergreens. At least one tree is required per 1,000 SF of required landscaped areas, and at least 30% of the total number of required trees shall be evergreen. On this property alone, the proposed site plan has 126 trees total, 57 of which are evergreen (45%). Landscaped parking islands are also provided at the edges of each parking area and for every 10 stalls.

Screening, height, and materials:

The proposed building is approximately 62 feet tall at the highest point, which includes any parapet walls that cover necessary utilities, which meets the height requirement in The Grove Zone.

The elevation plans outline that the building will be built of brick, fiber cement siding, glass, metal panels, and stucco. Altogether, the accent materials (being the metal panels and stucco) make up approximately 44% of each façade of the building, which meets the material requirements for the Grove Zone.

Not shown on the elevation plans is the attached commercial section of the building, but the commercial section is shown on the proposed renderings and on the site plan. The same materials will be used for this section, and the height of commercial portion will be approximately 22 feet, about the same height of where the second level of the apartments will be.

Design Review Board:

The provided site plan was presented at the Design Review Board meeting on March 11, 2024. The Design Review Board found that the site and building met the requirements for urban design as well as building materials and design.

(Plat) Recommendation from Planning Commission

Pleasant Grove City Planning Commission took the following action on the described application at their meeting on March 28, 2024.

2. **Public Meeting: Preliminary Subdivision Plat – Located at approx. 238 South Pleasant Grove Boulevard**
   (Sam White's Lane Neighborhood)
   Public Meeting to consider the request of McKay Christensen for a 4-lot preliminary subdivision plat, called PG Boulevard Subdivision Plat 'B' on 6.53 acres, approximately located

at 238 South Pleasant Grove Boulevard in The Grove Zone – Commercial Sales Subdistrict and the Boulevard Mixed Use (BMU) Overlay. (Administrative Item)

RECOMMEND APPROVAL

MOTION: Commissioner Shirley moved that the Planning Commission forward a positive recommendation of APPROVAL for the request of McKay Christensen for a Preliminary Subdivision Plat located at approximately 238 South Pleasant Grove Boulevard on property zoned The Grove-Commercial Sales Subdistrict and the Boulevard Mixed Use Overlay; and adopting the exhibits, conditions, and findings of the staff report, and as modified by the condition below:

1. All Final Planning, Engineering, and Fire Department requirements are met.

Commissioner Martineau seconded the motion. The Commissioners unanimously voted "Yes". The motion carried.

Motion by: Commissioner Shirley

Seconded by: Commissioner Martineau

AYE VOTES: Vice-Chair Redding and Commissioners Martineau, Phillips and Shirley

NAY VOTES:

(Site Plan) Recommendation from Planning Commission

Pleasant Grove City Planning Commission took the following action on the described application at their meeting on March 28, 2024.

3. **Public Hearing: <u>Site Plan – Located at 238 South Pleasant Grove Boulevard</u>**
   (Sam White's Lane Neighborhood)
   Public Hearing to consider a request of McKay Christensen for a site plan for two apartment buildings with an attached commercial unit, located at 238 South Pleasant Grove Boulevard in The Grove Zone – Commercial Sales Subdistrict and the Boulevard Mixed Use (BMU) Overlay. (Administrative Item)

RECOMMEND APPROVAL

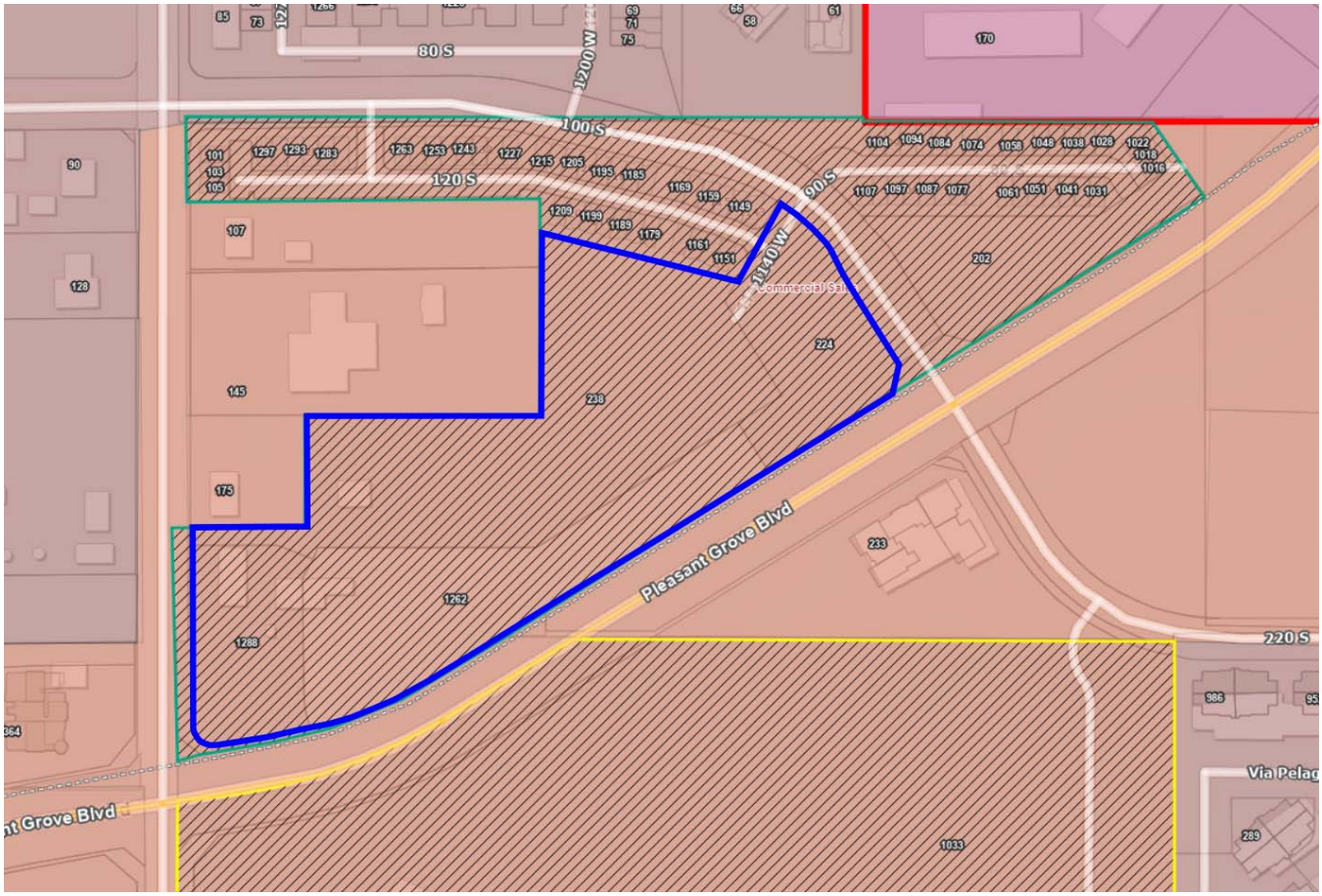
MOTION: Commissioner Martineau moved that the Planning Commission forward a positive recommendation of APPROVAL for the request of McKay Christensen for a Commercial Site Plan for two apartment buildings and a commercial unit located at approximately 238 South Pleasant Grove Boulevard on property zoned The Grove-Commercial Sales Subdistrict and the Boulevard Mixed Use Overlay; and adopting the exhibits, conditions, and findings of the staff report, and as modified by the condition below:

1. All Final Planning, Engineering, and Fire Department requirements are met.

Commissioner Phillips seconded the motion. The Commissioners unanimously voted “Yes”. The motion carried.

Motion by: Commissioner Martineau
Seconded by: Commissioner Phillips
AYE VOTES: Vice-Chair Redding and Commissioners Martineau, Phillips and Shirley
NAY VOTES:

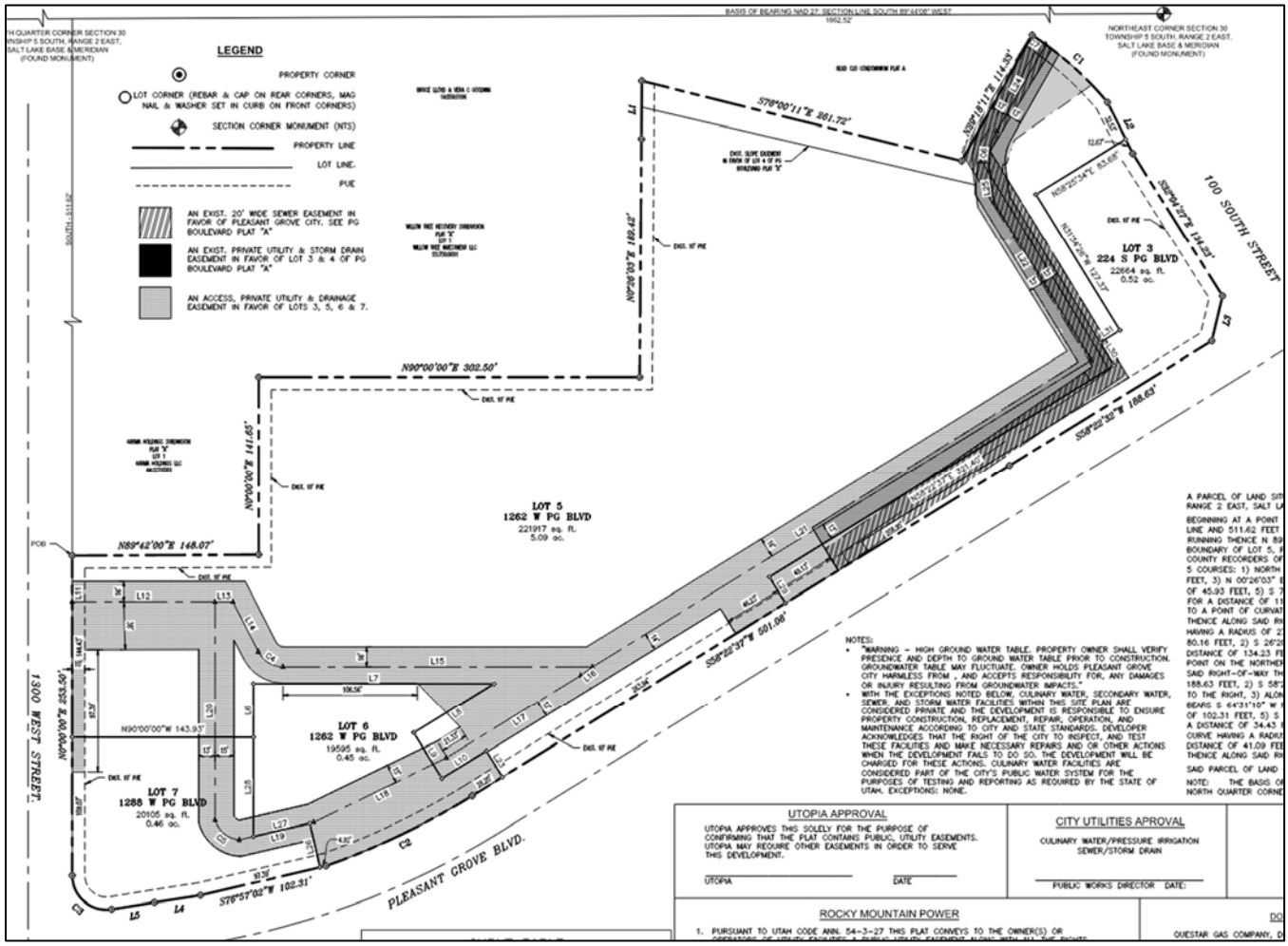
PROPERTY ZONING MAP



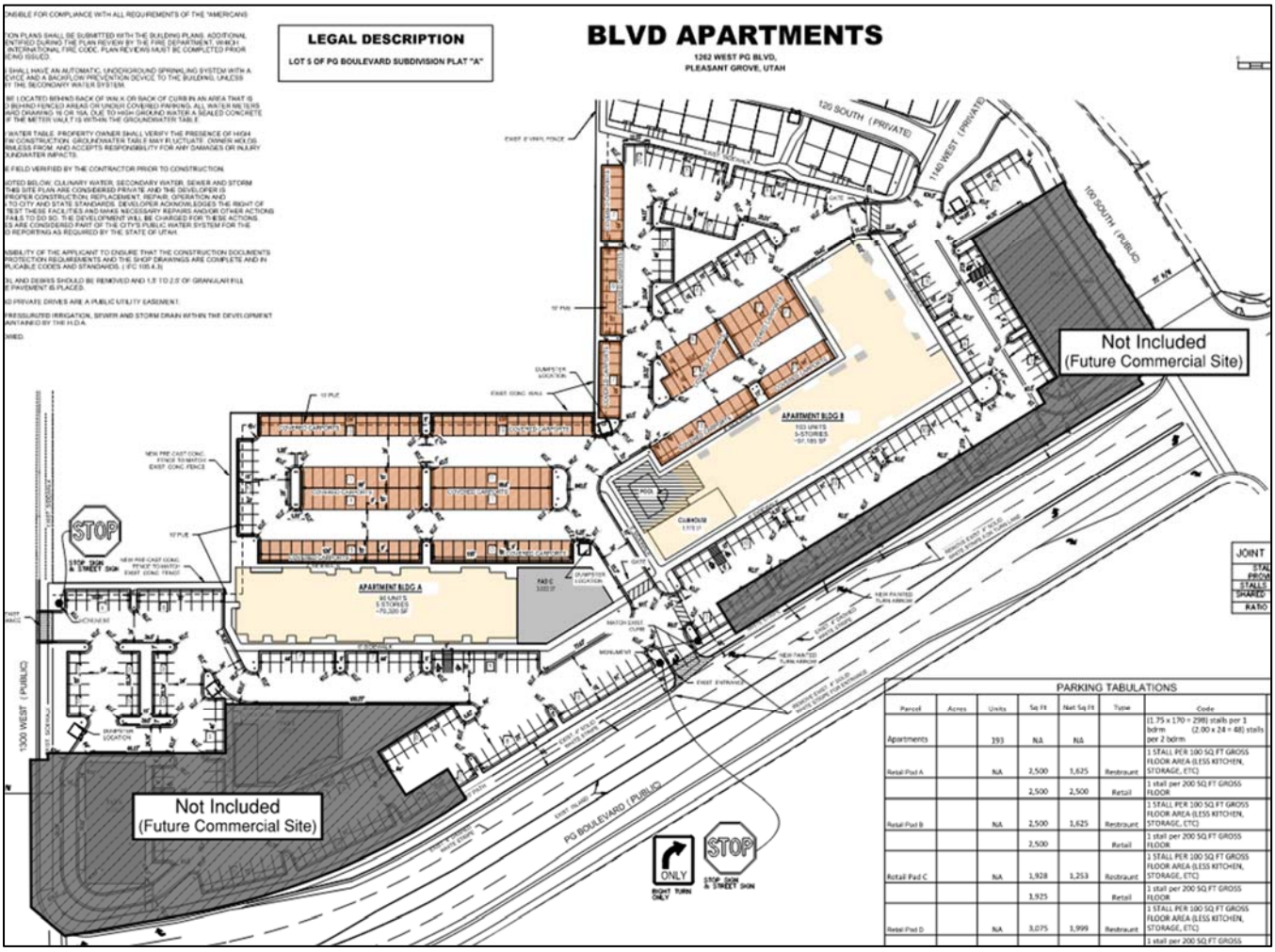
PROPERTY AERIAL MAP



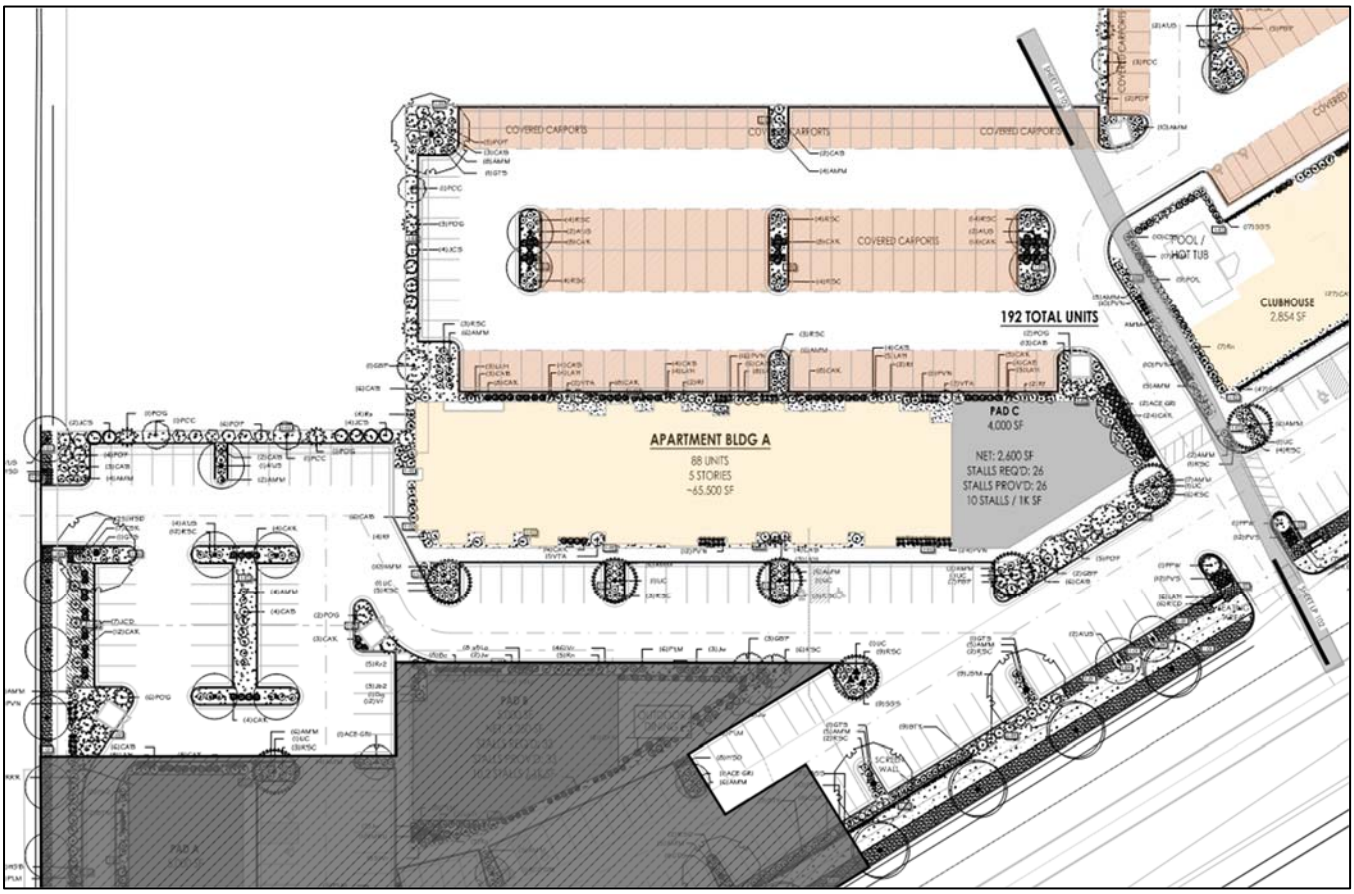
SUBDIVISION PLAT



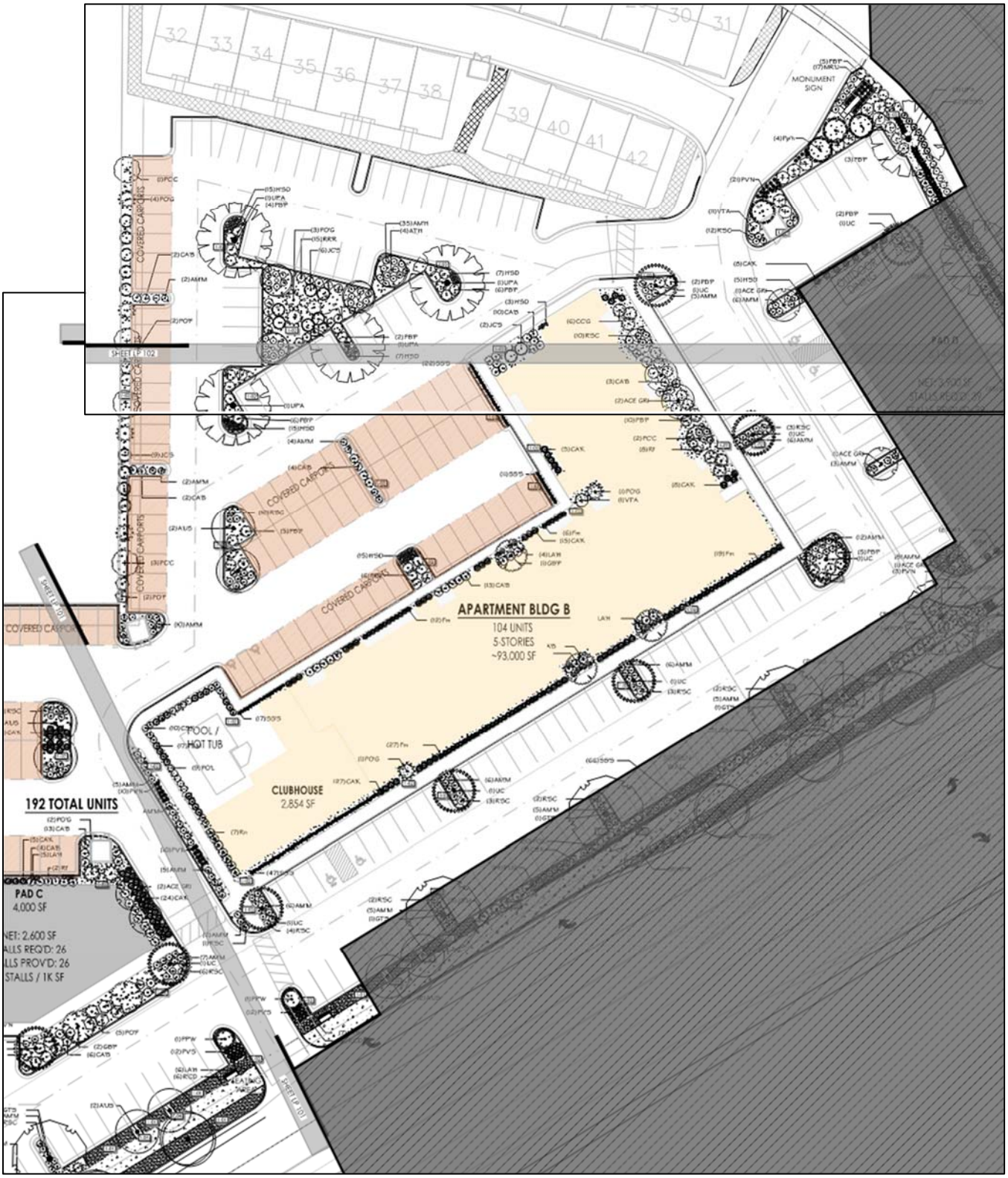
SITE PLAN


BLVD APARTMENTS
1262 WEST PG BLVD.
PLEASANT GROVE, UTAH
LEGAL DESCRIPTION
LOT 5 OF PG BOULEVARD SUBDIVISION PLAT "A"
120 SOUTH (PRIVATE)
1140 WEST (PRIVATE)
100 SOUTH (PUBLIC)
Not Included
(Future Commercial Site)
APARTMENT BLDG B
APARTMENT BLDG A
CLUBHOUSE
POOL
PAD C
DUMPSTER LOCATION
STOP
1300 WEST (PUBLIC)
PG BOULEVARD (PUBLIC)
ONLY
RIGHT TURN ONLY
JOINT
PARKING TABULATIONS
Parcel
Acres
Units
Sq Ft
Net Sq Ft
Type
Code
Apartments
393
NA
NA
(1.75 x 170 = 298) stalls per 1 bdrm (2.00 x 24 = 48) stalls per 2 bdrm
Retail Pad A
NA
2,500
1,625
Restraunt
1 STALL PER 100 SQ FT GROSS FLOOR AREA (LESS KITCHEN, STORAGE, ETC)
2,500
2,500
Retail
1 stall per 200 SQ FT GROSS FLOOR
Retail Pad B
NA
2,500
1,625
Restraunt
1 STALL PER 100 SQ FT GROSS FLOOR AREA (LESS KITCHEN, STORAGE, ETC)
2,500
Retail
1 stall per 200 SQ FT GROSS FLOOR
Retail Pad C
NA
1,928
1,253
Restraunt
1 STALL PER 100 SQ FT GROSS FLOOR AREA (LESS KITCHEN, STORAGE, ETC)
1,925
Retail
1 stall per 200 SQ FT GROSS FLOOR
Retail Pad D
NA
3,075
1,999
Restraunt
1 STALL PER 100 SQ FT GROSS FLOOR AREA (LESS KITCHEN, STORAGE, ETC)
1 stall per 200 SQ FT GROSS

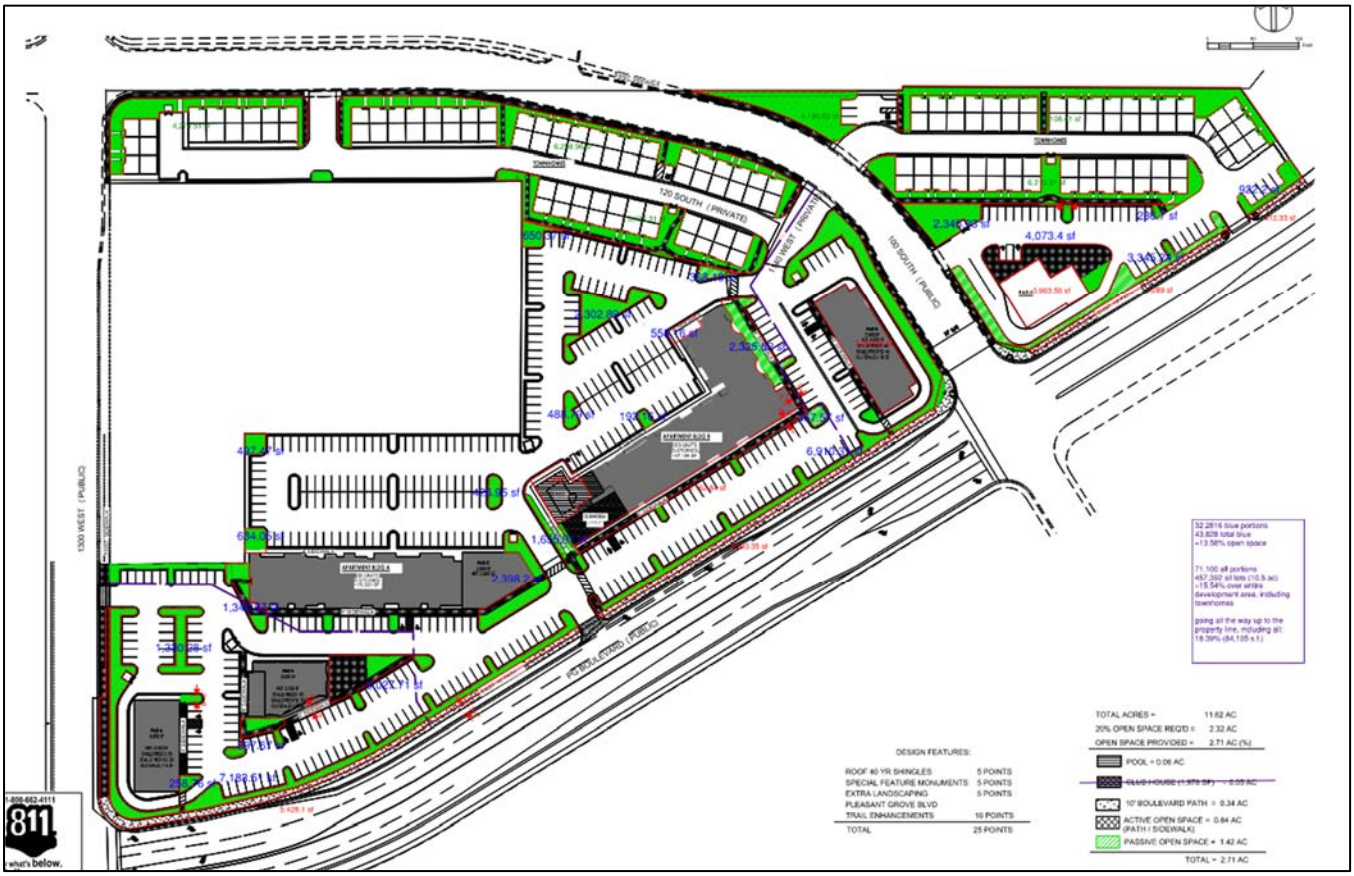
LANDSCAPE PLAN



LANDSCAPE PLAN



OVERALL OPEN SPACE PLAN



ELEVATION PLANS (Apartment Building A, without commercial portion)







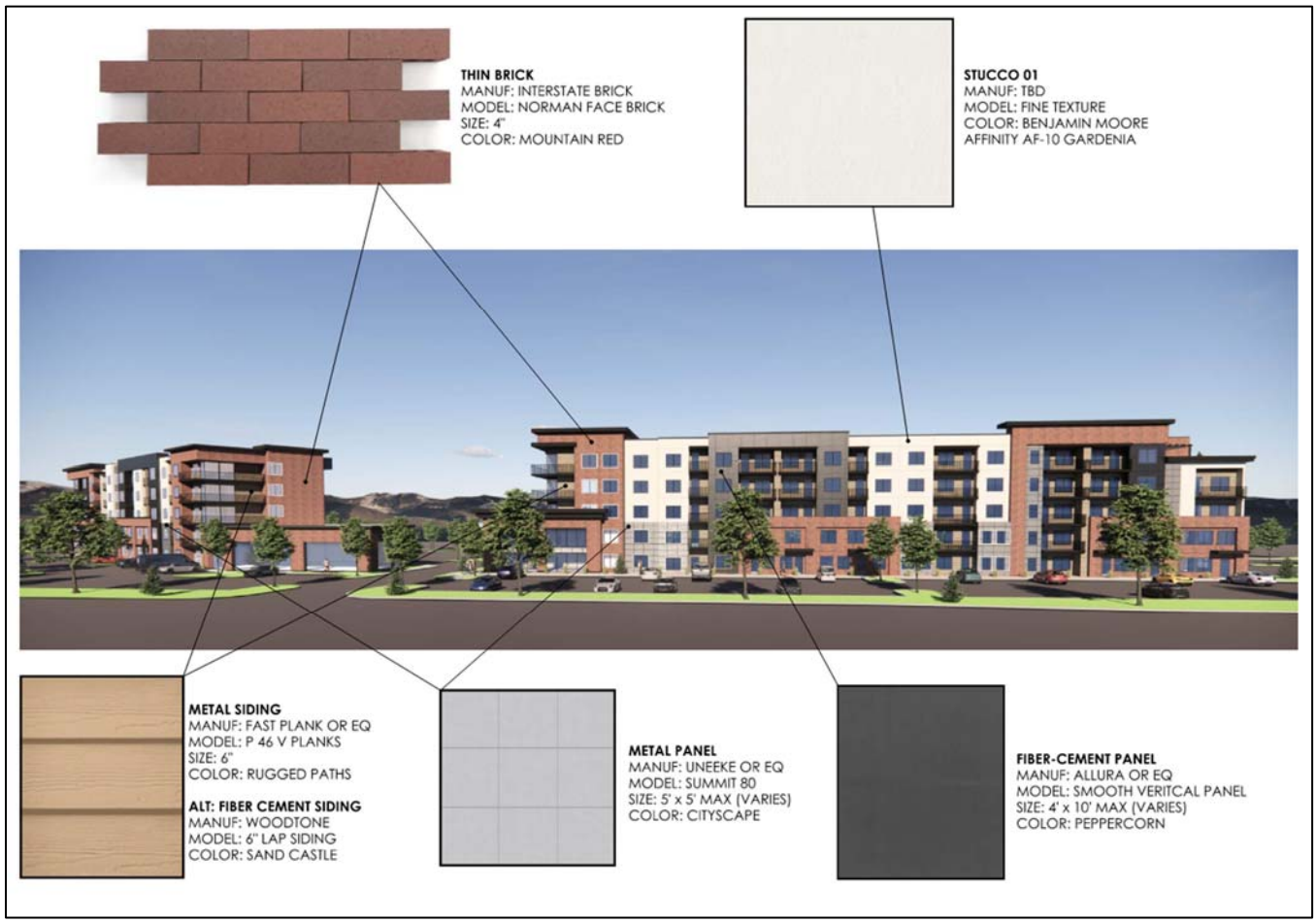
ELEVATION PLANS (Apartment Building B)







MATERIALS AND RENDERINGS




JARRETT
ARCHITECTURE


JARRETT
ARCHITECTURE


BOULEVARD
JARRETT
ARCHITECTURE


JARRETT
ARCHITECTURE


BEAUMONT
JARRETT
ARCHITECTURE


THE BOULEVARD
JARRETT
ARCHITECTURE

Agenda

AN ORDINANCE OF PLEASANT GROVE CITY, UTAH COUNTY, UTAH; AMENDING TITLE 1 CHAPTER 11 "GOVERNMENT STRUCTURE" UPDATING THE ORDINANCE TO REFLECT PREVIOUSLY ADOPTED CHANGES IN VARIOUS DEPARTMENTS INCLUDING SEPARATE PARKS DEPARTMENT AND RECREATION DEPARTMENT, INCLUDING THE POSITION OF FINANCE DIRECTOR; MAKING OTHER TECHNICAL CHANGES AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the legislative body has previously adopted ordinances regulating the organizational structure and various departments of the City; and

WHEREAS, the City is authorized by Utah Code § 10-8-84 to "pass all ordinances and rules, and make all regulations . . . as are necessary and proper to provide for the safety and preserve the health, and promote the prosperity, improve the morals, peace and good order, comfort, and convenience of the city and its inhabitants. . ."; and

WHEREAS, the legislative body desires to update the municipal code to reflect changes that have occurred in certain departments' duties and responsibilities; and

WHEREAS, the City Council has determined that it is in the best interests of the citizens or Pleasant Grove to codify these changes; and

WHEREAS, the City Council finds it necessary to update its ordinance to accommodate for changing circumstances and changing state regulations.

NOW, THEREFORE, BE IT ORDAINED by the City Council of Pleasant Grove City, Utah County, State of Utah, as follows:

SECTION 1: Title 1 Chapter 11 "Government Structure" shall be amended as follows:

CHAPTER 11
GOVERNMENT STRUCTURE

SECTION:

1-11-1: City Administrator

1-11-2: City Organization Specified

1-11-3: Organizational Chart

1-11-4: Departments And Directors

1-11-4-1: Public Safety Department

1-11-4-2: Community Development Department

~~1-11-4-3: Parks and Recreation Department~~

1-11-4-3: Parks Department

1-11-4-4 Recreation Department

1-11-4-~~4~~ 5: Library And Arts Department

1-11-4-~~5~~ 6: Legal Department

1-11-4-~~6~~ 7: Engineering Department

1-11-4-~~7~~ 8: Public Works Department

1-11-5: Authority And Duties Of Other Officers

1-11-5-1: City Recorder

1-11-5-2: City Treasurer

1-11-5-3: Finance Director

1-11-5-~~3~~ 4: Justice Of The Peace

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1-11-1: CITY ADMINISTRATOR:

A. Appointment: The mayor, with the advice and consent of the city council, may appoint a city administrator to exercise the duties prescribed herein which are consistent with state law. The city administrator shall be appointed on the basis of ability and prior experience in the field of public administration, together with such other qualifications as may be prescribed. The city administrator may be removed by the mayor with the advice and consent of the city council. Except as the mayor may otherwise direct, and except as otherwise provided in this section, the city administrator may exercise the administrative powers of the city, including the signing of contracts. (Ord. 2002-5, 2-5-2002; amd. 2003 Code)

B. Powers And Duties: The city administrator's powers and duties may include, but are not limited to, the following, insofar as the mayor directs in each case:

1. Supervising the administration and enforcement of all laws, this code, and other ordinances of the city as they affect the city departments;

2. Executing the policies affecting the city departments that are adopted by the city council;

3. Recommending to the mayor the hiring, discipline or termination of department directors appointed by the mayor;

4. Conducting performance evaluations and recommending pay adjustments for department directors as prescribed by this code, other city ordinances or policy;

5. Coordinating all divisions of the city through the offices of the department directors;

6. Holding periodic staff meetings with the directors and other officers and officials;

7. Authorizing the issuance of such administrative rules and regulations, and establishing general administrative procedures which are not in conflict with the laws of the state, this code or other city ordinances;

8. Attending all official city council meetings;

9. Establishing policies and procedures for the city's procurement process;

10. Chairing various coordinating committees that consider multi-departmental issues;

11. Coordinating the writing and administration of government grants;

12. Functioning as a director of any of the other departments of the city, if assigned by the mayor with the advice and consent of the city council; and

13. Performing such other duties as may be prescribed by the mayor or city council as permitted by law, by this code, or by other city ordinance. (Ord. 2002-5, 2-5-2002)

1-11-2: CITY ORGANIZATION SPECIFIED:

A. Departments And Department Heads: The organization of the City shall consist of ~~eight~~ nine (~~8~~ 9) departments and their respective department heads, as follows:

1. Public Safety Department, with a Police Chief and a Fire Chief;

2. Community Development Department, with a Community Development Director;

3. Legal Department, with a City Attorney;

4. Finance Department, with a Finance Director;

5. Engineering Department, with a City Engineer;

~~6. Parks and Recreation Department, with a Parks and Recreation Director;~~

6. Parks Department, with a Parks Director

7. Recreation Department, with a Recreation Director

~~7.~~ 8. Library and Arts Department, with a Library and Arts Director; and

~~8.~~ 9. Public Works Department, with a Public Works Director.

B. Organization Included Within Established Departments: All organizational elements of the City, including commissions, boards, councils, agencies, offices and committees, along with contract, temporary, part time and ~~full time~~full-time employees and volunteers, will be included within one of these ~~eight~~ nine (~~8~~ 9) departments. (Ord. 2014-32, 8-19-2014)

1-11-3: ORGANIZATIONAL CHART:

The City Council may adopt by resolution an organizational chart setting forth the division of authority and providing for the administration of the various departments, commissions, boards and committees of the City. (Ord. 2002-5, 2-5-2002)

1-11-4: DEPARTMENTS AND DIRECTORS:

1-11-4-1: PUBLIC SAFETY DEPARTMENT:

This department administers all of the divisions and commissions related to the health, safety and welfare of the citizens of the City, including the Police Department, Fire Department, ambulance and first response services and emergency planning services.

A. Chiefs Appointed: The Police Chief and Fire Chief are appointed positions.

B. Functions Of Chief: The functions of each respective Chief are as follows:

1. Performs managerial duties and plans, organizes, coordinates and supervises all phases of their respective departments including police protection, fire protection, emergency planning and preparation, ambulance and first response.

2. Coordinates administrative matters with directors of other departments.

3. Organizes and provides support for periodic coordination of a public safety meeting.

4. Recommends strategic direction for the Department of Public Safety to the Mayor, City Council and City Administrator.

5. Participates on and provides administrative and technical support to the Disaster Preparedness Committee.

6. Attends and provides support for City Council meetings and work sessions as required.

C. Organization Chart: The elements of this department and those other City organizations to which this department shall give support shall be as outlined on the City organization chart. (Ord. 2014-3, 1-7-2014)

1-11-4-2: COMMUNITY DEVELOPMENT DEPARTMENT:

The role of the Community Development Department is to support the legislative process in the orderly maintenance and development of residential, commercial and industrial uses within the City in compliance with the General Plan and zoning ordinances.

A. Director Appointed: The Director is an appointed position. (Ord. 2014-3, 1-7-2014)

B. Functions Of Director: The Director's functions are as follows:

1. Performs managerial duties and plans, organizes, coordinates and supervises community development, zoning, inspection, land use, and all phases of implementing the City General Plan.

2. Coordinates administrative efforts with Directors of other departments.

3. Recommends strategic direction for the department to the Mayor, City Council and City Administrator.

4. Participates with and provides administrative and technical support to the Planning Commission, Hearings Officer, Design Review Board, ~~Neighborhood Advisory Board~~ and Downtown Advisory Board.

5. Attends and provides support for City Council meetings and work sessions as required. (Ord. 2017-29, 5-16-2017)

C. Organization Chart: The elements of this department and those other City organizations to which this department shall give support shall be as outlined on the City organization chart.

D. Responsibilities Of Director: The Community Development Director shall be responsible for the following:

1. Planning Department: The City Planner is responsible for data gathering, evaluation, analysis of development plans, and projection of future patterns of development within the community on a comprehensive basis.

2. Zoning And Code Enforcement: The Community Development Director and assigned staff coordinate zoning and Code enforcement activities with the Police Department, and assist in interpreting the City zoning ordinances when interpretation is necessary. Coordination with the Police Department includes the enforcement of the following City codes: zoning (title 10 of this Code); weeds (title 4, chapter 4 of this Code); and business licenses and regulations (title 3 of this Code).

3. Building Department: The chief building official is responsible for enforcement of all applicable codes for residential, commercial and industrial structures within the City.

4. Construction Inspection Department: The construction inspector is responsible for assuring compliance with the approved plans and specifications for all subdivisions, commercial site improvements, industrial site improvements and public works projects. (Ord. 2014-3, 1-7-2014)

~~1-11-4-3: PARKS AND RECREATION DEPARTMENT:~~

1-11-4-3: PARKS DEPARTMENT

The role of the Parks ~~Recreation~~ Department is to provide various activities and venues which create the opportunity for wholesome physical, mental, recreational, and educational opportunities for the citizens of the City.

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A. Responsibilities Of Director: The Parks ~~and Recreation Department~~ Director shall be responsible for the following departments:

1. Parks Division: The Parks Division is responsible for providing safe and enjoyable areas for members of the community to use in recreation and enjoyment of the outdoors, and to make City owned properties aesthetically pleasing.

2. Cemetery Division: The Cemetery Division is responsible for providing services pertaining to burials, recordkeeping, planning and maintaining the cemetery grounds in a manner that is safe and aesthetically pleasing.

~~3. Pleasant Grove City Recreation: The Recreation Department shall provide programs, services and facilities that enrich the lives of community residents.~~

~~4. Veterans Memorial Pool: Veterans Memorial Pool is responsible for providing a safe and enjoyable aquatic environment for the members of the community.~~

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5. Senior Citizen Center: The Senior Citizen Center serves the individual needs of the City's senior population without discrimination, targeting the areas of nutrition and social interaction.

6. Facilities Division: The Facilities Division is responsible for maintaining City owned building and amenities. Creating a safe environment to work, recreate and enjoy the outdoors.

7. Custodial Division: The Custodial Division is responsible for providing cleaning services for City owned facilities. Creating clean and safe facilities for employees, patrons, and citizens.

B. Director Appointed: The director is an appointed position.

C. Functions Of Director: The director's functions are as follows:

1. Performs managerial duties and plans, organizes, coordinates and supervises all work and activities in relation to parks, recreation activities utilizing City Parks, ~~aquatics~~, cemetery, ~~city celebrations and special events.~~

2. Coordinates administrative efforts with directors of other departments.

3. Recommends strategic direction for the department to the mayor, city council and city administrator.

4. Attends and provides support for city council meetings and work sessions as required.

5. Participates with and provides administrative and technical support to the Pleasant Grove beautification and shade tree advisory commission. ~~and recreation advisory committee.~~

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D. Organization Chart: The elements of this department and those other city organizations to which this department shall give support shall be as outlined on the city organization chart. (Ord. 2014-3, 1-7-2014)

1-11-4-4: RECREATION DEPARTMENT

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The role of the Recreation Department is to enrich the lives of our community by providing exceptional recreation programs and leisure activities that meet their diverse needs. We are committed to creating lasting memories for individuals and families alike through fun,

innovative, and engaging experiences that promote physical fitness, social interaction, and personal growth.

A. Functions Of Director: The director's functions are as follows:

1. Performs managerial duties and plans, organizes, coordinates and supervises all work and activities in relation to Veterans Memorial Pool and programs, services, and facilities that enrich the lives of community members.

2. Coordinates administrative efforts with directors of other departments.

3. Recommends strategic direction for the department to the mayor, city council and city administrator.

4. Attends and provides support for city council meetings and work sessions as required.

1-11-4-~~4~~ 5: LIBRARY AND ARTS DEPARTMENT:

The role of this department is to provide various activities, special events, facilities and venues which create the opportunity for wholesome, educational and cultural opportunities for the citizens of the city.

A. Functions Of Director: The library and arts department director's functions shall be as follows:

1. Performs managerial duties and plans, organizes, coordinates and supervises all work and activities in relation to the city library, arts commission, historical commission, city celebrations and special events.

2. Coordinates administrative efforts with directors of other departments.

3. Recommends strategic direction for the department to the mayor, city council and city administrator.

4. Attends and provides support for city council meetings and work sessions as required.

B. Responsibilities Of Director: The library and arts director is an appointed position and will be responsible for the following facilities, activities, boards and commissions:

1. Pleasant Grove City Library: The library shall provide all residents of the city with equal and adequate access to informational resources, and shall provide diverse, accessible materials, services and programs for the education, information, enrichment and entertainment of all citizens of the community.

2. Arts Commission: The library and arts director shall provide supervision and support to ~~the Utah Children's Choir,~~ PG Players, ~~Center Stage,~~ concerts in the park, PG orchestra, Arts Commission and visual arts activities.

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3. Historical Commission: Historical commission.

4. City Events: Memorial Day, Strawberry Days, Heritage Festival, Veterans Day, tree lighting, and Christmas holiday activities.

C. Organization Chart: The elements of this department and those other city organizations to which this department shall give support shall be as outlined on the city organization chart. (Ord. 2014-32, 8-19-2014)

1-11-4-~~5~~ 6: LEGAL DEPARTMENT:

The city attorney is responsible for the criminal prosecution of infraction and misdemeanor violations of local, county, and state laws that occur within the city boundaries, coordinates city's participation in defense of civil lawsuits, resolves conflicts, drafts ordinances and agreements, interacts with citizens, provides legal advice and counsel to the mayor, city council and department heads, and assists all other departments in fulfilling their responsibilities.

A. Appointed Position: The city attorney is an appointed position.

B. Licensed In Utah: The city attorney must be a graduate of an accredited law school, and licensed to practice law in the state of Utah.

C. Organization Chart: The elements of this department and those other city organizations to which this department shall give support shall be as outlined on the city organization chart. (Ord. 2014-3, 1-7-2014)

1-11-4-~~6~~ 7: ENGINEERING DEPARTMENT:

The city engineer is responsible for evaluation and approval of development plans for subdivisions, commercial and industrial projects, and public improvements, such as transportation systems and drainage systems. The city engineer also serves as the construction engineer when the inspection department does not have a construction engineer.

A. Appointed Position: The city engineer is an appointed position.

B. Registered: The city engineer must be a registered professional engineer under title 58, chapter 22, professional engineers and professional land surveyors licensing act of the Utah code.

1. Member of the design review board.
2. Member of the design review committee.

C. Organization Chart: The elements of this department and those other city organizations to which this department shall give support shall be as outlined on the city organization chart. (Ord. 2014-3, 1-7-2014)

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1-11-4-~~7~~ 8: PUBLIC WORKS DEPARTMENT:

The public works department is responsible for overseeing and managing the city utilities including the culinary water system, pressurized irrigation water system, storm drain, sewer, and streets.

A. Director Appointed: The director is an appointed position.

B. Functions Of Director: The director's functions are as follows:

1. Responsible for daily planning, organizing, and ensuring execution of staff projects and activities involving the maintenance of city vehicles, storm drains, streets and water and sewer infrastructure.

2. Coordinates administrative efforts with directors of other departments.

3. Recommends strategic direction for the department to the mayor, city council and city administrator.

4. Plans and administers the department budget.

5. Attends and provides support for city council meetings and work sessions as required.

C. Responsibilities Of Director: The public works director will be responsible for the following facilities, activities, boards and commissions:

~~1. Member of the neighborhood advisory committee~~.

~~2. Member of the design review board.~~

~~3. Member of the design review committee.~~

~~4~~ 1. Member of the Pleasant Grove metropolitan water board.

~~5~~ 2. Responsible for pump stations, water tanks, streets, and all of the attendant infrastructure that makes up the municipal utility system.

D. Water And Sewer Department: The duties of this department include: operate and maintain the infrastructure and systems for the culinary and secondary water systems and sanitary sewer system.

Water, sewer and culinary departments have one superintendent who reports to the public works director.

E. Streets And Storm Drain Department: The duties of this department include: operate and maintain the road system; inspect, operate, and maintain the storm drain system and oversee the development projects that include city infrastructure; and all replacement of existing infrastructure and installation of expansions to the system. This department has one superintendent that reports to the public works director.

F. Organization Chart: The elements of this department and those other city organizations to which this department shall give support shall be as outlined on the city organization chart. (Ord. 2014-32, 8-19-2014)

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1-11-5: AUTHORITY AND DUTIES OF OTHER OFFICERS:

1-11-5-1: CITY RECORDER:

A. Appointment 1 : The mayor, with the advice and consent of the city council, shall appoint a qualified person to the office of city recorder, who shall have such powers and perform such duties as are now or may hereafter be provided by law, this code or other ordinance.

B. Duties Specified: The duties of the city recorder are as follows:

1. The city recorder shall keep the corporate seal, attest and seal all legal documents as required by law or this code, and countersign and maintain a properly indexed record of all contracts entered into by the city.

2. The city recorder or deputy shall attend the meetings of the city council and keep the record of the proceedings thereof in a book or books to be kept for that purpose and shall further keep a separate book for minutes of the proceedings of the city council, which records shall at all times be open to public inspection.

3. The city recorder's office shall be kept at the place of meeting of the city council or at some other place convenient thereto, as the council may direct. Copies of all papers filed in the city recorder's office and transcripts from all records of the city council, certified by the city recorder under the corporate seal, shall be evidence in all courts as if the originals thereof were produced.

4. The city recorder or deputy shall record, in the order of date passed, all ordinances, orders and resolutions passed by the city council in a book or books to be kept for that purpose.

5. The city recorder shall prepare for publication all ordinance titles and notices as assigned or required by law or by this code and shall cause them to be published or posted as required by law or this code.

6. The city recorder shall keep records containing the names of all persons elected or appointed to any office in the city; the dates of their elections or appointments; the terms of office; the dates of deaths, resignations or removals of any such officer; and the names of persons appointed to fill any vacancies so created.

7. The city recorder shall, under the direction of the administration, maintain a records access and management program as set forth under state law or this code.

8. The city recorder, as the election officer, shall administer municipal elections as authorized by Utah Code Annotated title 20A et seq., as amended.

9. The city recorder shall pay into the treasury all monies belonging to the city coming into the recorder's hands by virtue of the recorder's office and shall deliver to his or her successor in office the corporate seal, together with all books, papers, records and other property in the recorder's possession belonging to the city.

10. The city recorder shall keep a list of all property coming into his or her possession from the predecessor in office, and by purchase during his or her term, and shall deliver the list, together with the property, to the successor in office.

11. The city recorder shall certify the ordinance or resolution setting the tax levy to the county auditor before June 15 of each year.

12. After the legislative body accepts an annexation petition, the city recorder shall certify the legal sufficiency of the petition to the legislative body within thirty (30) days after the annexation petition is accepted.

C. Warrants: In the event the city is without funds on deposit in one of its appropriate bank accounts with which to pay any lawfully approved claim, the city recorder shall draw and sign a warrant upon the city treasurer for payment of the claim, the warrant to be tendered to the payee named thereon.

~~D. Payment Of Claims:~~

~~1. The city recorder or designee shall maintain the general books for each fund of the city and all subsidiary records relating thereto, including a list of the outstanding bonds, their purpose, amount, terms, and date and place payable.~~

~~2. The city recorder or designee shall keep accounts with all receiving and disbursing officers of the city, shall preaudit all claims and demands against the city before they are allowed, and shall prepare the necessary checks in payment. Such checks shall include an appropriate certification pursuant to Utah Code Annotation section 11-1-1, as amended, examples of which shall be presented in the uniform accounting manual for Utah cities. The city recorder shall also certify on the voucher or check copy, as appropriate, that:~~

~~a. The claim has been preaudited and documented;~~

~~b. The claim has been approved in one of the following ways:~~

~~(1) Purchase order directly approved by the city council or its delegate;~~

~~(2) Claim directly approved by the City Council; or~~

~~(3) Claim approved by the Financial Officer; and~~

~~c. The claim is within the lawful debt limit of the City; and~~

~~d. The claim does not overexpend the appropriate departmental budget established by the City Council. (Ord. 2002-5, 2-5-2002)~~

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E. Recording Of Ordinances:

1. The City Recorder shall keep and file a copy of each ordinance hereafter passed by order of the City Council and shall maintain copies of City ordinances showing all amendments and additions, and copies of those ordinances repealed; the City Recorder shall further place a copy of each such amendment, addition or repealed ordinance in the proper section of the copies of City ordinances provided to the Mayor and Council members. As portions of this Code are

replaced and/or deleted by legislative action, it shall be the responsibility of the City Recorder to delete that portion from the current Code.

2. It shall be the duty of the City Recorder to send a copy of all ordinances, amendments, additions and repeals to the Chairperson of the following permanent committees: the Planning Commission, and to each of the heads of the City departments identified in section 1-11-2 of this chapter. (Ord. 2017-29, 5-16-2017)

~~F. Financial Statements: The City Recorder or designee shall cause to be prepared and presented to the City Council the following financial statements:~~

~~1. At the end of each month, a summary of cash receipts and disbursements by fund or appropriate groups of funds, showing in total the beginning cash and invested balances, the receipts and disbursements separately for the period, and cash and invested balances in each fund or group of funds at the end of the period.~~

~~2. At the end of such periods as the City Council may direct, but not less often than once each quarter, a statement of revenues and expenditures and comparison with the budget of the General Fund, including a comparison of actual expenditures for the period with the allotments pertaining thereto.~~

~~3. A monthly statement of income and expense of each utility fund, reflecting operations to date in the current year and a comparison thereof with operating results for the same period during the preceding year.~~

~~4. At the end of such periods as the City Council may require, a condensed statement of receipts and disbursements and comparison with the cash budget of each utility fund, including a comparison of actual disbursements for the period with allotments pertaining thereto.~~

~~5. Such statements of operations in other special funds or reports on financial condition, at such times as the City Council may require.~~

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~~G. Annual Financial Report: Within one hundred eighty (180) days after the close of each fiscal year, the City Recorder or designee shall present to the City Council an annual financial report prepared in conformity with generally accepted accounting principles, as prescribed in the Uniform Accounting Manual for Utah Cities. This requirement may be satisfied by presentation of the audit report furnished by the independent auditor, if the financial statements included are appropriately prepared and reviewed with the City Council. Copies of the annual financial report or the audit report furnished by the independent auditor shall be filed with the State auditor and shall be filed as a public document in the Office of the City Recorder.~~

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~~H. Notice Of Audit Availability: Within ten (10) days following the receipt of the audit report furnished by the independent auditor, the City Recorder shall prepare and publish a notice to the public that the audit of the City has been completed and a copy thereof may be inspected at the Office of the City Recorder.~~

~~I. Ex Officio Auditor: The City Recorder is also the ex officio City Auditor and performs the duties of that office.~~

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~~J.~~ F. Appeals Board: When an appeal is taken by a terminated employee, the employee files a written notice of appeal with the City Recorder within ten (10) days after the employment action. Upon the filing of the appeal, the City Recorder is to refer a copy of the appeal to the Appeal Board. (See Utah Code Annotated section 10-3-1106, as amended.)

~~K. Budget Duties:~~

~~1. When a tentative budget is adopted by the governing body, all supporting schedules and data shall be a public record and shall be available for inspection in the office of the city recorder for a period of at least ten (10) days prior to the adoption of a final budget. (See Utah Code Annotated section 10-6-112, as amended.)~~

~~2. Upon final budget adoption, a certified copy of the adopted budget is filed in the office of the city recorder and shall be available to the public for inspection during regular business hours. (Ord. 2002-5, 2-5-2002; amd. Ord. 2021-14, 5-4-2021)~~

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Notes

1 1. See also subsection 1-10-2A of this title.

1-11-5-2 FINANCE DIRECTOR

A. Payment Of Claims:

1. The Finance Director or designee shall maintain the general books for each fund of the city and all subsidiary records relating thereto, including a list of the outstanding bonds, their purpose, amount, terms, and date and place payable.

2. The Finance Director or designee shall keep accounts with all receiving and disbursing officers of the city, shall preaudit all claims and demands against the city before they are allowed, and shall prepare the necessary checks in payment. Such checks shall include an appropriate certification pursuant to Utah Code Annotation section 11-1-1, as amended, examples of which shall be presented in the uniform accounting manual for Utah cities. The city recorder shall also certify on the voucher or check copy, as appropriate, that:

a. The claim has been preaudited and documented;

b. The claim has been approved in one of the following ways;

(1) Purchase order directly approved by the city council or its delegate;

(2) Claim directly approved by the City Council; or

(3) Claim approved by the Financial Officer; and

c. The claim is within the lawful debt limit of the City; and

d. The claim does not overexpend the appropriate departmental budget established by the City Council.

B. Financial Statements: The Finance Director or designee shall cause to be prepared and presented to the City Council the following financial statements:

1. At the end of each month, a summary of cash receipts and disbursements by fund or appropriate groups of funds, showing in total the beginning cash and invested balances, the receipts and disbursements separately for the period, and cash and invested balances in each fund or group of funds at the end of the period.

2. At the end of such periods as the City Council may direct, but not less often than once each quarter, a statement of revenues and expenditures and comparison with the budget of the General Fund, including a comparison of actual expenditures for the period with the allotments pertaining thereto.

3. A monthly statement of income and expense of each utility fund, reflecting operations to date in the current year and a comparison thereof with operating results for the same period during the preceding year.

4. At the end of such periods as the City Council may require, a condensed statement of receipts and disbursements and comparison with the cash budget of each utility fund, including a comparison of actual disbursements for the period with allotments pertaining thereto.

5. Such statements of operations in other special funds or reports on financial condition, at such times as the City Council may require.

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C. Annual Financial Report: Within one hundred eighty (180) days after the close of each fiscal year, the Finance Director or designee shall present to the City Council an annual financial report prepared in conformity with generally accepted accounting principles, as prescribed in the Uniform Accounting Manual for Utah Cities. This requirement may be satisfied by presentation of the audit report furnished by the independent auditor, if the financial statements included are appropriately prepared and reviewed with the City Council. Copies of the annual financial report or the audit report furnished by the independent auditor shall be filed with the State auditor and shall be filed as a public document in the Office of the City Recorder.

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D. Notice Of Audit Availability: Within ten (10) days following the receipt of the audit report furnished by the independent auditor, the Finance Director shall prepare and publish a notice to the public that the audit of the City has been completed and a copy thereof may be inspected at the Office of the City Recorder.

E. Ex Officio Auditor: The City Recorder is also the ex officio City Auditor and performs the duties of that office.

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F. Budget Duties:

1. When a tentative budget is adopted by the governing body, all supporting schedules and data shall be a public record and shall be available for inspection in the office of the city recorder for a period of at least ten (10) days prior to the adoption of a final budget. (See Utah Code Annotated section 10-6-112, as amended.)

2. Upon final budget adoption, a certified copy of the adopted budget is filed in the office of the city recorder and shall be available to the public for inspection during regular business hours.

~~1-11-5-2~~ 1-11-5-3: CITY TREASURER:

A. Duties: The city treasurer shall be custodian of all money, bonds or other securities belonging to the city. The city treasurer shall receive all money payable to the city, including all taxes, licenses and fines, and shall keep an accurate detailed account thereof in the manner provided in this chapter or as the city council may from time to time direct by ordinance or resolution. The city treasurer shall collect all special taxes and assessments as provided by law and ordinance.

B. Signing Checks: The city treasurer or such other person as the city council may designate by resolution shall sign all checks. Prior to affixing the signatures, the city treasurer or such other person shall determine that sufficient funds are on deposit in the appropriate bank account of the city to honor such check. The city treasurer shall make provision for payment of all warrants issued before signing any subsequently issued checks.

C. Warrants: The city treasurer shall pay all warrants in the order in which presented and as money becomes available for payment thereof in the appropriate funds of the city. The city treasurer shall note upon the back of each warrant presented to him the date of presentation and the date of payment.

D. Receipts: The city treasurer shall give or cause to be given to every person paying money to the treasury a receipt or other evidence of payment therefor, specifying the date of payment and upon what account paid, and shall file the duplicate of such receipt or other evidence of payment in the office of the city recorder.

E. Care Or Misuse Of Funds: The city treasurer shall keep all money belonging to the city separate and distinct from his or her own money and shall promptly make deposit thereof in the appropriate bank accounts of the city. Whenever it shall appear to the city council that the city treasurer is making profit out of public money or is using the same for any purpose not authorized by law, such treasurer or officer shall be suspended from office. Upon a conviction for such offense, the office shall become vacant.

F. Financial Reports: The city treasurer or designee shall report to the city council at such times as may be prescribed by it, giving a full and detailed account of receipts and expenditures since the last report, along with an account of the condition of the treasury. The city treasurer shall also keep a registry of all warrants redeemed and paid, and the person to whom paid, specifying also the time of payment. All such warrants shall be examined by the city council at the time of making such report.

G. Special Assessments: All money received by the city treasurer on any special assessment shall be applied to the payment of the improvement for which the assessment was made. Such money shall be used for the payment of interest and principal on bonds or other indebtedness issued in settlement thereof and shall be used for no other purpose whatsoever except as otherwise provided by law. (Ord. 2002-5, 2-5-2002)

1-11-5-~~3~~ 4: ~~JUSTICE OF THE PEACE:~~ JUSTICE COURT

~~A. Appointment: A justice of the peace shall be appointed to terms of four (4) years beginning the first Monday in February 1988, which appointment shall be made by the mayor, subject to confirmation by the city council. The justice of the peace may be removed from office in the same manner as established by state law for the removal of county justices.~~

~~B. Vacancy; Disqualification:~~

~~1. If a vacancy occurs in the office of the justice of the peace, the mayor shall, with the consent of the city council, fill the vacancy by appointment for the unexpired term. The person appointed shall qualify in the same manner as a municipal justice and has and shall exercise all the authority of the municipal justice.~~

~~2. If a municipal justice is unable or disqualified to perform the duties of his office, or is absent, the mayor shall appoint another justice of the peace residing within the county to act as the temporary municipal justice of the peace. The temporarily appointed justice has and shall discharge the duties of the municipal justice, but only during the disability or absence of the municipal justice.~~

~~C. Duties: The justice of the peace shall perform the duties required of him by law and by the provisions of this code and shall have all powers conferred upon him by the state.~~

~~D. Report: The justice of the peace shall report to the city council from time to time, as it shall direct, the number of cases brought before him on behalf of the city, the amount of fines levied, the amount collected and such other pertinent facts as may be required by the city council. The justice of the peace, or designee, shall pay all fines, fees, forfeitures or any other sums collected by the justice of the peace to the city treasurer within seven (7) days of receipt. (Ord. 2002-5, 2-5-2002)~~

A. Creation of Justice Court: There is hereby established a court within the city known as the Pleasant Grove City Justice Court which court shall not be a court of record, hereinafter referred to as the "Justice Court." Based on the number of citations and cases filed monthly with the Justice Court, the Pleasant Grove Justice Court is designated as a Class III justice court.

B. Certification of Justice Court. Pursuant to Utah Code §§ 78A-7-102 to -103, the Utah Judicial Council certified the creation of the Pleasant Grove Justice Court in 1988 and re-certified every four years as provided by state law.

C. Compliance with Minimum Requirements. The City shall comply with and meet the minimum requirements set forth by the Judicial Council for the creation and certification of the Justice Court in accordance with Utah Code §78A-7-103.

D. Territorial Jurisdiction. The territorial jurisdiction of the Justice Court extends to the corporate limits of the City.

The territorial jurisdiction of the Justice court functioning as a magistrate may extend beyond the boundaries of the City limits as provided in Utah Code § 78A-2-220 and to the extent necessary to carry out magisterial functions under Utah Code § 77-7-23.

E. Jurisdiction. The Justice Court has jurisdiction over Class B and C misdemeanors, violations of ordinances, and infractions committed within its territorial jurisdiction, except those offenses over which the juvenile court has exclusive jurisdiction.

The Justice Court has jurisdiction over traffic misdemeanors and infractions committed by persons 16 or 17 years of age that occur within the territorial jurisdiction of the Justice Court pursuant to and subject to provisions set forth in Utah Code § 78A-7-106.

The Justice Court has jurisdiction of small claims cases under Small Claims Courts, Utah Code Chapter 78A-8, if the defendant resides in or the debt arose within the territorial jurisdiction of the Justice Court.

F. Remittal of Fines, Fees, and Forfeitures. All fines and forfeitures collected by the Justice Court shall be remitted in accordance with the provisions of Utah Code § 78A-7-120 and the State Money Management Act.

G. Appeals. Any appeal of a judgment rendered in the Justice Court may be made to the district court by filing a notice of appeal in accordance with and subject to applicable statutes. The appeal to the district court is a trial de novo as provided by law.

SECTION 2: **SEVERABILITY**. The sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable. If any such section, paragraph, sentence, clause, or phrase shall be declared invalid or unconstitutional by the valid judgment or decree of a Court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any of the remaining sections, paragraphs, sentences, clauses, or phases of his Ordinance.

SECTION 3: EFFECTIVE DATE. This ordinance shall take effect immediately upon its passage and shall be posted or published as required by law.

SECTION 4: APPROVED AND ADOPTED AND MADE EFFECTIVE by the City Council of Pleasant Grove City, Utah County, Utah, this ____day of _____, 2024.

_____

Guy L. Fugal, Mayor

ATTEST:

_____ (SEAL)

Wendy Thorpe
City Recorder

Agenda

RESOLUTION NO. 2024-042

RESOLUTION OF THE CITY COUNCIL OF PLEASANT GROVE CITY, UTAH COUNTY, UTAH, AMENDING THE PERSONNEL POLICIES AND PROCEDURES PREVIOUSLY APPROVED BY THE CITY COUNCIL. SPECIFICALLY, AMENDING SECTION II "CITY CODE OF CONDUCT" SUBSECTION 9 "PURCHASING" BY ADOPTING SUBSECTION 9D "CREDIT CARD/PURCHASING POLICY" MODIFYING SPENDING LIMITS IN SUBSECTION 9E AND ADOPTING A POLICY FOR DISPOSING OF SURPLUS VEHICLES IN SUBSECTION I(3) AND AMENDING SECTION VII "GRIEVANCE PROCEDURES" AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the city council has adopted a Personnel Policy and Procedure Manual in order to effectively manage the personnel matters of the city; and

WHEREAS, it has been brought to the attention of the city council that some amendments to the Personnel Policy and Procedure Manual are necessary in order to clarify and detail the Purchasing Policy; and

WHEREAS, amendments to the Grievance Policy are also necessary; and

WHEREAS, the city council held a duly noticed public meeting to consider finalizing these proposed changes on October 15, 2024; and

WHEREAS, the city finds that these changes are prudent and necessary.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Pleasant Grove City, Utah County, Utah, as follows:

Section 1. S**ection II: PURCHASING** be amended as follows:

SECTION II:
CITY CODE OF CONDUCT

9. PURCHASING.

A. Introduction

This policy provides information and direction to the various groups, departments and divisions of the City. Its primary purpose is to communicate policy and give guidance to personnel assigned to the purchasing function, and others with purchasing authority.

The statements contained in this policy represent the basic intentions and goals of the City. Nothing in this statement of purpose shall create rights or interests in third parties or impose obligations upon or create causes of action against the City, its officers, agents or employees.

B. Objectives

The objectives of the City purchasing policy are as follows:

1. To obtain, for the City, products and services that best satisfy the City's needs at the most competitive price

2. To provide for economy, efficiency, and to encourage open competition in City procurement activities

3. To provide fair and equitable treatment of all persons involved in the purchasing process of the City

4. To demonstrate transparency and accountability in the expenditure of public funds

C. Definitions

1. Declared Emergency – An unexpected situation or sudden occurrence of a serious and urgent nature that has been declared a local "state of emergency" by the City Mayor.

2. Emergency Purchase – An imminent threat to the public's health, welfare, safety, or of an imminent and substantial risk of injury or loss to property under conditions which reasonably do not permit fulfilling all the purchasing requirements in this policy. These situations can arise from acts of nature, conditions that are detrimental to the health, safety, or welfare of the public, or other unforeseen events that threaten the termination of essential services, including delays in the transportation of indispensable goods and materials.

3. Professional Services – Any services based upon professional expertise rather than goods or products.

4. Request for Bid (RFB) – A competitive solicitation method that may be used when price is the primary consideration, however other criteria may also be considered. A request soliciting price quotations or bids; contains, or incorporates by reference the specifications or scope of work and all contractual terms and conditions.

5. Request for Proposal (RFP) – A competitive solicitation method that may be used when other factors will be considered in the selection criteria, in addition to price. A request containing or referring to a purchase description, specifications, services and all contractual terms and conditions applicable to a formal sealed bid purchase with the possibility of negotiation after the bids are opened. This method is used when the RFB is either not practical or not advantageous to the City.

6. Request for Qualifications (RFQ) – A bid solicitation method when the award will be made on the basis of the provider being able to satisfy each of the mandatory requirements. An RFQ can be used in a two step bidding process. Step one is to obtain qualified providers and step two is to release the RFB or RFP to the pre-selected qualified providers.

7. Sole Source Provider – A situation where a particular supplier or person is identified as the only source available for the procurement of a particular item.

8. Procurement System – Any electronic or manual system, including procurement software, used by the City to issue, track, and award contracts to do business with the City.

D. Credit Card/Purchasing Card Policy

Purpose of This Policy

This policy outlines the requirements and standards for the Pleasant Grove City Purchasing/Credit Card (P-Card) Program. In alignment with current State of Utah statutes, it establishes efficient guidelines for staff and elected officials using purchasing cards.

The P-Card program offers a more efficient and cost-effective method for small-dollar purchasing and payments. It is designed to supplement various processes, including petty cash, check payments, low-value authorizations, and repetitive purchase orders.

All city-issued credit cards are considered purchasing cards or “P-Cards.”

The Accounts Payable Clerk is designated as the P-Card Program Administrator.

1. General P-Card Policies

a. **Ownership and Use**: P-Cards are the property of Pleasant Grove City and are to be used only for allowable city purchases, not for personal expenses. Non-compliance may result in removal from the program or other disciplinary actions.
b. **Liability**: The City carries liability for the P-Card program, and its use will not affect an employee's personal credit rating.
c. **Issuance**: Each P-Card is issued to a specific employee or department. Cards issued to individuals must be used solely by the named cardholder.
d. **Responsibility**: Cardholders are responsible for the security of their P-Cards and the accounting of transactions made with them.
e. **Lost or Stolen Cards**: If a P-Card is lost or stolen, the cardholder must immediately notify Zions Bank Customer Service (1-888-758-5349) for cancellation and inform the City's P-Card program administrator.
f. **Disputed P-Card Transactions**: If the monthly bank statement includes an incorrect or unauthorized purchase, the cardholder must first contact the supplier/merchant to resolve the issue. If the issue cannot be resolved, the cardholder should report the disputed transaction to Zions Bank Customer Service and notify the P-Card program administrator.
g. **Tax Exemption**: Most P-Card purchases are exempt from sales tax. However, employees traveling on official city business may pay sales tax on meals, transportation costs, and lodging-related taxes.
h. **Receipt and Recordkeeping**: Cardholders must keep itemized receipts for all transactions. Transactions must be recorded using the City's Purchasing Card Transaction Log, including details such as the date, supplier's name, item description, purpose, GL code, and total amount.
i. **Reconciliation**: Cardholders must reconcile their Purchasing Card Transaction Log with their receipts and the monthly statement from Zions Bank.
j. **Review and Submission**: After reconciliation, the log must be reviewed and signed by both the cardholder and their department director or designee. Once signed, the log and receipts must be submitted to the City's P-Card program administrator.
k. **Record Retention**: P-Card logs, receipts, bank statements, and other documentation must be retained according to the city's record retention policy.
l. **Auditing**: The Finance Department may audit P-Card transactions at any time. Upon transfer, termination of employment, or termination of P-Card privileges, the cardholder must return the P-Card to the program administrator.

2. **Restrictions on P-Card Use**

a. **Limits**: Each P-Card has assigned monthly and single-purchase limits based on department needs. Adjustments must be requested by the cardholder's department director or designee through the P-Card program administrator.
b. **Spending Compliance**: All P-Card purchases must comply with the City's spending approval limits as outlined in the Pleasant Grove Personnel Policy & Procedure Manual.
c. **Prohibited Purchases**: P-Cards must not be used to purchase alcoholic beverages. Gift cards, gift certificates, or other "cash equivalents" require pre-approval from the cardholder's department director or designee.

3. Travel-Related P-Card Purchases

a. **Allowable Charges**: While traveling on official city business, lodging, transportation, and other services may be charged to the P-Card up to the allowable travel rates as outlined in the Pleasant Grove Personnel Policy & Procedure Manual.
b. **Meals**: Meals must be on a per diem basis.
c. **Overages**: If a cardholder charges more on a P-Card for travel-related expenses than is allowed, the employee must reimburse the City for the difference.

~~D.~~ E. Spending Approval Limits

For the purposes of establishing proper oversight and controls related to purchasing, the City establishes the following thresholds related to purchases:

2. **$0 - $~~5,000~~ 10,000**. All purchases under $~~5~~ 10,000 may be made at the discretion of the department head, providing the purchase can be made with previously budgeted funds.

3. **$~~5,000 - $25,000~~ 10,000 - $30,000**. Purchases between $~~5,000~~ 10,000 and $~~25,000~~ 30,000 must obtain a purchase order with the approval of the City's finance director.

4. **Over $~~25,000~~ 30,000**. Any purchase in excess of $~~25,000~~ $30,000 must obtain a purchase order with the approval of the Mayor.

5. Orders may not be separated for the purpose of avoiding spending approval limits.

~~E.~~ F. Bids

The City has established the following procedures related to the bidding process:

1. **$0 - $~~5~~ 10,000**. Any purchases may be made with or without competitive bids, at the discretion of the department head.

2. **Over $~~5~~ 10,000**. All purchases over $~~5~~ 10,000 require at least three (3) competitive bids. Bids should be obtained via the City's procurement system. Bids may be maintained via RFB, RFP, or RFQ. The bid period shall be no less than (3) business days or otherwise required by state law, from the first advertisement.

3. **Over $125,000**. Any contract over $125,000 must be made in accordance with the State's procurement requirements for large projects. ~~These requirements state that bids must be published at least twice in a newspaper published or of general circulation in the local entity at least five days before opening the bids.~~ Noticing for Request for Bids shall be conducted in conformance with Class A notices under Section 63G-30-102 and for at least 5 days before opening posted on an approved State website for posting public procurement notices. - (See State Code 11-39-103)

4. Receipt of Bids. Bids or proposals shall not be accepted or received after the time set in the bid documents for receipt of proposals or bids.

5. Withdrawal of Bids. Bids or proposals may be revised, modified, or withdrawn by the potential provider at any time prior to opening. Any such revision, modification, or withdrawal shall be in writing. After the bids are opened, they shall be irrevocable for the period specified in the bid documents. Correction or withdrawal of erroneous bids after opening, or cancellation of awards or contracts based on such bid mistakes, shall not be permitted except as authorized elsewhere in this policy.

6. Relief Due to Computation Error. Any potential provider who seeks to withdraw or modify a bid because of computational error shall notify the City no later than three (3) business days following the bid closing. The potential provider may be required to provide worksheets and such other information as may be appropriate or required by the City to substantiate the claim of inadvertent error.

7. Cancellation of Bids. An RFB, RFP, or RFQ may be canceled, or any or all bids or proposals may be rejected, in whole or in part, as may be specified in the solicitation, when it is in the best interest of the City in the reasonable discretion of the City Administrator. The reason for the cancellation shall be made part of the procurement file.

8. Ineligibility. In addition to all other remedies permitted by law, the Mayor or the City Council may declare a potential provider ineligible to bid on City procurement and public services contracts for a period not to exceed (5) years for any of the following reasons:

a. Two or more claims of computational errors in bid submissions within a (2) two-year period

b. Unsatisfactory performance of a contract

c. Unjustified refusal to perform or complete contract work

d. Unjustified failure to honor or observe contractual obligations

e. Failure to honor state or federal laws

f. Litigation initiated by a vendor against the City in the previous (5) five years

g. Unreasonable number of change orders associated with previous contracts with the City

~~E.~~ G. Appeal Procedures

Any actual or potential product or services provider, who feels they were not treated in a fair and equitable manner may protest the procurement decision by filing a notice to appeal with the City Recorder within (3) business day of the closing of the bid. Following such notifications, the vendor shall submit a written statement with the City Recorder that will be forwarded to the City Administrator within (15) fifteen days of the procurement decision. The statement shall contain the following information:

1. The protesting party's name, address, and daytime telephone number, the signature of the protesting party or the attorney for the protesting party, and the date the protest statement was signed; and

2. The relief sought, supported by a statement of fact and the recitation of the reasons and the legal authority in support of the protest sufficient to permit review.

3. The City administrator or designee shall review and decide protests and shall issue a written determination to the protesting party within (15) fifteen days of receipt of the

protest. If the City Administrator fails to issue a decision within (15) fifteen days after the receipt of the protest, said failure shall be considered in the equivalent of an order denying the appeal.

~~F.~~ H. Bid Exceptions

In certain circumstances the objectives set forth in this policy cannot be achieved via ordinary purchasing procedures. In these cases the bidding guidelines need not be followed. These include the following situations:

1. Grant, Gift, Bequest. In complying with the terms and conditions of any grant, gift, or bequest to the City if such action is approved by the City Administrator and is otherwise consistent with law, the department may procure without competitive bids.

2. Federal or State Funds. When procurement involves the expenditure of Federal or State assistance funds, and to the extent that doing so requires that Federal or State Law purchasing requirements be observed in place of City purchasing requirements, the department may procure without competitive bids. In such cases, written documentation should be made to the Finance Director.

3. Cooperative Procurements. The City may join with other units of Federal, State, or local government, or with special districts, school districts, and such other similar agencies in purchasing products or services. In such cases, the City is not required to follow a competitive bidding process where that would be required if the service, construction, or commodities were procured by the City alone.

4. State Contract. The department may procure, without competitive bids, supplies and services which are the subject of contracts with the State of Utah. State Contract Vendor number must be provided as proof of current State contract.

5. Emergency Purchase. Procurements may be made in emergencies by the department director, or designee, provided that procurements shall be made with as much competition as practical under the circumstances. Within (2) two business days after the procurement the department director shall provide a signed written statement to the Finance Director setting out in reasonable detail the procurement, the price, cause and basis for the emergency and why the procedures set out in this section were not followed.

6. Declared Emergency. In situations where the Mayor has declared a local “state of emergency”, the Mayor may temporarily suspend the purchasing policy as long as

determined necessary and in the best interest of the City to provide for emergency related response activities.

7. Sole Source Provider. Products only available from one vendor need not be bid competitively.

8. Insufficient Bids. If the department is unable to locate three vendors willing to submit a bid, the department may select from the bid(s) submitted.

9. Compatibility. The department may procure, without competitive bids, equipment and supplies which, by determination of the department head, require a certain brand, person, or firm to be compatible with other City equipment.

10. Professional Services. Contracts for professional services are awarded based on knowledge and expertise rather than price. Therefore, contracts are not awarded based on price. When the City issues an RFP for professional services, price will be considered but will not be weighted as heavily as other factors.

11. City Council Determinations. Situations may arise where a substantial savings will be realized by avoiding competitive bidding. These situations are determined by a decision from the City Council.

~~G.~~ I. Surplus Personal Property

Property no longer of use to the City will be sold in a fair and open manner in the best interests of the City. The following procedures will be followed.

1. Di Minimus Property. Any property with a value under $500 may be sold at the discretion of the department head. In cases where the property will be offered to sell to employees, all employees should be notified of the property for sale in an open manner.

2. Property Sales. All property with a value of $500 or greater will be sold in a public manner with the objective to obtain a fair market value from the buyer. These items will be declared as surplus property by the City Council and sold in manner consistent with this policy at the discretion of the department head. Property with a value less than $500.00 may be declared as surplus by the City Administrator and sold or disposed of in an open and public manner consistent with this policy.

3. Vehicles. Vehicle disposal shall be conducted as follows:

a. A vehicle three (3) years or older shall be disposed of by sending the vehicle to a professional auto sales auction.

b. A vehicle newer than three (3) years may be disposed of after notice from the Department Head to all other city departments that a vehicle is available to allow other departments the opportunity to use the vehicle for City use prior to disposal.

c. If no other city department can use the vehicle, the vehicle may be sold pursuant to a sealed bid process after public advertisement that a vehicle is available for purchase.

~~3.~~ 4. Proceeds. All proceeds from the sale of surplus property will be deposited into a revenue account in the general fund unless the property was originally purchased by an enterprise fund. Proceeds from the sale of enterprise fund assets will stay with the respective fund.

Section 2. S**ection VII: Grievance Procedures** be amended as follows:

SECTION VII: GRIEVANCE PROCEDURES

1. GENERAL POLICY.

A. Employees who perceive that they have a grievance against Pleasant Grove City should exhaust the administrative procedure set forth in the body of this policy before addressing their grievance through any other forum. An employee may file a grievance about any perceived work related injustice or oppression resulting from an act, occurrence, omission, condition, or unfair labor practice. Issues addressable throughout the grievance process include, but are not limited to:

(1) Employee-supervisor relationships.
(2) Duty assignments not affecting job classification.
(3) Shift and job location assignments.
(4) Working conditions.
(5) Practices affecting granting of leave.

B. Grievances should be resolved at the lowest administrative level possible. Employees and supervisors shall attempt to resolve grievances informally by discussing the grievance issues before any formal written grievance is filed. Each employee pursuing a formal grievance must prepare and submit a separate written grievance/appeal using the

approved Employee Grievance Form (Form #27). No Grievance shall be heard without the proper documentation. Written grievances shall contain, at a minimum, the following information:

(1) Name of the employee.
(2) Date the occurrence or action underlying the grievance occurred.
(3) Nature of the grievance.
(4) Historical information related to the grievance.
(5) Requested resolution.
(6) Signature of the employee filing the grievance & date filed.

C. Employees will be allowed a reasonable amount of time during work to prepare written grievances. Employee grievances must be filed within ten (10) days of the occurrence or event giving rise to the grievance, or within ten (10) days of when the employee acquires knowledge of the occurrence or event giving rise to the grievance.

D. At each level of the grievance process, after the Supervisor or City Administrator has received an employee grievance, the Supervisor or City Administrator shall have ten (10) working days to respond in writing to the grievance.

E. If the Supervisor or City Administrator is unable to answer the grievance within the specified time period due to extenuating circumstances, the Supervisor or City Administrator may take an additional ten (10) working days to answer the grievance if they notify the employee in writing of the exigent circumstances and that the extension is being exercised. If the grievance remains unresolved or the decision is considered unacceptable, the employee may appeal the decision to the next level of appeal.

F. Absent exigent circumstances, if the Supervisor or City Administrator fails to respond within the allotted time, the employee may proceed to the next level of appeal.

G. Only the issues presented in the original grievance may be considered throughout the appellate process. A grievance and any necessary appeals shall be processed through the following chain of command, if applicable:

(1) Immediate Supervisor.
(2) Department Head.
(3) City Administrator.
~~(4) Mayor.~~
~~(5) City Council (as the Appeals Board).~~

H. The decision of the ~~City Council~~ City Administrator constitutes the final level of appeal and is final and cannot be appealed.

2. CONFIDENTIALITY. Written Grievance Forms shall be private data under the Government Records Access Management Act of the State of Utah. The City Administrator or City Council

may declare the grievance documents to be confidential and/or order the entire record, or any part of it, sealed.

3. FILING.

A. No document relating to a grievance shall be placed in the employee's personnel file.

B. If any disciplinary action against an employee is rescinded as a result of the grievance process, the City Administrator, or designee, shall remove the record of the disciplinary action from the employee's personnel file.

C. If any disciplinary action against an employee is modified as a result of the grievance process, the unmodified record of the disciplinary action shall be removed from the employee's personnel file and the modified record of the disciplinary action shall be placed in the employee's personnel file

Section 3. This Resolution shall take effect immediately upon its passage by the city council.

These changes are **APPROVED AND ADOPTED**, this _____ day of October, 2024.

_____
Guy L. Fugal, Mayor

ATTEST:

_____
Wendy Thorpe, CMC
City Recorder