

Council Mbr Responsible	Area of Responsibility	City Startup - Top Priority		
			67%	Team
		Officer elect take office	100%	Council
		City Certificate of Incorporation (12/27)	100%	Janet
		Intro Zoom with Corbin and CCM	100%	Kay
Booth	Land Use	<b>Land Use Planning</b>	85%	Janet
		Building moratorium	100%	Janet
Booth	Land Use	<b>Impact fee</b>	0%	
Booth	Land Use	<b>Complete study</b>	0%	
Booth	Land Use	<b>Impact fee consideration, adoption and conduct of fee</b>	0%	
		Planning Commission	100%	Janet
		Municipal Codes	100%	Kay
		<b>Establish City Services</b>	64%	Hickman
		<b>Public Works</b>	72%	Hickman
		Roads & Snows	100%	Hickman
		Business license	100%	Chad
		Special Events	100%	Janet
		Sheriff - Law Enforcement Services	100%	Chad
		Trash/ Waste	100%	Fred
		<b>Planning - Engineering - Development Insp includ</b>	96%	Hickman
		Engineering & Infrastructure transfer	100%	Hickman
		Get a bid form WC	100%	Hickman
		Legal Review and revise	100%	Bill/WC
		WC Votes	100%	WC
		Council votes and Janet Signs Interlocal agreement B	100%	Janet
		City lawyer sign interlocal agreement	100%	Corbin
		Submit to county	100%	Janet
		<b>Engineering firms</b>	95%	Hickman
		Send RFP to engineering firms	100%	Hickman
		Get a bid form Contract Consultant - Planning & Dev	100%	Hickman
		Review options with council agree - Engineering & Pla	100%	Hickman
		Council review Janet Sign contact Chad Boshell (Civi	100%	Janet

		Council review Janet Sign contact Jones - Engineering	100%	Janet
		Council review Janet Sign contact JUB - Engineering	100%	Janet
		Council review Janet Sign interlocal MSD - Planning	0%	Janet
		<b>Building Permitting - Building Inspection</b>	94%	Hickman
		Council votes Interlocal agreement Building Permitting	100%	Council
		Send RFP to WC	100%	Hickman
		Get a bid form WC	100%	Hickman
		Legal Review and revision of Interlocal agreement	100%	Bill/WC
		WC Votes	0%	WC
		Council votes and Janet Signs Interlocal agreement B	0%	Janet
		City lawyer sign interlocal agreement	0%	Corbin
		Submit to county	0%	Janet
		<b>Disposition of Vested Development Agreements</b>	88%	Hickman
		WC submit list of vested dev agreements	100%	WC
		Legal Review and revision of Interlocal agreement	100%	Bill/WC
		WC submit list of existing permits and applications	90%	WC
		WC Votes	0%	WC
		Council votes and Janet Signs Interlocal agreement -	0%	Janet
		City lawyer sign interlocal agreement	0%	Corbin
		Submit to county	0%	Janet
		<b>Animal Control/ Shelter</b>	0%	Tia
		Identify Provider	100%	Tia
		Get a bid (shelter & control)	0%	Tia
		Legal review - revise interlocal agreement on "Animal	0%	Bill/WC
		WC Votes	0%	WC
		Council votes and Janet Signs Interlocal agreement A	0%	Janet
		City lawyer sign interlocal agreement	0%	Corbin
		Submit to county	0%	Janet
		<b>Court System</b>	15%	Janet
		Receive Interlocal agreement from Washington Terra	25%	Janet
		Legal Review and revision	0%	Washingt

	Washington Terrace votes	0%	Washington
	Council votes and Janet Signs Interlocal agreement -	0%	Janet
	City lawyer sign interlocal agreement	0%	Corbin
	UDOT TPA Grant	100%	Hickman
	<b>IT</b>	53%	Kathy
	Secure Interlocal agreement/ contact with IT provider	100%	Council
	Sign contract Tech Legion	0%	Council
	Sign contact with Castle	50%	Council
	City website	63%	Kathy
	Phone numbers for city	61%	Kathy
	obtain OVC related records from WC (GIS Mapping, I	0%	JA
	Build customized GIS system to meet OVC needs	0%	
	<b>Public Safety</b>	67%	Chad
	<b>Adopt Emergency Preparedness plan</b>	66%	Chad
	Draft Emergency Preparedness plan	70%	Chad/Tia
	City Council Adopts Emergency Preparedness plan	0%	Council
	Fire District	100%	Chad
	Identify Liaison and Commence Outreach to Fire Dep	100%	Chad
	Council vote on who will sit on Fire District board	100%	Council
	Health Department	100%	Chad
	Identify Liaison and Commence Outreach to Health D	100%	Chad
	<b>Administration</b>	73%	Kay
	Get a City PO Box	100%	Peggy
	Council portfolio distribution	100%	Council
	FAQ for officers and public on day one	100%	Kay
	FAQ for front staff on day one	100%	Sharon
	Draft City operations processes and procedures	75%	Sharon
	Draft City finance processes and procedures	100%	Lars
	<b>Facilities</b>	94%	Kay
	Sign agreement with Huntsville (for public meetings)	100%	Kay
	Get Agreement Huntsville/ ML (for office space)	100%	Kay

		Legal review	100%	Bill
		Huntsville sign	0%	Huntsville
		Sign supplemental letter	0%	Janet
		Procure office supplies, and services (office equipment)	0%	Tia
		Recorder\Clerk (record keeping and meeting management)	100%	Sharon
		Register to use the public notice website.	100%	Lars
		Legal	100%	Kay
		<b>Finance</b>	46%	Kay/Hickman
		Contract with Financial Advisor	100%	Kay
		<b>Start up Budget</b>	46%	Kay
		K&C review budget with team (call)	100%	K&C
		Create draft "start up" budget (Jan 26 - June 26)	100%	K&C
		Council review and adopt "start up" budget (Jan 26 - June 26)	100%	Kay
		Submit Budget to State Auditor (Jan 26 - June 26)	0%	K&C
		<b>Sign Agreement(s) from Gap Funding</b>	20%	Zion
		Zions Estimate gap funding need	100%	Kay
		Zions review gap funding with team (call)	100%	Zion
		Draft parameters resolution	100%	Zion
		Pass resolution to implement of tax anticipation notice	100%	Council
		Agree to Gap Funding from WC	100%	Janet, Doreen
		Agree to Gap Funding from Banks	8%	Zion
		Agree to Gap Funding from Private Sources	0%	Janet, CC
		City signs agreement for gap funding	0%	Janet
		<b>Banking Relationship</b>	36%	Tia/Hickman
		Meet with Zions	100%	Tia
		Identify Potential Banks (Golden west / Zion)	100%	Tia/Hickman
		Meet with Golden West	100%	Tia
		Complete application with Golden West	100%	Tia/Lars
		Open Account with Golden West	100%	Tia/Lars
		Complete application with Zions	80%	Tia/Lars
		Open Account with Zions	0%	Tia/Lars

		<b>City liability insurance</b>	82%	Kay/Tia
		Agree to use Utah Local Governments Trust for City i	100%	Kay/Tia
		Sign agreement with Utah Local Governments Trust	100%	Janet
		Get cyber security insurance	80%	Kay, Tia, K
		<b>Treasury</b>	57%	Kay
		Identify How Treasury Functions Will Occur	100%	Lars
		Implement assignment of Onsite Personal for Cash T	100%	Lars
		Establish Public Treasurer's Investment Fund account	0%	Lars
		<b>Revenue</b>	43%	Kay
		City Population submittal	0%	
		Determine Kem Gardiner Group Population Numbers	0%	Ron/Kay
		Distribute the population numbers	0%	Distribute
		Bonding for council and paid staff	100%	Peggy
		Obtain commitment for bonds for council and recorde	100%	Peggy
		<b>Taxes</b>	68%	Kay
		Adopting Energy Tax of 6%	100%	Council
		Adopt Transit Room tax of 1%	100%	Council
		Obtain federal tax identification number (EIN)	100%	Lars
		Send City certificate (copy, scan, or clear picture of th	0%	Ron
		Submit Transient Room Tax form to Utah Tax Commi	0%	Kay
		<b>Sales Tax</b>	93%	Kay
		Obtain list of sales tax outlets in OV	100%	Ron/Tia
		Write tax ordinance (should be in municipal code)	100%	Corbin
		Adopt Sales and Use Tax of 1%	100%	Council
		Send the Finance Manager/Treasurer name to Cai-Pe	0%	
		Notify state tax commissions (Provide Cai-Peng with a	0%	Kay
		Register with the Taxpayer Access Point (TAP) for M	0%	Kay
		<b>Sign B &amp; C Road Funds</b>	77%	Ron
		Work with Weber WC Eng for map and paperwork cr	80%	Ron
		Coordinate Public Treasurer's Investment Fund (PTIF	0%	Ron
		Submit paperwork to UDOT (no later than Jan 15)	0%	Ron

		<b>Property Tax</b>	0%	Ron/ WC
		Code in GIS plats for us to collect taxes	0%	County
		<b>Franchise Agreement</b>	12%	Kay
		<b>Rocky Mountain Power (electric) Franchise Agree</b>	35%	Kay
		Draft agreement	37%	Kay
		City Council Adopts Franchise Agreements (Electricit	0%	Council
		<b>Endbridge/Dominion (Gas) Franchise Agreement</b>	0%	Kay
		Draft agreement	0%	Kay/Ron
		City Council Adopts Franchise Agreements (Gas)	0%	Council
		<b>ISP Franchise Agreement</b>	25%	Kay
		Draft agreement	26%	O'Brien, B
		City Council Adopts Franchise Agreements (ISP)	0%	Council
		<b>Cable Television Franchise Agreement</b>	0%	Kay
		Draft agreement	0%	O'Brien, B
		City Council Adopts Franchise Agreements (Cable TV	0%	Council
		<b>Cell Phone Companies Franchise Agreement</b>	0%	Kay
		Draft agreement	0%	O'Brien, B
		City Council Adopts Franchise Agreements (Cell Pho	0%	Council
		<b>CenturyLink Franchise</b>	0%	Kay
		Draft agreement	0%	O'Brien, B
		City Council Adopts Franchise Agreements (Phones/I	0%	Council

		<b>City Startup - Lower Priority</b>	20%	
		Assemble outstanding bills that will be due (legal, sur	0%	Kay
		Determine need for Fee Study (STR,Business,....)	0%	Corbin
		Information Briefing with Utah Division of Natural Res	0%	Hickman
		<b>General Plan</b>	34%	Janet
		Draft General Plan	100%	Janet
		Review of General Plan	0%	Council
		Legal Review the General Plan	0%	Craig
		Council review General Plan	0%	Council

		Review General Plan and revise	0%	Plan Com
		City Council Adopts General Plan	0%	Council
		<b>Land Use Code</b>	41%	Janet
		Draft land use codes	75%	Janet, Pla
		OV Zoning	0%	
		OV Land Use Ordinances	0%	
		<b>Priority 1 Codes (14)</b>	4%	Janet
		Council discussion on priority codes	100%	Council
		Legal Review the rest of Codes	0%	Craig
		Planning comm. Revise Land Use Code	0%	Planning
		City Council Adopts Priority 1 Codes (14)	0%	Council
		<b>The rest of Land Use Codes</b>	47%	Janet
		Finish the rest of Codes	90%	Janet
		Council Review rest of Codes	0%	Council
		Legal Review the rest of Codes	0%	Craig
		City Council Adopts rest Land Use Codes	0%	Council
		<b>Building Moratorium (Ordinance in place no later</b>	0%	
		Communication plan about the moratorium	0%	
		-Create the Messaging and FAQ	0%	
		<b>Enforcement plan and process (Who, what, where</b>	0%	
		<b>Admin: Hire staff - develop procedures</b>	3%	Kay
		Staffing plan projections (day 1, six months, 1 year, ..	100%	Kay L
		Documentation: recruit process, prepare comp & ben	0%	Kay
		Draft employee policy and procedure manual & Code	0%	Kay
		Check if URS, PEHP, and state pension board applic	0%	Peggy
		Confidentiality agreements: Ensure the designated fir	0%	
		Send the Finance Manager/Treasurer name to Cai-Pe	0%	
		Officer Elect Packet: Resolutions, Ordinances, and ap	0%	Janet/Co
		Prepare agenda template, posting regimen (building,	0%	Lars
		Workers Comp insurance - Utah Department of Work	0%	Sharon
		<b>Create and Populate Contract Vault of Current WC</b>	50%	Kay

		Propose comp schedules for elected officials and staff	50%	Kay
		<b>Communication and relations</b>	0%	
		Communications plan (Social media, website, public e	0%	
		External Communication	0%	
		External Relations (league of Cities and Towns, Wasa	0%	
		<b>Do we have an Audit ???</b>	0%	
		<b>Economic Development (who, what, when, where,</b>	0%	
		<b>Code Enforcement ((who, what, when, where, and</b>	0%	
		<b>Public Works</b>	0%	
		Active trails (Later)	0%	
		Special events (Later)	0%	
		Weed Control	0%	
		<b>Taxes</b>	0%	
		CRA for Nordic	0%	
		System upgrade access (notification from Janet Angie	0%	
		Future Tax Commission requests: Direct any specific	0%	
		<b>Energy Tax</b>	0%	
		Prepare Required Filing	0%	
		Pass Resolution	0%	
		<b>Telecommunication Tax (needed?)</b>	0%	
		Determine Need	0%	
		Prepare Required Filing	0%	
		Pass Resolution	0%	
		<b>Business Tax</b>	0%	
		Business boundary list review: Review the quarterly li	0%	
		<b>Revenue</b>	0%	
		ID and pursue supplemental funding sources: Grants	0%	Zions
		Municipal election	0%	
		<b>Obtain list of sales tax outlets in OV</b>	0%	Ron/Tia
		Review and audit list	0%	Ron/Tia
		Establish routine for comparing retail outlets in City w	0%	

		<b>Transportation &amp; Facilities</b>	0%	
		Review any previous transportation plan	0%	
		conduct road life study (per Wayne Pyle)	0%	
		Review & revise pavement preservation plans	0%	
		Street function classifications	0%	
		Create computer model of existing infrastructure	0%	
		<b>Engineering standards</b>	0%	
		Public works standards	0%	
		<b>Create Development Processes (needs to be in place)</b>	0%	
		Establish "Development Review" Committee	0%	
		Create Development Review Checklist	0%	
		Submittal requirements, forms and applications	0%	
		Approval process	0%	
		create initial consolidated fee schedule (include administrative)	0%	
		Establish impact fees and capital facility projects	0%	
		Identify OVC facilities	0%	
		Establish capital improvement projects	0%	
		Establish long term maintenance plan for OVC facilities	0%	
		Ownership, Ops, Maintenance of 7 OVC sewer systems	0%	
		Storm drain / flooding review	0%	
		Establish "Citizen Advisory Committee" (parks, safety)	0%	
		Visioning workshop for long-term planning	0%	
		Build visibility and trust through community projects (visioning)	0%	

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11/18/2025 8:00	11/24/2025 17:00	
11/7/2025 8:00	1/2/2026 17:00	
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11/7/2025 8:00	11/7/2025 17:00	
11/7/2025 8:00	11/7/2025 17:00	
11/7/2025 8:00	11/7/2025 17:00	Interlocal agreement/ contact Building Inspections
11/10/2025 8:00	11/27/2025 17:00	Interlocal agreement - Disposition of existing Building Permits
12/3/2025 8:00	12/29/2025 17:00	Interlocal agreement - Animal Control
11/1/2025 8:00	2/1/2026 17:00	Interlocal agreement - Court System
11/1/2025 8:00	2/1/2026 17:00	Application - UDOT TPA Grant
11/1/2025 8:00	12/20/2025 17:00	
12/5/2025 8:00	12/20/2025 17:00	
12/5/2025 8:00	12/20/2025 17:00	
11/10/2025 8:00	12/20/2025 17:00	Contract - retained, preparing documents
11/1/2025 8:00	12/22/2025 17:00	Outstanding bills list
11/1/2025 8:00	1/16/2026 17:00	
11/25/2025 8:00	12/20/2025 17:00	
11/25/2025 8:00	12/9/2025 17:00	
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12/16/2025 8:00	12/16/2025 17:00	
12/17/2025 8:00	12/17/2025 17:00	Ordinance -General Plan
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11/1/2025 8:00	1/16/2026 17:00	
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12/10/2025 8:00	12/29/2025 17:00	List of sales tax info
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1/8/2026 8:00	1/8/2026 17:00	
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11/7/2025 8:00	11/7/2025 17:00	
1/4/2026 8:00	1/4/2026 17:00	
1/4/2026 8:00	1/4/2026 17:00	
11/29/2025 8:00	1/17/2026 17:00	
11/29/2025 8:00	1/15/2026 17:00	
1/16/2026 8:00	1/16/2026 17:00	
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1/3/2026 8:00	1/24/2026 17:00	
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12/17/2025 8:00	1/3/2026 17:00	
12/17/2025 8:00	1/3/2026 17:00	
12/17/2025 8:00	1/2/2026 17:00	
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12/22/2025 8:00	1/3/2026 17:00	
12/22/2025 8:00	1/2/2026 17:00	
1/3/2026 8:00	1/3/2026 17:00	
12/17/2025 8:00	1/3/2026 17:00	
12/17/2025 8:00	1/2/2026 17:00	
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12/22/2025 8:00	1/3/2026 17:00	
12/22/2025 8:00	1/2/2026 17:00	
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12/22/2025 8:00	1/3/2026 17:00	
12/22/2025 8:00	1/2/2026 17:00	
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11/7/2025 8:00	1/31/2026 17:00	
12/15/2025 8:00	1/3/2026 17:00	
12/16/2025 8:00	1/4/2026 17:00	
1/14/2026 8:00	1/14/2026 17:00	
11/7/2025 8:00	12/12/2025 17:00	Ordinance -General Plan
11/7/2025 8:00	11/17/2025 17:00	
12/2/2025 8:00	12/9/2025 17:00	
12/2/2025 8:00	12/6/2025 17:00	
12/2/2025 8:00	12/9/2025 17:00	

12/5/2025 8:00	12/9/2025 17:00	
12/10/2025 8:00	12/12/2025 17:00	
11/7/2025 8:00	12/16/2025 17:00	
11/10/2025 8:00	12/4/2025 17:00	
11/7/2025 8:00	11/7/2025 17:00	
11/7/2025 8:00	11/7/2025 17:00	
12/1/2025 8:00	12/13/2025 17:00	Ordinance - Land Use Codes Priority 1
12/1/2025 8:00	12/1/2025 17:00	
12/1/2025 8:00	12/13/2025 17:00	
12/5/2025 8:00	12/13/2025 17:00	
12/14/2025 8:00	12/16/2025 17:00	
11/7/2025 8:00	12/13/2025 17:00	Ordinance - Land Use Codes Remaining
11/7/2025 8:00	12/5/2025 17:00	
12/1/2025 8:00	12/13/2025 17:00	
12/1/2025 8:00	12/13/2025 17:00	
12/14/2025 8:00	12/16/2025 17:00	
11/7/2025 8:00	11/7/2025 17:00	
11/7/2025 8:00	11/7/2025 17:00	
11/7/2025 8:00	11/7/2025 17:00	
11/7/2025 8:00	11/7/2025 17:00	
11/7/2025 8:00	1/2/2026 17:00	defer to 1/26
11/24/2025 8:00	11/24/2025 17:00	Staffing proposal
11/7/2025 8:00	11/7/2025 17:00	
11/7/2025 8:00	11/7/2025 17:00	
1/2/2026 8:00	1/2/2026 17:00	Assigned to Peggy
11/7/2025 8:00	11/7/2025 17:00	
11/7/2025 8:00	11/7/2025 17:00	
12/3/2025 8:00	12/16/2025 17:00	In process as decision made
12/2/2025 8:00	12/15/2025 17:00	Meeting procedures
11/25/2025 8:00	11/25/2025 17:00	
12/5/2025 8:00	12/5/2025 17:00	

12/5/2025 8:00	12/5/2025 17:00	
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11/7/2025 8:00	11/7/2025 17:00	
11/7/2025 8:00	11/7/2025 8:00	
11/7/2025 8:00	12/2/2025 17:00	List of sales tax info
11/7/2025 8:00	12/1/2025 17:00	
12/2/2025 8:00	12/2/2025 17:00	

11/7/2025 8:00	11/7/2025 17:00	
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1/31/2026 8:00	1/31/2026 17:00	
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