

## **White City Metro Township Council**

### **Meeting Agenda**

**April 5, 2018**

White City Water District Office  
999 E Galena Dr Sandy, UT

**6:30 PM**

**Public May Attend**

**Meetings May Be Closed for Reasons Allowed By Statute**

#### **6:30 PM OPEN STAFF MEETING**

1. Discussion / Clarification of Agenda Items

1.1 Discussion of Draft Website RFP – Greg Schulz

1.2 Discussion and Direction in Regard to Planning Commission Training and Support

1.2.1 Membership in the American Planning Association (APA) – Greg Schulz

1.2.2 Legal Staff / Metro Township Administrative Support for the Planning Commission – Paul Ashton

1.3 Presentation and Discussion of DRAFT Financial Policies and Procedures, Policy #4 – Greg Schulz and Paul Ashton

Close Staff Meeting and Recess until Public Meeting

#### **7:00 PM OPEN PUBLIC MEETING**

1. Welcome and Determine Quorum:

2. Possible Closed Session to Discuss a Personnel Matters Pursuant to Statute.

2.1 Reopen Public Meeting and Approve Council Actions / Directions from Closed Meeting

2.1.1 Letter to GSLMSD in regard to Personnel Pursuant to Interlocal Agreement  
(Motion/Discussion)

2.1.2 Motion to Suspend Planning Commission work until necessary training and staff support can be secured by the Metro Township.  
(Motion/Discussion)

**3. Community Input:**

- 3.1 Recognize Visiting Officials
- 3.2 Citizen Comments (limited to 3 minutes per person)
- 3.3 White City Community Council Report
- 3.4 Unified Fire Authority
- 3.5 Unified Police Department – Paula Stinson

**4. Adopting White City Metro Township Resolution for Municipal Administrator Services with Government Consultants LLC.**

A RESOLUTION OF THE WHITE CITY METRO TOWNSHIP COUNCIL APPROVING AND  
ADOPTING A CONTRACT BETWEEN THE WHITE CITY METRO TOWNSHIP AND  
GOVERNMENT CONSULTANTS LLC FOR MUNICIPAL ADMINISTRATOR SERVICES

(Motion/Discussion)

**5. Approve Appointment of Greg Schulz to Serve on the MSD Fee Committee**

(Motion/Discussion)

**6. Approve Appointment of Allen Perry To Serve on the MSD Storm Water Fee Committee**

(Motion/Discussion)

**7. Approve an Interlocal Agreement between the White City Metro Township and Sandy City for the Design of the White City – Sandy Canal Trail**

A RESOLUTION OF THE WHITE CITY METRO TOWNSHIP COUNCIL APPROVING AND  
ADOPTING AN INTERLOCAL AGREEMENT BETWEEN WHITE CITY AND SANDY CITY FOR  
THE DESIGN OF THE SANDY CANAL TRAIL

(Motion/Discussion)

**8. Council Business**

- a. Approval of 12-28-2017, 02-01-2018 and 03-01-2018 Minutes

(Motion/Discussion)

- b. February 2018 Financial Report

(Motion/Discussion)

- c. Motion to Approve and Authorize Website RFP

(Motion/Discussion)

**9. White City Metro Township Council Member Reports (Discussion)**

- a. UPD and SLVLESA – Cutler
- b. UFA and UFSA – Perry
- c. South Salt Lake Valley Mosquito Abatement District – Price

- d. Greater Salt Lake Municipal Services District – Flint
- e. Wasatch Front Waste and Recycling District – Dickerson
- f. Council of Governments (COG) – Flint

**10. Staff or Committee Reports**

- a. Interim Legislative Update – Paul Ashton

**11. New Council Business**

**12. Motion to Adjourn Meeting**

*Upon request with three (3) working days' notice, the MSD for the Metro Township will provide free auxiliary aids and services to qualified individuals (including sign language, interpreters, alternative formats, etc.) For assistance, please call (385)468-7130 – TTY 711.*



## White City Metro Township Website Design, Maintenance, and Hosting

The White City Metro Township seeks bids for the Design, Maintenance, and Hosting of a website ([Domain TBD](#)) for a dynamic and interactive online platform.

Released: \_\_\_\_\_

Open: \_\_\_\_\_

Close: \_\_\_\_\_

### Contact Information:

Greg Schulz, Municipal Administrator

greginslc@gmail.com

Phone: (385)258-3690

### Commodity Codes

#### Commodity Code

#### Description

81112 – Data services and internet services and software maintenance and computer hardware maintenance including website design and hosting services and internet domains and database management software support and disaster recovery services and support services

#### Description

Issuing Procurement Unit – White City Metro Township

Conducting Procurement Unit – Same

### REQUEST FOR PROPOSALS

White City Metro Township Website Design, Maintenance, and Hosting

#### SOLICITATION #

This Request for Proposals (“RFP”), having been determined to be the appropriate procurement method to provide the best value to the Conducting Procurement Unit, is designed to provide interested Offerors with sufficient basic information to submit proposals. This Request for Proposals (“RFP”) is issued in accordance with the Utah Procurement Code and applicable administrative rules of the White City Metro Township Code of Ordinances and Purchasing Policy. If any provision of this RFP conflicts with the Utah Procurement Code or White City Metro Township Code, or White City Metro Township Policy, then the Utah Procurement Code will take precedence. It is not intended to limit a proposal's content or exclude any relevant or

essential data. Offerors are at liberty and are encouraged to expand upon the specifications to evidence service capability.

#### Purpose of this Solicitation

The purpose of this RFP is to enter into a contract to provide the White City Metro Township with a website for the purposes of creating a dynamic and interactive online platform to promote White City, provide the public with access to White City's Ordinances, elected official information, meetings and agendas, volunteer opportunities, and municipal business portal.

Some of the information to be posted to the website may be subject to the Government Records Access Management (GRAMA) and Utah Open and Public Meetings Act (UPMA). Such information shall not be considered proprietary or protected. Protected Information shall be handled and processed in accordance with the appropriate laws.

Pursuant to Council intent. Bids for work shall not exceed \$15,000 USD for the first-year costs (Development/Maintenance/Hosting) and may not exceed \$7,000 USD for ongoing costs.

#### Closing date and time

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The closing date and time for this sourcing event is Mountain Time.

#### Length of the Contract

The contract resulting from this RFP will be for FIVE (5) years.

#### Background

The White City Metro Township is a municipal corporation of the State of Utah pursuant to UCA 10-2a-401 *et seq.* White City is a recently incorporated municipality (01-01-2017). This website would be White City's e-government portal pursuant to applicable state law.

#### Additional Information

Offerors are prohibited from communications regarding this RFP with the conducting procurement unit staff, evaluation committee members, or other associated individuals EXCEPT the Municipal Administrator overseeing this RFP.

Wherever in this RFP an item is defined by using a trade name, brand name, or a manufacturer and/or model number, it is intended that the words, "or equivalent" apply; and invites the submission of equivalent products by the Offerors.

Offerors may be required to submit product samples to assist the Municipal Administrator or Metro Township Council in evaluating whether a procurement item meets the specifications and other requirements set forth in the request for proposals. Product samples must be furnished free of charge unless otherwise stated in the invitation for proposals, and if not destroyed by testing, will upon written request within any deadline stated in the invitation for proposals, be returned at

the Offeror's expense. Samples must be labeled or otherwise identified as specified in the invitation for proposals.

Magna reserves the right to conduct discussions with the Offerors who submit proposals determined to be reasonably susceptible of being selected for award, followed by an opportunity to make best and final offers pursuant to UCA § 63G-6a-707.5, but proposals may be accepted without discussions.

#### Prerequisites Required to Enter Bid

1. The proposed Scope of Work has been attached to this RFP in the Buyer's Attachment as Attachment A.
2. Offerors are encouraged to review this RFP prior to the deadline to submit a proposal, even if a proposal has been submitted, in case an addendum has been issued by the issuing procurement unit.
3. All questions must be submitted through SciQuest during the Question and Answer period.
4. Offerors may request that part of its proposal be protected by submitting a Claim of Business Confidentiality Form. See the Buyers Attachment section.
5. Offeror may take exception and/or propose additional language to the Standard Terms and Conditions that have been attached to this RFP.
6. Offeror must guarantee its' pricing for the period described in this RFP.
7. Responses should be concise, straightforward and prepared simply and economically.
8. Proposals must be submitted electronically, through SciQuest. The issuing procurement unit may not accept a proposal after the time for submission of a proposal has expired.
9. All proposals in response to this RFP will be evaluated in a manner consistent with the Utah Procurement Code and Magna Metro Township Policy #2 – Purchasing, Contracting, and Procurement, and the evaluation criteria in this RFP. Offerors bear sole responsibility for the items included or not included within the proposal submitted by the Offeror. Each area of the evaluation criteria must be addressed in detail in the proposal.
10. The mandatory minimum requirements are the objective criteria in which the conducting procurement unit will evaluate proposals. Offerors must fully answer each and every question in the Questions section of this RFP and through their answers provide a point-by-point response to the mandatory minimum requirements.
11. To determine which proposal provides the best value to Magna, the evaluation committee will evaluate each responsive and responsible proposal that has not been disqualified or rejected using the subjective criteria listed in the Questions section of this RFP.
12. If it is determined to be in the best interest of the Conducting Procurement Unit, interviews and presentations may be held at the option of the Magna.

13. Offeror's cost proposals will be evaluated independently.

14. The issuing procurement unit may not accept a proposal after the time for submission of a proposal has expired.

## Buyer Attachments

### Attachment A – Detailed Scope of Work

#### Questions Required Questions

##### 1. Acceptance of Prerequisites

1.1. Is Offeror presently or has Offeror ever been debarred, suspended, proposed for debarment, or declared ineligible by any governmental department or agency, whether international, national, state, or local?

1.2. Offeror acknowledges that it must acquire and maintain all applicable federal, state, and local licenses before the contract is entered into. Licenses must be maintained throughout the entire contract period. Persons doing business as an Individual, Association, Partnership, Corporation, or otherwise shall be registered with the Utah State Division of Corporations and Commercial Code.

1.3. Offeror acknowledges that it has uploaded a document providing a point-by-point response to the following prerequisites: the mandatory minimum requirements prerequisite, the technical requirements prerequisite, and any other prerequisite that required a document to be uploaded.

1.4. In the event that an Offeror offers pricing discounts for educational entities that (1) are applicable to this solicitation and (2) result in lower pricing than what is generally offered to other governmental entities, please attach a separate cost proposal labeled “Educational Pricing” to your proposal. This cost proposal for Educational Pricing is to be submitted in addition to the original Cost Proposal Form and will only be available to authorized end users. The Educational Pricing will not be used to evaluate costs. Offeror acknowledges that it has read and understands this question.

1.5. Does Offeror have an outstanding tax lien in the State of Utah? If yes, Offeror must provide a statement regarding its debarment or suspension.

1.6. Is Offeror an employee of the White City Metro Township? If yes, then Offeror must submit an external employment form signed by Municipal Administrator at the White City Metro Township.

1.7. Is the Offeror a veteran-owned business? If yes, please provide a copy of DD214 or other documents to verify veteran status.

##### 2. Vendor Information



- 2.1. Please provide your firm's legal company name.
- 2.2. Please provide your federal tax identification number. (If the vendor is sole proprietor please do not provide your social security number.)
- 2.3. Please provide your firm's contact information for this contract, including the name, phone number, and email address of your firm's authorized representative.
- 2.4. Please provide your ordering address and the remit to address. Please clearly identify each address.
- 2.5. Please provide your firm's State of Utah Sales Tax ID Number. If you do not have a State of Utah Sales Tax ID Number, please write "N/A".

2.6. Identify your firm's type of business.

### 3. Stage 1: Mandatory Minimum Requirements

- 3.1. Offeror shall provide 24-hour response times via email. This requirement extends to non-business hours (6pm to 8am), and weekends (Saturday through Sunday). Offeror is to affirm its compliance with this requirement.
- 3.2. Offeror shall be available for phone calls during the standard work week Monday through Friday, 8am to 6pm MT, excluding State recognized holidays. Offeror is to affirm its compliance with this requirement.
- 3.3. Offeror shall demonstrate it holds a minimum of 5-years prior experience with website development, hosting, and maintenance.
- 3.4. Offeror shall provide 5 samples of work that demonstrate range of expertise and capabilities.

### 4. Stage 2: Technical Criteria - Samples of Work

- 4.1. Offeror shall provide 5 samples of work that demonstrate range of expertise and capabilities.

### 5. Stage 2: Technical Criteria - Management Style and Approach

- 5.1. Timeliness. Please describe the following: how many other projects will you be working on concurrently? How do you handle multiple projects to still meet deadlines? What is your average turnaround time for projects of this size? What is your track record for meeting deadlines?
- 5.2. Design Process. Describe how many drafts will be provided before the final design is chosen. How often do you typically update clients on your progress? Will all work be completed by one designer, or will different tasks be split among a team? How will delays due to modifications to the original specifications affect the cost of the project?
- 5.3. Post-Website Completion. Describe what kind of maintenance and support services will you provide after the website is complete. Will my organization be able to update the website without assistance? Do you offer training to assist clients with updating the website? What is your process for handling alterations to the website that need to be made at a later date?

5.4. Quality. Describe how you track the success of the websites you have created? Do you have statistics that show how your designs have impacted the number of website visitors and their length of stay? How do you keep up-to-date with evolving features and trends? Do you test your web designs on all major browsers, including older browser versions? Do you ensure websites meet different compliance standards?

5.5. Services. Describe what comprehensive services, including Service Engine Optimization (SEO) you offer? Do you specialize in certain service areas? Will any related services, such as SEO and graphic design, need to be outsourced? Can you provide integration with social media services? Describe your experience developing websites for mobile platforms?

5.6.

Firm Structure. Do you employ full-time professionals, or do you outsource work to freelancers? How many team members will be working on the project? Will there be a project manager who communicates with the client and takes accountability for the project? Do you take the lead on projects, or do you require direction from clients.

6. Stage 4: Cost Proposal Evaluation

6.1. Offeror must upload a completed Attachment C - Cost Proposal Form as a response to this question. If an Offeror fails to upload a completed Cost Schedule or Offeror's submission does not comply with the requirements outlined within this RFP then its proposal will be considered non-responsive.



# White City Metro Township

10467 S Carnation Dr

White City, UT 84094

Phone: 801-571-5257

## Attachment A

### Scope of Work: White City Metro Township Website

Content is defined as text, links or images on the website. All website content shall be reviewed for accuracy by the Metro Township prior to posting.

#### Information about White City

The White City Metro Township is one of the newest municipalities in Utah. The recently incorporated White City Metro Township was created by the State Legislature, and its incorporation type chosen by the voters for White City's form of incorporation in 2015. The White City Metro Township was officially incorporated and commenced operation on January 1, 2017.

#### Website Intent

It is the intent of the Council this website will act an important resource to the community to find information and to assist the Metro Township to conduct business in an effective, efficient, equitable and transparent way.

#### Website Requirements

1. Website must be developed on a platform that can accommodate a large number of web browsers, older versions of web browsers as well as mobile devices. Website must feature Disability accommodation for the hearing or sight impaired, or those using assistive technology.
2. Information – The following information and must be a part of the website design.
  - a. Council Information (Contact Information, Biographies, Etc.)
  - b. Code of Ordinances (Functionality provided by Municode)
  - c. Open Government
    - i. Office Address / Telephone Number/ Office Hours
    - ii. Meeting Notices
    - iii. Agendas and Supporting Documents
    - iv. Minutes and Audio



# White City Metro Township

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- v. Budget Information
  
- d. Links and information for Municipal Service Providers / Public Utilities
  - i. White City Water Improvement District
  - ii. Sandy Suburban Sewer District
  - iii. Wasatch Front Waste and Recycling District
  - iv. South Salt Lake Valley Mosquito Abatement District
  - v. Rocky Mountain Power
  - vi. Dominion Energy (*formerly Questar Energy*)
  - vii. Greater Salt Lake Municipal Services District
  
- e. Links and Information for Public Safety Providers
  - i. Unified Police Department
  - ii. Unified Fire Authority
  
- f. Links and Information for Community Organizations
  - i. White City Township Community Council
  
- g. Links and Information to Community Resources
  - i. Big Bear Park – A Municipal Park.
  - ii. Salt Lake County Parks and Recreation – Dimple Dell Park, Dimple Dell Recreation Center
  - iii. Salt Lake County Library Services – Sandy Library
  - iv. Salt Lake County Aging Services
  
- h. Links and Information for Doing Business in White City
  - i. “Why Open a Home-Based Business in White City?”
  - ii. Business Licensing Page
  - iii. Utah Department of Professional Licensing
  - iv. Utah Department of Commerce
  
- i. Community Meetings and Events Calendar
  
- j. Be Ready White City
  - i. Information and links to local CERT Program
  - ii. Citizen Alert Link
  - iii. Other Emergency Services Stakeholders
    - 1. Ex. Red Cross



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- k. New (Blog), Press Releases
  - l. Social Media Links
  - m. Other Community Information
3. Timeline Requirement for Development
- a. Within 50 Days of approval of contract it is expected the website shall be operational and operating.

## Website Maintenance

4. Website Maintenance shall include, but may not limited to the following:
- a. Content Editing and Updating
  - b. Theme Updates
  - c. Site Backups to fulfill GRAMA and other open government laws
  - d. Site Monitoring to maintain ongoing online presence and site security
  - e. Google and other search engine alerts monitoring for White City and White City Metro Township reports and other current content.
  - f. Content collection for initial site development
  - g. Community Calendar Updates
5. Website maintenance work must be completed within 72 hours of request and submission of information by the White City Metro Township.
- a. To assist in maintaining website, the maintenance agreement should include some limited information posting access to be performed by a Councilmember and/or designee. Some training for councilmember and/or designee on posting information should also be expected.

## Web/Email Hosting

6. Website Hosting may include the use of any proprietary or third-party hosting service that complies with Utah law as it applies to e-government standards for GRAMA and open government laws.
7. Email Hosting may include the use of any proprietary or third-party email server service that standards comply with Utah law as it applies to e-government standards for GRAMA and open government laws.

Draft Policy # 4  
Accounting and Financial

## **POLICY #4 - ACCOUNTING POLICIES AND PROCEDURES**

### **PURPOSE**

The purpose of establishing this document is to describe all accounting policies and procedures currently in use in the Metro Township, and to ensure that the financial statements conform to generally accepted accounting principles; assets are safeguarded; guidelines of grantors and donors are complied with; and finances are managed with accuracy, efficiency, and transparency.

All Metro Township staff with a role in the management of fiscal and accounting operations are expected to comply with the policies and procedures as outlined.

These policies will be reviewed annually and revised as needed by the staff and approved by the Metro Township Council.

### **DIVISION OF RESPONSIBILITIES**

The pursuant to the Utah Code Annotated (“UCA”) Title 10 Chapter 6: UNIFORM FISCAL PROCEDURES ACT FOR CITIES, the Metro Township shall employ the following divisions of responsibility in the budgeting, accounting, and handling of monies by the Metro Township.

#### **A. DEFINITIONS**

- a. “Administrator” means the Administrative Officer of the Metro Township.
- b. “Attorney” means the Metro Township Attorney.
- c. “Auditor” means the Salt Lake County Auditor.
- d. “Council” means the Metro Township Council.
- e. “Council Chair” means the Chairperson of the Metro Township Council.
- f. “Deputy Treasurer” means the member of the Council, or designee who, in coordination with the Salt Lake County Treasurer, performs the work as a treasurer of the Metro Township.
- g. “Financial Officer” means the person contracted by the Metro Township who, under the direction of the Deputy Treasurer, prepares all disbursements for payment and accounting reports for the Council.
- h. “Greater Salt Lake Municipal Services District” (“MSD”) is a provider of certain municipal-type services that is statutorily obligated to collect the Metro Township sales and use tax, telecommunications franchise tax (“Cable TV Tax”) and Class “C” road tax from the State Tax Commission; and to collect all other fines, fees and charges imposed by the Metro Township pursuant to UCA § 17B-2a-1108 and UCA § 10-3c-205, respectively.
- i. “Independent Audit” means a contracted firm, external to the daily metro township financial processes, reviews all budgets, accounting, and financial procedures to insure compliance with federal law, state law, metro township ordinance, and other council financial policies.
- j. “Salt Lake County” (“County”) is a county pursuant to UCA Title 17 – COUNTIES.
- k. “Treasurer” means the Salt Lake County Treasurer.

#### **B. COUNCIL DUTIES AND RESPONSIBILITIES**

- a. Review, amend, adjust and/or approve the annual budget.
- b. Reviews annual and periodic financial statements and information, including monthly check registers.
- c. Reviews and approves all contracts and agreements for services
- d. Reviews Administrator’s performance annually and Administrator’s contract.

- e. Reviews and advises the Deputy Treasurer and Financial Officer on internal controls and accounting policies and procedures
- f. Receives annual independent financial audit.

**C. DEPUTY TREASURER DUTIES AND RESPONSIBILITIES**

- a. Reviews and approves all financial reports including cash flow projections
- b. Ensures that an appropriate budget is developed annually.
- c. Reviews and signs all issued checks and/or approves check signing procedures.
- d. Reviews and approves payroll to contract employees.
- e. May open bank statements, reviews for any irregularities, and reviews completed monthly bank reconciliations. The bank statement needs to be initialed and dated by deputy treasurer if he/she opens the statement.
- f. Oversees the adherence to all internal controls
- g. Meets monthly with the Administrator and Financial Officer to review Metro Township finances and budget.
- h. Meets at least quarterly with the Administrator, Attorney, Council Chair, and Financial Officer to review financial reports, policies and procedures.
- i. Alerts the council of any accounting deficiencies or concerns

**D. ADMINISTRATOR DUTIES AND RESPONSIBILITIES**

- a. Provides direction to staff providing services to the Metro Township.
- b. Prepares annual budget.
- c. Unless otherwise directed by the Council, and in collaboration with the Attorney, negotiates all contracts on behalf of the Metro Township.
- d. Meets monthly with the Deputy Treasurer and Financial Officer to review Metro Township finances and budget.
- e. Meets at least quarterly with the Attorney, Council Chair, Deputy Treasurer, and Financial Officer to review financial reports, policies and procedures.

**Chief Operating Officer or Chief Financial Officer**

1. Reviews and manages cash flow
2. Oversees development of annual budget
3. Reviews incoming and outgoing invoices
4. Pays invoices timely to avoid late payment penalties and fees
5. Monitors and manages all expenses to ensure most effective use of assets
6. Oversees expense allocations
7. Reviews, revises and maintains internal accounting controls and procedures
8. Reviews all financial reports
9. Monitors grant reporting and appropriate release of temporarily restricted funds
10. Monitors and makes recommendations for asset retirement and replacement
11. Overall responsibility for data entry into accounting system and integrity of accounting system data
12. Processes invoices and prepares checks for signature
13. Sends payroll for processing following the approval of the Executive Director and Board Treasurer
14. Maintains general ledger



15. Prepares monthly, quarterly and year-end financial reports. At least quarterly submits financial reports to the Board of Directors.
16. Manages Accounts Receivable
17. Records cash receipts in the accounting system
18. Audits the petty cash account monthly
19. Supports the ULCT Board Treasurer in his/her duties
20. Financial Oversight Consultant
  - a. Opens the bank statement and reconciles the monthly bank account(s). Initials and dates the statement to reflect the date opened.
  - b. Reviews monthly credit card statements and processed employee reimbursements
  - c. Reviews payroll records monthly for compliance with compensation policies
  - d. Supports the Board Treasurer in his/her duties
  - e. Meets quarterly with the ULCT Executive Director to discuss concerns/enhancements to financial controls
  - f. Through consultation with the Executive Director, Chief Operating Officer, Chief Financial Officer and the Board Treasurer, makes recommendations to the Board of Directors regarding financial controls

### **Operations Coordinator**

1. Manages petty cash fund
2. Receives and opens all incoming mail, except bank statements
3. Mails vendor checks
4. Makes bank deposits
5. Processes credit card transactions in the ULCT office
6. Maintains a log of incoming deposits
7. Assists with processing invoices and preparing checks for signature
8. Assists with expense account allocation
9. Assists with managing accounts receivable

### **Third Party Payroll Processor**

1. Processes all payroll, payroll tax and employee benefit liabilities
2. Maintains employee pay files

### **CHART OF ACCOUNTS AND GENERAL LEDGER**

The ULCT has designated a Chart of Accounts specific to its operational needs and the needs of its financial statements. The Chart of Accounts is structured so that financial statements can be shown by natural classification (expense type) as well as by functional classification (program vs. sponsorships vs. administration). The CFO is responsible for maintaining the Chart of Accounts and revising as necessary. The Chart of Accounts is attached to this manual as an addendum.

The general ledger is automated and maintained using accounting software. All input and balancing is the responsibility of the Chief Operating Officer or Chief Financial Officer, with the

assistance of the Financial Oversight Consultant.

The COO, CFO and Financial Oversight Consultant should review the general ledger on a periodic basis for any unusual transactions

DRAFT

## **INCOME RECEIPTS**

Income receipts generally arise from:

1. Sponsorships and Grants
2. Direct member contributions
3. Conference Registrations
4. Publication purchases

The principal steps in the income receipts process are:

The Operations Coordinator receives all incoming mail, opens, date stamps, and distributes the mail. All checks are reviewed to verify an invoice number has been recorded. Checks are then entered into the Anytime Deposits online system by the Operations Coordinator. A copy of each check deposited is made and filed by month.

Once deposited, the checks are stamped “VOID” and attached to the deposit log (deposit slip) created by Anytime Deposits. The Chief Operating Officer or Chief Financial Officer will review the deposit log and approve the log for entry into the accounting system.

The Chief Operating Officer or Chief Financial Officer creates deposits into the proper customer accounts in the accounting system. Once all deposits are entered, the Chief Operating Officer or Chief Financial Officer will print a log of deposits input and ensure that the deposit recorded is reconciled with the deposit slip.

The Operations Coordinator will maintain a record of all deposits for use by the Financial Oversight Consultant during the reconciliation of the monthly bank statements.

The Operations Coordinator will also process credit card transactions.

Generally, the ULCT does not accept cash payments. All dues, publication purchases, and other services/products require check or credit card purchase. However, from time to time (GRAMA fees, etc.) it may be necessary for the ULCT to accept a nominal cash purchase. Purchases over \$10.00 will require a check or credit card transaction. For cash payments below \$10.00, the ULCT’s petty cash fund will be used to track receipt of the cash payment. Receipts from a numbered cash receipt book will be issued for all cash payments received.

## **INTER ACCOUNT BANK TRANSFERS**

The CFO monitors the balances in the bank accounts (checking account and PTIF savings account) to determine when there is a shortage or excess in the checking account. The CFO recommends to the Financial Oversight Consultant and Executive Director when a transfer should be made to maximize the potential for earning interest. The CFO is directed by the Executive Director, with the support of the Financial Oversight Consultant, in writing when to make a transfer and in what amount.

## **CHECK DISBURSEMENTS AND EXPENSE ALLOCATIONS**

Check disbursements are generally made for:

1. Payments to vendors for goods and services
2. Taxes/license fees
3. Staff training and development
4. Memberships and subscriptions
5. Meeting expenses
6. Employee reimbursements
7. Marketing/promotional materials

Checks are processed twice monthly, typically on the 15<sup>th</sup> and last day of the month. Invoices submitted to the Chief Operating Officer or Chief Financial Officer by the 13th or 28th of the month will be processed and paid on the 15th and last day of the month. Checks can be prepared manually within one day, but this should be limited to emergency situations.

Requests for check disbursements are submitted to Accounting in three ways:

1. Original invoice
2. Purchase request (submitted on approved form)
3. Employee expense report or reimbursement request

All invoices must have the expense account code written on them by the Operations Coordinator prior to submission for processing. All business expense, business meal expense, and travel reimbursements requests should include the appropriate documentation and should be provided to the Chief Operating Officer or Chief Financial Officer or Operations Coordinator for processing within fifteen (15) calendar days of expenditure. Business mileage requests for reimbursement that are not related to travel can be combined and should be submitted for reimbursement within 30 calendar days of the trip.

Every employee reimbursement or purchase request must be documented on the approved form with travel authorization, receipts, nature of business, program allocation, and funding source (if applicable) before approving for reimbursement as follows:

Lodging - an itemized receipt from the hotel detailing all charges, the person(s) for whom the lodging was provided, and the specific business purpose.

Meals and Entertainment - a receipt must be provided showing the cost of food, beverage, and gratuities, including the names of every person for whom food or beverage was provided, and the specific business purpose. Expenses for alcohol will not be reimbursed without verification of authorization from the Executive Director or his/her designee.

Other Expenditures - a receipt from the vendor detailing all goods or services purchased (including the class of service for transportation) and the specific business purpose.

The Executive Director or his/her designee reviews all requests for payment and:

1. Verifies expenditure and amount
2. Approves for payment if in accordance with budget/policy
3. Provides or verifies appropriate account allocation information

The Chief Operating Officer or Chief Financial Officer processes all payments and:

1. Immediately enters them into the Accounts Payable module
2. Prints checks according to allocation and payment date indicated on the receipts
3. Submits checks, with attached backup documentation, to the Executive Director and Board Treasurer for approval and signature. All checks require two signatures; checks in excess of \$25,000 must be authorized by the Board of Directors

The Operations Coordinator:

1. Assists in entering invoices into Accounts Payable module
- 2.. Mails checks and appropriate backup documentation
- 3.. Files all backup documentation in the appropriate file

#### Expense Allocations

Most non-salary expenses that benefit more than one cost center (administration, conferences, fundraising, and program) are spread across centers using a shared cost method.

### **CREDIT CARD POLICY AND CHARGES**

Any staff member authorized to carry an organization credit card will be held personally responsible in the event that any charge is deemed personal or unauthorized. Unauthorized use of the credit card includes: personal expenditures of any kind; expenditures which have not been properly authorized; meals, entertainment, gifts, or other expenditures which are in violation of ULCT policy can be grounds for disciplinary action, up to and including termination.

Each staff member authorized to carry an organization credit card will be responsible to maintain all receipts associated with charges. To ensure timely credit card payment, the receipts and documentation for all credit card charges, with business purpose noted, will be given to the Chief Operating Officer or Chief Financial Officer in a format supplied by the administration within one week of the statement closing date. The Chief Operating Officer or Chief Financial Officer will verify all credit card charges with the monthly statements. A copy of all charges will be attached to the monthly credit card statement when submitted to the Executive Director and ULCT Treasurer for approval and signing.

All ULCT credit card usage will be secondarily reviewed by the ULCT Financial Oversight

Consultant monthly. The Financial Oversight Consultant will raise concerns regarding credit card usage or policy compliance directly with the ULCT Executive Director, Chief Operating Officer, Chief Financial Officer, and Board Treasurer.

## **ACCRUALS**

To ensure a timely close of the General Ledger, ULCT may book accrual entries. Some accruals will be made as recurring entries. Accruals to consider:

1. Monthly interest earned on money market accounts, certificates of deposits, etc.
2. Recurring expenses, including employee vacation accrual, prepaid corporate insurance, depreciation, etc.
3. Prepaid expenses for events

## **BANK ACCOUNT RECONCILIATIONS**

1. All bank statements are given unopened to the Financial Oversight Consultant. The Financial Oversight Consultant reviews the statements for unusual balances and/or transactions.
2. The Financial Oversight Consultant reconciles the statements as follows: a comparison of dates and amounts of deposits as shown in the accounting system and on the statement, a comparison of inter-account transfers, an investigation of any rejected items, a comparison of cleared checks with the accounting record including amount, payee, and sequential check numbers.
3. The Financial Oversight Consultant will verify that voided checks, if returned, are appropriately defaced and filed.
4. The Financial Oversight Consultant will work with the Chief Operating Officer and Chief Financial Officer to investigate any checks that are outstanding over six months.
5. The Financial Oversight Consultant will attach the completed bank reconciliation to the applicable bank statement, along with all documentation and provide to the Chief Operating Officer and Chief Financial Officer for proper filing.
6. The reconciliation report will be reviewed, approved, dated, and initialed by the ULCT Chief Operating Officer or Chief Financial Officer, and Executive Director.

## **PETTY CASH FUND**

Petty cash funds are maintained by the ULCT. The funds are to be used for miscellaneous or unexpected purchases and the same approval procedures apply as mentioned in the cash disbursement section.

1. The petty cash fund will not exceed \$150 and is kept in a locked file cabinet at all times.
2. The Operations Coordinator oversees the petty cash fund.
3. All disbursements made from petty cash are acknowledged in writing by the receiving party.
4. All money returned to the petty cash fund is counted and verified by the Operations Coordinator and another staff member. Receipts for items purchased with petty cash must be included with the return and should include appropriate account allocations as well as supervisor

approval.

5. The Chief Operating Officer or Chief Financial Officer, and the Operations Coordinator together will periodically, but no less often than monthly, count the cash in the petty cash fund.
6. No checks will be cashed by the petty cash fund.

## **PROPERTY AND EQUIPMENT**

Property and equipment includes items such as:

1. Office furniture and equipment
2. Computer hardware
3. Computer software
4. Leasehold improvements

It is the organization's policy to capitalize all items which have a unit cost greater than two thousand dollars (\$2,000). Items purchased with a value or cost less than two thousand dollars (\$2,000) will be expensed in the period purchased.

The depreciation period for capitalized assets is as follows:

Computer Hardware	36 months
Office Equipment	60 months
Office Furniture	84 months
Vehicles	60 months
Computer Software	36 months
Leasehold improvements	Length of lease

1. A Fixed Asset Log is maintained by the Operations Coordinator including date of purchase, asset description, purchase/donation information, cost/fair market value, donor/funding source, identification number, life of asset.
2. The Log will be reviewed periodically by the CFO.
3. Annually, a physical inspection and inventory will be taken of all fixed assets and reconciled to the general ledger balances. Asset tags will be used to easily identify assets.
4. The Operations Coordinator shall be informed in writing of any change in status or condition of any property or equipment.
5. Depreciation is recorded monthly. Depreciation is computed using the straight-line method over the estimated useful lives of the related assets. Any impaired assets discovered during the inventory will be written down to their actual value.

## **PERSONNEL RECORDS**

1. As of December 31, 2016, all active personnel files contain the following documents: an application and/or resume, date of employment, position and pay rate, authorization of payroll

deductions, W-4 withholding authorization, I-9 verification, termination data where applicable, a signed acknowledgement of receipt of ULCT Policies and Procedures/Employee Handbook, an emergency contact form, and other forms as deemed appropriate by the Chief Operating Officer or Chief Financial Officer.

2. All newly hired employees will fill out an I-9 form and submit the allowable forms of identification to the Chief Operating Officer or Chief Financial Officer.
3. The completed I-9 forms will be maintained by the ULCT.
4. All personnel files are to be kept in a secure, locked file cabinet and accessed only by the Executive Director, Chief Operating Officer, Chief Financial Officer or Operations Coordinator.

## **PAYROLL PROCESSING**

1. Timesheets are to be prepared by all staff on the approved form and submitted semi-monthly by the 11th and 26th of the month. If the 11th and/or 26th of the month fall on a weekend or holiday, the timesheets are to be submitted the day prior to the weekend or holiday. Exceptions to the submittal date may occur and will be communicated accordingly.
2. Timesheets for hourly employees are to be kept on a daily basis and completed in ink – unless prepared electronically.
3. Any corrections to timesheets are to be made by making a single line through the error and writing in the correction. Correction fluid and/or tape are not allowable.
4. Timesheets are to be signed and dated by the employee prior to submission to the Chief Operating Officer or Chief Financial Officer.
5. Any changes to the standing information will be submitted to third-party payroll processor with record of changes maintained by them.
6. The Chief Operating Officer or Chief Financial Officer will submit payroll for processing in a timely manner and record vacation time, holiday hours, sick time, and any other information deemed necessary to properly reflect time worked.
7. Paychecks will be issued through direct deposit to employee's bank account from third party processor.
8. If the employee requests that his/her check be turned over to a third party, the request must be made in writing prior to distribution.
9. Paystubs will be available electronically and employees may access these with their own username and password combination on the payroll processing company's website.
10. The Chief Operating Officer or Chief Financial Officer will review payroll expenditures and allocations monthly.
11. All quarterly federal and state payroll reports will be prepared and filed by third party processor.
12. All W-2 statements are issued by the third-party vendor to employees prior to January 31st of the following year for the prior calendar year.
13. All 1099 forms will be issued by the third-party vendor to contractors prior to January 31<sup>st</sup> of the following year for the prior calendar year.
13. Monthly the Financial Oversight Consultant will review payroll records for compliance with ULCT policies.



## **END OF MONTH AND FISCAL YEAR-END CLOSE**

1. The Financial Oversight Consultant will review and sign off on all month- and year-end journal entries. They will be printed and filed for audit trail purposes.
2. At the end of each month and fiscal year end, the Financial Oversight Consultant, COO and CFO will review all balance sheet accounts including verification of the following balances: cash accounts match the bank reconciliations, fixed assets accounts reflect all purchases, write-downs and retirements, accounts receivable and payable accounts match outstanding amounts due and owed.
3. The income and expense accounts review will include reconciliation to amounts received and expended and verification that payroll expenses match the payroll reports including federal and state payroll tax filings.
4. Once the final monthly and fiscal year-end financial statements are run, reviewed, and approved by the COO, CFO, Financial Oversight Consultant and Executive Director, no more entries or adjustments will be made into that month or year's ledgers. The exception will be journal entries recommended by the external auditor during the external audit process. Such journal entries will be entered into the accounting system as directed by external auditors.
6. All other appropriate government filings including those required by the State of Utah Transparency website and Utah State Auditor's Office will be completed and filed with the appropriate agency.

## **FINANCIAL REPORTS**

The Chief Financial Officer will prepare financial reports that include a budget versus actual report that includes a statement of revenues and expenditures and a comparison with the budget and a balance sheet:

1. Monthly financial reports for review by the Executive Director, Board Treasurer and Financial Oversight Consultant
2. Not less than quarterly financial reports will be submitted to the Board of Directors. Annual reports will be submitted to the Board of Directors

Any member of the ULCT Board of Directors may request ULCT financial information from the Chief Operating Officer or Chief Financial Officer at anytime.

## **FINANCIAL POLICY STATEMENTS**

1. All cash accounts (except petty cash) owned by ULCT will be held in financial institutions which are insured by the FDIC. No bank account will carry a balance over the FDIC insured amount.
2. All capital expenditures which exceed two thousand dollars (\$2,000) will be capitalized.
3. Employee or public personal checks will not be cashed through the petty cash fund.
4. No salary advances will be made under any circumstances.
5. No travel cash advances will be made except under special conditions and pre-approved by the Executive Director.
6. Reimbursements will be paid upon complete expense reporting and approval using the official ULCT Reimbursement forms. Reimbursements to the Executive Director will be authorized by the Board Treasurer.

7. Any donated item with a value exceeding \$50 will be recorded and a letter acknowledging the donation will be sent to the donor within two weeks of the receipt of the donation.
8. All volunteer time related to services provided by professionals that would have otherwise caused the ULCT to incur an expense shall be recorded as in-kind donations.
9. The Executive Director and Board President and Board Treasurer are designated signatories on the ULCT bank accounts. All check disbursements require two signatures – the Executive Director and the Board Treasurer.
10. The Chief Operating Officer and Chief Financial Officer have online access to all accounts and maintains a list of all user names and passwords in a password protected electronic document. All fund transfers made by the COO or CFO require written approval from the Executive Director in consultation with the Financial Oversight Consultant.
11. ULCT Staff will not share financial credentials on ULCT systems. Rather, unique user names will be established so that individual activities on systems can be monitored.
12. Either a check will be printed or a transaction report will be printed and maintained in vendor files for online transactions to provide an audit trail of transactions.
13. The Financial Oversight Consultant will monthly reconcile bank statements. All bank statements will be given unopened to the Financial Oversight Consultant for review.
14. Correction fluid and/or tape will never be used in preparing timesheets or any accounting documents.
15. Accounting and personnel records will be kept in locked file cabinets in the Chief Operating Officer or Chief Financial Officer's office and only parties with financial and/or HR responsibility will have access to the keys.

DRAFT

# Administrative Consultant Info

RESOLUTION NO.: 18 - 04 - 01      DATE: April 5, 2018

A RESOLUTION OF THE WHITE CITY METRO TOWNSHIP COUNCIL APPROVING AND ADOPTING A CONTRACT BETWEEN THE WHITE CITY METRO TOWNSHIP AND GOVERNMENT CONSULTANTS LLC FOR MUNICIPAL ADMINISTRATOR SERVICES

RECITALS

- A. The White City Metro Township (“White City”) is a Metro Township pursuant to Utah Code Annotated (“UCA”) §§ 10-2a-401 *et seq.*
- B. The White City Metro Township Council (“Council”) is a Metro Township Council pursuant to UCA §§ 10-3b-501 *et al.*
- C. Government Consultants LLC, dba Gregory Schulz MPA, provides Municipal Administrator services to local governments.
- D. The attached amended contract was negotiated between Government Consultants LLC and White City to fulfill White City’s needs for an Administrator.
- E. White City desires its MSD contracted Administrative Services be facilitated and managed by an Administrator working directly for the White City Metro Township Council.

RESOLUTION

THEREFORE BE IT RESOLVED by the White City Metro Township Council, the Council approves and adopts the attached contract for Municipal Administrator services from Government Consultants LLC, hereinafter to be known as Attachment “A” to this resolution, for the benefit of White City.

APPROVED and ADOPTED in the White City Metro Township, Salt Lake County, State of Utah on this \_\_\_\_ Day of \_\_\_\_\_, \_\_\_\_\_.

WHITE CITY METRO TOWNSHIP COUNCIL

\_\_\_\_\_  
Paulina F. Flint, Mayor

ATTESTED:

\_\_\_\_\_  
SHERRIE SWENSEN  
SALT LAKE COUNTY CLERK  
METRO TOWNSHIP CLERK/RECORDER

APPROVED AS TO FORM:

\_\_\_\_\_  
METRO TOWNSHIP ATTORNEY

Voting:

Councilmember Cutler voting \_\_\_\_\_

Councilmember Dickerson voting \_\_\_\_\_

Councilmember Flint voting \_\_\_\_\_

Councilmember Perry voting \_\_\_\_\_

Councilmember Price voting \_\_\_\_\_

# ATTACHMENT

“A”



# Government Consultants LLC

8676 W Blackgum Ct : Magna, UT 84044

Phone: (801)419-3071 Email: [greginslc@gmail.com](mailto:greginslc@gmail.com)

## SCOPE OF WORK - MUNICIPAL ADMINISTRATOR

### WHITE CITY METRO TOWNSHIP

#### GENERAL OVERVIEW

Under the direction of the Council, shall provide Municipal Administrator support to promote efficient and effective work for the Council and Metro Township. Shall interface on behalf of the Council with the providers of municipal-type services to White City and offer guidance, and communicate administrative standards as it applies to the delivery of those services. Under the direction of the Council Chair, may work collaboratively with federal, state, county, other agencies and community organizations for the mutual benefit of the Metro Township.

#### EXAMPLES OF DUTIES TO BE PERFORMED UNDER SCOPE OF WORK

The following are duties that may be performed under the contract:

- Advises the Council on a variety of Metro Township issues and assists in developing policies to address identified issues as directed by the Council.
- Coordinates with legal staff to perform paralegal work, and provide administrative recommendation to ordinance and resolutions deemed necessary and appropriate for the best interest of the Metro Township.
- Develop, plan and communicate Council-approved Metro Township goals and objectives to the municipal service providers and the public.
- Under the direction of the Council Chair, represents the interest of the Metro Township before federal, state, county, other governmental agencies and community organizations.
- Provides administrative guidance and communicates expected community standards of service to the municipal service providers performing work for benefit of the Metro Township.
- Coordinates with Council fiscal staff, MSD fiscal staff, and Council Chair to develop the Metro Township's Annual Budget and provides guidance to the Council as to the administration of the Metro Township Budget.
- Performs special projects for the Council on an "as-requested" basis.
- Under the direction of the Council Chair, may prepare agendas and coordinate ordinances and business items for consideration by the Council.
- If appointed by the Council, may act as a Hearing Officer for certain matters.
- Assists the Chair during public meetings as the parliamentarian to the Council.
- Attends all regular and special meetings of the Council as required.



AGREEMENT BETWEEN

WHITE CITY METRO TOWNSHIP  
And  
GOVERNMENT CONSULTANTS LLC

THIS AGREEMENT (the “Agreement”) is made and entered into as of the last date set forth on the signature page(s), whether signed in counterparts or otherwise, with an effective date of March 1, 2017, by and between White City Metro Township, a political subdivision of the State of Utah (the “Metro Township”), and Government Consultants LLC, dba Gregory Schulz MPA, located at 8676 W Blackgum Ct, Magna, Utah, 84044 (the “Company”). The Metro Township and Company are sometimes referred to herein as the Parties.

NOW, THEREFORE, in exchange for valuable consideration, including without limitations, the mutual covenants, agreements and representations contained in this Agreement, the receipt of which is acknowledged, Metro Township and Company, with the intent to be legally bound, covenant and agree as follows:

1. SERVICES.

Under the direction of the Metro Township Council, and with the assistance of the Metro Township’s legal counsel and other service providers, the Company will undertake and perform the administrative and legislative work needed on behalf of the Metro Township to fulfill the Metro Township’s governance requirements, as more fully set forth in Attachment “A” attached hereto.

2. CONSIDERATION.

A. Monthly Rate. The Metro Township agrees to pay the Company for the services described herein at the following rate:

Government Consultants LLC -- \$2,000.00 per month.

- B. Costs. All reasonable costs for copying, travel, research and other necessary items will be billed at the usual rate. Mileage reimbursement will be paid for use of Company's vehicle, at no more than the accepted rate set by the IRS, for travel reasonably required for his work on behalf of the Metro Township. The Company's Representative will consult the Metro Township Chair prior to incurring any extraordinary costs in his performance under this Agreement. If performance under this Agreement requires Company to incur extraordinary costs, the parties will agree to the amount of those costs prior to his incurring the costs.
- C. Billing. The Company agrees to submit monthly a billing statement of all time spent on behalf of the Metro Township and costs incurred under this Agreement. The monthly billing will detail the date and nature of the services rendered. The Metro Township will pay the billing statement within 30 days of receipt of the statement from the Company.
- D. Annual Budget Limitation. For the purposes of Metro Township budgeting and fiscal control, the Company agrees that its billable services and costs shall not exceed \$26,000 per calendar year. If as a result of additional work needed it becomes clear the budget threshold shall be exceeded, the Company shall notify the Metro Township of the situation and shall not perform such work until the situation is resolved. At the time of the notification the Metro Township may budget, or make available through budget transfers, additional funds for this Agreement, terminate the Agreement as provided below, or take such other action, as it deems appropriate.

### 3. TERM.

This Agreement shall have a term of three (3) years, unless otherwise terminated as set forth below, with an option to renew for an additional two years upon written agreement of both the Metro Township and Company.

### 4. INDEPENDENT CONTRACTOR, TAXES OTHER WORK.

The relationship of Metro Township and Company under this Agreement shall be that of an independent contractor status. Each party shall have the entire responsibility to discharge all of the obligations of an independent contractor under federal, state, and local law, including but not

limited to, those obligations relating to employee supervision, benefits and wages; taxes; unemployment compensation and insurance; social security; worker's compensation; disability pensions and tax withholdings, including the filing of all returns and reports and the payment of all taxes, assessments and contributions and other sums required of an independent contractor. Nothing contained in this Agreement shall be construed to create the relationship between Metro Township and Company of employer and employee, partner or joint-ventures. The parties agree that Company's obligations under this Agreement are solely to the Metro Township. This Agreement shall not confer any rights to third parties, including the MSD or County, unless otherwise agreed to by the parties.

The Company may be retained to represent other Metro Townships, or other governmental entities. To the extent work performed mutually benefits all such entities the cost for services will be determined in the sole discretion of the Company. Although the Company does not see any direct conflicts in its work for different entities, any conflicts that might exist, either in the present, or future, are hereby waived by the Metro Township unless notice to the contrary is given in writing to the Company, in which event the Company will defer to legal counsel and recuse on the issue under conflict until it is resolved or waived.

#### 5. INDEMNIFICATION.

Except to the extent paid in settlement from any applicable insurance policies, and to the extent permitted by applicable law, each Party agrees to indemnify and hold harmless the other Party, against any and all claims, losses, damages, liabilities, penalties, punitive damages, expenses, reasonable legal fees and costs of any kind or amount whatsoever, which result from or arise out of any act or omission of the indemnifying party that occurs in connection with this Agreement. This indemnification will survive the termination of this Agreement.

#### 6. GOVERNMENTAL IMMUNITY AND INSURANCE.

The Metro Township is a body corporate and politic of the State of Utah, subject to the Governmental Immunity Act of Utah ("Act"), Utah Code Ann. §§ 63G-7-101, et. seq. (1953, as amended). The Parties agree that Metro Township shall only be liable within the parameters of

the Act. Nothing contained in this Agreement shall be construed in any way, to modify the limits of liability set forth in that Act or the basis for liability as established in the Act. To the extent allowed by law or contract, the Metro Township will covers the Company for all work product created and work duties performed on behalf of, and under the direction of the Metro Township under the Act or general liability insurance policies.

#### 7. NON-FUNDING CLAUSE.

Metro Township shall pay for the services provided by the Company under this Agreement, starting on the effective date of the Agreement. This Agreement shall create no obligation on the Metro Township as to succeeding fiscal years and shall terminate and become null and void on the last day of the fiscal year for which funds were budgeted and appropriated, except as to those portions of payments agreed upon for which funds were appropriated and budgeted. Said termination shall not be construed as a breach of this Agreement or any event of default under this Agreement and said termination shall be without penalty, whatsoever, and no right of action for damages or other relief shall accrue to the benefit of the Company, its successors, or its assigns, as to this Agreement, or any portion thereof, which may terminate and become null and void. If Metro Township does not appropriate funds for a succeeding fiscal year to fund performance under this Agreement, the Metro Township shall promptly notify Company of said non-funding and the termination of this Agreement, and in no event, later than 30 days prior to the expiration of the fiscal year for which funds were appropriated.

#### 8. AGENCY.

No agent, employee or servant of the Company or Metro Township is or shall be deemed to be an employee, agent or servant of the other party. None of the benefits provided by each party to its employees, including but not limited to worker's compensation insurance, health insurance and unemployment insurance, are available to the employees, agents, or servants of the other party. The Company and Metro Township shall each be solely and entirely responsible for its acts and for the acts of its agents, employees, and servants during the performance of this Agreement. Company and Metro Township shall each make all commercially reasonable efforts

to inform all persons with whom they are involved in connection with this Agreement to be aware that the Company is an independent contractor.

#### 9. NO OFFICER OR EMPLOYEE INTEREST.

It is understood and agreed that no officer or employee of the Metro Township has or shall have any pecuniary interest, direct or indirect, in this Agreement or the proceeds resulting from the performance of this Agreement. No officer or employee of the Company or any member of his family shall serve on any Metro Township board or committee or hold any such position which either by rule, practice, or action nominates, recommends, or supervises Company's operations, or authorizes funding or payments to the Company.

#### 10. ETHICAL STANDARDS.

The Company represents that it has not: (a) provided an illegal gift or payoff to any Metro Township, officer or employee, or former Metro Township officer or employee, or to any relative or business entity of a Metro Township officer or employee, or relative or business entity of a former Metro Township officer or employee; (b) retained any person to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, other than bona fide employees of bona fide commercial agencies established for the purpose of securing business; (c) breached any of the ethical standards set forth in State statute or Metro Township adopted Ethics Code Chapter 2.07; or (d) knowingly influenced, and hereby promises that it will not knowingly influence, any Metro Township officer or employee or former Metro Township officer or employee to breach any of the ethical standards set forth in State statute or Metro Township ordinances.

#### 11. CAMPAIGN CONTRIBUTIONS.

The Metro Township adopted campaign finance disclosure ordinance limits campaign contributions by contractors to Metro Township candidates. The Company acknowledges and understands those limitations on campaign contributions mean that any person, business,

corporation or other entity that enters into a contract or is engaged in a contract with the Metro Township is prohibited from making campaigning contributions in excess of \$100.00 to Metro Township candidates during the term of the contact and during a single election cycle as defined in the ordinance. The Company further acknowledges that violation of those provisions governing campaign contributions may result in criminal sanctions as well as termination of this Agreement.

## 12. PUBLIC FUNDS AND PUBLIC MONIES.

Definitions: "Public funds" and "public monies" mean monies, funds, and accounts, regardless of the source from which they are derived, that are owned, held, or administered by the state or any of its boards, commissions, institutions, departments, divisions, agencies, bureaus, laboratories, or other similar instrumentalities, or any county, city, school district, political subdivision, or other public body. The terms also include monies, funds or accounts that have been transferred by any of the aforementioned public entities to a private contract provider for public programs or services. Said funds shall maintain the nature of "public funds" while in the Company's possession. The Company, as recipient of "public funds" and "public monies" pursuant to this and other contracts related hereto, expressly understands that he is obligated to receive, keep safe, transfer, disburse and use these "public funds" and "public monies" as authorized by law and this Agreement for the provision of services to the Metro Township. The Company understands that he may be criminally liable for misuse of public funds or monies. The Company expressly understands that Metro Township may monitor the expenditure of public funds by the Company. The Company expressly understands that Metro Township may withhold funds or require repayment of funds from the Company for contract noncompliance, failure to comply with directives regarding the use of public funds, or for misuse of public funds or monies.

## 13. TERMINATION.

- A. Termination for Default. Metro Township may terminate this Agreement for an "Event of Default" as defined, upon written notice from Metro Township to Company.
- B. Termination by Company for Default. The Company may terminate this Agreement for an Event of Default upon written notice from Attorney to Metro Township.
- C. Event of Default. As used in this Agreement, the term "Event of Default" means (a) a party fails to make any payment hereunder when the same becomes due and such failure continues for a period of thirty (30) days after written notice to the party failing to make such payment; (b) a party hereto fails to perform any of its material obligations and such failure continues for a period of thirty (30) days after written notice to such defaulting party; or (c) any material representation or warranty of a party contained in this Agreement proves to be untrue or incorrect in any material respect when made.
- D. Force Majeure. Neither party shall be liable for a failure to perform any excess costs if the failure to perform arises from causes beyond the control and without the fault or negligence of that party, e.g., acts of God, fires, floods, strikes, or unusually severe weather. If such condition continues for a period in excess of 60 days, Company or Metro Township shall have the right to terminate this Agreement without liability or penalty effective upon written notice to the other party.
- E. No Limitation of Rights. The rights and remedies of the Parties hereto are in addition to any other rights and remedies provided by law or under this Agreement. The Parties agree that the waiver of any breach of this Agreement by either party shall in no event constitute a waiver as to any future breach.
- F. Termination for Convenience. Metro Township reserves the right to terminate this Agreement, in whole or in part, at any time during the Term or any Additional Terms whenever Metro Township determines, in its sole discretion that it is in the Metro Township's interest to do so. If Metro Township elects to exercise this right, Metro Township shall provide written notice to the Company at least thirty (30) days prior to the date of termination for convenience. Upon such termination, Company shall be paid for all services up to the date of termination. Company agrees that the Metro Township's termination for convenience will not be deemed a termination for default nor will it entitle Company to any rights or remedies provided by law or this Agreement for breach of contract by the Metro Township or any other claim or cause of action.

The Parties agree that the waiver of any breach of this Agreement by either party shall in no event constitute a waiver as to any future breach.

#### 14. COMPLIANCE WITH LAWS.

Each party agrees to comply with all federal, state and local laws, rules and regulations in the performance of its duties and obligations under this Agreement. Any violation by Company of applicable law, rule or regulation, shall constitute an event of default under this Agreement and Company shall be liable for and hold the Metro Township harmless and defend the Metro Township from and against any and all liability arising out of or connected with the violation, to include all attorney fees and costs incurred by the Metro Township as a result of the violation.

#### 15. NON-DISCRIMINATION.

Company, and all persons acting on its behalf, agree that they shall comply with all federal, state and County laws, rules ordinance and regulations governing discrimination and they shall not discriminate in the engagement or employment of any professional person or any other person qualified to perform the services required under this Agreement.

#### 16. LABOR REGULATIONS AND REOUREMENTS.

The Company agrees to comply with all applicable provisions of Title 34 of the Utah Code, and with all applicable federal, state and local labor laws. The Company shall indemnify and hold the Metro Township harmless from and against any and all claims for liability arising out of any violation of this paragraph or the laws referenced by Company, its agents or employees.

#### 17. CONFIDENTIALITY.

Company shall hold all information provided to it by Metro Township for the purposes of performance of this Agreement, whether provided in written or other form, in strict confidence, shall make no use thereof other than for its representation of the Metro Township under this



Agreement, and shall not release any of said information to any third party, who is not involved in the performance of services under the Agreement, or to any representative of the news media without prior written consent of Metro Township.

#### 18. GOVERNMENT RECORDS ACCESS MANAGEMENT ACT.

Company acknowledges that Metro Township is a governmental entity subject to the Utah Government Records Access Management Act ("GRAMA"), Utah Code Ann. §§ 63G-2-101, et seq. As a result, Metro Township is required to disclose certain information and materials to the public, upon request. The Company agrees to timely refer all requests for documents, materials and data in its possession relating to this Agreement and its performance to the Chair of the Metro Township with notice also being provided to legal counsel for the township, if any.

#### 19. INTERPRETATION.

Metro Township and Company agree that where possible, each provision of this Agreement shall be interpreted in such a manner as to be consistent and valid under applicable law; but if any provision of this Agreement shall be invalid, prohibited or unenforceable under applicable law, such provision shall be ineffective to the extent of such invalidity or prohibition, without invalidating the remainder of such provision or the remaining provisions of this Agreement.

#### 20. ASSIGNMENT.

Company shall not assign or transfer its duties of performance nor its rights to compensation under this Agreement, without the prior written approval of Metro Township.

#### 21. SUBCONTRACTING.

Company agrees that it shall not subcontract to provide any of the services under this, Agreement or execute performance of its obligations under this Agreement without prior expressed and written consent of Metro Township.

## 22. NOTICES.

All notices to be given under this Agreement shall be made in writing and shall be deemed given upon personal delivery, upon the next business day immediately following the day sent if sent by overnight express carrier, or upon the third business day following the day sent if sent postage prepaid by certified or registered mail, return receipt requested, to the Parties at the following addresses (or to such other address or addresses as shall be specified in any notice given):

Metro Township:

Paulina F. Flint, Mayor  
White City Metro Township  
10467 S Carnation Dr  
White City, UT 84094

Company:

Gregory L. Schulz  
Government Consultants LLC  
8676 W Blackgum Ct  
Magna, UT 84044

## 23. TIME.

The Parties stipulate that time is of the essence in the performance of this Agreement. The time set forth for performance in this Agreement shall be strictly followed and any default in performance according to the times required may be a default of this Agreement and be a cause for termination of this Agreement and pursuit of any remedy allowed by this Agreement and by law.

## 24. ENTIRE AGREEMENT.

Metro Township and Company acknowledge and agree that this Agreement constitutes the entire integrated understanding between the parties, and that there are no other terms, conditions, representations or understanding, whether written or oral, concerning the rights and obligations of the Parties to this Agreement except as set forth in this Agreement, and any prior agreements,

representations or understandings by and between the parties from the effective date of this Agreement shall be null and void. This Agreement may not be enlarged, modified or altered, except in writing, signed by the Parties.

#### 25. GOVERNING LAW.

It is understood and agreed by the Parties hereto that the laws of the State of Utah and the Ordinances of Metro Township, both as to interpretation and performance, shall govern this Agreement. All actions, including but not limited to court proceedings, administrative proceedings, arbitration and mediation proceedings, shall be commenced, maintained, adjudicated and resolved within the jurisdiction of the State of Utah.

#### 26. DISPUTES.

Disputes. Any controversy, claim or dispute in the course and scope of this Agreement or its breach, termination, enforcement, interpretation or validity, including the determination of the scope or applicability of this agreement to arbitrate, shall be determined by binding arbitration in Salt Lake City, Utah, before a sole arbitrator. "Disputes" shall include, without limitation, those involving fees, costs, billing, claims of negligence, and breach of ethical or fiduciary duties. The American Arbitration Association (AAA) shall administer the arbitration pursuant to its Commercial Arbitration Rules and Supplementary Procedures for Large, Complex Disputes. The arbitration proceedings and record will be confidential and closed to the public. The arbitrator must be a member in good standing of the Utah State Bar. The arbitrator shall, in the Award, allocate all of the costs of the arbitration, including the fees of the arbitrator and the reasonable attorney's fees of the prevailing party, against the party who did not prevail. Judgment on the Award may be entered in any court having jurisdiction.

#### 27. COUNTERPARTS.

This Agreement may be executed in several counterparts and all so executed shall constitute one agreement binding on all the Parties, notwithstanding that each of the Parties are not

signatory to the original or the same counterpart. Further, executed copies of this Agreement delivered by facsimile or scanned e-mail shall be deemed an original signed copy of this Agreement.

AGREED TO BY THE WHITE CITY METRO TOWNSHIP COUNCIL ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_.

WHITE CITY METRO TOWNSHIP COUNCIL

\_\_\_\_\_  
PAULINA F. FLINT, CHAIR

Attest:

\_\_\_\_\_  
METRO TOWNSHIP CLERK/RECORDER

VOTING

Councilmember Cutler \_\_\_\_\_

Councilmember Dickerson \_\_\_\_\_

Councilmember Flint \_\_\_\_\_

Councilmember Perry \_\_\_\_\_

Councilmember Price \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
METRO TOWNSHIP ATTORNEY

AGREED BY COMPANY:

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

GREGORY L. SCHULZ, MPA  
MANAGING DIRECTOR  
GOVERNMENT CONSULTANTS LLC

**ATTACHMENT “A” – SCOPE OF WORK**

Appointment to  
GSLMSD Fee Committee



# White City Metro Township

10467 S Carnation Dr

White City, UT 84094

Phone: 801-571-5257

April 5, 2018

Bart Barker  
General Manager  
Greater Salt Lake Municipal Services District  
2001 S State St #N3-600  
Salt Lake City, UT 84114

SUBJECT: White City Appointment of Greg Schulz to the MSD Fee Review Committee

Dear Mr. Barker,

This letter is to notify the MSD on April 5, 2018 during the Public Meeting, the White City Metro Township Council appointed our Administrator, Greg Schulz, to serve on the Fee Review Committee to represent our municipality. Please contact Greg directly with the dates and times for the Fee Review Committee meetings as soon as they are determined. If you have questions, please let me know.

Thank you for all you do for White City.

Sincerely,

Paulina F. Flint  
Mayor  
White City Metro Township

PFF/gs

ATTEST:

\_\_\_\_\_  
COUNTY CLERK  
METRO TOWNSHIP CLERK/RECORDER

Appointment to GSLMSD  
Storm Water Fee Committee





# White City Metro Township

10467 S Carnation Dr

White City, UT 84094

Phone: 801-571-5257

April 5, 2018

Bart Barker  
General Manager  
Greater Salt Lake Municipal Services District  
2001 S State St #N3-600  
Salt Lake City, UT 84114

SUBJECT: White City Appointment of Greg Schulz to the MSD Stormwater Fee Committee

Dear Mr. Barker,

This letter is to notify the MSD on April 5, 2018 during the Public Meeting, the White City Metro Township Council appointed our Councilmember Allen Perry, to serve on the Fee Review Committee to represent our municipality. Please contact Allen directly with the dates and times for the Fee Review Committee meetings as soon as they are determined. If you have questions, please let me know.

Thank you for all you do for White City.

Sincerely,

Paulina F. Flint  
Mayor  
White City Metro Township

PFF/gs

ATTEST:

\_\_\_\_\_  
COUNTY CLERK  
METRO TOWNSHIP CLERK/RECORDER

# Minutes to be Approved

DATE THURSDAY DECEMBER 28, 2017

THE WHITE CITY METRO TOWNSHIP COUNCIL, STATE OF UTAH, MET ON THURSDAY, DECEMBER 28, 2017, PURSUANT TO ADJOURNMENT ON THURSDAY, DECEMBER 14, 2017, AT THE HOUR OF 6:30 P.M., AT THE WHITE CITY WATER DISTRICT OFFICE, 999 E GALENA DRIVE, SANDY, UT 84094

COUNCIL MEMBERS

PRESENT: KAY DICKERSON  
LINDA PRICE  
ALLAN PERRY  
CODY CUTLER  
PAULINA FLINT, Chair

OTHERS IN ATTENDANCE: PAUL ASHTON, LEGAL COUNSEL, WHITE CITY METRO TOWNSHIP  
GREG SCHULZ, STAFF, WHITE CITY METRO TOWNSHIP  
SHERRIE SWENSEN, METRO TOWNSHIP CLERK  
By: NICHOLE WATT, DEPUTY CLERK

◆◆◆ ◆◆◆ ◆◆◆ ◆◆◆ ◆◆◆

**Council Member Flint**, Chair, presided.

◆◆◆ ◆◆◆ ◆◆◆ ◆◆◆ ◆◆◆

Public Hearing

*2017 White City Metro Township Budget*

THIS BEING THE TIME heretofore set for a public hearing to consider the 2017 Budget for the White City Metro Township.

Council Member Cutler, seconded by Council Member Price, moved to open the public hearing to hear comments on the 2017 White City Metro Township budget. The motion passed unanimously.

No one spoke in favor of or in opposition to the proposed 2017 White City Metro Township budget.

Council Member Perry, seconded by Council Member Dickerson, moved to close the public hearing. The motion passed unanimously.

Council Member Dickerson, seconded by Council Member Cutler, moved to approve the following resolution adopting the White City Metro Township 2017 budget:

RESOLUTION NO. 17-12-03

Date: December 28, 2017

DATE THURSDAY DECEMBER 28, 2017

A RESOLUTION APPROVING AND ADOPTING THE AMENDED FY2017  
WHITE CITY METRO TOWNSHIP BUDGET

RECITALS

A. The White City Metro Township ("White City") is a Metro Township pursuant to Utah Code Annotated ("UCA") §§ 10-2a-401 *et seq.*

B. The White City Metro Township Council (the "Council") is the municipal legislative body for White City pursuant to UCA § 10-3b-501.

C. The Council approved the FY2017 White City Metro Township Budget on April 6, 2017.

D. Pursuant to State Law requiring governmental entities to report a balanced budget, an amendment to the budget was presented by the Greater Salt Lake Municipal Services District on December 12, 2017 that requires the Council adopt the amendment to comply with the law.

E. The noticing for the public hearing to consider this amendment and copies of the amendment (Attachment "A" to this resolution) were made available for public consideration at least seven (7) days prior to the date of the public hearing to formally adopt the amendment and amend the FY2017 Budget.

F. Adoption of the Amended FY2017 Budget will allow White City to comply with State Law and the Uniform Fiscal Procedures Act for Cities.

RESOLUTION

THEREFORE BE IT RESOLVED, the Council hereby approves the proposed amendment and adopts the Amended FY2017 White City Budget, Attachment "A."

APPROVED AND ADOPTED in the White City Metro Township, Salt Lake County, Utah this 28<sup>th</sup> day of December, 2017.

By: /s/ PAULINA FLINT  
Council Chair

ATTEST

By: /s/ SHERRIE SWENSEN  
Salt Lake County Clerk  
Metro Township Clerk/Recorder

The motion passed unanimously.



DATE THURSDAY DECEMBER 28, 2017

Appointment of Chief Randy Thomas

The Council reviewed the following resolution appointing Chief Randy Thomas, Unified Police Department (UPD), as Police Chief of the White City Metro Township:

RESOLUTION NO. 17-12-04

Date: December 28, 2017

A RESOLUTION OF THE WHITE CITY METRO TOWNSHIP COUNCIL  
RATIFYING THE APPOINTMENT OF UNIFIED POLICE DEPARTMENT  
CHIEF RANDY THOMAS AS POLICE CHIEF OF THE WHITE CITY  
METRO TOWNSHIP

RECITALS

A. The White City Metro Township ("White City") is a Metro Township pursuant to Utah Code Ann. ("UCA") §§ 10-2a-401 *et seq.*

B. The Unified Police Department of Greater Salt Lake County ("UPD") is an Interlocal Agency that provides law enforcement services to White City.

C. Chief Randy Thomas was recommended by Sheriff Rosie Rivera as CEO of the Unified Police Department to replace former Chief Jason Mazuran.

D. Based on the information and recommendation provided by Sheriff Rivera, it has been determined Chief Thomas will provide White City the levels of police services the residents have come to expect.

E. A letter from the White City Metro Township Council ratifying Chief Thomas' appointment as Police Chief to the White City Metro Township was requested by UPD.

F. The letter is necessary to formalize and complete Chief Thomas' appointment.

RESOLUTION

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the White City Metro Township Council:

The White City Metro Township Council hereby ratifies the appointment of UPD Chief Randy Thomas to serve as the Police Chief for White City; and authorizes the Chair to sign the attached letter (Attachment "A") to this resolution informing the UPD the ratification of this appointment.

APPROVED AND ADOPTED in the White City Metro Township, Salt Lake County, Utah this 28<sup>th</sup> day of December, 2017.

By: /s/ PAULINA FLINT  
Council Chair

DATE THURSDAY DECEMBER 28, 2017

ATTEST

By: /s/ SHERRIE SWENSEN  
Salt Lake County Clerk  
Metro Township Clerk/Recorder

Council Member Dickerson, seconded by Council Member Price, moved to approve the resolution. The motion passed unanimously.



Homeland Security Grant Application

The Council reviewed the following resolution approving the signature and submission of the State Homeland Security Grant Program application:

RESOLUTION NO. 17-12-05

Date: December 28, 2017

A RESOLUTION APPROVING THE SIGNATURE AND SUBMISSION OF THE  
STATE HOMELAND SECURITY GRANT PROGRAM APPLICATION

RECITALS

A. The White City Metro Township (“White City”) is a Metro Township pursuant to Utah Code Annotated (“UCA”) §§ 10-2a-401 *et seq.*

B. The White City Metro Township Council (the “Council”) is the municipal legislative body for White City pursuant to UCA § 10-3b-501.

C. The State Homeland Security Grant Program is a program operated by the Utah State Department of Homeland Security that provides local governments monies to assist in the development and operation of their Emergency Preparedness initiatives.

D. The Unified Fire Authority (“UFA”) is the Emergency Programs Operations Unit for White City.

E. The grant funding will assist UFA in their goal to provide Emergency Planning work for White City.

RESOLUTION

THEREFORE BE IT RESOLVED, the Council hereby approves this resolution and authorizes the Chair to sign the State Homeland Security Grant Application, hereinafter known as Attachment “A,” for the benefit of White City.

APPROVED AND ADOPTED in the White City Metro Township, Salt Lake County, Utah this 28<sup>th</sup> day of December, 2017.

DATE THURSDAY DECEMBER 28, 2017

By: /s/ PAULINA FLINT  
Council Chair

ATTEST

By: /s/ SHERRIE SWENSEN  
Salt Lake County Clerk  
Metro Township Clerk/Recorder

Council Member Dickerson, seconded by Council Member Perry, moved to approve the resolution. The motion passed unanimously.



Year to Date Expenditures

The Council reviewed the year to date expenditures through November 30, 2017.

Council Member Price, seconded by Council Member Cutler, moved to approve the expenditures. The motion passed unanimously.



Staff or Committee Reports

*2018 Utah Local Government Trust*

**Council Member Flint** stated the Utah Local Government Trust has provided White City Metro Township with new premiums - \$8,989 for liability premiums and \$492 for Workers Compensation premiums.



*State Auditor Alert*

**Council Member Flint** stated the Utah State Auditor's Office sends Auditor Alerts to the metro townships. The recent alert was the Separation of Duties between the Clerk and Treasurer. The term clerk refers to a district clerk, who performs accounting functions. She would like the Council to review the document and provide feedback. As the Council moves forward with its own financial person and process, it will need to appoint a deputy treasurer.



Future Agenda Items

The Council reviewed the following items to be placed on a future agenda:

DATE THURSDAY DECEMBER 28, 2017

- Master Interlocal Agreement
- Unified Fire Authority strategic plan
- Procurement ordinance
- Forms for the White City Metro Township Council
- Finance policy
- Trail discussion
- Grant proposal
- Election for White City Metro Township Chair and Chair Pro Tem
- Swearing in Council Members
- Discussion of board appointments
- Planning commission appointments



THERE BEING NO FURTHER BUSINESS to come before the Council at this time the meeting was adjourned.

\_\_\_\_\_  
CHAIR, WHITE CITY METRO TOWNSHIP COUNCIL

SHERRIE SWENSEN  
METRO TOWNSHIP CLERK

By \_\_\_\_\_  
Deputy Clerk





DATE THURSDAY FEBRUARY 1, 2018

THE WHITE CITY METRO TOWNSHIP COUNCIL, STATE OF UTAH, MET ON THURSDAY, FEBRUARY 1, 2018, PURSUANT TO ADJOURNMENT ON THURSDAY, JANUARY 4, 2018, AT THE HOUR OF 6:30 P.M., AT THE WHITE CITY WATER DISTRICT OFFICE, 999 E GALENA DRIVE, SANDY, UT 84094

COUNCIL MEMBERS

PRESENT: KAY DICKERSON  
LINDA PRICE  
ALLAN PERRY  
PAULINA FLINT, Chair

COUNCIL MEMBERS

EXCUSED: CODY CUTLER

OTHERS IN ATTENDANCE: PAUL ASHTON, LEGAL COUNSEL, WHITE CITY METRO TOWNSHIP  
GREG SCHULZ, STAFF, WHITE CITY METRO TOWNSHIP  
SHERRIE SWENSEN, METRO TOWNSHIP CLERK  
By: NICHOLE WATT, DEPUTY CLERK



**Council Member Flint**, Chair, presided.



Staff Meeting

Discussion/Clarification of Agenda Items

*Utah Department of Transportation*

**Chris Cartwright**, Public Involvement, Utah Department of Transportation, updated the Council on a repaving project that will be completed on 700 East between 9400 South and Carnation Drive in approximately two months. The work will be done at night and updates on the project will be sent via email.



*Presentation by Salt Lake County Treasurer and Auditor*

**Treasurer Wayne Cushing**, Salt Lake County, reviewed the following three funding options available to the metro townships to deal with purchases:

1. Status quo
2. Checking account
3. Purchasing card

**Auditor Scott Tingley**, Salt Lake County, stated the Council needs to consider the different funding options and the risks associated with each of them. The Council will need to adopt fiscal policies and procedures.

**Council Member Flint** stated the Council is working on a fiscal policy and procedure that would function for a small administration. Once those procedures are drafted, she will have Salt Lake County Auditor Tingley and State Auditor John Dougall review the draft. She would like to move in the direction of a checking account and hire a certified public accountant. She received petty cash for reimbursement, which she did not request, and was surprised she was not issued a check. She would prefer getting checks a week later rather than getting cash immediately.

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*White City Metro Township Planning Commission Presentation*

**Chris Spagnuolo**, White City Metro Township Planning Commission, stated the Planning Commission is drafting a general plan for the Council to review. The three areas that the Planning Commission are focusing on are land use, transportation, and housing.

**Council Member Flint** asked how the planning commission will get community input.

**Darrin Webster**, White City Metro Township Planning Commission, stated the Planning Commission will advertise the open houses where the community can provide verbal and written input.

Council Member Price, seconded by Council Member Dickerson, moved to close the staff meeting. The motion passed unanimously.



Public Meeting

Community Input

*White City Community Council Reports*

**Council Member Dickerson** stated the White City Community Council held a meeting in January.

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*Unified Fire Authority*

DATE THURSDAY FEBRUARY 1, 2018

**Steve Higgs**, Assistant Chief, Unified Fire Authority (UFA), presented the 2017 accomplishments, wicked issues, and 2018 key initiatives. A lot of progress has been made since the 2017 audit. The UFA is working on a fireworks bill that will decrease the amount of days fireworks can be used.

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*Unified Police Department*

**Officer Paula Stinson** stated crime statistics went up a little with a lot of reoccurring calls, welfare checks, and elderly and custodial issues.

**Chief Randy Thomas** presented Officer Stinson with her 20 year achievement packet.

**Council Member Flint** stated the UPD pays dues to the Utah Association of Special Districts and should participate in its meetings.



Contributions/Waivers Policy 3 and Volunteer Disclosure Forms

**Greg Schulz** introduced the following resolution approving and adopting policy #3: Contributions and waivers to provide a policy framework for the acceptance, processing, approval, and oversight of contribution and fee waiver requests for White City.

RESOLUTION NO. 18-02-01

Date: February 1, 2018

A RESOLUTION APPROVING AND ADOPTING POLICY #3: CONTRIBUTIONS AND WAIVERS TO PROVIDE A POLICY FRAMEWORK FOR THE ACCEPTANCE, PROCESSING, APPROVAL, AND OVERSIGHT OF CONTRIBUTION AND FEE WAIVER REQUESTS FOR WHITE CITY

RECITALS

A. The White City Metro Township (“White City”) is a Metro Township pursuant to Utah Code Annotated (“UCA”) §§ 10-2a-401 *et seq.*

B. The White City Metro Township Council (the “Council”) is the municipal legislative body for White City pursuant to UCA § 10-3b-501.

C. Pursuant to State Law, White City may provide monetary contributions, in-kind nonmonetary contributions and waivers of fees to nonprofit organizations to perform certain activities to the mutual benefit of the nonprofit organization and White City.

DATE THURSDAY FEBRUARY 1, 2018

D. To provide opportunities for such contributions and waivers, State law requires White City to establish a policy and process for accepting, processing, approving, and overseeing these requests prior to the allocation of funds to requesting entities.

E. Such a policy benefits White City, the Nonprofit Organization, and the White City community and its residents.

RESOLUTION

THEREFORE BE IT RESOLVED, the White City Metro Township Council hereby approves this resolution adopting White City Metro Township Policy #3: Contributions and Waivers for the acceptance, processing, approval, and oversight of contribution and fee waiver requests.

APPROVED AND ADOPTED in the White City Metro Township, Salt Lake County, Utah this 1<sup>st</sup> day of February, 2018.

By: /s/ PAULINA FLINT  
Chair

ATTEST

By: /s/ SHERRIE SWENSEN  
Salt Lake County Clerk  
Metro Township Clerk/Recorder

Council Member Price, seconded by Council Member Perry, moved to approve the resolution. The motion passed unanimously.



Council Business

*Approval of Minutes*

Council Member Perry, seconded by Council Member Dickerson, moved to approve the minutes of the White City Metro Township Council meeting held on December 14, 2017. The motion passed unanimously.



*White City Metro Township Planning Commission Appointments*

**Debora Riddle**, Planner, Salt Lake County Planning and Development Services Division, stated the White City Metro Township Planning Commission has two commissioners whose terms expire in 2018, Chris Spagnuolo and Christy Seiger-Webster.

DATE THURSDAY FEBRUARY 1, 2018

Council Member Price, seconded by Council Member Council Member Dickerson, moved to reappoint Chris Spagnuolo and Christy Seiger-Webster to the White City Metro Township Planning Commission effective March 1, 2018. The motion passed unanimously.

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*December 2017 Financial Report*

Council Member Perry, seconded by Council Member Price, moved to approve the December 2017 financial report. The motion passed unanimously.

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*Authorizing Payment of Invoices for Utah Local Governments Trust*

Council Member Price, seconded by Council Member Perry, moved to approve payment for general liability to the Utah Local Governments Trust. The motion passed unanimously.

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*Request for Proposal for a Contract to Provide Administrative Services/Township Administrator*

**Paul Ashton** stated Greg Schulz has been working under him as a paralegal. Mr. Schulz has expressed a desire to create his own administrative services/township administrator business. It would be a good idea to get a request for proposal and have Mr. Schulz compete for the position. If selected, Mr. Schulz will do what he has been doing as a manager, but will not be able to work as a paralegal.

Council Member Perry, seconded by Council Member Price, moved to direct Paul Ashton to issue a request for proposal for an administrative services/township administrator. The motion passed unanimously.

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*Developing Financial Policy and Procedures*

**Paul Ashton** stated the White City Metro Township is interested in having its own checkbook to run the administrative budget. Moving forward, the Council will need to adopt a financial policy and procedure. He will work with the Salt Lake County Treasurer and Auditor, and the State Auditor to draft a policy.

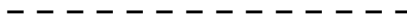
Council Member Price, seconded by Council Member Perry, moved to direct Paul Ashton to work with the Salt Lake County Treasurer and Auditor and the State Auditor to draft a financial policy and procedure. The motion passed unanimously.



White City Metro Township Council Member Reports

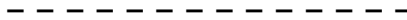
*Unified Police Department & Salt Lake Valley Law Enforcement Service Area*

**Chief Randy Thomas** stated for the next two Saturdays the Unified Police Department (UPD) will be holding new member training from 8:00 am to 12:00 pm at the Sheriff's Office Building.



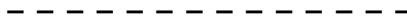
*Unified Fire Authority & Unified Fire Service Area*

**Council Member Perry** stated the Unified Fire Authority's (UFA) new Chair is Mayor Robert Dahle, Holladay City, and the Vice Chair is Council Member Kelly Bush, Kearns Metro Township. The Unified Fire Service Area new Chair is Mayor Jeff Silvestrini, Millcreek City, and new vice-chair Council Member Eric Ferguson, Magna Metro Township.



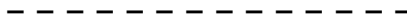
*Mosquito Abatement Board*

**Council Member Price** stated she was elected as the Chair for the Mosquito Abatement Board. The board hired an individual to help with education and information Technology support.



*Greater Salt Lake Municipal Services District*

**Council Member Flint** stated Council Member Joe Smolka, Emigration Canyon Metro Township, is the new Chair and she is the Vice Chair. Council Member Sean Clayton, Copperton Metro Township, is the new member.



*Wasatch Front Waste and Recycling District*

**Council Member Dickerson** stated the board continues to discuss the effects closing the Transfer Station will have on customers.



*Council of Governments*

DATE THURSDAY FEBRUARY 1, 2018

**Council Member Flint** stated the Council of Governments is updating its bylaws to allow the metro townships a seat on the board. The board has been talking a lot about the census and the importance of educating the public on the process to get an accurate number. If there is an accurate count, then additional funding can be obtained.



Staff or Committee Reports

*2018 Utah Legislative Report*

**Paul Ashton** stated the clean-up bill to allow more authority for the metro townships is moving forward. There are a lot of water and transportation bills.



New Council Business

**Madeline Francisco-Galang**, Transportation Engineering Manager, Salt Lake County Engineering and Flood Control Division, updated the Council on the following:

- Sandy City is working with Salt Lake County to move forward with the trail that will run through White City.
- Utah Department of Transportation has a Safe Route to School funding program.
- Funding application for sidewalks on Poppy Lane



THERE BEING NO FURTHER BUSINESS to come before the Council at this time, the meeting was adjourned.

\_\_\_\_\_  
CHAIR, WHITE CITY METRO TOWNSHIP COUNCIL

SHERRIE SWENSEN  
METRO TOWNSHIP CLERK

By \_\_\_\_\_  
Deputy Clerk



DATE THURSDAY FEBRUARY 1, 2018

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DATE THURSDAY MARCH 1, 2018

THE WHITE CITY METRO TOWNSHIP COUNCIL, STATE OF UTAH, MET ON THURSDAY, MARCH 1, 2018, PURSUANT TO ADJOURNMENT ON THURSDAY, FEBRUARY 1, 2018, AT THE HOUR OF 6:30 P.M., AT THE WHITE CITY WATER DISTRICT OFFICE, 999 E GALENA DRIVE, SANDY, UT 84094

COUNCIL MEMBERS

PRESENT:

LINDA PRICE  
ALLAN PERRY  
CODY CUTLER<sup>1</sup>  
PAULINA FLINT<sup>1</sup>  
KAY DICKERSON, Pro Tempore

OTHERS IN ATTENDANCE: PAUL ASHTON, LEGAL COUNSEL, WHITE CITY METRO TOWNSHIP  
GREG SCHULZ, STAFF, WHITE CITY METRO TOWNSHIP  
SHERRIE SWENSEN, METRO TOWNSHIP CLERK  
By: NICHOLE WATT, DEPUTY CLERK

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**Council Member Dickerson**, Pro Tempore, presided.

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Staff Meeting

Discussion/Clarification of Agenda Items

*Website Information*

**Greg Schulz** presented a Request for Proposal (RFP) and a scope of work draft for the White City Metro Township website. The website will host ordinances and fulfill all statutory requirements.

**Council Member Flint** stated the metro township needs an independent municipal website that complies with all statutory requirements of noticing, posting, and linking zoning ordinances.

**Mr. Schulz** stated the initial cost is up to \$15,000 and yearly costs are up to \$7,000. He suggested that the Council review the information and provide input at the next meeting.

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*Ordinance Program Information*

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<sup>1</sup> Participated Electronically

**Paul Ashton** stated Municode will allow ordinances to become searchable on the White City Metro Township website. The Greater Salt Lake Municipal Services District (GSLMSD) has finalized the Municode contract online. The metro township ordinances are the County's until the Council amends them. Bart Barker, General Manager, GSLMSD, is working on bringing all of Salt Lake County's ordinances over to Municode.

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*Other Issues*

**Greg Schulz** stated the White City Metro Township Planning Commission will be holding open houses and public hearings to get input on the White City General Plan. A postcard will be sent to residents notifying them of the open houses and public hearing dates. The estimated cost will be \$900.

**Wendy Gurr**, Planning Coordinator, Salt Lake County Planning and Development Services Division, stated she has reserved the small room at the library for the meetings because the big one was not available. She would like to get the postcards in the mail early next week.

**Council Member Flint** stated the room at the library will be too small. She recommended reserving the auditorium at Eastmont Middle School.

Council Member Perry, seconded by Council Member Price, moved to close the staff meeting. The motion passed unanimously.



Public Meeting

Community Input

*White City Community Council Reports*

**Council Member Dickerson** stated the community council is getting ready for Southeast Township Days. JW Productions will run the car show this year.

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*Unified Fire Authority*

**Chief Higgs** stated Unified Fire Authority (UFA) is working with Sandy City to figure out the details of the contract it has with UFA.



DATE THURSDAY \_\_\_\_\_ MARCH \_\_\_\_\_ 1, 2018

Resolution Amending Policy #2

The Council reviewed the following Resolution amending Policy #2 – Purchasing, Contracting, and Procurement to change some of the spending limit rules for the White City Metro Township:

RESOLUTION NO. 18-03-01

Date: March 1, 2018

A RESOLUTION AMENDING POLICY #2 – PURCHASING, CONTRACTING,  
AND PROCUREMENT TO AMEND SOME OF THE SPENDING LIMIT RULES  
FOR THE WHITE CITY METRO TOWNSHIP

RECITALS

- A. The White City Metro Township (“White City”) is a Metro Township form of municipality pursuant to Utah Code Annotated (“UCA”) §§ 10-2a-401 *et seq.*
- B. The White City Metro Township Council (“Council”) is the Council for White City pursuant to UCA § 10-2a-501 *et al.*
- C. On January 4, 2018, the Council approved and adopted White City Metro Township Policy #2 – Purchasing, Contracting, and Procurement along with White City Metro Township Ordinance Chapter #3.15 – Purchasing, Contracting, and Procurement.
- D. In February, it was determined some amendments to Policy #2 would allow the Council to conduct its business more efficiently and effectively.
- E. In adopting the proposed amendments to Policy #2, the Council desires to improve efficiency and effectiveness for the purchasing of goods and services and contracting for other professional services.

THEREFORE BE IT RESOLVED, the White City Metro Township Council hereby approves and adopts the amendments to White City Metro Township Policy #2 – PURCHASING, CONTRACTING, AND PROCUREMENT, known hereafter as Attachment “A.”

APPROVED AND ADOPTED in the White City Metro Township, Salt Lake County, Utah this 1<sup>st</sup> day of March, 2018.

By: /s/ PAULINA FLINT  
Council Chair

ATTEST

By: /s/ SHERRIE SWENSEN  
Salt Lake County Clerk  
Metro Township Clerk/Recorder



DATE THURSDAY MARCH 1, 2018

Resolution Setting Fee Schedule

The Council reviewed the following Resolution accepting and adopting the 2018 consolidated fee schedule used by the Greater Salt Lake Municipal Services District (GSLMSD) and Salt Lake County for the creation of the 2018 Metro Township budget:

RESOLUTION NO. 18-03-02

Date: March 1, 2018

A RESOLUTION ACCEPTING AND ADOPTING THE 2018 CONSOLIDATED FEE SCHEDULE USED BY THE GREATER SALT LAKE MUNICIPAL SERVICES DISTRICT AND SALT LAKE COUNTY FOR THE CREATION OF THE 2018 METRO TOWNSHIP BUDGET

RECITALS

- A. The White City Metro Township (“White City”) is a Metro Township pursuant to Utah Code Annotated (“UCA”) §§ 10-2a-401 *et seq.*
- B. The White City Metro Township Council (the “Council”) is the municipal legislative body for White City pursuant to UCA § 10-3b-501.
- C. The Greater Salt Lake Municipal Services District (the “MSD”) is a local district that provides certain municipal-type services to White City pursuant to UCA §§ 17B-2a-1103 *et al.*
- D. Salt Lake County (the “County”) is the contractor for the MSD that performs the work of providing certain municipal-type services to White City through Interlocal Agreement.
- E. The Council adopted the White City 2018 Tentative Budget on December 28, 2017.
- F. The 2018 White City adopted Budget used revenue projections based on the Consolidated Fee Schedule that had been adopted by the County and MSD during their 2018 Budget process.
- G. Pursuant to State Law, White City must annually adopt a consolidated fee schedule.
- H. Adoption of the 2018 Fee Schedule as approved by the County and MSD allows White City to comply with State Law.

THEREFORE BE IT RESOLVED, the Council hereby approves this resolution adopting the Proposed 2018 Consolidated Fee Schedule, hereinafter known as Attachment “A,” retroactive to January 1, 2018 to comply with State Law.

APPROVED AND ADOPTED in the White City Metro Township, Salt Lake County, Utah this 1<sup>st</sup> day of March, 2018.

DATE THURSDAY MARCH 1, 2018

By: /s/ PAULINA FLINT  
Council Chair

ATTEST

By: /s/ SHERRIE SWENSEN  
Salt Lake County Clerk  
Metro Township Clerk/Recorder

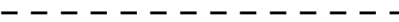
Council Member Price, seconded by Council Member Perry, moved to approve Resolution #18-03-01. The motion passed unanimously.



Council Business

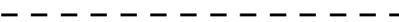
*Approval of Minutes*

Council Member Perry, seconded by Council Member Price, moved to approve the minutes of the White City Metro Township Council meeting held on January 4, 2018. The motion passed unanimously.



*January 2018 Financial Report*

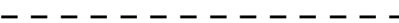
Council Member Perry, seconded by Council Member Price, moved to accept the January 2018 Financial Report. The motion passed unanimously.



*Development of Financial Policy*

**Paul Ashton** stated he is hoping to have the Financial Policy draft completed by the April Council meeting. Once the draft is finished, he will get input from Randy Allen, Fiscal Manager, Salt Lake County Planning and Development Services Division; Wayne Cushing, Salt Lake County Treasurer; Scott Tingley, Salt Lake County Auditor; and John Dougall, Utah State Auditor.

Council Member Flint, seconded by Council Member Perry, moved to direct Paul Ashton to proceed with the financial policy. The motion passed unanimously.



*Set Hearing for 2018 Budget Amendment*

DATE THURSDAY MARCH 1, 2018

**Paul Ashton** stated he would like to defer this matter until additional information is provided. Randy Allen, Fiscal Manager, Salt Lake County Planning and Development Services Division, will not have the final 2017 numbers until April or May.

**Council Member Flint** stated she would like an invoice from each of the offices that are providing services for the metro township.

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*Canal Trail Conversion*

**Council Member Flint** stated the canal trail is moving forward. As soon as the trail is completed it will be deeded to White City. Salt Lake County will manage the flood control of it and Salt Lake County Parks and Recreation Division will possibly maintain it. The cost of the trail is approximately \$350,000, and can be funded in the 2019 capital projects.



Council Member Reports

*Unified Police Department & Salt Lake Valley Law Enforcement Service Area*

**Council Member Cutler** stated no meeting was held in February.

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*Unified Fire Authority & Unified Fire Service Area*

**Council Member Perry** stated the Unified Fire Authority (UFA) is working with Sandy City to figure out the details of the contract it has with the UFA.

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*Mosquito Abatement Board*

**Council Member Price** stated a new employee was hired to provide education and IT services.

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*Greater Salt Lake Municipal Services District*

**Council Member Flint** stated the Board proposed a calendar for the budget deadlines. She would like the Council to review the calendar and forward any ideas for 2019 capital projects to her.

DATE THURSDAY MARCH 1, 2018

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*Wasatch Front Waste and Recycling District*

**Council Member Dickerson** stated discussions regarding the closure of the transfer station are still ongoing.

◆◆◆ ◆◆◆ ◆◆◆ ◆◆◆ ◆◆◆

Staff or Committee Reports

*2018 Utah Legislative Report*

**Paul Ashton** stated Senator Karen Mayne's Metro Township bill has passed out of the House Committee and is now on the House Consent Calendar. It appears the bill will pass the House on March 5.

◆◆◆ ◆◆◆ ◆◆◆ ◆◆◆ ◆◆◆

THERE BEING NO FURTHER BUSINESS to come before the Council at this time, the meeting was adjourned.

\_\_\_\_\_  
CHAIR, WHITE CITY METRO TOWNSHIP COUNCIL

SHERRIE SWENSEN  
METRO TOWNSHIP CLERK

By \_\_\_\_\_  
Deputy Clerk

◆◆◆ ◆◆◆ ◆◆◆ ◆◆◆ ◆◆◆  
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February Expenses as of  
02-28-2018



**\*\*PRELIMINARY\*\***

**MSD\_PB600 LISTING OF OBLIGATIONS vs. BUDGET**

*Organization level*

**AS OF 02/28/2018**

**Table of Contents**

Fund: 238.....2

1054000000 - White City Metro Township.....2

Account	Description	Current Period	YTD Expense	Pre Encum- brances	Encum- brance	Total Obligations	Budget	Available Budget	Percent Used	Prior Year
<i><a href="#">Back to Table of Contents</a></i>										
<b>Fund: 238 White City Metro Township Fund</b>								<b>Agency: 099 Metro Townships</b>		
<b>Organization: 1054000000 White City Metro Township</b>										
<b>Expenditures</b>										
<b>238-099-1054000000</b>										
601050	Temporary,Seasonal,Emergency	0.00	0.00	0.00	0.00	0.00	66,000.00	66,000.00	0.0%	0.00
<b>Total for 000100 Salaries and Benefits</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>66,000.00</b>	<b>66,000.00</b>	<b>0.0%</b>	<b>0.00</b>
<b>238-099-1054000000</b>										
611005	Subscriptions & Memberships	0.00	0.00	0.00	0.00	0.00	100.00	100.00	0.0%	0.00
611015	Education & Training Serv/Supp	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00	0.0%	0.00
613025	Contracted Printings	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00	0.0%	0.00
615005	Office Supplies	0.00	0.00	0.00	0.00	0.00	400.00	400.00	0.0%	0.00
617015	Maintenance - Software	0.00	0.00	0.00	0.00	0.00	988.00	988.00	0.0%	0.00
621025	Mobile Telephone	0.00	0.00	0.00	0.00	0.00	800.00	800.00	0.0%	0.00
633010	Rent - Buildings	0.00	0.00	0.00	0.00	0.00	1,200.00	1,200.00	0.0%	0.00
639005	Legal, Auditing, & Acctg Fees	0.00	0.00	0.00	0.00	0.00	51,000.00	51,000.00	0.0%	0.00
639010	Consultants' Fees	3,045.00	3,045.00	0.00	0.00	3,045.00	0.00	-3,045.00	100.0%	0.00
639025	Other Professional Fees	2,506.96	2,506.96	0.00	0.00	2,506.96	4,800.00	2,293.04	52.2%	0.00
639050	Client Support Services	-2,506.96	-2,506.96	0.00	0.00	-2,506.96	30,000.00	32,506.96	-8.4%	0.00
639055	Interlocal Agreements	0.00	0.00	0.00	0.00	0.00	1,123,759.00	1,123,759.00	0.0%	0.00
657005	Insurance	8,757.55	8,757.55	0.00	0.00	8,757.55	6,100.00	-2,657.55	143.6%	0.00
657015	Self-Insurance Expense	452.64	452.64	452.64	0.00	905.28	0.00	-905.28	100.0%	0.00
667005	Contributions	0.00	0.00	0.00	0.00	0.00	25,799.00	25,799.00	0.0%	0.00
<b>Total for 000200 Operations</b>		<b>12,255.19</b>	<b>12,255.19</b>	<b>452.64</b>	<b>0.00</b>	<b>12,707.83</b>	<b>1,246,946.00</b>	<b>1,234,238.17</b>	<b>1.0%</b>	<b>0.00</b>
<b>Total Expenditures for 1054000000</b>		<b>12,255.19</b>	<b>12,255.19</b>	<b>452.64</b>	<b>0.00</b>	<b>12,707.83</b>	<b>1,312,946.00</b>	<b>1,300,238.17</b>	<b>1.0%</b>	<b>0.00</b>

Run Date: 3/21/2018  
 Report ID: MSD\_PB600  
 \*\* Preliminary \*\*

Listing of Obligations vs. Budget  
 For Budget Fiscal Year 2018  
 As of 02/28/2018

Percent of Year Expired: 16.6%

Account	Description	Current Period	YTD Expense	Pre Encum- brances	Encum- brance	Total Obligations	Budget	Available Budget	Percent Used	Prior Year
<a href="#"><u>Back to Table of Contents</u></a>										
	<i>Total for 238-099-1054000000</i>	<i>12,255.19</i>	<i>12,255.19</i>	<i>452.64</i>	<i>0.00</i>	<i>12,707.83</i>	<i>1,312,946.00</i>	<i>1,300,238.17</i>	<i>1.0%</i>	<i>0.00</i>

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<a href="#"><u>Back to Table of Contents</u></a>										
<b>Total for Fund 238</b>		<b>12,255.19</b>	<b>12,255.19</b>	<b>452.64</b>	<b>0.00</b>	<b>12,707.83</b>	<b>1,312,946.00</b>	<b>1,300,238.17</b>	<b>1.0%</b>	<b>0.00</b>

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<a href="#"><u>Back to Table of Contents</u></a>										
<b>Total Expenditures</b>		<b>12,255.19</b>	<b>12,255.19</b>	<b>452.64</b>	<b>0.00</b>	<b>12,707.83</b>	<b>1,312,946.00</b>	<b>1,300,238.17</b>	<b>1.0%</b>	<b>0.00</b>
<b>Report Totals</b>		<b>12,255.19</b>	<b>12,255.19</b>	<b>452.64</b>	<b>0.00</b>	<b>12,707.83</b>	<b>1,312,946.00</b>	<b>1,300,238.17</b>	<b>1.0%</b>	<b>0.00</b>

# Local Option Sale Tax to Date

Local Option Sales and Use Tax Distribution  
by Calendar Year

**Local Option 2017**

Month	Month Received	Amount Received
January	March	
February	April	
March	May	
<b>Total - 1st Quarter</b>		
April	June	
May	July	
June	August	\$961
<b>Total - 2nd Quarter</b>		\$961
July	September	\$47,505
August	October	\$56,758
September	November	\$54,406
<b>Total - 3rd Quarter</b>		\$158,669
October	December	\$49,575
November	Jan-18	\$52,734
December	Feb-18	\$64,114
<b>Total - 4th Quarter</b>		\$166,423
<b>Annual Total Revenue</b>		\$326,053

Information Source: Utah State Tax Commission

**Local Option 2018**

Month	Month Received	Amount	Change vs. 2010	YTD Change 2017 vs. 2018
January	March	\$49,500		
February	April			
March	May			
<b>Total - 1st Quarter</b>		\$49,500		
April	June			
May	July			
June	August			
<b>Total - 2nd Quarter</b>		\$0		
July	September			
August	October			
September	November			
<b>Total - 3rd Quarter</b>		\$0		
October	December			
November	Jan-19			
December	Feb-19			
<b>Total - 4th Quarter</b>		\$0		
<b>Annual Total Revenue</b>		\$49,500		-84.82%
<b>2018 Bud Proj</b>		\$3,570,000		
<b>Change vs Proj Amt</b>		-\$3,520,500		
<b>Pct Chg vs Proj</b>		-98.61%		

# 2019 GSLMSD Budget Calendar



**2019 Budget Calendar**  
Greater Salt Lake Municipal Services District

# 2018 April

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 7pm Sandy Hills Community Council	4 7pm Granite Community Council	5 7pm White City Metro Township	6 <b>Metro and Community prioritized capital and maint requests due to GM</b>	7
8	9 6:15pm Kearns Metro Township Council 6:15 Business Meeting 6:30 Regular Meeting  7pm Big Cottonwood Community Council	10 <b>GM sends prioritized capital and maint requests to PW and Parks</b>  6pm Magna Metro Township Council 6:00 Business Meeting 7:00 Public Meeting	11 6pm Copy: MSD Board of Trustees monthly meeting	12 7pm ACCT Monthly Meeting	13	14
15	16	17	18 6:30pm Copperton Metro Township Meeting	19	20	21
22	23	24 6pm Magna Metro Township Council 6:00 Business Meeting 7:00 Public Meeting	25	26 7pm Emigration Canyon Metro Township  7pm Willow Canyon Community Council meeting	27 <b>Service providers complete initial reviews and estimates of capital and maint requests</b>	28
29	30	May 1	2	3	4	5
6	7	Notes				

**2019 Budget Calendar**  
Greater Salt Lake Municipal Services District

# 2018 May

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	Apr 30	1 <b>Service providers meet in May w GM, Metros and LUCC on project and maint requests</b> 7pm Sandy Hills Community Council	2 7pm Granite Community Council	3 7pm White City Metro Township	4	5
6	7	8 6pm Magna Metro Township Council 6:00 Business Meeting 7:00 Public Meeting	9 6pm Copy: MSD Board of Trustees monthly meeting	10 7pm ACCT Monthly Meeting	11	12
13	14 6:15pm Kearns Metro Township Council 6:15 Business Meeting 6:30 Regular Meeting 7pm Big Cottonwood Community Council	15	16 6:30pm Copperton Metro Township Meeting	17	18	19
20	21	22 6pm Magna Metro Township Council 6:00 Business Meeting 7:00 Public Meeting	23	24 7pm Emigration Canyon Metro Township 7pm Willow Canyon Community Council meeting	25	26
27	28	29	30	31 <b>Service providers complete meetings with Metros and LUCC on project and maint requests</b>	Jun 1	2
3	4	Notes				

**2019 Budget Calendar**  
Greater Salt Lake Municipal Services District

# 2018 June

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	May 31	1	2
3	4	5 7pm Sandy Hills Community Council	6 7pm Granite Community Council	7 7pm White City Metro Township	8	9
10 6:15pm Kearns Metro Township Council 6:15 Business Meeting 6:30 Regular Meeting  7pm Big Cottonwood Community Council	11 6pm Magna Metro Township Council 6:00 Business Meeting 7:00 Public Meeting	12 6pm Copy: MSD Board of Trustees monthly meeting	13 7pm ACCT Monthly Meeting	14	15	16
17	18	19 6:30pm Copperton Metro Township Meeting	20	21	22	23
24	25	26 <b>Eng and Ops submit final capital projects and maint w costs to PW Dir</b>  6pm Magna Metro Township Council 6:00 Business Meeting 7:00 Public Meeting	27	28 7pm Emigration Canyon Metro Township  7pm Willow Canyon Community Council meeting	29 <b>Clerk and Metro CCs submit 2019 budget requests to Metros</b>  <b>Parks submits final capital projects and maint w costs to PW Dir</b>  <b>PW Dir submits projects and maint to GM</b>	30
Jul 1	2	Notes				

**2019 Budget Calendar**  
Greater Salt Lake Municipal Services District

# 2018 July

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 GM sends projects and maint requests to Metros and LUCC Metros prepare 2019 admin budget requests during July Release of 2017 Final Audits for MSD and Metros Unincorporated CCs prepare 2019 admin budget requests during July 8am Unincorporated Community Councils prepares admin budget requests during	3 7pm Sandy Hills Community Council	4 7pm Granite Community Council	5 7pm White City Metro Township	6	7
8	9 6:15pm Kearns Metro Township Council 6:15 Business Meeting 6:30 Regular Meeting 7pm Big Cottonwood Community Council	10 6pm Magna Metro Township Council 6:00 Business Meeting 7:00 Public Meeting	11 MSD Board receives refined capital project and maint lists with costs at July meeting 6pm Copy: MSD Board of Trustees monthly meeting	12 7pm ACCT Monthly Meeting	13	14
15	16	17	18 6:30pm Copperton Metro Township Meeting	19	20	21
22	23	24 6pm Magna Metro Township Council 6:00 Business Meeting 7:00 Public Meeting	25	26 7pm Emigration Canyon Metro Township 7pm Willow Canyon Community Council meeting	27	28
29	30	31	Aug 1	2	3	4
5	6	Notes				

**2019 Budget Calendar**  
Greater Salt Lake Municipal Services District

# 2018 August

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	Jul 31	1 7pm Granite Community Council	2 7pm White City Metro Township	3 Metros, unincorporated CCs, service providers submit budget requests to GM (PW, Parks, Courts, Indigent Legal, DA)	4
5	6 7pm Sandy Hills Community Council	7 6pm Copy: MSD Board of Trustees monthly meeting	8 7pm ACCT Monthly Meeting	9	10	11
12 6:15pm Kearns Metro Township Council 6:15 Business Meeting 6:30 Regular Meeting  7pm Big Cottonwood Community Council	13 6pm Magna Metro Township Council 6:00 Business Meeting 7:00 Public Meeting	14 6pm MSD Board 2019 Budget discussion 6:30pm Copperton Metro Township Meeting	15	16	17	18
19	20	21	22	23 7pm Emigration Canyon Metro Township 7pm Willow Canyon Community Council meeting	24	25
26	27 6pm Magna Metro Township Council 6:00 Business Meeting 7:00 Public Meeting	28 6pm MSD Board 2019 Budget discussion	29	30	31	Sep 1
2	3	Notes				

2019 Budget Calendar  
Greater Salt Lake Municipal Services District

# 2018 September

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	Aug 31	1
2	3	4 7pm Sandy Hills Community Council	5 7pm Granite Community Council	6 7pm White City Metro Township	7	8
9 6:15pm Kearns Metro Township Council 6:15 Business Meeting 6:30 Regular Meeting  7pm Big Cottonwood Community Council	10 6pm Magna Metro Township Council 6:00 Business Meeting 7:00 Public Meeting	11	12 MSD Board 2019 Budget discussion Possible Notification of Public Meeting to increase property taxes 6pm Copy: MSD Board of Trustees monthly meeting	13 7pm ACCT Monthly Meeting	14	15
16	17	18	19 6:30pm Copperton Metro Township Meeting	20	21	22
23	24	25 6pm Magna Metro Township Council 6:00 Business Meeting 7:00 Public Meeting	26	27 7pm Emigration Canyon Metro Township 7pm Willow Canyon Community Council meeting	28	29
30	Oct 1	Notes				

**2019 Budget Calendar**  
Greater Salt Lake Municipal Services District

# 2018 October

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sep 30	1	2	3	4	5	6
		7pm Sandy Hills Community Council	7pm Granite Community Council	7pm White City Metro Township		
7	8	9	10	11	12	13
6:15pm Kearns Metro Township Council 6:15 Business Meeting 6:30 Regular Meeting  7pm Big Cottonwood Community Council	6pm Magna Metro Township Council 6:00 Business Meeting 7:00 Public Meeting	Possible property tax info on MSD agenda Intent to increase, amount, purpose, approx %  6pm Copy: MSD Board of Trustees monthly meeting		7pm ACCT Monthly Meeting		
14	15	16	17	18	19	20
			6:30pm Copperton Metro Township Meeting			
21	22	23	24	25	26	27
	6pm Magna Metro Township Council 6:00 Business Meeting 7:00 Public Meeting			7pm Emigration Canyon Metro Township  7pm Willow Canyon Community Council meeting		
28	29	30	31	Nov 1	2	3
	Possible parcel-specific notice of property tax increase					
4	5	Notes				

2019 Budget Calendar  
Greater Salt Lake Municipal Services District

# 2018 November

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	Oct 31	1 7pm White City Metro Township	2	3
4	5	6 7pm Sandy Hills Community Council	7 7pm Granite Community Council	8 7pm ACCT Monthly Meeting	9	10
11	12 6:15pm Kearns Metro Township Council 6:15 Business Meeting 6:30 Regular Meeting  7pm Big Cottonwood Community Council	13 6pm Magna Metro Township Council 6:00 Business Meeting 7:00 Public Meeting	14 6pm Copy: MSD Board of Trustees monthly meeting	15	16	17
18	19 Possible 1st newspaper ad and PMN website Notice of Tax Public Hearing Public notice in newspaper and on pmn.utah.gov	20	21 6:30pm Copperton Metro Township Meeting	22 7pm Emigration Canyon Metro Township  7pm Willow Canyon Community Council meeting	23	24
25	26 Notice for MSD Budget Hearing  Possible 2nd newspaper ad Notice of Tax Public Hearing  Possible Notice for MSD Property Tax Hearing	27 6pm Magna Metro Township Council 6:00 Business Meeting 7:00 Public Meeting	28	29	30	Dec 1
2	3	Notes				



2019 Budget Calendar  
Greater Salt Lake Municipal Services District

# 2018 December

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	Nov 30	1
2	3	4 7pm Sandy Hills Community Council	5 MSD Budget Hearing Possible Adoption of Property Tax Increase Possible MSD Property Tax Hearing 7pm Granite Community Council	6 7pm White City Metro Township	7	8
9	10 6:15pm Kearns Metro Township Council 6:15 Business Meeting 6:30 Regular Meeting  7pm Big Cottonwood Community Council	11 6pm Magna Metro Township Council 6:00 Business Meeting 7:00 Public Meeting	12 6pm Copy: MSD Board of Trustees monthly meeting	13 7pm ACCT Monthly Meeting	14	15
16	17	18	19 6:30pm Copperton Metro Township Meeting	20	21	22
23	24	25 6pm Magna Metro Township Council 6:00 Business Meeting 7:00 Public Meeting	26	27 7pm Emigration Canyon Metro Township  7pm Willow Canyon Community Council meeting	28	29
30	31	Notes				