NOTICE AND AGENDA - AMENDED
TOWN COUNCIL
Special Meeting

Notice is given that a meeting and **public hearing** of the Town Council of the Town of Apple Valley will be held on **Wednesday, December 30th, 2020**, commencing at **6:00 PM** or shortly thereafter at 1777 N Meadowlark Dr, Apple Valley.

Pursuant to the Executive Order issued by Governor Gary Herbert on March 18, 2020 regarding Electronic Public Meetings, please be advised that the meeting will be held electronically and broadcast via Zoom. Persons allowed to comment during the meeting may do so via Zoom. Login to the meeting by visiting: https://us02web.zoom.us/j/81924166189

To call into meeting, dial (253) 215 8782 and use Meeting ID 819 2416 6189

The Agenda for the meeting is as follows:
Call to Order / Pledge of Allegiance / Roll Call
Declaration of Conflicts of Interest
Mayor's Town Update

DISCUSSION AND ACTION

1. Discussion and possible action on appointing a Planning Commissioner
2. Discussion and possible action on Ordinance 2020-26 An Ordinance Creating the Office of Town Administrator and Appointing Town Administrator
3. Discussion and possible action on authorizing large purchase by Big Plains Water District for a mobile backup generator

PUBLIC COMMENTS

REQUESTS FOR A CLOSED SESSION

ADJOURNMENT

THE PUBLIC IS INVITED TO PARTICIPATE IN ALL COMMUNITY EVENTS AND MEETINGS
In compliance with the American with Disabilities Act, individuals needing special accommodations (Including auxiliary communicative aids and services) during this meeting should call 435-877-1190.

Application for Vacant Planning Commission Seat

Term ends January 2nd, 2023

Application Deadline December 28, 2020 by 5:00 PM

APPLICANT INFORMATION:

Name: Richard S. Fischer

Address: [redacted]

Street *City* *State* *Zip Code*

Telephone Number: [redacted]

Email Address: [redacted]

QUALIFICATIONS:

I certify that I meet the following Qualifications:

I am a citizen of the United States.	☑ Yes	☐ No
I am a registered voter in the Town of Apple Valley.	☑ Yes	☐ No
I have been a resident of the Town of Apple Valley or a resident of a recently annexed area of the Town of Apple Valley for the previous twelve (12) months.	☑ Yes	☐ No
I have not been convicted of a felony.	☑ Yes	☐ No

CERTIFICATION OF APPLICANT:

PLEASE READ THE FOLLOWING PARAGRAPH CAREFULLY BEFORE SIGNING.

I certify that all statements made in this application are true and complete and understand that any misrepresentation of material fact in this document or during an interview may subject me to disqualification.

I understand that information provided on this application is a public record and authorize the Town of Apple Valley to release the information contained herein.

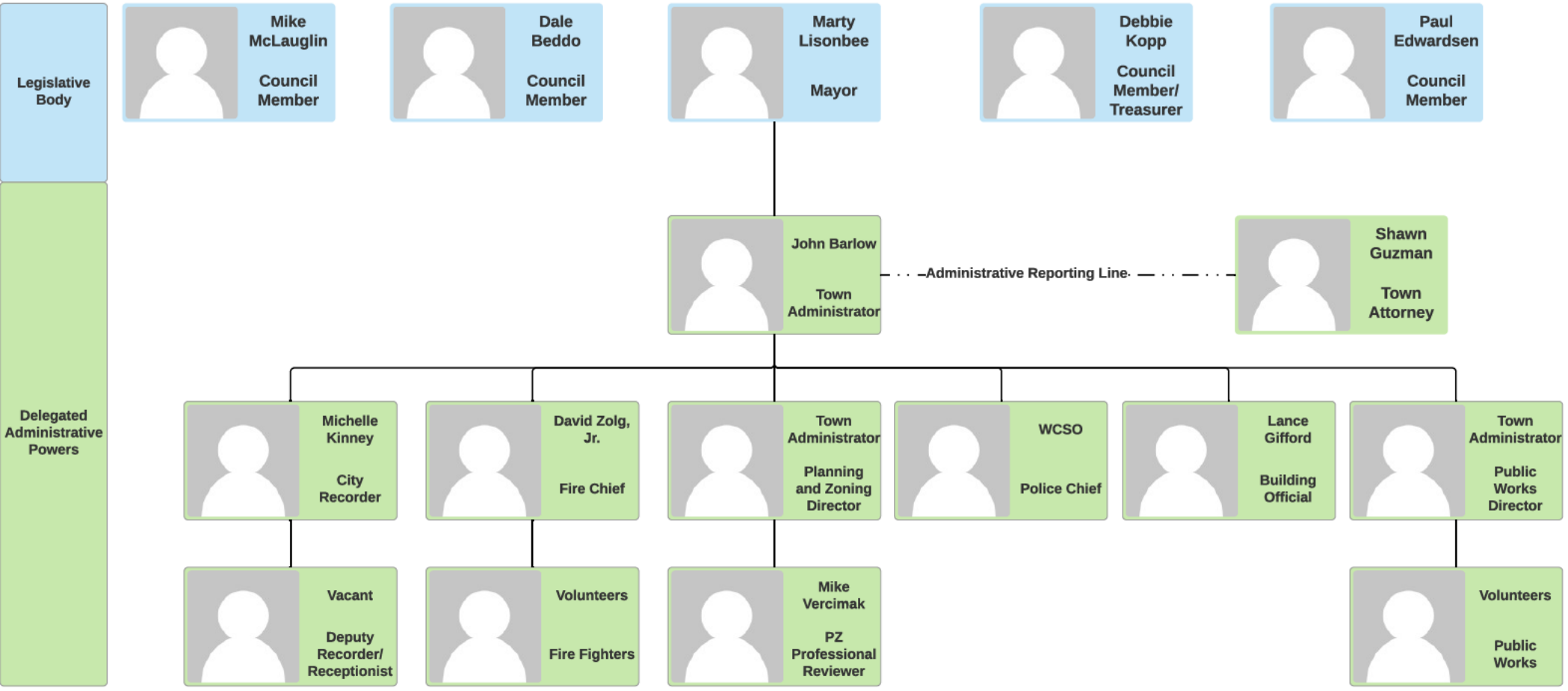
Richard S. Fischer

Applicant's Signature

12/23/2020

Date

TOWN OF APPLE VALLEY ORGANIZATIONAL CHART



Task	Function	Responsibility	Oversight/Final Review
Recorder Functions			
Post Agenda	Recorder	Deputy Clerk	Michelle Kinney
Post Packet	Recorder	Deputy Clerk	Michelle Kinney
Noticing UPN/Posting/Mailings	Recorder	Deputy Clerk	Michelle Kinney
Draft Minutes	Recorder	Deputy Clerk	Michelle Kinney
Utah Transparency Reports	Recorder	John Barlow	Michelle Kinney
GRAMA Requests	Recorder	Michelle Kinney	Michelle Kinney
Process Business Licenses	Recorder	Deputy Clerk	Michelle Kinney
Payroll	Recorder	Michelle	John Barlow
Dog Licenses	Recorder	Deputy Clerk	Michelle Kinney
Accounts Payable Functions			
Process Invoices	AP	Michelle Kinney	Debbie Kopp
Print Checks	AP	Michelle Kinney	Debbie Kopp
Mail Checks	AP	Michelle Kinney	Michelle Kinney
Big Plains PMT	AP	Deputy Clerk	Michelle Kinney
Accounts (Billing) Receivable Functions			
Process Meeter Readings	AR	Michelle Kinney	Michelle Kinney
Generate Billings	AR	Michelle Kinney	Michelle Kinney
Process Billings	AR	Michelle Kinney	Michelle Kinney
Print Bills	AR	Michelle Kinney	Michelle Kinney
Answer Billing Questions	AR	Deputy Clerk	Michelle Kinney
Treasurer Functions			
Bank Reconciliation	Treasurer	John Barlow	Debbie Kopp
Money Transfers	Treasurer	John Barlow	Debbie Kopp
Administrative Functions			
Prepare Agenda	Administrator	John Barlow	Marty Lisonbee
Prepare Meeting Packets	Administrator	John Barlow	Marty Lisonbee
Authorize Expenditures	Administrator	John Barlow	Debbie Kopp
Prepare Budget	Administrator	John Barlow	Marty Lisonbee
Audit	Treasurer/Recorder/Administrator	John Barlow/Michelle	John Barlow/Michelle
Building Functions			
Review Plans and Inpect Building	Building Official	Lance Gifford	Lance Gifford
Track Building Permits	Building Official	Deputy Clerk	Michelle Kinney
Planning and Zoning Functions			
Rezone Applications	Planning and Zoning Director	John Barlow	Marty Lisonbee
Lot Split Applications	Planning and Zoning Director	John Barlow	Marty Lisonbee
Development Agreements	Planning and Zoning Director	Marty Lisonbee	Marty Lisonbee
Illegal Lot Split	Enforcement	Deputy Clerk	Michelle Kinney
Plat Process	Planning and Zoning Director	Marty Lisonbee	Marty Lisonbee
Public Works Functions			
Plan Public Infrastructure	Public Works Director	John Barlow	Marty Lisonbee
Maintain Public Infrastructure	PW Employees	John Barlow	Marty Lisonbee
Public Relations Functions			
Publice Relations/Speak on Behalf of Town	Mayor	Mayor	Marty Lisonbee
Human Resource Functions			
Performance Reviews	Human Resource Officer	John Barlow	Marty Lisonbee
Recruitment and Onboarding	Human Resource Officer	John Barlow	Marty Lisonbee

APPLE VALLEY
ORDINANCE O-2020-26

AN ORDINANCE CREATING THE OFFICE OF TOWN ADMINISTRATOR

WHEREAS, the Town anticipates that the demand and challenges on administration will become greater over time and desires to meet said demands with good operational planning;

WHEREAS, the Town desires to be fiscally responsible;

WHEREAS, the Town desires to establish clear and meaningful reporting lines;

WHEREAS, the Town has hired a person qualified of acting as the Town Administrator;

WHEREAS, the finance director has, in many cases, had to fill the duties and responsibilities customarily assigned to a Town Administrator;

NOW THEREFORE, be it ordained by the Council of Apple Valley, in the State of Utah, as follows:

SECTION 1: **AMENDMENT** "2 Administrative Code" of the Apple Valley Municipal Code is hereby *amended* as follows:

AMENDMENT

2 Administrative Code

SECTION 2: **ADOPTION** "2.15 Town Administrator" of the Apple Valley Municipal Code is hereby *added* as follows:

ADOPTION

2.15 Town Administrator*(Added)*

Section 1. Office of Town Administrator Created

The office of Town Administrator is hereby created and established pursuant to U.C.A. 2011, § 10 3b 403, and shall continue in force and effect as an appointed office of the Town.

Section 2. Appointment

The town administrator shall be appointed by the mayor with the advice and consent of the town council.

Section 3. Term of Office

The Town Administrator shall serve at the pleasure of the town council for an indefinite period.

Section 4. Residency

Residency in the town of a town administrator shall not be required as a condition of appointment.

Section 5. Compensation

The town administrator shall receive such compensation as the town council shall, from time to time, determine.

Section 6. Powers and Duties

Pursuant to the authority outlined in U.C.A. 2011, § 10 3b 403, and under the direction and control of the town council, the town administrator shall be responsible for the efficient management of all administrative affairs of the town. In addition to the general powers as chief administrative officer, the town administrator shall have the following powers, duties, and obligations:

A. Enforcement. The town administrator shall faithfully execute and enforce all applicable laws, ordinances, rules and regulations, and see that all franchises, leases, permits, contracts, licenses and privileges granted by the town are observed.
B. Represent. It shall be the duty of the town administrator, as directed by the Mayor and Town Council, to represent the town at various meetings or other functions and respond to requests or inquiries about town policies, rules, ordinances, regulations, resolutions or services rendered by the Town.
C. Authority for employees. The town administrator shall have the authority, to control, order, and give directions to all heads of departments and to subordinate officers and employees of the town through their respective department heads.
D. Power of appointment and removal. It shall be the duty of the town administrator to appoint, remove, promote, and demote any and all officers and employees of the Town, subject to all applicable personnel ordinances, rules and regulations, except for the positions of town recorder, town treasurer, town attorney and town department heads, which shall only be appointed, demoted or removed with the advice and consent of the town council.

E. Direct and supervise administration. It shall be the duty of the town administrator to direct and supervise the administration of all departments, offices, and agencies of the Town, except as otherwise provided by law.
F. Implement and recommend policies and programs. The town administrator shall carry out the policies and programs established by the town council.
G. Ordinances. The town administrator shall recommend to the town council for adoption such measures and ordinances necessary for the efficient management of administrative affairs.
H. Attendance at town council meetings. It shall be the duty of the town administrator to attend all meetings of the town council, unless excused therefrom by the mayor or the town council, and to take part in the discussions and to recommend matters for adoption by the town council, but without the right to vote.
I. Financial reports. It shall be the duty of the town administrator to keep the town council fully advised at all times as to the financial condition and needs of the Town. The town administrator shall prepare and submit monthly financial reports to the town council for its information and review.
J. Budget. The town administrator shall prepare and submit the proposed annual budget and capital improvements program to the town council for its approval and in accordance with all state laws and regulations. The town administrator shall serve as the town budget officer.
K. Expenditure control and purchasing. It shall be the duty of the town administrator to manage all expenditures in accordance with state law and the town purchasing policy.
L. Investigations and complaints. It shall be the duty of the town administrator to make investigations into the affairs of the Town. It shall be the duty of the town administrator to investigate all complaints in relation to matters concerning the administration of the town government. The town administrator shall examine and inspect the books, records and official papers of any office, department, agency, board or commission of the town and make investigations and require reports from all personnel.
M. Public buildings. It shall be the duty of the town administrator to exercise general supervision over all public buildings, public parks and all other public properties which are under the control and jurisdiction of the Town.
N. Emergencies. The town administrator shall notify the town council of any emergency that may arise in the Town.
O. Additional duties. It shall be the duty of the town administrator to perform such other duties and exercise such other powers as may lawfully be delegated to the town administrator from time to time by ordinance or resolution or other official action of the town council.

Section 7. Removal From Office

The removal of the town administrator shall be affected only by a majority vote of the town council. The town council may, without any particular showing of cause, remove the town administrator from office. The town council's action shall be final.

Section 8. Resignation

The town administrator shall give the town council 30 days' notice in writing of the intent to resign as town administrator. The town council may waive this requirement for good cause.

PASSED AND ADOPTED BY THE APPLE VALLEY COUNCIL
_____.

	AYE	NAY	ABSENT	ABSTAIN
Councilmember McLaughlin	_____	_____	_____	_____
Councilmember Kopp	_____	_____	_____	_____
Mayor Lisonbee	_____	_____	_____	_____
Councilmember Edwardsen	_____	_____	_____	_____
Councilmember Beddo	_____	_____	_____	_____

Presiding Officer

_____
Marty Lisonbee, Mayor, Apple Valley

Attest

_____
Michelle Kinney, Clerk Apple Valley