

# City of La Verkin

435 North Main St., La Verkin Utah, 84745

(435) 635-2581 Fax (435) 635-2104

[www.laverkin.org](http://www.laverkin.org)

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## La Verkin City Council Meeting Agenda

Wednesday, October 2, 2019 6:00 p.m.

Council Chambers, 111 S. Main, La Verkin, Utah

**A. Meeting Called to Order:** Invocation by Invitation; Pledge of Allegiance

**B. Consent Agenda:** (Items on the consent agenda may not require discussion. These items will be a single motion unless removed at the request of the Mayor or City Council.)

1. Declarations of conflict of interest
2. Review Checks and Invoices: \$144,106.99

**C. Committee Reports:** Fire District, Sewer District, Planning Commission, Water Board

**D. Citizen Comment & Request for Future Agenda Items:** No action may be taken on a matter raised under this agenda item. This item is reserved for the citizens of La Verkin who have items not listed on this agenda. There is a time limit of 20 minutes with each individual taking no more than 3 minutes.

**E. Business:**

1. Discussion and possible action for a preliminary plat approval extension for the 275 West Road Dedication.
2. Discussion and possible action to approve Resolution No. R-2019-23; a resolution revising the map adopted by Resolution No. R-2018-01, for the purpose of dispersing and limiting vacation rentals within the City, pursuant to the provisions of Section 10-7-20 of the La Verkin City Code, to divide into two areas the area known therein as Area #1.
3. Discussion and possible action to approve Resolution No. R-2019-24; a resolution revising the City's Personnel Policy to update and clarify the City's policies on personal use of public property, and providing an effective date.
4. Discussion and possible action to approve a monetary donation to the Five County Association of Governments Senior Companion and Foster Grandparent Programs.

**F. Mayor & Council Reports:**

*Mayor Hirschi:*

*Wilson: Mosquito Abatement, Public Works, Water, La Verkin Hot Springs*

*Wise: Planning Commission/Zoning, Beautification/Trails Committee, Economic Development/Tourism*

*Justice: Historical Preservation, Homeland Security/CERT, Confluence Park*

*Gubler: Public Safety, Shooting Sports Park, Recreation/City Festival*

*Reeve: Solid Waste, Sewer District*

**G. Adjourn:**

In compliance with the American with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Christy Ballard, City Recorder, (435) 635-2581, at least 48 hours in advance.

**Certificate of Posting**

The undersigned City Recorder does hereby certify that the agenda was sent to each member of the governing body, sent to the Spectrum newspaper, posted on the State website at, posted on the La Verkin City website at [www.laverkin.org](http://www.laverkin.org) and at the City office buildings 111 S. Main and 435 N. Main on September 27, 2019.

Christy Ballard, City Recorder



# La Verkin City Invoice Register - 9/13/2019 to 9/25/2019 - All Invoices

9/25/2019

| Invoice No.     | Vendor                         | Check No. | Input Date | Due Date   | Amount          | Account No. | Account Name                 | Description                                               |
|-----------------|--------------------------------|-----------|------------|------------|-----------------|-------------|------------------------------|-----------------------------------------------------------|
| Refund: 1000400 | ^HFS, Holdings                 | 46108     | 9/16/2019  | 9/16/2019  | \$144.79        | 511311      | Accounts Receivable          | Refund: 100040098 - ^HFS, Holdings                        |
| 312084          | ACE HARDWARE                   |           | 9/20/2019  | 10/10/2019 | \$6.59          | 104510.250  | Parks EQUIPMENT OPERATIN     | Net for parks                                             |
| 312204          | ACE HARDWARE                   |           | 9/24/2019  | 10/10/2019 | \$168.98        |             |                              |                                                           |
|                 |                                |           |            |            | 3.38            | 104160.250  | Bldg EQUIPMENT OPERATING     |                                                           |
|                 |                                |           |            |            | 10.14           | 104240.250  | Inspect EQUIPMENT OPERATI    |                                                           |
|                 |                                |           |            |            | 20.27           | 104410.250  | Streets EQUIPMENT OPERATI    |                                                           |
|                 |                                |           |            |            | 8.45            | 104410.745  | Streets STREET IMPROVEME     |                                                           |
|                 |                                |           |            |            | 8.45            | 104510.250  | Parks EQUIPMENT OPERATIN     |                                                           |
|                 |                                |           |            |            | 74.35           | 516340.250  | O&M EQUIPMENT OPERATIN       |                                                           |
|                 |                                |           |            |            | 6.76            | 516340.450  | O&M SYSTEMS MAINTENANC       |                                                           |
|                 |                                |           |            |            | 6.76            | 536310.250  | Irrigation EQUIPMENT OPERA   |                                                           |
|                 |                                |           |            |            | 3.38            | 536310.450  | Irrigation WATER MAIN REPAIR |                                                           |
|                 |                                |           |            |            | 20.28           | 556350.250  | Drainage EQUIPMENT OPERA     |                                                           |
|                 |                                |           |            |            | 6.76            | 556350.440  | Drainage NEW SERVICES        |                                                           |
|                 |                                |           |            |            | <b>\$175.57</b> |             |                              |                                                           |
| PR091319-258    | AFLAC                          | 46109     | 9/18/2019  | 9/18/2019  | \$106.50        | 102224      | Health Savings Account       | AFLAC EE                                                  |
| 30837           | ALPHA ENGINEERING CO           |           | 9/24/2019  | 10/10/2019 | \$152.50        |             | Streets STREET IMPROVEME     | 100 S Main- 100 W survey                                  |
| 21226           | APT US & C                     | 46110     | 9/16/2019  | 9/29/2019  | \$145.00        | 104140.210  | Admin BOOKS, SUBSCRIPTION    | Treasurer membership                                      |
| 083119          | ASH CREEK SPECIAL SERVICE DIST |           | 9/24/2019  | 10/15/2019 | \$43,780.57     | 526260.520  | Sewer PAYMENT TO ASH CRE     | Aug 2019                                                  |
| 4176            | B&L PROPANE CO., INC.          | 46111     | 9/24/2019  | 9/29/2019  | \$18.11         | 104253.270  | Animal B&G OPERATIONS AN     | Copper tubing                                             |
| 2459            | BLUE MOON PAINTING             | 46112     | 9/24/2019  | 9/25/2019  | \$1,750.00      | 104210.240  | Police OFFICE EXPENSE, SUP   | Paint Police office                                       |
| PO# 3367        |                                |           |            |            | 500.00          | 104510.480  | Parks RAP Tax                | Paint 111 S Main                                          |
| 529301          | CARROT-TOP INDUSTRIES INC      | 46114     | 9/24/2019  | 10/1/2019  | \$322.69        | 104510.480  | Parks RAP Tax                | Flags for State Street                                    |
| PO# 3364        |                                |           |            |            | 322.69          |             |                              |                                                           |
| 756-0919        | CenturyLink                    | 46115     | 9/24/2019  | 10/1/2019  | \$172.40        | 104210.290  | Police TELEPHONE             | Phone- Dec and Sept                                       |
|                 |                                |           |            |            | 113.78          | 104230.290  | Victims TELEPHONE            | Phone- Dec and Sept                                       |
| 979-0919        | CenturyLink                    | 46115     | 9/16/2019  | 10/1/2019  | \$73.05         | 536310.250  | Irrigation EQUIPMENT OPERA   | Filter station DSL                                        |
|                 |                                |           |            |            | <b>\$245.45</b> |             |                              |                                                           |
| 091419          | Citi Cards                     |           | 9/20/2019  | 9/16/2019  | \$53.33         | 104140.230  | Admin TRAVEL & TRAINING      | Lunch and dinner per diem at the league annual convention |
| PO# 3357        |                                |           |            |            | 53.33           |             |                              |                                                           |
| 091719          | Citi Cards                     |           | 9/20/2019  | 10/10/2019 | \$29.11         | 104620.610  | Comm COMMUNITY DEVELOP       | Lunch with Miguel Perez                                   |
| PO# 3360        |                                |           |            |            | 29.11           |             |                              |                                                           |
| 091919          | Citi Cards                     |           | 9/20/2019  | 10/10/2019 | \$144.73        | 104140.610  | Admin MISCELLANEOUS SER      | Employee luncheon                                         |
|                 |                                |           |            |            | 144.73          |             |                              |                                                           |
| 102219          | Citi Cards                     |           | 9/20/2019  | 10/10/2019 | \$175.00        | 104111.230  | Council TRAVEL & TRAINING    | Utah Outdoor Summit                                       |
| PO# 3359        |                                |           |            |            | 175.00          |             |                              |                                                           |

# La Verkin City Invoice Register - 9/13/2019 to 9/25/2019 - All Invoices

9/25/2019

| Invoice No.        | Vendor                              | Check No. | Input Date | Due Date   | Amount     | Account No. | Account Name.                | Description                                                                     |
|--------------------|-------------------------------------|-----------|------------|------------|------------|-------------|------------------------------|---------------------------------------------------------------------------------|
| 082019<br>PO# 3358 | Davis Food & Drug #4/Farmers Market | 46119     | 9/20/2019  | 9/16/2019  | \$402.17   | 104510.480  | Parks RAP Tax                | Fastners for flags on State Street                                              |
| 091219             | Davis Food & Drug #4/Farmers Market | 46119     | 9/13/2019  | 10/1/2019  | \$11.94    | 104160.270  | Bldg B&G OPERATION AND M     | Wasp spray @ 435 N Main                                                         |
| 091619             | Davis Food & Drug #4/Farmers Market | 46119     | 9/20/2019  | 10/5/2019  | \$4.49     | 104510.250  | Parks EQUIPMENT OPERATIN     | connections                                                                     |
| 64997321           | Delage Landen Financial Services    | 46120     | 9/13/2019  | 9/25/2019  | \$59.38    |             |                              |                                                                                 |
|                    |                                     |           |            |            | \$296.15   | 104140.240  | Admin OFFICE EXPENSE, SUP    |                                                                                 |
|                    |                                     |           |            |            | 100.23     | 104140.310  | Admin ATTORNEY/IN HOUSE      |                                                                                 |
|                    |                                     |           |            |            | 111.14     | 516660.240  | Admin OFFICE EXPENSE, SUP    |                                                                                 |
|                    |                                     |           |            |            | 48.92      | 536310.240  | Irrigation OFFICE EXPENSE, S |                                                                                 |
|                    |                                     |           |            |            | 14.81      | 556350.240  | Drainage OFFICE EXPENSE, S   |                                                                                 |
|                    |                                     |           |            |            | 21.05      |             |                              |                                                                                 |
| 741<br>PO# 3339    | Diamond C Asphalt                   | 46122     | 9/20/2019  | 10/1/2019  | \$2,418.75 | 516340.450  | O&M SYSTEMS MAINTENANC       | Asphalt repairs 470 W, 300 N, Webb, 500 W, Flora, 125 W, 300 W, W Center, 180 S |
| 3269-0919          | Dominion Energy                     |           | 9/24/2019  | 10/10/2019 | \$22.19    | 104140.280  | Admin UTILITIES              | 111 S Main Street                                                               |
|                    |                                     |           |            |            | 11.09      | 104210.280  | Police UTILITIES             | 111 S Main Street                                                               |
| 9275               | Dominion Energy                     |           | 9/24/2019  | 10/10/2019 | \$7.23     | 104510.280  | Parks UTILITIES              | Park shop                                                                       |
| 9924-0919          | Dominion Energy                     |           | 9/24/2019  | 10/10/2019 | \$7.84     | 104140.280  | Admin UTILITIES              | 435 N Main                                                                      |
|                    |                                     |           |            |            | 7.84       |             |                              |                                                                                 |
|                    |                                     |           |            |            | \$37.26    |             |                              |                                                                                 |
| 16-1434            | EARL'S APPLIANCE REPAIR             | 46123     | 9/20/2019  | 7/1/2019   | \$451.09   | 104160.270  | Bldg B&G OPERATION AND M     | Repair ice maker                                                                |
|                    |                                     |           |            |            | 451.09     |             |                              |                                                                                 |
| 1965               | EMERGENCY VEHICLE SYSTEMS           | 46124     | 9/24/2019  | 9/24/2019  | \$310.00   | 104210.450  | Police VEHICLE MAINTANCE     | Vehicle maintenance                                                             |
| 2069<br>PO# 3369   | EMERGENCY VEHICLE SYSTEMS           | 46124     | 9/24/2019  | 9/23/2019  | \$995.00   | 104210.610  | Police MISC SUPPLIES         | Lightbar 2019 dodge 1500                                                        |
|                    |                                     |           |            |            | 995.00     |             |                              |                                                                                 |
|                    |                                     |           |            |            | \$1,305.00 |             |                              |                                                                                 |
| 137500             | EXECUTECH                           | 46125     | 9/16/2019  | 9/20/2019  | \$351.54   | 104140.315  | Admin COMPUTER EQUIPME       | Office 365                                                                      |
|                    |                                     |           |            |            | 185.47     | 104210.315  | Police COMPUTER EQUIPMEN     | Office 365                                                                      |
|                    |                                     |           |            |            | 92.06      | 104230.315  | Victims COMPUTER EQUIPME     | Office 365                                                                      |
|                    |                                     |           |            |            | 7.58       | 516660.315  | Admin SOFTWARE OR INFOR      | Office 365                                                                      |
|                    |                                     |           |            |            | 66.43      |             |                              |                                                                                 |
| 65976              | EXECUTECH                           | 46125     | 9/16/2019  | 9/20/2019  | \$1,365.00 | 104140.315  | Admin COMPUTER EQUIPME       | Office 365                                                                      |
|                    |                                     |           |            |            | 740.00     | 516660.315  | Admin SOFTWARE OR INFOR      | Office 365                                                                      |
|                    |                                     |           |            |            | 494.48     | 536310.315  | IrrigationCOMPUTER EQUIPM    | Office 365                                                                      |
|                    |                                     |           |            |            | 75.52      | 556350.315  | Drainage SOFTWARE & COMP     | Office 365                                                                      |
|                    |                                     |           |            |            | 55.00      |             |                              |                                                                                 |
|                    |                                     |           |            |            | \$1,716.54 |             |                              |                                                                                 |
| 191300322          | Faber, Jill                         | 46126     | 9/24/2019  | 9/19/2019  | \$400.00   | 104140.610  | Admin MISCELLANEOUS SER      | Refund money from investigation per Hurricane Justice court                     |
|                    |                                     |           |            |            | 400.00     |             |                              |                                                                                 |

## Invoice Register - 9/13/2019 to 9/25/2019 - All Invoices

9/25/2019

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|-----------------------------|------------------------------|-----------|------------|-----------|-------------------|-------------|------------------------------|---------------------------------------------------|
| 94666487<br>PO# 3353        | H&E Equipment Services, Inc. | 46128     | 9/20/2019  | 9/20/2019 | \$716.68          | 104160.250  | Bldg EQUIPMENT OPERATING     | Equipment and Gas                                 |
|                             |                              |           |            |           | 14.33             | 104240.250  | Inspect EQUIPMENT OPERATI    | Equipment and gas                                 |
|                             |                              |           |            |           | 57.33             | 104410.745  | Streets STREET IMPROVEME     | Equipment Repair and Gas                          |
|                             |                              |           |            |           | 114.67            | 104510.250  | Parks EQUIPMENT OPERATI      | Equipment and Gas                                 |
|                             |                              |           |            |           | 28.67             | 104510.250  | O&M EQUIPMENT OPERATI        | Equipment and Ga                                  |
|                             |                              |           |            |           | 301.01            | 516340.250  | Irrigation EQUIPMENT OPERA   | Equipment and Gas                                 |
|                             |                              |           |            |           | 71.67             | 536310.250  | Irrigation WATER MAIN REPAIR | Equipment Repair and Gas                          |
|                             |                              |           |            |           | 14.33             | 536310.450  | Drainage NEW SERVICES        | Equipment Repair and Gas                          |
|                             |                              |           |            |           | 14.33             | 556350.440  | Drainage NEW SERVICES        | Equipment and Gas                                 |
|                             |                              |           |            |           | 100.34            | 556350.440  |                              |                                                   |
| 092019                      | Health Equity                | 09192019  | 9/19/2019  | 9/19/2019 | \$18.00           | 104140.130  | Admin EMPLOYEE BENEFITS      |                                                   |
|                             |                              |           |            |           | 4.50              | 104210.130  | Police EMPLOYEE BENEFITS     |                                                   |
|                             |                              |           |            |           | 4.50              | 104230.130  | Victims EMPLOYEE BENEFITS    |                                                   |
|                             |                              |           |            |           | 2.25              | 516660.130  | Admin EMPLOYEE BENEFITS      |                                                   |
|                             |                              |           |            |           | 6.75              |             |                              |                                                   |
| PR091319-6099               | Health Equity                | 09192019  | 9/18/2019  | 9/18/2019 | \$2,220.84        |             | Health Savings Account       | PEHP Health Equity                                |
|                             |                              |           |            |           | 2,220.84          | 102224      |                              |                                                   |
|                             | <b>Vendor Total:</b>         |           |            |           | <b>\$2,238.84</b> |             |                              |                                                   |
| 09132019                    | HIRSCHI, RICHARD             | 46130     | 9/16/2019  | 9/13/2019 | \$324.50          | 104111.230  | Council TRAVEL & TRAINING    | Mileage to Cities and Leagues conf9-10 to 9-13-19 |
| 09122019                    | Hurricane Car Wash LLC       | 46131     | 9/13/2019  | 9/12/2019 | \$174.65          |             |                              |                                                   |
| 162                         | Hurricane Car Wash LLC       | 46131     | 9/13/2019  | 9/12/2019 | \$299.99          | 104210.250  | Police EQUIPMENT OPERATI     | car washes for police vehicles                    |
|                             |                              |           |            |           | 174.65            |             |                              |                                                   |
|                             |                              |           |            |           | 6.00              | 104160.250  | Bldg EQUIPMENT OPERATING     |                                                   |
|                             |                              |           |            |           | 24.00             | 104240.250  | Inspect EQUIPMENT OPERATI    |                                                   |
|                             |                              |           |            |           | 41.99             | 104410.250  | Streets EQUIPMENT OPERATI    |                                                   |
|                             |                              |           |            |           | 12.00             | 104510.250  | Parks EQUIPMENT OPERATI      |                                                   |
|                             |                              |           |            |           | 138.00            | 516340.250  | O&M EQUIPMENT OPERATI        |                                                   |
|                             |                              |           |            |           | 6.00              | 516340.450  | O&M SYSTEMS MAINTENANC       |                                                   |
|                             |                              |           |            |           | 18.00             | 536310.250  | Irrigation EQUIPMENT OPERA   |                                                   |
|                             |                              |           |            |           | 6.00              | 536310.450  | Irrigation WATER MAIN REPAIR |                                                   |
|                             |                              |           |            |           | 42.00             | 556350.250  | Drainage EQUIPMENT OPERA     |                                                   |
|                             |                              |           |            |           | 6.00              | 556350.440  | Drainage NEW SERVICES        |                                                   |
|                             | <b>Vendor Total:</b>         |           |            |           | <b>\$474.64</b>   |             |                              |                                                   |
| 11-465                      | HURRICANE CITY WATER DEPT    |           | 9/24/2019  | 10/5/2019 | \$327.40          | 516660.410  | Admin PRODUCT OR SERVIC      | Power for Ash Creek Aug. 2019 @7%                 |
|                             |                              |           |            |           | 205.45            |             | Admin PRODUCT OR SERVIC      | Chlorine and cilinder rental                      |
|                             |                              |           |            |           | 53.72             | 516660.410  | Admin PRODUCT OR SERVIC      | Parts for Chlorinator @Toqerville Springs 1/3     |
|                             |                              |           |            |           | 68.23             | 516660.410  |                              |                                                   |
| 30501.30492.304<br>PO# 3362 | HURRICANE READY MIX LLC      | 46132     | 9/20/2019  | 9/16/2019 | \$482.03          | 104510.470  | Parks IMPACT FEES            | Fill Dirt for Riverwood Park (Invoice 30501)      |
|                             |                              |           |            |           | 206.97            |             | Parks IMPACT FEES            | Fill Dirt for Riverwood Park (Invoice 30492)      |
|                             |                              |           |            |           | 127.55            | 104510.470  | Parks IMPACT FEES            | Fill Dirt for Riverwood Park (Invoice 30472)      |
|                             |                              |           |            |           | 147.51            | 104510.470  | Parks IMPACT FEES            |                                                   |
| 181                         | Imlay, Toni                  | 46133     | 9/24/2019  | 9/18/2019 | \$80.00           | 104210.450  | Police VEHICLE MAINTANCE     | vinyl decals                                      |
|                             |                              |           |            |           | 80.00             |             |                              |                                                   |

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9/25/2019

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|---------------------|--------------------------|-----------|------------|------------|-------------------|-------------|------------------------------|----------------------------------------------------------|
| 3077990             | Intermountain WorkMed    |           | 9/20/2019  | 10/3/2019  | \$43.00           |             |                              |                                                          |
|                     |                          |           |            |            | 43.00             | 556350.440  | Drainage NEW SERVICES        | drug test- accident                                      |
| 66446<br>PO# 3361   | Interstate Rock          | 46134     | 9/24/2019  | 9/16/2019  | \$379.95          |             |                              |                                                          |
|                     |                          |           |            |            | 379.95            | 104510.470  | Parks IMPACT FEES            | Rock for Riverwood Park                                  |
| PR091319-147        | LEGAL SHIELD             | 46137     | 9/18/2019  | 9/18/2019  | \$89.26           |             |                              |                                                          |
|                     |                          |           |            |            | 89.26             | 102225      | Misc Payable                 | LegalShield                                              |
| 091819              | MCMAHAN, MACON L         | 46161     | 9/25/2019  | 9/25/2019  | \$167.91          |             |                              |                                                          |
|                     |                          |           |            |            | 167.91            | 104210.230  | Police TRAVEL & TRAINING     | GRAMA training in Filmore-mileage                        |
| 575466              | NAPA AUTO PARTS          |           | 9/24/2019  | 10/1/2019  | \$37.38           |             |                              |                                                          |
|                     |                          |           |            |            | 37.38             | 104210.450  | Police VEHICLE MAINTANCE     | Brake pads                                               |
| 092019              | PEHP                     |           | 9/20/2019  | 10/10/2019 | \$24,271.90       |             |                              |                                                          |
|                     |                          |           |            |            | 24,271.90         | 101562      | PEHP/AFLAC Insurance Clearin | Employee Insurance                                       |
| 0016-0913           | ROCKY MOUNTAIN POWER     |           | 9/20/2019  | 10/7/2019  | \$169.33          |             |                              |                                                          |
|                     |                          |           |            |            | 84.67             | 104140.280  | Admin UTILITIES              | 111 S Main                                               |
|                     |                          |           |            |            | 84.66             | 104210.280  | Police UTILITIES             | 111 S Main                                               |
| 0017-0919           | ROCKY MOUNTAIN POWER     |           | 9/20/2019  | 10/7/2019  | \$4,419.29        |             |                              |                                                          |
|                     |                          |           |            |            | 1,116.56          | 104140.280  | Admin UTILITIES              | 435 N Main, 1/2 @ 111 S Main                             |
|                     |                          |           |            |            | 278.17            | 104210.280  | Police UTILITIES             | 1/2 @ 111 S Main                                         |
|                     |                          |           |            |            | 2,415.80          | 104410.280  | Streets UTILITIES            | Street lights                                            |
|                     |                          |           |            |            | 174.84            | 104510.280  | Parks UTILITIES              | Parks                                                    |
|                     |                          |           |            |            | 412.45            | 516660.280  | Admin UTILITIES              | pump station                                             |
|                     |                          |           |            |            | 21.47             | 536310.250  | Irrigation EQUIPMENT OPERA   | Filter Station                                           |
|                     |                          |           |            |            | <b>\$4,588.62</b> |             |                              |                                                          |
| 8B                  | RUIZ CLEANING SERVICES   | 46145     | 9/16/2019  | 9/20/2019  | \$300.00          |             |                              |                                                          |
|                     |                          |           |            |            | 300.00            | 104160.270  | Bldg B&G OPERATION AND M     | Cleaning 435 N Main for Aug. 2019                        |
| 6410621<br>PO# 3355 | SCHOLZEN PRODUCTS CO INC | 46146     | 9/20/2019  | 9/20/2019  | \$739.74          |             |                              |                                                          |
|                     |                          |           |            |            | 739.74            | 536310.450  | Irrigation WATER MAIN REPAIR | Replace and seprate 3" Irrig line on Olsen's field 300 S |
| 6410640             | SCHOLZEN PRODUCTS CO INC | 46146     | 9/24/2019  | 9/30/2019  | \$16.52           |             |                              |                                                          |
|                     |                          |           |            |            | 16.52             | 104253.270  | Animal B&G OPERATIONS AN     | Supplies                                                 |
| 6411911             | SCHOLZEN PRODUCTS CO INC | 46146     | 9/24/2019  | 10/1/2019  | \$163.39          |             |                              |                                                          |
|                     |                          |           |            |            | 163.39            | 104253.270  | Animal B&G OPERATIONS AN     | Supplies                                                 |
| 6411918             | SCHOLZEN PRODUCTS CO INC | 46146     | 9/24/2019  | 10/1/2019  | \$9.20            |             |                              |                                                          |
|                     |                          |           |            |            | 9.20              | 104253.270  | Animal B&G OPERATIONS AN     | Supplies                                                 |
| 6412285<br>PO# 3366 | SCHOLZEN PRODUCTS CO INC | 46146     | 9/24/2019  | 10/1/2019  | \$1,113.08        |             |                              |                                                          |
|                     |                          |           |            |            | 1,113.08          | 516340.450  | O&M SYSTEMS MAINTENANC       | emergency repair on Air vac leak on upper tank           |
| 6413617             | SCHOLZEN PRODUCTS CO INC |           | 9/25/2019  | 10/10/2019 | \$127.60          |             |                              |                                                          |
|                     |                          |           |            |            | 127.60            | 516340.450  | O&M SYSTEMS MAINTENANC       | Water repair supplies                                    |
| 6413670             | SCHOLZEN PRODUCTS CO INC | 46146     | 9/20/2019  | 9/25/2019  | (\$21.55)         |             |                              |                                                          |
|                     |                          |           |            |            | -21.55            | 104510.250  | Parks EQUIPMENT OPERATIN     | Change out sprinkler                                     |
| 6413794             | SCHOLZEN PRODUCTS CO INC | 46146     | 9/24/2019  | 10/1/2019  | \$14.00           |             |                              |                                                          |
|                     |                          |           |            |            | 14.00             | 104253.270  | Animal B&G OPERATIONS AN     | Supplies                                                 |
| 6414115             | SCHOLZEN PRODUCTS CO INC | 46146     | 9/20/2019  | 9/25/2019  | \$217.04          |             |                              |                                                          |
|                     |                          |           |            |            | 217.04            | 516340.450  | O&M SYSTEMS MAINTENANC       | repair water leak                                        |

# La Verkin City Invoice Register - 9/13/2019 to 9/25/2019 - All Invoices

9/25/2019

| Invoice No. | Vendor                         | Check No. | Input Date | Due Date   | Amount            | Account No. | Account Name                 | Description                          |
|-------------|--------------------------------|-----------|------------|------------|-------------------|-------------|------------------------------|--------------------------------------|
| 6414434     | SCHOLZEN PRODUCTS CO INC       |           | 9/20/2019  | 10/15/2019 | \$212.80          | 516340.450  | O&M SYSTEMS MAINTENANC       | Water repair supplies                |
| 6414707     | SCHOLZEN PRODUCTS CO INC       |           | 9/20/2019  | 10/10/2019 | \$45.97           | 516340.450  | O&M SYSTEMS MAINTENANC       | Water repair supplies                |
| 6414958     | SCHOLZEN PRODUCTS CO INC       |           | 9/25/2019  | 10/10/2019 | \$20.11           | 536310.450  | Irrigation WATER MAIN REPAIR | Irrigataion repair supplies          |
|             | <b>Vendor Total:</b>           |           |            |            | <b>\$2,657.90</b> |             |                              |                                      |
| 3717146     | SPECTRUM                       | 46147     | 9/20/2019  | 9/20/2019  | \$12.49           | 104140.220  | Admin PUBLIC NOTICES         | Primary election notice              |
| 3736511     | SPECTRUM                       | 46147     | 9/20/2019  | 9/20/2019  | \$23.30           | 104140.220  | Admin PUBLIC NOTICES         | ORD. 2019-06,07                      |
| 3753527     | SPECTRUM                       |           | 9/20/2019  | 9/20/2019  | \$17.48           | 104140.220  | Admin PUBLIC NOTICES         | ORD. 2019-08                         |
| 3762783     | SPECTRUM                       | 46147     | 9/20/2019  | 9/20/2019  | \$23.56           | 104140.220  | Admin PUBLIC NOTICES         | Canvass of Primary election          |
|             | <b>Vendor Total:</b>           |           |            |            | <b>\$76.83</b>    |             |                              |                                      |
| 7224758467  | STAPLES                        |           | 9/24/2019  | 10/5/2019  | \$47.18           | 104210.240  | Police OFFICE EXPENSE, SUP   | Office supplies                      |
| 105454      | SUNRISE ENGINEERING INC        | 46149     | 9/20/2019  | 10/1/2019  | \$896.25          | 104240.460  | Inspect ENGINEER             | Cottonwood Hollow Subdivision        |
| 109036      | THE DESERT VET ANIMAL HOSPITAL | 46151     | 9/24/2019  | 10/1/2019  | \$79.23           | 104253.250  | Animal EQUIPMENT OPERATI     | Dog in for wound, shots and cleaning |
| 4507        | The Tire Company               | 46152     | 9/20/2019  | 9/20/2019  | \$1,025.66        | 104160.250  | Bldg EQUIPMENT OPERATING     | Equipment and Gas                    |
|             |                                |           |            |            | 20.51             | 104240.250  | Inspect EQUIPMENT OPERATI    | Equipment and gas                    |
|             |                                |           |            |            | 82.05             | 104410.745  | Streets STREET IMPROVEME     | Equipment Repair and Gas             |
|             |                                |           |            |            | 164.11            | 104510.250  | Parks EQUIPMENT OPERATIN     | Equipment and Gas                    |
|             |                                |           |            |            | 41.03             | 516340.250  | O&M EQUIPMENT OPERATIN       | Equipment and Ga                     |
|             |                                |           |            |            | 430.78            | 536310.250  | Irrigation EQUIPMENT OPERA   | Equipment and Gas                    |
|             |                                |           |            |            | 102.57            | 536310.450  | Irrigation WATER MAIN REPAIR | Equipment Repair and Gas             |
|             |                                |           |            |            | 20.51             | 556350.440  | Drainage NEW SERVICES        | Equipment Repair and Gas             |
|             |                                |           |            |            | 143.59            | 556350.440  | Drainage NEW SERVICES        | Equipment and Gas                    |
| 3520472215  | UniFirst Corporation           | 46153     | 9/13/2019  | 10/1/2019  | \$62.84           | 104160.250  | Bldg EQUIPMENT OPERATING     |                                      |
|             |                                |           |            |            | 1.26              | 104240.250  | Inspect EQUIPMENT OPERATI    |                                      |
|             |                                |           |            |            | 5.03              | 104410.250  | Streets EQUIPMENT OPERATI    |                                      |
|             |                                |           |            |            | 8.78              | 104510.250  | Parks EQUIPMENT OPERATIN     |                                      |
|             |                                |           |            |            | 2.51              | 516340.250  | O&M EQUIPMENT OPERATIN       |                                      |
|             |                                |           |            |            | 28.91             | 516340.450  | O&M SYSTEMS MAINTENANC       |                                      |
|             |                                |           |            |            | 1.26              | 536310.250  | Irrigation EQUIPMENT OPERA   |                                      |
|             |                                |           |            |            | 3.77              | 536310.450  | Irrigation WATER MAIN REPAIR |                                      |
|             |                                |           |            |            | 1.26              | 556350.250  | Drainage EQUIPMENT OPERA     |                                      |
|             |                                |           |            |            | 8.80              | 556350.440  | Drainage NEW SERVICES        |                                      |
|             |                                |           |            |            | 1.26              |             |                              |                                      |
| 3520472703  | UniFirst Corporation           |           | 9/20/2019  | 10/5/2019  | \$62.84           | 104160.250  | Bldg EQUIPMENT OPERATING     |                                      |
|             |                                |           |            |            | 1.26              | 104240.250  | Inspect EQUIPMENT OPERATI    |                                      |
|             |                                |           |            |            | 3.77              | 104410.250  | Streets EQUIPMENT OPERATI    |                                      |
|             |                                |           |            |            | 7.55              |             |                              |                                      |

**La Verkin City**  
**Invoice Register - 9/13/2019 to 9/25/2019 - All Invoices**

9/25/2019

| Invoice No.  | Vendor                         | Check No. | Input Date | Due Date   | Amount            | Account No. | Account Name.                | Description                     |
|--------------|--------------------------------|-----------|------------|------------|-------------------|-------------|------------------------------|---------------------------------|
| 1258         | Unlimited Auto & Diesel Repair | 46154     | 9/20/2019  | 9/18/2019  | 3.14              | 104410.745  | Streets STREET IMPROVEME     |                                 |
|              |                                |           |            |            | 3.14              | 104510.250  | Parks EQUIPMENT OPERATI      |                                 |
|              |                                |           |            |            | 27.65             | 516340.250  | O&M EQUIPMENT OPERATI        |                                 |
|              |                                |           |            |            | 2.51              | 516340.450  | O&M SYSTEMS MAINTENANC       |                                 |
|              |                                |           |            |            | 2.51              | 536310.250  | Irrigation EQUIPMENT OPERA   |                                 |
|              |                                |           |            |            | 1.26              | 536310.450  | Irrigation WATER MAIN REPAIR |                                 |
|              |                                |           |            |            | 7.54              | 556350.250  | Drainage EQUIPMENT OPERA     |                                 |
|              |                                |           |            |            | 2.51              | 556350.440  | Drainage NEW SERVICES        |                                 |
|              |                                |           |            |            | <b>\$125.68</b>   |             |                              |                                 |
|              |                                |           |            |            | \$80.00           |             |                              |                                 |
| 157704       | UTAH LOCAL GOVERNMENT TRUST    |           | 9/20/2019  | 10/10/2019 | 1.60              | 104160.250  | Bldg EQUIPMENT OPERATING     | Running board installation 2019 |
|              |                                |           |            |            | 4.80              | 104240.250  | Inspect EQUIPMENT OPERATI    | Chevy 2500                      |
|              |                                |           |            |            | 9.60              | 104410.250  | Streets EQUIPMENT OPERATI    |                                 |
|              |                                |           |            |            | 4.00              | 104410.745  | Streets STREET IMPROVEME     |                                 |
|              |                                |           |            |            | 4.00              | 104510.250  | Parks EQUIPMENT OPERATI      |                                 |
|              |                                |           |            |            | 35.20             | 516340.250  | O&M EQUIPMENT OPERATI        |                                 |
|              |                                |           |            |            | 3.20              | 516340.450  | O&M SYSTEMS MAINTENANC       |                                 |
|              |                                |           |            |            | 3.20              | 536310.250  | Irrigation EQUIPMENT OPERA   |                                 |
|              |                                |           |            |            | 1.60              | 536310.450  | Irrigation WATER MAIN REPAIR |                                 |
|              |                                |           |            |            | 9.60              | 556350.250  | Drainage EQUIPMENT OPERA     |                                 |
| 157705       | UTAH LOCAL GOVERNMENT TRUST    |           | 9/20/2019  | 10/10/2019 | 3.20              | 556350.440  | Drainage NEW SERVICES        |                                 |
|              |                                |           |            |            | \$335.55          |             |                              |                                 |
|              |                                |           |            |            | 6.71              | 104160.250  | Bldg EQUIPMENT OPERATING     | Insurance on 2019 Chev 1 ton-   |
|              |                                |           |            |            | 20.13             | 104240.250  | Inspect EQUIPMENT OPERATI    | D Imlay                         |
|              |                                |           |            |            | 40.27             | 104410.250  | Streets EQUIPMENT OPERATI    |                                 |
|              |                                |           |            |            | 16.78             | 104410.745  | Streets STREET IMPROVEME     |                                 |
|              |                                |           |            |            | 16.78             | 104510.250  | Parks EQUIPMENT OPERATI      |                                 |
|              |                                |           |            |            | 147.64            | 516340.250  | O&M EQUIPMENT OPERATI        |                                 |
|              |                                |           |            |            | 13.42             | 516340.450  | O&M SYSTEMS MAINTENANC       |                                 |
|              |                                |           |            |            | 13.42             | 536310.250  | Irrigation EQUIPMENT OPERA   |                                 |
| 157706       | UTAH LOCAL GOVERNMENT TRUST    |           | 9/20/2019  | 10/10/2019 | 6.71              | 536310.450  | Irrigation WATER MAIN REPAIR |                                 |
|              |                                |           |            |            | 40.27             | 556350.250  | Drainage EQUIPMENT OPERA     |                                 |
|              |                                |           |            |            | 13.42             | 556350.440  | Drainage NEW SERVICES        |                                 |
|              |                                |           |            |            | \$1,231.67        |             |                              |                                 |
|              |                                |           |            |            | 1,231.67          | 101563      | ULGT Life Insurance Clearing | Life insurance                  |
|              |                                |           |            |            | \$102.49          |             |                              |                                 |
|              |                                |           |            |            | 2.05              | 104160.250  | Bldg EQUIPMENT OPERATING     |                                 |
|              |                                |           |            |            | 6.15              | 104240.250  | Inspect EQUIPMENT OPERATI    |                                 |
|              |                                |           |            |            | 12.30             | 104410.250  | Streets EQUIPMENT OPERATI    | Insurance on CAT backhoe        |
|              |                                |           |            |            | 5.12              | 104410.745  | Streets STREET IMPROVEME     |                                 |
| 157707       | UTAH LOCAL GOVERNMENT TRUST    |           | 9/20/2019  | 10/10/2019 | 5.12              | 104510.250  | Parks EQUIPMENT OPERATI      |                                 |
|              |                                |           |            |            | 45.10             | 516340.250  | O&M EQUIPMENT OPERATI        |                                 |
|              |                                |           |            |            | 4.10              | 516340.450  | O&M SYSTEMS MAINTENANC       |                                 |
|              |                                |           |            |            | 4.10              | 536310.250  | Irrigation EQUIPMENT OPERA   |                                 |
|              |                                |           |            |            | 2.05              | 536310.450  | Irrigation WATER MAIN REPAIR |                                 |
|              |                                |           |            |            | 12.30             | 556350.250  | Drainage EQUIPMENT OPERA     |                                 |
|              |                                |           |            |            | 4.10              | 556350.440  | Drainage NEW SERVICES        |                                 |
|              |                                |           |            |            | \$1,427.45        |             |                              |                                 |
|              |                                |           |            |            | 1,427.45          | 101564      | Workers Comp Clearing        | Worker's comp                   |
|              |                                |           |            |            | <b>\$3,097.16</b> |             |                              |                                 |
| PR091319-501 | UTAH RETIREMENT SYSTEMS        | 09182019  | 9/18/2019  | 9/18/2019  | \$9,222.99        |             |                              |                                 |
|              |                                |           |            |            | 979.00            | 102223      | Retirement Payable           | 401k                            |

## Invoice Register - 9/13/2019 to 9/25/2019 - All Invoices

9/25/2019

| Invoice No.  | Vendor                       | Check No. | Input Date | Due Date   | Amount     | Account No. | Account Name.                | Description                                            |
|--------------|------------------------------|-----------|------------|------------|------------|-------------|------------------------------|--------------------------------------------------------|
| PR091319-449 | Utah State Tax Commission    |           | 9/18/2019  | 9/18/2019  | 8,243.99   | 102223      | Retirement Payable           | Retirement                                             |
|              |                              |           |            |            | \$1,881.74 |             |                              |                                                        |
|              |                              |           |            |            | 1,881.74   | 102222      | State Withholding            | State Income Tax                                       |
| 9838053611   | VERIZON WIRELESS             | 46156     | 9/24/2019  | 10/1/2019  | \$815.41   |             | Admin TELEPHONE/COMMUNI      |                                                        |
|              |                              |           |            |            | 119.98     | 104140.290  | Police TELEPHONE             |                                                        |
|              |                              |           |            |            | 265.18     | 104210.290  | Victims TELEPHONE            |                                                        |
|              |                              |           |            |            | 49.68      | 104230.290  | Admin TELEPHONE & COMMU      |                                                        |
|              |                              |           |            |            | 380.57     | 516660.290  |                              |                                                        |
| 12808        | WCWCD                        | 46158     | 9/16/2019  | 9/25/2019  | \$6,743.70 |             | Admin CONNECTION COSTS       | Residental conntections Aug. 2019                      |
|              |                              |           |            |            | 6,743.70   | 516660.440  |                              |                                                        |
| 5161273-0916 | ZIONS BANK- TRUST OPERATIONS | 46159     | 9/20/2019  | 10/1/2019  | \$262.50   |             | Zions Bank Clearing account  | Monthly reserve requirement                            |
|              |                              |           |            |            | 262.50     | 301580      |                              |                                                        |
| 091019       | ZIONS FIRST NATIONAL BANK CC |           | 9/16/2019  | 9/12/2019  | \$233.86   |             | Comm COMMUNITY DEVELOP       | Meals @ Cities and Leagues                             |
|              |                              |           |            |            | 233.86     | 104620.610  |                              |                                                        |
| 091819       | ZIONS FIRST NATIONAL BANK CC |           | 9/24/2019  | 10/10/2019 | \$30.76    |             | Police OFFICE EXPENSE, SUP   | Batteries                                              |
|              |                              |           |            |            | 30.76      | 104210.240  |                              |                                                        |
| 09232019     | ZIONS FIRST NATIONAL BANK CC |           | 9/24/2019  | 10/10/2019 | \$350.00   |             | Police TRAVEL & TRAINING     | Mobile crime scene academy- A Crouse                   |
|              |                              |           |            |            | 350.00     | 104210.230  |                              |                                                        |
| 092419       | ZIONS FIRST NATIONAL BANK CC |           | 9/24/2019  | 10/10/2019 | \$47.55    |             | Council EQUIPMENT OPERATI    | Lunch, Mayor, K Gubler, M Gubler                       |
|              |                              |           |            |            | 47.55      | 104111.250  |                              |                                                        |
| 1677837      | ZIONS FIRST NATIONAL BANK CC |           | 9/16/2019  | 9/20/2019  | \$41.98    |             | Police STATE LIQUOR          | Speakers                                               |
|              |                              |           |            |            | 41.98      | 104210.260  |                              |                                                        |
| 361827       | ZIONS FIRST NATIONAL BANK CC |           | 9/16/2019  | 9/20/2019  | \$76.80    |             | Police STATE LIQUOR          | Blood alcohol kit                                      |
|              |                              |           |            |            | 76.80      | 104210.260  |                              |                                                        |
| 5448257      | ZIONS FIRST NATIONAL BANK CC |           | 9/16/2019  | 9/20/2019  | \$21.99    |             | Victims OFFICE EXPENSE, SU   | Battery                                                |
|              |                              |           |            |            | 21.99      | 104230.240  |                              |                                                        |
| 6102968      | ZIONS FIRST NATIONAL BANK CC |           | 9/24/2019  | 10/10/2019 | \$319.13   |             | Bldg EQUIPMENT OPERATING     |                                                        |
|              |                              |           |            |            | 6.38       | 104160.250  | Inspect EQUIPMENT OPERATI    |                                                        |
|              |                              |           |            |            | 19.15      | 104240.250  | Streets EQUIPMENT OPERATI    | 2013 GMC - door handle, oil change, transmission flush |
|              |                              |           |            |            | 38.30      | 104410.250  |                              |                                                        |
|              |                              |           |            |            | 15.96      | 104410.745  | Streets STREET IMPROVEME     |                                                        |
|              |                              |           |            |            | 15.93      | 104510.250  | Parks EQUIPMENT OPERATIN     |                                                        |
|              |                              |           |            |            | 140.42     | 516340.250  | O&M EQUIPMENT OPERATIN       |                                                        |
|              |                              |           |            |            | 12.77      | 516340.450  | O&M SYSTEMS MAINTENANC       |                                                        |
|              |                              |           |            |            | 12.77      | 536310.250  | Irrigation EQUIPMENT OPERA   |                                                        |
|              |                              |           |            |            | 6.38       | 536310.450  | Irrigation WATER MAIN REPAIR |                                                        |
|              |                              |           |            |            | 38.30      | 556350.250  | Drainage EQUIPMENT OPERA     |                                                        |
|              |                              |           |            |            | 12.77      | 556350.440  | Drainage NEW SERVICES        |                                                        |
| 91819        | ZIONS FIRST NATIONAL BANK CC |           | 9/24/2019  | 10/10/2019 | \$23.56    |             | Victims TRAVEL & TRAINING    | Food                                                   |
|              |                              |           |            |            | 23.56      | 104230.230  |                              |                                                        |
| 92319        | ZIONS FIRST NATIONAL BANK CC |           | 9/24/2019  | 10/10/2019 | \$350.00   |             | Police TRAVEL & TRAINING     | Mobile crime scene academy- J Barker                   |
|              |                              |           |            |            | 350.00     | 104210.230  |                              |                                                        |
| 9553026      | ZIONS FIRST NATIONAL BANK CC |           | 9/16/2019  | 9/20/2019  | \$182.40   |             | Police OFFICE EXPENSE, SUP   | Conference table                                       |
|              |                              |           |            |            | 182.40     | 104210.240  |                              |                                                        |

# La Verkin City Invoice Register - 9/13/2019 to 9/25/2019 - All Invoices

9/25/2019

| Invoice No.               | Vendor                     | Check No. | Input Date | Due Date  | Amount              | Account No. | Account Name.                  | Description                            |
|---------------------------|----------------------------|-----------|------------|-----------|---------------------|-------------|--------------------------------|----------------------------------------|
| 2 - 2017 Sales Tax        | ZIONS FIRST NATIONAL BANK. | 46160     | 9/15/2019  | 9/15/2019 | \$17,775.00         | 304715.810  | Principal Payment - 2017: 300  | Principal - 2017 Sales Tax Rev - Roads |
|                           |                            |           |            |           | 11,000.00           |             | Interest Payment - 2017: 300 W | Interest - 2017 Sales Tax Rev - Roads  |
| PR091319-234              | ZIONS FIRST NATIONAL BANK. | 09182019  | 9/18/2019  | 9/18/2019 | \$9,192.10          |             | FICA & FWT Withholding         | Social Security Tax                    |
|                           |                            |           |            |           | 5,339.26            | 102221      | FICA & FWT Withholding         | Medicare Tax                           |
|                           |                            |           |            |           | 1,248.72            | 102221      | FICA & FWT Withholding         | Federal Income Tax                     |
|                           |                            |           |            |           | 2,604.12            | 102221      |                                |                                        |
|                           |                            |           |            |           | <b>\$26,967.10</b>  |             |                                |                                        |
|                           |                            |           |            |           | <b>\$144,106.99</b> |             |                                |                                        |
| <b>Vendor Total:</b>      |                            |           |            |           |                     |             |                                |                                        |
| <b>Total:</b>             |                            |           |            |           |                     |             |                                |                                        |
| <b>GL Account Summary</b> |                            |           |            |           |                     |             |                                |                                        |
|                           |                            |           |            |           | 24,271.90           | 101562      | PEHP/AFLAC Insurance Clearin   |                                        |
|                           |                            |           |            |           | 1,231.67            | 101563      | ULGT Life Insurance Clearing   |                                        |
|                           |                            |           |            |           | 1,427.45            | 101564      | Workers Comp Clearing          |                                        |
|                           |                            |           |            |           | 9,192.10            | 102221      | FICA & FWT Withholding         |                                        |
|                           |                            |           |            |           | 1,881.74            | 102222      | State Withholding              |                                        |
|                           |                            |           |            |           | 9,222.99            | 102223      | Retirement Payable             |                                        |
|                           |                            |           |            |           | 2,327.34            | 102224      | Health Savings Account         |                                        |
|                           |                            |           |            |           | 89.26               | 102225      | Misc Payable                   |                                        |
|                           |                            |           |            |           | 499.50              | 104111.230  | Council TRAVEL & TRAINING      |                                        |
|                           |                            |           |            |           | 47.55               | 104111.250  | Council EQUIPMENT OPERATI      |                                        |
|                           |                            |           |            |           | 4.50                | 104140.130  | Admin EMPLOYEE BENEFITS        |                                        |
|                           |                            |           |            |           | 145.00              | 104140.210  | Admin BOOKS, SUBSCRIPTION      |                                        |
|                           |                            |           |            |           | 76.83               | 104140.220  | Admin PUBLIC NOTICES           |                                        |
|                           |                            |           |            |           | 53.33               | 104140.230  | Admin TRAVEL & TRAINING        |                                        |
|                           |                            |           |            |           | 100.23              | 104140.240  | Admin OFFICE EXPENSE, SUP      |                                        |
|                           |                            |           |            |           | 1,220.16            | 104140.280  | Admin UTILITIES                |                                        |
|                           |                            |           |            |           | 119.98              | 104140.290  | Admin TELEPHONE/COMMUNI        |                                        |
|                           |                            |           |            |           | 111.14              | 104140.310  | Admin ATTORNEY/IN HOUSE        |                                        |
|                           |                            |           |            |           | 925.47              | 104140.315  | Admin COMPUTER EQUIPME         |                                        |
|                           |                            |           |            |           | 544.73              | 104140.610  | Admin MISCELLANEOUS SER        |                                        |
|                           |                            |           |            |           | 63.48               | 104160.250  | Bldg EQUIPMENT OPERATING       |                                        |
|                           |                            |           |            |           | 763.03              | 104160.270  | Bldg B&G OPERATION AND M       |                                        |
|                           |                            |           |            |           | 4.50                | 104210.130  | Police EMPLOYEE BENEFITS       |                                        |
|                           |                            |           |            |           | 867.91              | 104210.230  | Police TRAVEL & TRAINING       |                                        |
|                           |                            |           |            |           | 760.34              | 104210.240  | Police OFFICE EXPENSE, SUP     |                                        |
|                           |                            |           |            |           | 174.65              | 104210.250  | Police EQUIPMENT OPERATI       |                                        |
|                           |                            |           |            |           | 118.78              | 104210.260  | Police STATE LIQUOR            |                                        |
|                           |                            |           |            |           | 373.93              | 104210.280  | Police UTILITIES               |                                        |
|                           |                            |           |            |           | 378.96              | 104210.290  | Police TELEPHONE               |                                        |
|                           |                            |           |            |           | 92.06               | 104210.315  | Police COMPUTER EQUIPMEN       |                                        |
|                           |                            |           |            |           | 427.38              | 104210.450  | Police VEHICLE MAINTANCE       |                                        |
|                           |                            |           |            |           | 995.00              | 104210.610  | Police MISC SUPPLIES           |                                        |
|                           |                            |           |            |           | 2.25                | 104230.130  | Victims EMPLOYEE BENEFITS      |                                        |
|                           |                            |           |            |           | 23.56               | 104230.230  | Victims TRAVEL & TRAINING      |                                        |
|                           |                            |           |            |           | 21.99               | 104230.240  | Victims OFFICE EXPENSE, SU     |                                        |
|                           |                            |           |            |           | 108.30              | 104230.290  | Victims TELEPHONE              |                                        |
|                           |                            |           |            |           | 7.58                | 104230.315  | Victims COMPUTER EQUIPME       |                                        |
|                           |                            |           |            |           | 232.55              | 104240.250  | Inspect EQUIPMENT OPERATI      |                                        |
|                           |                            |           |            |           | 896.25              | 104240.460  | Inspect ENGINEER               |                                        |
|                           |                            |           |            |           | 79.23               | 104253.250  | Animal EQUIPMENT OPERATI       |                                        |
|                           |                            |           |            |           | 221.22              | 104253.270  | Animal B&G OPERATIONS AN       |                                        |

# La Verkin City Invoice Register - 9/13/2019 to 9/25/2019 - All Invoices

9/25/2019

| Invoice No. | Vendor | Check No. | Input Date | Due Date | Amount              | Account No. | Account Name.                   | Description |
|-------------|--------|-----------|------------|----------|---------------------|-------------|---------------------------------|-------------|
|             |        |           |            |          | 179.06              | 104410.250  | Streets EQUIPMENT OPERATI       |             |
|             |        |           |            |          | 2,415.80            | 104410.280  | Streets UTILITIES               |             |
|             |        |           |            |          | 484.73              | 104410.745  | Streets STREET IMPROVEME        |             |
|             |        |           |            |          | 127.16              | 104510.250  | Parks EQUIPMENT OPERATI         |             |
|             |        |           |            |          | 182.07              | 104510.280  | Parks UTILITIES                 |             |
|             |        |           |            |          | 861.98              | 104510.470  | Parks IMPACT FEES               |             |
|             |        |           |            |          | 1,615.64            | 104510.480  | Parks RAP Tax                   |             |
|             |        |           |            |          | 262.97              | 104620.610  | Comm COMMUNITY DEVELOP          |             |
|             |        |           |            |          | <b>66,235.23</b>    |             | <b>Total</b>                    |             |
|             |        |           |            |          | 262.50              | 301580      | Zions Bank Clearing account     |             |
|             |        |           |            |          | 11,000.00           | 304715.810  | Principal Payment - 2017: 300   |             |
|             |        |           |            |          | 6,775.00            | 304715.820  | Interest Payment - 2017: 300 W  |             |
|             |        |           |            |          | <b>18,037.50</b>    |             | <b>Total</b>                    |             |
|             |        |           |            |          | 144.79              | 511311      | Accounts Receivable             |             |
|             |        |           |            |          | 1,369.06            | 516340.250  | O&M EQUIPMENT OPERATI           |             |
|             |        |           |            |          | 4,185.26            | 516340.450  | O&M SYSTEMS MAINTENANC          |             |
|             |        |           |            |          | 6.75                | 516660.130  | Admin EMPLOYEE BENEFITS         |             |
|             |        |           |            |          | 48.92               | 516660.240  | Admin OFFICE EXPENSE, SUP       |             |
|             |        |           |            |          | 412.45              | 516660.280  | Admin UTILITIES                 |             |
|             |        |           |            |          | 380.57              | 516660.290  | Admin TELEPHONE & COMMU         |             |
|             |        |           |            |          | 560.91              | 516660.315  | Admin SOFTWARE OR INFOR         |             |
|             |        |           |            |          | 327.40              | 516660.410  | Admin PRODUCT OR SERVIC         |             |
|             |        |           |            |          | 6,743.70            | 516660.440  | Admin CONNECTION COSTS          |             |
|             |        |           |            |          | <b>14,179.81</b>    |             | <b>Total</b>                    |             |
|             |        |           |            |          | 43,780.57           | 526260.520  | Sewer PAYMENT TO ASH CRE        |             |
|             |        |           |            |          | 14.81               | 536310.240  | Irrigation OFFICE EXPENSE, S    |             |
|             |        |           |            |          | 333.29              | 536310.250  | Irrigation EQUIPMENT OPERA      |             |
|             |        |           |            |          | 75.52               | 536310.315  | IrrigationCOMPUTER EQUIPM       |             |
|             |        |           |            |          | 823.33              | 536310.450  | Irrigation WATER MAIN REPAIR    |             |
|             |        |           |            |          | <b>1,246.95</b>     |             | <b>Total</b>                    |             |
|             |        |           |            |          | 21.05               | 556350.240  | Drainage OFFICE EXPENSE, S      |             |
|             |        |           |            |          | 179.09              | 556350.250  | Drainage EQUIPMENT OPERA        |             |
|             |        |           |            |          | 55.00               | 556350.315  | Drainage SOFTWARE & COMP        |             |
|             |        |           |            |          | 371.79              | 556350.440  | Drainage NEW SERVICES           |             |
|             |        |           |            |          | <b>626.93</b>       |             | <b>Total</b>                    |             |
|             |        |           |            |          | <b>\$144,106.99</b> |             | <b>GL Account Summary Total</b> |             |









# LAVERKIN CITY

KYLE GUBLER  
CITY ADMINISTRATOR

KERRY T. GUBLER  
MAYOR

RANDY REEVE  
RICHARD HIRSCHI  
CHANTELLE BROWNING  
KEN HOOTEN  
MICAH GUBLER  
COUNCIL MEMBERS

## RESOLUTION R-2019-\_\_

**A RESOLUTION REVISING THE MAP ADOPTED BY RESOLUTION No. R-2018-01, FOR THE PURPOSE OF DISPERSING AND LIMITING VACATION RENTALS WITHIN THE CITY, PURSUANT TO THE PROVISIONS OF SECTION 10-7-20 OF THE LaVERKIN CITY CODE, TO DIVIDE INTO TWO AREAS THE AREA KNOWN THEREIN AS AREA #1; AND ESTABLISHING AN EFFECTIVE DATE**

**WHEREAS**, Subsection C of Section 10-7-20, LVCC—relative to the dispersal of and limitations on vacation rentals (VRs) within certain portions of the City—provides that “[t]he City [excluding the Tourist/Resort Commercial zone and zones where VRs are not a permitted use (with or without conditions)] shall be divided into four or more areas, as determined and depicted by the City Council, and established by resolution, for the purpose of determining a limitation on the use of residential structures for VR purposes” (the “Section 10-7-20.C Review”); and

**WHEREAS**, after considerable review by the City of the then-licensed and allegedly-existing vacation rentals in the City, the City Council adopted, by Resolution No. R-2018-01, the map attached hereto at **Exhibit A**, setting forth seven (7) areas of the City, for the purpose of the Section 10-7-20.C Review, to govern the regulation of the dispersal and concentration of VRs; and

**WHEREAS**, since that time an inordinate number and concentration of VRs have been identified in the currently-developed subdivisions within Area #1 (known as the Zion View Estates and Silver Acres subdivisions, and identified herein as the “Developed Subdivisions”); and

**WHEREAS**, the large tract of presently-undeveloped land immediately north of the Developed Subdivisions, known as the proposed Cottonwood Hollow subdivision, is going through the planning and approval process, and is expected to result in –

- The addition of a significant number of homes to the community as a whole, and to Area #1 as presently constituted, thus justifying a separation into its own area, and
- A significant impact on the Developed Subdivisions, possibly permitting even more VRs to be allowed in an overly-burdened sector of the City during the period of time that lots are being created and qualified homes are being built and used in Cottonwood Hollow<sup>1</sup>; and

<sup>1</sup> As each phase is given final approval, the single-family lots therein would count towards the number of potential lots within Area #1 where VRs may be allowed; but the actual residences in Cottonwood Hollow would not qualify to be used as VRs until they had been resided in for a period of at least a year. Therefore, the number of potential VRs would increase, but the only place where they could be created is within the already overly-burdened subdivisions to the south of the Cottonwood Hollow subdivision, i.e., the Developed Subdivisions.

**RESOLUTION R-2019-\_\_**

**WHEREAS**, to avoid the positive negative impacts to the residents of the Developed Subdivisions—and after considerable review of the City of the currently-licensed and allegedly-existing vacation rentals in the City, by Staff and the Planning Commission—the attached map (at **Exhibit B**) has been prepared for discussion and possible adoption by the City Council in accordance with the provisions of Subsection C of Section 10-7-20, LVCC, providing for the division of the current Area # 1 into a proposed Area #1 and Area #8, as depicted therein, and more specifically shown in the excerpt thereof at **Exhibit C**; and

**WHEREAS**, after careful consideration and discussion, it is the considered determination of the LaVerkin City Council that the attached map, setting forth eight (8) areas of the City, for the purpose of the Section 10-7-20.C Review, is fair and reasonable, and should be adopted.

**NOW THEREFORE, BE IT RESOLVED** by the LaVerkin City Council:

1. That the division of the current Area #1, into Areas #1 and #8, shown in the map and excerpt therefrom at **Exhibits B and C** is approved.
2. That the *Map* attached at **Exhibit B**, for the purpose of the Section 10-7-20.C Review, is hereby **adopted**.
3. That if any part of this Resolution shall be declared invalid, such declaration shall not affect the validity of the remainder of this Resolution.
4. That all resolutions or policies in conflict herewith are hereby repealed to the extent of any such conflict.
5. That this Resolution shall take effect immediately upon passage.

**PASSED, ADOPTED AND APPROVED** this \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
RICHARD M. HIRSCHI, Mayor

ATTEST:

\_\_\_\_\_  
CHRISTY BALLARD, City Recorder

# **Exhibit A**

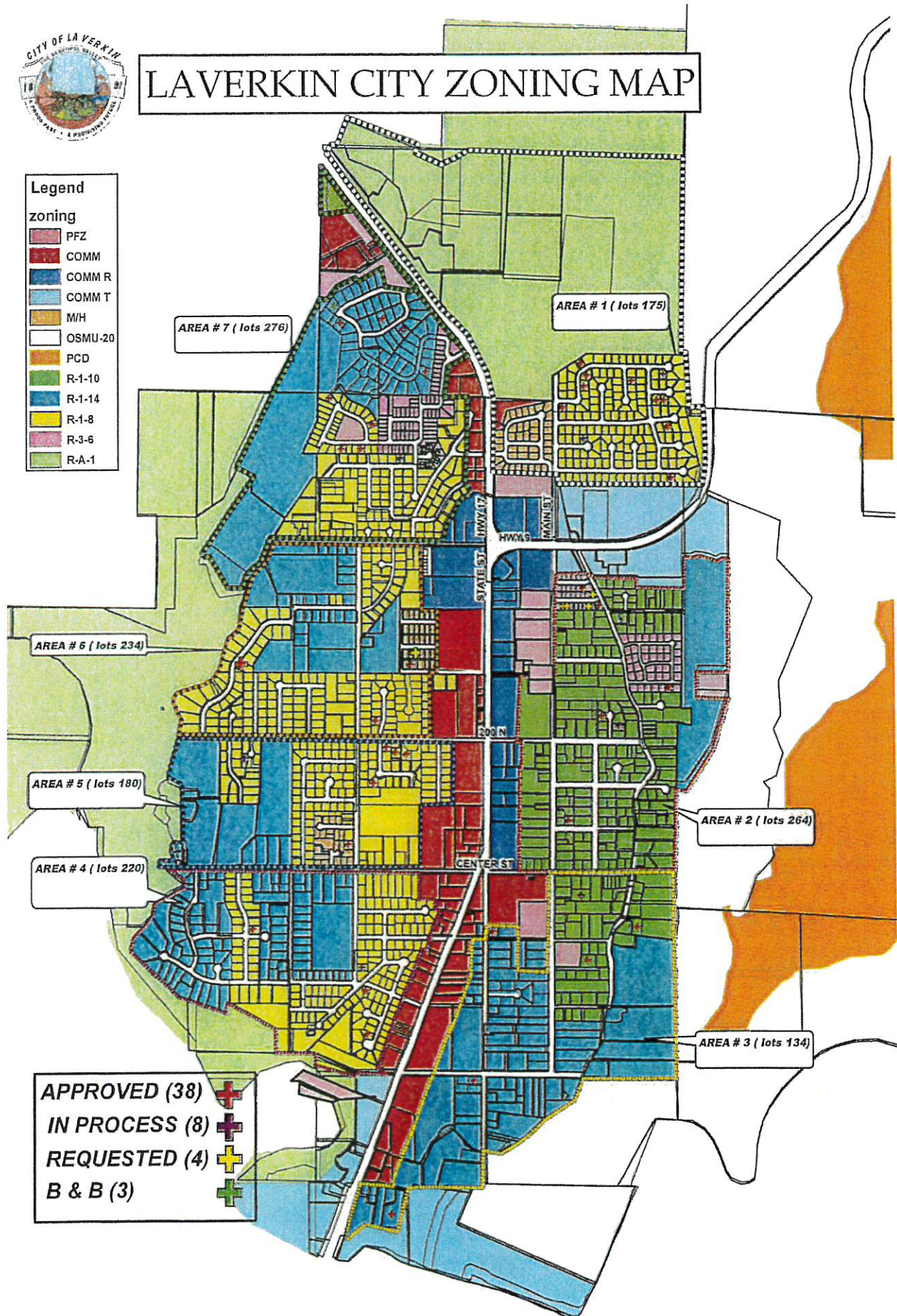


# LAVERKIN CITY ZONING MAP

**Legend**

**zoning**

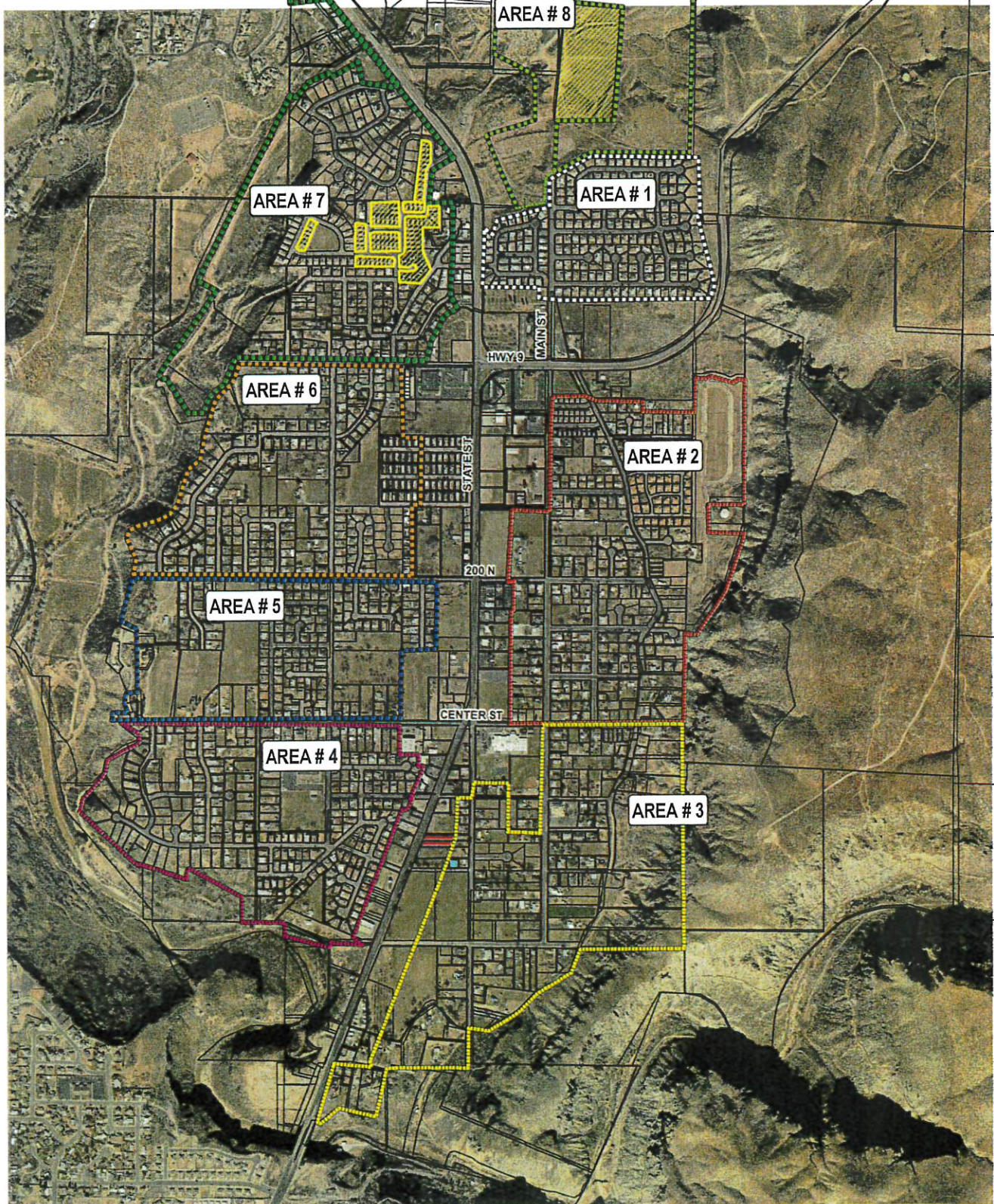
|         |
|---------|
| PFZ     |
| COMM    |
| COMM R  |
| COMM T  |
| M/H     |
| OSMU-20 |
| PCD     |
| R-1-10  |
| R-1-14  |
| R-1-8   |
| R-3-6   |
| R-A-1   |



|                |   |
|----------------|---|
| APPROVED (38)  | + |
| IN PROCESS (8) | + |
| REQUESTED (4)  | + |
| B & B (3)      | + |

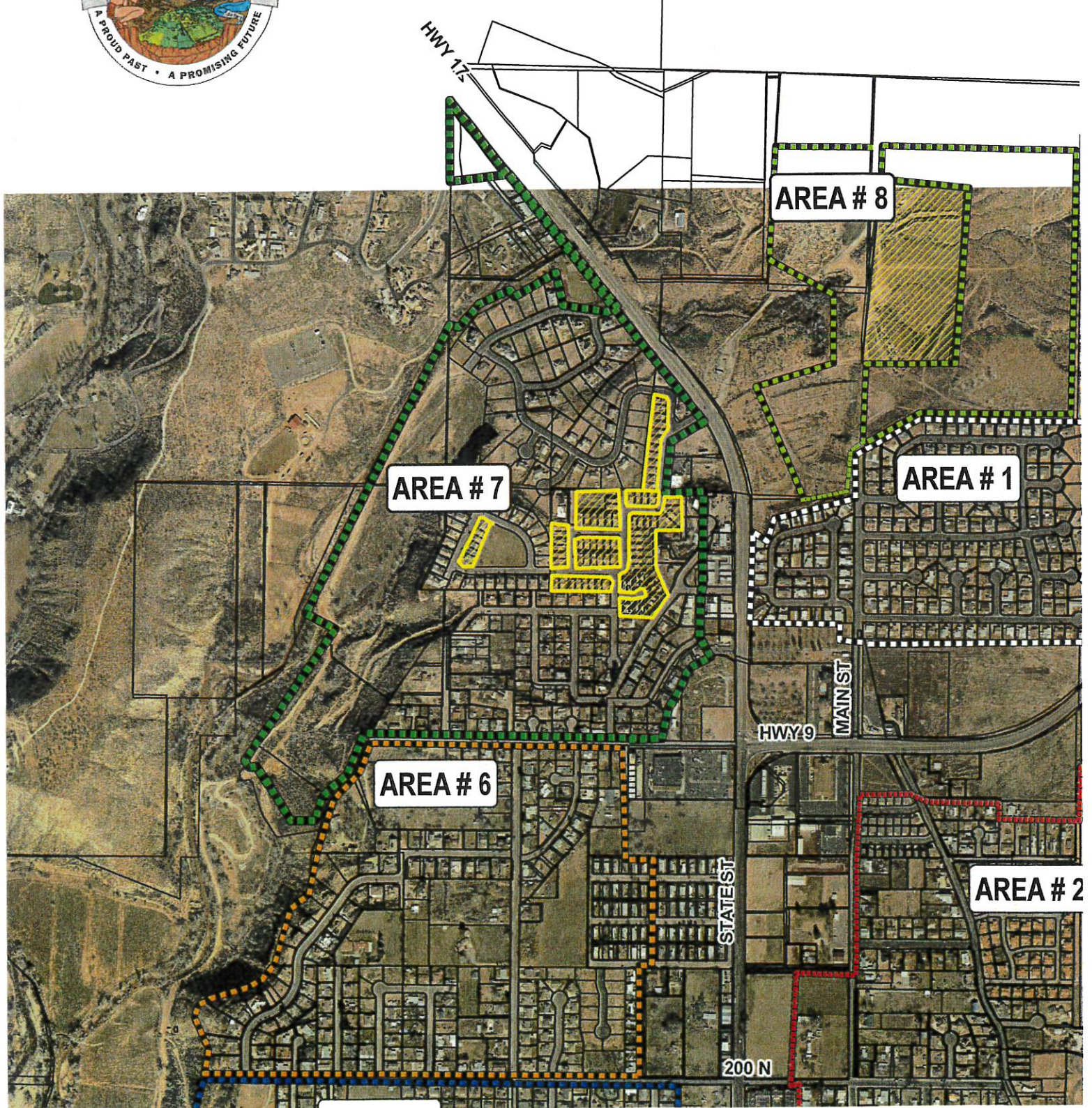
# **Exhibit B**

# LAVERKIN CITY VACATION HOME MAP



# **Exhibit C**

# LAVERKIN CITY VACATION HOM



**RESOLUTION NO. R-2019-\_\_\_\_\_**

**A RESOLUTION REVISING THE CITY'S PERSONNEL POLICY TO UPDATE AND  
CLARIFY THE CITY'S POLICIES ON PERSONAL USE OF PUBLIC PROPERTY, AND  
PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, in 2006, the City Council of LaVerkin adopted, by motion, the LaVerkin City Personnel Policies and Procedures Manual ("PPPM") (effective July 1, 2006); and

**WHEREAS**, from time to time, the City has updated and clarified certain of the policies set forth in the PPPM; and

**WHEREAS**, earlier this year, the State Legislature enacted House Bill 163 ("H.B. 163"), amending, *inter alia*, Section 76-8-402, *Utah Code Annotated* (1953, as amended), with regards to the private use by public officials and employees of public property, making the violation thereof a felony unless the proposed use is covered by an adopted written policy of the government entity; and

**WHEREAS**, the provisions of the City's personal use policy have been discussed by City Staff and the City Council, and the attached exhibits represent reasonable updates to the PPPM, consistent with the desires of the City Council and the provisions of applicable State law, including the above-referenced revised State code provision; and

**WHEREAS**, the City Council desires, believes, and is of the considered opinion that the attached (a) revised Employee Code of Conduct policy (**Exhibit A**) and (b) revised Employee On-Call or Call-out policy (subsection 11 of the on-call/call-out policy (**Exhibit B**) promote a productive, efficient and effective use of the City's resources and are in the best interests of the City, its employees, and its residents; and

**WHEREAS**, the PPPM does not normally apply to the elected public officials (*i.e.*, mayor and city council), but said officials utilize City property from time to time and require the same protection from prosecution under H.B. 163 as City employees, and the City Council is of the considered opinion that it is in the best interests of the City, themselves, the City employees, and the City's residents that the provisions of the policies attached at Exhibits A and B also cover and apply to them; and

**WHEREAS**, the City Council further wants to clarify its policy that City vehicles be licensed, marked, and identified in accordance with the applicable provisions of Section 41-1a-407, *Utah Code Annotated* (1953, as amended).

\* \* \*

**NOW THEREFORE BE IT RESOLVED** by the City Council of LaVerkin, Utah, as follows:

RESOLUTION NO. R-2019-\_\_\_\_\_

- I. That the City shall license, mark and identify its vehicles in accordance with the provisions of Section 41-1a-407, *Utah Code Annotated* (1953, as amended)
- II. That the **City's Employment Code of Conduct**, including but not limited to the personal use of public property, including City vehicles, set out at Section VII of the Personnel Policies and Procedures Manual ("PPPM"), is hereby amended to read as set forth in **Exhibit A**, the content of which is hereby incorporated as though fully set forth herein.
- III. That the **City's Employee On-call/Call-out Policy**, set out in subsection 11 of Section XIII of the PPPM, is hereby amended to read as set forth in **Exhibit B**, the content of which is hereby incorporated as though fully set forth herein.
- IV. That the provisions of the City's **Personal Use of Public Property** provisions of the PPPM, set out in Sections 8 and 8A of Section VII of the PPPM, attached hereto as part of **Exhibit A**, shall also cover, apply to, and protect under H.B. 163 the elected officials of the City.

**BE IT FURTHER RESOLVED** that (a) if any part of this resolution shall be declared invalid, such declaration shall not affect the validity of the remainder of this resolution; (b) all resolutions or policies in conflict herewith are hereby repealed to the extent of any such conflict; and (c) this resolution shall take effect immediately upon passage.

**PASSED, ADOPTED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
RICHARD M. HIRSCHI, Mayor

ATTEST:

\_\_\_\_\_  
CHRISTY BALLARD, City Recorder

# **Exhibit A**

## **SECTION VII: EMPLOYEE CODE OF CONDUCT**

---

1. **PROFESSIONALISM.** LaVerkin City is a professional association whose purpose, among others, is to provide professional services to its citizens. Its employees must adhere to high standards of public service that emphasize professionalism and courtesy. Employees are required to carry out efficiently the work items assigned as their responsibility, to maintain good moral conduct, and to do their part in maintaining good relationships with their supervisors and fellow employees, the public, and other member employees and officials.
2. **PRIVILEGED INFORMATION.** LaVerkin City employees involved with information of significant public interest may not use this privileged information for personal gain, nor to benefit friends or acquaintances. If an employee has an outside interest which could be affected by any LaVerkin City plan or activity, this situation must be reported to the City Administrator or Mayor immediately. Each employee is charged with the responsibility of complying with the Government Records Access and Management Act.
3. **CONFIDENTIALITY.** Fellow employees have an unquestionable right to expect all personal information about themselves, their illnesses, their family and financial circumstances to be kept confidential. Every employee has an obligation to protect this confidence. Employees should never discuss privileged information with others who are not authorized to receive it, either inside or outside the office.
4. **GIFTS AND GRATUITIES.** LaVerkin City employees are prohibited from soliciting or accepting any gift, gratuity, favor, entertainment, loan or item of monetary value from any person seeking to obtain business with LaVerkin City, or from any person within or outside LaVerkin City employment whose interests may be affected by the employee's performance or nonperformance of official duties. LaVerkin City employees will not accept gifts or gratuities except under circumstances allowed by the Municipal Officers and Employees Ethics Act (Utah Code Ann. 10-3-1301, et seq.)
5. **ATTENDANCE.** Regular attendance and punctuality are essential to providing high quality work, service to customers, and to avoid extra work for fellow employees. Therefore, when the employee is going to be late or will not be able to report to work, the employee must notify his or her supervisor prior to the scheduled work time. Notification will not eliminate possibility of disciplinary action. If the employee is ill or has an emergency, he or she should notify a supervisor as soon as possible on each day of absence.
6. **APPEARANCE.** LaVerkin City reserves the right to expect its employees to present a favorable impression during any contact with the public. All employees are expected to maintain a neat and clean personal appearance. Standards of dress shall be appropriate to the job and the tasks to be accomplished.
7. **SMOKING.** In compliance with the Utah Indoor Clean Air Act smoking is not permitted in LaVerkin City facilities. LaVerkin City also prohibits smoking in LaVerkin City-owned vehicles.

8. PERSONAL USE OF LAVERKIN CITY OFFICE ITEMS.

- A. Right of Access by City Personnel. All city buildings, desks, vehicles, filing cabinets, outbuildings, toolboxes, etc., are city property and subject to access and search by city personnel. Personal items such as purses, wallets, planners, etc. located in a desk, vehicle or the like are not subject to access or search except where a warrant is obtained and the search is performed by or with a law enforcement officer present.
- B. Computer Equipment.
  - (1) Personal use of LaVerkin City-owned computer systems is permitted only when reasonable and all of the following criteria are met.
    - (a) The employee is not compensated for the work performed;
    - (b) The employee pays for the cost of consumables and other attendant expenses;
    - (c) The employee does not use the computer system for permanent storage of data; and
    - (d) Use does not conflict with the employee's LaVerkin City responsibilities or normal LaVerkin City business.
  - (2) All personal data stored on, and software developed on, LaVerkin City-owned computer equipment is subject to (re)review by the City Administrator at any time, unless otherwise precluded by law.
  - (3) No pornography or sexually explicit material shall be accessed, stored, or viewed/reviewed on LaVerkin City-owned computer equipment.
- C. Postage Meters. No employee shall be allowed to use LaVerkin City-owned postage metering machines at any time for posting and mailing of any material of a personal nature.
- D. FAX and Copying Machines. Any employee desiring to use LaVerkin City-owned FAX or copying machines for items of a personal nature may do so, but shall pay or reimburse the city for such use at the employee rate in effect at the time of use.
- E. Telephones.

- (1) Employees may make reasonable use of the city-owned telephones (including cell phones) to make and/or receive personal telephone calls, *provided that:*

- (a) They reimburse the city for any charges the city incurs as a result of the call(s), such as long-distance charges, roaming charges, excess allotment charges (when "local" minutes exceed the cell phone package allotment), etc.
- (b) The employee understands that the phone is city property.
- (c) The employee understands and agrees that cellular phones are a tool to be used as a convenience for the City and to increase productivity of those authorized to use them, and they are to be properly maintained and functional during work times for the City.
- (d) Phone privileges may be revoked at any time by the City Administrator.

F. Other Equipment. Reasonable personal use of other city equipment or tools is permitted:

- (1) For the use of city vehicles: as provided in Subsection 8A of this Section and Subsection 11 of Section XIII.
- (2) For other equipment and tools:
  - (a) to protect property and preserve life; or
  - (b) with the approval of the employee's supervisor and/or the city administrator or mayor, and an acknowledgment and agreement by the employee to pay for any damage or loss sustained by the equipment or tools occasioned by such personal use.

G. Personal Equipment. From time to time a City employee may wish to use a personal tool or piece of equipment in the performance of a City duty. This equipment must be used safely and may be permitted at the City Administrator's discretion on a voluntary basis. The City may not require City use of personal equipment without mutual agreement and, where applicable, just compensation. Any voluntary use of personal equipment, though appreciated, is at no risk to the City for replacement or repair.

H. Safe Harbor.

- (1) The City recognizes the benefits to the community when employees are able to use City-owned property for authorized personal use or incidental use, in addition to the primary use of fulfilling their employee duties.
  - (a) This policy:
    - deems that any public property issued to an employee is properly in that employee's possession, and that the employee's use or possession of said property is to fulfill his or her duties as a public servant; and

- is enacted, at least in part, to satisfy the requirements of a written policy to eliminate criminal exposure for personal use of City-owned property under and pursuant to the provisions of Section 76-8-402, *Utah Code Annotated* (1953, as amended).
- (b) To enable employees to use City-owned property that has been issued to them in a manner that best serves the public, employees are authorized to use or possess, in a lawful manner, any City-owned property issued to them for any authorized personal use or incidental use, subject to the provisions of subsections H(2) and H(3) below,.
- (2) Any authorized personal use or incidental use specifically provided for and used in compliance with the provisions of this policy is deemed lawful, reasonable, and appropriate hereunder, and will not subject an employee to administrative or disciplinary action, or criminal liability under the provisions of Section 76-8-402, *Utah Code Annotated* (1953, as amended) with regard to the personal or incidental use of public property.
- (3) Any personal or incidental use not specifically provided for herein, or used in a manner that does not fully comply with the provisions of this policy, if used in a lawful manner, is deemed lawful for purposes of the provisions of Section 76-8-402, *Utah Code Annotated* (1953, as amended) and is therefore not criminally liable or punishable thereunder. However, such use may be considered unreasonable or inappropriate and be subject to administrative or disciplinary action by the City, as appropriate under the circumstances, particularly if it results in a risk of liability or harm to the City, interferes with the performance of the employee's duties, compromises the integrity of the property (or information or software contained or used therein), is used to conduct an outside business or private employment or activity conducted for private financial gain, or otherwise violates the municipal ethics act.

## 8A. LAVERKIN CITY VEHICLE POLICY

### A. GENERAL STATEMENT:

The purpose of the policy is to establish LaVerkin City's policies and procedures related to vehicle safety and to establish guidelines for the use of City-owned vehicles. It is the policy of LaVerkin City to provide vehicles for use in carrying out City-related functions, typically within the incorporated boundaries of LaVerkin City. These vehicles are considered work-related vehicles and certain restrictions and constraints apply to their use. This policy applies to all employees of the City of LaVerkin, unless an employee is excluded at the discretion of the Mayor / City Administrator of LaVerkin City or his/her designee.

B. DEFINITIONS:

- (1) City Business: Any act by an employee which is required in order to perform, or in furtherance of, his or her assigned duties, or is otherwise within the scope of his or her employment. For purposes of this policy, commuting to and from home is not considered city business.
- (2) City Employees (for purposes of Sections 8 and 8A) includes (a) part-time or full-time, benefitted employees, and (b) the mayor and/or members of the city council.
- (3) On-Call: On-call is a formal assigned time in which an employee is required by position or assignment to respond immediately to a call-out outside of regular scheduled hours.

C. STANDARDS FOR USE OF CITY VEHICLES:

- (1) City owned vehicles may be driven only by a city employee or other City authorized individual who is properly licensed and insured. All City owned vehicles shall be driven within the requirements of applicable traffic laws.
- (2) Seat belts must be worn at all times by everyone riding in a City owned vehicle.
- (3) Smoking and/or the possession or consumption of alcohol or any illegal substance in any City owned vehicle is prohibited.
- (4) Employees shall maintain the interior and exterior of their assigned vehicle(s) in a clean and orderly manner. The City shall pay, or reimburse the employee for, the reasonable costs washing said vehicle(s).
- (5) Employees at all times shall drive City owned vehicles with reasonable prudence in order to conserve their usefulness and preserve them at their highest operational efficiency. Employees assigned a vehicle are responsible for checking fluid levels, tire pressures and overall condition of that vehicle on a regular basis.
- (6) Employees will immediately report any vehicle malfunctions and all accidents, injuries, property damage and traffic violations to their supervisor.
- (7) Any incident or crash involving a city vehicle shall be reported to the City Administrator or his/her designee. At the time of the crash or incident, the following should be done:
  - (a) Stop immediately and render assistance to any injured person.

- (b) Contact the appropriate law enforcement agency and immediately notify your supervisor
  - (c) Obtain all information needed to complete the accident report
  - (d) Obtain the name and address of the other party's insurance carrier.
  - (e) File an accident report with city administration.
- (8) For purposes of this Policy, the term "local"—as used herein, either alone or as part of such phrases as "local travel", "local area", or "local use—shall mean and include all areas situated within the city limits of LaVerkin and , unless otherwise restricted, all areas outside such city limits but situated within ten (10) miles of the point where a state highway within the City (*i.e.*, SR-9 or SR-17) intersects such city limits.
- (9) Except in the case of exigent circumstances—or as otherwise provided in Sections 10, 11c, and 11d below—travel outside of the local area shall (a) be work-related and (b) authorized as follows:
  - (a) Travel that exceeds thirty (30), but is less than fifty (50), miles from LaVerkin City office will require division head approval.
  - (b) Travel beyond fifty (50) miles will require City Administrator approval or his/her designee.
- (10) During work hours: Personal use of City Vehicles during working hours is allowed for incidental local use, such as taking breaks or meal periods, or for completing a personal errand within a reasonable distance of the employee's work route. Employees are expected to use good judgment when using a City vehicle for incidental personal use.
- (11) After work hours:
  - (a) Employees –
    - who:
      - are assigned official on-call duty, where the site to which they may respond is other than their normal work site; or
      - are on-call by virtue of their normal City duties and responsibilities, such as the Director of Operations and Public Work Director; or
      - require its use for special assignment or to respond to an emergency situation; or
      - are required by the City to use a City Vehicle to attend an out-of-town conference, seminar, training session, and/or business meeting the following business day; or
      - are otherwise directed or authorized to do so by the City Administrator or his/her designate,

- may be assigned or permitted to take a City Vehicle home to carry out their duties, responsibilities, or assignments, or to facilitate an efficient use of City resources.
- (b) Except as otherwise provided herein, personal use of City Vehicles is limited to *de minimis* personal use as such use is defined by State and Federal regulatory rules and/or regulations. In general, this is limited to commuting between the employee's home and his/her place of duty with the City.
- (c) Employees who take a City Vehicle home while on-call (assigned or otherwise) are allowed to use it for reasonable personal, non-commercial use, *subject to* the following rules and restrictions:
- They have a communication device with them at all times so they can be notified of a call-out.
  - They remain drug and alcohol free.
  - They are prepared to respond immediately from any location where they may be located.
  - Except as otherwise provided in (and limited by the provisions of) Subsection B.2.b of Section XIII, they do not travel (a) outside a distance of 30 miles from the city or (b) to a destination which may prevent them from responding immediately to a call-out.
  - They do not operate, use, stop, or park the City Vehicle in such a manner or location as to discredit or otherwise bring the City into disrepute.
  - They have a predetermined plan for drop-off of any passengers they may take with them in the event of a call-out, which will allow them to respond immediately.
  - They do not use the City vehicle for traveling to locations or terrain which would prevent a quick response to a call-out.
- (d) Employees who use a City Vehicle to attend an out-of-town conference, seminar, training session, and/or business meeting, may utilize the vehicle to access eating establishments, points of interest, recreational sites, and historical and cultural sites, and for other limited, reasonable, incidental and personal non-commercial purposes, in connection with their travel to and from the site of training session or business meeting, *provided that*:
- They do not use the vehicle for non-work related use during times when the training session or business meeting is in session, unless excused by the City Administrator.
  - Unless otherwise pre-approved by the City Administrator, they do not travel:
    - outside a distance of 45 miles, one-way, from the site of the training session or business meeting; and/or

- (while en route, either direction, between LaVerkin—or the employee's home—and the site of the training session or business meeting) more than 25 miles from the most direct or efficient route to the City, community, or other location where such training session or business meeting is to be held.
    - They remain drug and alcohol free at all times when they are operating the vehicle.
    - They do not operate, use, stop, or park the City Vehicle in such a manner or location as to discredit or otherwise bring the City into disrepute.
    - They do not use the City vehicle for traveling to locations or terrain which are hazardous or create unnecessary wear and tear on the City Vehicle.
- (12) City employees with assigned City Vehicles may take an occasional passenger who is not a City employee, *subject to* the following restrictions:
- (a) If they are not on-call or in an on-call status (assigned or by virtue of their employment and position of responsibility with the City), such use is restricted to work-related business only, *e.g.*, department “ride-alongs”, etc.
  - (b) If they are on-call or in an on-call status, such use, unless inconsistent with the duty being performed at the time, may be used for work and/or incidental personal non-commercial purposes, subject to the restrictions of Section 10 hereof.
- Any time a non-city employee is a passenger; he or she must wear a seat belt in accordance with state law.
- (c) Non-city employees riding in a city vehicle should be limited, as follows:
    - Other persons engaged in, or advising on, matters relating to City services, improvements or business.
    - Other persons who are being transported as part of an approved City activity, *e.g.*, spouse on a business trip, department “ride-alongs”, etc.
    - Other persons when approved in advance by the Mayor or City Administrator.
- (13) It is the responsibility of each division head to make spot inspections of each vehicle assigned to his or her division to ensure compliance with this vehicle policy.

- (14) The City may not direct that an employee use his or her privately-owned vehicle to conduct the business of the City, including any required travel to conferences, seminars, training sessions, and/or business meetings required by the employee's position or certification, or for which the City is requiring attendance. The City may require that City Vehicles be used for such purposes, subject to availability and safe condition of such vehicles.
- (15) Use of an employee's personal vehicle for City business, when a City Vehicle is (a) assigned or (b) made available by the City and directed to be used for City business, is prohibited unless authorized by the City Administrator or his/her designee or if the employee receives a vehicle allowance or compensation for using their personal vehicle as allowed in the City personal vehicle allowance and/or compensation policy. Unauthorized use of the employee's vehicle for City business may constitute a violation punishable under Section 18 hereof and/or may delay or prevent reimbursement of mileage and/or travel costs incurred in connection with such travel.
- (16) Any employee may be denied the ability to take a City Vehicle home if he or she resides more than forty (40) miles from the city limits where they intersect a state highway (*i.e.*, SR-9 or SR-17).
- (17) Employees who fail to comply with the terms of this policy—or who operate a City vehicle in a negligent, unlawful or otherwise wrongful manner—may be are subject to disciplinary action, up to and including termination, for such failure or conduct.

9. TIME CARDS.

- A. All non-exempt employees of LaVerkin City are required to maintain an accurate and legible record of all their hours worked for LaVerkin City on time cards.
- B. Time worked should be updated daily. Time records will be reviewed by the employee, Supervisor, and City Administrator.

10. CREDIT CARDS. LaVerkin City credit cards shall be used for official business only, and shall not be used for the personal convenience of an employee. Credit Cards may be revoked, or an employee may be denied the opportunity to check out a credit card, at any time by the City Administrator.

11. OUTSIDE ACTIVITIES. LaVerkin City employees shall not use LaVerkin City-owned property in support of outside interests and activities without approval of the employee's supervisor or the City Administrator. Specifically, an employee who is involved in an outside activity such as a civic organization, church organization, committee unrelated to LaVerkin City business, public office, or service club, should make reasonable efforts to:

- A. Pursue the outside activity on the employee's own time.
- B. Pursue the outside activity away from LaVerkin City offices.
- C. Discourage phone, mail or visitor contact related to the outside interest during hours of employment.
- D. Where appropriate, arrange for annual leave or compensatory time off in advance to pursue the outside interest during business hours.
- E. Except as provided in paragraph 8 above (Personal use of LaVerkin City Office Items), employees shall not use data processing equipment, postage metering machines, copiers, or other LaVerkin City-owned equipment or supplies for the outside interest.

12. POLITICAL ACTIVITY.

- A. An employee shall not be coerced to support a political activity, whether funds or time are involved.
- B. An employee shall not engage in political activity during work hours, unless on approved leave.
- C. An employee shall not use LaVerkin City-owned equipment, supplies or resources, and other attendant expenses (paper, computer online and access charges, etc.) when engaged in political activity.
- D. An employee shall not use or discriminate in favor of or against any person or applicant for employment based on political activities.
- E. An employee shall not use the employee's title or position while engaging in political activity.

13. OUTSIDE OR SECONDARY EMPLOYMENT:

- A. Ethics. The Municipal Officers and Employees' Ethics Act establishes standards of conduct for City employees and appointed city officials for the disclosure of actual or potential conflicts of interest between public and personal duties. Employees are required to provide written notification to the City Recorder Administrator, in the form of a sworn disclosure statement, of any outside or secondary employment, or if they have an interest in an entity that does business with the City. The written disclosure statement must contain the name and address of the City employee, the name and address of the person or business entity, and the position held by the City employee with the person or business entity and the nature of his or her business interest.

B. General Principles and Guidelines:

- (1) Employment with LaVerkin City shall be an employee's primary employment.
- (2) Outside or secondary employment must:
  - (a) Be approved, in advance, by the City Administrator or the Mayor.
  - (b) In no way interfere with, distract from, conflict with, or negatively impact or affect a City employee's duties.
  - (c) Not be of a type that would reasonably give rise to criticism or suspicion of conflicting interests or duties with regards to the employee's employment with LaVerkin City.
  - (d) If an employee's performance is negatively impacted or affected by his or her outside or secondary employment, the employee will be asked to discontinue such outside or secondary employment, or face disciplinary action (up to and including termination of employment).

C. The City's approval process for outside or secondary employment.

- (1) Employees are required to provide written notice to the Mayor, City Administrator, and their supervisors before starting any outside or secondary employment. This notice should include:
  - (a) The employer's name, business name, and business address.
  - (b) A general overview of the type of business engaged in by the secondary employer.
  - (c) The specific duties engaged in by the employee at their secondary employment.
- (2) The Mayor, City Administrator, and supervisor shall review the information contained in the Employee's written notice and determine whether the employee's outside or secondary employment is or should be approved or denied. Factors to consider include, but are not limited to, the following:
  - (a) Whether such employment would or reasonably appears negatively impact the employee's employment with LaVerkin City (*e.g.*, it may reasonably be expected to be too physically or mentally draining on the employee, etc.).
  - (b) Whether such employment could invoke or appear to present a conflict of interest with the employee's employment with LaVerkin City.
  - (c) Whether such employment is immoral or unethical.

- (3) This decision shall be communicated in writing to the employee. The employee:
  - (a) Shall abide by that decision.
  - (b) If applicable, the decision may be appealed under and pursuant to the City's grievance procedures provided in Section IX.
  - (c) May voluntarily resign their employment with LaVerkin City.

# **Exhibit B**

### **SECTION XIII: EMPLOYMENT CLASSIFICATIONS/COMPENSATION**

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1. ...

#### **11. EMPLOYEE ON-CALL OR CALL-OUT**

##### **A. SCOPE/PURPOSE:**

- (1) Application: This policy applies to all LaVerkin City permanent full-time, part-time, and seasonal employees, except for Public Safety employees.
- (2) Subject to Change: The City reserves the right to modify, change or discontinue any portion of this policy at any time at its sole discretion.
- (3) Definitions:
  - (a) Assigned Time: The specified period of time when an employee is required to be on-call.
  - (b) Call-out: Call-out occurs when an employee who is not scheduled to be on-call is called out because of a work situation. The order of call-out shall be the Division Director having actual or supervisory responsibility over the type of situation and response required, or his or her designate. If he or she is unavailable, then it shall be the Mayor or the Mayor's designate (*i.e.*, the full-time Chief Administrative Officer of the City, whether known as a City Manager, City Administrator, Chief of Staff, or Assigned Division Director). Further call-out will be at the discretion of the most senior staff on the situation site.
  - (c) On-call: On-call is a formally-assigned and compensable period of time in which an employee—*other than* those members of City management (including Division Directors) who are exempt under the provisions of FLSA—is required to remain ready and able, outside of his or her regularly-scheduled hours, to promptly respond to emergency and other calls and situations necessitating immediate or near-immediate response.
  - (d) Service time: The time spent on a job while on-call or on call-out.

##### **B. POLICY AND PROCEDURES:**

- (1) This policy outlines the various rules, regulations and procedures that shall be followed by all on-call personnel to ensure the delivery of essential City services after regular work hours.

(2) Specific Policies and Procedures:

- (a) Employee must be assigned on-call by the Chief Administrative Officer or a Division Director for a specific period of time. On-call assignments may (1) follow the normal work week as defined in Section XIII of the LaVerkin City Personnel Policies and Procedures Manual or (2) may be assigned for a set of consecutive days [irrespective of pay period(s) involved] not to exceed three (3) days in length ("period basis"); or (3) may be assigned on a day-to-day basis—as deemed necessary or prudent by assigning City officer/director.
- (b) Employee must not travel out of the area or to a location or event that would prevent him/her from receiving and responding to a call within twenty (20) minutes.
- (c) At all times during the on-call period, employee must have and maintain, on his or her person, a communication device capable of receiving and transmitting calls.
- (d) During the entire on-call period, employee must remain drug- and alcohol-free and sufficiently rested to facilitate (a) the safe operation of a vehicle and (b) a competent and capable response to any call received and any required response thereto.
- (e) Employee must not make arrangements for others to assume his or her on-call duties except in the case of serious illness or emergency, and then only with the approval of the employee's Division Director, or the Division Director cannot be reached, the Chief Administrative Officer or the Mayor (to be sought in that order).
- (f) During and at all times throughout the on-call period, employee must (1) ensure immediate and continuous availability to an operational motor vehicle for transport to the employee's normal work location or the site of the required response; and (2) have a predetermined plan for immediate drop-off of any passengers who may be in employee's vehicle at the time that employee is required to respond to a call

C. COMPENSATION:

- (1) Employees who are assigned formal on-call duty are compensated as follows:
  - (a) On-call: Assignments for on-call duty may be for a full continuous week or on a day-to-day basis:

- (i) If the duty is for one full continuous week and the duty is not terminated for any reason before the week is over, the employee shall earn and receive eight (8) hours of straight time as compensation for said service time.
    - (ii) If the duty is assigned on a period basis or a day-to-day basis, or if the employee is unable to complete a work week assignment, the employee shall earn and receive one (1) hour of straight time for each day of on-call assignment completed.
    - (iii) In either case, actual time spent on a call-out is calculated separately from assigned time.
  - (b) While on assignment, on-call service time will be counted by the hour and paid out as compensatory time or overtime pay as defined in Section XIII of the LaVerkin City Personnel Policies and Procedures Manual.
  - (c) During the assigned time, time cards will need to show the daily total hours of time earned as "ON-CALL TIME". If the assignment was for a work week, that should be noted on the time card.
  - (d) When a holiday occurs during the on-call period, the employee earns one additional hour of straight time. Holiday on-call time should be noted on the time card.
- (2) Call-out. Call-out time starts when the employee leaves the location where they were when they received the call-out, and ends when they return to that location or home.
- (a) When the employee is called-out on any day except a holiday or an approved day off (excluding sick time), the employee will receive pay for actual time worked, with a one-hour minimum, according to Department of Labor (DOL) requirements. The employee must work forty (40) hours over and above these service hours to receive compensatory time or to be paid overtime.
  - (b) When the employee is called-out on a holiday or an approved day off (excluding sick time), the employee is paid time and one-half for the number of hours worked with a one-hour minimum, even if they have not worked forty (40) hours in that week. These hours may be paid in compensatory time or in overtime as in Section XIII of the LaVerkin City Personnel Policies and Procedures Manual.

D. USE OF CITY VEHICLE:

- (1) Except where otherwise directed or authorized by the City Administrator, or his or her designee, city vehicles shall not be taken home by on-call employees expected to respond to their normal work location to carry out duties for which they are on-call.
- (2) [Subject to availability of such city vehicles] to provide for more timely and efficient response of on-call personnel, those expected to respond to a place other than their normal work location may take and maintain, at their disposal, city vehicles which they are expected to utilize in connection with the duties for which they are on-call.

12. ...