

**NOTICE AND AGENDA
NOVEMBER 26, 2019**

Notice is hereby given that the City Council of Blanding, Utah will hold a Regular Council Meeting on November 26, 2019, at the City Office, 50 West 100 South Street, which meeting will begin promptly at 7:00 pm. The agenda shall be as follows:

TIME	ITEM	PAGE
7:00 PM	I CALL TO ORDER / WELCOME	
	II PRAYER / THOUGHT - Anyone in attendance is invited to notify the Mayor prior to the meeting if they would like to offer a prayer or thought.	
	III PLEDGE OF ALLEGIANCE	
	IV APPROVAL OF CONSENT AGENDA - MINUTES AND FINANCIAL DISBURSEMENTS	
	V DECLARATION OF CONFLICTS OF INTEREST	
	 1. OPEN FORUM	
	Anyone wishing to address the Council on any item is invited to do so. Open forum is an opportunity for the public to bring information to the Council. Clarifying questions may be asked by the Council, but it is not an appropriate time for substantive discussion.	
	A. Craig Stanley Volunteer Fire Recognition - Mayor Lyman	
	 2. REPORTS/DEPARTMENTAL REPORTS	
	A. Project Status Report - Terry Ekker	(12)
	B. Financial Report - Kim Palmer	(13)
	 3. AGENDA ITEMS - Items for Discussion/Consideration of Approval	
	A. Resolution 11-26-2019-1 Temporary Conditional Use Mobile Home - Bret Hosler	(15)
	B. Development Participation Program - Logan Shumway	(19)
	C. Capital Projects Plan - Jeremy Redd	(21)
	D. Justice Court Public Defender - Jeremy Redd	
	E. Landscaping Contract Approval - Jeremy Redd	(23)
	F. Cash Handling Policy - Kim Palmer	(24)
	G. San Juan County Commission Report - Kim Palmer / Cheryl Bowers	
7:30 PM	4. PUBLIC HEARING - ORDINANCE 2019-4 WATER CONSERVATION	(31)
	5. INFORMATION	
	6. EXECUTIVE SESSION - IF NECESSARY	
9:00 PM	7. ADJOURNMENT	

In compliance with the ADA, individuals needing special accommodations during this meeting may call the City Offices at (435) 678-2791 at least twenty-four hours in advance. Every effort will be made to provide the appropriate services. One or more members may participate in the meeting electronically, according to Blanding City Ordinance 1-5-5-F regarding electronic meeting participation. All agenda times are approximate.



City Manager Summary - City Council Meeting 11-26-19

A. Resolution 11-26-2019-1 Temporary Conditional Use Mobile Home

City code allows for a temporary mobile home to be placed on a parcel to help take care of an aged or handicapped family member. This is a request for that use. The conditional use permit must be renewed by the City Council every two years.

B. Development Participation Program

During the budget process, we set aside \$100,000 for development participation with the details of that participation to be worked out. This agreement would allow for \$7,500 per developed parcel city participation for a minor or major subdivision developing in Blanding. The agreement would replace all existing development participation except for sidewalks. This program streamlines the process and makes it much easier for residents and potential developers to understand and implement.

C. Capital Projects Plan

Discussion about the proposed Capital Projects Plan to determine long-term planning for the City.

D. Justice Court Public Defender

Discussion about the progress on a new public defender agreement.

E. Landscaping Contract Approval

Enclosed is a bid summary for the landscaping contract. Walker Enterprises from Monticello is the low bidder. They have been working with our current lawn company, are purchasing the equipment from that company, and have experience mowing the City properties. The staff recommendation is to award the three-year contract for landscaping services to Walker Enterprises at the bid price.

F. Cash Handling Policy

Kim Palmer is proposing the attached policy to solidify cash-handling in the City. This is an area she has identified that needs close attention and this policy gives direction and guidance for how cash is received.

G. San Juan County Commission Report

Any information for the Council from the County Commission Meeting.

Executive Session - A closed session is not anticipated at this time.

**MINUTES OF A REGULAR MEETING OF THE
BLANDING CITY COUNCIL HELD ON
NOVEMBER 12, 2019
AT 7:00 P.M. IN THE COUNCIL CHAMBERS**

Present:

Mayor:

Joe B. Lyman

City Councilmembers:

Kd Perkins

Cheryl Bowers

Logan Monson

Robert Turk

Logan Shumway

City Manager:

Jeremy Redd

City Finance Director:

Kim Palmer

City Engineer:

Terry Ekker

City Community Development:

Bret Hosler

City Police Chief:

JJ Bradford

City Economic Development Specialist:

Pratt Redd

Recreation Director:

David Palmer

Others Attending: Valarie Turk

Prayer/Thought - The prayer/thought was offered by Logan Monson

1. The Pledge of Allegiance was recited.
2. **Councilmember Perkins moved to approve the minutes and financial disbursements of the October 22, 2019 meeting. Councilmember Turk seconded the motion. Mayor Lyman repeated the motion and asked for discussion. Hearing none, he called for a vote. Voting was as follows:**

Those voting AYE

**Councilmember Perkins
Councilmember Shumway
Councilmember Monson
Councilmember Turk
Councilmember Bowers**

Those voting NAY

NONE

Constituting all members thereof, Mayor Lyman declared the motion carried.

3. **OPEN FORUM**

Valarie Turk thanked the Council for their service and interest in the community.

4. **REPORTS/DEPARTMENTAL REPORTS**

A. Terry Ekker presented the October 2019 Water Report

Mr. Ekker reported that 58 acre feet was treated during the month of October. Annual precipitation was at 14.8% of normal.

B. Chief Bradford presented the October 2019 Police Report

Total incidents during the month of October were up compared to last year, with a total of 112. Chief Bradford reported officers received 4 hours of firearms training during the month. There were several investigations taking place, keeping officers busy.

C. David Palmer presented the October 2019 Recreation Report

Mr. Palmer reported a record number of participants in girls basketball this year. Councilmember Perkins asked what role the City had in the recent Pow Wow held at the Wellness Center. Mr. Palmer responded only the rental of the facility.

5. **AGENDA**

A. Blanding Legacy Trust Board Appointment - Mayor Lyman

Mayor Lyman told Council that the only role the City has in the Legacy Trust is appointing members to the trust board. He asked for Council's advice and consent to appoint Gail Northern, Susanne Johnson, Bret Hosler, Garth Wilson and Steve Jensen. Each board member serves a four-year term. Council gave unanimous consent to the appointments.

B. Capital Projects Plan - Jeremy Redd

Mr. J. Redd discussed with Council the availability of grant funding for items on the current capital project plan. CIB has very little grant funding available. There is money available for loans at zero to low interest. At a recent CDBG grant meeting, he learned the City no longer qualifies for community wide low income projects. They would however still qualify for grant funding in low income areas of the community. He continued to remind Council that several of the projects on the capital project plan were planned to be funded through grants. With no grant funding, should those projects still move forward as planned?

One item on the list, that was discussed was the lighting of the ball fields. The cost of the project is estimated at \$355,000. It had been hoped that grant funding from CDBG be used for the project. Mr. J. Redd told Council the funds for that project would now have to come from savings. Councilmember Bowers stated she would still like to see the project on the list for the 2021 budget year. Having lights will allow for greater use of the fields.

Councilmember Shumway stated his desire to see more infrastructure projects. Increased infrastructure would increase opportunities for growth in the community. Growth brings in funds, that can be used for projects such as the lights on the ball fields.

Mayor Lyman would like to see the 200 W 800 S sewer project moved up the list and be completed in the near future.

As the discussion wrapped up Mr. J. Redd asked Council to review the list for additions, deletions and changes for consideration at the next Council meeting.

C. Justice Court Defender - Jeremy Redd

Mr. J. Redd presented the one bid that was received for the Justice Court Defender. Oliver and Stitterud submitted a bid for \$120 an hour or \$1500 per month. He shared that the State Office of the Courts does not like a flat rate, they prefer defenders are paid on an hourly basis. This is based on the idea that flat rate payments, reduce the quality of defense given to the defendant.

Councilmember Perkins moved to accept the bid from Oliver and Sitterud Attorneys at Law for \$120 per hour with a \$1500 cap per month and allow Mr. J. Redd to work out the details and report back to the Council. Councilmember Turk seconded the motion. Mayor Lyman repeated the motion and asked for discussion. Hearing none, he called for a vote. Voting was as follows:

Those voting AYE

**Councilmember Perkins
Councilmember Shumway
Councilmember Monson
Councilmember Turk
Councilmember Bowers**

Those voting NAY

NONE

Constituting all members thereof, Mayor Lyman declared the motion carried.

D. Approve 2018-2019 FY Audited Financial Statements - Kim Palmer

Ms. Palmer reported assets exceed liabilities by \$51,910,927 at the end of June 2019. The largest portion of this investment is in capital, less the debt associated with it. A total of \$216,102 was received in State, Federal and local grants during the year. The general fund had an ending fund balance of \$4,611,185 of which 11% is available for spending at the City's discretion. The remaining has been restricted for roads, debt service, public safety and courts, road trust account and project savings. There were no compliance issues.

Councilmember Perkins moved to approve the 2018 - 2019 FY Audited Financial Statements. Councilmember Shumway seconded the motion. Mayor Lyman repeated the motion and asked for discussion. Hearing none, he called for a vote. Voting was as follows:

Those voting AYE

**Councilmember Perkins
Councilmember Shumway
Councilmember Monson**

**Councilmember Turk
Councilmember Bowers**

Those voting NAY

NONE

Constituting all members thereof, Mayor Lyman declared the motion carried.

E. Resolution 11-12-2019-1 Enterprise Zone Renewal - Pratt Redd

Councilmember Shumway suggested the entire community become an Enterprise Zone. Mr. P. Redd replied that he would make that request to James Dixon, Rural OutReach Director for the Utah Economic Development office.

Councilmember Turk moved to approve Resolution 11-12-2019-1 Enterprise Zone Renewal with the entire City as the zone. Councilmember Perkins seconded the motion. Mayor Lyman repeated the motion and asked for discussion. Hearing none, he called for a vote. Voting was as follows:

Those voting AYE

**Councilmember Perkins
Councilmember Shumway
Councilmember Monson
Councilmember Turk
Councilmember Bowers**

Those voting NAY

NONE

Constituting all members thereof, Mayor Lyman declared the motion carried.

E. Commission Report/San Juan County Property Tax Increase Letter - Cheryl Bowers

Councilmember Bowers asked for Council's approval to send a letter to the County Commission opposing the proposed property tax increase and encouraging them to look at all avenues of funding the County before passing an increase. A 22.5% increase will have an impact on residents and even a greater impact on businesses who are taxed at 100% of property value. She continued to say the increase will impact not only property taxes for individuals but prices will increase to offset the increase to business owners. Information regarding the County public hearing on the increase will be included in next month's billing statements to City residents. Council gave advice and consent for the letter to be sent to the Commission and read at the public hearing.

F. Public Hearing - Intent to Issue Parity Storm Water Revenue Bond - The purpose of the hearing is to receive input from the public with respect to the issuance of the Bonds and any potential economic impact to the private sector from the construction of the Project to be funded by the Bonds.

Councilmember Bowers moved to enter a public hearing for the Intent to issue Parity Storm Water Revenue Bonds. Councilmember Perkins seconded the motion. Mayor Lyman repeated the motion and asked for discussion. Hearing none, he called for a vote. Voting was as follows:

Those voting AYE

**Councilmember Perkins
Councilmember Shumway
Councilmember Monson
Councilmember Turk
Councilmember Bowers**

Those voting NAY

NONE

Constituting all members thereof, Mayor Lyman declared the motion carried.

Council entered a public hearing at 7:30 p.m.

There were no public comments made.

Councilmember Monson moved to leave the public hearing. Councilmember Bowers seconded the motion. Mayor Lyman repeated the motion and asked for discussion. Hearing none, he called for a vote. Voting was as follows:

Those voting AYE

**Councilmember Perkins
Councilmember Shumway
Councilmember Monson
Councilmember Turk
Councilmember Bowers**

Those voting NAY

NONE

Constituting all members thereof, Mayor Lyman declared the motion carried.

Council returned to an open meeting at 7:45 p.m.

6. INFORMATION

- A. Councilmember Monson - Jeff Burningham will be holding a town hall meeting at the library on Thursday, November 21st at 5:00 p.m.
- B. Mayor Lyman - Maverik will be holding their grand opening on November 20th from 3:00 p.m. to 7:00 p.m.

7. ADJOURNMENT

Councilmember Perkins moved to adjourn. Councilmember Monson seconded the motion. Mayor Lyman repeated the motion and asked for discussion. Hearing none, he called for a vote. Voting was as follows:

Those voting AYE

**Councilmember Perkins
Councilmember Shumway
Councilmember Monson
Councilmember Turk
Councilmember Bowers**

Those voting NAY

NONE

Constituting all members thereof, Mayor Lyman declared the motion carried.

Meeting adjourned at 8:38 p.m.

By: _____

Kim Palmer, Deputy Recorder

City of Blanding
Invoice Register - 11/6/2019 to 11/21/2019 - All Invoices

11/21/2019

<u>Invoice No.</u>	<u>Vendor</u>	<u>Check No.</u>	<u>Ledger Date</u>	<u>Due Date</u>	<u>Amount</u>	<u>Account No.</u>	<u>Account Name</u>	<u>Description</u>
Refund: 5533434	BARR, SAVANNAH	47968	11/14/2019	11/14/2019	\$34.16			
					34.16	531310	ACCOUNTS RECEIVABLE	Refund: 553343451 - BARR, SA
412	BEAR SKINS CUSTOM INK	47923	11/7/2019	11/7/2019	\$198.00			
					198.00	1065370	ParksRec BASKETBALL EXPE	BASKETBALL SHIRTS
11052019	BRADFORD, DIANE H	47924	11/7/2019	11/7/2019	\$99.00			
					99.00	1042240	Court OFFICE EXPENSE & SU	STAMPS
11122019	BRAILSFORD, CASEY	47949	11/12/2019	11/12/2019	\$67.48			
					67.48	1053120	Fire VOLUNTEER FIRE WAGE	FIRE FIGHTER STIPEND
906983141	BSN SPORTS	47925	11/7/2019	11/7/2019	\$1,114.40			
					1,114.40	1065370	ParksRec BASKETBALL EXPE	BASKETBALL EQUIPMENT
19K0668 PO#	CHEMTECH-FORD LABORATORIES	47969	11/18/2019	11/18/2019	\$80.00			
					80.00	5140250	EQUIPMENT - SUPPLIES & M	WATER TESTING
11142019	CITY OF BLANDING	1870	11/14/2019	11/14/2019	\$9,519.62			
					9,519.62	103510	COURT FINES/FOREFEITURE	OCTOBER COURT TRANSFER
11182019	CITY OF BLANDING	1872	11/18/2019	11/18/2019	\$912.91			
					912.91	103510	COURT FINES/FOREFEITURE	RESTITUTION
	Vendor Total:				\$10,432.53			
11122019	CLARKE, BYRON	47950	11/12/2019	11/12/2019	\$408.67			
					408.67	1053120	Fire VOLUNTEER FIRE WAGE	VOLUNTEER FIREFIGHTER
11122019	CLARKE, GABE	47951	11/12/2019	11/12/2019	\$27.75			
					27.75	1053120	Fire VOLUNTEER FIRE WAGE	VOLUNTEER FIREFIGHTER
US13090I	EDGE	47970	11/15/2019	11/15/2019	\$80.00			
					80.00	1066260	Wellness Center BUILDINGS -	PEST CONTROL
US13095I	EDGE	47970	11/15/2019	11/15/2019	\$35.00			
					35.00	1044260	Admin BUILDINGS - SUPPLIES	PEST CONTROL
	Vendor Total:				\$115.00			
11122019	EDWARDS, NATHAN	47952	11/12/2019	11/12/2019	\$190.46			
					190.46	1053120	Fire VOLUNTEER FIRE WAGE	VOLUNTEER FIREFIGHTER
11122019	EDWARDS, SYDNEE	47953	11/12/2019	11/12/2019	\$485.94			
					485.94	1053120	Fire VOLUNTEER FIRE WAGE	VOLUNTEER FIREFIGHTER
11052019	FRONTIER COMMUNICATIONS	47971	11/15/2019	11/15/2019	\$594.45			
					594.45	1066280	Wellness Center TELEPHONE	WELLNESS CENTER PHONE
11182019	HERRING, BAILEY	47972	11/18/2019	11/18/2019	\$200.00			
					200.00	5340250	EQUIPMENT - SUPPLIES & M	CHRISTMAS - SANTAS WORK
11122019	HOLIDAY, RAMETRI	47954	11/12/2019	11/12/2019	\$460.38			
					460.38	1053310	Fire PROFESSIONAL/TECHNI	WINTER FIRE SCHOOL
11122019	JACOBSEN, BRET	47955	11/12/2019	11/12/2019	\$672.60			
					672.60	1053120	Fire VOLUNTEER FIRE WAGE	FIRE FIGHTER STIPEND
1112019	JACOBSEN, CHAS	47956	11/12/2019	11/12/2019	\$644.85			
					644.85	1053120	Fire VOLUNTEER FIRE WAGE	FIRE FIGHTER STIPEND
Refund: 5533436	JENKINS, BLAYKE	47967	11/13/2019	11/13/2019	\$371.10			
					371.10	531310	ACCOUNTS RECEIVABLE	Refund: 553343648 - JENKINS,
11122019	JENSEN, JUSTIN	47957	11/12/2019	11/12/2019	\$414.66			
					414.66	1053120	Fire VOLUNTEER FIRE WAGE	FIRE FIGHTER STIPEND
11122019	JONES, RAELENN	47958	11/12/2019	11/12/2019	\$458.19			
					458.19	1053120	Fire VOLUNTEER FIRE WAGE	FIRE FIGHTER STIPEND
11122019	LEE, MICHAEL	47959	11/12/2019	11/12/2019	\$92.23			
					92.23	1053120	Fire VOLUNTEER FIRE WAGE	VOLUNTEER FIREFIGHTER

City of Blanding
Invoice Register - 11/6/2019 to 11/21/2019 - All Invoices

11/21/2019

<u>Invoice No.</u>	<u>Vendor</u>	<u>Check No.</u>	<u>Ledger Date</u>	<u>Due Date</u>	<u>Amount</u>	<u>Account No.</u>	<u>Account Name.</u>	<u>Description</u>
11122019	MOON, TODD	47960	11/12/2019	11/27/2019	\$656.83			
					656.83	1053120	Fire VOLUNTEER FIRE WAGE	VOLUNTEER FIREFIGHTER
1112019	O'DONNELL, MIKE	47961	11/12/2019	11/12/2019	\$722.11			
					722.11	1053120	Fire VOLUNTEER FIRE WAGE	FIRE FIGHTER STIPEND
INV140196	PACKARD WHOLESALE CO	47973	11/13/2019	11/13/2019	\$38.65			
					38.65	1066250	Wellness Center EQUIPMENT -	CLEANING SUPPLIES
INV140372	PACKARD WHOLESALE CO	47973	11/13/2019	11/13/2019	\$91.41			
					91.41	1066250	Wellness Center EQUIPMENT -	CLEANING SUPPLIES
INV140373	PACKARD WHOLESALE CO	47973	11/15/2019	11/15/2019	\$349.17			
					93.70	1066250	Wellness Center EQUIPMENT -	CLEANING SUPPLIES
					255.47	1066250	Wellness Center EQUIPMENT -	VENDING
	Vendor Total:				\$479.23			
11122019	PALMER, BRYAN	47962	11/12/2019	11/12/2019	\$611.11			
					611.11	1053120	Fire VOLUNTEER FIRE WAGE	FIRE FIGHTER STIPEND
1112019	PALMER, JOSH	47963	11/12/2019	11/12/2019	\$101.22			
					101.22	1053120	Fire VOLUNTEER FIRE WAGE	VOLUNTEER FIREFIGHTER
1784	PLATINUM FITNESS EQUIPMENT	47974	11/13/2019	11/13/2019	\$84.00			
					84.00	1066250	Wellness Center EQUIPMENT -	EQUIPMENT REPAIR
11122019	RAMSAY, MIKAELA LEE	47938	11/12/2019	11/12/2019	\$75.00			
					75.00	1048240	P&Z OFFICE EXPENSE & SUP	PLANNING COMMISSION
376525	REDD'S ACE HARDWARE	47939	11/8/2019	11/8/2019	\$28.47			
					28.47	5440250	EQUIPMENT - SUPPLIES & M	SUPPLIES
376582	REDD'S ACE HARDWARE	47939	11/7/2019	11/7/2019	\$13.99			
					13.99	1060250	Streets EQUIPMENT - SUPPLI	SUPPLIES
376658	REDD'S ACE HARDWARE	47939	11/8/2019	11/8/2019	\$17.99			
					17.99	5440250	EQUIPMENT - SUPPLIES & M	SUPPLIES
376720	REDD'S ACE HARDWARE	47975	11/8/2019	11/8/2019	\$9.46			
					9.46	1052250	Police EQUIPMENT - SUPPLIE	SUPPLIES
376863	REDD'S ACE HARDWARE	47975	11/12/2019	11/12/2019	\$10.63			
					10.63	5140250	EQUIPMENT - SUPPLIES & M	SUPPLIES
376867	REDD'S ACE HARDWARE	47975	11/12/2019	11/12/2019	\$48.43			
					48.43	5340250	EQUIPMENT - SUPPLIES & M	OFFICE CLEANING SUPPLIES
376933	REDD'S ACE HARDWARE	47975	11/13/2019	11/13/2019	\$8.99			
					8.99	5240250	EQUIPMENT - SUPPLIES & M	SUPPLIES
376960	REDD'S ACE HARDWARE	47975	11/14/2019	11/14/2019	\$3.99			
					3.99	5440250	EQUIPMENT - SUPPLIES & M	SUPPLIES
376961	REDD'S ACE HARDWARE	47975	11/14/2019	11/14/2019	\$14.99			
					14.99	5140250	EQUIPMENT - SUPPLIES & M	SUPPLIES
376962	REDD'S ACE HARDWARE	47975	11/14/2019	11/14/2019	\$6.99			
					6.99	5140250	EQUIPMENT - SUPPLIES & M	SUPPLIES
376978	REDD'S ACE HARDWARE	47975	11/14/2019	11/14/2019	\$14.68			
					14.68	5440250	EQUIPMENT - SUPPLIES & M	SUPPLIES
377007	REDD'S ACE HARDWARE	47975	11/14/2019	11/14/2019	\$1.39			
					1.39	1065250	ParksRec EQUIPMENT - SUPP	SUPPLIES
377115	REDD'S ACE HARDWARE	47975	11/16/2019	11/16/2019	\$8.12			
					8.12	1052250	Police EQUIPMENT - SUPPLIE	SUPPLIES
377155	REDD'S ACE HARDWARE	47975	11/18/2019	11/18/2019	\$10.98			
					10.98	1050260	Visitor Cntr BUILDINGS - SUPP	SUPPLIES

City of Blanding
Invoice Register - 11/6/2019 to 11/21/2019 - All Invoices

11/21/2019

<u>Invoice No.</u>	<u>Vendor</u>	<u>Check No.</u>	<u>Ledger Date</u>	<u>Due Date</u>	<u>Amount</u>	<u>Account No.</u>	<u>Account Name</u>	<u>Description</u>
377163	REDD'S ACE HARDWARE	47975	11/18/2019	11/18/2019	\$15.46			
					15.46	1065250	ParksRec EQUIPMENT - SUPP	SUPPLIES
	Vendor Total:				\$214.56			
001SJHFBLA	SAN JUAN HIGH SCHOOL	47976	11/13/2019	11/13/2019	\$200.00			
					200.00	1044250	Admin EQUIPMENT - SUPPLIE	DUTCHOVEN DAYS - SALES
156938	SAN JUAN RECORD INC	47977	11/13/2019	11/13/2019	\$75.60			
					75.60	1065250	ParksRec EQUIPMENT - SUPP	PUBLIC NOTICE FOR LANDSC
10312019	SJ COUNTY LANDFILL OPERATIONS	47978	11/13/2019	11/13/2019	\$1,032.64			
					1,032.64	5740310	PROFESSIONAL/TECHNICAL	TRANSFER STATION DUMPIN
11122019	SPELLMAN, SHYANNE	47943	11/12/2019	11/12/2019	\$75.00			
					75.00	1053310	Fire PROFESSIONAL/TECHNI	FIRE DEPT CLEANING
11122019	STANLEY, CRAIG	47964	11/12/2019	11/12/2019	\$319.43			
					319.43	1053120	Fire VOLUNTEER FIRE WAGE	FIREFIGHTER
1112019	TURK, RYAN	47979	11/12/2019	11/12/2019	\$157.05			
					157.05	101510.3678	WELLNESS CENTER REVENU	REFUND MEMBERSHIP
Refund: 5533407	USU/CEU - SJC		11/18/2019	11/18/2019	\$1,130.74			
					1,130.74	531310	ACCOUNTS RECEIVABLE	Refund: 553340751 - USU/CEU
1578773	UTAH LOCAL GOVERNMENTS TRUST	47980	11/18/2019	12/18/2019	\$837.43			
					837.43	5340250	EQUIPMENT - SUPPLIES & M	INSURANCE
11182019	UTAH STATE TAX COMMISSION	1	11/18/2019	11/18/2019	\$8,780.47			
					518.06	102300	SALES TAX PAYABLE	SALES TAX - VC & WC
					6,984.27	532300	SALES TAX PAYABLE	SALES TAX
					1,278.14	542300	SALES TAX PAYABLE	SALES TAX
11142019	UTAH STATE TREASURER	1871	11/14/2019	11/14/2019	\$4,539.59			
					4,539.59	103510	COURT FINES/FOREFEITURE	OCT COURT REPORT
11182019	VERIZON WIRELESS DATA	47981	11/18/2019	12/18/2019	\$392.85			
					392.85	1052280	Police TELEPHONE	DATA
11122019	VERNON, BRONSON	47965	11/12/2019	11/12/2019	\$531.65			
					531.65	1053120	Fire VOLUNTEER FIRE WAGE	VOLUNTEER FIREFIGHTER
P1962142	WASHINGTON NATIONAL INSURANC	47945	11/7/2019	11/7/2019	\$41.05			
					41.05	102226	HEALTH INSURANCE PAYABL	MISC INSURANCE
11122019	WORKMAN, COREY	47966	11/12/2019	11/12/2019	\$190.46			
					190.46	1053120	Fire VOLUNTEER FIRE WAGE	VOLUNTEER FIREFIGHTER
098569145	XEROX CORPORATION	47946	11/7/2019	12/7/2019	\$61.49			
					1.50	1050240	Visitor Cntr OFFICE EXPENSE	COPIES
					59.99	5340250	EQUIPMENT - SUPPLIES & M	COPIES
	Total:				\$38,471.36			
					157.05	101510.3678	GL Account Summary	
					41.05	102226	WELLNESS CENTER REVENU	
					518.06	102300	HEALTH INSURANCE PAYABL	
					14,972.12	103510	SALES TAX PAYABLE	
					99.00	1042240	COURT FINES/FOREFEITURE	
					200.00	1044250	Court OFFICE EXPENSE & SU	
					35.00	1044260	Admin EQUIPMENT - SUPPLIE	
					75.00	1048240	Admin BUILDINGS - SUPPLIES	
					1.50	1050240	P&Z OFFICE EXPENSE & SUP	
					10.98	1050260	Visitor Cntr OFFICE EXPENSE	
					17.58	1052250	Visitor Cntr BUILDINGS - SUPP	
					392.85	1052280	Police EQUIPMENT - SUPPLIE	
							Police TELEPHONE	

City of Blanding
Invoice Register - 11/6/2019 to 11/21/2019 - All Invoices

11/21/2019

<u>Invoice No.</u>	<u>Vendor</u>	<u>Check No.</u>	<u>Ledger Date</u>	<u>Due Date</u>	<u>Amount</u>	<u>Account No.</u>	<u>Account Name</u>	<u>Description</u>
					6,595.64	1053120	Fire VOLUNTEER FIRE WAGE	
					535.38	1053310	Fire PROFESSIONAL/TECHNI	
					13.99	1060250	Streets EQUIPMENT - SUPPLI	
					92.45	1065250	ParksRec EQUIPMENT - SUPP	
					1,312.40	1065370	ParksRec BASKETBALL EXPE	
					563.23	1066250	Wellness Center EQUIPMENT -	
					80.00	1066260	Wellness Center BUILDINGS -	
					594.45	1066280	Wellness Center TELEPHONE	
					26,307.73		Total	
					112.61	5140250	EQUIPMENT - SUPPLIES & M	
					8.99	5240250	EQUIPMENT - SUPPLIES & M	
					1,536.00	531310	ACCOUNTS RECEIVABLE	
					6,984.27	532300	SALES TAX PAYABLE	
					1,145.85	5340250	EQUIPMENT - SUPPLIES & M	
					9,666.12		Total	
					1,278.14	542300	SALES TAX PAYABLE	
					65.13	5440250	EQUIPMENT - SUPPLIES & M	
					1,343.27		Total	
					1,032.64	5740310	PROFESSIONAL/TECHNICAL	
					\$38,471.36		GL Account Summary Total	



Project Status Report – November 2019

Storm Drain Project

Design is on schedule at 50%+. We anticipate a January bid date and a February bid opening. April 2020 is the planned construction start. We will be starting the bond process soon. This process includes a public hearing where we can receive input from the public if they so choose.

Water Supply Forecasting & Water Rate Study

Buckle your seat belts, we are back on this project and are planning to wrap it up in the next couple of months.

Transportation Master Plan

Jones and Demille have started work on a preliminary map for future corridors. I understand that staff will see draft typical sections soon.

Fuse Coordination Study

ICPE has started work on the design and we plan to wrap it up in March of 2020.

City of Blanding
FINANCIAL REPORT - OCTOBER 2019

	Prior Year Period Actual	Current Year Period Actual	Period Budget	Notes
Change In Net Position				
Revenue:				
Property Taxes	\$ -	\$ -	\$ -	
Sales Tax	\$ 206,885.93	\$ 273,951.40	\$ 251,885.86	8% above budget - 24% above 2018
Room Tax	\$ 17,684.82	\$ 19,251.30	\$ 17,685.02	
Franchise Fees	\$ 4,068.72	\$ 4,860.25	\$ 4,068.79	
Licenses and permits	\$ 18,410.59	\$ 8,689.52	\$ 6,677.00	
Intergovernmental revenue	\$ 48,342.81	\$ 93,387.70	\$ 131,668.58	Grant funding
Charges for services	\$ 4,970.72	\$ 3,066.72	\$ 9,668.00	
Fines and forfeitures	\$ 43,148.12	\$ 37,942.56	\$ 34,380.00	
Interest	\$ 59,371.17	\$ 78,097.59	\$ 63,000.00	
Wellness Center Revenue	\$ 80,461.13	\$ 69,853.75	\$ 75,748.25	USU has not been billed for Fall Semester yet
Sales/Property	\$ -	\$ 20.00	\$ 6,500.00	No sales
Visitor Center	\$ 5,587.89	\$ 10,330.71	\$ 5,476.53	Includes Forest Service donation
Baseball Revenue	\$ (820.00)	\$ (540.00)	\$ (761.51)	
Softball Revenue	\$ (130.00)	\$ (585.00)	\$ (127.69)	
Soccer Revenue	\$ 6,775.00	\$ 7,190.00	\$ 6,775.00	
Football Revenue	\$ 6,455.75	\$ 6,760.00	\$ 6,405.22	
Volleyball Revenue	\$ -	\$ -	\$ -	
Basketball Revenue	\$ 1,800.00	\$ 2,010.00	\$ 1,803.14	
Tournament Revenue	\$ -	\$ -	\$ 2,000.00	
Sundry Revenues	\$ 36,653.08	\$ 37,946.12	\$ 51,668.00	
Total Revenue:	\$ 539,665.73	\$ 652,232.62	\$ 674,520.19	
Expenditures:				
General government				
Council	\$ 7,053.01	\$ 4,604.40	\$ 7,268.00	
Court	\$ 16,779.77	\$ 16,940.05	\$ 17,477.00	
Administrative	\$ 56,188.60	\$ 61,078.57	\$ 59,778.00	
Attorney	\$ 11,000.00	\$ 6,000.00	\$ 10,000.00	
Planning and zoning	\$ 19,687.79	\$ 22,394.83	\$ 21,397.00	
Police	\$ 209,174.55	\$ 211,256.07	\$ 317,386.58	
Fire	\$ 16,480.52	\$ 11,089.32	\$ 41,871.02	Has not purchased budgeted items yet
Class C roads	\$ -	\$ 4,487.81	\$ -	
Streets and shop	\$ 29,950.41	\$ 36,458.04	\$ 49,039.35	
Airport	\$ 1,441.83	\$ 4,068.04	\$ 4,572.00	
City Engineer	\$ 7,781.36	\$ 8,179.30	\$ 9,596.00	
Visitors Center	\$ 67,785.78	\$ 51,851.65	\$ 37,876.00	Marketing - includes expenses paid by SJC Grant
Parks and recreation	\$ 97,075.70	\$ 101,903.86	\$ 103,683.39	
Wellness Center	\$ 177,141.12	\$ 194,960.18	\$ 196,281.50	
Total Expenditures:	\$ 717,540.44	\$ 735,272.12	\$ 876,225.84	

	Prior Year Period Actual	Current Year Period Actual	Period Budget	
51 Water Fund				
Income or Expense				
Income From Operations:				
Operating income	\$ 350,790.42	\$ 379,485.93	\$ 324,060.82	
Operating expense	\$ 337,824.80	\$ 333,550.43	\$ 286,157.29	100 N water line expenses/meters/hydrants
Total Income From Operations:	\$ 12,965.62	\$ 45,935.50	\$ 37,903.53	
Depreciation added back in	\$ 179,170.48	\$ 181,065.71	\$ 110,116.00	
Net Income	\$ 192,136.10	\$ 227,001.21	\$ 148,019.53	
52 Sewer Fund				
Income or Expense				
Income From Operations:				
Operating income	\$ 177,959.84	\$ 179,164.60	\$ 179,750.59	
Operating expense	\$ 129,162.28	\$ 146,273.31	\$ 142,134.00	
Total Income From Operations:	\$ 48,797.56	\$ 32,891.29	\$ 37,616.59	
Depreciation added back in	\$ 21,378.41	\$ 41,569.68	\$ 21,000.00	
Net Income	\$ 70,175.97	\$ 74,460.97	\$ 58,616.59	
53 Electric Fund				
Income or Expense				
Income From Operations:				
Operating income	\$ 1,047,944.69	\$ 921,310.54	\$ 898,499.08	
Operating expense	\$ 913,634.34	\$ 856,996.62	\$ 827,511.32	Maintenance, Tree trimming
Total Income From Operations:	\$ 134,310.35	\$ 64,313.92	\$ 70,987.76	
Depreciation added back in	\$ 44,319.81	\$ 68,569.90	\$ 64,588.00	
Net Income	\$ 178,630.16	\$ 132,883.82	\$ 135,575.76	
54 Natural Gas Fund				
Income or Expense				
Income From Operations:				
Operating income	\$ 150,057.90	\$ 137,287.71	\$ 126,235.25	
Operating expense	\$ 150,405.29	\$ 188,727.26	\$ 163,624.70	Trench plates, equip calibration/repairs
Total Income From Operations:	\$ (347.39)	\$ (51,439.55)	\$ (37,389.45)	
Depreciation added back in	\$ 36,727.93	\$ 2,408.88	\$ 2,700.00	
Net Income	\$ 36,380.54	\$ (49,030.67)	\$ (34,689.45)	
55 Storm Water Fund				
Income or Expense				
Income From Operations:				
Operating income	\$ 47,523.57	\$ 48,167.52	\$ 47,512.00	
Operating expense	\$ 9,800.20	\$ 10,115.08	\$ 30,108.00	No stormwater participation
Total Income From Operations:	\$ 37,723.37	\$ 38,052.44	\$ 17,404.00	
Depreciation added back in	\$ 6,736.48	\$ 6,846.64	\$ 6,832.00	
Net Income	\$ 44,459.85	\$ 44,899.08	\$ 24,236.00	
57 Solid Waste Fund				
Income or Expense				
Income From Operations:				
Operating income	\$ 69,489.22	\$ 80,926.40	\$ 73,340.00	
Operating expense	\$ 63,981.79	\$ 77,283.90	\$ 66,943.87	SIC Landfill
Total Income From Operations:	\$ 5,507.43	\$ 3,642.50	\$ 6,396.13	
Depreciation added back in	\$ 196.76	\$ 196.76	\$ 196.00	
Net Income	\$ 5,704.19	\$ 3,839.26	\$ 6,592.13	



RESOLUTION 11-26-2019-1

RESOLUTION OF THE CITY OF BLANDING, UTAH APPROVING A TEMPORARY CONDITIONAL USE MOBILE HOME FOR AGED OR HANDICAPPED FAMILY MEMBER

WHEREAS, Blanding City has passed zoning laws regulating the use and construction of Mobile homes in an R-2 District; and

WHEREAS, Blanding City under their Zoning Ordinance 10-5B-6 allows the temporary conditional use of a mobile home in an R-2 District under specific guidelines; and

WHEREAS, one condition of the conditional use is that the City Council approve the issuance of the Conditional Use by resolution; and

WHEREAS, the City desires to grant to Kim Hawkins a Conditional Use Permit allowing the temporary use of a mobile home in an R-2 District under the conditions outlined in the above-referenced ordinance.

NOW THEREFORE BE IT RESOLVED that the City of Blanding does hereby grant to Kim Hawkins a Conditional use Permit allowing the Temporary Conditional Use of a Mobile Home at 1121 S 100 E located in an R-2 District of the City of Blanding, under the terms and conditions outlined in Ordinance 10-5B-6 of the City code as of the date of this resolution. Said use being allowed for the occupancy of an aged or handicapped family member hereby deemed necessary to provide the needed care for said family member. This permit is issued for a maximum of two years from the date of this resolution.

In witness whereof, I have hereunto set my hand this 26th day of November 2019.

BLANDING CITY

ATTEST:

Joe B. Lyman, Mayor

Jeremy Redd, City Recorder

10-5B-6: TEMPORARY CONDITIONAL USES:

The following may be allowed as temporary conditional uses in the R-2 district:

- A. Mobile homes. A maximum of one mobile home per building lot may be allowed for the use and occupancy of the owner or lessee of said lot, or agent of either, and if such occupancy is deemed necessary to provide said person and/or his family a place to live while a permanent structure is being constructed on said building lot for their occupancy.

- B. Mobile homes. A maximum of one mobile home per building lot may be allowed for the use and occupancy of aged or handicapped family members of the owner or lessee of said lot, or agent of either, and if such occupancy is deemed necessary to provide the needed care of said family member, and providing the following conditions are met:
 - 1. The city council approves the issuance of the conditional use by resolution. The permit must be renewed every two (2) years; and
 - 2. The setbacks, lot size, height and lot coverage requirements of the zone district be fully complies with; and
 - 3. A minimum of twenty feet (20') be maintained between the mobile home and any other structure; and
 - 4. The conditional use permit expires and the mobile home be removed when the need no longer exists. (Ord. 1978-1, 3-8-1978, as amended)

November 18 2019

I'm trying to put an RV travel trailer on my land,

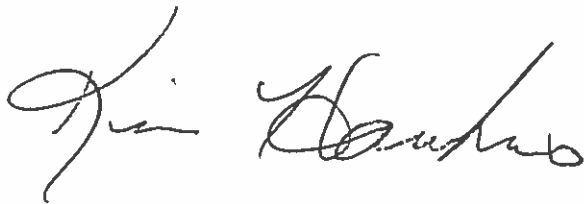
for my son and grandson to live in.

I'm having it brought in in 2 weeks,

The travel trailer will be put in the front and off to the right of my property if you are facing my home.

There is a plug in and a place to hook a sewer line into.

I'm just needing to get this done before bad weather sits in.

A handwritten signature in cursive script, appearing to read "Jim Hanks".

435-459-4910



CITY OF BLANDING DEVELOPMENT PARTICIPATION AGREEMENT

THIS AGREEMENT made this _____ day of _____, 20____ by and between
BLANDING CITY, hereinafter referred to as the "City", and
_____, a private property owner, hereinafter
referred to as "Owner", with property located at the following physical address:

WITNESSETH

The parties acknowledge and agree that it is in the best interest of all concerned to encourage development by providing financial participation towards the development of residential building lots located within Blanding City limits.

Minor Subdivision

- The City agrees to reimburse the property owner for 50% of the cost of the work, and labor, supplies, and equipment to install, modify, or relocate electric, natural gas, storm drain, water, or sewer main lines and 50% of the cost of engineering, design, and asphalt repair. The work must be performed by a licensed contractor in accordance with all City development and utility installation standards. The maximum reimbursement by the City will not exceed a total of \$7,500 for each newly developed parcel.
- The City agrees to do the following:
 - Evaluate the proposed mainline extension, modification, or relocation with the property owner.
 - Determine the appropriate installation or changes in consultation with the property owner.
 - Design or have designed by a licensed engineer, the utility project to City design standards. This design/engineering work may take up to 6 months to complete.
 - Inspect and approve the completion of the work.
 - Reimburse the property owner for 50% of the cost of the improvements as verified by the submittal of invoices for the work (subject to the availability of funding as budgeted by the City for development participation and based on the City Engineer's estimate of the project cost).

Major Subdivision

- The City agrees to reimburse the major subdivision developer for the installation of the main electric lines and infrastructure up to the lot line of each parcel, and natural gas lines stubbed behind the sidewalk for each lot in the subdivision. The work must be performed by a licensed contractor or City employees in accordance with all City development and utility installation standards. The maximum reimbursement from the

City will not exceed a total of \$7,500 for each newly developed parcel. Any costs exceeding \$7,500 per parcel will be borne by the developer and/or property owner.

- The City agrees to do the following:
 - Evaluate the proposed mainline installation with the developer.
 - Determine the appropriate installation of the lines with the developer. The appropriate installation will be at the sole discretion of the City in accordance with City utility installation standards.
 - Design or have designed by a licensed engineer, the utility project to City design standards. This design/engineering work may take up to 6 months to complete.
 - Inspect and approve the completion of the work.
 - Reimburse the developer for the cost of improvements as verified by the submittal of invoices for the work (subject to the availability of funding as budgeted by the City for development participation and based on the Engineer's estimate of the project cost).

Blanding City's participation will have to be coordinated with all other tasks and budgets. In the event that the budget for development participation has been exhausted, no new agreements will be entered into until budgets are again available for the program.

The parties further agree that this agreement shall insure and accrue to any and all assigns and successors in the interest of the parties hereto.

In the event of default in the performance of any provision or covenant herein, the defaulting party agrees to pay all costs of enforcing this Agreement or any right arising out of the breach thereof, including a reasonable attorney's fee.

The Development Participation Program is anticipated to run until January 1, 2025. Development **Participation Agreements must be in effect and signed before January 1, 2025**, unless the program is extended by a Resolution of the Blanding City Council.

Property Owner: _____

Date: _____

City Representative: _____

Date: _____

City Use Only

Total Lots	Max Reimbursement



Capital Projects 10 Year Plan

Fiscal Year
Ending

			City Funding	City Projected	Projected Grant	Total	
			Cash Reserves	Debt	Proceeds	Projected Project Cost	
Rec Trail	Year	Department	Project				
	2021	Water	Treatment Plant Micro Membrane Filters	\$220,000	\$0	\$0	
	2021	Recreation	Baseball Field Lighting & Shade Structures	\$355,000	\$0	\$0	
	2021	Sewer	100 East Sewer 780 N to 600 N	\$110,000	\$0	\$0	
	2021	Recreation	Potential Outdoor Recreation Project	\$50,000	\$0	\$50,000	
			City Funding	City Projected	Projected Grant	Total	
			Cash Reserves	Debt	Proceeds	Projected Project Cost	
Rec Trail	Year	Department	Project				
	2022	Water	Water Master Plan Update	\$30,000	\$0	\$0	
	2022	Streets	Street Improvement Project	\$300,000	\$0	\$0	
	2022	Water / Sewer	- Water & Sewer Line Replacement	\$100,000	\$0	\$0	
				City Funding	City Projected	Projected Grant	Total
			Cash Reserves	Debt	Proceeds	Projected Project Cost	
Rec Trail	Year	Department	Project				
	2023	Sewer	Sewer Master Plan Update	\$20,000	\$0	\$0	
	2023	Recreation	Replace Rubber Base - Pioneer (VC) Park	\$60,000	\$0	\$0	
	2023	Recreation	Pave Trail / Other Outdoor Rec Project	\$50,000	\$0	\$50,000	
				City Funding	City Projected	Projected Grant	Total
			Cash Reserves	Debt	Proceeds	Projected Project Cost	
CIB	Year	Department	Project				
	2024	Streets	Street Improvement Project	\$300,000	\$0	\$0	
	2024	Water / Sewer	- Water & Sewer Line Replacement	\$100,000	\$0	\$0	
				City Funding	City Projected	Projected Grant	Total
				Cash Reserves	Debt	Proceeds	Projected Project Cost
CIB	Year	Department	Project				
	2025	Recreation	Replace Rubber Base - South Park	\$30,000	\$0	\$0	
	2025	Water	1 Mil Gallon Tank Liner	\$100,000	\$0	\$0	
	2025	Sewer	200 West Sewer 800 S to 1200 S & 400 East Sewer 100 N to 625 S	\$88,000 \$197,000	\$0 \$0	\$132,000 \$383,000	
				City Funding	City Projected	Projected Grant	Total
			Cash Reserves	Debt	Proceeds	Projected Project Cost	
CIB	Year	Department	Project				
	2025	Streets	Street Improvement Project	\$300,000	\$0	\$0	
	2025	Water / Sewer	- Water & Sewer Line Replacement	\$100,000	\$0	\$0	
	2025	Storm Water	Tri-Hurst / 300 S 400 W	\$135,000	\$0	\$0	

Rec Trail				City Funding	City Projected	Projected Grant	Total
	Year	Department	Project	Cash Reserves	Debt	Proceeds	Projected Project Cost
	2026	Recreation	3rd Res to 4th Res Trail Loop	\$100,000	\$0	\$100,000	\$200,000
				City Funding	City Projected	Projected Grant	Total
	Year	Department	Project	Cash Reserves	Debt	Proceeds	Projected Project Cost
	2027	Streets	Street Improvement Project	\$300,000	\$0	\$0	\$300,000
		Water / Sewer	- Water & Sewer Line Replacement	\$100,000	\$0	\$0	\$100,000
				City Funding	City Projected	Projected Grant	Total
	Year	Department	Project	Cash Reserves	Debt	Proceeds	Projected Project Cost
	2028	Streets	Street Improvement Project	\$300,000	\$0	\$0	\$300,000
				City Funding	City Projected	Projected Grant	Total
	Year	Department	Project	Cash Reserves	Debt	Proceeds	Projected Project Cost
	2029	Streets	Street Improvement Project	\$300,000	\$0	\$0	\$300,000

Total 10 Year Cash Reserve Needs	\$3,445,000	Total Cash to Projects Ratio	83%
Total 10 Year Projected Additional Debt	\$0	Total Debt to Projects Ratio	0%
Total 10 Year Grant Needs	\$715,000	Total Grant to Projects Ratio	17%
Total Projects - 10 Year Horizon	\$4,160,000		100%

Identified Projects Not Placed or Funded		
City Office & Public Safety Building	\$5,000,000	Not in 10 Year Plan
New Sewer West Side Gravity & Pump	\$1,150,000	Not in 10 Year Plan
Grayson Pwky - Sewer Outfall Upgrade	\$1,450,000	Not in 10 Year Plan
Wellness Center - Indoor Pool	\$600,000	Not in 10 Year Plan - Maybe 20 Year
Wellness Center - Court Expansion	\$750,000	Not in 10 Year Plan - Maybe 20 Year
Unfunded Projects Total	\$8,950,000	

Bid Summary

11/21/19

Blanding Landscaping Services Bid

Name		Monthly Total
Walker Enterprises	Lamarr Walker	\$4,145
Lawn Max	Shane Musselman	\$4,972
Cody Nielson	Cody Nielson	\$4,440

Notes

Monthly totals are for all 9 city properties

Current Contract awarded in 2016 monthly total of \$4,790

** South Park, Centennial Baseball Fields, Centennial & Skate Park, Wellness Center, Central Park, City Office, Visitor Center, Police Station, WCL Park (brush mowing twice monthly)



Cash Handling Policy

City of Blanding

Utah State Code requires proper accounting and documentation of all cash receipts.

Cash handling requires standardized training and knowledge of cash handling practices that foster accountability, control, protection of employee integrity and safeguarding of City funds. These procedures govern the handling, receipting, depositing and reporting of all City cash operations, as directed by Utah State Code. The term "City Cash" applies to currency, coin, checks, money orders, credit and debit card payments, electronic payment media and other negotiable instruments payable in money to the City.

Cash handling needs vary according to departmental responsibilities. This policy and the procedures referenced herein create a framework for Departments and the City Finance Office to work together to create adequate and reasonable cash controls that protect individual employees and City funds.

I. General Provision

Policy

The scope of these procedures outlines responsibilities of departments and cash handlers city wide.

As outlined by the State of Utah, this policy shall establish procedures that all public funds received by the City be deposited on a daily basis, whenever practicable, but not later than once every three banking days after receipt of funds.

Purpose

The objectives of this policy are to set forth minimum standards to ensure clear and consistent practice within the City for the handling of cash and to assist all City departments by defining and communicating what is an acceptable level of control for cash-handling operations. Due to the centralized nature of revenue collection within the City, this policy provides rules and guidance.

Procedures

Cash received by the City should be guarded carefully. Each employee, from a front-line cash handler to a Department Director/Supervisor, is expected to demonstrate a positive attitude in protecting the assets of the City.

Cash collection points must be established in conjunction with the City Treasurer/Finance Director. All special events should establish a cash collection process with the City Treasurer/Finance Director at least 48 hours prior to the event.

All requests for the establishment or termination of cash funds must be made to the City Treasurer/Finance Director.

Security of Funds

1. Personnel responsible for cash handling are accountable for safeguarding funds.

Funds must be secured at all times in cash registers, safes, lock boxes etc. and access to cash handling and storage areas should be physically restricted to authorized personnel. If unable to locate a secure area, the City Treasurer/Finance Director should be contacted and a process will be provided to protect the funds.

Where possible, cash deposit preparation areas should be both physically and visually restricted to authorized personnel. No funds should be left unattended and unsecured. Cash should not be stored overnight in cash registers or drawers.

2. Payment Card Industry Data Security Standards (PCI) rules and procedures will be followed for the proper handling of credit/debit card transactions and cardholder information and system requirements for processing credit/debit cards.

City employees should not record or store credit/debit card numbers or cardholder information for any purpose.

3. Petty cash funds should be balanced and reconciled monthly at a minimum. Petty cash should only be used for purchases of \$25 or less. A monthly audit of petty cash funds may be performed by the City Treasurer/Finance Director.
4. Any City employee who has knowledge or suspicion of defalcation or a dishonest act by another City employee must report that information to their supervisor, Department Director, the City Treasurer/Finance Director or City Manager.

Proper Receipting

Cash:

1. Cash should be immediately placed into the cash drawer after the transaction is completed.
2. Utah State law requires the City to offer a receipt or other evidence of payment to every person paying money to the City. All cash received must be recorded through a computerized accounting system that prints computer-generated official City receipts. When a cash collection point without a computerized accounting system uses City temporary cash receipts, those temporary receipts must be converted over to computer receipts as soon as possible. Temporary receipt forms are available from the City Treasurer/Finance Director's office.

Checks:

1. Many checks will state security warning in writing, explaining the security features of the check. It is the cash handlers' responsibility to validate security features. The City is liable for fraudulent checks accepted.
2. Verify the date on the check.
3. Checks must be made out to the City of Blanding or Blanding City.
4. No two-party checks shall be accepted at any departmental location.
5. Cashing of customer checks is not permitted. Cash should not be given back as change to a customer for a personal check, company check or cashier's check.
6. The numerical amount of the check should always be verified against the written amount.
7. Make sure all checks are appropriately signed.
8. Paper checks shall be endorsed with the City's stamp immediately.

Credit/Debit Cards

1. The credit card/debit card should be signed.
2. Credit/debit card transactions are only to be used to pay for City services. Credit/debit card advances are not permitted for customers or employees.

Mailed Payments

1. Mail should be opened daily, by two individuals, to expedite processing of payments received.
2. Checks should be restrictively endorsed with the City stamp as soon as possible after being opened.

Telephone Payments

1. If the card information is stored compliant with PCI standards in one of the City's software programs, the employee will verify the customer's name and the last 4 digits of the card on file.
2. The credit/debit card information should be typed directly into the card processing terminal and not written down or stored by the employee.

The payment should be immediately logged into the appropriate software system or cash register and a receipt provided to the customer.

Refunds

1. Refunds are made only through the Treasurer/Finance office.
2. Department managers will notify Treasurer/Finance Director in writing the payee, amount of the refund and reason for the refund.
3. City policy prohibits cash refunds.

Daily Reconciliations and Deposits

1. Departments must reconcile receipts daily and close all open batches. Cash and documentation must be delivered to the City Treasurer/Finance Director or Billing Assistant by the following day. Receipts or other evidence of payments shall be provided with the daily deposit report as required by Utah State Code.
2. Upon closure of a daily cash receipt batch, all departments and their employees must follow Utah Code, which requires money be deposited daily, if practicable, but no later than once every three banking days. **This does not mean departments may hold money for three days prior to submission to City Treasurer/Finance Director or Billing Assistant.**
3. All public funds received will be deposited within three banking days after receipt of the funds regardless of the amount or form of payment.
4. Each department is accountable for the cash receipts issued to them and used in recording and processing of City revenues.

5. Written notification to the City Treasurer/Finance Director is required for any cash receipt found to be missing or unaccounted for.
6. Every effort should be made to ensure large quantities of cash are not on hand at any location overnight. If a department has a large or series of transactions leaving the cash on hand over \$500 the deposit must be made on the same day.
7. In general, the bank deposit should be balanced to the cash receipts journal to the penny. When a deposit can not be reconciled within a reasonable amount of time, the amount of the deposit is off must be posted in the computerized cash receipts system. The person(s) responsible for handling the cash and preparing the deposit will be held responsible for any overages and/or shortages. Those responsible person(s) will receive additional training. Disciplinary action may also occur.
8. Reconciliation of the daily cash receipt batch, must include documentation of transaction voids. Each void will include the amount of the void and a detailed explanation of that void, name and signature of the employee who made the void and a supervisor signature. Employees who fail to provide documentation will be subject to disciplinary action.

Separation of Duties

1. All departments must provide documentation and the cash collected to the City Treasurer/Finance Director or their designee to verify deposits are accurate.
2. The City Treasurer/Finance Director or their designee will transport the deposits for all departments to the City's financial institution in a manner that conforms to Utah State Code.
3. The bank reconciliation process will occur on a monthly basis. Bank reconciliation is the process of matching and comparing figures from accounting records and those presented on the bank statement.

Prohibited Transactions and Activities

The following transactions, activities, events and/or processes using a cash register, change funds, petty cash, etc. are prohibited.

- Cashing of personal, payroll or expense checks
- Payment to employees for awards etc.
- Personal borrowing
- Personally refunding or exchanging your own purchase

- Balancing shortages with personal funds
- Balancing overages into personal funds
- Any similar expense or activity

Evidence of Compliance

The date of deposit as recorded by the City's financial institution shall be no more than three banking days greater than the date of the corresponding department daily deposit report.

Review and Enforcement

The City Treasurer/Finance Director, Finance Staff and external auditors have authority to review and measure the effectiveness of cash controls. Although departmental operations may have influence when reviews occur, surprise reviews may be initiated on a cash handling area with minimal or no notice. Departments are responsible for responding to findings and implementing changes as appropriate.

Any employee found to have violated these procedures will be subject to disciplinary action including but not limited to being placed on administrative leave during an investigation and/or termination of employment.

Cash Handling Training

All employees (full-time, part-time and temporary) who handle cash, checks, or credit cards will receive the necessary training to perform cash handling procedures in accordance with Utah Code and Blanding City policies.

Each employee who handles cash, checks or credit cards will receive at the time of their employment a copy of this policy. A signature acknowledging receipt and training on the City cash handling will be required before training is complete.

It is the responsibility of each department supervisor/director to ensure employees are sufficiently trained and capable of following City cash handling policies.

The Treasurer/Finance Director may provide additional training to ensure City funds are protected.

Training for temporary employees will occur each year.

Cash Handling Policy Employee Acknowledgement

The goal of the City's cash handling function is the accurate and secure receiving, receipting and processing of payments received at various locations throughout the City. Strong internal controls for cash collection are necessary to prevent mishandling of City funds and are designed to safeguard and protect employees from inappropriate charges of mishandling funds by defining their responsibilities in the cash handling process.

As an employee of Blanding City

- I have received a copy of the City's Cash Handling Policy.
- I have received adequate training of these policies.
- I am committed to protecting the City funds.
- I understand that any violation of these policies could result in termination.

Signed: _____

Print Name: _____

Date: _____

Received by: _____



Ordinance 2019-4

An Ordinance Regarding Water Conservation

WHEREAS, the City recognizes that water is a finite resource that needs to be conserved and managed prudently for the future benefit of the community;

NOW, THEREFORE, it is hereby ordained by the Blanding City Council as follows:

Title 8 Chapter 1-20:

WATER CONSERVATION

8-1-20: WATER CONSERVATION:

A. When using the City of Blanding potable water source, watering will only be allowed each day before ten o'clock (10:00) A.M. or after six o'clock (6:00) P.M.

B. All irrigation systems must be maintained in a manner that promotes efficient watering and limits leaks, damage to the system, or overwatering that would allow flow of water beyond property lines.

C. This ordinance does not apply in the following situations:

- a. New lawns that require frequent irrigation for establishment purposes within 90 days of planting.
- b. Short cycles required for testing, inspecting and maintaining irrigation Systems.
- c. Other situations as permitted by the city.

PASSED, ADOPTED and APPROVED this 12th day of November 2019.

Signed _____
Joe B. Lyman, Mayor

ATTEST: _____
Jeremy Redd, Recorder